

Youth Enrollment

Changing Clubs/Units and Projects

When a 4-H youth or Cloverbud member enrolls, they select the 4-H clubs/units they want to join and the 4-H projects they want to carry for the year. However, members may wish to change their clubs/units or projects. A 4-H member may make changes to their **approved** enrollment by logging in to their 4-H Online member profile and updating their club/unit membership and projects.

4-H members may make the following changes to their approved enrollments:

- Request to join a 4-H club or unit in their family county.
- Add projects to their enrollment
- Drop projects from their enrollment.

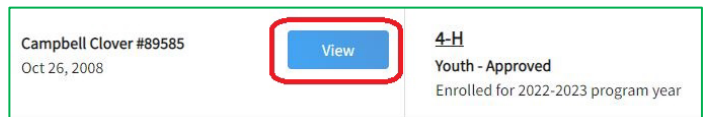
Enrollment changes may be made by 4-H members up to the cutoff date designated by the local 4-H office. After that date, members may ask their 4-H Online Manager to make club/unit or project changes for them. A 4-H Online Manager must add 4-H clubs/units from another county to a member's enrollment.

Adding a 4-H Club or Unit from your Family County

To add a 4-H club or unit from your family county to your enrollment:

1. Log in to your 4-H member profile.

- Log in to 4-H Online.
- Click the **View** button next to your name on the family Member List. Your member profile will open.



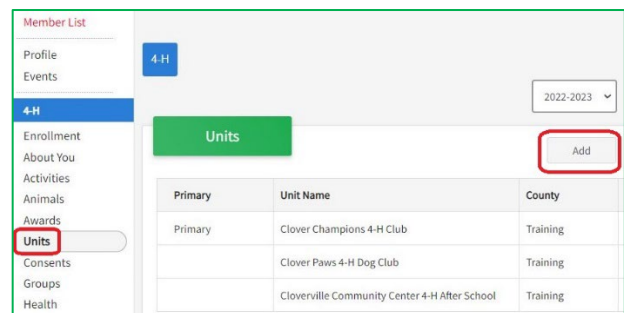
Campbell Clover #89585
Oct 26, 2008

View

4-H
Youth - Approved
Enrolled for 2022-2023 program year

2. Request to join a 4-H club or unit.

- Click **Units** on the left sidebar menu. You will see a list of the clubs/units you belong to.
- Click **Add**. You will see a list of all 4-H clubs/units in your family county that you don't already belong to.
- Click **Select** next to the name of the club/unit you want to join.
- Type the reason you want to join this unit in the **Request Reason** field.
- If you want this to be your primary unit, check the **Primary Unit** box.
- Click **Save**. You will see a green flag verifying your request to join the unit has been sent to your 4-H Online Manager.



Member List

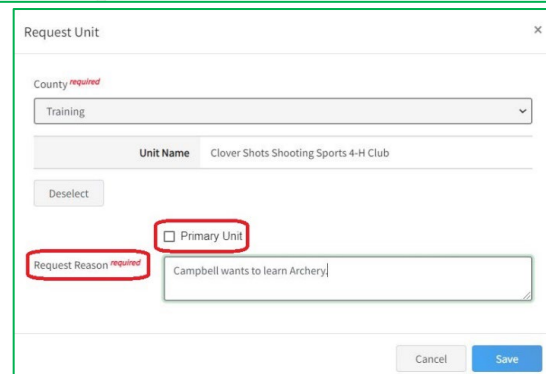
Profile
Events

4-H

2022-2023

Units **Add**

Primary	Unit Name	County
Primary	Clover Champions 4-H Club	Training
	Clover Paws 4-H Dog Club	Training
	Cloverville Community Center 4-H After School	Training



Request Unit

County *required*

Training

Unit Name: Clover Shots Shooting Sports 4-H Club

Deselect

Primary Unit

Request Reason *required*

Campbell wants to learn Archery

Cancel Save

3. Confirm club/unit membership.

- Once your county/city 4-H Online Manager has approved your request, the unit will appear on your unit list.

Units		
Primary	Unit Name	County
Primary	Clover Champions 4-H Club	Training
	Clover Paws 4-H Dog Club	Training
	Clover Shots Shooting Sports 4-H Club	Training
	Cloverville Community Center 4-H After School	Training

Adding a 4-H Club or Unit from Another County

If you want to join a club/unit in **another county**, you must follow Maryland 4-H membership policy. Membership in clubs/units outside your family county is restricted as follows:

- If a 4-H club/unit in your family county offers a project or experience, you must join your local club/unit instead of one from another county
EXAMPLE: Your family county, Clover County, has a 4-H Robotics Club. Therefore, you cannot join the neighboring Green County 4-H Robotics Club. You must join your local 4-H robotics club.
- If you are already a member of a project club in your family county, you cannot also join a club/unit with the same focus in another county.
EXAMPLE: You are a member of the Clover County 4-H Poultry Club. You cannot also join the Green County 4-H Poultry Club.
EXCEPTION: If the two clubs offer different disciplines or sub-genres of the same project, you may join both clubs. For instance, if you are a member of the Clover County 4-H Shooting Sports Archery Club, you may also join the Green County 4-H Shooting Sports Air Rifle Club. Both are Shooting Sports clubs, but they practice different disciplines.
- You may not join a club in another county/city to gain access to or advantage in a 4-H contest or competition.

To request membership in a 4-H club/unit in another county, follow these steps:

- Contact the county 4-H office or club/unit leaders to confirm you can join. Some clubs may limit membership due to leadership, resource, or space limitations or for other reasons.
- Once you confirm with the leaders that you can join the club/unit, ask your local 4-H office to add the club to your enrollment. You should make your request in writing via email or other means, and explain why you want to join the club and what coordination you have done.
- The 4-H Online Manager will confirm your membership eligibility, then add the club/unit to your enrollment profile.

Dropping a 4-H Club/Unit

If you are no longer a member of a 4-H club/unit, contact your local 4-H office. A 4-H Online Manager can remove the club/unit from your enrollment.

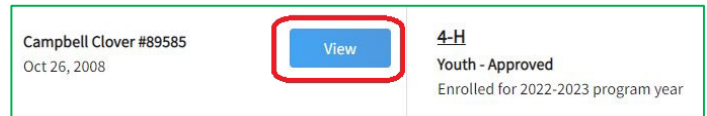
Adding or Dropping a 4-H Project

The State 4-H program project cutoff date is **June 30**. This is the date by which a 4-Her must be enrolled in a project to be eligible to exhibit that project in 4-H classes, shows, or contests at the Maryland State Fair. Your county/city 4-H program may have a different cutoff date for exhibitor eligibility in local fairs or contests. Contact your local 4-H office to find out what your 4-H program's cutoff date is.

To make changes to your 4-H projects:

1. Log in to your 4-H member profile.

- Log in to 4-H Online.
- Click the **View** button next to your name on the family Member List. Your member profile will open.



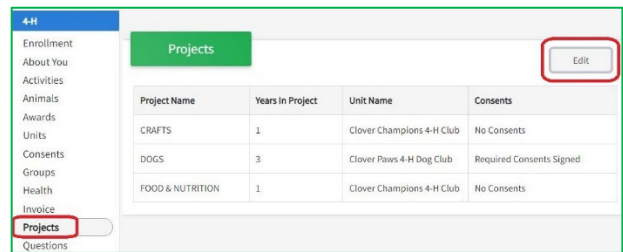
Campbell Clover #89585
Oct 26, 2008

View

4-H
Youth - Approved
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2. Add a project.

- Click **Projects** on the left sidebar menu. You will see a list of your projects.
- Click **Edit**. Your project list will open. Click **Select Projects** below the project name column.
- Select which **Unit** you want to add your new project to, by choosing an option from the dropdown menu. Only clubs/units you are enrolled in will display.
- Click **Select** next to the name of the project you want to add.
- Type the number of years you have carried the project and click **Add**.
- If necessary, sign the **Project Agreement** (Animal Science & Shooting Sports projects). Click **Accept**.
- You will see that the project has been added to your project list.

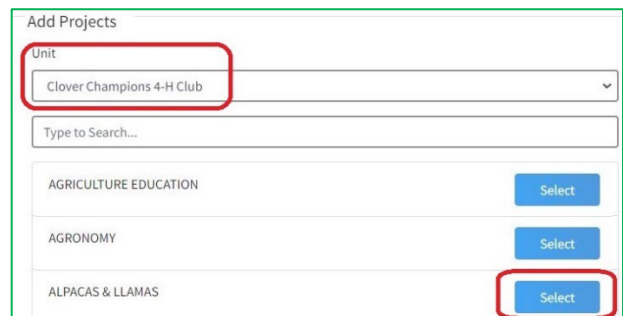


4-H

Enrollment
About You
Activities
Animals
Awards
Units
Consents
Groups
Health
Invoice
Projects
Questions

Projects Edit

Project Name	Years in Project	Unit Name	Consents
CRAFTS	1	Clover Champions 4-H Club	No Consents
DOGS	3	Clover Paws 4-H Dog Club	Required Consents Signed
FOOD & NUTRITION	1	Clover Champions 4-H Club	No Consents



Add Projects

Unit
Clover Champions 4-H Club

Type to Search...

AGRICULTURE EDUCATION Select

AGRONOMY Select

ALPACAS & LLAMAS Select



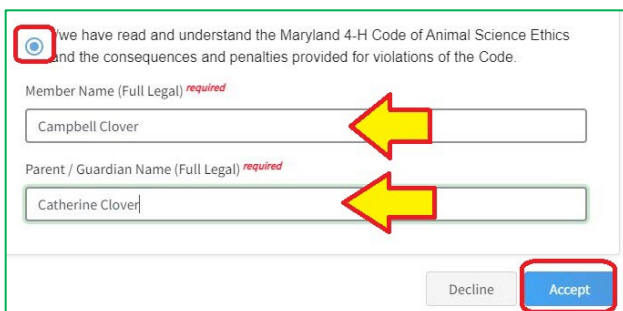
Selected Project

Name ALPACAS & LLAMAS

Description

Years in Project *required*
2

Add Cancel



We have read and understand the Maryland 4-H Code of Animal Science Ethics and the consequences and penalties provided for violations of the Code.

Member Name (Full Legal) *required*
Campbell Clover

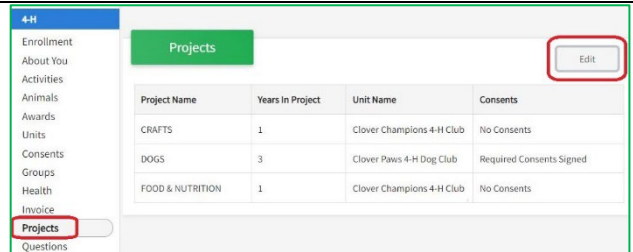
Parent / Guardian Name (Full Legal) *required*
Catherine Clover

Decline Accept

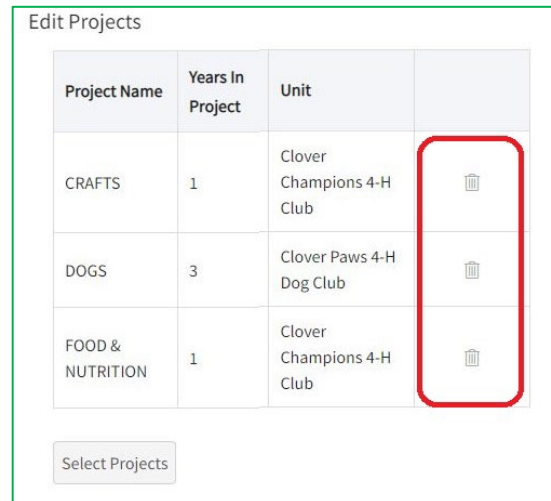
3. Drop a project.




- Click **Projects** on the left sidebar menu. You will see a list of your projects.
- Click **Edit**. Your project list will open.

- Locate the project you want to drop and click the trash can icon at the end of the row.
- You will see that the project has been removed from your project list.



Project Name	Years In Project	Unit Name	Consents
CRAFTS	1	Clover Champions 4-H Club	No Consents
DOGS	3	Clover Paws 4-H Dog Club	Required Consents Signed
FOOD & NUTRITION	1	Clover Champions 4-H Club	No Consents



Project Name	Years In Project	Unit	
CRAFTS	1	Clover Champions 4-H Club	
DOGS	3	Clover Paws 4-H Dog Club	
FOOD & NUTRITION	1	Clover Champions 4-H Club	

Select Projects