

4-H Enrollment – Info for Missoula County

4-H Age: A Member's "4-H age" is the age they are on October 1st.

- Ages 5-7 on October 1st, can enroll in the Cloverbud Project and/or Exploring 4-H.
- Ages 8-18 on October 1st, can enroll in any 4-H Project (*for Shooting Sports projects, must be 4-H 9*).

Member Fees: In Missoula County, we charge \$7 per project. This covers the cost of primary project materials, record sheets and member insurance. The full Montana 4-H Project Guide *The Clover* is available online: (<http://www.montana4h.org/projects/clover.html>) Resource Handbooks for most animal projects are available at an additional cost.

Horse Projects: Because there are so many options, Missoula has a \$25 cap on fees for Horse Projects.

Market & Breeding Animal Projects: When you sign up for Beef, Swine, Sheep or Goat, you need to do 2 things:

- Enroll in Swine Level 1 (for example) + Market Hog (and/or Breeding Hog).
- You're only charged \$7 once (not \$7 for Swine Level 1 + \$7 for Market Hog).

Shooting Sports Projects: Youth must be "4-H 9" (9 or older on October 1st) to sign up for Shooting Sports projects. Western Heritage has further age restrictions (see *The Clover* for details).

Missoula-only Projects: Some projects aren't listed in *The Clover*, because they're only offered here. They include Miniature Horse projects, Western Games (horse), Trail Ride (horse), Large Horse Jumping, Llama, Alpaca, Cavy, Pack Goat and Geology.

Volunteer Background Checks: Club Leaders, Project Leaders, and anyone who will chaperone 4-H events, transport non-family 4-H members, or handle 4-H money need to enroll as a "Vetted Volunteer." There is a \$30 one-time fee for this, that as of 2020 is paid for you by the Missoula 4-H Council.

ZSuite Online 4-H Enrollment Tips

START HERE: Watch the 4-minute video: <http://www.montana4h.org/resources/4henrollment/index.html>

Re-enrolling: Use the same "Family email" you used to register through 4-HOnline.com last year. If you're unsure, email Deidad (missoula2@montana.edu) or Campbell (cbarrett@montana.edu).

- Once you're logged in, if your data from last year is missing, please let us know; don't just start an enrollment as if you're brand new – especially if you're a re-enrolling background checked volunteer.

Project Levels: Normally, Members take 3 years to complete a Project Level (e.g. Beef Level 1). If you are in the Beef (or other) Project for the 2nd year, you likely should enroll in Beef Level 1, 2nd Year, not Beef Level 2.

Project Materials: When you're adding projects, it will ask "Do you need a project book?" Your options will be "None," "[Project Book Title] Level [1], and (mainly for **Livestock Projects**), it will offer the option of a Resource Handbook. The Project Book is included in your \$7 per-project fee. The Resource Handbook is not. You can purchase those through us at an additional cost, but that cost won't show up in your online total. It's best to just email Deidad if you want to order the Resource Handbook (*they're normally between \$15 and \$25 each*).

Fees: We've had some programming challenges adding project fees to the system. If you sign up for multiple projects and your total just says \$7, know that an error has occurred and please let Deidad know.

Payment: The system won't let us approve your enrollment until payment has been received (or until your Club Leader tells us they have received your payment). Payment options are credit/debit, cash or check. The 4-H Council absorbs the processing fees for online payments, so projects remain \$7 each regardless of method.

Volunteer Enrollment: (*see Background Checks above*) Volunteers also enroll / re-enroll through ZSuite. If you're a New Volunteer needing to be background checked, there is a \$30 fee, which as of 2020 is paid for you by the Missoula 4-H Council. Re-enrolling background checked Volunteers – do not select the "New Volunteer" option.

Help: If you have problems, please use the Live Chat tool within ZSuite (*in the bottom right-hand corner*).