



Larimer County 4-H County Transfer Policy

Youth participate in 4-H community clubs by belonging to a chartered 4-H club, usually in their county of residence. If special circumstances exist that warrant transfer to another county, 4-H families may apply for a special variance to transfer.

Special circumstances will be narrowly defined as situations that are not resolvable or place the family in circumstances that will not allow them to participate in their local 4-H program. This situation may not include disciplinary action taken by state or local Extension offices.

These special circumstances will be considered on an individual basis with the decision being based on whether the circumstances are resolvable within their own county. The decision as to whether the circumstances fit within the narrow definition lies strictly with the CSU Extension Offices in incoming and outgoing counties. Final approval will be granted by the State 4-H Office.

Acceptable reasons to transfer into another County:

1. When a 4-H member's family moves.
2. When the 4-H member lives part of the year in one county and part of the year in another county.
3. When other situations regarding residency arise.
4. When transferring into their county of residence.
5. Or as other situations arise that merit special consideration deemed appropriate by the Colorado 4-H Agent and Colorado State 4-H Program Director.

Please note the following from the Colorado State 4-H Office policy which can be found in full on their website:

- Youth may join or re-enroll in only one county 4-H program at a time
- Youth may participate as a 4-H member in only one county fair per enrollment year, and exhibit a given 4-H project in only one county per enrollment year.
- When a situation exists that necessitates change of residence in mid-year, state and local 4-H fees will be assessed in both counties.
- Youth who are granted approval for membership in a county other than their county of residence may not transfer to, or enroll in another county for a minimum of one 4-H year not including the year of transfer or enrollment.

Process to Request a County Transfer

If a family would like to request a special variance to transfer counties or to participate in a county other than their county of residence, they must follow the following steps. These steps are used for families to transfer into a county they do not reside in and also to transfer back into the county they do reside in if they were previously enrolled in another county.

1. Contact the 4-H County Extension Agent in both their county of residence and the county they wish to participate in to notify them of their desire to transfer or enroll in a county other than their county of residence and explain their reasons. Either agent can assist in this process as needed.
2. Complete and submit the 4-H Enrollment Membership Special Variance Transfer Application to either one of those agents.

The incoming and outgoing county Extension Agents will both review the request and follow with the family if additional information is needed. Then, all transfers will go through an approval/denial process at the State 4-H Level. Final approval/denial of transfers will come from the State 4-H Office and will be communicated back to families.