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To: Extension Agents, 4-H Volunteers, & 4-H Members

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### Guidelines Regarding Outside Unit-of-Residence Enrollment & Dual Enrollment

We have recently had several questions regarding the enrollment and/or participation of 4-H members outside of their Unit of residence. Since this has been a cause for some concern, the State 4-H Office would like to clarify its position regarding 4-H enrollment outside the Unit of residence, or for enrollment in multiple Units for 4-H purposes.

Our goal is to provide the most positive youth development experience possible for every child - not to be overly restrictive. Because every situation is different, these are often dealt with on a case-by-case basis. At the same time, we want our programming opportunities to be fair and equitable which means that there is a need for some degree of limitations.

#### 4-H Handbook Statement

Section 3.12.1 of the *Virginia 4-H Handbook* states: "Youth will normally enroll for all their 4-H work in the unit in which they reside. However, there may be a situation where it is advantageous for youth to be enrolled in the 4-H program outside their unit of residence. Youth are restricted from enrolling in the same project in more than one Extension Unit in the same year."

There are many legitimate reasons why a 4-H member might want to enroll in 4-H outside of their Unit of residence. Some of the more common reasons are:

- The 4-H member attends school in a different Unit and would like to participate in 4-H with youth they already know.
- The 4-H member actually lives closer to a club in a different Unit, so it is more convenient.
- One or both of the member's parents work in a different Unit, so it is easier for them to bring the member to meetings in the other Unit.
- A 4-H member wants to participate in a project/program that is not offered in their Unit of residence but is available in a neighboring Unit.

If a 4-H member wishes to completely enroll in another Unit's 4-H program (normally a neighboring Unit), and not be dual enrolled, permission for this should normally be granted unless there is a compelling reason for denial.

### Process for Dual Enrollment

If a 4-H member wishes to enroll in more than one Unit, the following procedure should be followed:

1. The 4-H member should contact the Extension Agent in their current Unit to request dual enrollment in the additional Unit, as well as provide the rationale for requesting dual enrollment.
2. The Extension Agent will contact the Extension Agent in the proposed secondary Unit to discuss dual enrollment of the 4-H member.
3. If both agents agree to the dual enrollment, the member's record shall be updated in 4HOnline with the designation of the primary and secondary Units.
4. If there is disagreement among the Agents, the State 4-H Office should be contacted for direction.

While club leaders, families, etc. should be a part of the communication at each stage of this process, it is important to note that decision making authority rests with the Extension Agents and the State 4-H Office. If there is no 4-H Extension Agent in either of the Units, then the Unit Coordinator will assume the role of the 4-H Extension Agent in this process.

If any enrollments which run contrary to these clarifications have already taken place during the current 4-H year (2019-2020), those may remain in place throughout the remainder of the year. Enrollment which is in compliance with the guidance in this memorandum should take place when members are enrolled or re-enrolled for the 4-H year beginning October 1, 2020.

We hope that this is helpful in both clarifying the procedures used for out-of-residence and dual Unit enrollment, as well as also providing a structure which is fair and equitable. All of us in the State 4-H Office appreciate everything that you are doing in the Units to make the best better on behalf of Virginia 4-H.

If you have any questions or concerns, please do not hesitate to contact us.