

## **POLICY AND PROCEDURE FOR DROPPING 4-H MEMBERS FROM CLUB MEMBERSHIP**

4-H Clubs must use the following procedure for notifying 4-H members about their 4-H club meeting attendance.

- 1) ***Member misses one club meeting.*** 4-H member and parent/guardian is called within 2 days of missed meeting and reminded about the next club meeting date, time and location. Member is also reminded of club by-laws and attendance policy. Keep this a positive reminder; some new members don't understand the monthly club meeting obligation.
- 2) ***Member misses two club meetings.*** 4-H member is mailed a reminder notice (see attached templates) within 2 days of missed meeting.
- 3) ***Member misses three club meetings.*** 4-H member is mailed final drop notice  
**(see attached sample) within 2 days of missed meeting.**

\_\_\_\_\_ **4-H Club**

c/o mailing address  
City, CA Zipcode

Date: \_\_\_\_\_

To: \_\_\_\_\_

We are writing this letter to notify you that you have missed \_\_\_\_ club meetings on the following dates: \_\_\_\_\_. The attendance policy in the \_\_\_\_\_ 4-H Club By-laws states: A member missing **three** regular club meetings, will be viewed uninterested and will be dropped from the club and county roster. Contact the organization leaders prior to the club meeting for an excused absence. Excused absences are those due to illness, mandatory church or school activities. This does **not** include sports, part-time employment, or optional school activities. A copy of the by-laws you and your parent/guardian signed are attached for you reference.

We would like to remind you that the \_\_\_\_\_ 4-H Club meets on the \_\_\_\_\_ of each month, at 7:00 p.m. at the \_\_\_\_\_. The club meeting dates for the remainder of the year follow:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This letter will serve as your final notice. Should you miss any additional club meetings during the remainder of the 2008-2009 4-H year, you will no longer be considered a member in good standing and will be dropped from the \_\_\_\_\_ 4-H Club and the Solano County 4-H roster.

Please contact the Community Club Leader(s) **names** at **telephone numbers** if you have any questions. Thank you for your interest in the 4-H program.

Sincerely,

**Name**

**Name**

Co-community club leaders

Cc: Valerie Williams, 4-H Club Program Representative

Cc: All project leaders, by name

## 4-H Club

c/o mailing address  
City, CA Zipcode

Date: \_\_\_\_\_

To: \_\_\_\_\_

We are writing this letter to notify you that you have missed \_\_\_\_ club meetings on the following dates: \_\_\_\_\_. The attendance policy in the \_\_\_\_\_ 4-H Club By-laws states: A member missing **three** regular club meetings, will be viewed uninterested and will be dropped from the club and county roster. Contact the organization leaders prior to the club meeting for an excused absence. Excused absences are those due to illness, mandatory church or school activities. This does **not** include sports, part-time employment, or optional school activities. A copy of the by-laws you and your parent/guardian signed are attached for you reference.

This letter will serve as your final notice. You have been dropped from the \_\_\_\_\_ 4-H Club and Solano County 4-H rosters.

Sincerely,

**Name**

**Name**

Co-community club leaders

Cc: Valerie Williams, 4-H Club Program Representative

Cc: All project leaders, by name

(Final missed meeting notice)

club meeting attendance letter.doc