

Here we go with 2022! All of us at the Extension office would like to say thank you for your patience and time throughout this past year and all of the changes. It was good to see all of you again!

**Remember, that we have your 2021 completion pins in the Extension Office, if you haven't already picked them up..*

Your updated 2022 4-H Club Information sheet is attached to this email. **It is asked that they be turned in by September 29th.**

- Complete yellow highlighted upper part of the form to make sure the information is current for 2022.
- Then confirm all of your club's adult volunteers. Please be sure their demographics are current and if they have a spouse or children in 4-H that the information is also updated. (Please remove any of the children who have aged out of the program.) **You do not need to do anything with the "# of Years" column, we have already made the adjustments for 2022.** **If any other information is highlighted in yellow, that is what needs attention for 2022.**
- If you do have any new adult volunteers, please fill out the all their demographics so if they are not already an active adult volunteer we can start the new application paperwork process.
- Please fill your name in as the person who completed the form.

This current information is very important for our office to have for distribution to members and families, to make sure that all volunteers are receiving the current updated information for your club. This is also the information that is on the website.

Remember your 4-H Cup Award is due by August 31st.

The updated 2022 "Dates to Remember" sheet will be ready for distribution after we, the Educators have our Annual State Meeting in late September.

Attached is the COVID plans form and example on how to fill it out. This will need to be filled out for every 4-H function including monthly meetings. Please send the plan to Robert Kelly first, he will then send it to Purdue for approval. *It needs to come from the Educator to Purdue.* You can fill out one plan that covers many meetings (i.e. monthly meetings from September-July as long as you are using the same space and same meeting format). If you are hosting an additional event like an awards banquet please have another plan filled out. You will need to have plans approved 3 weeks before the meeting **and completed plans must be typed, not hand written to be accepted by Educators.** You will not be allowed to meet as a 4-H club or 4-H function if you don't have an approved plan. Please contact Robert for additional information.

- We are asking that all 2022 Club Information sheets be updated and returned back to the Extension Office as soon as possible, final date is: September 29, 2021!
- Remember that new adult volunteers can be added throughout the year, and as Advisory Boards have their elections that too can be updated. All volunteers will have to be approved and accepted through the screening process.
- We are asking this year that ALL volunteers have their enrollment requirements completed by December 1, 2020.

Please do not hesitate to call any of us or the Office support staff if you have questions.

Your 4-H Educators,
Robby, Sthele, and Anna