



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**

The screenshot shows a software interface for printing re-enrollment forms. It features several sections: 'Status...' with radio buttons for Active, Inactive, and Both; 'Print Filled Forms for...' with radio buttons for Members and Leaders; 'Select by...' with radio buttons for Units and Names; 'Year...' with radio buttons for 2009 and 2010; 'Print Scope...' with radio buttons for Individual, Range, and All; and 'Include (if available)...' with checkboxes for Units, Projects, and Project Lists. A 'Re-Select Options' section contains buttons for 'Print Blank Member Form', 'Print Blank Leader Form', 'Print Member Project Form', and 'Print Leader Project Form'. At the bottom, there are two text boxes: 'Form Control File Used:' and 'Control File Current Line...'. Two callouts are present: a purple one pointing to the 'Projects' checkbox with the text 'Projects is the only option that applies to Wisconsin. Refer to #5 in this document before selecting this option.' and a red one pointing to the bottom text boxes with the text '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.

If the end of year reports have been completed and the data is rolled over to the new year before printing the re-enrollment forms, select the year just completed when printing the forms.

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) > Continue >
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) > Continue >
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
 - Birthdate
 - Gender
 - Ethnicity, Race
 - Residence
 - Grade, School Name
 - Year in 4-H
 - E-mail Address
 - Preference for Electronic Communication

- Parent/Guardian Name(s) (will be the name displayed on the main member registration screen – should be the same name as Parent Record “A”)
- Work Phone, Parent’s E-mail (this will be the data entered on Parent Record “A”)

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.
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.