

New Family Check-list

- ___ Introduce all advisors in the club. Provide a list of advisors names and contact information.
- ___ Explain 4-H is a part of OSU Extension. The local office is located at 2900 Columbus Avenue in Sandusky next to the fairgrounds. We are open Monday-Friday 8 am – 4:30 pm. They can reach us at 419-627-7631.
- ___ Share *The Role of Parents and Family in 4-H* resource sheet. Parents are expected to be involved, attend meetings and events.
- ___ Share your club by-laws, program, calendar. What are your expectations for members? Do you require a certain number of meetings be attended? Share expectations.
- ___ Explain how your meetings typically work and where you meet. If you meet in different places, be sure to share those locations. Do you typically have refreshments? Do members provide refreshments?
- ___ Does your club collect dues? How much are they and what does it cover? When do dues need to be paid? Share this information.
- ___ How do you communicate with your members and families? Via text, email, etc. Share and collected any needed information from the family.
- ___ Show the Family Guide. Explain this is a resource to help them in the selection of 4-H projects.
- ___ Explain how to enroll online. Give them a copy of the 'how to'. Be sure to explain that it is important to enroll before the April 1st deadline.
- ___ 4-H information can be found on the county web-site at: <erie.osu.edu> then click "4-H Youth Development" on the left side of the screen. Information can also be found on the Erie County 4-H Facebook page.
- ___ Show a Fact Sheet. Explain that a fact sheet has all the rules and guidelines for their 4-H project and it is critical to having a successful project judging. There are *Key Leaders* listed on the factsheet...volunteers that can help them with project questions. Let them know they will need to get a factsheet for each project they take. Those can be downloaded from <erie.osu.edu>
- ___ Share the 4-H Calendar. This is where they will find important county-wide 4-H dates like camp, judgings and fair. It can be downloaded from <erie.osu.edu>

Family Name: _____

Listed reviewed by: _____ On date: _____

