



HOW TO...

Manage County 4-H Paperwork

Mark these FIRM DEADLINES on your calendars:

- ✓ October 1 4-H year begins; club Secretary and Historian books due
- ✓ December 1 Enrollment forms for ALL re-enrolling members due
- ✓ December 1 Club Annual Financial reports due
- ✓ March 1 Enrollment forms for new members due (in order for them to exhibit at county fair)
- ✓ All of the above due to the UW-Extension Office at the Courthouse

Attend monthly Senior Council meeting to receive important paperwork, including:

- ✓ January Computer printouts of club members and leaders
- ✓ February Record book sheets (also available on website listed below)
- ✓ April Standing Committee forms and Fair Building Supervision forms
- ✓ August Club Achievement Program forms; proposed 4-H Council budget
- ✓ September Enrollment forms and Project Guides

Contact the Fair Office at the fairgrounds for county fair forms and deadlines:

- ✓ Fair Premium Books and entry packets will be distributed at Senior Council meetings according to the Fair Office's schedule
- ✓ Fair entry forms are due back to the Fair Office; check with that office for that deadline: telephone 755-1470 or e-mail rcfair@inwave.com.

THE BOTTOM LINE

Delegate paperwork to Advisory Board members or other leaders as appropriate.

Remember that 4-H paperwork and Fair paperwork are NOT the same thing!

Check the Rock County 4-H website for online forms and information:

<http://www.uwex.edu/ces/cty/rock/4h/index.html>

Forward suggestions for reducing county 4-H paperwork to the 4-H staff!