

2023 4-H Club Advisor Checklist

Your Club Packet includes the following:

- 2023 Pickaway 4-H Calendar (you are encouraged to copy for all members)
- 2023 Pickaway County 4-H Requirements book
- Advisor instructions for online advisor re-enrollment
- Instructions for online member re-enrollment
- 2022 Club List including contact information
- Set of Officer Books
- **UPDATED** Club Constitution and By Laws packet _____
- Club Charter _____
- Yearly Financial Summary form
- Club Project Book Order form
- Livestock Requirements Summary
- Skillathon Judging Hand-out (also in Requirements Book)
- So You Want to Take a Livestock Project hand-outs
- Jr Fair Schedule & Jr. Fair Updates Hand-out (Note changes for 2023)
- AIL Club and Member Insurance letter and \$1 a year brochure
- Shooting Sports flier
- 4-H/Jr. Fair Awards flier
- 4-H Endowment brochure
- New Member Letter (**please copy for your new members!**)
- By Request: Ohio 4-H Family Guides - 1 per family for new family's only

*****Return
in Folder**

Dates, Deadlines and What to do:

January 15 – All Cross County Line request forms due. Only requests that meet Ohio 4-H policy will be approved.

January 19 at 7:00-9:00pm, **25** at 10:00am-noon, **or 30(by request only) – Attend one Club Advisor Update**

February 1 – On-line 4-H Enrollments Due for bonus honor club points

- Advisors received an email from us on 11/16/22 with instructions for re-enrollment. Completing this will include your annual Standards of Behavior form.
- Families will receive an email from us on 11/16/22 with instructions for member re-enrollment. All members need to decide on projects before re-enrolling.
- New members should go to: www.pickaway.osu.edu for Instructions on enrolling on-line. New families will need to decide on their projects before they are able to enroll. They can do this by reviewing the Family Guide or on 4-H Project Central.
- All clubs: Complete the **4-H Chartering Checklist**.
- Update and Turn in UPDATED **Ohio Club Constitution (signed by members)** and **By-Laws (optional but recommended)** for Honor Club points.
- Turn in Club Program for Honor Club points.
- Submit your 4-H County Membership Fee - \$10.00 per member made payable to the 4-H Committee, payment must accompany enrollment form. Should be a club check or bank check. No Cash - check or money orders only. (Do not complete your check before arrival. We will run a current membership list when you arrive.)
- New clubs: Obtain an **EIN Number** – An EIN says you are an official 4-H club that is allowed to use the 4-H name and emblem, raise funds, accept funds, etc.

- February 15 All 4-H Enrollments Due! See required list above. Only project changes may be made after this date.**
- Feb/March Turn in project book order form for your club.** Make payment when order is picked up. Allow at least 24 hours for your books to be pulled.
- March 1 Deadline for Project Changes**
 Changes cannot be made through the on-line system. Contact the office no later than 4:30 pm on March 1 with project additions or deletions.
- April 15-May 15 Junior Fair Livestock On-line Entries made (except horses and dogs)**
- April 20 Bonus Honor Club points for QA completion – must include all required club members and proof of completion.**
- May 1 EquiSTEP Training must be complete for all horse exhibitors.**
- May 1 All Quality Assurance Training must be complete.** Proof of completion due by May 2.
- May 1 Jr. Fair Entries due from Members with Horse and Dog projects**
- May Organizational Advisors will receive Jr. Fair entry club list. Review and confirm or make updates to Sale Committee by June 1.**
- June 1 Jr. Fair Applications due for King/Queen Contest**
- June 15-17 Set up your 4-H club booth - all booths 8' wide, 4 ' deep & free-standing**
- June 23 Pick-up Buyer Thank You placards from Sale Committee before the Livestock Sale and distribute them to your members.**
- June 25 Take down your 4-H club booth**
- August 7 Turn in: Advisor Grade Sheets, Honor Club Scoresheets, Friend of 4-H Nominations, Yearly Financial Summary, and Officer Books (Secretary, Treasurer & Historian)**
- Sept. 25 Attend the Pickaway County Leader Recognition Banquet**
- Nov. 15 Pick up club packets for 2024. (Packets will not be ready early 😞)**

