

# DROP FROM 4-H ENROLLMENT REQUEST FORM

A 4-H Member / Volunteer who wishes to drop (This process will change the member / volunteer's status from "Active" to "Not Participating", thus they should no longer receive e-mails or hard copy of Clover Lines from that point on.) from Ventura County 4-H MUST complete and submit the following form to their club leader or enrollment specialist:

**ONE Form MUST be completed for EACH Member / Volunteer the Drop request is for. NO form will be accepted that contains multiple Members on that single form. EXAMPLE: The family has 5 children they wish drop from 4-H; 5 forms must be completed – 1 for each child.**

**The Drop Request form MUST BE finalized and submitted to the 4-H Office by the Club Leader / Enrollment Specialist NO LATER THAN 5 days after receiving the request.**

The **Family** desiring to Drop from 4-H **MUST**:

1. Complete PART I of the Club Transfer Enrollment Form
2. Have PART II completed by their Current Club Community Club Leader.

Once the 4-H Office receives the Drop from 4-H Request form for the Member / Volunteer; the 4-H Office will send an e-mail to the Club Leader of as well as the Family that requested the Drop, letting each of you know that the Drop is complete.

## **PART I:**

This is to notify the Ventura County 4-H Office that I, \_\_\_\_\_, Parent / Guardian Name – Please PRINT

am requesting my Child / Self, \_\_\_\_\_, Member Name – Please PRINT

Volunteer from 4-H \_\_\_\_\_, Current Community Club

Reason for Drop request (Optional): Please provide this information on the back of the form ----->

\_\_\_\_\_  
Member SIGNATURE

\_\_\_\_\_  
Parent / Guardian or Adult Volunteer SIGNATURE

## **PART II:**

I, \_\_\_\_\_, Current Community Club Leader & Club Name, have been notified of this drop request.

Comments: (optional): Please provide this information on the back of the form ----->



Enrollment Forms received \_\_\_\_\_ DATE

Drop Request Form received \_\_\_\_\_ DATE

Drop process complete in 4-H Enrollment system \_\_\_\_\_ DATE

Drop Complete Confirmation E-mail to:  
Community Club Leader  
Member's Family  
 Copy attached to Member paper record.