

2024 4-H Club Advisor Checklist

Your Club Packet includes the following:

- 2024 Pickaway 4-H Calendar (you are encouraged to copy for all members)
- 2024 Pickaway County 4-H Requirements book
- Advisor instructions for online advisor re-enrollment
- Instructions for online member re-enrollment
- 2023 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)
- Self Determined Project Tip Sheet (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 2024)
- All 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 Packet: First Year Simple (Please copy/pick up for each new member!)
- Honor Club Form
- By Request: Ohio 4-H Family Guides - 1 per family for new family's only

*****Return
in Folder**

Dates, Deadlines and What to do:

December 1 – Final date for new club approval, club name approval, and club EIN.

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

January 18 at 7:00-9:00pm, **24** at 10:00am-noon, **or 29** at 6:00-8:00pm – **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 11/16/23 with instructions for re-enrollment. Completing this will include your annual Standards of Behavior form.
- Families will receive an email from us on 11/16/23 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.)

- 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 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 before June 1.
- May 31** Jr. Fair Applications due for King/Queen, Princess & Equine Royalty Contests
- June 13-15** Set up your 4-H club booth - all booths 8' wide, 4 ' deep & free-standing
- June 21** Pick-up Buyer Thank You placards from Sale Committee before the Livestock Sale and distribute them to your members.
- June 23** Take down your 4-H club booth
- August 5** Turn in: Advisor Grade Sheets, Honor Club Scoresheets, Officer Books (Secretary, Treasurer & Historian), Friend of 4-H Nominations, Yearly Financial Summary, and club audit items (for those in 2024 rotation).
- Sept. 23** Attend the Pickaway County Leader Recognition Banquet
- Nov. 15** Pick up club packets for 2025. (Tentative date. Packets will not be ready early 😞)

