

# 2024-2025 Annual 4-H Club Enrollment Packet

*Dear New Club Leaders,*

Welcome to the Maricopa County 4-h program! We are delighted you will be joining us this year. The 4-H year officially starts on October 1 and ends on September 30. However, we will open the 2024-2025 4-H enrollment on ZSuite on September 9th. In order to open your club's enrollment, we need this form filled out no later than September 7th. We will have forms available to fill out by hand at the Annual Leader's Meeting on September 7th, but you are able to send this form electronically anytime before that.

Each 4-H member is required to pay the \$ 35.00 membership fees through ZSuite . Their enrollment is not finished until all forms are completed, with waivers signed and fees paid. Club Leaders will not be required to collect the membership fees. Once the Member has paid the membership fees, we will activate their account and then they can start participating in 4-H events and activities. Each Club can collect their own club dues, if applicable.

We encourage you to check out the [Maricopa County 4-H webpage](#) which we update regularly. We will also continue to send out our weekly(ish) e-newsletters.

*We recognize you may have questions about what is required, so do not hesitate to contact Valerie Gabrielson by email with your concerns at [gabrielsonv@arizona.edu](mailto:gabrielsonv@arizona.edu). We are here to support and help you!*

## Again, welcome to the wonderful world of 4-H!

*Forms Included in packet:*

- ☐ Club Information ..... Pg. 2
- ☐ Club Description ..... Pg. 3
- ☐ Club Project List ..... Pg. 4-5
- ☐ Club Leaders ..... Pg. 6
- ☐ Explanation Club Financials ..... Pg. 7
- ☐ Club Calendar/Program Plan..... Pg. 8-9

***Please complete the packet digitally and email it to:***  
*gabrielsonv@arizona.edu.*

OR

***Print out and drop off or mail this packet to:***  
*U of A Cooperative Extension, Maricopa County*  
*Attn: Valerie Gabrielson*  
*4341 E. Broadway Rd.*  
*Phoenix, AZ 85040*

## **Club Information for the Website**

Please fill out all the information below. This section will be used to create your club profile on the Maricopa County 4-H club web page (<https://extension.arizona.edu/4h/maricopa>). This information will be seen by potential new members to help them choose the club that is right for them. Please be as detailed as possible.

Club Name: \_\_\_\_\_

Club Meeting Address: \_\_\_\_\_

Major Cross Streets: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Meeting Place: \_\_\_\_\_

Name and Phone Number of the contact person for the website: \_\_\_\_\_

Club Email: \_\_\_\_\_

Club Website (if applicable): \_\_\_\_\_

Social Media Account:      Facebook \_\_\_\_\_ Public ☐      Private ☐

Instagram \_\_\_\_\_ Public ☐      Private ☐

Other \_\_\_\_\_ Public ☐      Private ☐

Business Meeting Day(s)/Time(s): \_\_\_\_\_

What date would you like county 4-H staff to come to a meeting? \_\_\_\_\_

Not including the county fee, how much do you charge for enrollment? \_\_\_\_\_

Description of what the additional club fee covers (as applicable): \_\_\_\_\_

Do you have separate project meetings? If so, what projects and when do they meet? \_\_\_\_\_

## Club Description

Try to describe your club, so that potential members can choose the right club for them. Include things like the size of your club, community or project centered, structure, what type of activities you focus on, special events you do every year, etc.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## Club Project List

Please check off each project that your club will be offering for the 2024-2025 4-H year. Only mark one box next to each project. All projects do not need to have a check. This information will be used on the Maricopa County 4-H website and ZSuite to help potential members understand your club.

Projects	Offer as part of your general program	Offer as a separate project meeting	Allow members to work on their own
<b>General Animal</b>			
Cat			
Dog			
Companion Pets			
Ag Business			
Veterinary Science			
Entomology			
Gardening			
Livestock Judging			
<b>Horse</b>			
English			
Gymkhana			
Horseless/Horse Education			
Ranch Horse/Sorting			
Western			
<b>Large Animal</b>			
Beef			
Dairy			
Goat – Dairy			
Goat – Market			
Sheep			
Swine			

Projects	Offer as part of your general program	Offer as a separate project meeting	Allow members to work on their own
<b>Small Animal</b>			
Cavy			
Goat - Pygmy			
Poultry			
Rabbit			
<b>General</b>			
Cloverbuds			
Self-Determined			
Citizenship			
Cultural Understanding			
Community Service			
Leadership			
Public Speaking			
<b>Shooting Sports</b>			
Archery			
Hunting Skills			
Muzzleloading			
Pistol			
Rifle			
Shotgun			
Western Heritage			

Projects	Allow members to work on their own	Offer as a separate project meeting	Offer as a part of your general program
	Healthy Living		
	Bicycle		
	Hiking		
	Sports		
	Clogging		
	Dance		
	Theater		
	Career/College Readiness		
	Child Development		
	Life Skills		
	Personal development		
	Entrepreneurship		
	Financial Education		
	Health		
	Cake Decorating		
	Cooking		
	Food Science		
	Arts and Crafts		
	Creative Writing		
	Fiber Art		
	Filmmaking		
	Fine Art		
	Interior Design		
	Leathercraft		
	Photography		

Projects	Allow members to work on their own	Offer as a separate project meeting	Offer as a part of your general program
	Quilting		
	Sewing		
	STEM		
	Aerospace		
	All-Terrain Vehicles		
	Augmented Reality		
	Computer Science/Coding		
	Drones		
	Electricity		
	Forestry		
	Geospatial		
	Machining		
	Natural Resources		
	Outdoor Adventures		
	Robotics		
	Rocketry		
	Small Engines		
	Sport Fishing		
	Welding		
	Wildlife and Fisheries		
	Woodworking		
	Other (Fill it in)		

## **Club Leaders**

<b>Leader's Name</b>	<b>Phone Number</b>	<b>Email Address</b>	<b># Years Leading</b>	<b>Responsibilities</b>

Which leader is the fair coordinator (who will get a fair pass and pick up the club's credentials)? \_\_\_\_\_

\_\_\_\_\_

Which leaders need to complete the certification process? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Which leaders would like to have access to the club ZSuite? \_\_\_\_\_

\_\_\_\_\_

## **Explanation of Club Financials Statement**

The Maricopa County 4-H Program Staff oversees and is responsible for the proper handling of 4-H Club funds and assets in Maricopa County. All funds collected in the name of 4-H fall under the Arizona 4-H Youth Foundation, which has the fiduciary responsibility for all 4-H funds in Arizona. If your club is handling 4-H money, including 4-H program fees, your club must have at least a checking account. Please read the following information, answer, and sign below.

Our club has a checking account: ☐ Yes ☐ No

If your club does not have a checking account, please explain: \_\_\_\_\_

I agree to follow all of the 4-H Club financial guidelines as outlined in the [AZ 4-H Chartering and Financial Management Guide](#). As the responsible party, I will ensure that our club accurately documents all income and expenses and turns in the required documentation by the due date. In the event that our club leadership changes, I will hand over all accurate and up-to-date accounting documents required by the 4-H Club Financial Guidelines to the new club Organizational Leader.

Organizational Leader Name/Signature: \_\_\_\_\_

Date \_\_\_\_\_

Names of all signers on the account: \_\_\_\_\_

## **Non-Discrimination Statement**

As leader of this 4-H club/group, I certify that this 4-H club/group will not restrict or deny any person membership or participation in its program or activities because of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation. This form constitutes a request for use of the 4-H Name and Emblem for educational purposes in accordance with regulations and policies of the University of Arizona Cooperative Extension.

Organizational Leader Name/Signature: \_\_\_\_\_

Date \_\_\_\_\_

## **4-H Meeting Calendar and Program Plan**

It is mandatory for all clubs to provide a program plan and event calendar (this must include all club events including meetings, parties, community service, fundraisers, field trips, and special events) for us to ensure that educational opportunities are provided. In addition, this information is required to be on file to qualify for the annual accident insurance that is purchased by The University of Arizona to cover members, who are active in ZSuite, while attending club meetings and events. Successful program planning includes goals/desired outcomes, a plan of action, and a general timeline. The following template is provided for your use; however, you may create your own club calendar and program plan, as long as it addresses the requested information below. It is important that if additional club events are added you email [gabrielsonv@arizona.edu](mailto:gabrielsonv@arizona.edu) to ensure event coverage.

Club Goals/Desired Outcomes for the Year (another format is acceptable, please attach if already completed):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

[illegible]



[illegible]