



TO: MSU Extension Offices
FROM: 2019 Rec Lab Committee, District 2
RE: Rec Lab Registration and Information

County Agents, Leaders and Ambassadors from District 2 look forward to hosting the 2019 Montana 4-H Rec Lab, “**4-H Investigating the Possibilities**” in Chester, March 22 – 24, 2019. This event provides an opportunity for youth and adults to enhance their leadership, communication and team building skills in an action packed and interactive setting. Rec Lab programming is designed to provide participants with tips and tricks for being a better club, camp and community leader. Montana 4-H Rec Lab is open to youth 13 years of age or older as of October 1, 2018.

In this packet you will find all the information needed to register. If you have any questions though, please do not hesitate to contact us!

We hope this packet will make getting the information out to youth and the registration process easier for the 2019 Rec Lab. We are excited to host you all!

Registration Information

Registration will be completed using 4-H Online. Your registration process will depend on your county usage of 4-H Online. If you have provided families with their own login information they can complete the registration themselves, and you can confirm them in 4-H online. If families do not have individual access you can collect the registration information using the worksheet provided and have staff complete the registration. (Please note, only “Active” members in 4HONLINE may register for events. If Extension agents and staff need to register for events please make sure they are an active contact in the system.) The registration fee is **\$100 due by February 15th**. There will be late registration available for **\$125 from February 16^h to March 1st**. Registration includes lodging, snacks, meals, t-shirts, workshops (some workshops have a small additional fee), and exciting speakers.

A copy of this packet and instructions for registration using 4honline will be available at montana4h.org under the programs/events tab.

The registration worksheet has been provided to assist in collecting registration information and workshop preferences, but these worksheets should not be sent in with the required paperwork. Once the online registration is completed, you can print the confirmation for your records. Please follow instructions to print combined invoice to mail in with payment and medical release form for each youth and adult participant. Please make registration checks payable to: **District 2 Rec Lab**.

During registration, participants will be asked to indicate their workshop preferences. Many of the workshops have a limited number of participants and will be filled on a first come, first-serve basis.

If your delegation does not wish to stay at the school, they will be responsible for making their own lodging arrangements at their own cost. Please remember youth participants need be accompanied by an adult chaperone when staying at the school or in a hotel. Youth and adult chaperones cannot share the same hotel room. Please refer to [state event guidelines](#) for more chaperone information.

All activities will take place at the Chester schools, 511 Main Street in Chester, MT. Female participants and chaperones and male participants and chaperones will be housed in different areas of the school facilities. All participants will need to bring: * Sleeping bag * Air mattress/pad * Pillow * Towel and other personal items.

Please contact the Phillips County Extension Office 406-654-2543 or email phillipscounty@montana.edu if you have any questions about registering for Rec Lab.

Registration Checklist:

- Registration entered in 4honline** *each youth and adult participant*
- Registration fee \$100 per participant** (*\$125 Feb 15 to March 1*). **One check made payable to District 2 Rec Lab for all participant fees**
- Medical release form** *each youth and adult participant*
- One invoice printed in 4honline** for all county participants.
- Mail paper forms and payment to:**
*MSU Phillips County Extension Office
PO Box 430
Malta, MT 59538-0430*



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