



Preparing For The New 4-H Year On 4-H CONNECT

Beginning **August 1, 2009** 4-HCONNECT will begin the new enrollment period for the upcoming 4-H year. Even though the new 4-H year does not begin until September 1, 2009 the system will allow enrollment by counties and 4-H families to begin as clubs start meeting in August.

The 2009-2010 year is the first year that it is mandatory that all enrollment is entered in 4-HCONNECT. This process, as outlined in the instruction manual(s), can be done either at the county office level or by the 4-H families. Membership entry should be done on a continuous basis in order to prevent last minute enrollment entry for the purpose of reporting on event registration.

Below are the steps for each county to follow in preparing for the new 4-H year and the total implementation of 4-HCONNECT state-wide.

BEFORE JULY 31, 2009

- Step 1. Review current list of all families/youth/adults. Delete duplicates of any youth, adults, and/or family profiles to ensure that the county ES237 report is accurate and no duplications are being reported. (Hint: delete those profiles of adults and youth that DO NOT have any events or the smallest number of events, under the profile. Also, delete each youth and adult profile and then the family profile itself.)
- Step 2. Review your list and clubs/groups. Do you need to delete any clubs, do any clubs need to be added? If so, email your additions and deletions to 4hevents@ag.tamu.edu. All additions need to be added **ASAP** so they are present when members sign up online starting August 1, 2009.
- Step 3. Review your list of activities (i.e. livestock judging, share-the-fun, etc) for the upcoming year. Do you need to add or delete any? If so, you can edit this list on the county level.
- Step 4. Make sure all curriculum enrichment numbers are in the system. Click on group enrollment and add any that are not.
- Step 5. Begin the chartering process for all clubs/groups. Majority of clubs/groups listed have already been chartered from the previous year. The renewal process includes receiving all updated chartering documents from club leadership, reviewing information for completeness and accuracy, and then affirming date of review in the club chartering section of 4HCONNECT.
- Step 6. During club manager training review the purpose of 4HCONNECT, train club managers on how to access club information and train club managers/officers on how to report monthly club/project meeting attendance.

STARTING AUGUST 1, 2009

- Step 7. Starting on August 1, 2009, a person can reactivate their 4-H membership profile or create a new membership profile for the next 4-H year. It will be a good idea to have everything ready by July 31st so that members can start to be inputted either on the family or county levels. **DO NOT START TO REACTIVATE OR CREATE PROFILES BEFORE AUGUST 1, 2009 FOR THE 09-10 YEAR.**

Volunteer Screening Process On 4-H CONNECT

Starting with the 2009-2010 4-H year, all 4-H ADULT VOLUNTEER screenings will be processed using the 4-H CONNECT System. This process will require the attention and monitoring of adult enrollments as they are processed through the system. Below is a flow-chart that demonstrates the process as a registration goes through the certification and approval process. The most important item to remember is the county office MUST PAY FOR THE SCREENING prior to it actually being sent to the Volunteer Center of North Texas for screening.

Detailed information is provided in the 09-10 Instructional Manual for County Extension Offices on how to process payments for volunteer screening using the new "payment" feature on 4-H CONNECT. Please make sure you read the manuals when released.

