

	Description	Deadline
Yearly Financial Summary	Must be completed online by all clubs and committees even if the club does not have a bank account. (E Postcard will be completed by the Extension office by May 15)	January 31 *online*
Club Charter Checklist	Checklist to determine whether your club has met the Ohio 4-H Club charter requirements.	January 31 to Extension office
Membership fees	Payable to Lake County 4-H. \$20 per year for every traditional 4-H member. Do not pay for Cloverbuds or advisors.	April 1 to Extension office
Online Enrollment	See Extension office for additional information	April 1 - online
Member/Cloverbud Code of Conduct form	On the back of the Enrollment form. Code of Conduct must be completed and signed by members and/or a parent. Forms will be held at the Extension office.	April 1 Advisors collect
Advisor Code of Conduct form	On the back of the Enrollment form. Code of Conduct must be completed and signed by all advisors. Forms will be held at the Extension office.	April 1 Advisors collect
REVISED CODE OF CONDUCT	Lake County 4H behavior expectations and code of conduct (still being published)	April 1 Advisors collect
Permission to Participate in 4-H Horse Activities	Must be completed and signed by any member (and signed by their parent if a minor) intending to show in any 4-H show.	April 1 Advisors collect
Safety and Ethics Form	All youth and their parents who are new to the 4-H horse program are required to be familiar with the publication "Horses, Safety, and You (#191R). They must also view the videos <i>Every Time, Every Ride</i> and <i>Horses, Kids, and Ethics</i> . Every club was given a copy of these 2 videos in 2014.	April 1 Advisors collect
Point Series Registration	To be completed and turned in prior to showing the first class that is to count towards points. (Dates will vary each year)	Prior to showing
Horse Identification Form	Securely attach to this completed form 2 photos, one showing the face of the horse (with the member also in the photo) and one showing the side of the horse.	June SH Meeting Advisors collect
Lease Guidelines	If a member is leasing a horse, a lease agreement must be on file at the Extension office. This page will give suggestions for drafting a lease agreement.	June SH Meeting Advisors collect
Saddle Horse Guideline Acknowledgement & Agreement	All members and their parents must read the revised Lake County Saddle Horse Guidelines and sign this form each year.	June SH Meeting Advisors collect
State Fair Try Out	To be completed prior to State Fair try out in Lake County. Form and payment due at the show.	
Club Transfer	This form must be completed by any member transferring into your club from another.	as needed to Extension office
Honor Club Application	If your club chooses to be considered as an Honor Club, you must complete enough activities to earn 150 points and submit the form with documentation and your completed meeting minutes for the year with Treasurer reports.	Pre-fair meeting
Documentation of Eligibility	This form documents participation in a horse show or clinic for any member showing at fair.	Pre-fair meeting
Versatility Registration & Bio		Pre-fair meeting
Freestyle Registration		Pre-fair meeting
Jumping Documentation	At least 8 lessons with a trainer signature	Pre-fair meeting
Closing Ceremonies Form	This form will be used to announce club and member achievements during closing ceremonies.	Pre-fair meeting
Rotating Trophies		Pre-fair meeting

Super Horse Essays		Pre-fair meeting
Member Evaluations		Pre-fair meeting
Fair Score Sheets		Pre-fair meeting
Howard Sutch Award		Pre-fair meeting
Barn Policy/ Overnight Forms	Forms specific for the week of fair (Lisa Miller)	Pre-fair meeting

	Description
Horse Projects	Horse project books and their requirements. All members should be familiar with the requirements before choosing their project book.
Project Book Order Form (2)	Use this form for all project book orders. Orders are placed twice a month and must be paid in advance.
Family Guide	Advisor and member guide to 4-H projects and requirements. Also includes Scholarship Opportunities.
Outstanding Youth	See Extension office