

Red Wheel – Minneapolis Area Clubs

Instructions for Club Totals

The spreadsheet for Red Wheel is on the Central Kansas District, 4-H Youth and Development website under the Organizational Leader section. **You will need to turn in your spreadsheets and money absolutely no later than 5:00 p.m. on Wednesday, February 6, 2019. Please do not wait until the last minute** as you will need to allow time to go over your orders and funds with our office staff.

Please note that the Red Wheel spreadsheet is very large. You will need to highlight the area you want to print or it will print the whole spreadsheet (many pages). If you have access to legal paper (11x14), you may print it as such. If you do not, you will need to print using a custom scale to fit all the columns on one page. You may also email your spreadsheets to pbaccus@ksu.edu, but your order will **NOT** be accepted until you arrive at the Extension Office with your money (before the deadline).

When using the spreadsheet, be aware that you must download and save the spreadsheet on your computer. In some cases, you may need to “enable editing” to be able to type into the spreadsheet. The spreadsheet will open in programs other than Microsoft Excel, but be forewarned that the formulas will not work properly.

On the Red Wheel spreadsheet, the blue highlighted column is for the “Actual Money Collected.” It is a manual entry by you and is the actual amount of money the seller turned in. The next column calculates the “difference” between the amount turned in by the seller and the correct amount due.

Again, please make sure you allow ample time when planning your visit to the Minneapolis Extension Office. You will need to go over your orders and funds collected before you can leave and before the order will be placed. Your orders are due ABSOLUTELY NO LATER THAN 5:00 p.m. ON WEDNESDAY, FEBRUARY 6, 2019.

You will also need to submit the 2018-2019 4-H Scholarships page when you submit your orders.

On Saturday, February 23, 2019, each club will need 1-2 individuals to assist with unloading and product inventory at 9:00 a.m. at the Minneapolis Extension Office. After clubs have inventoried their product and checked out with a staff member, leaders may take the product to distribute to their club members at the designated location and time of the club's choosing.

If you have any questions, please email or call Kate (klittich@ksu.edu, 785-309-5850).