

# CLUB REGISTRATION LEADER

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**Who Can Do This Job:** Any parent, senior member, or leader.

**Time Commitment:** 5 to 10 hours.

**Description of Event:** Club registration usually takes place at the first regular meeting of the year. Sometimes registrations are also accepted at later meetings for new members who are late to start with the club or for those returning members who missed the first meeting. Registration is not a complicated procedure. All that is required from each member is a completed and signed Membership Form, and payment membership fees. For returning leaders all that is required is a Returning Leader Form (and a new Police Record Check every 5 years). New leaders must complete a New Leader Form and undergo leader screening (i.e. Police Record Check & New Leader Screening Session). However it can be distracting to the Overall Leader if they must collect these forms during a meeting that they are in charge of running, therefore it can be very helpful to assign this role to someone else who can focus their whole attention on the task.

**Deadline:** All forms are due into your District's 4-H Specialist by November 15<sup>th</sup>, but exceptions can be made for any members or leaders who join after the deadline.

## **To Do List:**

- Welcome new families to the club and provide them with information about your club and PEI 4-H (e.g. The PEI 4-H Family Guide, club directory, etc.)
- Provide member, returning leader, and new leader forms to the club (you can get these from your overall leader, your District's 4-H Specialist, or from the PEI 4-H Website).
- Collect forms during the meetings making sure that they have been fully completed (membership forms need to be signed by both the member and their guardian if under the age of 18).
- Collect membership fees being sure to record who has paid. It is also advisable to provide receipts for payments made.
- Keep forms organized in alphabetical order so that member and leader information can be easily found by yourself and the overall leader.
- With the help of your overall leader complete the club information form. This form tell your District's 4-H Specialist who your leaders are and what projects they lead, and the names of the executives in your club.
- Send all forms to your District 4-H Specialist by November 15<sup>th</sup>. If you deliver them in person they can make copies of the forms so that your overall leader can retain the information as well.
- Work with the club treasurer to make sure that all club dues are paid to your District 4-H Council by December 1<sup>st</sup>.