



MANAGING CROSS COUNTY 4-H MEMBERSHIP



Cross county 4-H membership is nothing new for Texas 4-H, but the process has become more formal in the last few years so agents, as well as supervisors, will know where youth reside and participate in 4-H.

It is the expectation that a 4-H member/family receive and be granted permission to participate in another adjacent county beyond the one in which they reside. Permission is granted from the County Extension Agent of the county they live in as well as the county in which they wish to participate. Cross county participation may be approved for a variety of reasons, but primarily permission should be granted on situations related to geographic location of residences to nearest 4-H club, location of the school the 4-H member is attending, and projects offered. Competition opportunities (judging, showing, scholarships) or quality of livestock shows are examples that would not warrant a change of membership.

The Texas 4-H Youth Development Program does follow University Interscholastic League (UIL) rules on school waiting periods. Reference the Texas 4-H Youth Development Rules and Guidelines, Page 7, School Absences and Participation in Competitive 4-H Events for more on this rule.

Who needs to complete a Request To Transfer Membership Form?

A youth who wishes to join Texas 4-H but does not meet one of the following criteria:

- Live or reside in the county which they are joining 4-H, and/or
- Attend school in the county which they are joining 4-H.

4-H members/families who requested a transfer in previous years do not have to submit a request for the current 4-H year.

Processing the Request To Transfer Member Form

The County Extension Office/Agent will work with families/members who are currently members in their county, but residing in another county. The family should complete a "Request to Transfer Membership Form" and submit to the County Extension Office in which the 4-H member desires to be a member. The form must be submitted a minimum of 30 days prior to a membership transfer.

The County Extension Office will review the form, sign and forward to the County Extension Office/Agent of the county where the family/member resides. Once the resident agent reviews, approves, and signs the form, it should be forwarded to the District Office of the county where the family/member(s) wishes to be a member. The form will be signed off by the District Extension Administrator and 4-H Specialist before being forwarded to the Texas 4-H Program Director.

STEP 1 Family completes Transfer Application and submits to county where they wish to join 4-H.

STEP 2 County Office/Agent reviews and signs if approved. Forwards to Agent in other county.

STEP 3 County Agent where family resides reviews and signs if approved. Forwards to District Office.

STEP 4 DEA/4-H Specialist review and sign if approved. Forward to State 4-H Program Director who will coordinate with Associate Director of County Operations.

STEP 5 District Office uploads completed form online for review & approval by 4-H Program Director.

STEP 6 State 4-H Office updates status online and uploads final transfer request paperwork.

STEP 7 District checks status online and adjust profiles in 4HOnline.

STEP 8 Notification to family of the transfer approval.

A report has been shared on 4HOnline called "Enrollment - Cross County Membership." This report can be found under the custom report link in the folder that contains the county or district name. The report will provide a list of 4-H youth who have a profile and have a pending or active enrollment for the current year. Export this report to excel to filter and sort.

Website: https://fs4.formsite.com/state4h/crosscounty/form_login.html

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.



2022-2023 4-H YEAR REQUEST TO TRANSFER MEMBERSHIP

Any youth or family requesting their membership be transferred from one county to an adjacent county will complete this form. The form must be submitted thirty (30) days prior to membership being transferred. Membership will not be considered active in the adjacent county until all parties have approved the form.

Is this a family or individual member transfer request?

Family Transfer Individual 4-H Member

Name of 4-H Members: _____	Age: _____	Grade: _____	
_____	Age: _____	Grade: _____	
_____	Age: _____	Grade: _____	
_____	Age: _____	Grade: _____	
_____	Age: _____	Grade: _____	

County of Residence: _____

County of Current 4-H Membership: _____

County/Club Requesting Membership be Transferred to: _____

Reason for Membership Transfer (please provide a detailed explanation for your request to transfer membership): _____

Submitted by:			
	Printed Name of Parent/Guardian	Signature of Parent/Guardian	Date

Form Routing:

Approved	Denied		
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		County Extension Agent - County Transferring To	Date
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		County Extension Agent - County of Residence	Date
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		District 4-H Specialist	Date
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		District Extension Administrator	Date
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		Associate Director for County Programs	Date
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		Texas 4-H Youth Development Program Director	Date

Routing Instructions: The District Office will upload the form and then it is up to the County Extension Agent(s) to check the status of the transfer request at: https://fs4.formsite.com/state4h/crosscounty/form_login.html. Transfer requests are reviewed on a weekly basis.