

2026 4-H Club Advisor Checklist

Your Club Packet includes the following:

- 2026 Pickaway 4-H Calendar (you are encouraged to copy for all members)
- 2026 Pickaway County 4-H Requirements book
- Advisor instructions for online advisor re-enrollment
- Instructions for online member re-enrollment
- 2025 Club List including contact information
- Complete Set of Officer Books
- 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 2026 changes. Please copy & share!)
- ALL Club Special Activity brochure (**Please note all 2026 4-H members have basic coverage paid for at the county level**)
- 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
- 1 Ohio 4-H Project Guide – Additional available by request 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 14 at 7:00-9:00pm, 22 at 6:00-8:00pm, or 26 at 10am-noon – 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 11/14/25 with instructions for re-enrollment. Completing this will include your annual Standards of Behavior form.
- Families will receive an email from us on 11/18/25 with instructions for member re-enrollment. All members need to decide on projects before re-enrolling.
- New members should go to: <https://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 2026 **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 - **\$12.00 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 18-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.
- June 1** Jr. Fair Applications due for King/Queen, Princess & Equine Royalty Contests
- June 18-20** Set up your 4-H club booth - all booths 8' wide, 4 ' deep & free-standing
- June 27** Pick-up Buyer Thank You placards from Sale Committee before the Livestock Sale and distribute them to your members.
- June 28** Take down your 4-H club booth
- August 10** 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 2026 rotation).
- Sept. 28** Attend the Pickaway County Leader Recognition Banquet
- Nov. 16** Pick up club packets for 2027. (Tentative date. Packets will not be ready early 😞)

