2020 Sea Camp Registration and Payment Information

Registration for 2020 Ohio 4-H Sea Camp will open January 31. All paperwork and payment must be submitted by May 22.

When submitting your payment for 2020 Sea Camp, please follow the following protocols depending on your method of payment.

1. If the **camper will be paying for the entirety of their registration**, they should send their check directly to the State 4-H Office with their registration packet.

2. If **payment will be split between the camper and the county OSU Extension Office**, you have multiple options.
   a. The camper can submit their portion of their payment (with their registration packet) directly to the State Office or to the county.
   b. If the camper submits their portion of their payment (and registration packet) directly to the State Office, the county can send a check to the State Office for the difference or may submit an Internal Order within eRequest for the difference.
   c. If the camper submits their portion of their payment (and registration packet) to the county, the county can send a check to the State Office for the complete payment or may submit an Internal Order within eRequest for the difference. Please note, the State Office can only accept checks made out to “The Ohio State University.”

3. If the **payment will be split between the camper and a local committee (i.e. 4-H Leaders Committee)**, you have multiple options.
   a. The camper can submit their portion of their payment (with their registration packet) directly to the State Office. The camper must inform the local committee to send a check to the State Office for the difference.
   b. If the camper submits their portion of their payment (and registration packet) to the county, the local committee can send a check to the State Office for the complete payment. Please note, the State Office can only accept checks made out to “The Ohio State University.”

4. If **payment will be paid entirely by the county OSU Extension Office**, you have multiple options.
   a. The county can send a check directly to the State Office for the full cost.
   b. The county may submit an Internal Order within eRequest for the full cost.

5. If **payment will be paid entirely by a local committee (i.e. 4-H Committee)**, please send a check for the full registration cost to the State Office.

Please make all checks payable to “The Ohio State University” and mail to:
Ohio 4-H Center, Attn: Sarah Longo, 2201 Fred Taylor Drive, Columbus, OH 43210.

**For Extension Staff Only:**
- If submitting an Internal Order within eRequest, please select “Ohio 4-H Youth Development” as the Internal Vendor. To pay by chartfields, an eRequest must be submitted and the PR# listed on the corresponding registration form.
- If your camper has submitted their registration form to your county, please forward it with the complete payment to the State 4-H Office by the due date.

If you need an invoice to complete payment, please request one from Sarah Longo at longo.79@osu.edu.