

CLUB TRANSFER ENROLLMENT FORM

A 4-H Member who is currently enrolled in a Community Club and wishes to Transfer Enrollment to a different Community Club, may do so under the following conditions:

ONE Form MUST be completed for EACH Member the Transfer is being requested for. NO form will be accepted that contains multiple Members on that single form. EXAMPLE: The family has 5 children they wish to Transfer to another Club; 5 forms must be completed – 1 for each child.

The Transfer paperwork MUST BE finalized & submitted to the 4-H Office by the Club Leader NO LATER THAN September 15th.

The **Family** desiring the Transfer **MUST**:

1. Complete PART I of the Club Transfer Enrollment Form
2. Have PART II completed by their Current (Club the Member wishes to Transfer FROM) Community Club Leader.
3. Have PART III completed by the Community Club Leader of the Club the Member wishes to Transfer TO.
4. Submit the Club Transfer Enrollment Form WITH the rest of their 4-H Enrollment paperwork at the same time.

Once the 4-H Office receives ALL of the Enrollment paperwork for the Member; the 4-H Office will send an e-mail to the Club Leaders of the Club Transferred FROM & TO as well as the Family that requested the Transfer, letting each of you know that the transfer is complete.

CLUB TRANSFER ENROLLMENT FORM

PART I:

This is to notify the Ventura County 4-H Office that I, _____,
Parent / Guardian Name – Please PRINT

am requesting a Community Club Transfer for my Child, _____,
Member Name – Please PRINT

from _____ to _____.
Current Community Club Community Club the Member wants to Transfer TO

Reason for Transfer request: _____

Member SIGNATURE

Parent / Guardian SIGNATURE

PART II:

Current Club (Transferring FROM) Name _____

I, _____, verify that the above Transfer request is
Current Community Club Leader

OK with me and that this Member is in Good Standing with our Club.

Comments: (optional) _____

PART III:

New Club (Transferring TO) Name _____

I, _____, verify that the above Transfer request is
New Community Club Leader

OK with me.

Comments: (optional) _____



FOR 4-H OFFICE USE ONLY

Enrollment Forms received _____
DATE

Transfer Form received _____
DATE

Transfer Form returned as it is Incomplete _____
DATE

Transfer process complete in 4-H Enrollment system _____
DATE

Transfer Complete Confirmation E-mail to:
OLD Community Club Leader
NEW Community Club Leader
Member's Family
 Copy attached to Member paper record.