

## 4-H ENROLLMENT

**Enrollment is due on or before April 15 for members to be eligible to exhibit at the fair.**

### OTHER IMPORTANT DEADLINES:

**Add/Change/Drop Deadline** - members have until May 15 to add, change or drop projects without penalty. Projects added or changed after that date will not be eligible for exhibiting at this year's fair. Projects taken after this date should be assigned a project grade or an incomplete.

**Club transfers** - members may not switch clubs after the May 15<sup>th</sup> add/drop/change deadline. Project grades will be assigned by the club who has the child enrolled on May 15<sup>th</sup>.

### ADVISOR INSTRUCTIONS AND GUIDELINES FOR MINIMUM REQUIREMENTS

The following items should help you through this year and assure your success:

1. You need to inform each member in your club of the basic minimum requirements for completion and what they mean very early in the 4-H club year. Many clubs plan a parents' meeting. 4-H Member Self Evaluation Guide Sheets are available upon request.
2. Clubs need to determine if excused absences will be allowed and what is an acceptable excuse. Members should contact an advisor that they will be unable to attend. Some clubs make this a requirement in order to be granted an excused absence.
3. Clubs need to determine if they will require any additional local club requirements for completion at the beginning of the club year. Members and parents need to be informed of these if any are adopted by the club.
4. Members should be reminded three or four times during the year about the need for meeting the minimum requirements. This should be by an announcement at a club meeting.
5. Satisfactory progress toward the basic minimum requirements for completion must be made by the member before they are eligible to exhibit at the fair.
6. **Incomplete projects** - a project is considered incomplete if no advisor grade is assigned. If a member receives one or more incomplete, he/she will receive no credit for that 4-H year. Projects do not have to be entered, judged or exhibited at the fair to be complete. Advisor's grade constitutes a completed project. Incompletes should be given when no effort is made towards project requirements or club involvement. **If a child is a member in two clubs and receives an incomplete in one of the clubs, they are incomplete for the year.**
7. Advisors grades are due by July 1st. This grade goes on the permanent record card of the member. These grades will be turned in on computer printout sheets for your club. Also enclosed is worksheet for your use (optional). It may help you to arrive at your final grade.