

Leader instructions for Red Wheel totals:

Please enter all sales into the spreadsheet for Red Wheel which is located on the Central Kansas District, 4-H Youth and Development website under the Organizational Leader section. **You will need to verify your spreadsheet and turn in the money no later than 5 p.m. on Thursday, February 3.** You will need to allow time to go over your orders and funds with our office staff.

- **Please email your club's spreadsheet to pbaccus@ksu.edu before you arrive at the Extension Office.** 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 spreadsheets will open in programs other than Microsoft Excel but be forewarned that the formulas may not work properly in other programs.
- On the Red Wheel spreadsheet, please use the "Paid" column to record the amount of money each club member turned in for their orders. The next column calculates the "remaining due" between the amount turned in by the seller and the correct amount due.
- You will also need to submit the "4-H Scholarships" page when you submit your orders. The "4-H Scholarships" page is the 3rd page of the "Minneapolis Area Organizational Leader Information Sheet" located on the website.
- Please make sure your club's families keep the carbon copy of their order form.

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 p.m. on Thursday, February 3, 2022.