Florida 4-H Annual Community Club Membership Fee Instructions

The Florida 4-H Youth Development Program requires an annual $20.00 membership fee for 4-H Community Club youth members, 4-H ages 8-18 (some counties may charge a higher fee). Youth will not be considered active 4-H members if the fee has not been paid. Fees are collected on an annual basis, based off the 4-H program year (September 1 to August 31). Payment for required state and/or county membership fees is due at the time of enrollment/re-enrollment.

**Credit or debit card payments can be made at:**

 florida4h.org/membershipfees

*See pages 2-5 for step by step instructions to pay online.*

**Checks and money orders can be mailed to:**

UF/IFAS Extension 4-H Youth Development Program

Attn: Membership Fees

2142 Shealy Drive

PO Box 110225

Gainesville, FL 32611-0225

*Make checks payable to: University of Florida*

Complete the information below if paying by check or money order and mail this page with your payment. Please do not send payments to your local county 4-H office.

4-H County: __________________________

Parent’s Name: __________________________ Telephone Number: __________________________

Address: ____________________________________________________________________________

City: __________________________ State: _________ Zip code: ______________

Check or Money Order Amount: ____________ Check or Money Order Number: ____________

Please list the first and last name and birthdate for each member in your family that you are paying for with this payment.

Name__________________________________ Date of Birth __________________________________

Name__________________________________ Date of Birth __________________________________

Name__________________________________ Date of Birth __________________________________

Thank you for your payment!

The University of Florida is an Equal Opportunity Institution.
Steps to Pay Annual Community Club Membership Fee by Credit or Debit Card:

1. After submitting your child’s enrollment in 4HOnline*, visit [http://florida4h.org/membershipfees/](http://florida4h.org/membershipfees/)
2. Click on the “Pay Annual Community Club Membership Fee” link. This will direct you to the CASHNet® e-commerce payment website. CASHNet® is owned by Higher One, Inc. See Figure 1

3. When you see the payment website, click on Community Club Membership Fees. See Figure 2

* [https://florida.4honline.com](https://florida.4honline.com)
4. Please provide the First and Last Name and Birthday for this youth membership, as entered in the 4HOnline enrollment system. Choose your primary 4-H county and click add to basket. See Figure 3

5. Review Basket. See Figure 4. Click Checkout if everything is correct or click Edit to make changes. Click Add Additional Memberships each time you need to pay for an additional youth member in your family.
6. Input your contact information, read the acknowledgement, mark that you agree and understand, and click Continue Checkout. See Figure 5. **Note:** Your credit/debit card statement will read as a University of Florida (UNIV FL ONLINE PMNT) transaction and not a 4-H transaction.

![Figure 5]

7. Input credit/debit card information for payment. Click Continue Checkout. See Figure 6. Provide acknowledgement and acceptance of the terms and conditions of the Higher One, Inc. User Agreement (image not shown).

![Figure 6]
8. Review your information. If you need to make changes to the member’s information then click Basket at the top of the page. If you need to pay for another member’s membership fee with the same transaction, click on Browse Catalog at the top of the page. Once you have reviewed all your transactions for this payment, click Submit Payment to complete the transaction. See Figure 7

9. You have successfully submitted your payment when you see Transaction Approved in the receipt section. Please review your receipt and contact 4HFees@ifas.ufl.edu or 352-846-4444 if you have any questions. You will be e-mailed a receipt to the address you provided on the payment section. If you would like to print a receipt or have another copy of the receipt e-mailed, you may do so at the bottom of this screen. See Figure 8. Thank you for submitting your payment! Have a great 4-H Year!