

Unit-Wide Policies

- ✿ The new year begins September 1. Please make sure you read and understand the policies. We are trying to keep the deadlines consistent so it is easier for everyone to remember the dates. If a **deadline** lands on a weekend the paperwork needs to be turned in the drop box on Monday prior to 7:59 a.m. before the office opens.
- ✿ **December 1**- Re-enrollment, project selection, RISK form, and emergency medical information forms need to be completed. **If you were a member last year, and you miss the December 1 re-enrollment deadline, you will not be eligible to participate in the 2017 4-H shows at the fair.** Check with your club leader about the \$20 program fee. Each club will be invoiced for the total amount due. You can mail, bring to office, or place in the drop box. Please go online and enroll at <http://il.4honline.com>. **We will not** accept enrollment by email or fax.
- ✿ Members will need to **attend at least four meetings** a year to be eligible to participate in your county's 4-H fair. **You have to be physically present at the 4-H meeting. Excused absences do not count as attending.**
- ✿ At minimum members must complete **a talk or demonstration**. However, clubs may require both.
- ✿ Secretaries are required to **send attendance sheets to the Extension Office monthly** after each 4-H meeting. Attendance reports may be emailed, scanned, mailed, or dropped off. We ask that you use the online Secretary Record Book. You may print it out.
- ✿ Treasurers need to make sure they are **balancing accounts monthly** and providing reports during each meeting. Also, make sure you are using the required online Treasurer Record Book.
- ✿ **January 1** – Livestock and Companion Animal (dogs and cats) Project Enrollment deadline. This is the last date you may add **ANY livestock** project and still be eligible to show that project at the county 4-H fair.
- ✿ **March 1** – General Project enrollment deadline. This is the last date you may add a general project and still be eligible to show that project at the county 4-H fair. Remember that you already turned in your enrollment in December, but if you need to add a general project you may do so before this deadline.
- ✿ **May 1** - Horse project members' ownership/lease papers and pictures due to the office.
- ✿ **May 1** – **Quality Assurance and Ethics** certification (QAEC) is required of all livestock and companion animal project members, including Dogs and Cats. If you plan to show livestock, horses, dog, or cat at the county and/or state fair, this is now a state requirement for all of us at the county level. If you have completed this in the past, you do not need to do it again. Ask your local extension office if you are not sure you have completed training. You can visit the web site at- <http://web.extension.illinois.edu/qaec/> to take the training.
- ✿ **June 12** – Fair Entries are due no later the 4:30 p.m. that day. We will not accept entries by email, fax, or scan. You may send the entries by mail, in person, or place in the drop box.

Please contact your local Extension office with additional questions.

Henderson County – (309) 924-1163

Warren County – (309) 734-5161