

4-H MEMBER ENROLLMENT PROCESS

1. Is the member:

- Cloverbud [See 10](#)
- Youth [See 2](#)
- Short Term [See 5](#)

2. Is the member paying with:

- Cash or Check [See 3](#)
- Credit Card [See 10](#)

3. Have you accepted enrollment prior to the state receiving the enrollment fee?

- Yes [See 7](#)
- No [See 4](#)

4. Has the state notified you that they have received the member's enrollment fee?

- Yes [See 10](#)
- No [See 11](#)

5. Have you notified the state that they need to waive the fee for your short term member?

- Yes [See 6](#)
- No [See 12](#)

6. Has the state notified you that they have waived the fee for your short term member?

- Yes [See 10](#)
- No [See 11](#)

7. Have you notified the state that you have accepted enrollment prior to the state receiving the enrollment fee?

- Yes [See 8](#)
- No [See 12](#)

8. Have you initiated a transfer?

- Yes [See 9](#)
- No [See 13](#)

9. Have you notified the state that you have initiated a transfer?

- Yes [See 11](#)
- No [See 12](#)

10. County accepts enrollment. Member becomes active.

11. Do nothing. Wait to be notified by state via email.

12. Notify state at micki.mertz@ndsu.edu

13. How to initiate a transfer:

1. Go to Finances/Transfers and click on Quick Add. Then change the adult to youth and click on Create. There may be a “submit” or something like that after the create.
2. Read [Statement 14](#) regarding transfers
3. Return to [Question 8](#)

14. Transfers

Once you do a transfer, one of two things can happen:

1. The transfer only includes people who you accepted before you were supposed to, we have received their enrollment fee, and you have let us know that you did a transfer so we know to go in and accept it. The members are now active and everything is done. This is the ideal situation for fixing member enrollment when a county has accepted them before the enrollment fee was collected.
2. The transfer includes people for whom we have received payment, as well as people that we haven't. This can happen because the system does not let you pick and choose who you select to do a transfer. It will automatically list anyone who is in your county that you have prematurely accepted, whether or not we have received their enrollment fee at the state office.

If this is the case, then we have yet another two options, both of which are at the discretion of the county:

- a. The state office accepts the transfer. If we do this, and there are people on the list who have still not paid, their enrollment will be permanently stuck at pending. They will not become fully active. The only way to undo this is for the county to go in, delete their current enrollment, and have the member go in and reenroll. This will be a quick fix for the people whose payment we do have, but a hassle for those who have not and would then need to enroll again.
 - b. The state office waits until everyone on the transfer list pays. This will be a longer wait for the members who have already paid, but will avoid deleting and reenrolling for people who have not.
3. Return to [Question 8](#)