



Tehama County 4-H Program Enrollment Fees Paid by Credit Card Starting 2020-2021

Summary

Tehama County 4-H will begin collecting 4-H program enrollment fee payments by credit card for youth memberships and adult applications starting in the 2020-2021 program year. Accepting credit cards will help improve service to families, streamline the enrollment process for 4-H club leaders (and volunteer enrollment coordinators [VEC]), and reduce the number of checks handled by multiple individuals.

Online Payments

4-H enrollment instructions will emphasize that families should first connect with club leader and/or visit a club meeting before enrolling; this will help to ensure club leaders and volunteer enrollment coordinators (VEC) know who is joining their club. Credit card payments will be collected using an online survey at http://cetehama.ucanr.edu/4-H_Program/; a service fee will be included in the payment. Families may indicate a primary 4-H club on the survey to help VECs cross-reference. The survey will ask to name the youth and adults being paid by the transaction and will calculate the total fee.

Check Options

Families may elect to pay their 4-H program fees direct to their 4-H clubs by cash or check (no service fee charged for cash or checks).

Request for 4-H Program Fee Waiver/Reduction

In some cases, these fees may be reduced or waived by the 4-H Club/Unit or County 4-H Office. Please contact your county 4-H office regarding the request for waiver. (Reference: <https://www.fns.usda.gov/cn/income-eligibility-guidelines>). The parent/guardian will complete the form, <https://ucanr.edu/sites/Tehama/files/267484.pdf>, and submit to the club leader or VEC. The club leader or VEC will submit the completed form to cover 4-H program fees on behalf of the eligible youth to the 4-H office.

Enrollment Verification

Volunteer enrollment coordinators (VEC)

- Provide enrollment instructions to families. Respond to questions from families.
- Ensure that families are aware of 4-H program fee waiver/reduction options; collect and submit forms and payment on behalf of eligible youth.
- Collect cash or check payments.
- Regularly view [4hOnline](#) data and confirm members who are involved with their club. Download rosters from 4hOnline. Contact 4-H Office for list of those who paid by credit card.

4-H Office

Track enrollment requirements, payments, and approve enrollments in 4hOnline. Send reminders to individuals who have not paid or completed other enrollment steps.