



TO: MSU Extension Offices

FROM: 2020 Rec Lab Committee, District 3

RE: Rec Lab Registration and Information

County Agents, Volunteer Leaders and Members from District 3 look forward to hosting the 2020 Montana 4-H Rec Lab, **“2020 // Perfect Vision for the Future” in Hobson, April 24-26, 2020**. This event provides an opportunity for youth and adults to enhance their leadership, communication and team building skills in an action packed and interactive setting. Rec Lab programming is designed to provide participants with tips and tricks for being a better club, camp and community leader. Montana 4-H Rec Lab is open to youth 13 years of age or older as of October 1, 2019.

In this packet you will find all the information needed to register. If you have any questions though, please do not hesitate to contact us!

We hope this packet will make getting the information out to youth and the registration process easier for the 2020 Rec Lab. We are excited to host you all!

REGISTRATION INFORMATION

Registration will be completed using 4-HOnline. Your registration process will depend on your county usage of 4-H Online. If you have provided families with their own login information they can complete the registration themselves, and you can confirm them in 4-H online. If families do not have individual access you can collect the registration information using the worksheet provided and have staff complete the registration. (Please note, only “Active” members in 4HONLINE may register for events. If Extension agents and staff need to register for events please make sure they are an active contact in the system.) The registration fee:

- ✓ **\$75 if registered by March 25 “Early Bird”**
- ✓ **\$100 if registered by April 8 “Regular”**
- ✓ **\$150 if registered by April 21 “Late” t-shirts will not be ordered for late registrants**

Registration includes lodging, snacks, meals, t-shirts, workshops (some workshops have a small additional fee), and exciting speakers.

A copy of this packet and instructions for registration using 4honline will be available at **montana4h.org** under the programs/events tab.

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 the confirmation for your records. Please follow instructions to print combined invoice to mail in with payment and medical release form for each youth and adult participant. Please make registration checks payable to: **Fergus/Petroleum County 4-H**.

During registration, participants will be asked to indicate their workshop preferences. Many of the workshops have a limited number of participants and will be filled on a first come, first-serve basis.

If your delegation does not wish to stay at the school, they will be responsible for making their own lodging arrangements at their own cost. Please remember youth participants need be accompanied by an adult chaperone when staying at the school or in a hotel. Youth and adult chaperones cannot share the same hotel room. Please refer to [state event guidelines](#) for more chaperone information.

All activities will take place at the Hobson Public School, 108 6th Street South in Hobson, MT. Female participants and chaperones and male participants and chaperones will be housed in different areas of the school facilities. All participants will need to bring: * Sleeping bag * Air mattress/pad * Pillow * Towel and other personal items. There are locker room bathroom facilities and public style showers. There will be an adult only private shower facility available.

Please contact the Fergus County Extension Office (406) 535-3919 or email Fergus4h@montana.edu if you have any questions about registering for Rec Lab or require any accommodations for this event.

REGISTRATION CHECKLIST

- Registration entered in 4honline** *each youth and adult participant*
- Registration fee** *\$75 per participant (\$100 Mar. 26-Apr. 8, \$150 Apr. 9-21 (t-shirts are not available with late registration, **no registration accepted after April 21**). One check made payable to Fergus County 4-H for all participant fees, including extra workshop fees added during registration.*
- Medical release form** *each youth and adult participant*
- One invoice printed in 4honline** for all county participants.
- Mail paper forms and payment to:**
*MSU Fergus County Extension Office
712 W Main St., Suite 110
Lewistown, MT 59457*



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