



OSU EXTENSION  
**4-H YOUTH DEVELOPMENT**



# OKLAHOMA 4-H **PROGRAM FEE**

*Educational, Technical and Logistical  
Support for Making the Best Better*

*Revised May 2022 | 4HOnline Help Sheet H-111*

# COMMUNICATING THE 4-H PROGRAM FEE

*\*THIS DOCUMENT IS FOR INTERNAL USE*

## VALUE STATEMENTS

It is critical we clearly articulate the value of the Oklahoma 4-H Youth Development Program.

- We are committed to providing the very best educational experiences for the young people of Oklahoma.
- 4-H is a program that is able to change our society's future by raising up and teaching life skills to our nation's youth.
- 4-H provides the opportunity for youth to have ownership in their future through leadership experiences beginning at an early age. These leadership skills are used throughout their life in their family, career and community.
- Regardless of the event or activity, Oklahoma 4-H works to develop life skills so youth make positive contributions to society now and in the future.
- The Oklahoma 4-H Youth Development Program provides an incalculable return on investment in developing tomorrow's leaders.
- A small investment now in Oklahoma youth will provide greater return on the investment to our communities later.
- The people who make a difference in your life are not the ones with the most credentials, money or awards. Rather, they are the ones who care. In 4-H, we call these people county Extension educators and volunteers.
- Oklahoma 4-H is building leaders for today and tomorrow.
- What members are able to learn, what they are able to accomplish and what they are able to give back to the communities through 4-H is far more valuable than \$20.

# WHY OKLAHOMA 4-H IS WORTH THE INVESTMENT

## 4-H YOUTH MAKE HEALTHIER CHOICES

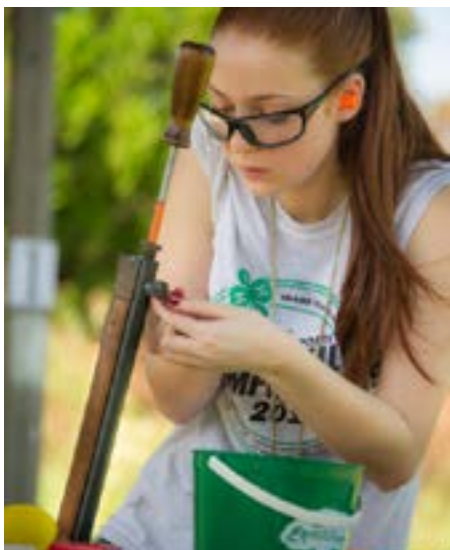
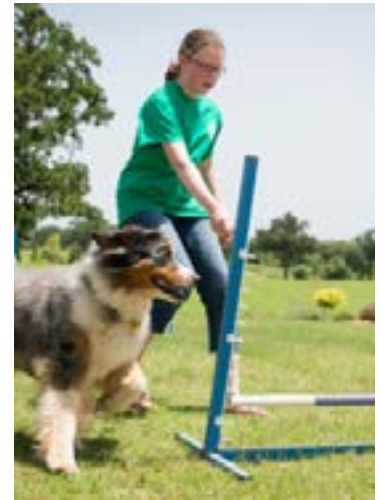
- 4-H youth are 56 percent more likely to spend more time exercising or being physically active.
- 4-H youth are shown to have had significantly lower drug, alcohol and cigarette use than their peers.

## 4-H YOUTH EXCEL IN ACADEMICS

- 4-H youth report better grades, higher levels of academic competence and an elevated level of engagement at school than their peers.
- 4-H youth are nearly two times more likely to go to college than their peers.
- 4-H youth are more likely to pursue future courses or a career in science, engineering or computer technology.
- Girls in 4-H are more than twice as likely to participate in science, engineering or computer technology programs than their peers.

## 4-H YOUTH ARE COMMITTED TO THEIR COMMUNITIES

- 4-H youth are three times more likely to actively contribute to their communities when compared with youth who do not participate in 4-H.





# IMPLEMENTING THE 4-H PROGRAM FEE

A 4-H Program Fee was implemented September 1, 2016 in Oklahoma.

Each county has a responsibility to our clientele to process enrollment in a timely manner. Processing enrollment includes, but is not limited to, reviewing/entering enrollment and transferring fees as soon as possible so the child's enrollment reflects "active" in the database.

The 4-H Program Fees will be managed by the OCES associate director's office, designated specifically for use with the Oklahoma 4-H Youth Development Program. One hundred percent of the funds collected from the 4-H Program Fee will be used to support the 4-H Program in Oklahoma.

Of the \$20 program fee, \$5 will be allocated to the county to support 4-H activities and may be used to support program fee scholarships at the local level. The spending of the program fee should follow all OSU Accounting rules for the county Extension office agency account. The remaining \$15 will be used by OCES to provide educational, technical and logistical support to maintain a high-quality 4-H program at the county, district and state levels for youth and volunteers. In addition, a portion of 4-H Program Fee will purchase the \$1 per year accident insurance for all members (4-H'ers, Cloverbuds and certified adult volunteers) available through American Income Life.

Youth involved in 4-H school enrichment programs (embryology, Yoga for Kids, etc.) or short-term activities sponsored by 4-H do not pay a program fee as they are not enrolling in 4-H. These programs do not have the same costs as ongoing, sustained educational 4-H programming. The accident insurance does not cover these programs, youth or volunteers.

EFNEP groups and FNP groups are not included in 4-H Program Fees because earmarked funding and regulations prohibit the extra fee.

Counties or clubs can charge a fee in addition to the \$20 program fee.

## YOUTH ENROLLMENT

- The cost is \$20 per year and applies to all 4-H youth enrollment (Cloverbuds and 4-H members). The full amount must be collected – \$15 state fee and \$5 county fee.
- If a youth is enrolled at any time between August 1 and July 31 of the 4-H year, the full \$20 fee will be collected. There will be no pro-rated fee based on enrollment date.
- The payment must be remitted to the county Extension office within 30 days of enrollment or the enrollment will be rolled back to inactive or new enrollment will be deleted.
- Payment being made by a sponsoring club/school/tribe/grant/community sponsor should be remitted to the Extension office within 30 days of enrollment. Work closely with the sponsoring group to follow "their" protocol for requesting funds. It is important that the sponsoring group ensures resources are available for all current and future members during the program year.
- The 4-H Program Fee is based on an individual's membership, not by club. Members are required to submit only one program fee annually through their primary 4-H club.
- If a family moves and transfers their enrollment to another county in Oklahoma during the current program year, they do not pay another fee.
- Families with three or more children will pay a maximum

of \$60 in 4-H program fees. The definition of family is identified as children living at the same address.

- No child will be denied the opportunity to enroll in 4-H due to the inability to pay. Be it understood, the enrollment process is not complete (which means “active”) until the fee is paid. Families are to contact the county Extension office about local scholarships or opportunities for satisfying the program fee requirement.

To apply for financial assistance, families will use the [Oklahoma 4-H Program Fee Scholarship Application H-105](#). It is also included in the appendix of this guide.

- Program fees paid by families/clubs are NOT considered donations for tax purposes.
- Donors/Sponsors Providing Scholarship Fees – To receive tax credit, the donation cannot be made payable to the Extension office or a club. Donations must be made payable to the Oklahoma 4-H Foundation.

## COLLECTING PROGRAM FEE

- Fall 2021 Moved to ZSuite Enrollment System. Follow all new protocols for recording payments and approving enrollment paid by Credit/Debit Card.
- Credit/debit card payment bank information is not entered or stored in the enrollment system. TouchNet, an outside company, manages the credit and debit card payments for Oklahoma State University. A family can ONLY pay by credit/debit card when completing their enrollment online. The \$5 county fee will be transferred to the county’s account in the State 4-H Foundation. The county must complete a [Check Request](#)

(Appendix) to the Foundation to acquire funds collected by CC.

- Cash/Check Payment (referred to as 4-H Check in 4HOnline.)
- *Paper Enrollment* – Fee should be submitted with the enrollment form. This will decrease the staff time necessary to follow-up on payments not received within 30 days of enrollment (the date the parent/guardian signed the enrollment form).
- Club/School/Tribe/Grant/Community Sponsor – The individual will mark “4-H Check” as method of payment when another sponsoring group is responsible for the Program Fee. Payment by the sponsoring entity should be remitted to the Extension office within 30 days of enrollment.
- The Extension office is to work closely with the sponsoring group to follow “their” protocol for requesting funds. It is important that the sponsoring group ensures resources are available for all current and future members during the program year.

### Help Sheets:

- [E-100 Running Member Reports](#)
- [H-100 4-H Program Fee Management](#)
- [H-102 Recording Payment Received](#)
- [H-103 Tribal Mentor Grant](#)

## PROGRAM FEE DISCOUNTS

- **There is no discount for individual enrollment. The full \$20 must be collected.** This is a statewide \$20 per Cloverbud/4-H member program fee. If donors or club/county fundraising efforts provide revenue for all or part of the fee, then a reduced fee can be charged to the member with acknowledgment to the participant(s) the fee was \$20 and reduced by donations/fundraising.  
NEVER apply a “county discount” to a child’s enrollment in 4HOnline at the county level.
- Multifamily Discount – The [Multi-Family Discount Form H-109](#) (appendix) MUST be submitted and applied to the individual’s enrollment BEFORE the enrollment is “Accepted.”  
*Families* – To avoid enrollment mistakes which CANNOT be fixed, when possible, enter/review all family members at one time. After the third enrollment is “Accepted,” begin adding the rest of the family members to the discount form. Three youth in the family must be enrolled, paid and accepted before the discount is applied to any

other individual. You must include the individual's invoice number on the discount form. **Under NO circumstance, click the “Accept Member” button for any child following that third accepted enrollment. Otherwise, the child(ren) are stuck in Level 2 Pending.**

*Group Youth Living Facilities* – By definition, all youth living at the same address. All enrollment must be entered BUT NOT ACCEPTED in the database before applying for the multi-family discount. Three youth at the facility must be enrolled, paid and accepted before the discount is applied to any other individual. Each individual being discounted must have an Invoice number on the form. **Under NO circumstance, click the “Accept Member” for any child following that third accepted enrollment. Otherwise, the child(ren) are stuck in Level 2 Pending.**

**Help Sheets:**

- H-100 4-H Program Fee Management
- H-104 Multi-Family Discount Not Applied before Enrollment was Accepted/
- H-109 Multi-Family Discount Form

## PROGRAM FEE SCHOLARSHIPS

Each county is responsible for having a plan to provide scholarships for youth with the inability to pay the Program Fee. Extension Educators, 4-H Volunteers and community contacts are encouraged to cooperatively develop a strategy for reviewing applications and awarding scholarships.

Scholarship alternatives may include:

- a) Applying the \$5 county fee to Program Fee (PF) scholarships.
- b) County Fund Raising effort earmarked for PF Scholarships.
- c) Local and/or county donors/sponsors for PF Scholarships.
- d) County Foundation/Parent-Volunteer Association providing PF Scholarships.

Individuals seeking assistance with the Program Fee will use the [Oklahoma 4-H Program Fee Scholarship Application H-105](#) (Appendix). All scholarship applications (individual and county) are fillable forms to be completed electronically when at all possible.

## TRANSFERRING THE PROGRAM FEE

- Only \$15 of the fee collected at the county level is submitted to the State 4-H office through a transfer.
- During peak enrollment (September – December) a transfer can be made as often as the county deems necessary, but **a transfer MUST be made no less than ONCE each month.**
- On July 31 of each year, the agency category titled “4-H Program(ing) Fees” must be a zero balance. Discrepancies should be documented and any remaining county program fees (\$5) transferred to appropriate 4-H Agency account(s). See H-100 for what to do with funds. The County Program Fee of \$5, collected as a CC payment, will be deposited quarterly into the county account in the State 4-H Foundation. The county must complete a [Check Request](#) (Appendix) to the Foundation to acquire funds collected by CC.
- All state 4-H program fees (\$15) must be transferred to the state 4-H office before enrollment closes for annual updates each July.

Fees Collected	Processed	Available in Foundation
Sept. - Nov.	December	January
Dec. - Feb.	March	April
March - May	June	May
June- Aug.	September	October

**Help Sheets:**

- H-100 4-H Program Fee Management
- H-101 Steps for Generating a Transfer
- H-102 Recording Payment Received

# APPENDIX

All electronic fillable forms in this appendix are posted at: <https://4h.okstate.edu/educators/4h-online-help-sheets/index.html>

- OK 4-H Program Fee Scholarship Application
- Multi-Family Discount Form
- State 4-H Foundation Check Request Form and Guidelines



## SCHOLARSHIP APPLICATION H-105

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4-H is a Youth Development program dedicated to developing life skills in our membership through educational opportunities at the club and county level. Independently and as a family, youth are encouraged to master knowledge and skills in one or more projects. 4-H provides opportunities that encourage youth to become independent, responsible and productive citizens in their home, community, club and county.

### Youth Application Process:

- This is an electronic fillable form. When possible, please complete electronically.
- Type form when possible.
- Return application to your county Extension office at the time of your enrollment.
- Within 30 days of receiving the application, the Extension office will notify the family if a scholarship is awarded.

Family Name on Enrollment:

Applicant's Name:

Club Name:

Grade in School:            Age:

Why are you applying for a 4-H Program Fee Scholarship?

Projects of Interest?

What do you want to learn or hope to gain from being a 4-H Cloverbud/Member?

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We have thoughtfully and truthfully completed the application for scholarship consideration.

Date:

Signature of Applicant: \_\_\_\_\_

Signature of Custodial Parent/Guardian: \_\_\_\_\_

### COUNTY USE ONLY

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Date Received in Office \_\_\_\_\_ Received by \_\_\_\_\_

Is the applicant Enrolled? Which form of enrollment is on file.  4HOnline  Paper Enrollment

Scholarship Awarded  Yes  No

Date Family Notified \_\_\_\_\_ Notified by  Email  Letter  Telephone  Other \_\_\_\_\_



# Request for Multi-Family Discount

Enter one family per page.

Email to [lindsey.stonegraber@okstate.edu](mailto:lindsey.stonegraber@okstate.edu) or [karla.knoepfli@okstate.edu](mailto:karla.knoepfli@okstate.edu)

Allow 2 business days for processing. The county will be notified when discount(s) have been applied.

County: \_\_\_\_\_ Date Submitted \_\_\_\_\_

Family Name:

Family Members Payment Received and Recorded – Payment must be receipted for these three members.

Member

Member

Member

Family Member to apply Discount

Name Invoice #

Name Invoice #

Name Invoice #

Name Invoice #

Name Invoice #

Name Invoice #

Name Invoice #

Name Invoice #

Name Invoice #

Name Invoice #

Name Invoice #

Name Invoice #

Name Invoice #

Name Invoice #

Name Invoice #

County Staff Submitting Request:

State Level – Date Completed

State Staff Completing Request:



# Oklahoma 4-H Foundation

## Guidelines

### Requests for funds from 4-H Foundation County Accounts (G-1 through G-78)

#### Background

In 2006, the Foundation established a designated county account for each of the 77 counties plus one special account for funds previously held in Creek County (Knowledge College Fund). These accounts allowed all counties to become the beneficiaries of funds designated during annual appeals or other special fund drives. In addition, a few counties already had funds that had been set up to handle gifts designated to a specific county. Grady, Cotton, Coal, Pontotoc and Marshall counties also had managed funds that generated annual income, and some of those funds were placed in county accounts available for their use. In some of these cases, the annual income was sent directly to the county Extension account at the time of the income distribution. Today, these county accounts have balances from zero to over \$30,000.

#### Use of funds

Some counties that have historically had designated county accounts used their proceeds to fund county hall of fame scholarships, support for trips like Citizenship Washington Focus, host annual achievement days, etc. Counties that rely on only the Foundation's annual appeal to generate funds tend to have limited amounts of money, and so far have not made many requests for the use of those funds. Typically, the county will request funds for a specific purpose in order to have the funds available to cover upcoming expenses. In some cases, the county will have already made purchases and will be able to provide receipts. Historically, we have told educators they could spend the funds as needed to support their local county program. We specifically have tried to stay away from creating sub-funds inside the county fund to keep track of separate designated funds for the counties. We have one case where we do that: Payne County grandfathered several small funds into their one managed fund, and they still need to distribute the funds according to the donor's wishes. Even in that case, we have tried to get the county to manage the ultimate use of the funds rather than for us to manage those details.

#### Transitions from Agency Funds to Foundation Funds

As the OSU Extension financial office continues to audit county agency funds, they are recommending or requiring counties to avoid holding large sums of donor funds or program activity funds that are not appropriated funds. As a result, the 4-H Foundation is being asked to manage more and more county funds. In these cases, the county staff are being told they cannot keep those funds in a local bank, but they are being told they can access them from the 4-H Foundation as needed.

#### Scholarship Funds

Oklahoma State University policy, and policies of other public and most private higher education institutions in Oklahoma, require that educational scholarships be paid through the bursar's office. The bursar's office then provides the student with the IRS 1098 T scholarship form. Also, for students attending college out of state, the 4-H Foundation pays scholarships to the student's bursar's office, for fairness, consistency and to ensure the student receives the IRS 1098 T form from their institution of higher education.

**Based on all of this background, the following guidelines are in place for the distribution of funds from the county accounts (G-1 through G-78).**

**Requests for distribution to the Agency Account should have the following documentation as a minimum standard:**

- Request should come from the 4-H educator or the county Extension director or both.
- Check request should indicate the types of materials that will be purchased with the funds and for what educational or recognition/award purpose.
- Check request should be made prior to when the county needs the funds. Emergency requests will be handled on a case by case basis, but normally checks are only written every 1st and 3rd Tuesday of the month, and checks over \$1,000 require multiple approvals and signatures. To ensure checks are written within this check writing cycle, we must have requests in our office by the Monday of the check writing week.
- Checks must be payable to the county Extension agency account.
- Receipts are not needed for check requests payable to county agency accounts.

**Requests for distribution to any individual or vendor should have the following documentation as a minimum standard:**

- Request should come from the 4-H educator, county Extension director or both.
- Check request must show specific items that were purchased and receipts or invoice must be attached.
- Check request should be made prior to when the county needs the funds. Emergency requests will be handled on a case by case basis, but normally checks are only written every 1st and 3rd Tuesday of the month, and checks over \$1,000 require multiple approvals and signatures. To ensure checks are written within this check writing cycle, we must have requests in our office by the Monday of the check writing week.
- Full name and address of the recipient must be provided on the check request.

**Requests for distribution of a scholarship payment for an individual's higher education expenses should have the following documentation as a minimum standard:**

- Request should come from the 4-H educator or the county Extension director or both.
- Check request must provide the full name and either a birth date or student id number. The address of the university bursar must be provided unless the student is at OSU, and we know that address.
- Checks are only written every 1st and 3rd Tuesday of the month, and checks over \$1,000 require multiple approvals and signatures. To ensure checks are written within this check writing cycle, we must have requests in our office by the Monday of the check writing week.

## **Instructions for accessing funds in your County Account at the Oklahoma 4-H Foundation**

1. The Oklahoma 4-H Foundation maintains a general ledger "G" account for each county. The funds in these accounts are for the exclusive use of the county and are only restricted to the extent that a specific donor or the county may allocate funds for scholarships or other specific programs.
2. The Oklahoma 4-H Foundation will generally not maintain more than one general ledger account for a county, with the exception of funds that have been allocated for county scholarships. Because scholarships are usually awarded at least several months before the student will attend college, the 4-H Foundation will establish a separate scholarship account for the county as needed.
3. The county accounts receive deposits from statewide programs like the paper clover campaign at Tractor Supply, Game Day proceeds and other special campaigns. Once a year, when the 4-H Foundation solicits donors and friends, one of the choices will be to donate to the local county program.
4. Extension educators may request the balance of their account at any time by calling or emailing either Sarah Dunn or Shannon Lemmons.
5. To access the funds in your G account, please use the check request form on the "Form" tab of this spreadsheet.
6. As a county educator, you can request funds to be disbursed to your county agency account by just completing the check request form.
7. If you need the Foundation to pay a vendor or reimburse an employee or volunteer for expenses, then we need additional documentation. An invoice or paid receipt should be sent or copied to accompany the check request.
8. The 4-H Foundation writes checks on the first and third Tuesdays of the month, but the check request must be received by the day before. (Monday of that week)
9. Normally checks will be mailed to the address provided on the check request unless otherwise directed.

### **Scholarships**

1. If your county is awarding a scholarship from your general ledger G account, the 4-H Foundation may have created a separate account to manage your scholarships.
2. All scholarship checks are disbursed directly to the educational institution's bursar rather than to the individual member. This is per the OSU Extension Finance policy and helps us to comply with IRS regulations regarding scholarships.
3. Assuming that you have sufficient funds in your account to pay for the scholarship, we will disburse funds to the award recipient's bursar account when you submit a check request for payment.
4. Please include the full name of the student, the student ID number or birth date for the student if ID is not known, and the address of the bursar on the check request form.
5. To help the student avoid late fees and penalties, it is helpful if the scholarship payments are made within the first month of the semester.

If in doubt about your account or how to access these funds, please contact Shannon Lemmons at the 4-H Foundation at 405-744-5391

Foundation Use	Check #	_____
	Date	_____
	GL Acct	_____

## Check Request

### Oklahoma 4-H Foundation, Inc.

NOTE: Checks are written the 1st and 3rd Tuesday of each month.

Requests are due to Sarah Dunn by 5:00 pm on the preceding Monday. Checks over \$500 may not be ready until Thursday.

**Date:** \_\_\_\_\_

**Specialist:** \_\_\_\_\_

**Prepared by:** \_\_\_\_\_

**Reason for request:** (Provide invoice number if available and attach any supporting documentation.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Make check payable to:** \_\_\_\_\_  
 you.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Class No. & Name:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Foundation Approval\*

**Disbursement:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Executive Director - Treasurer or Past President will sign if check is payable to Executive Director.





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