

## 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 5403 Elmer Drive in Toledo Botanical Gardens. We are open Monday-Friday 8 am – 4:30 pm. They can reach us at 419-574-0976.
- \_\_\_ 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 1<sup>st</sup> deadline.
- \_\_\_ 4-H information can be found on the county web-site at: <ucas.osu.edu> then click "4-H Youth Development" on the left side of the screen. Information can also be found on the Lucas 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 <ucas.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 <ucas.osu.edu>

Family Name: \_\_\_\_\_

Listed reviewed by: \_\_\_\_\_ On date: \_\_\_\_\_

