

## Kansas 4-H Program Fee Sponsorship Opportunities

Kansas 4-H Youth Development is able to offer payment options to those who wish to sponsor a percentage or the full amount of the \$15 Kansas 4-H Program Fee for youth participating in 4-H.

Donors need to consider how many youth they wish to sponsor, which may require estimating youth enrollment numbers.

### Sponsorship Options

There are two types available. Make sure to evaluate which option is best for your situation, as **sponsorship type cannot be changed after it is set up in 4-H Online.**

#### Coupon Code

- Can reduce the Program Fee for **any** youth who enrolls in (one) specific county or club.
- A coupon code must be manually added to an enrollment in order to receive a discount.
- It is up to the donor if they wish to distribute the coupon code to families.
- A family may add the coupon code prior to submitting an enrollment, **or** a 4-H Online county manager may add the coupon code prior to accepting the enrollment.
- This sponsorship type should be utilized by clubs if they wish to control *which* youth receive a discount.

#### Club Fund

- Reduces the Program Fee for **all** youth who enroll in (one) specific club.
- Automatically discounts the fee once a member enrolls/reenrolls in the club.
- There is **no** coupon code to distribute or add.
- This sponsorship type must be active prior to youth enrollment. If youth enroll before club fund activation is complete, **no** discount will occur.
- This sponsorship type may be utilized if a club wishes to sponsor all of their members.

### Sponsorship Amounts

Sponsors may elect to pay a percentage (10%, 25%, 50%) or the entirety (100%) of the Program Fee with either sponsorship method. The cost breakdown is:

- 10% = \$1.50
- 25% = \$3.75
- 50% = \$7.50
- 100% = \$15.00



## Sponsorship Form

To utilize a sponsorship option, the donor must use the Qualtrics link: [Kansas 4-H Program Fee Sponsorship Form](#), which will offer a printable copy of their responses to serve as an invoice if needed. Payment instructions are included within this process.

## Sponsorship Q&A

It's recommended for sponsors and 4-H Online county managers to familiarize themselves with sponsorship types affecting their families and how coupon codes and club funds process discounts within the system.

### Club Fund Q & A

**Q:** How will a family and/or 4-H Online Manager know if a club fund is working properly in 4-H Online?

**A:** Once the youth enrolls or reenrolls in the club, the reduced program fee amount will be visible immediately. There is no coupon code to enter. **If the discount does not appear as expected, contact the State 4-H office for assistance.**

**Q:** If a club fund discount is applied to a youth enrollment, when will they become "Approved?"

**A:** If the youth's Program Fee balance is zero, they will become "Approved" once local acceptance occurs.

**Q:** What happens if no discount occurred but the family submitted their enrollment anyway?

**A:** The system will indicate the full Program Fee amount is due. **Please note if the discount does not appear as expected, the 4-H Online Manager should *not* accept the enrollment and the State 4-H office should be contacted for assistance.**

### Coupon Code Q & A

**Q:** How will a family and/or 4-H Online Manager know if a coupon code is working properly?

**A:** Once a coupon code is applied to an enrollment, the reduced program fee amount will be visible immediately.

Coupon Code Q & A continued on next page.



## Coupon Code Q & A *continued*

**Q:** When and where are coupon codes added?

**A:** If families are using the coupon code themselves, the code must be added *prior* to enrollment submission. If a 4-H Online Manager is applying the coupon code to enrollments, the code must be applied *prior* to county acceptance.

**Q:** If a coupon code is applied to a youth enrollment, when will they become "Approved?"

**A:** If the youth's Program Fee balance is zero, they will become "Approved" once local acceptance occurs.

**Q:** What happens if both the family and 4-H Online manager forget to enter a coupon code?

**A:** If local acceptance of the enrollment has already occurred, no sponsorship monies will be applied to the member. It is no longer possible to use a coupon code. The system will indicate the full Program Fee amount is due. A separate check payment may be sent payable to Kansas 4-H Youth Development, mailed to Kansas 4-H Youth Development 1612 Claflin Rd, 201 Umberger Hall Manhattan, KS 66506 or a waiver may be requested by contacting the State 4-H office.

**Q:** What if a family did not add their coupon code and has an online payment pending?

**A:** A 4-H Online Manager may add a coupon code prior to local acceptance, despite the pending payment. After the coupon code is entered, the system will show the discounted amount and any applicable balance due. If the coupon is for 100% of the program fee, no fee will be available for an online payment to occur. **Please note if the discount does not appear as expected, the 4-H Online Manager should *not* accept the enrollment and the State 4-H office should be contacted for assistance.**

**Q:** Can a coupon code be removed by a 4-H Online Manager?

**A:** Yes. The coupon code may be removed prior to local approval. The manager may also send back the enrollment, which will remove the coupon. **Please note if a conflicting waiver request exists, contact the State 4-H office to remove the waiver.**

**Q:** What if a family did not add their coupon code and they already mailed a check or paid online?

**A:** If the family has made payment on their own, they may ask their donor if they are willing to reimburse them.

## General Sponsorship Q & A

**Q:** Can a donor pay with a credit/debit card?

**A:** No. Payment must be by check.

**Q:** How long will it take to get a coupon code or activate my club fund?

**A:** Once both online form and payment are received, it will take the State 4-H Office no more than 10 business days to set up your sponsorship option within the 4-H Online system. Please take into consideration the mailing time for your check payment.

**Q:** Can sponsorship be activated without payment?

**A:** No. It is not possible to create sponsorship in 4-H Online until the State 4-H Office has received funds from the donor.

**Q:** How will the donor know when sponsorship has been activated in 4-H Online?

**A:** The donor and 4-H Online Managers in the applicable local Extension office will be notified via email.

**Q:** What happens if the discount doesn't occur as expected?

**A:** Contact the State 4-H office for assistance. It is possible the funds supporting the sponsorship has run out of money. If a donor elects to send additional monies to replenish the sponsorship, the sponsorship may be reactivated.

**Q:** Sponsorship funds were used by a youth who left/quit. Can their money be credited back to the donor's fund and used for a different youth?

**A:** No. It is not possible to transfer "used" sponsorship monies.

**Q:** What if a donor overpaid and there are sponsorship monies leftover?

**A:** Any unused sponsorship amount funding a coupon code or club fund will rollover and be available for use next year.