

4-H Online Procedural Reminders

As the new 4-H year begins, it seemed like a good time to mention some “house cleaning” tips for enrollment procedures, submitting payments and turning in event deposits

Enrollment Procedures

Family Pays by card:

1. Family enrolls members – selects to pay by card
2. County checks enrollment
 - a. Verify information is correct
 - b. Count the number of youth members who are being charged a program fee (cloverbuds do not count)
 - i. If more than 3 members are charged, alert State. State will waive fee **BEFORE** you accept.
 - ii. If 3 members or less are charged, go ahead and accept the enrollment
3. Once you accept the enrollment, the card is automatically charged and the members are active. No further steps are required by the State office.

Family Pays by check/cash:

1. Family enrolls members – selects to pay by check
2. County checks enrollment
 - a. Verify information is correct
 - b. Count the number of youth members who are being charged a program fee (cloverbuds do not count)
 - i. If more than 3 members are charged, alert State. State will waive fee **BEFORE** you accept.
 - ii. If 3 members or less are charged, go ahead and accept the enrollment
3. Once you accept the enrollment, the family then moves to a pending status until the State office receives payment.
4. Once the State office enters their payment, the member automatically becomes active.

Some things to remember:

-If you accidentally accept enrollment before we've had a chance to waive the 4th member fee, let us know. We can still fix it, it just requires a few more steps.

-Please remind families every chance you get that there is a 3 member fee maximum. This can help us avoid them sending a check to the state office for \$80 to pay for 4 members and we have to send it back and wait to receive a new form of payment. This will delay the activation of that member. The more they know up front, the better.

-When making payments for any **Events or Contests**, please make sure checks are written to the **N.D. 4-H Foundation**.

-When making payments for the **Annual Program/Enrollment fee**, please make sure checks are written to the **Center for 4-H**.

-When submitting a deposit for an event, please make sure to mark down on the roster for each **attendee**:

- Did they show up?
- Did they pay?
- How did they pay? (cash, check)
- If they paid by check, what was the check number?

for each **event**:

- total number of checks
- total amount of checks
- total amount of cash
- the name and contact information for the person taking registrations and facilitating check-in for that event

If this seems like a lot to remember for each event, we do have an event template that will be available to help keep track of this information. It is located [here](#) on the website. If you'd like a check-in template pre-filled with the roster for the event, please contact Micki Mertz at Micki.mertz@ndsu.edu or Holly Halvorson at holly.halvorson@ndsu.edu and we can send you an electronic copy of the file with your attendees names filled in. Please allow at least 24 hours prior to the event for us to prepare this file.