

May 17, 2016

To: 4-H Club Community Leaders

Congratulations on a successful 4-H program year! As we come to a close of the 2015-16 year, there are a few housekeeping items the 4-H clubs need to take care of. This packet you are receiving is an End-of-Year Packet, which will help you navigate required club forms and upcoming due dates for the end of the year. You are the only person in your club to receive this information, please provide copies to those that might need them. I also recommend that you familiarize yourself with its contents.

Paper copies of the required forms are enclosed. Additionally, as a convenience, electronic versions of the forms are available on the Santa Barbara County 4-H website at the following link: <http://sb4h.org/>.

You can submit by mail to: UC Cooperative Extension/4-H Office, 7127 Hollister Ave, Suite 7, Goleta, CA 93117; Fax to: 805-845-4968 or email to: jmmhansen@ucanr.edu.

Ordering Year End Pins and Record Book Seals is different this year. Use the **Order Sheet for Pins and Record Book Seals**, for leader pins and record book seals, free from the UCCE 4-H Office in Goleta. Please note the office will be distributing pins to each club based on their club enrollment at the beginning of May. This year the 4-H State Office is transitioning to a new pin format, your club will receive either the "Year" or "Age" pin for your club based on office inventory.

I will be sending out an email soon with Club and County Record Book Evaluation information.

Enclosures:

- *Order Sheet for Pins and Record Book Seals (4/2016)
- *List of Members NOT in Good Standing
- *4-H Outreach Methods Documentation
- *4-H Club Information for 2016-2017
- *4-H Club Project List
- *Record Book Gold Seal List & Evaluators List
- * Annual Request to Assess Club 4-H Program Fees (OPTIONAL)

I appreciate your attention to your club's end-of-the-year requirements and your adherence to the due dates. Please let me know if you have any questions. Thank you for serving as a 4-H Club Community Leader this year.

Sincerely,

Janelle Hansen
4-H Program Supervisor
jmmhansen@ucanr.edu
805-893-3409

4-H END OF THE YEAR PROCEDURES & CALENDAR DATES	
May 31	Last date 4-H members record club and project information in their Record Books and Project Reports for 2015-2016.
June 15	All enrollment payments are due to the 4-H Office at 7127 Hollister Ave., Ste 7, Goleta, CA 93117
June 15	List of Gold Seal Record Books & Evaluators is DUE to the 4-H Office. Member must be in Good Standing. REQUIREMENT OF EVALUATORS FROM EACH CLUB: Clubs will need to provide a minimum of 2 evaluators for the first 5 books, and an additional evaluator for every 5 books after that. (6 books=3 evaluators, 11 books=4 evaluators.) Evaluators need to commit to the full day. Any questions may be directed Janelle Hansen at (805) 893-3409 (<i>email is best at jmmhansen@ucanr.edu</i>) *Clubs Record books without the appropriate number of evaluators in attendance will not be evaluated.
June 15	The following is DUE TO THE 4-H OFFICE on or before June 15: <ol style="list-style-type: none"> 1) <u>List of 4-H Club Members NOT in Good Standing</u> 2) <u>4-H Outreach Methods Documentation (please include attachments)</u> All clubs are required to demonstrate outreach efforts in at least three of the first four outreach methods in this form. To document your club's outreach efforts from the 15-16 program year, attach copies of flyers, newspaper articles, media releases and lists of personal contacts made to this form. 3) <u>Report of Club Meeting Information, Community Club Leader(s) and Officers for the new 2016-2017 Program Year</u> 4) <u>List of Club 4-H Projects and Project Leaders for the 2016-2017 Program Year</u> 5) <u>Annual Request to Assess Club 4-H Program Fees (OPTIONAL)</u> To require an additional club enrollment fee, your club must submit a request form to the 4-H Office. 4-H Clubs who consider requesting approval for charging an annual fee, must clearly document why fees would be preferred to the educational experience of group fundraising. A request for establishing program fees must be submitted and approved annually prior to charging fees. 6) <u>4-H Club Program Planning Guide Form</u> Submit the completed 2015-16 Form
June 18	COUNTY 4-H MEMBER RECORD BOOK EVALUATION DAY: First Presbyterian Church, 1600 Berkeley Drive, Lompoc, CA 93436. NEW TIME THIS YEAR: 9:00 AM – 3:00 PM. We are bringing back the potluck for our hungry, hardworking evaluators. All evaluators bring a dish to share. Plates, utensils and drinks will be provided. Bring Gold Seal Member Record Books. Judges need to commit to the full day. Record Books will NOT be released for distribution until completion of the tabulation/awards process.
June 30	Last date 4-H Club Officers report information in the Treasurer's Book, Secretary's Book, Reporter's Book, and Historian's Book for 2015-2016. Completion of a Club Treasurer's Book and Secretary's Book are required for a club to be in "good standing" and maintain its 4-H charter. Club officers are strongly encouraged to complete a Reporter's Book and Historian's Book. Officer book forms, judging criteria sheets and end-of-the-year instruction sheets available at the following link: http://www.sb4h.org/ .
July 1	4-H Member/Adult Re-Enrollment The 2015-2016 4-H Member and Adult enrollments expire on June 30th. After July 1, Members and Adult Volunteers cannot participate in 4-H events (i.e. meetings, trips, parties, etc.) until they re-enroll in the 4-H program. The 2015-16 program year insurance fees cover 4-H members at the fair for their 2015-16 projects, Camp Wahoo! and State Leadership Conference. Encourage Members and Adults to re-enroll as soon as possible to participate in 4-H the next year.
August 1	CLUB TREASURER'S BOOK, SECRETARY'S BOOK, REPORTER'S BOOK AND HISTORIAN'S BOOK DUE. *New Change* Books will be turned in the day of the event, no prior drop off needed.
August 13	Club Officer Book Evaluation will take place in August 13 at the UCCE 4-H Office in Goleta Club's will need to provide a minimum of one adult volunteer for both Secretary & Treasurer's books. Additional books will need to provide one additional volunteer.