

INSTRUCTIONS FOR PURCHASING 4-H PROJECTS BOOKS

1. A 4-H Project Book Order Form should be completed for all project books purchased including those you pick up at the office. A copy can be found in this section or extra copies can be obtained from the Extension Office.
2. Books may be picked up at the office. Project book orders will be placed once a week. Clubs need to make a complete club order before turning in order form. Books will be available approximately two to three weeks after the order is placed.
3. Fill out the top of the order blank completely.
4. Most 4-H project books are \$6.00 each which includes tax if purchased under the club name. Books purchased by individuals will be taxed. Books which are more than \$6.00 are noted on the order form.
5. Make checks payable to **O.S.U. Extension**. Payment is encouraged at the time of ordering but may be charged by advisors. You will be notified right away when any back ordered books arrive.
6. Book bills must be paid in full by September 15th. If the book bill is not paid, the club (which includes advisors, parents, or members) cannot receive any more books until the bill is paid in full.
7. Extra or unused books purchased must be returned to the Extension Office by July 15th, if you want a refund on these unwanted books. No refunds will be made after that time. Returned books must be current copies, in resalable condition.
8. When ordering books, use a number rather than hash marks on the order blank, to indicate how many books you need.

