

TO: MSU Extension County & Reservation Offices

FROM: Montana 4-H Center for Youth Development
Brett Schomer, *Program & Events Coordinator*



REGISTRATION INFORMATION

MONTANA 4-H CONGRESS

July 12-15, 2017 . MSU Bozeman

Registration Deadline is June 15

The registration fee is \$225, which includes housing and program fee. An additional \$15 can be paid for an ADULT single room. All youth will have double rooms. **Montana 4-H Congress is open to youth 13 years of age or older as of October 1, 2016. Counties must register at least *ONE* adult chaperone.** Chaperones must be 21 or older and be a certified 4-H Volunteer or MSU Extension staff.

Registration will be completed using 4-HOnline. Your registration process will depend on your county usage of 4Online. If you have provided families with their own login information they can complete the registration themselves. If families do not have individual access you can collect the registration information using the worksheet provided and have staff complete the registration.

The workshop descriptions, registration worksheet and instructions can be found at [here](#). State Event guidelines can be found [here](#).

The registration worksheet has been provided to assist in collecting registration information and workshop preferences, but these worksheets should not be sent in with the required paperwork. Once the online registration is completed, you can print ONE COUNTY INVOICE to mail in with payment as well as medical release each youth and adult participant. Paper media release and code of conduct forms DO NOT need to be sent. However **PLEASE make sure that the authorization information is complete and up to date in 4honline for each member registering.** Please make registration checks payable to: **Montana 4-H.**

Congress events will begin Wednesday July 12 with registration at 2 PM. Congress Contests will take place on Thursday July 13 and Workshops on Friday July 14. Congress will conclude with check out by 11 AM Saturday July 16. There is a detailed schedule available online.

Please contact Brett Schomer, 994-1721 or bschomer@montana.edu if you have any questions about registering for Congress.

COUNTY REGISTRATION CHECKLIST:

- Each youth & adult (including agents/staff) participant is registered in 4Honline. **DO NOT SEND WORKSHEETS.**
- Each youth and adult participant has submitted a complete and signed MEDICAL form. *It is recommended that the original be sent to 4-H Center and a copy is kept for travel with chaperones.* FORMS CAN BE SCANNED AND EMAILED, as long as chaperone attending has the original form.
- Authorization of CODE OF CONDUCT and MEDIA RELEASE has been **completed and is up to date in 4Honline. DO NOT SEND PAPER FORMS.**
- A PAPER County Registration Form is sent to 4-H Center (email is fine). THIS INCLUDES CHAPERONE & ROOMING LIST INFORMATION.
- Payment and a PRINTED 4Honline Invoice has been sent to 4-H Center with correct amount made to "Montana 4-H"