

Registration Checklist

Before registering, please carefully review this checklist with your parents/guardians (print 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. <ul style="list-style-type: none"> - Special activities are planned for Thursday night. - Friday tours are only available if you arrive on Thursday. 																	
Deadlines and fees—please review	<table border="1"> <thead> <tr> <th></th> <th>Thurs. Arrival</th> <th>Fri. Arrival</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>Early Bird*</td> <td>\$375</td> <td>\$275</td> <td>on or before April 2</td> </tr> <tr> <td>Regular</td> <td>\$399</td> <td>\$299</td> <td>on or before May 6</td> </tr> <tr> <td>Late</td> <td>\$475</td> <td>\$375</td> <td>on or before June 17</td> </tr> </tbody> </table> <p>*You are encouraged to register before May 6. Any registration received after May 6 is only guaranteed dependent on housing availability.</p>		Thurs. Arrival	Fri. Arrival	Dates	Early Bird*	\$375	\$275	on or before April 2	Regular	\$399	\$299	on or before May 6	Late	\$475	\$375	on or before June 17	
	Thurs. Arrival	Fri. Arrival	Dates															
Early Bird*	\$375	\$275	on or before April 2															
Regular	\$399	\$299	on or before May 6															
Late	\$475	\$375	on or before June 17															
Friday Tours: Review the tour descriptions (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 17.																	
Cancellation Policy: Review with your parent/guardian	Cancellation policy-- Be ready to initial your understanding of this policy when you register. Cancellations received: <ul style="list-style-type: none"> • Before May 7, will receive a 100% refund less a \$50 processing fee. • From May 7-30, will receive 50% refund less a \$50 processing fee. • After May 30, 2019, no refunds will be given. <p>Cancellation 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.</p> <p>Cancellations requests are required in writing by email to 4hslc@ucanr.edu. Please contact Event Staff at 4hslc@ucanr.edu if you have any questions.</p>																	

What	Further Information	DONE
<p>Communicate with the county 4-H office to determine financial support and level.</p>	<p>Financial Support - Be prepared to indicate how much financial support your county is providing.</p> <p>The State 4-H office is offering registration scholarships for this conference. Please complete the Financial Assistance application.</p>	
<p>Roommate: Be ready to select a roommate</p>	<p>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.</p>	
<p>Payment</p>	<p>Individuals may pay their full fee by credit card or make partial payments. If 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.</p> <p>No personal checks from individual registrants will be accepted. 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 May 30, 2019.</p>	
<p>Chaperone Selection Process/Fees</p>	<p>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.</p> <p>Counties will be invoiced for a portion of the cost of the chaperones on a per youth delegation (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.</p>	

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