2018 4-H State Leadership Conference

Registration Checklist

Before registering, please carefully review this checklist with your parents/guardians (print your for your reference).

What	Further Information	DONE
Are you enrolled in 4-H?	**Be enrolled in 4-H** (community club, school enrichment, special interest/short-term, individual study, overnight camping, school-aged child care). If you are not currently enrolled and want to participate, please send an email requesting information 4hslc@ucanr.edu.	
Review 4-H Code of Conduct with your parent/guardian	***REQUIRED* 4-H Code of Conduct:** You will be required to initial on the registration form that you understand the "Code of Conduct" in the 4-H Policy Handbook which outlines your rights as a 4-H member and the rules you have to follow at the event. Your initials further indicates that you and your parents/guardian have signed a Code of Conduct, which is on file with the county UCCE 4-H office and that you will abide by the Code of Conduct at all times while attending the event. Any infractions will be handled as specified in the Code of Conduct, which includes being sent home, at the discretion of the Conference Director. **Your parents or guardians will assume the responsibility and cost of early departure.**	
Determine your arrival day	**Review the website and determine Thursday or Friday arrival. Fees are different based on arrival day.** **Benefits for Thursday Arrivals and NOT for those arriving on Friday.** - **Special activities** are tentatively planned for Thursday night. - **Friday tours** are only available if you arrive on Thursday.	
Deadlines and fees–please review	**Thurs. Arrival / Fri. Arrival / Dates** **Early Bird*** $750 / $675 / Before May 28 **Regular** $825 / $750 / On or before June 14 **Late** $900 / $825 / On or before June 28 *You are encouraged to register before May 28. Any registration received after May 28 is only guaranteed dependent on housing availability.	
Friday Tours: Review the (Thursday arrivals only!)	**You must arrive on Thursday to participate in tours.** Please review the tour options and talk to your parent/guardian and friends to ensure that you are selecting what you truly want to do. Tours are paid for early and they may be cancelled if there is not enough interest. Changes closer to the conference make it difficult for the State 4-H office to make those adjustments! **$25 Change Fee** will apply if you choose to change your tours after June 18.	
Cancellation Policy: Review with your parent/guardian	**Cancellation Policy -** Be ready to initial your understanding when you register. All refunds will require a $50 processing fee. 50% refund if received on or before May 30, 2018 After May 30, 2018, no refunds will be given. ***This policy applies even if your total fees have not yet been paid**. Your county will receive an invoice for the amount due for your registration fees.	

What	Further Information	DONE
Communicate with the county 4-H office to determine financial support and level.	**Financial Support -** Be prepared to indicate how much financial support your county is providing. The State 4-H office will not be able to offer registration scholarships for this conference. Unfortunately, we lost our donor which we are diligently trying to replace. If anything changes, we'll let you know.	
Roommate: Be ready to select a roommate	**Housing -** Talk to your friends and decide if you want to room with someone specific. All roommates must select each other on their registration in order to be roomed together. If they do not, they will not be roommates.	
Payment	Individuals may pay their full fee by credit card or make partial payments. If you your county is collecting fees and planning to send us one county issued check for all of that county's participants, you can still register and choose that option. **No personal checks from individual registrants.** Please contact your county 4-H office to clarify payment options. If individuals are paying with a check, please submit payment to your county office by June 1, 2018.	
Chaperone Selection Process/Fees	We will be using the Chaperone selection process for statewide overnight events. If interested please review the chaperone position description and process on the Chaperone Information Page. Counties are not required to submit a certain number of chaperones per youth delegation. Counties will be invoiced for a portion of the cost of the chaperones on a per youth delegate ration (1 to 10). Counties may pay these fees or ask the participant to pay their share of the cost. Chaperone fees will be invoiced after the conference registration is closed.	

You should receive an email response with your registration information. If you do not receive a confirmation, please contact the conference director at 4hslc@ucanr.edu