



4HPlus – Wisconsin Printing Re-Enrollment Forms

Printing Re-Enrollment Forms

Re-enrollment forms can be printed for the upcoming year while still in the current year. They can also be printed after the new year has been created and the data rolled over to that year. However, re-enrollment forms are most commonly printed while still in the current year.

Select **Go to > Re-Enrollment > Print Enrollment Cards**

Projects is the only option that applies to Wisconsin. Refer to #5 in this document before selecting this option.

Don't worry about these lines – they display internal information for the program.

Several options exist when printing re-enrollment forms:

1. Select the year for the re-enrollment forms. By selecting the upcoming year while still in the current year, the years in 4-H and grade will temporarily advance for printing the re-enrollment forms. This will not change the data for the current year.
2. Select Member or Leader. Generally, re-enrollment forms will be printed for members and leaders who are in active status.

It is possible to select inactive and pull up a re-enrollment form for an individual returning to the program after an absence of one or more years.

3. Select Units or Names, then select Print Scope. Re-enrollment forms can be printed for each club by selecting Units, and then selecting the club. Re-enrollment forms for one or more individuals can be printed by selecting the Names option.

Note: to obtain a complete list of leaders that are not associated with a club, use the following SQL:

**Go to > Leaders > SQL > Request > Report (or your preference of format)
Select Clubs (Units) > = Equal to > (make no club selection) > Continue >
Process**

Leader class can be used to obtain a partial list of leaders that are not associated with a club. Here are two examples.

For leaders that are not part of a club, but are serving in a 4-H leadership role:

**Go to > Leaders > SQL > Request > Report (or your preference of format)
Select Clubs (Units) > = Equal to > (make no club selection) > and Class =
Equal to L01 Traditional > Continue > Process**

For leaders that are not part of a club and are not serving in a 4-H leadership role (such as a county board member or community partner):

**Go to > Leaders > SQL > Request > Report (or your preference of format)
Select Clubs (Units) > = Equal to > (make no club selection) > and Class
<> Not equal to L01 Traditional > Continue > Process**

4. When printing filled re-enrollment forms for members, the following information will automatically be printed on the re-enrollment form:

- County
- 4-H Club (will print club name if the primary club has been set – if the club has not been set, the form will display “No Primary Club Selected”)
- Last Name, First Name, MI
- Mailing Address, City, State, Zip
- Home Phone
- Cell Phone
- Birthdate
- Gender
- Ethnicity, Race
- Residence
- Grade, School Name
- Year in 4-H
- E-mail Address
- Preference for Electronic Communication
- Military family status
- Parent/Guardian Name from Parent Record “A”
- Work Phone, Parent’s E-mail (this will be the data entered on Parent Record “A”)

- Primary Cell Phone Company
- Preference from Text Messages
- Alternate Cell Phone Number
- Alternate E-mail Addresses

When printing re-enrollment forms for leaders, similar information will automatically be printed on the forms. The first 4-H club listed for the leader will be the club that will print on the form.

Please note that when forms are printed for the upcoming year, the system will automatically add **one year** to the **Year in 4-H** field and **one year** to the **Grade** field. Thus, the member or leader looking at the re-enrollment form will not be concerned that the years are "off." THIS DOES NOT CHANGE THE ACTUAL DATA FOR THE UPCOMING YEAR. That will be done later when the data is rolled over to the new year and the data set is initialized.

5. When printing filled re-enrollment forms, there is an option to print current projects.

For members, the first 20 projects will print on page 2 and the rest will print on page 3.

6. Print blank forms for new members and leaders by selecting the Print Blank Member Form or Print Blank Leader Form option. You can print multiple copies using the 4HPlus program or you can print one of each form and make copies.

Portions of this document were adapted from "4HPlus! Reenrollment Process – 2004" with the permission of the University of Wyoming, Cooperative Extension Service.



An EEO/Affirmative Action employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements. Requests for reasonable accommodation for disabilities or limitations should be made prior to the date of the program or activity for which it is needed. Publications are available in alternative formats upon request.