Instructions for completing the 4-H Participant fee form:

1. Be Sure to complete all lines on the form. If you have no information to include, please fill in "0" (zero).

2. In the first row of the chart (A), fill in the number of youth who are registering as individuals in your club as their primary 4-H Club (including Cloverbuds). Multiply that number by $10 and fill in the dollar amount on the right side.

3. In the second row, fill in the number of **families** with three or more siblings participating in your club. Multiply that number by $30 and fill in the dollar amount on the right side.

4. In the third row (B), fill in the number of **youth** represented by the family count in row two (i.e., if you have two families with four siblings each participating in your club, you would fill in "8" as the number of youth).

5. For youth who are registered in your club but participate in another 4-H club as their primary club, list their names and the name of their primary club on the back of the Participant Fees Form.

6. In the fourth row (C), fill in the number of youth who are registered in your club but participate in another 4-H club as their primary club (add up the names on the back of the form). Leaders, be sure to have youth who are registered in another club as their primary club listed on the reverse side of the 4-H Participant Fees Form.

7. In the fifth row (D), enter the number of youth covered by the fee waiver, either by the county or by the state. Make sure that the you write *fee waived* on the top of the member and leaders enrollment form.

8. Tally your numbers in A + B + C + D for the total number of youth participants in your club in the box (E) (do not include the number of families form row two).

9. In your TOTAL box, add the dollar amount from the two boxes on the right hand side.

10. All forms and fees must be turned into MSU Extension - Bay County by December 1, 2007.

MICHIGAN STATE UNIVERSITY EXTENSION BAY COUNTY

2007 4-H Club Participation Fee Form

Club Name:_____
Organizational Leader: _____
Phone Number: _____

Number of youth in club (only those paying as individuals, including cloverbuds).	A+	**X $10.00 each =**	
Number of families with three or more siblings in 4-H.		**X $30.00 max per family =**	
Number of youth included in "family" count above.	B+		
*Number of youth in club who are also in another primary club.	C+		
Number of youth eligible for fee waiver.	D+		
Total number of youth in club.	=E		
		TOTAL	**$**
Payment (circle one)	**Cash**	**Check: #**_____	

◆ Send form and fees with 4-H enrollment paperwork to MSU Extension - Bay County by December 1, 2007.
◆ Fees are to be collected by the club, and the club may issue one check to MSU Extension - Bay County. Check should be made payable to: MSU Extension Bay County.
◆ Half of the participation fee will be kept in the Bay County 4-H program.

✻ All fees need to be paid to the 4-H participant's primary club. If you have youth in your club who have already paid in their primary club, please list their names and the name of their primary club on the back of this form. This will help us account for everyone.

For Office Use Only

Date Received: _____ Amount: _____

Receipt Number: _____ Initials: _____

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List youth in your club who are enrolled in a primary club other than yours.

Name of Youth	Primary Club