Date: September 26, 2014 - updated

To: 4-H Youth Development Staff
Wisconsin 4-H Adult Leader Council
Wisconsin 4-H Youth Leader Council

From: Kandi O’Neil, Associate State Program Director / Volunteer Leadership Specialist
Rachel Hoffman, President Wisconsin 4-H Adult Leader Council
Pauline Schlais, President Wisconsin 4-H Youth Leader Council

RE: 2014 Fall Forum and Centennial Celebration
Friday, November 14, 6:00 -11:00 p.m. (optional)
Saturday, November 15, 9:00 a.m. – 4:30 p.m. (registration beings at 8:00 a.m.)
Sunday, November 16, 8:30 a.m. – 10:30 a.m.

Announcing the 2014 Fall Forum and Centennial Celebration at the Chula Vista, Wisconsin Dells! All youth and adult leaders are invited to attend.

Staff: Your help is needed to promote to adult and youth leaders in your county. Participation by all counties is important!

What is Fall Forum?

 Fall Forum is an opportunity for learning and networking for youth and adult volunteers
 The sessions are interactive and provide practical ideas you can use at a club level; with a school program or in an outreach program.
 What’s great is that youth and adults are learning together!

Fall Forum is planned for a committee of youth and adult leaders from state Youth Leader and Adult Leader Councils and county staff. This year’s forum offers 20 + educational workshops to choose from; plus Friday night will have over 15 different interactive learning stations.

The sessions are taught by a teams of youth and adult volunteer leaders; county staff and state specialists.

Who Attends Fall Forum?

● New this year; fall forum is open to all adult leaders and youth leaders in 7th – 13th grade.

● All delegates are invited to a brief joint annual meeting Saturday afternoon

● Counties will be asked to identify one adult and one youth as their voting delegates for the election for State Youth Leader Council and Adult Leader Council. The elections follow the annual meeting.

● Counties have found it beneficial to select volunteers who are interested in getting involved on a state level. It is important that the delegates can share what local programs are and are willing to share information back to the county from the Fall Forum.

● ALC - Each region has three adult leaders elected to represent their region. It is important the adults know they are the voting delegates for ALC and have the opportunity to be elected to the council.
• YLC – delegates will be asked to meet with their county delegation to vote for candidates running for state Youth Leader Council

How Do Participants Register?

Registration is required for ALL PARTICIPANTS. Youth and adult leaders will register themselves using 4HOnline. Instructions for staff registration will be available the first week of September. Registration is open September 3 through October 3 only. There will not be an opportunity for any late or onsite registrations.

During the registration process, you will be asked to select a Saturday AM session and a PM session. Additionally, in the event a session is cancelled, etc., we ask that you select a second choice for each session. When a session reaches capacity you will not be able to select the session as your first choice. Unfortunately, the session will still appear in the second choice list. Please do not select a session as your second choice that is not available as a first choice.

Instructions to register for an event using 4HOnline are attached:

1. When registration is complete, the registrant must print the confirmation and mail payment to:
   4-H Fall Forum
   436 Lowell Hall
   610 Langdon St
   Madison, WI 53703-1195

2. County staff will need to look for pending registrations (at least weekly recommended);
   a. Review each registration
   b. Confirm chaperone listed has completed Youth Protection Process
   c. Accept the registration if correct
   d. Return to the youth or adult leader if changes are needed

3. County staff attending must also register. Staff will need to register as a Contact. Prior to registering, please review the instruction sheet Contacts and Groups, beginning with CREATE A HOLDING FAMILY on page 1 and continuing with ADD A CONTACT on page 2 to learn how to add yourself as a contact.

4. Registration will not be confirmed until payment has been received. Payment must be received by October 31.

Registration fees include materials, breakfast, lunch and dinner on Saturday; breakfast on Sunday. Counties may cover the required registration fees as they wish. Fees are as follows:

- Youth registration = $75/person
- Adult registration = $100/person

This program is partially funded by the WI 4-H Foundation. The youth registration fee has been reduced with funds donated by the Southern District Leadership Team.

Lodging is available Friday and/or Saturday night.

- Youth = $25 per person, per night – up to four occupants per room
- Adult = $25 per person, per night – double occupancy
- Adults = $75 per night – single occupancy
- List your preferred roommate(s) when registering. Roommates will be assigned if necessary.

Participants must stay in the room they are registered to.

Adult volunteer delegates from a county are expected to serve as chaperones for youth delegates. Teams of adult male and female chaperones will be identified to conduct room checks of youth delegates on Friday and Saturday evening. Chaperones are required to submit the Chaperone Expectation Statement.

Check out the Fall Forum website for materials and information: http://www.uwex.edu/ces/4h/alc/fallforum.cfm

- Youth Health Form- required if staying overnight (complete in 4HOnline) – if you are not able to complete the form online, the paper form must be included with registration payment

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● Chaperone Expectation Statement - required for adults chaperoning youth – this form will also be available on the Order Confirmation screen of 4HOnline registration
● Fall Forum Schedule
● Link to Chula Vista, Wisconsin Dells
● Agenda for joint ALC / YLC Meeting

Fall Form Logistics

Friday, November 14
● Hospitality Room 3101 will be open from 5:30 – 7:00 p.m. and 9:30 -11:00 p.m.
● Hotel check-in no earlier than 6:00 p.m. Check-in using your first and last name or confirmation number.
● UWEX Fall Forum registration area available from 6:00 – 9:00 p.m. in the lobby outside the Grand Ballroom. Youth and adults need to stop here to register for the conference and pick up registration materials and meal tickets.
● All youth must meet with UWEX designated first-aid staff to review their health form and turn in any medication. Medications for life-threatening conditions, such as Epipen, inhalers, and insulin, may be retained by the youth.
● Confirm who the adult chaperones will be for the youth staying overnight.
● Interactive learning experiences are planned from 7:00 p.m. – 9:30 p.m.
● Chaperones will meet at 9:00 p.m. for a short review

Saturday, November 15
● Breakfast for those registered Friday evening, 6:30 – 8:30 a.m. in the Market Fresh Buffet – present meal ticket
● Fall Forum registration begins at 8:00 a.m. for those arriving Saturday
  ○ Muffins, juice and coffee provided during check-in for Saturday arrivals
  ○ Youth arriving Saturday and staying overnight must meet with UWEX designated first-aid staff to review their health form and turn in any medication. Medications for life-threatening conditions, such as Epipen, inhalers, and insulin, may be retained by the youth.
● Educational Workshops – See attached list of workshops.
  ○ There will be workshops offered in the morning and the afternoon. Participants will attend a total of two workshops but will be asked to select a second choice for each session, in the event their first choice is cancelled.
● Lunch – Market Fresh Buffet – present meal ticket
● Adult and Youth Leader Council joint annual meeting followed by elections
● Hall of Fame Ceremony/Gala Celebration

Sunday, November 16 –
● Breakfast Buffet 8:30 a.m.
  ○ 4-H Challenge – Interactive Program – Jessie Gaska, Whitney Rathke, Kari Schoenike and Laura Schoenike, Dodge County 4-H Leaders
  ○ Closing Remarks – 4-H the Next 100 Years – Dale Leidheiser
● 10:30 adjourn

Contact Kandi O’Neil or Lori Murphy for questions regarding Fall Forum.
4HONLINE

Registering for an event

Created: July 7, 2014

OVERVIEW
Registrations for some events are done in 4HOnline. This document walks you through registering for an event.

FINDING THE EVENT
Log into your family account and look at your member list. Scroll to the bottom and find the section titled “Register A Member In An Event”. Select the name of the member you want to register. Then select the event. A series of boxes will appear at the bottom of the screen. Click on the “Register” button.

REGISTERING FOR THE EVENT
On the next screen you will be asked for specific information related to the event. This may include t-shirt size, cabin or seminar choices, etc. Any required fields are in bold. Click on the “Continue >>” button. If you missed any required fields, you will get an error message and the missing fields will be highlighted.

Verify your choices and click on the “Check Out >>” button.

On the Payment screen, the only selection is County/Club 4H Check. Click on the “Select Payment Method” button.

On the Confirm screen, check the box agreeing to the Pay By Computer Terms and Conditions. Click the “Confirm Order” button.

On the Finish screen, you can print your entry.

Follow the invoice instructions for submitting payment.
OVERVIEW

Frequently you find the need the ability to include non-volunteer adults in your communications. With a few simple steps you can enter their contact information and they will receive your mail and emails just like the enrolled families. You can also use groups for enrolled youth that you work with on a regular basis, like ambassadors or youth leader council, etc.

First you create a group just like a club. Second you create a “family” to hold the people. Third you create the non-volunteer adult as a Contact and assign the person to the group.

CREATING A GROUP

Creating a new group is similar to creating a club.

- Click on the Groups icon and then click on Add Group. A group called ‘County Extension Board’ has already been created that you can use.
- Enter the group Title.
- Select the Group Type – Camp, Group, School, or Other.
- Select the Delivery Mode. All delivery modes are available except clubs. If the group is a community, in-school, after-school, or military club, they should be created as a club, not a group.
- Select if you want to share this group with Members or not. If shared, they will be able to see the group and add themselves to it. Uncheck the Share this group with Members box if you do not wish members or leaders to see this group.
- Click the Save button to create the group.

CREATE A HOLDING FAMILY

You create a family on the Search -> Families screen. (If the non-volunteer adult happens to be a member of an existing enrolled family, you can skip this step.)

- Click on the Add Family button.
- Enter the Family Name, Email, and Phone.
- Click on the Add Family Button.
- If there is another family with similar information, you will get a message alerting you. If this is not a duplicate, check the Confirm Add New Family box and click on the Add Family button again.
- Enter a Mailing Address, City and Zip, then click on the Continue button.
The family is now created and ready to have members added. This method would also work for adding regular enrolled families.

**ADD A CONTACT**

Contacts are added in a similar manner as youth and adults. In the Add A New Family Member drop down box, select Contact, then click on the Add Member button. (Only staff can add contacts; families do not see this option.)

Enter the information requested. Be sure to change the email, street address and phone number to the actual information. Then click on the Continue button.

On the Participation screen, select the group from the drop down list and click on the Add Group button, and then click on the Continue button.

The non-volunteer adult is now able to receive mailings and emails just like your enrolled members and leaders. You can even setup reports using groups as a filter.