

2023

Clark County 4-H Volunteer Handbook



**Your Guide to 4-H Club
Management, Committee
Involvement and Positive
Youth Development**



Introduction

The Clark County 4-H Club Volunteer Handbook is your one-stop resource to find answers to your 4-H club management and youth development questions. There are nine sections for easy and quick referencing:

Section 0: Introduction and COVID-19 Protocols and Implications

Section 1: 4-H Membership

Section 2: 4-H Clubs

Section 3: 4-H Enrollment and Projects

Section 4: 4-H Parents/Legal Guardian's Roles in 4-H

Section 5: Adult and Teen Volunteers

Section 6: 4-H Club Treasuries and Fundraising

Section 7: Community Service

Section 8: Risk Management in a 4-H Club

Section 9: 4-H Opportunities and Awards

Each section has its own page numbering system and is footnoted at the bottom of each page (example: 4-H Membership 1:1). Numbered colored dividers separate each of the sections for easy insertion into a 3-ring notebook or binder.

You will receive updates as information changes and/or new policies or procedures are implemented at any level in the 4-H organization. It is important that you spend some time reading the 4-H Volunteer Handbook, after attending a 4-H volunteer orientation or update session. If you have questions about the information contained in this handbook, please contact Patty House, 4-H Youth Development Extension Educator at 937-398-7599 or Laura Dillion, 4-H/FCS Program Assistant at 937-398-7597.

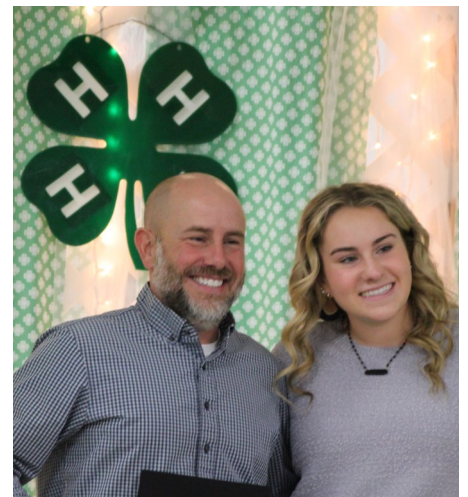
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Clark Co. 4-H Club Volunteer Handbook, House, P. Rev. 1/23
Introduction 0.1



REFERENCES AND RESOURCES

The following references and resources were used to create the Clark County 4-H Club Volunteer Handbook:

- 4-H Thriving Model of Positive Youth Development (2021) <https://helping-youth-thrive.extension.org>
- Ohio 4-H Guide for In-Person Meetings and Events, Ohio State 4-H Office, Jan. 13, 2021
- 4-H Club Fundraising and Community Service Guidance, Oct. 8, 2020
- The 4-H Name and Emblem Use Guidelines, (2019) USDA, Extension Service.
- Policy 1.50 Child Abuse and Neglect Recognition and Reporting, OSU and Ohio 4-H
- The Ohio 4-H Volunteer Handbook, (2016), The Ohio State University Extension, Columbus, OH
- The Ohio 4-H Agents Program Book, 3rd Edition, (1994), The Ohio State University, Columbus, OH.
- 4-H Green Pages, 4-H Advisors Handbook, (1993), The Ohio State University, Columbus, OH.
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- BLAST: Building Leadership and Skills Together, (1993), Safrit, R. D., Smith, W., and Cutler, L. The Ohio State University, Columbus, OH.
- 3:00 to 6:00 PM,: Planning Programs for Youth Adolescents, (1995), Dorman, Gayle, Center for Early Adolescence, University North Carolina, Chapel Hill, Carrboro, NC.
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- OSU Extensions Business Procedures Handbook, Ohio State University.
- Managing 4-H Club Finances Ohio 4-H Youth Development, (2000), Henderson, Bill, Crawford, Cindy, Johnson, Linda, Miller, and Schmiesing, Ryan, Ohio State University, Columbus, OH.
- Overview of Liability Shields, (1998), King, J.E. & Schmiesing, R.J.
- Franklin County 4-H Club Advisor Handbook, House, P. & Dybiec, L. (2001).
- Ohio 4-H State Fair Handbook, Ohio State University State 4-H Office
- Ohio 4-H Awards & Recognition Opportunities, Ohio State 4-H Office
- Ohio 4-H Events and Opportunities Handbook, Ohio State 4-H Office
- 4-H On-Line, Enrollment System, Ohio State 4-H Office

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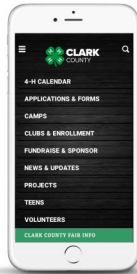
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OSU Extension, Clark Co. Team

CLARK COUNTY 4-H



Just search for Clark County 4-H APP on your Apple or Google App Store to download. The App is Free and connects you to the latest 4-H and Jr. Fair info at your fingertips.

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On The Web...

Clark Co. Extension & 4-H: clark.osu.edu

Ohio 4-H: ohio4h.org

Ohio Extension: extension.osu.edu

Clark Co. 4-H Facebook: <https://www.facebook.com/>

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What We Learned From 4-H Programming Through COVID-19

We LEARNED to...

- **ENGAGE** youth in virtual and in-person learning experiences. We all prefer getting together in person, but we know there are times we can accomplish the same task virtually if needed.
- **COMMUNICATE** in new ways with the addition of the 4-H APP, weekly 4-H updates, using social media platforms more effectively and more.
- **ADAPT** even if we did not always like it because we knew it was in the best interest of our 4-H members, clubs, families and volunteers.
- **ACT** on e-mails and text messages often meaning we needed to change course once again. We should continue to be willing to be flexible when challenges arise that cause us to need to change course in the 4-H program.
- **MODEL** positive attitudes and behaviors that benefited everyone not just a few. We need to continue to keep positivity in the forefront of all our 4-H volunteer actions.
- **ENCOURAGE** even though we did not always know “whether we would have a Fair, go to camp, be able to have club meetings, etc.” Encouraging youth to embrace ambiguity, not give up, persevere through disappointment are important lessons for preparing them to work through even more difficult challenges in life.
- **COOPERATE** by not placing blame, working together to find new ways to deliver 4-H programming, complete applications and paperwork, enroll in 4-H, and more. More helping hands means a lighter load for all, please keep the we in 4-H going strong and step up to give a “helping hand”
- **ADVOCATE** for doing the right thing even if it was hard to swallow. “When life gives you lemon, make lemonade.” Continue to advocate for doing the right things to benefit all youth not just yours.



We All Have a Responsibility to...

- Prevent unnecessary exposure to infectious disease whether it is COVID –19 or something else. Don't attend 4-H meetings and events when you or others in your household are sick.
- Don't Bully Others - make sure your meetings, activities and events are not just physically safe but emotionally safe for youth and adults.
- Inspire everyone to be good sports inside and outside of the showring, club/committee meeting, etc. 4-H is a FAMILY, please treat it like one.



SECTION 1: 4-H MEMBERSHIP



PURPOSE AND EDUCATIONAL GOALS

The purpose of 4-H is to provide learning experiences and opportunities for youth that will help kids develop competencies they need

to become healthy, self-directing, productive and contributing members of our communities. 4-H projects and activities are the vehicles that 4-H club volunteers use to achieve this outcome of positive youth development. 4-H projects and activities should meet the member's needs and interests, give youth a voice and a choice in what they learn. The 4 H's - head, heart, hands, and health, provide a handy way to remember the positive youth development purpose and educational goals of the 4-H program.

THE 4-H EMBLEM... is a green four-leaf clover with a white H in each leaf. The 4 H's stand for Head, Heart, Hands and Health and represent the foundation for all 4-H programs.



HEAD

Focus on skills to develop Academic or Vocational Success: Thinking...cognitive development: gaining and mastering skills & knowledge, developing leadership and decision making skills, and exploring career opportunities.



HEART

Focus on skills to contribute to others through Civic Engagement. Feeling... emotional development: learning to respect, appreciate & get along with others, valuing and appreciating diversity, and developing an appreciation for volunteering and giving.



HANDS

Focus on skills for Employability and Economic Stability. Doing.... social development: learning the value of service and work ethic, developing communication and teamwork skills, and pride in workmanship.



HEALTH

Focus on skills to for overall Happiness and Well-Being. Physical development: developing a positive self image, using leisure time productively, developing self-reliance and practicing healthy lifestyle choices.

THE 4-H COLORS – Green and White
4-H MOTTO - “To Make the Best Better”

THE 4-H PLEDGE

I Pledge:

My **Head** to clearer thinking,
My **Heart** to greater loyalty,
My **Hands** to larger service,
My **Health** to better living, for my club, my community, my country and my world.

Hand and Body Motion Directions Used When Giving the 4-H Pledge

I pledge:



...for my Club, my Community, my Country and my World.



4-H MERCHANDISE

4-H flags, pledge and motto banners, t-shirts, pins, pencils and other 4-H merchandise may be purchased through the 4-H mall. Access the latest in 4-H merchandise though the on-line store at <https://shop4-h.org>



4-H members and volunteers will have their closest involvement with the 4-H program at the club and/or county level. However, it is important for 4-H club volunteers to realize that 4-H is a national youth development program, administered by the U.S.D.A. Cooperative Extension System through land-grant universities like The Ohio State University and delivered by county Extension Educators working in cooperation with 4-H adult volunteers who have completed the Ohio State University Extension volunteer screening, selection and training process. There is a 4-H program in all fifty states and in every county in Ohio. One or more 4-H Youth Development Educators, program assistants/coordinators and support staff work with each of the county 4-H programs. In addition, Agriculture and Natural Resources, Horticulture, Family and Consumer Sciences and Community Development Extension Educators give support to 4-H project subject matter by teaching project skills and information to 4-H volunteers, members and families.



- ◆ **Our Vision:** Ohioans have the **knowledge** and **resources** they need to **actively engage** in creating conditions in which they **thrive**.
- ◆ **Our Mission:** We create **opportunities** for people to explore how **science-based knowledge** can **improve social, economic and environmental conditions**.
- ◆ **We Value:**
Teamwork and **partnerships**
Integration of **science** & **local knowledge**
Respectful community engagement
Credibility, honesty and **integrity**
Innovation, flexibility and **adaptability**
Relevance and **responsiveness**
Leveraging resources
Lifelong learning
Diversity in all of its forms
The **contributions** of **all people** toward achieving **organizational** and **societal goals**

ADDITIONAL 4-H SUPPORT STAFF

The Clark County 4-H Program periodically employs summer college student(s) to extend programming efforts. These individuals are hired when additional funding is acquired through County Commissioner support, grants, or other funding mechanisms. In addition, Extension seeks opportunities to offer internships to college students and service learning experiences for high school students. Internships and service learning experiences provide career exploration for the students and provide needed human resource support to deliver the 4-H program.

4-H PROGRAM FUNDING



Extension 4-H professionals and support staffs are funded through federal, state and county appropriated budgets. The Clark County Commissioners provide crucial funding for staff salaries, benefits, travel, office space, equipment and other operating expenditures. We encourage you to express with county, state and national public officials the importance of their support to OSU Extension and the Clark County 4-H Program.

4-H programming dollars are generated through fundraising, grants, gifts, contributions, sponsorships, and activity fees. To learn more about fundraising to support the 4-H Program visit Section 6 of the Clark County 4-H Volunteer Handbook.



Our Vision

Ohio 4-H will reflect the diversity of the state by the end of the decade, reaching at least 1 in 5 youth.



4-H Extension Professionals Working With 4-H Volunteers Will Help Us Reach Our Vision!

4-H Membership



WHO CAN JOIN CLARK CO. 4-H?

4-H participation and membership is open to all boys and girls age 5 & in Kindergarten through age 18 as of January 1 of the current year. Youth may join 4-H through many avenues including clubs, camps, school enrichment,

special emphasis and after-school programs. 4-H project and cloverbud membership guidelines apply to all youth regardless of the avenue through which they participate.

Membership can only occur in a 4-H club or group that is under the direction of a certified adult, who has completed the Ohio State University Extension volunteer selection process, and within the scope of OSU Extension.

4-H MEMBERSHIP DEADLINE Youth may join 4-H anytime. However, to be eligible to participate in county 4-H skill-a-thons/project judging, the Clark Co. Jr. Fair and/or the Ohio State Fair, a youth must be enrolled in a 4-H club by April 15 of the current year.

4-H CLOVERBUD GUIDELINES

- Youth may enroll as cloverbuds when they are 5 years old and in Kindergarten as of Jan. 1 of the current year. Cloverbud membership ends when a child is eligible to enroll as a member with a 4-H project.
- Cloverbuds aren't eligible for programs designed for 4-H members with projects. These programs include: skill-a-thon, project judging, competitive events, awards, shows, contests, recognition, project work, etc.
- #710 is designation for Cloverbuds on the enrollment form.** Cooperative activities, not competitive ones is the focus for Cloverbuds. "Learn by doing" serves as the basis for future positive learning experiences. One copy of the Cloverbud Curriculum is given to clubs with Cloverbuds.
- Cloverbuds are encouraged to participate in a Show-n-Tell event held at the Clark Co. Fair. The Cloverbot Challenge is held at the Ohio 4-H Center (June) and enables Cloverbuds working as part of a team to come up with a solution to a real-world problem.



4-H MEMBERSHIP GUIDELINES

- 4-H membership with a 4-H project begins at age 8 and in the 3rd grade and ends Dec. 31 of the year a member turns 19. Youth, age 9 as of Jan. 1st of the current year regardless of grade are eligible for projects.
- Youth may only be a 4-H member in one U.S. county during a given 4-H year. Membership in two counties or two states simultaneously is not permitted.
- Youth are strongly encouraged to enroll in a 4-H club in their county of residence. However, youth and their parents/legal guardian may request a cross-county line membership form if they wish to participate in a 4-H program outside their county of residence. A cross-county membership form can be found at the end of this section or on the website: clark.osu.edu under 4-H Youth Development under the Forms and Clubs Pages and **4-H App**.
- 4-H members who belong to 4-H and FFA or Boy Scouts/Girl Scouts, who wish to exhibit at the Clark County Fair and/or participate in county 4-H skill-a-thons/project judging, must exhibit separate and different projects in each organization to which they belong. For example: 4-H members enrolled in livestock projects may not bring market hogs for 4-H and FFA, however, they could bring market hogs for 4-H and market lambs for FFA. Project selection must be determined by April 15, the Clark County 4-H project enrollment deadline. See the current 4-H Member Enrollment Form found at the end of this section or on-line at clark.osu.edu under 4-H Youth Development under the Forms and Clubs Pages and **4-H App**.



MEMBERSHIP ACROSS COUNTY AND STATE LINES

Youth are expected to affiliate with the 4-H program in their county of residence. However, in some circumstances, it is appropriate for a youth to participate in 4-H in a county other than their county of residence. This can be done with the approval of the 4-H professionals in both the county of residence and the county of request. **Once granted, the permission for membership across county lines is expected to be permanent and stable, for the duration of the youth's 4-H membership.** Cross county line membership requests should be initiated prior to making project selections.

A copy of the cross-county line membership form is enclosed at the end of this section of the handbook. Additional copies may be requested from the Extension Office or printed off the **Clark County Web Site clark.osu.edu and on the 4-H APP.** The cross-county line membership form should be sent to the 4-H Educator in the *county of request*. 4-H Extension Educators in the *county of residence* and the *county of request* must agree on the requested cross-county line transfer and sign the completed form.

Common situations for requesting a transfer:

- ⇒ Attend school out of the county & want to be involved in 4-H with friends.
- ⇒ County of residence does not offer the 4-H project the child is interested in (shooting sports).
- ⇒ Custody arrangements between divorced or separated parents; foster care; etc.

Reasons not acceptable for granting 4-H transfer to another county:

- ➔ Camp or Fair schedule conflicts with vacation;
- ➔ Fair schedule fits school schedule better;
- ➔ Animal housed in another county;
- ➔ Parents/grandparents were in that club;
- ➔ Better Fair or higher sale prices

Once a decision is made, a 4-H professional in the *county of request* will respond in writing with the joint decision. Cross-state line membership is handled in the same manner as cross county participation.

In situations where the county of residence does not have a 4-H program (due to financial or other reasons), youth may not join 4-H in another county; previously approved cross county or cross state membership will be revoked.



WHAT SHOULD 4-H CLUB VOLUNTEERS KNOW ABOUT 4-H MEMBERS?

The 4-H club program should be based on the characteristics and interests of the youth involved in the club. The characteristics, needs and interests of 4-H

members are different depending upon their age, project/activity skill and knowledge level, and support network for participation (parents/legal guardians, friends, siblings, 4-H volunteers and other adult and teen role models).

4-H club volunteers should have a basic understanding of the ages and stages of youth development to be able to plan appropriate educational programs and activities for their club's membership that result in positive youth development. All 4-H club youth development programs and activities should meet youth's needs of physical activity, competence and achievement, self-definition, creative expression, positive social interaction with peers and adults, clear limits & meaningful participation.

By providing 4-H club activities, projects and programs that meet club members' individual and group needs and interests, youth will be more self-motivated. Research has shown that self-motivation, when coupled with challenge is an effective way to encourage initiative in youth. Initiative is what many believe will help youth solve problems, achieve goals, and overcome challenges they face in their lives.

Some consider initiative to be the foundation for leadership, creativity, altruism and civic engagement.

4-H club volunteers can best meet the needs of all club members by knowing what activities are age appropriate for their club membership.





TIPS FOR WORKING WITH VARIOUS AGES OF 4-H'ERS

4-H members, who join 4-H at age 8 or 9, or even as Cloverbuds, often stay in 4-H longer.

However, regardless of when 4-H members join a 4-H club, they are more likely to stay involved if the activities, programs and projects are geared to meet their interests & developmental needs.

Different ages of youth respond differently to the activities offered in a 4-H club. Volunteers are encouraged to be good listeners and observers of their club membership. By listening and observing, volunteers can spot those members who may need additional support, a boost in self-confidence, the guidance to take on a new challenge or the opportunity to take on a new leadership role. Club volunteers should use these tips to help maximize members' abilities to reach personal goals:

5 - 8 year olds

- Provide short fast paced activities 10 - 20 minutes led by a volunteer.
- Provide opportunities for members to work together and share.
- Don't focus on the final product; members are more interested in the hands-on doing.
- Provide activities and learning experiences that use the members' five senses (touching, tasting, seeing, smelling, and hearing).
- Provide time for members to play together and develop friendships.



9 - 12 year olds

- Limit what members take on, so they are better able to finish.
- Guide members project selection based on their skills, interests & abilities. They are not ready to be turned loose to work on a project without volunteer support.
- Have members work in pairs or small groups with their projects and/or activities.
- Keep meetings and activities fast paced and active.

12 - 14 year olds

- Set few rules, but be firm with the rules you set.
- Provide learning experiences that allow members to show their special skills and talents.
- Provide directed group work that the young teens have helped to determine based on their interests and needs.
- When needed, have heart-to-heart talks with members who need a boost in self-confidence.
- Help members recognize areas that they need to improve and help them improve.
- Recognize members for what they are good at and praise their progress and completion towards personal goals.
- Provide club activities that include recreation and social time.



15 - 18 year olds

- Provide opportunities for these members to help younger and/or less experienced club members.
- Use members' skills to carry out club events, and activities.
- Provide leadership opportunities that involve public speaking, decision-making, community service, and democratic processes. Teens need and want the opportunity to self-direct the club's activities.
- Help members understand the rules; they must take responsibility for their actions.
- Conduct activities that provide opportunity for work and recreation in mixed groups.
- Encourage them to participate in leadership experiences beyond the club level.
- Give career guidance.
- Help develop good judgment and decision-making abilities.





YOUTH WITH SPECIAL NEEDS

You may have one or more 4-H club members that have a special need -- physical, mental or developmental.

♦ **PHYSICAL** needs might include visual or hearing impaired, spinal cord injuries, trauma

injuries related to an accident, certain medical conditions or illnesses.

- ♦ **MENTAL** needs are often associated with below or above average intellectual functioning.
- ♦ **DEVELOPMENTAL** needs include learning disabilities and emotional disorders.

Regardless of the special need, you will need to work with the child and his/her parent/legal guardian to set goals and modify club experiences to meet the child's needs. It is important to be sensitive to the concerns of the parent and child. It is important not to single out a child or to make them feel different than their peers. Some guidelines to remember when working with special needs youth:

- Learn about the child and his/her special need. Talk to the parents/legal guardians, research on the internet or at the library, contact local support groups, etc.
- Treat each child as a special child – regardless of special need or not. Recognize each child's skills, abilities, talents and needs.
- Recognize and give lots of positive reinforcement. Make expectations realistic.
- Help the total club membership appreciate and understand special needs of members.
- Have parents/legal guardians complete a Winning 4-H Plan to share information with 4-H to make accommodations to help meet the child's needs for skill-a-thon/project judging, camp, Fair, projects, club activities and more. The goal is to provide a positive enriching experience for every member.

WINNING 4-H PLAN REQUEST FORM

An accommodation plan for 4-H members with special needs. Form must be completed by the parent/legal guardian and turned into the Extension Educator 30 days prior to an event. Available at <https://clark.osu.edu> and on the 4-H App.



SEVEN DEVELOPMENTAL NEEDS OF TEENS

4-H volunteers should be aware that many youth leave youth organizations like 4-H when they enter middle or high school. 4-H volunteers may help decrease 4-H teen drop out and/or recruit teens into the 4-H program by planning club activities, events and learning experiences that meet the seven developmental needs of teens.

1. Physical Activity

Teens have tremendous energy, but they also spend time daydreaming and “chilling out”. They need opportunities to stretch and exercise rapidly changing and growing bodies. But they also want time to relax alone and with friends.

4-H club volunteers need to remember the diversity in strength, flexibility, and sheer size of members in their 4-H club especially when planning club activities/programs that involve physical activity. Those youth who develop earlier than their peers are often the ones picked first when playing many team recreational activities.

4-H club volunteers are encouraged to find ways to provide recreational activity that all members may participate in safely and mutually feel successful. Social time is also important for 4-H club volunteers to provide in order to allow 4-H members to relax with peers and friends.





2. Competence and Achievement

Teens need the opportunity to develop competence and achievement in some area of their choice. This is very important, since teens are extremely self-consciousness of their changing selves and attitudes of peers and adults toward them. Teens hunger for chances to prove themselves in rewarding ways. Yes, there will be some disappointments along the way, but teens are not looking to be devastated through their 4-H or non-4-H activities.

Teens need to know that what they do in and outside of 4-H is valued by their parents, 4-H club volunteers and others whom they respect. Teens are very self-conscious, so rewards mean everything and embarrassment and failure are devastating. Making success too difficult can lead to teens feeling they have failed. Providing opportunities for achievable success in 4-H club activities, especially situations in which everyone can succeed in his/her own way can help to meet this very important need.

3. Self-Definition



Teens need time to absorb new ways of thinking, react to others, and reflect on their own experiences and feelings. They need chances to consider what it means to become a man or a woman and to belong to a race or an ethnic group. They need their privacy. They need time to cultivate friendships, share secrets, thoughts and feelings with friends, or just have a good heart-to-heart talk with their parents, 4-H club volunteers and/or other adult role model in their lives. They want opportunities to explore the world around them and to reflect upon those new experiences. They do not want to just observe, but they want to actively participate in their communities. 4-H club programs

that provide opportunities for teens to explore a variety of ideas, skills, activities, careers and games will help facilitate growth in this need.

4. Creative Expression

Teens are looking for ways to creatively express their feelings, interests, abilities, and thoughts. They no longer want to look or act exactly like others. They are looking for ways to show their uniqueness.

Each teen will choose a different avenue(s) depending upon their interests, skills, abilities and knowledge. Not all teens are artistic or musical nor are they all athletic and scholarly. Each is unique in their ability to create, whether through writing, acting, growing or raising something, painting, performing, inventing, designing, etc. Excellent 4-H club programs help teens find their creative mean(s) in which they can shine



5. Positive Social Interactions with Peers and Adults

Parents/legal guardians and family members are the primary individuals in setting values and giving affection to teens. Peers offer needed friendship, a support network, and both positive and negative criticism. 4-H club volunteers and other adult role models help teens understand the possibilities of becoming an adult by sharing their own experiences, views, values, and feelings. These same adults can encourage and help guide teens development of positive relationships with peers.



6. Structure and Clear Limits

Teens want to know what the expectations are for their behavior and what they may not do. If the structure is too loose, they will not know what to expect and will react out of the sense of insecurity. If the rules are unclear, they will experiment with behaviors to find the rules. Even if rules are clear, they may and probably will test them, but they want and expect consistent reinforcement of those rules. They also are under the influence of the personal fable that “It can’t happen to me”. They want and can handle active participation in defining those limits and setting the structures.

7. Meaningful Participation

Good 4-H club programs are designed with young people, not for them. Teens should be thought of as equal to, just as important as adults – 4-H club volunteers and parents. Teens want the experience of taking responsibility for the 4-H club programs in which they participate. By being involved in the planning and implementing of 4-H club programs, teens develop important leadership and decision-making skills and their commitment to the 4-H program is greater. Many heartfelt commitments to causes and social service are cultivated during the teen years. Commitments may be short-term, but these commitments allow them the chance to participate meaningfully in their communities by doing community service projects, volunteering, serving in leadership roles on committees/boards or as 4-H club officers.



Source: Dorman, Gayle (1995). 3:00 to 6:00 PM: Planning Programs for Young Adolescents. Center for Early Adolescence, University of North Carolina at Chapel Hill, NC.



building character in its members, families, and volunteers.

As a 4-H volunteer, you have an important responsibility to help members develop good character. You can begin by teaching and incorporating the Six Pillars of Character through your club activities, programs, community service, project work, public speaking, exhibits, offices and committees. Teaching by example is always the best approach--members are always watching you!

What are the Six Pillars of Character?

☞ **Trustworthiness:** Being dependable and loyal. Taking a stand for what is right even if others do not. Not talking about your friends, family, or members in an unkind way.

“Few things help an individual more than to place responsibility upon him and to let him know that you trust him.”

Booker T. Washington

☞ **Respect:** Being considerate and polite, using good manners, following the Golden Rule with all 4-H members, tolerating differences between members, finding peaceful solutions to disagreements, using appropriate language at all 4-H events, listening at club meetings, writing thank you notes to buyers and award sponsors.

“There is no happiness for people at the expense of other people.” *Anwar El-Sadat*

☞ **Responsibility:** Following through on commitments (i.e. completing your 4-H projects, serving as an officer, helping another 4-H member with his/her project, doing your best in project work, club participation, taking care of your projects, following the 4-H Youth Code of Conduct – consider the consequences & think before you act, using self-discipline and self-control.



The willingness to accept responsibility for one's own life is the source from which self-respect springs. *Joan Didion*



☞ **Fairness:** Following the rules for 4-H & Fair participation and project completion, doing your part to make the 4-H club the best it can be, give credit to your peers where due, don't take advantage of new members or members who have less experience, listen to all members and be open-minded when making club decisions and choices.

“When we turn to each other and not on each other, that's victory.” *Jesse Jackson*

☞ **Caring:** Helping other 4-H members and your club volunteers, showing you care by your actions in club meetings, community service, project work, expressing gratitude to others who help you – parents, volunteers, other members, buyers, award sponsors, finding peaceful solutions to disputes.

“We are here to help one another along life's journey.” *William J. Bennett*

☞ **Citizenship:** obeying the rules, policies and guidelines of the 4-H Program including the 4-H Youth Code of Conduct, respecting authority – 4-H volunteers, Fair Management, Extension Educators, volunteering through community service, and reciting the pledges (American & 4-H) at all club meetings.

“Freedom is the right to be wrong, not the right to do wrong.” *John G. Diefenbaker*

Suggestions for including the Pillars of Character in club meetings:

- Explain club expectations to members & parents at the start up club meeting.
- Help the club & members set short & long term goals.
- Review the 4-H Youth Code of Conduct with club members and parents at a club meeting.
- Recite the American & 4-H Pledge at all club meetings –teaching the 4-H motto, pledge and meaning of the 4 “H's” to all members including cloverbuds.
- Discuss the Six Pillars in relationship to show ring ethics, livestock tampering rules, fair rules and policies, quality assurance & doing your own project work, etc.
- Have a “Help a 4-H Member Night” – where older or more experienced 4-H members help younger or less experienced members with their projects.
- Make club decisions using the Six Pillars as filters for club decision-making.
- Use the sample quotes for each pillar to have club members right a personal quote or a motto for their club.



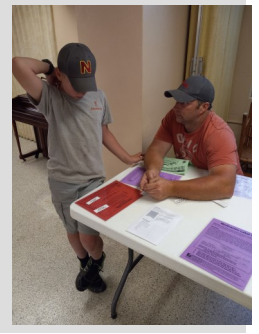
YOU CAN MAKE THE DIFFERENCE IN MEMBER'S SELF-ESTEEM

A child's sense of self worth is the foundation of a

happy, meaningful and productive life. It is the result of great character development and the ultimate outcome of the 4 “H's” – building competent, caring, contributing and capable citizens. Because how a child feels about him/herself is critical to childhood success, the process of developing sound self-esteem must be a vital part of the 4-H club experience.

What Can You Do?

As club volunteers, you can make a difference in every member's life. You can influence how a member values himself in his own eyes as well as the eyes of others. With your interaction in the club, you can become actively involved in helping each child to be happy and proud for whom they are. Your attitude, one that is non judgmental, accepting toward each member, is essential. You can create and cultivate a club atmosphere where each member is recognized as a unique and special person. You can stimulate each member's awareness and positive mental health. This helps members feel accepted by others in the club and feel personal value and worth. While no one is perfect, you can cultivate a club environment where members are all “green and growing.”



Four Behaviors That Influence Member Self-Esteem

Acceptance --- You can express acceptance by seeing beyond a behavior to the true self within each 4-H'er. In corrective discipline, only focus on the unacceptable behaviors while still showing value in the individual. One technique that can help youth discover their own uniqueness is to distribute 3X5 cards, at the end of the meeting, and ask your members to list the 5 things they like about themselves and the 5 things they liked about themselves during the meeting. Then take a few minutes to talk about what they wrote and why they feel that way.



Nonjudgmental Attitude --- Your attitude towards each 4-H member will be obvious. It is important to be honest with your members and with yourself as you consider your relationship with each youth. Having and expressing a non-judgmental attitude will help your members develop a positive self-concept. In the club setting, accept what a member says and shares as true expressions of their experience, feeling, and thought.

Listening --- By listening to your members and treating them with respect, you are in turn facilitating self-respect. Provide opportunities in the club meeting for all members to speak. Listen to them attentively and acknowledge what they are saying. Speak to your 4-H'ers as you would speak to an adult and listen to them as you would an adult.

Caring and Fairness --- Create a club environment of mutual support and caring by helping every member have a chance to share their thoughts with the club. Don't let the most talkative person overshadow a quiet member. Fairness is also very important in establishing self-respect and self-acceptance. Members are very aware of whether a 4-H club volunteer is fair or not. The club rules should apply to all members, not just the ones you feel are least favorable. In a club atmosphere of trust and acceptance, your members will recognize that they are valued and can count on receiving genuine care and support.



How Do You Feel About Yourself?

As you prepare yourself to enhance and build self-esteem in others, remember that self-esteem refers to the sense of self-respect, confidence, identity and purpose found in an individual. When self-esteem is high, a person will demonstrate an increased level of acceptance of self and others. The key to building and enhancing self-esteem in others lies in how "you" feel about yourself.

Unless you can look realistically at yourself and feel positive about yourself, you are not likely to be effective in building self-esteem in your members.

Jack Canfield states in **Self-Esteem and Peak Performance**, "success will only result if the educator is a caring, capable, and loveable individual that can communicate a feeling of self worth to others. Teaching self-esteem, after all, is simply a way to help others overcome their negative ideas about themselves and to discover their own unique potentials."



If we are individually responsible for how we think, feel, and act, we should be able to make better choices and constantly visualize personal success; no matter our mistakes and failures. It's not what happens to us, but how we choose to respond to it. Persons with a healthy self-esteem are in charge of their own lives and have a high degree of self-acceptance. It's been said that the strongest single factor in prosperity consciousness is self-esteem: believing you can do it, believing you deserve it, believing you will get it.



4-H Is Helping Youth Find Their Sparks To Thrive!

Having a spark or sparks gives young people a sense of direction and a reason to set goals.

4-H Programs Done Well Help Youth

SPARKS

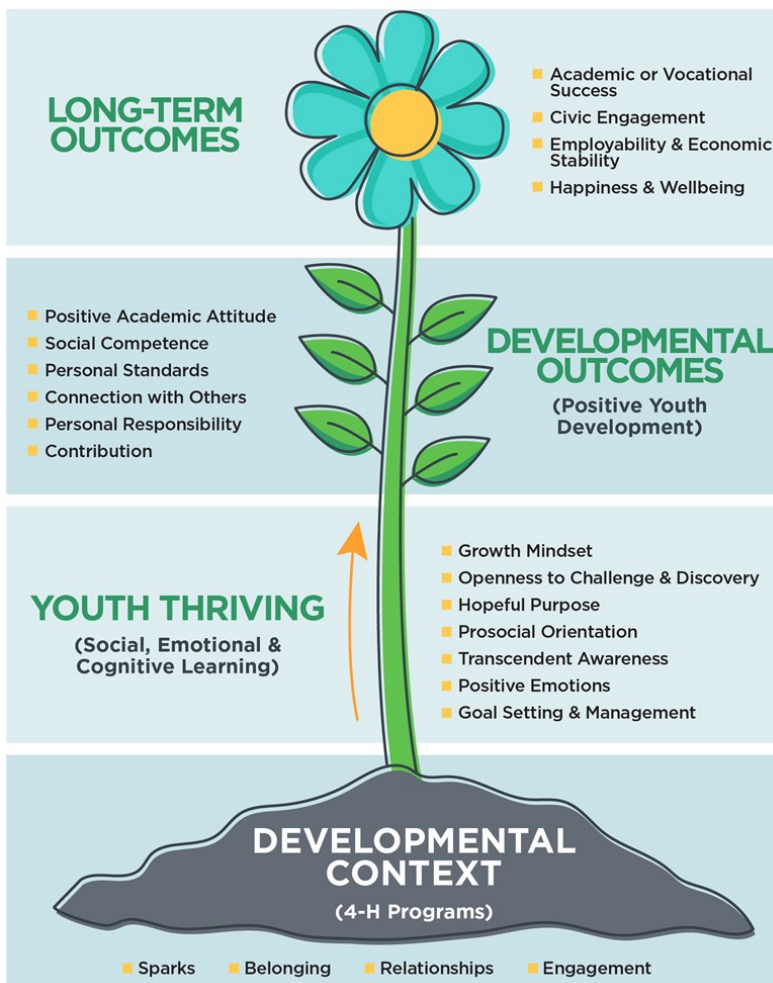
Provide a place for youth to explore their SPARKS interests and passions.

**Youth
Program
Quality**

Focus on youth **BELONGING** and youth program quality principles.

**Youth Adult
Relationships**

Foster developmental **RELATIONSHIPS** with adults who are caring, challenge growth and share power.



Thriving Youth...

- Willing to try **NEW CHALLENGES**.
- Growth mindset emphasizes **EFFORT OVER** innate **ABILITY**.
- Believe in a hopeful future and **LIFE PURPOSE**.
- Connected to **SOMETHING GREATER THAN SELF** providing meaning and purposes in life shaping their everyday thoughts and actions.
- Demonstrate pro-social **VALUES** of respect, honesty, responsibility, empathy and helping.
- Able to **EXPRESS AND MANAGE EMOTIONS** appropriately.
- **SET AND MANAGE GOALS** with perseverance toward goal



Thriving Youth Reach Key Developmental Outcomes

Youth who thrive because of participating in 4-H...



Sparks Are Different For Every 4-H'er



SECTION 2: 4-H CLUBS



WHAT IS A 4-H CLUB?

A 4-H Club is any group of **5 or more youth from at least 3 families** who participate in a planned series of educational experiences, under the direction of a trained adult who has completed the OSU Extension volunteer screening and selection process, been accepted as an official 4-H volunteer, met annual training and enrollment requirements, and that is volunteering within the scope of the Ohio State University Extension.

4-H clubs may be project or community based. Project clubs have 4-H member(s) focusing on one project area (i.e. – horse or dog). Community based 4-H clubs have 4-H members from more than one family and meet in the community of it's' membership often times with members taking a variety of projects. Meeting locations vary from club to club. Sites often used to hold 4-H club meetings include township or fire departments, churches, community centers, libraries, schools, and businesses that have a meeting space available.

4-H clubs, regardless of their size and/or focus, should meet the needs and interests of it's' members. 4-H clubs, whose focus is driven by its membership, will remain strong and viable for its membership today and in the future.



EIGHT KEY ELEMENTS TO A SUCCESSFUL CLUB

Every 4-H volunteer should strive to incorporate the following Eight Key Elements in formation of his/her 4-H club and the programs and activities offered to the members and their families.

1. Positive Relationship with a Caring Adult

- Advisor, guide and mentor.
- Supporter, friend and advocate.
- Helps set boundaries and expectations for youth.
- Help youth discover their personal vision & set goals to reach that vision.

How to Put Into Action?

- Have club officers and teen leaders actively involved in planning, implementing and reviewing club programs/activities.
- Express positive attributes to every member.



- Spend time with club members – get to know about their project interests, how they are doing on their project, etc.
- Listen, Listen, Listen! A 4-H member may really need to bend your ear!
- Encourage parents to get involved in club activities, help with a project activity, plan a fundraiser, serve as a guest speaker, etc.
- Build time in club meetings for youth and adults to get to know each other.
- Develop a “mentoring system” pairing older members and adults with younger members.

2. Inclusive Environment

- Allows for a sense of belonging.
- Encourages and supports its members.
- Offers encouragement with positive feedback.
- Celebrates the success of all members.
- Takes pride in collective efforts of all.

How to Put Into Action?

- Conduct “ice breakers” at the beginning of club meetings to help members, volunteers and parents get to know each other.
- Encourage club identity and spirit by coming up with a club logo to go with the club name and using the name and logo on club hats, t-shirts, barn/stall decorations, etc.
- Establish a “Sunshine or Welcoming Committee” to take new members and families under their wing. This would include introducing them to others, helping orient them to club, project work, requirements.
- Encourage brainstorming as a positive way to gather everyone’s ideas for fundraisers, trips, tours, workshops, barn/booth themes.
- Conduct a Club Recognition Program to celebrate the successes of members. Give out fun awards to celebrate uniqueness.
- Promote 4-H club activities through news articles, school visits, displays at community events. Seek to include diversity in the club.
- Establish Project Check Dates to help members meet requirements.





3. Opportunity to Value & Practice Service

- Finding oneself begins in the service to others.
- A way for members to gain exposure to their community.

How to Put Into Action?

- Have club members plan and conduct one or more community service projects. It is important that the club membership be involved in not only doing the community service, but deciding on what the community service project(s) will be and planning them out. Ensure that community service project(s) selected are appropriate for the age of youth involved.
- Encourage club members to participate in a community service activity related to each of their project(s).
- Establish club values that demonstrate respect, concern and sensitivity to the needs of others.
- Encourage older or more experienced club members to serve as project mentors to younger or less experienced members.
- Provide opportunities for members to teach others through demonstrations, speeches, skill-a-thons, etc.

4. Opportunity for Mastery

- Building of knowledge, skills, attitudes & demonstrating their use.
- Mastery is accomplished by participation over time and increased by repetition.

How to Put Into Action?

- Conduct project workshops that help members through project work and build upon skills and knowledge from one workshop to the next.
- Conduct club skill-a-thons or practice judgments to help members practice & demonstrate skills and knowledge.
- Have every 4-H member demonstrate a project skill or give a demonstration at a club meeting.
- Establish a Peer Mentoring Program. Teens or older members assisting younger members with project learning experiences.
- Have a "Project Share Night" where every member brings a project they have completed and share what they learned, why they like it, and why others would want to take the project.
- Encourage club members to serve as peer teachers at county clinics, workshops and camps.
- Encourage members to participate in Judging, Bowl, Hippology, Skill-a-thons, Camps, and Clinics & Contests beyond the club level.
- Encourage members to complete Star Member Form.

5. A Safe Environment

- No fear of physical or emotional harm while participating in the 4-H experience, whether from the learning itself, adults, other participants or spectators.



How to Put Into Action?

- Develop club expectations and guidelines and share these through a club orientation with members, volunteers and parents.
- Select a meeting location that is welcoming to all members. Fire halls, community centers, churches, school buildings, libraries, and other public locations are often the best choice.
- Review the Code of Conduct with club members and uphold the code at all 4-H functions.
- Have club advisors complete training in first aid, CPR, child abuse/neglect issues and reporting.
- Emphasize safety at all club activities. Utilize risk management best practices and forms outlined in Section 8 of this handbook. If you have questions, please call the 4-H Educator at 937-398-7599.

6. Opportunity for Self-Determination

- Believing you have an impact over life's events rather than submitting to the will & whims of others.
- A personal sense of influence over their own lives, exercising their potential to become self-directing, autonomous adults.

How to Put Into Action?

- Involve club members in charting the club's course. This includes club program planning, meeting dates, times & locations, community service activities, fundraisers, project work, etc.
- Help youth set realistic project and club goals.
- Encourage parents to serve in supportive and guiding roles in selecting and completing projects. Remember: Project work should be done by members not parents, grandparents, aunts & uncles, cousins, brothers & sisters, etc.
- Club volunteers need to serve as advisors not dictators. Always reflect on whom is running the club, whom is charting the course, whose voice do you hear the most – yours or club members.



- Allow youth to learn from their successes and mistakes. Encourage creativity & be supportive to let members solve their own problems and find solutions for the club's dilemmas.



7. Engagement in Learning

- Mindful of the subject area, building relationships & connections in order to develop understanding.
- Learn from experience.
- Higher degree of self-motivation & capacity to create.

How to Put Into Action?

- Have club officers or teens give leadership to a club educational program – inviting a guest speaker, arranging for a field trip, planning for a special workshop, conducting a club skill-a-thon, assisting with a club quality assurance program, etc.
- Provide “hands-on” learning opportunities. Youth learn best when they can use multiple senses (seeing, hearing, smelling, tasting, touching).
- Make learning activities “real life”. Learning doesn’t always take place indoors, setting down & listening.
- Encourage members to participate in county, district, state and national 4-H educational opportunities. These might include Project Clinics/Camps, Youth Expo, State Camps, Commodity Sponsored Workshops, State Fair, Citizenship Washington Focus and many more.



8. To Be An Active Participant in the Future

- Believe we can play a positive role in future events that affect us.
- Ability to see oneself in the future to make appropriate life choices.

How to Put Into Action?

- Encourage youth to set goals that are challenging yet achievable.
- Help youth realize some goals by planning activities that work towards achievement.
- Invite club alumni back to a club meeting to share their personal success.
This could be done annually through a special Alumni meeting.
- Help youth explore career opportunities through project work & experiences.
- Invite career related speakers to a meeting or plan a tour to a related business.



What Is Your Club Like?

Use this simple survey to assess the quality of your 4-H club in meeting the Eight Key Elements for Positive Youth Development and Successful 4-H Clubs.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Members participate in decisions related to the policies & activities of the club.					
Members have opportunities to participate in meaningful community service.					
Members have opportunities to identify and learn about community issues they care about in the club.					
Members develop leadership skills in the club.					
Members become active at the club level and beyond.					
Members are active learners through practical, hands-on activities in the club.					
Younger members are matched with mentors or older youth in the club.					
The club tailors its activities to meet the needs and interests of members.					
The club meets in a safe environment for learning and fun.					
Members can choose their level of involvement in club activities.					
Members trust club volunteers.					
The club provides for many ways to experience a sense of success.					
All members are valued.					
4-H club volunteers know how to deal with the unexpected and are flexible.					
4-H club volunteers care about the members.					

What Do Your Survey Answers Mean? If most of your answers were strongly agree or agree, you are doing a great job in meeting the Eight Key Elements to Positive Youth Development. If your answers are mixed, you will need to work on those elements you are not quite meeting. If your answers are mostly strongly disagree or disagree, you will need to seriously evaluate your club's course in providing the essential elements for positive youth development and a successful 4-H club experience. We want to provide you with the tools necessary to make your 4-H club, a vibrant and effective place for positive youth development. Please call 937-398-7599, if you need help in "Making the Best Better" in your 4-H club.



How Will You Know If Your Club Is Succeeding In The Eight Key Elements? Clubs exhibit vibrancy when they develop these eleven characteristics:

- 1. The club is more concerned about caring kids than winning projects.** Effective 4-H clubs help youth feel that they are in the pilot's seat – owning the course and direction of the club. Young people, especially older members, want to reduce adults' roles in decision-making and elevate members' roles. The club is a place for Fun, Learning and Growth of all members. Members talk about "being our best" not "being my best". The primary goal of effective clubs is to help all members to be independent thinking people. Less effective clubs focus on winning, collecting awards & beating others.
- 2. The club structure is solid yet flexible.** Vibrant 4-H clubs try new activities and experiences while meeting regularly and providing a consistent club structure for changing needs. Club traditions, rituals and ceremonies help foster a sense of club spirit and identity with the county 4-H program. How often is your club meeting? What type of programs, activities and experiences are you offering at club meetings? When was the last time your club did something different/new?
- 3. Members work hard and play hard.** Effective 4-H clubs do not meet just to meet or conduct business. The truly great 4-H clubs provide members activities that provide opportunities to work hard and play harder. Fun activities, like skating/bowling parties or hiking/canoeing trips, are balanced with community service and fund-raisers that include a wide variety of interests. Clubs do not do the same community service project or fundraiser every year, but look for new ways to help the community and creative ways to raise funds. Effective clubs are building an ethic of service in their membership. Do you hear members saying "We have a lot of responsibility, but it is fun." "It is hard work, but it is worth it.", or Do you hear members saying "Do we have to do that?" "I don't have time – I have better things to do." If your members have better things to do, than you need to look at ways to work and play harder in your club.

4. Members are empowered to make club decisions.

Are you guiding or dictating the club's course? Vibrant clubs have members developing personal responsibility through truly carrying out the officer roles, serving on committees, planning the club's program, teaching project information and skills, and so much more. Members want the opportunity to grow through experiences. Yes, sometimes they will succeed and sometimes they will make mistakes, but they will learn from both. Youth do not want to be protected – to only be told what will be done. Who is in the driver's seat for your club? If you are, can you become the navigator & put the members in the driver's seat?

5. Volunteers listen to the members and there is great club communication.

Club members are actively involved in discussions. Everyone's voice is heard and respected by the advisors and the members. Club volunteers value members' opinions and provide an open environment for good communication.

6. The club is chaotic. Simply put, the club has a balance between organization and chaos. The club is able to change rules, structure and relations to move forward for the entire membership. Ineffective clubs are destroyed by change and are unable to fit in when rules change.

7. The club celebrates all members achievements. The goal of effective clubs is "To Do Our Best – Not Be the Best". Great clubs define their success through the collective efforts of all, not the single accomplishments of one member or even the entire club. Volunteers give encouraging positive feedback in vibrant clubs. Discounting and demeaning comments are more often heard in volunteer control-oriented clubs.



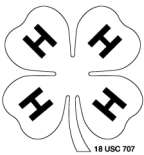
8. Buddies provide new members a sense of belonging. Peer buddies help new members/families or younger members learn the 4-H language and guidelines of the club and county 4-H program. Helping new families and members feel welcomed is a hallmark of vibrant clubs.

9. The club actively participates in community service and values giving back to the community. Community service should not be viewed as a requirement or an expectation, but important in itself. Members like helping others and consider community service has a fun club experience.

10. The club provides time for learning. Life and project skills are taught through a variety of club experiences. Members not only have an opportunity to learn, but also are included as partners in the planning, teaching & evaluating of club experiences.

11. The club shows synergy. Effective clubs are able to develop synergy by working in harmony to succeed in the previous ten characteristics. Synergy is evident in the way the club approaches activities and responsibilities. Better life skills, greater member satisfaction, increased participation in activities and a greater sense of ownership is evident in clubs that are synergistic.

Source for information on the Eight Key Elements for Positive Youth Development and Vibrant & Effective Clubs from Kirk A. Astroth, Montana State University, Extension Specialist.



4-H NAME & EMBLEM USE BY CLUBS

The 4-H name and emblem has protection greater than trademark and copyright. The 4-H name and emblem are protected under federal statute (18 USC 707).



This level of protection is similar to that of the Presidential Seal. The 4-H Extension Educator must grant authorization for all uses of the 4-H name and/or Emblem.



The 4-H Clover may appear in white, black or green. The green color must be PMS 347 or RGB 51, 153, 102.

The words 4-H should always appear as **4-H**. The 4-H name and emblem should always have a place of prominence.



Follow these simple guidelines:

- 1 Use of the 4-H name and emblem must be consistent with 4-H's educational purposes.
- 2 Give the 4-H name and emblem a position of prominence. Do not superimpose any letter, design, or object on the emblem, or alter the shape or color. The stem must always curve to the right.
- 3 Your 4-H club must obtain prior authorization from the 4-H Extension Educator to use the 4-H name and emblem in conjunction with any 4-H club fundraiser. This is particularly important when raising 4-H funds through the sale of a commercial item.
- 4 Your chartered 4-H club may use the 4-H name and emblem in the following ways without obtaining prior permission: promotional flyers, member recognition certificates, club publicity. **If you have a question about the use of the 4-H emblem & name, please contact the 4-H Educator at 937-398-7599.**

EXAMPLES of INAPPROPRIATE Use of the 4-H NAME AND EMBLEM



**Don't
Superimpose
words or images
over the Clover**



Don't Rotate



Don't Distort



**Don't Flip, The Stem Must
Always Point to the Right**





4-H CLUB CHARTER

A charter officially authorizes a 4-H club, to use the 4-H name and emblem while conducting 4-H youth development club programs and/or activities.

All Ohio 4-H Clubs must complete the 4-H chartering process annually.

A 4-H club will be issued a 4-H Club Charter Certificate once it has met the following requirements and filed the Ohio 4-H Club Charter Checklist with the Clark County Extension Office:

- Have 5 or more youth from the 3 different families participating in a club.
- Have all 4-H volunteers approved and current through the Ohio 4-H Volunteer Selection Process with completed annual training requirement(s).
- Have the club's name approved by the Clark County Extension 4-H Extension Educator.
- Conduct a series of experiential learning experiences in a safe and welcoming environment (*a minimum of 6 regularly scheduled meetings and/or activities per year*).
- Annually elect club officers (*at least a President, Vice President, Secretary, Treasurer*).
- Agree to follow Clark County and Ohio 4-H policies and procedures and the national and state guidelines for the use of the 4-H name and emblem and financial management.
- Agree to not participate in any political campaign or devote time to influence legislation.
- Have a current constitution on file with the Clark County Extension Office. Note: *By-laws are highly recommended, but optional.*
- Maintain financial accountability including acquiring a taxpayer identification number (*EIN/TIN*), file a group tax authorization exemption form, assist in completing IRS 990 filing by May 15 each year, Annual Audit and Financial Review by April 15 each year and submit Yearly Financial Report from the previous 4-H calendar by January 31st with copies filed with the Clark County Extension Office of all required financial records & forms.
- Agree to distribution of any assets to a tax exempt purpose, if the club dissolves.

Annually complete and turn in the Ohio 4-H Club Charter Checklist no later than **April 15** of the current year. After review and approval, a 4-H Club Charter Certificate will be mailed to the 4-H organizational club advisor.

Access the Ohio 4-H Club Charter Checklist at clark.osu.edu click on 4-H youth development and then go to the 4-H Volunteers page or on the **4-H App**. Questions regarding the 4-H Club Charter Application process should be directed to the 4-H Youth Development Extension Educator at 937-398-7599.



Name of 4-H Club

Your 4-H club name should not make reference to race, gender, religion or be perceived discriminatory in any way. 4-H is a non-discriminatory youth organization open to all youth who meet age requirements. Be creative and use common sense when selecting a 4-H club name. In order to be sure you are not using an existing 4-H club name, please contact us at 937-398-7599 or visit clark.osu.edu.





CLARK CO. 4-H CLUB MINIMUM GUIDELINES

In order to assist you in 4-H club program planning and to provide some continuity among Clark Co. 4-H Clubs, the following club minimum guidelines should be followed:

- 1. Have a membership of 5 or more 4-H members from at least 3 different families and 1 or more approved, trained adult 4-H volunteers.**
Determine whether you will work with Cloverbuds, project members or a combination of both.
- 2. Hold at least 6 regular meetings/activities per year.**
Hold weekly, biweekly, monthly, bimonthly, or any other meeting format mutually agreed upon by your club's membership and leadership. Your club must meet at least six times each year to be recognized as an active club.

Your 4-H club meeting should be one to two hours long. Each club meeting should include a short business section, an educational program or project work, and opportunity for members to have fun through recreation and social time. Your meetings may also include citizenship, leadership, health, safety and environmental components. Not all components are required at every club meeting, but your members should have the opportunity to participate in all during a membership year.

Club Meetings Members Want to Attend and a *Sample 4-H Club Meeting Agenda* included in this section will help 4-H volunteers in their club program planning process.

- 3. Clubs must elect officers— at least a President, Vice-President, Secretary and Treasurer.** Use parliamentary procedure and Robert's Rules of Order to run a smooth meeting.

Suggested 4-H Club Officers

PRESIDENT	VICE-PRESIDENT
SECRETARY	TREASURER
NEWS REPORTER	HISTORIAN
SAFETY OFFICER	HEALTH OFFICER
RECREATION LEADER	TECHNOLOGY OFFICER
COMMUNITY SERVICE OFFICER	



4-H club officer descriptions are included in this section.

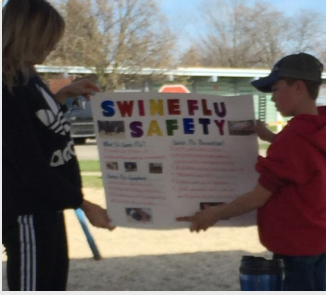
4-H officer handbooks are available on the Ohio 4-H Web site at www.ohio4h.org/4-h-youth/club-members/officer-resources. Handbooks are available for the following offices: President, Vice-President, Secretary, Treasurer, News Reporter, Recreation Leader, Health Officer, Safety Officer, Historian and Community Service. There are additional resources including fillable forms, activities and video clips to assist officers in being successful.



- 4. Participate in a community service project.**

Community service or service learning is an integral part of the 2nd and 3rd H's in 4-H which stand for heart and hands. Teach youth to care about their communities and take action to make a difference in Their neighborhoods through service learning projects. Let your club members actively select, plan and conduct meaningful service work.

Visit a nursing home, pick up trash, prepare meals for the homeless, organize a clothing, food or blood drive, monitor a local stream or help a needy family. Your club's community service project should be based on your community's need and members' interests to gain full participation. Refer to handbook *Section 6: Community Service* for more information.



5. Conduct one health and one safety program during the year or have short health and safety talks at each 4-H club meeting.

Complete at least three of the following:

- A. All 4-H club members give a speech, talk or demonstration in the club.
- B. One or more 4-H club members participate in county skill-a-thons/project judging, Junior Fair exhibits.
- C. A 4-H club meeting focuses on one of the following topics: 4-H county and state awards, 4-H camp opportunities or 4-H leadership opportunities.
- D. The club participates in a group 4-H club project focused on a personal

development area such as leadership, communication, health, safety, or recreation.

E. Recruit three or more new 4-H members.

F. Hold a recognition program to recognize the individual achievements of all youth involved in the 4-H club.

G. Conduct a 4-H awareness program to increase 4-H's visibility within the local community.

ADOPT A 4-H CLUB CONSTITUTION AND/OR BY-LAWS

A successful operating club begins with a workable constitution and by-laws. **Every 4-H Club must adopt the Ohio 4-H Clubs Constitution, sign, date and file with the OSU Extension Clark County Office. The club may only make changes to Article IV, Section 3 under Policies.**

A fillable constitution is available on the Clark Co. 4-H website clark.osu.edu under 4-H Clubs or the **4-H App**.

4-H club by-laws are strongly recommended, but optional. A fillable template to create your club's by-laws is available on the Clark Co. 4-H website clark.osu.edu under 4-H Clubs or the **4-H App**. Provide everyone in your club the opportunity to participate in the creating of this document. What better way to develop leadership and decision making skills?

Write by-laws to create a 4-H club atmosphere that provides courtesy and justice to all, partiality to none, an environment for the minority to be heard and a clear means for the membership to support the 4-H clubs' efforts. Direct your questions regarding constitution and by-laws to the 4-H Extension Educator at 937-398-7599.



Membership – Your club may include 4-H project members and cloverbuds. Clearly state your 4-H membership dynamics in your 4-H club constitution/by-laws to prevent any misunderstanding by prospective or current 4-H members. State maximum 4-H membership, if you have one established.

Share the 4-H Club Constitution and By-Laws With Your Membership: At your annual re-organizational meeting, review your 4-H Club Constitution and By-Laws with the membership. Sharing the club constitution and by-laws conveys to the membership the documents importance to the club's structure and operation. Avoid any misunderstanding; give everyone a copy.

File Your Club Constitution and By-Laws: The Club Constitution & By-Laws must be filed with the Clark County Extension Office. If changes are made, updated documents must be filed with the Clark County Extension Office. 4-H clubs that apply for Star 4-H Club status must provide a copy of their constitution and by-laws with application, if not already on file.



4-H OFFICERS AND COMMITTEES

RESPONSIBILITIES AND DUTIES

4-H club officers can play an important leadership role in your 4-H club. The following are the most common offices and their major responsibilities. Additional responsibilities may be given to any officer as deemed necessary by the 4-H club volunteers and/or membership. Provide a copy of any 4-H officer materials to assist each club officer in fulfilling their responsibilities. Obtain officer materials from the Clark Co. Extension Office or at <https://ohio4h.org/families/members/officer-resources>.

Small clubs may choose to elect only a President, Vice-President, Secretary & Treasurer. Larger clubs may fill all officers & may even elect assistants. Assistants can be younger or less experienced club members who would like to gain some leadership experience under the guidance of experienced member.

Review officer duties and responsibilities with the 4-H club membership before holding officer elections. Install your officers after the election, using one of the many officer installation ceremonies available from the Clark Co. Extension Office or on the Clark Co. 4-H Web clark.osu.edu under 4-H clubs. Meet with your club officers after the election to outline duties and responsibilities for the year.

Ohio 4-H offers a **virtual 4-H club officer training in February**. For more information visit: <https://ohio4h.org/officerresources>

PRESIDENT

- ◆ Prepare club meeting agenda with officers & volunteers.
- ◆ Preside at all club meetings.
- ◆ Use parliamentary procedure to conduct meetings.
- ◆ Understand responsibilities of other club officers.
- ◆ Show a real interest in the club, help carry out decisions.
- ◆ Plan ways to get every member to participate in meetings and delegate responsibility.
- ◆ Appoint committees as needed.
- ◆ Work with club volunteers to establish a system to notify members of club meetings and activities.
- ◆ Call the Vice-President to reside at the meeting if unable to attend.

VICE PRESIDENT

- ◆ Preside at meetings if the President is absent.
- ◆ Serve as chairperson of the program planning committee.
- ◆ Introduce educational program at meetings.
- ◆ Thank the educational guest speakers, presenters, member demonstrators, etc.
- ◆ Assist committees as needed.

SECRETARY

- ◆ Keep an accurate written record of the business meetings.
- ◆ Read minutes at each meeting.
- ◆ Record club's attendance at each meeting.
- ◆ Write thank you letters to speakers, sponsors.
- ◆ Write all club correspondence as directed by the President, Executive Committee and/or organizational club volunteer.

TREASURER

- ◆ Keep an accurate account of all 4-H clubs' money received & spent. Follow the best practices in the Clark Co. 4-H Club & Com. Financial Binder.
- ◆ Give a treasurer's report at each 4-H club meeting.
- ◆ Give an annual financial report at the final meeting for the year. Complete with the audit committee and club advisors the **4-H Financial Summary Report due Jan. 31** and the **Audit and Financial Review due April 15** and submit copies to the Clark Co. Extension Office.
- ◆ Prepare a 4-H club budget with the Executive Committee, Finance/Fund Raising Committee and/or 4-H organizational club volunteer and present to the 4-H club membership for approval.
- ◆ Balance the bank statement each month.

IMPORTANT NOTE: Regardless whether you have a bank account or even handle any money, your club is required to have an Employer Identification Number (EIN). Your 4-H club's organizational advisor must go to the IRS website www.irs.gov to complete an SS-4 form on-line to obtain an EIN. If the club chooses to get a bank account, the club's EIN must be used to open a 4-H club bank account. **DO NOT USE A SOCIAL SECURITY NUMBER TO OPEN A 4-H CLUB ACCOUNT.** When you apply for the EIN number, please make sure the club name is specific for your county & state (ex. *Clever Clovers of Clark Co. Ohio*).

- ◆ Pay bills when approved by the club.

CFAES COLLEGE of FOOD, AGRICULTURAL and ENVIRONMENTAL SCIENCES

Clark County 4-H Clubs and Committees



Financial Management

THE OHIO STATE UNIVERSITY
EXTENSION

HISTORIAN

- ◆ Take photographs at all 4-H club meetings and activities.
- ◆ Put together the 4-H club's scrapbook alone or with a Scrapbook Committee.
- ◆ Collect newspaper articles from News Reporter.
- ◆ Collect written health, safety and environmental reports from these officers to include in the club's scrapbook.
- ◆ Collect photos, articles, etc. from other officers & club members to include in the scrapbook.
- ◆ Enter club scrapbook in the Scrapbook Contest at the Clark Co. Jr. Fair the first Friday of Fair between 9 AM and 9 PM in the Youth Building.
- ◆ Submit 4-H club scrapbook to club's advisor for Star 4-H Club documentation.



NEWS REPORTER

- ◆ Write articles about meetings & activities and submit to the local newspaper.
- ◆ Check local newspaper to see if articles appear.
- ◆ Cut out club newspaper articles and gives to Historian for scrapbook.

RECREATION LEADER

- ◆ Conduct a recreation activity at each 4-H club meeting.
- ◆ Plan or helps with a Recreation Committee, the 4-H club's social events and/or parties.
- ◆ Lead or assist teen and/or junior leaders with get acquainted activities and mixers.

SAFETY OFFICER

- ◆ Plan one major safety program for the 4-H club.
- ◆ Give 1 to 3 minute safety tip at each club meeting.
- ◆ Chair the Safety Committee if the club has one.
- ◆ Remind 4-H club members of safety at all 4-H club planned activities.

HEALTH OFFICER

- ◆ Plan one health program for the 4-H club.
- ◆ Give 1 to 3 minute health tips and/or talks at each 4-H club meeting.
- ◆ Chair the Health Committee if the club has one.
- ◆ Remind club members of health issues at all club planned activities.

TECHNOLOGY OFFICER

- ◆ Assist with hosting virtual club meetings.
- ◆ Monitor virtual meetings. Mute and unmute, monitor chat box for questions, etc.
- ◆ Assist with club's social media. (Must be monitored and managed by a 4-H volunteer.)

COMMUNITY SERVICE OFFICER

- ◆ Chair the Community Service Committee.
- ◆ Brainstorm community service ideas with the entire club.
- ◆ Plan one or more community service projects with your committee.
- ◆ Coordinate community service projects with officers, club volunteers and members.

POSSIBLE COMMITTEES

- ☞ Membership
- ☞ Constitution/By-law
- ☞ Finance & Fundraising
- ☞ Community Service
- ☞ Club Recognition & Award
- ☞ Fair Booth
- ☞ Executive or Officers
- ☞ Other (as deemed necessary)



OFFICERS CONDUCT THE BUSINESS MEETING

Remember the membership elected the officers to run the club's business meetings. Please empower them to carry out this very important leadership function. Schedule a special meeting with the officers to review their duties and to teach basic parliamentary procedure and Robert's Rules of Order. Don't get bogged down in stuffy, very formal business meetings. Successful meetings begin with teaching officers & members how to make a motion and different ways to vote.

SIMPLE TIPS TO MAKE A MOTION:

- When a member wants the club to vote on an item, the member makes a motion by stating "I move that..." Another member must then say, "I second the motion."
- President then asks for discussion on the motion.
- If a member wishes for the discussion to end, the member may call for the question which requires the president to bring the motion up for immediate vote by the membership or if discussion ends naturally the president may ask "are you ready for the question" if no one requests more discussion, the vote may be taken.
- The president should always restate the motion or ask the secretary to read the motion before having the membership vote.
- The president may use any of the following methods for members to vote: voice, standing, show of hands, written ballot, or roll call.



CLUB MEETINGS MEMBERS WANT TO ATTEND

Club meetings are the basis for most members' 4-H experiences. How would your club members describe their club experiences? Would they

respond with: *"the 4-H club is a great place to make new friends, we always do fun activities, I love learning new things, we always get to share ideas, and I have developed leadership skills."* Or would their response be: *"meetings are boring, not much fun, adults rule, my ideas don't count"*.



You play an important role to help establish an environment for your members' positive youth development experiences. Members like to be active and be a part of the 4-H club program's activities. Use these key factors to help set the stage for a positive and fun experience.

Follow these nine basic guidelines to assure you are providing club meetings that your members want to attend and participate.

1. Pleasant Meeting Place

Choose meeting locations that are easily accessible by all members. Choose public places like community centers, churches, fire halls, schools, township halls, and libraries. Avoid meeting in members' homes causing a burden or possibly leading to member conflicts.

2. Comfortable Atmosphere

Give your members a chance to get to know each other. Members that trust each other, talk and have fun together will come back to meetings. Do some get-acquainted games, team-building activities, committee work and small group discussions to build 4-H club spirit.



3. Feelings of Acceptance

Everyone wants to feel a part of the club. Provide opportunities for all members to serve on committees, as officer or assistant officers and participate in the business meeting, community service projects, fund-raisers, club projects and demonstrations.

4. Plan Ahead

Select a planning committee comprised of members & volunteers to plan the annual club program. Dynamic clubs have a yearly plan.

5. Start and Stop Meetings on Time

4-H officers and volunteers are responsible to see that meetings start and end on time. No one wants to come to meetings that go on, and on, and on.

6. Let Officers Do Their Jobs

4-H club officers steer the 4-H club down its' program plan course. You should help keep them on course, but not take the driver's seat.

7. Use Parliamentary Procedure.

Follow basic parliamentary procedure to promote a democratic process.

8. Set Behavior Standards

Share behavior expectations. Members who know what is expected will behave better. Teach respect for people and property and encourage members to practice good citizenship.

9. 4-H Club Meeting Structure Guidelines

Don't have marathon business meetings. No one wants to set through two hours of talk. Well-balanced meetings include a mixture of business, project work/educational activities, educational programs, community service, recreation and social activities. Not all club meetings need to contain all the components, but each component should be included during the year.



SAMPLE CLUB MEETING OUTLINE

Type of Program	Time	Actions
Business	15 to 20 minutes	Practice democracy in carrying out the business of the club.
Education and Project Work	30 to 45 minutes	Learn by doing – may include member demonstrations, working on project books, participating in tours, community service, and other learning activities.
Recreation and Social Activities	15 to 25 minutes	Fun activities to add enthusiasm and enjoyment – may include games, sports, parties, picnics, hikes.

SAMPLE 4-H CLUB MEETING AGENDA

Welcome and Get Acquainted Activities

These can be simple team building activities and fun mixers lead by the recreation leader and/or teen/junior leaders. There are some great ideas in the 4-H Recreation Officer Handbook. Learn more visit ohio4h.org.

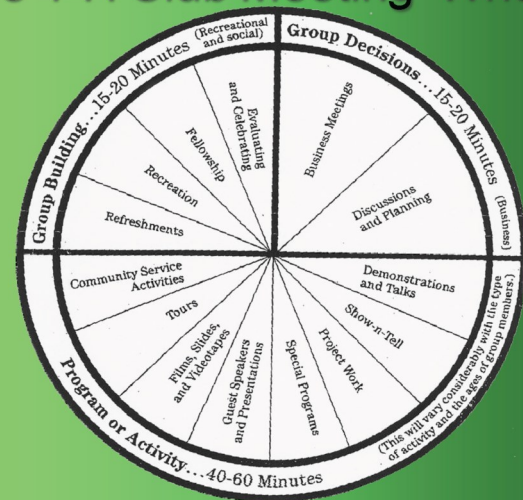
Suggested Business Meeting

- A. Call Meeting to Order – *President*
- B. Lead American and 4-H Pledges – *4-H members*
- C. Roll Call – *Secretary*
- D. Secretary's Minutes – *Secretary*
President asks the secretary to read the minutes. After the minutes are read, the President asks for any corrections to the minutes. If there are changes, the Secretary record change. If there are no changes, the President states "The Secretary's Report stands approved as read".
- E. Treasurer's Report – *Treasurer*
President asks the Treasurer to give an oral treasurer's report. After treasurer's report is given, the President states the Treasurer's report will be filed for audit."
- F. Health, Safety and Environmental Officer Reports – *Health, Safety, Environmental Officers – Officers stand in front of the club and present short (1 to 3 minute) reports on a topic of their choice. Clubs may choose to devote one meeting each to health, safety and/or the environment.*
- G. Committee Reports – *Committee Chairs*
Committee chairs stand to report committee's work or to indicate there is no report.
- H. Old Business
Follow agenda set by the President with guidance by the 4-H club organizational volunteer. Act on necessary items by getting a motion and a second from 4-H club members. Votes can be cast by asking the membership: all in favor, say I, and all opposed, same sign. If there is a division of the house, a hand or written vote should be cast.



- I. New Business
Follow same procedure as with old business.
- J. Announcements – *Upcoming 4-H club activities and 4-H events, deadlines and registrations for county, district, state, and national opportunities.*
- K. Plans for Next Meeting
- L. Adjournment
Ask for motion to adjourn the meeting. Ask for a second to the motion. All in favor say I, and all oppose, same sign. Announce adjournment of club business.
- M. Educational Program
- N. Recreation and Refreshments

The 4-H Club Meeting 'Wheel'



Virtual 4-H Club Meetings

COVID-19 required 4-H clubs to switch their meetings to a virtual format for a period of time. With the continuation of COVID-19, clubs may find the need to meet virtually during times of high community spread. Clubs may also find that due to weather in-person meetings may need to shift to virtual.

When meeting virtually, use recommended platforms.

CLUB VOLUNTEERS

1. Club officers should run virtual meetings, just like in-person ones. Consider electing a technology officer that can assist with hosting any virtual meetings
2. Build an agenda with your officer team prior to virtual meetings. Share the agenda with the membership prior to the meeting to increase meeting efficiency.
3. Designate an advisor or technology officer to be the meeting host. This person will:
 - Mute and unmute all members as needed
 - Share screen with prepared slides.
 - Monitor the meeting chat box and ensure members without a microphone can participate through the chat.
 - Send out meeting link to organizational advisor or entire membership.
4. Virtual club meetings should still include a social and/or learning aspect. This could be:
 - ✓ Recreation
 - ✓ Demonstrations – live or prerecorded
 - ✓ Project check in – use breakout rooms for specific project areas to meet with Club advisors
 - ✓ Guest speakers – you can invite a guest to your meeting to speak to the club about their career or a specific topic. Virtual meetings provide the opportunity to bring guest speakers who may not have been able to come in-person.

DEMONSTRATIONS

Youth can choose to do a live demonstration during the meeting or make a video demonstration before the meeting that can be shared. Be sure to allow time for questions after all demonstrations.

VOTING

The polling feature can be used while voting on business. Clubs might also elect to vote via the chat box, a raise of hands, or verbally by roll call. Keep in mind that when siblings are sharing one device, the polling feature may only allow them to vote one time, which may not reflect the actual number of participants.

MEETING THEME

Voting on a theme for each meeting to provide a sense of belonging and kick off virtual meetings with something fun.

CLUB CHALLENGES

Give members a challenge that they can complete at home and share on club's social media page or at the next meeting. Examples of challenges are taking a photo with your project, paint and hide a 4-H rock, make up your own recipe, or create an art project that includes the 4-H Clover.

Adapted from Virtual 4-H Meetings, Amanda Raines, Mark Light, Kelly Coble, Tori Kirian, OSU, Ext. 4-H.

CLUB OFFICERS

1. Prepare your part of the meeting in advance. Keep the meeting moving forward in order to hold members' attention.
2. Be aware of technology limits. Not everyone has a camera or microphone to help them participate. Sending materials in advance and utilizing the chat feature can help.
3. YOU manage the meeting. Your advisors are there to help you, but ultimately this is YOUR club. If needed meet with club advisors before the meeting to insure coverage of all topics.
4. To increase a feeling of belonging, select a theme for each club meeting. This could be voted on during NEW BUSINESS for the next meeting. Examples: Wear a funny hat, bring a stuffed animal, dress as your favorite movie character, or twin with your mom or dad. You could award small prizes for most creative.
5. Be a ROLE MODEL during your virtual meetings. Be attentive, speak up when appropriate, and actively participate in recreation and recreation activities. Your members will do what you do and adopt the same attitude that you do!

CLUB MEMBERS

1. **Backgrounds** – make sure that if your camera is on, that you are in a location with an appropriate background. You can also choose to use a virtual background, like a photo from 4-H Camp, fair, or the 4-H Clover.
2. **Noise** - make sure that you eliminate any background noise, like the television or radio, and avoid having side conversations when your microphone is on.
3. **Turn on your camera if possible.** Being able to see each other will make the meeting a more enjoyable experience for everyone.
4. **If you have multiple siblings using the same device, try to sit together so that everyone can be seen and heard.**
5. **Mute your microphone unless you are the one talking.**

OTHER CONSIDERATIONS

1. **Give time at the beginning and end of each meeting for open discussion and connection between members. When your club meets in person, there is mingling, so allow unstructured time at virtual meetings too.**
2. **If there are more than 20 members in your meeting, consider using the chat feature for club dialogue or the raise your hand button to be recognized by the President for a turn to speak.**





4-H CLUB PROGRAM PLANNING

A great 4-H club doesn't just happen! Successful 4-H clubs occur because of careful planning by the 4-H club members, advisors, officers, and/or program planning committee. Well-planned 4-H programs can reduce or eliminate misunderstandings, lack of follow through and disappointments by 4-H members and their families. 4-H club members, who are involved in the program planning process, are more likely to feel club ownership and therefore will be more involved in club activities and meetings. Early planning by everyone allows members, volunteers and families to adjust their personal schedules for maximum participation.

7 Steps To Guide Your 4-H Club's Program Planning Process

1. Select a Program Planning Committee

The committee should be made up of club members (3-7) and one to two parents/guardians or 4-H volunteers. If your club is small, the entire club should be involved in planning the 4-H club program.

2. Set Yearly Club Goals

Review last year's 4-H club program plan, if you have one. What was successful? What was fun? What changes need to be made in meetings, programs, and activities to meet this year's membership?



Use the review process to set some goals so that the club can put special emphasis on accomplishing these goals. (Example: Every member will participate in a community service project.) During the brainstorming and survey process, the club membership can brainstorm community service ideas, educational programs and fun activities to do as a club. Refer to **Roadmap to Community Service Projects Discussion Guide** in the *Community Service Section* of this handbook to help in leading the discussion on community service projects.

3. Brainstorm Ideas

At your club's reorganization meeting, have every 4-H member "*Design Their Own Club Clover*". Have members share their Clover responses in an open Brainstorming session and record responses on a flip chart. If you have young members or a group of members who do not know each other, you may want to try using some open-ended questions. Here are some examples to include on the Clovers: I want to learn more about...., Just for fun we could...., We could help our community by...., We can make money by...., I will be willing to help with...., I wish we could go...., etc.

4. Plan the Club's Program

Work as a team to summarize and review the brainstorming ideas. Select club activities and events best suited to the entire membership. A 4-H club program plan should reflect the interest, needs, and ages of all the 4-H members.

5. Gain 4-H Club Approval

Present the 4-H Club Program Plan at the next 4-H club meeting and obtain approval from the membership. After approved, develop a 4-H club program calendar/booklet with a list of all programs, locations, dates, times, and important additional information. Give every member a copy of the 4-H club program.

6. Have 4-H members volunteer to help with one or more club activities.

It is important that all 4-H members help with at least one activity. Ask other adult advisors and parents to support the effort and work with 4-H members on planned activities. Remember, the 4-H club program should be carried out by the club membership, but they will need continued support & guidance.

7. **Evaluate** Evaluation of the club's program plan should be an on-going process. Don't wait until the end of the 4-H club year to determine if you are on course. Take time at club meetings to review the program plan. Ask the membership if there is any changes that need to be made to meet program plan goals. Have 4-H members at the end of the year share what programs, activities, events they found to be the most educational & fun least interesting, etc.





WRITTEN 4-H CLUB PROGRAM PLAN BOOKLET OR CALENDAR

Every 4-H club should have a written 4-H Program Plan Booklet and/or Calendar. Distribute a copy to all members. Avoid date mix-ups with a written copy of your 4-H club's program plan. Your program plan booklet/calendar should include:

when, where and what time all club meetings are; who is responsible for refreshments; who is doing demonstrations; any special programs, who is in charge and lists all 4-H club special activities, tours, workshops, etc.

Check List to Develop 4-H Club Program Plan Booklet or Calendar:

- ♦ What are the dates, time and location of all 4-H club meetings?
- ♦ What are the dates, time and location of all special 4-H club events?
- ♦ Who is responsible for snacks at each club meeting?
- ♦ Which 4-H junior leaders/teens are to mentor which 4-H club members?
- ♦ Which 4-H members are to give demonstrations at each 4-H meeting?
- ♦ What are the dates, time and location of important county 4-H programs, activities & events?
- ♦ What educational program is scheduled for each 4-H club meeting and who is responsible for obtaining and/or conducting?

EDUCATIONAL PROGRAMS FOR CLUB MEETINGS



You may choose to include project work, a guest speaker, demonstrations, community service, tours, team building activities and other learning experiences. Strive to have members take responsibility or at least be involved in getting some of the club's educational programs.

Project Work Clubs with membership taking a variety of projects may find club meetings a difficult place to work on projects. You may decide to work on a group project during your regular club meetings – one that would interest everyone. Plan special project meetings to focus on project work. Designate different club meetings to work on different projects. Divide into small groups to work on projects, or focus on skills and activities that cut across project areas. You will need to explore what works best with your club membership.

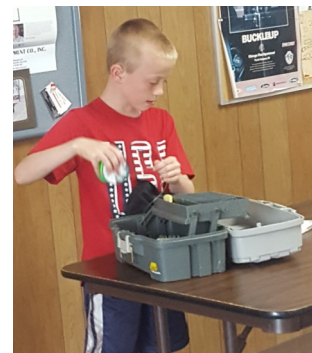


Guest Speakers Give members the opportunity to contact guest speakers for club meetings. Let the membership decide on potential guest speakers and/or topics during the club's program planning process. Encourage members to contact guest speakers by phone or in person, but always follow-up with a letter, postcard or e-mail to give the guest speaker the meeting date, time, location and presentation topic in writing.



4-H Member Demonstrations

Encourage all members to give a demo, talk or speech at a club meeting. Let them choose a topic. It may relate to a 4-H project or a hobby or an interest the member enjoys such as gearing up for a sport or recreational activity. Schedule older and/or more experienced 4-H members to give their demonstrations, so younger and/or new 4-H members can watch and learn. If all of your 4-H members are new, invite an experienced 4-H member from another club to give a demonstration or speech to your club's membership. Ask them to give some public speaking pointers. Contact the 4-H Extension Educator, 937-398-7599, if you need assistance.





Tours, Field Trips and Workshops

Include field trips, tours and specialty workshops as part of your educational program. These may be extensions of a regular 4-H club meeting or held as separate educational opportunities.

Community Service

Conduct small community service projects as part of your regular 4-H club meeting (i.e. – make greeting cards for the elderly, carol at a nursing home/senior citizens center, wrap gifts for needy families, prepare food for a homeless shelter, etc.). Many community service projects will require additional and/or special time for planning and conducting and should be completed outside of the regular 4-H club meeting time.



Recreation and Refreshments



Plan games, sports activities, team building activities, hikes and other recreational programs with your recreation officer(s) to lead. Your club may choose to serve refreshments – members may volunteer to provide refreshments or use club dues and fund-raising dollars to purchase. If club funds are used towards

refreshments, this decision should be made by the club membership.



Risk Management and 4-H Club Activities

You are strongly encouraged to carefully read and follow the information contained in *Section 8: Risk Management in 4-H Clubs* of this handbook. This section outlines potential liability risks & what steps 4-H volunteers should take to reduce &/or eliminate potential risks. The *Risk Management Section* includes when to use permission slip, informed consent, release of liability & waivers, emergency medical forms, what club activities are considered more risky, how to obtain supplemental insurance for club activities & how to address other risk management issues. For the most current risk management information, visit the Ohio 4-H Web at ohio4h.org and/or the Clark County web clark.osu.edu under the Volunteer's page.

If you have questions about whether to offer a particular event or activity as part of your 4-H club program because of risk and liability issues, please consult the 4-H Youth Development Educator at 937-398-7599.

Team Building Activities for Clubs

by Bob Cripe, Retired Clark Co. 4-H Youth Development Ext. Educator

You may want to include some team-building activities to encourage development of club unity, improve member communication, increase club productivity and utilize everyone's talents and skills to reach club goals.

What is a team? A team is easily defined: *people doing something together*. It could be a basketball team executing a fast break, or a research team unraveling a medical mystery, or a rescue team pulling a child from a burning building, or a family making a life for itself, or your 4-H club. The *something* that a team does isn't what makes it a team; the *together* part is. And what makes your 4-H club a team is what you and they do together.



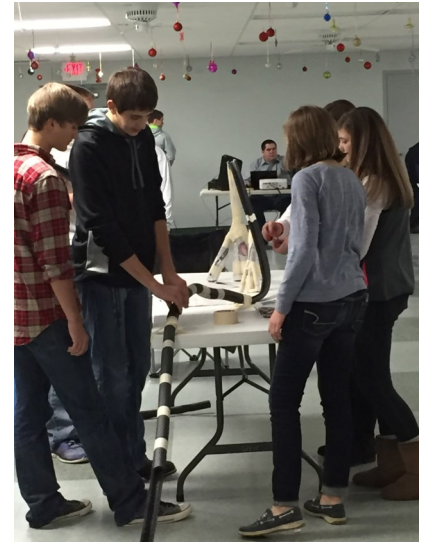
What are the different type of teams? Teams have been around for ages since we hunted and gathered together over a hundred thousand years ago. Someone led; everyone did what he or she was best at, and shared in the outcome. Throughout time, teams have evolved and existed in a variety of forms. There are work teams in which everyone has the same skills, but is assigned a specific task. There are project teams, where people with different expertise each tackle a different part of the task. There are functional teams, and there are cross-functional teams. There are inter-organizational teams and intra-organizational teams. Some teams, like a Marine platoon, live and breathe together. Others join together across time zones, language differences, and boundaries. There are teams that work together for twenty years and those that team up for only a few hours, than fade away. There are leader-led teams and leader-less teams. There are teams in which everyone takes turns leading and teams on which everyone is leading all the time. There are teams of a hundred, teams of thirty, teams of a dozen – even teams of two.



Why Conduct Team Building Activities?

- 1. Improve Communication** – Members are stakeholders in their own success and will focus on the task at hand. The very heart of a team is the sharing of information and the delegation of work.
- 2. Increase Productivity** – Members working together will see opportunities for improving club efficiencies, club meetings, and project education.
- 3. Make Better Use of Resources** – Teams are a better way for your club to focus its most important resources, its brainpower, directly on problems. The team is the “just-in-time” idea applied to your club’s structure; the principle that nothing may be wasted.
- 4. Differentiate While They Integrate** – Your 4-H team will allow the club to blend members with different kinds of knowledge together while working more effectively.
- 5. Higher-Quality Decisions** – Good leadership comes from good knowledge. The essence of the team idea is shared knowledge and its immediate conversion to shared leadership.

What is Experiential Learning or Adventure Learning? It is a blend of cognitive learning plus subjective interpretations based on the learner’s feelings and values. Experiential learning focuses on the growth and success of both individuals and groups. It refers to any learning that combines the behavioral, affective, and cognitive dimensions.



When conducting team-building activities in your club, this developmental process will guide your 4-H’ers to a clear understanding of the factors that build teamwork, strengthen leadership, focus on quality, and enhance commitment and energy. Learning is active, not passive. Members learn by doing with your skillful facilitation and group support. The learning is interactive, rich with feedback, adaptable to the changing needs of the learner and guided by clear expectations for educational outcomes. The simulations are “real” that include variability and uncertainty. Participants take action and experience outcomes.

These experiential learning activities are carefully designed metaphors intended to involve and empower the member through active reflection about what the experience means. The experience, most importantly, encourages the transfer of knowledge to other situations in a person’s personal life. Lessons are learned about teamwork (cooperation, collaboration, and trust), problem-solving, communication, leadership, creativity, self-esteem, motivation, decision-making, risk-taking, and fear reduction.

The lessons learned in the Club Team Building experience will inspire commitment to a group process, even though the results of the team can be uncertain. It is a method to prove to one’s self that seemingly unsolvable problems can be overcome and be fun in the 4-H club setting. The important factor for the group is in the “trying”, even though they may not always be successful. The magic is seeing members working together, building trust, really listening, and appreciating the differences in each other.



What Are The Team Building Objectives?

The nature of the Team Building program activities is to provide enjoyment and fun while encouraging social cohesion and building confidence. If your members experience the feeling that they are valued by you and the other club members that they are physical beings and that using one's body can be an exhilarating, joyous, and satisfying experience, then the Team Building activities have accomplished their goals.

- ✦ To increase the member's sense of personal confidence and self-esteem. To help them feel good about themselves and the things that they can do.
- ✦ To identify human reactions and feelings and accept them. To help club members understand and accept emotions and feelings in the group and how to manage them.
- ✦ To understand and use the decision-making process. To know how to make wise decisions when faced with difficult problems.
- ✦ To increase mutual support and trust within a group. To know how to help and encourage others and to let them help and encourage as well.
- ✦ To develop an increased joy and skill in working with others. To learn how to work and have fun with other youth and adults.
- ✦ To develop an increased level of agility and physical coordination. To challenge youth into doing things they may not feel they are able to do.
- ✦ To develop an increased familiarity and identification with the real world. To feel more comfortable in discussing how the experience is applicable to what is happening in their world of school and personal life.



IMPORTANT GUIDELINES FOR 4-H CLUB VOLUNTEERS

- ❑ **Stress Safety:** Safety is your number one priority. The 4-H club volunteer/facilitator is responsible for safety and consequently all injuries. No activity is worth getting anyone hurt. Anytime a body is dropped, thrown, pitched, shoved, or flown in such a way that they cannot stop the person's body..."Freeze the Action"...at any moment the potential exists for an injury. Be especially watchful for someone going head first, back first, or rear end first and in such a way they cannot "freeze the action". Stop the action and make them try a new approach.
- ❑ **Appropriate Problems to Solve:** Choose activities suited to the age and physical ability of your members. Older members are easily turned off by a childish situation, and club members can quickly become frustrated by a problem that requires physical and mental skills beyond their abilities. The introduction of diversity/handicaps in the activity (use of blindfolds, mute-folds, non-use of legs and arms), for all or part of the group can also make a seemingly easy challenge into a more formidable one.
- ❑ **Warm up Activities and De-inhibitors:** It is important that the club team begins with activities that will build trust from the most timid and bashful member to those who exhibit confidence and security. Spend some time doing some less threatening exercises in pairs or small groups. If time allows, spend ample time with the club using a collection of ice-breakers and trust mixers.
- ❑ **Energy:** Mix high energy physical challenges with those requiring less energy. Try using mental group challenges, building the trust level, and progressing to the more difficult.
- ❑ **Rules:** Make all of the rules and procedures clear to all of the members before they attempt to solve the challenge activity. Avoid wordiness, too many restrictions or offering possible solutions to the club before they attempt.



- ❑ **Creativity:** Always encourage creativity and out-of-the-box thinking. See that everyone is engaged in the discussion and all possible alternatives offered by the members are heard. Most often there is no set method of doing each activity.
- ❑ **Introducing the Challenge:** Present the situation and the rules, then step back and allow the group to work...and sometimes fail. While you/facilitator probably knows the best way to solve the team building activity, little good will come from interrupting the group problem-solving process by giving hints on a more efficient or correct way. Interaction is the important process that the Team Building program is all about, not how well the problem is physically performed or how fast the club solves it.
- ❑ **Equipment:** Make sure the equipment needed for your team building activity is on hand and ready to use. If any equipment is found to be unsafe or is damaged during use, immediately stop using it, and introduce another activity.
- ❑ **Diversity:** If any members (health or injury problems, overweight, disability, or inappropriately dressed) do not wish to participate, do not force them to do so. The Team Building program is a challenge by choice. They have a right to pass and to serve as a group observer. However, encourage them to try. Help your 4-H'ers recognize and accept the diversity of the team. After all, usually they can do more than they think they can, and that's the name of the game.
- ❑ **Processing:** Processing is the most important part of the Team Building program. By having all club members stand or sit in a circle after the activity is completed, this formation will enable everyone to see and hear everyone in the group. Eye contact is very important as suggestions are made, ideas are shared, instructions are given, or just to talk about what happened in a particular activity. See that everyone has the opportunity to express their feelings, observations, and conclusions.
- ❑ **Problem-Solving:** Before, after, or between activities, discuss the basic steps to the problem-solving and decision-making process. You may need to occasionally remind the club to use this process during the activity: 1) clarify the PROBLEM, 2) brainstorm ALTERNATIVES, 3) research CONSEQUENCES, 4) plan SOLUTIONS, 5) WORK the plan, 6) EVALUATE.

What are the PACSWE Steps to Team Building?

Step 1: PROBLEM.....clarifies and defines the problem or objective. What is the real challenge? What is it about the problem that creates the difficulty? Why is it not easy? Is it possible to divide the overall problem into little segments or problems to work on separately?

Step 2: ALTERNATIVES.....brainstorm alternatives. Try to think of several possible alternatives. Most often there is more than one right answer to every problem. And each segment of the problem may require a different solution.

Step 3: CONSEQUENCES.....anticipate and list possible consequences of each alternative or combination of alternatives. Why will it work? Why not? Consider any possible roadblocks that could occur.

Step 4: SOLUTION.....decide on one or combination of alternatives and then plan the solution. Plan in detail who will do what, where will they do it, when will it happen, and how will it get done. What will the group do about anticipated roadblocks and handicaps? What if the solution won't work? Are there alternative solutions? Communicate the plan so everyone understands it and will work to accomplish it.

Step 5: WORK.....work your plan. Follow through with details of the plan. Don't change it unless everyone agrees to the change. Evaluate progressively. Is it working? Are any changes needed? Has everyone followed through on their responsibilities as planned?

Step 6: EVALUATE.....evaluate the results. Were the goals accomplished? Were the challenges in the activities able to be met? Why? Why not? What changes would be made to do it again? What has been learned about the club members in the group? What about YOURSELF?



How Do I Get Started with Team Building

Activities? So, now it's time to start. Request additional team building resources or schedule a time for an OSU Extension, 4-H Youth Development professional or camp counselor to conduct team-building activities with your club. And don't forget....follow the Two Rules in Life....

What Are The Two Rules To A Happier & Safer Life?

If everyone would follow two simple, but most important basic rules in life, the whole world would be a much happier, safer place to live.

RULE ONE: BE NICE

RULE TWO: DON'T BREAK RULE ONE

What does it mean to BE NICE: This will make it easy for members of the club to help each other by reminding them to BE NICE when they experience violations to Rule One.



- Be helpful, positive, encourage, reassure, and don't spread rumors.
- Be positive to yourself. Adopt an "I can" attitude with no self put-downs.
- Respect other people, property, and self.
- Be courteous. Use words like, "Please, Thank You, and Sorry".
- Listen to understand. Focus on feelings, concepts, ideas, and facts. Accept advice graciously, even in the form of suggestions and criticism.
- Communicate effectively. Use clear concise words, "I" statements and feedback.
- Accept people. Try and separate the value of the person from the behavior they exhibit if disapproving of their actions and/or ideas.
- Have fun...play hard...no one hurt.

SECTION 3: 4-H ENROLLMENT PROCESS



4-H project members and cloverbuds must enroll annually with a 4-H club. 4-H volunteers must re-enroll annually indicating their service commitment to 4-H in a club, on a committee, with camp, after-school, a special interest or in the classroom 4-H program. If you are the club's organizational volunteer, you

are responsible for making sure your club's membership enrollment process is completed.

What is the Enrollment Process?

We currently use 4-H On-Line as our web based enrollment system. This system is PCI and COPPA compliant with extensive security measures in place.



All 4-H members and volunteers must enroll/re-enroll using 4honline.com. 4-H Re-enrollment and New Enrollment Instructional packets will be given to organizational club advisors in their club's enrollment folder. Instructions and a you tube video are also posted at clark.osu.edu and on the **4-H App**.

All enrollment must be completed by **April 15** to be eligible for county and state Fair eligibility.



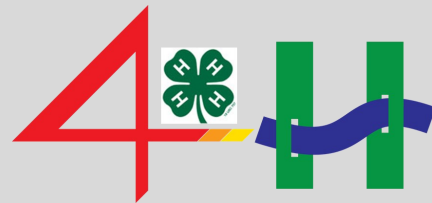
Important Note: Members 4-H Enrollment Serves As The Primary Entry for Many 4-H Projects for Fair and Contact Information for Fair, Auction Checks, etc. Please Make Sure Information is Correct! Additional Entry Forms and/or Fair Entry On-Line is required for Clark County Fair Shows, Classes and Contests. 4-H families will use 4-H

On-Line as the portal to Fair Entry to make on-line entries for the Clark County Jr. Fair.

4-H ENROLLMENT PACKET

The organizational advisor for each club is required to complete the club's enrollment documents.. Annually in January, you will receive a 4-H Enrollment Packet at "**Required 4-H Returning Volunteer Training**".

All 4-H Volunteers must complete an annual training to be approved in the Enrollment process. Training options will be shared with all volunteers for completion by April 15 annually.



Club Enrollment Packet includes:

- **4-H On-Line Instructional Packet for Returning Volunteers, Members and Cloverbuds** (*one per family customized with their personal family e-mail*)
- **4-H Member New Enrollment Instructional Packet** (*needed for all new members*)
- **Club Roster/List From Previous Year** unless new 4-H Club
- **New 4-H Volunteer Applications** (*needed for new 4-H volunteers only*)
- **4-H Family Guides** (*one per family*)
- **4-H Project Selection and Requirement Handbook** (*one per club*)
- **4-H Publications Order Form** (*two per club*)
- **4-H Countywide Fundraising Packet**
- **4-H Calendar** (*one per club*)
- **Junior Fair Award Sponsor Cards** (*two per club*)
- **4-H Club Volunteer Handbook** (*entire handbook for new clubs and updates for returning clubs*)
- **4-H Club Charter Checklist**
- **4-H Club Financial Binder with Forms**
- **Winning 4-H Plan**
- **Other information as needed**





All re-enrollment and new member enrollments must be received by April 15 of the current year to be eligible for county 4-H skill-a-thons, project judging, Jr. Fair, etc. Call the 4-H Educator at 937-398-7599 with any enrollment questions. Members may join 4-H anytime.

During the Re-enrollment and enrollment process, volunteers and members will be required to agree to various statements. The digital entry is your acknowledgement and agreement to the Standards of Behavior, Code of Conduct, Acknowledgement of Responsibility & Release, General Permission, Photo Release and/or Dog, Horse and/or Shooting Sports Permission to Participate statements.

☒ **Acknowledgement of Responsibility & Release** I understand and acknowledge that there are certain hazards and risks associated with my child's participation in 4-H educational activities. I understand and accept such risks, and thus waive all claims, demands and causes of action against the State of Ohio, The Ohio State University, the County and their respective trustees, members, officers, employees, agents and volunteers acting on their behalf. I understand that I am solely responsible for any costs arising out of any injury or property damage sustained through my child's participation in 4-H educational programs.

☒ **Ohio 4-H Code of Conduct** 4-H members, parents and other adults are expected to adhere to the Ohio 4-H Code of Conduct outlined on the 4-H enrollment. Members must abide by the Code of Conduct at all 4-H and Jr. Fair organized events, activities, contests, etc. 4-H member behavior expectations are outlined in the Clark County 4-H Project Selection and Requirement Guide, The Parents Guide to Making the Best Better and the Clark Co. Jr. Fair Book as friendly reminders to all members and parents/legal guardians.

☒ **Dog, Horse and Shooting Sports Permission to Participate.** When a youth enrolls in one of the dog, horse or shooting sports projects, the corresponding permission to participate statement will be activated for the member and parent/legal guardian to read and agree to with their digital name typed into 4-H on-line and their initials.

☒ **Photo Release** provides acknowledgement to give Extension and 4-H the right to use you or your child's image for educational and or promotional use with the Clark County 4-H and/or Ohio 4-H programs.

☒ **Volunteer Standards of Behavior** must be read and agreed upon initial application of starting the New 4-H volunteer process as well as annually during the 4-H re-enrollment process. The Volunteer Standards is a binding agreement to upholding behaviors expected of all volunteers in their role with 4-H and in protecting the youth served by these volunteers.



The Fair Management, in communication with the 4-H Extension Educator, will handle behavior and disciplinary action at the Fair as necessitated by a 4-H member's choice of inappropriate and/or unlawful behavior.



4-H Project Resources

There are several resources available for you to help 4-H members select projects and meet county and state requirements for completion and/or competition. Many of the resources are available in both hardcopy and digital format for use by volunteers, members and families. It is important that you make sure you are using the most current versions of project resources.



4-H PROJECTS

Use 4-H projects to engage your 4-H members in experiential learning activities. Your members may choose from over 200 4-H projects. The 4-H projects are divided into the following key subject matter areas:

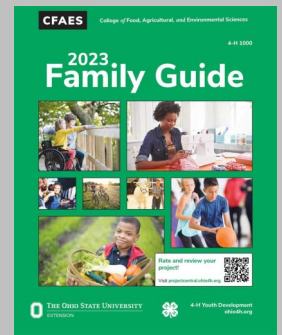
- ♦ Citizenship and Civic Education
- ♦ Communications and Expressive Arts
- ♦ Consumer and Family Sciences
- ♦ Environmental Education
- ♦ Healthy Lifestyle Education
- ♦ Personal Development and Leadership
- ♦ Plants and Animals
- ♦ Science and Technology

Your members will plan project experiences and work towards project competence & achievement based on his/her personal goals. Self-directed learning through 4-H projects teaches members to seek information, ask questions, develop self-initiative and develop good study skills.

Your members must enroll in at least one 4-H project annually. Use the 4-H Family Guide, and the Clark County 4-H Project Selection and Requirement Guide with your members and families to help make project selections. A description of each of these resources follows.

4-H Family Guide

The *4-H Family Guide* is available from the OSU Ext., Clark Co. office, Clark Co. 4-H Web clark.osu.edu and the Ohio 4-H web at ohio4h.org. The 4-H Family Guide lists and describes every project with age and/or skill level targets. You may pick up 4-H Family Guides at the OSU Ext., Clark Co. office anytime. You will receive one copy of the 4-H Family Guide for every family with your 4-H Club Enrollment Packet. The State 4-H Office updates and prints the 4-H Family Guide annually. A copy of the current *4-H Family Guide* is included in the end of this section of the handbook.



This on-line platform provides families the

opportunity to search for 4-H projects by name, topic area, or skill/age level. Families can see a sample of pages and activities of each 4-H project. In addition, after a member completes a 4-H project they can revisit 4-H Project Central to rate their project experience. Visit Project Central at <http://projectcentral.ohio4h.org/> to get started.

Clark Co. 4-H Project Selection & Requirement Guide

Your "one stop" reference for all 4-H project information. Use to plan meaningful 4-H project experiences and also serve these roles:

- ⇒ Resource to select projects;
- ⇒ Project completion info;
- ⇒ Reference for specific requirements for project judging and/or skill-a-thons, Clark Co. Fair and/or Ohio State Fair;
- ⇒ Source for 4-H competitive and educational opportunities at the county and beyond by project including events, shows & activities at the Clark County & Ohio State Fairs.



Pick up your club's copies of the *Clark County 4-H Project Selection and Requirement Guide*. The *Clark County 4-H Project Selection and Requirement Guide* is also on the Clark County 4-H Web at clark.osu.edu and **4-H App**.

Your members are responsible for the information contained in the *Clark County 4-H Project Selection and Requirement Guide*. Spend time helping your members become familiar with the guide's contents. A copy of the current *Clark County 4-H Project Selection and Requirement Guide* is included in the end of this section of the handbook.

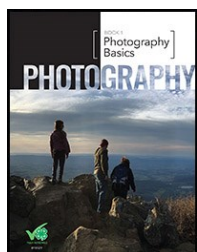
If you or your 4-H families have questions about 4-H project requirements or the information contained in the *Clark County 4-H Project Selection and Requirement Guide*, contact house.18@osu.edu or dillion.26@osu.edu.

4-H PUBLICATIONS ORDER FORM

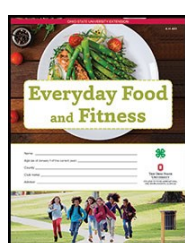
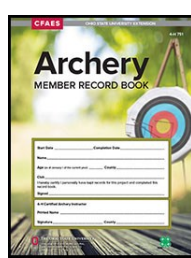
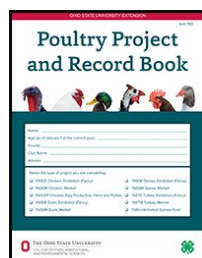
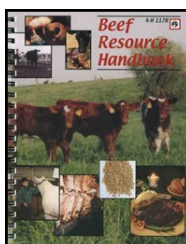
Use a *4-H Publications Order Form* to order your club's project books, resource handbooks and organizational materials. We request that you allow 7-10 days for processing of all publication orders. You can fax your order to 937-328-4609 or e-mail to evans.1946@osu.edu or dillion.26@osu.edu.

Pay for project book orders with a check, credit card, money order or cash. **Make checks payable to OSU Extension, Clark County**. To pay with a credit card, go to <https://go.osu.edu/clarkextensionpayment>, you will be given the total price to pay when you place your order.

All project books are subject to 7.25% sales tax charged at time of purchase. We encourage you to place club orders. **Most 4-H projects cost \$8.00/each, but prices are subject to change.** Check the *4-H Publications Order Form* for current costs of all projects and resource handbooks. Some publications are available on-line at ohio4h.org.



Purchased project books may not be returned for a refund. You may exchange a project book for another one of equal value, if the returned project book is in excellent condition and without any apparent sign of use.



CLARK COUNTY 4-H



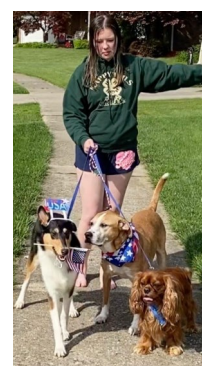
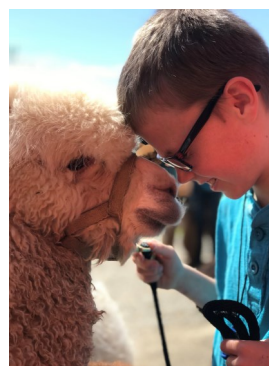
Download the Clark County 4-H App for Free from your Google or Apple App Store. Stay current on all 4-H events, activities, requirements, opportunities and more at the touch of your fingertips.

LEARN BY DOING – THE 4-H WAY

Your members' progress success is directly linked to the skills and knowledge taught by 4-H club volunteers, parents and others through club and county workshops. You need to provide project-learning experiences for your members on a regular basis – not just to prepare for skill-a-thons or project judging. You will be helping members master project knowledge and skills, while developing and strengthening important member life skills including decision-making, communication, leadership, responsibility, time management, self-expression and self-concept.

4-H's motto is "Learn by Doing". Educators today refer to this as the experiential learning process. However, we choose to say it is "THE 4-H WAY". We want to encourage you to put the 4-H motto into action with all club experiences and especially with project work.

Research shows that: We remember: 20% of what we read, 20% of what we hear, 30% of what we see, 50% of what we see and hear, 70% of what we see, hear and discuss and 90% of what we see, hear, discuss and practice. We believe "THE 4-H WAY" is reaching the goal towards optimum learning and mastery of skill and knowledge. This is best accomplished through the Experiential Learning Process diagramed on the next page.



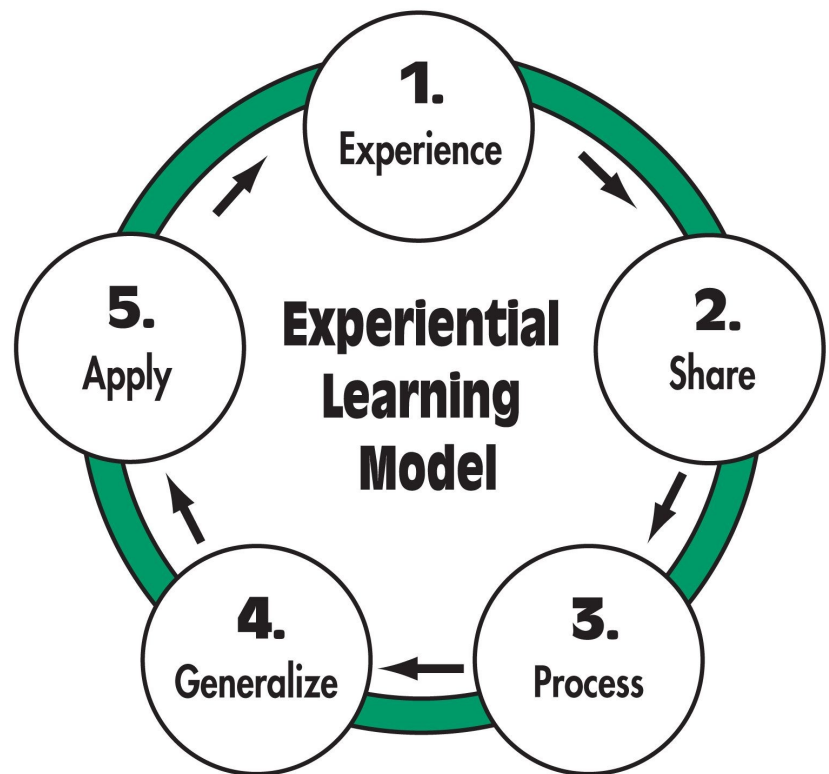


What is the Experiential Learning Process:

4-H is informal education that enables youth to experience hands-on learning through 4-H project experiences and experiential learning activities. Youth are able to learn by doing in both self-paced adult helper supported settings as well as in group led environments.

Regardless of the setting, all 4-H projects incorporate the experiential learning model to optimize youth learning and application of knowledge and skills.

1. **EXPERIENCE:** Youth **DO** before being told or shown how.
2. **SHARE:** Youth **DESCRIBE** their experience and their reaction.
3. **PROCESS:** Youth **DISCUSS** what was most important about what they did.
4. **GENERALIZE:** Youth **RELATE** the project and life skill practiced to their own everyday experiences.
5. **APPLY:** Youth **SHARE** how they will use the project and life skill practiced in other parts of their lives.



Pfeiffer, J.W., & Jones, J.E., "Reference Guide to Handbooks and Annuals"

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Help 4-H Youth Work Towards Mastery of Project Knowledge and Skills Through the 4-H Way - *Learn by Doing!*

How Do You Put The Experiential Learning Process Into Action?



1. EXPERIENCE (Doing):

Club Volunteer: Describe the activity before the members do the activity. Encourage members to ask questions about what they might expect, what might happen, what the result will be, what their prediction is, etc.

Members: Do the activity. The advisor only gives basic instructions, safety guidelines and any time requirements.

2. SHARE (What happened?)

Club Volunteer: Ask questions to get members to share their reactions to the completed activity.

Members: Share the results, your reactions, your observations with the entire club.

3. PROCESS (What's important?)

Club Volunteer: Ask questions to get members to share what was most important.

Members: Analyze, reflect, discuss and look at the experience related to project skill or knowledge.

4. GENERALIZE (So what?)

Club Volunteer: Ask questions to get members to relate the experience to their own project or life.

Members: Share how the experience relates to real-world situations, their personal projects or lives.

5. APPLY (Now what?)

Club Volunteer: Ask members how they could apply what they learned to another situation.

Members: Use the new skill or project knowledge with their own project or their daily life.

Why Use The Experiential Learning Process?

- Increase learning retention from use of multiple senses.
- Maximize creativity and flexibility through use of multiple teaching and learning methods.
- Hands-on, mind-on and Fun – focus on learning from a member's point of view.
- Builds members self-esteem through discovery, investigation, exploration rather than one approach – the right approach.
- More fun for you and the member – teaching and learning information and skills is FUN!
- Increase member engagement means decrease behavior problems and higher information and skill retention.
- Teaches life skills and project skills.

What Do You Need To Do To Succeed In Learning By Doing the 4-H Way?

- Be patient & willing to guide the learning process. Don't do it for the members.
- There is more than one way to accomplish a task or skill. There is no one "right" answer, but many right answers. Learn from everyone!
- Be willing to prepare for the learning activity. You can't wait until an hour before the meeting to put something together.

HELP MEMBERS SET PROJECT GOALS

Your 4-H members need to set challenging, yet realistic and achievable project goals. You can help guide your members' goal setting. Goals foster learning & mastery of skill/knowledge, boost self-esteem and self-confidence.

What You Can Do?

- After project selection, spend time at a 4-H club meeting talking about project goals.
- Have members record their project goals in their project book(s).
- Ask members how they are progressing towards project goals at club meetings. Ask members one-on-one, in small groups or the entire club if projects are the same or similar.
- Give positive, constructive feedback to help members achieve goals, make improvements and adjustments along the way. Use open-ended comments or questions to encourage members to talk about project specifics not just answer yes or no.
- Encourage members to realize all goals set, but be flexible to allow unmet goals to continue.

RESOURCES FOR TEACHING PROJECT KNOWLEDGE AND SKILLS

Take advantage of these resources to help plan your club meetings, project workshops, practice skill-a-thons and project judging

- **Skill-a-thon Kits** – max. 3 kits checked out for 48 hours.
- **Quality Assurance (QA) Kits** – check out max 4 days.
- **Cloverbud Kits** – check out max. of 4 days.
- **STEM Pathways Kits** - check out max. of 4 days.

Resources are available on a first-come-first-serve basis. A current copy of the *Clark Co. 4-H Resources List* is included at the end of this section.

Please take care of borrowed resources. Make sure to return all pieces and parts and to report any missing pieces or damaged items, so we may replace them. Clark Co. 4-H member activity fees and fundraisers continue to help purchase resources for your club's use.



You don't need to read these resources word by word to club members or drive them to project judging/skill-a-thons or fair events. But, a good review and/or friendly reminders at club meetings, in club newsletters, through e-mails or a phone tree, may be helpful to busy families. Ultimately, members and families must make a commitment to read and follow the information provided in the Requirement Guide, Jr. Fair Premium Book as well as on the county 4-H web site clark.osu.edu and **4-H App**.

Help members and families keep 4-H competition in perspective by emphasizing:

- 4-H members are more important than 4-H projects.
- Learning project skills is more important than the finished project.
- 4-H is to teach kids how to think not what to think. There is always more than one way.
- Every 4-H member needs praised and to feel successful in his/her project accomplishments. Give out lots of praise!
- No 4-H award is worth sacrificing your, or the club's or family's reputation. Share **Sportsmanship + Ethics = 4-H Success**.

PROJECT JUDGING AND ACHIEVEMENTS



Project judging, skill-a-thon and Clark Co. Fair Shows are the culminating 4-H experiences for many 4-H club members. Help prepare your members for these experiences. They will feel more comfortable going into the judging experience and will more likely leave judging with a smile on their face regardless of the ribbon color received.



Review information in the 4-H Project Selection and Requirement Guide, Jr. Fair Premium Book and from the 4-H Web with your members and families to help them understand project

requirements, judging guidelines and fair show/event/activity/rules. Make sure every family receives a copy of the Project Requirement Guide. If a member's address, e-mail or phone numbers change, it is the family's responsibility to update in 4-H On-line or notify the Ext. Office (937-398-7600), so we can make the updates.



Clark Co. 4-H Club Volunteer Handbook, House, P. Rev. 1/23
4-H Enrollment Process 3.7

WHEN ARE SKILL-A-THONS AND PROJECT JUDGINGS?

Your members must participate in skill-a-thon and project judgments to complete their projects at the county level and be eligible to show at the Clark Co. Jr. Fair & Ohio State Fair.



Livestock, Horse, Dog & Cavy Skill-a-thon/Project Judging

held in mid to late June (*some projects are just one day*). Check the current 4-H calendar for dates. Your members must bring the following to judging and be prepared to:

- Completed project and/or record book;
- Feed tag or label fed to project animal(s);
- Answer questions about 4-H and their project(s) through an interview experience;
- Participate in four to five project related skills – skills are taken from the project books, Resource Handbooks, Skill-a-thon Kits and/or Quality Assurance (QA) Kits.



Miscellaneous Project Judging

held in early to mid July. Your members must bring to judging the following and be prepared to:

- Completed project book;
- Item(s) made, created, grown, produced, constructed or designed by the member for the project and/or Educational display on a topic from the project book;
- Project Documentation – some projects required documentation of research, results, experiments, etc.; and
- Answer questions about 4-H & their project(s) through an interview experience.

Note: Check specific project requirements in the Clark County 4-H Project Selection & Requirement Guide clark.osu.edu and on the **4-H App**.

Fashion Revue held in conjunction with Miscellaneous Judging. Your clothing members must participate, if they wish to be considered for State Fair Selection, Alternates and County Awards. Bring to Fashion Review: completed garment & all accompany garments and accessories to create a Total Look Outfit.

Participants must submit a Fashion Revue Description Form on-line by July 5.



Shooting Sports held at the New Carlisle Sportsmen's Club in July. Your members must bring to judging the following and be prepared to:

- Completed project book; signed by the Clark County Shooting Sports Instructor they worked with on their project
- Project Display & Documentation - a display that highlights information learned in the project and documentation of target shooting sessions
- Answer questions about 4-H & their project(s) through an interview experience.
- Participate in a skills segment using Clark County Shooting Sports equipment.

Note: Check specific project requirements in the Clark County 4-H Project Selection & Requirement Guide clark.osu.edu and on the **4-H App**.



SECTION 4: 4-H PARENT/GAURDIAN ROLES



4-H is a family affair. Your member's 4-H success is directly linked to the adults supporting his/her 4-H efforts. In some cases, the only on-going and direct support for a 4-H member may be a 4-H club volunteer or

mentor. In far more cases, a 4-H member's support network includes parent(s), legal guardian(s), sibling(s), grandparent(s), aunt(s)/uncle(s) or another significant adult.

Just like with any youth organization or activity, some parents/legal guardians are actively involved with their children while others view the organization or activity as a babysitting service for their child. Your 4-H members' parents do not need to attend every club meeting, but involve them in club activities and their child's 4-H project experiences.

How Can Your Club Parents Help?

- ♦ Provide refreshments for a meeting
- ♦ Serve as mentors to members or committees
- ♦ Serve as a resource to a club program
- ♦ Help with club fundraising
- ♦ Help with community service projects
- ♦ Share a talent or teach a skill

You may have the opposite problems -- parents too involved with their child's 4-H project experiences. Parents have good intentions, but may prevent their child from experiencing the real challenges of 4-H project work, club activities and meeting dynamics. Parents who try to relive their childhood through their children's activities establish unattainable goals, add undo stress and create an environment that is neither fun nor rewarding for their child.

Your members' positive, supportive and rewarding 4-H experience depends on their parent(s)/legal guardian(s) fulfillment of the following major roles.



1. Guide 4-H Project Selection



Parent(s)/legal guardian(s) are in the best position to help guide their child's project selections. Base project selections on the child's interest and the family's time, needs and resources. 4-H project selection

should be the 4-H member's decision, but preferably with a caring, guiding adult providing valuable input.

2. Support and Show Interest

All youth need someone to show an interest in their project work and to support their progress towards reaching personal project goals. Members are more motivated when parents care about their child's 4-H experiences.

3. Transport –

Your 4-H parent (s)/legal guardian (s) are ultimately responsible to transport their child to and from all club meetings, events and activities. We strongly discourage 4-H club volunteers and/or 4-H parents from transporting 4-H members that are not their own children. In cases where families choose to car pool, your families must follow the University Transportation guidelines and complete the Transportation Form. See *Section 8: Risk Management in a 4-H Club* of this handbook for details or on the Clark County web clark.osu.edu under the 4-H volunteer's page and on the **4-H App**.



4. Give a Helping Hand

Encourage Parent(s)/legal guardian(s), grandparent(s), sibling(s), aunt(s)/uncle(s) & significant other adults to give a helping hand. Do not do the project for the member. Members that complete projects, gain the practice & experience needed to help work towards skill mastery & knowledge achievement. 4-H project work and completion provide the opportunity to put into practice the 4-H motto, "Learn by Doing". All members need to work towards competence & achievement in their project & club activity.



5. Communicate Information

You provide information to your members during club meetings. Parents, who do not attend club meetings, should be encouraged to check with their child and you, for information conveyed at the meeting. The Clark County Extension Office sends information to 4-H families predominately through e-mail, text messages and digital posting of weekly updates to the web and the 4-H App. Remind parents to read those communications to avoid missing any important events, deadlines, requirements, etc.

6. Encourage

Everyone needs encouragement. We all do better when we have someone behind us saying "You can do it", "You are doing a great job", "Let's spend sometime working on your 4-H project" and "I am so proud of what you have done". Encouraging words at times of failure are as meaningful as words expressed when we succeed. Positively comment on your child's project progress not just the finished product.



Take time to share the **Parent's 4-H Pledge** with parents in your club:

I pledge my **HEAD** to give information to help my child see things clearly & to make wise decisions.

I pledge my **HEART** to encourage & support my child, whether he has successes or disappointments

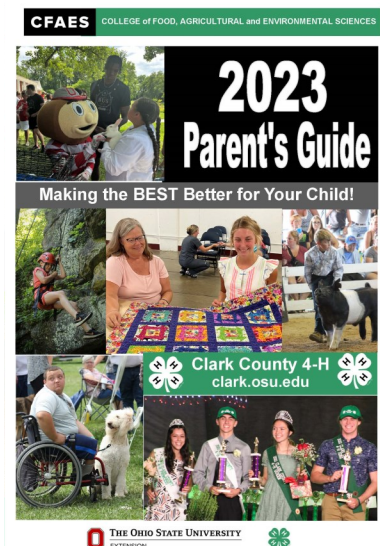
I pledge my **HANDS** to help my child's club; if I cannot be an advisor, I can help in many other ways.

I pledge my **HEALTH** to keep my child strong & well for a better world through 4-H, for my child's club, our community, our country and our world.

To reduce parental misunderstandings, you are encouraged to hold an orientation meeting with new and/or returning 4-H members' parents and review *The Do's and Don'ts of Being a 4-H Parent*.

A welcome letter and/or parent expectations list can be sent prior to or after the orientation meeting. You may use the sample parent welcome letter and parent expectations list, included in this section of the handbook to create one that fits their club.

Give every 4-H Parent a copy of the *Parent's Guide to Making the Best Better* and use to help them better understand the 4-H lingo, get answers to important 4-H questions and keep up with all those important guidelines and deadlines for a successful 4-H experience. Request the number of copies for your 4-H families by calling 937-398-7599, download from clark.osu.edu or on the **4-H App**.



The Do's and Don't Of Being a 4-H Parent

1. Take time to learn about 4-H, what it stands for and how it operates.
2. Serve as a role model and an example for the youth to learn sportsmanship, respect, and cooperation.
3. Don't view your child as an extension of yourself. Don't view his or her success or failure as a reflection of your ability or worth.
4. Advise your son or daughter in selection of their 4-H projects. Help them select an area in which they are interested, that they can accomplish, and one which you can help furnish facilities, financing, needed materials and guidance.
5. Show your interest and enthusiasm for the 4-H project(s) they select. Find out what is suggested for the members to do and learn.
6. Encourage your 4-H'er to participate in skill-a-thons, project judging's, 4-H camp & public speaking events.
7. Resist doing your child's project for them even though you may be able to it faster, better, simpler, and with much less mess.
8. Encourage your 4-H'er to keep up-to-date records and to follow through to completion projects and tasks undertaken.
9. Don't discourage a child's enthusiasm by providing too much corrective influence.
10. Keep the purpose of the 4-H project in perspective. Realize that the project is simply a teaching tool and a method for involving youth in a meaningful activity. Above all, remember your child is more important than the 4-H project.
11. Remember that the 4-H experience should be an educational one. Don't let the desire to win overpower your child's ability to learn.
12. Encourage your 4-H'er when they succeed and even when they fail. Help them to see progress, not just the result. Keep in mind that the most important goal of 4-H is personal growth of the individual and not grand champion projects, but GRAND CHAMPION KIDS.
13. Support the 4-H club volunteer and cooperate with them in providing meaningful, educational youth directed programs. Help the 4-H club with fund raising events or special activities. Be a chaperone. Volunteer your hobbies and talents to the 4-H advisor. Provide transportation for your child to and from meetings, events, activities.
14. Attend special events planned by the 4-H club (i.e. family night, recognition programs.)
15. See that your 4-H'er attends all meetings, activities, and events as scheduled by the local 4-H club. Notify the 4-H volunteer if unable to participate/attend. Avoid scheduling family vacations that conflict with your child's 4-H schedule- (i.e. – skill-a-thon/project judging, fair dates, camp, etc.)
16. Ask yourself why you want your child to join 4-H. if it is purely for competition, ribbons, auction dollars, trophies and awards, you will be disappointed. If it is for learning and growing in a meaningful FUN way, you & your child will be satisfied with the experience.

Adapted from Building Leadership Skills Together (Blast)



CLARK COUNTY 4-H



Dear 4-H Parent(s)/Legal Guardian(s):

Your child is now a member of the _____ 4-H club. We know that you are interested in learning more about the 4-H club and organization your child has joined.

4-H programs are open to all youth, ages 5 and in Kindergarten, to age 18 as of January 1 of the current year. 4-H is based on the concept of “learning by doing”. 4-H members learn by carrying out project work with instruction, guidance, training and encouragement from club advisors, teen volunteers & parent(s)/legal guardian(s).

Your child should decide on a project(s) with your guidance. By keeping records on their project (including pictures), your child can look back over a year’s 4-H experience and realize the progress they’ve made.

Of course, your child must be at the club meetings and activities in order to get the information, instruction and practice available. You can help by reading correspondence from the OSU Extension Clark County Office, keeping track of activity dates, encouraging your child to attend club meetings, activities and events, and transporting your child with their projects to activities when necessary.

4-H is a family-oriented organization and you are encouraged to attend as many club activities as possible. In this way, if your child misses something that is said or done, you will have the information. You can reinforce what your child has been taught and know what your child is trying to accomplish when they are attending club meetings.

4-H families who have spent many hours supporting their children in 4-H projects have said, “a backache now is better than a heartache later”. You have an opportunity to share 4-H work, success, failure, and good times with your child.

We challenge you to see that your child attends 4-H club activities, that you’re involved in 4-H club activities with them, and that you support them as they “learn by doing” and work towards personal competence and achievement.

We, as the 4-H club volunteers, hope we can help your child have a challenging & fun 4-H experience.

Sincerely,

4-H Club Volunteer for _____ 4-H Club



4-H Parent(s)/Legal Guardian(s) Expectation List

I will:

1. See that my child attends all scheduled club meetings, activities and events.
2. Notify the club volunteer, if my child is unable to participate/attend a club activity.
3. Help the 4-H club with fund-raising events or special activities.
4. See that my child has transportation to all club meetings and activities.
5. Attend special events planned by the 4-H club.
6. Volunteer to chaperone.
7. Help with refreshments and community service projects as needed.
8. Encourage and guide my child in project work, but not do their work for them.
9. Read the 4-H newsletter, mailings, Project Selection and Requirement Guide, Junior Fair Book and other information with my child(ren).
10. Visit the Clark County 4-H Website clark.osu.edu and the Clark County 4-H App regularly for the latest information, updates, forms and more to help my child optimize participation in the 4-H program opportunities.
11. Read the Weekly Clark County 4-H Updates, text message and e-mail blasts sent from 4-H On-Line and the Clark County 4-H App when available.
12. Encourage my child to participate in club/county skill-a-thons/project judging, 4-H camp, public speaking opportunities, county 4-H fund-raisers, etc.
13. Encourage my child to keep up-to-date records, complete projects and tasks.
14. Serve as a role model for youth to learn good sportsmanship, respect, & cooperation.
15. Volunteer to assist with 4-H club activities in my areas of interest & expertise.
16. Assist with arranging for the 4-H club's meeting location and space, as needed.
17. Support the 4-H club volunteer(s) and cooperate with them in providing meaningful, educational 4-H programs.

I agree to fulfill these responsibilities to the best of my ability:

Signature of 4-H Parent(s)/Legal Guardian

Date

Adapted from Building Leadership Skills Together (Blast)



SECTION 5: 4-H ADULT AND TEEN VOLUNTEERS



4-H CLUB VOLUNTEERS

You are the backbone of the Clark County 4-H Program and unpaid staff members of the Ohio State University Extension Program. You give your time, energy, and talents to benefit the members you work with in the club, service on committees, at 4-H camp or for special events. You serve an

important role in making the 4-H experience a positive and rewarding one for the 4-H membership. You make a huge difference in the lives of your members and the types of 4-H programs being offered in Clark County.

TYPES OF 4-H CLUB VOLUNTEERS

There are four basic types of volunteers working with the Clark County 4-H program: organizational, project, activity/event, and cloverbud. Every 4-H club must have at least an organizational club volunteer working with its' membership. As the 4-H club grows and the interests of the members are more clearly defined, additional club advisors may work with specific projects and/or activities within the club. In very small clubs, the organizational volunteer serves all roles.

All 4-H volunteers serve some common and very important roles in delivering the 4-H youth development program in Clark Co. Common responsibilities include:

- Committed to young people and their growth in all areas.
- Dedicated to young people and sensitive to their abilities and needs.
- Aware of 4-H projects and programs and communicate these to 4-H members.
- Encourage parents to support their child's work, but not do the work for them.
- Coordinate, conduct, and evaluate educational activities.
- Promote the 4-H program in the community.
- Praise 4-H members for their efforts & progress.
- Participate in annual volunteer trainings to stay current and enhance personal leadership skills.
- Follow all 4-H guidelines and policies of the OSU Extension, Ohio 4-H and Clark Co. 4-H Program.

4-H volunteer position descriptions are included in this section of the handbook & available at clark.osu.edu and **4-H App**.

4-H Club Volunteer Responsibilities:

Organizational Club Volunteer

- ⇒ Complete timely all necessary paper work and records to properly enroll 4-H members and meet other 4-H program participation requirements (i.e.- activity fee/county fundraiser payments, 4-H county, district, state and national opportunity deadlines, etc.).
- ⇒ Develop an active 4-H member and advisor recruitment program with other 4-H club volunteers and the 4-H club membership.
- ⇒ Conduct new member family orientation.
- ⇒ Help officers learn their responsibilities and prepare for each meeting.
- ⇒ Ensure adequate supervision at all club functions.
- ⇒ Publicize what the club is doing.
- ⇒ Coordinate the club's program planning process, develop and distribute yearly plan.
- ⇒ Recognize 4-H parents & other 4-H club volunteers who help to make the club successful.



Project Club Volunteer



⇒ Attend county 4-H project related training opportunities to increase your personal knowledge and skill level.

⇒ Teach project skills and information to club members. Conduct educational programs at the club related to project(s).

- ⇒ Check project progress & help members prepare for project judging, skill-a-thon, and shows.
- ⇒ Inform members and parents of 4-H project judging/skill-a-thon requirements and dates and 4-H and/or Junior Fair events, activities and shows and their dates and requirements.

Activity Club Volunteer

⇒ Advise members in coordinating/conducting club activities (community service, fund raising, club trips and tours, recreational activities, recognition programs, promotional activities, parent's or family nights and others).



⇒ Suggest resource people who may help in giving assistance and ideas to the 4-H club for special projects and activities.

⇒ Facilitate club activities to maximize participation from every 4-H member.

Cloverbud Club Volunteer

⇒ Utilize the Ohio 4-H Big Book For Cloverbuds Curriculum to work with cloverbud members.



⇒ Inform cloverbud members and parents of the 4-H Cloverbud Show-N-Tell and other cloverbud opportunities with dates and deadlines.

⇒ Organize, conduct and attend cloverbud club events, meetings and activities for cloverbud members. Make sure they are FUN!

Certified Volunteers

Some project areas require specialized training and certification before serving as a volunteer in that capacity. Adults must complete the 4-H volunteer screening process and be accepted as 4-H volunteers prior to becoming certified in any of the following areas:

PetPALS Volunteer:

Teach youth skills needed to interact with residents of healthcare, assisted living and skilled nursing facilities. They help members understand the physical changes that happen with aging and medical conditions they may see while visiting a facility. Pet assessment is part of the process PetPALS volunteers work with youth on to determine the appropriateness of a pet to serve as a PetPALS companion.



Shooting Sports Instructors:

A 4-H volunteer must become certified in a 4-H shooting sports discipline before giving instruction and supervision with 4-H Shooting Sports members. Certification can only occur through Ohio's 4-H Shooting Sports Instructor Program. A county's shooting sports coordinator works under the guidance of the 4-H Extension professional to provide overall management and coordination of the shooting sports program for the county.





4-H CLUB VOLUNTEER TEAM

Make the role of being a 4-H club volunteer more fun, relaxing and rewarding, use all your club volunteers' strengths and talents. Don't be the "Super Volunteer" and try to do everything by yourself. Decide as a club volunteer team – who is best ...at organization, in

giving leadership and support to what projects, at fundraising, and so on. Take the burden off of one person and create the atmosphere of teamwork among club volunteers. Don't forget to involve teen volunteers in this discussion.

If you are just getting started and you are the only club volunteer working with a group of 4-H members, you may want to recruit some parents as "helpers" until more 4-H volunteers are working with the club. Encourage your parent helpers to become 4-H club volunteers.

Parents who are helping with club activities are not considered 4-H volunteers and therefore are not covered under the 4-H Volunteer Liability Insurance Policy provided by the Ohio State University and Clark County Extension Programs. Never put a parent helper in charge. They are helping not leading!

4-H CLUB VOLUNTEER MENTORS

New 4-H club volunteers, which will not be working with an experienced 4-H club volunteer, have an opportunity to mentor with one. We will work to pair new 4-H volunteers with an experienced one who has a similar club or is located in the same or neighboring community. The club volunteer mentor relationship is only as strong as the two individuals' commitment to supporting each other in the learning process.

The 4-H Club Volunteer Mentoring Program helps accelerate the learning curve of new 4-H club volunteers while providing an opportunity for experienced 4-H club volunteers to share their successes and not so successful club ventures. This two-way partnership leads to easier establishment and continuation of new 4-H clubs; less' overload of 4-H information to new club's volunteers; and the building of a 4-H volunteer network.

New 4-H club volunteers, who request mentors, will be paired with their mentor during their 4-H interview or shortly after the orientation process. New 4-H club volunteers, who do not currently have a mentor or who would like to explore working with a different mentor, should also contact the 4-H Youth Development Extension Educator at 937-398-7599. Experienced 4-H club volunteers who would like to serve as a mentor should contact the 4-H Youth Development Extension Educator at 937-398-7599.

4-H COMMITTEE VOLUNTEERS

Not all 4-H adult or teen volunteers work directly with 4-H members at the club level. Some 4-H volunteers serve on various 4-H committees giving guidance and direction to the overall 4-H program. These individuals may or may not be 4-H club advisors, but all are concerned citizens who have an interest in supporting 4-H. There are several 4-H committees on which individuals may apply to volunteer or be selected to serve. If you would like to serve on a committee(s), please contact the 4-H Youth Development Extension Educator, 937-398-7599. All committees normally meet in the Extension Office.



4-H Advisory Committee

Members of the 4-H Advisory Committee represent the Clark County school districts, special emphasis areas and project related committees. This committee assists the 4-H Youth Development Extension Educator in determining the needs and direction of the total 4-H program. Specifically, the committee helps to analyze the interests and needs of all youth; assists, plans, evaluates and recommends methods of maintaining a quality 4-H program; works to attract new 4-H members and volunteers; and raises and manages funds to benefit the overall 4-H program. Adults and youth serving on the committee meet bi-monthly **(Feb., April, June, July, Sept., Nov., normally on the 2nd Monday of the month, 7 PM.**

Family & Consumer Sciences Committee

Volunteers who have an interest in supporting interests in FCS projects. **Meets 1st Wednesday of April and Sept., 6 PM.** Helps to provide direction for FCS projects and events including Sew Fun Camp, Bakers Contest, Fashion Revue, Food and Fashion Board and others.





Beef Committee

Any 4-H volunteer who has an interest in supporting the 4-H Beef Program may serve on the committee. The committee meets four times a year (**February, April, September and December**), 2nd Tuesday at 6:30 PM and after Skillathon. The Beef Committee

provides direction and volunteer leadership for the 4-H beef projects including clinics, tag-in, skill-a-thon, Junior Fair Beef Department Rules, Shows & Events, Spring Classic Show, beef awards and much more.

Dairy Committee

Any 4-H volunteer who has an interest in supporting the goals of the Dairy Committee may join. The Dairy Committee meets five times a year (**January, April, June, September and October**), the 1st Wednesday, 7:30 PM and after skillathon. The Dairy Committee provides direction and volunteer leadership for the 4-H dairy projects including clinics, skill-a-thons, tag-ins, quality assurance, JF Dairy Department Rules, Shows & Events, and much more.



Dog Committee

Any 4-H volunteer who has an interest in supporting the 4-H Dog Program may serve on the committee. The committee meets five times a year (**February, April, June, September and November**), 1st Tuesday of the month at 6:30 PM. The Dog Committee provides direction and volunteer leadership for the 4-H Dog projects including CGC & Approachability testing, clinics, skill-a-thons, fun matches, Junior Fair Dog Department Rules, Shows & Events, and more.



Goat Committee

Any 4-H volunteer who has an interest in supporting the goals of the Goat Committee may join. The Goat Committee meets five times a year (**February, April, September and October**), the 1st Tuesday, 6:30 PM and after 2nd night of Skill-a-thon. The Goat Committee provides direction and volunteer leadership for the 4-H goat projects including clinics, tag-in, skill-a-thon, quality assurance, Junior Fair Goat Department Rules, Shows & Events and much more.



Horse Committee All 4-H horse clubs are encouraged to send at least two volunteers to participate on this committee, but any 4-H volunteer with an interest in supporting the 4-H Horse Program may serve on the committee. The committee meets (**January, February, March, April, May, June, July, September, October & November**), 7 PM on the 3rd Monday of the month to plan, conduct, and evaluate educational and competitive 4-H horse and horseless programs. They specifically provide direction and leadership to Clinics, Workshops, skill-a-thon, Horse Judging, Horse Bowl & Hippology Teams, County PAS Horse Show, Junior Fair Horse Department Rules, Shows & Events, Mini-Circuit Horse Shows, EquiSTEP, Outstanding Horse Youth & more.



Rabbit & Poultry Committee

Any 4-H volunteer who has an interest in supporting the 4-H Rabbit, Cavy and Poultry program may serve on the committee. The committee meets four times a year (**Feb., April, Sept., Oct., 3rd Thursday of the month at 6:30 PM**). The Rabbit & Poultry Committee provides direction and volunteer leadership for the 4-H & FFA rabbit & poultry projects including Bulk Market Poultry Orders, Rabbit & Cavy I.D. Day, Clinics, Pullorum Testing, quality assurance, Junior Fair Rabbit, Cavy & Poultry Dept. Rules, Shows & Events, and much more.



Sheep Committee

Any 4-H volunteer who has an interest in supporting the 4-H Sheep program may serve on the committee. The committee meets four times a year (**February, April, September and December**), **3rd Monday of the month at 6:30 PM**. The Sheep Committee provides direction and volunteer leadership for the 4-H & FFA sheep projects including clinics, skill-a-thon, quality assurance, market lamb tag-in and Jr. Fair Sheep Department Rules, Shows & Events.



Shooting Sports Committee

Any certified shooting sports instructor interested in supporting the overall implementation of the county's shooting sports program. The committee meets five times a year (**Feb., April, June, September and November**),

3rd Monday of the month, 6 PM. The Shooting Sports Committee provides direction and volunteer leadership for the 4-H shooting sports events including shooting sports showcase at the Kick-Off, camp air rifle and archery programming, Shooting Sports Project Judging and special competitions.



Swine Committee

Any 4-H volunteer who has an interest in supporting the 4-H Swine program may serve on the committee. The committee meets in (**Feb., April, Sept. and Dec.**), **2nd Tuesday of the month at 6:30 PM and after 2nd night of skillathon**. The Swine Committee provide direction and volunteer leadership for the 4-H swine projects including clinics, skill-a-thon, quality assurance, Jr. Fair Swine Dept. Rules, Shows & Events, Fair weigh-in and more.



Sr. Fair Board

This board is made up of 15 members elected by the membership of the Clark Co. Agricultural Society to give leadership and direction to the planning and implementation of the Clark Co. Fair and other events and activities that take place on the Clark Co. Fairgrounds. Sr. Fair Board members have representatives serving on all the 4-H committees to provide for two-way communication between all committees planning, implementing and evaluating Jr. Fair events for members, advisors, and families. The Sr. Fair Board meets monthly, **7 PM on the 4th Wed. of the month**.



Junior Fair Board



Jr. Fair Board is the youth arm of the Clark Co. Senior Fair Board. This twenty-five member youth board assists the Senior Fair Board in planning, implementing and evaluating events, contests, and activities held during the Clark Co. Fair. Jr. Fair gives specific leadership to the Showman of Showmen Contest, Kiddie Tractor Pull and

Youth Day Activities. Jr. Fair Board have representatives on all the 4-H committees to provide a youth voice in planning, implementing and evaluating Jr. Fair & 4-H events for members, volunteers and families. Jr. Fair Board meetings are usually **the 2nd Sunday of the month, 1:30 PM**. Youth, sophomores in High School through College Freshmen, may apply to serve on Jr. Fair Board for a two year term. **Applications are due Sept. 1**. Visit the web at clark.osu.edu or the 4-H App to apply.

4-H VOLUNTEER APPLICATION, SCREENING, ORIENTATION & TRAINING PROCESS



“How do I become a 4-H volunteer?” is a commonly asked question. The Ohio 4-H Program has a standardized volunteer application process. This process includes:

- **Complete a 4-H Volunteer Application** which includes personal information and three (non-family) references;
- **Sign and return a 4-H Volunteer Standards of Behavior Form** with application to the Ext. Office;
- Have on File Completed Reference Forms from three non-family references listed on the volunteer application;
- **Submit to a Criminal History Fingerprint Record Check** (BCI if resident in Ohio for last 5 years, if not FBI check required as well);
- **Interview** between the applicant and the 4-H Youth Development Extension Educator or Program Assistant;
- **Attend a New 4-H Volunteer Orientation.** Two to three new 4-H volunteer orientations are held annually usually in Feb., April and October.

The 4-H Youth Development Extension Educator, Program Assistant and support staff will work together to carry out all components of this process. The multi-step process does not need to happen in sequential order, but the applicant must have a returned BCI background check and application completed before the interview is done. However, all steps must be completed before the applicant's file is reviewed and a decision made on their acceptance or not as a 4-H volunteer. **APPLICANTS CAN NOT SERVE IN ANY 4-H VOLUNTEER ROLE UNTIL THEY ARE OFFICIALLY ACCEPTED AS A 4-H VOLUNTEER.** That is not an automatic process, it is not about just completing the process it is about completing the process and being officially accepted to serve as a 4-H Volunteer.

Being a 4-H Volunteer is a Privilege and a Commitment

Adults seeking a 4-H volunteer position with the Clark County 4-H Program need to realize that they will be caring for and working with Clark County's most important crop - our young people. **Being a 4-H Volunteer is a PRIVILEGE not a RIGHT!**

Adults applying should do so with an understanding that they are applying for a volunteer role to serve as a positive role model with the interests and needs of all youth in mind, not just their own.

Not everyone that applies for a volunteer position is accepted! Volunteers are hired to serve in positions and just as they can be hired, they may also be fired or put on probation for not meeting the Standards of Behavior or Expectations of the various volunteer role(s).



Step 1: Volunteer Application and Standards of Behavior

All applicants must complete the *Ohio 4-H Volunteer Application Form*. The application is available at clark.osu.edu or the **4-H App**. The application requests general biographic information as well as their interest in volunteering. Applicants must submit the names, complete mailing addresses, phone numbers and e-mail addresses of three personal (non-family) references.

Position descriptions for each of the most common 4-H volunteer opportunities: Organizational, Club (Project & Activity), Cloverbud & Committee Member are included. Volunteers who may be applying for a more specific volunteer role will receive a tailor-made position description for that volunteer role.

Applicants must read, agree to and sign the *Ohio Volunteer Standards of Behavior* included with each Application. A copy of the Standards of Behavior is available at clark.osu.edu and on the **4-H App**.

Returning 4-H Volunteers are required to sign the Standards of Behavior annually as part of the re-enrollment process due by April 15.

Step 2: Reference Checks

A reference form will be mailed or e-mailed directly to the three personal references provided by the applicant. If within a reasonable amount of time, there is no response, a second reference form will be sent to the same person. If after a second no response, the applicant will be contacted for another personal reference. All applicants must have three completed reference forms on file with their *Ohio 4-H Volunteer Application*.



Step 3: Criminal History Background Check



Every adult applying to become a 4-H volunteer must submit to a criminal history fingerprint record check prior to service and every 4 years thereafter according to OSU Policy 1.50 <http://go.osu.edu/Policy150>. Choose one of the convenient locations below.

Make sure that the web check location puts reason code 2151.86 on your fingerprint check and has the results sent directly from BCI to **Attention: Background Check – Clark County, OSU Office of Human Resources, 1590 N. High St., Suite. 300, Columbus, OH 43201, Phone: 614-292-3595.**

4-H volunteers and applicants may submit their BCI Fingerprint Background check receipt with the reimbursement form to the Extension Office. Your receipt and form will be processed for OSU Extension to reimburse you the cost to this requirement.

Where You Can Go for BCI Fingerprint Check Locally: For out of county locations visit <http://go.osu.edu/webcheckinfo>. Note: prices, times and payment methods subject to change.

- **Clark County Licensing Bureau (south), 1221 Sunset Ave., Springfield, OH 45505, phone: 937-328-5166, Mondays - Friday, 7:30 AM to 6 PM, Sat., 7:30 AM – 2 PM. May pay with a check or cash. BCI - \$40, FBI - \$40, Both - \$80**
- **Clark Co. Sheriff's Department East District Office, 3130 E. Main St. (St. Rt. 40) in Springfield, phone: 937-521-2114, 8 AM to 3:30 PM, Monday-Friday. Only accept a cashier's check, certified check, or money order. BCI - \$35, FBI - \$35, Both - \$70**
- **Clark Co. ESC, 4170 Alum Ct., Springfield, OH 45505, phone: 937-325-7671, Monday-Friday, 8 AM to 4 PM, Must call ahead to make appointment. May pay with cash, check, or card. BCI - \$30, \$30 - FBI, Both - \$60**
- **Greenon School District, 120 S. Xenia St., Enon, OH 45323, Enter the front doors of Enon Primary, 937- 864-1202, Ext. 1000 Call to schedule appointment, Monday-Friday, 8 AM to 3 PM, May pay with cash or check - BCI-\$33, FBI - \$33, Both - \$66**

If you have completed an Ohio BCI fingerprint background check within the past twelve months for a reason related to working with children, working with the elderly, or certain types of licensure, you can request BCI to send a copy to **Attention: Background Check – Clark County, OSU Office of Human Resources, 1590 N. High St., Suite. 300, Columbus, OH 43201, Phone: 614-292-3595.**

You can't send a copy yourself and neither can anyone else! This BCI request form can be found at <http://go.osu.edu/BCIreportrequest>.

You can contact BCI Civilian Identification Department toll free at 877-224-0043 to find out if your background check qualifies.

4-H Camp Counselors That Turn 18 within 2 months of 4-H Camp Must Obtain a BCI Background Check. Must Complete by May 15 of the Current Camp Year

What You'll Need For Your Fingerprint Background Check:

1. Government issued photo ID – driver's license with current address and date of birth
2. Know your Social Security Number – you don't need to take your social security card.
3. Use 2151.86 as the reason code for having your fingerprint background check. This is the only code that can be used and must be put into the web check system.
4. Background check results must be mailed by BCI directly to:

ATTENTION: Background Check- Clark County, OSU Office of Human Resources, 1590 N. High St., Suite 300, Columbus, OH 43201, Phone: 614-292-3595



Step 4: Personal Interview

The 4-H Youth Development Extension Educator or Program Assistant will interview each potential 4-H volunteer applicant. This interview normally takes place in person either at the OSU Extension, Clark County office or a public place agreed upon by the applicant and the interviewer. Since COVID-19, interviews may also be conducted via a ZOOM session. A standard interview questionnaire is utilized to reveal the interest of the applicant and asset skills in serving in specific volunteer roles. Applicants have a chance to ask pertinent questions as well.

Step 5: New Volunteer Orientation

Annually, the 4-H Youth Development Educator conducts several 4-H Volunteer Orientation sessions, new 4-H volunteers must attend one. The two-hour program includes: policies, volunteer roles, program overviews, risk management and more.

Volunteer Notification and Record Retention

At the conclusion of the five-step process, applicants will be notified of their acceptance as a 4-H volunteer or explaining why they have not been accepted as a 4-H volunteer.

The 4-H volunteer application, signed standards of behavior, completed reference forms, completed interview questionnaire and verification of BCI and orientation attendance will be filed at the OSU Extension, Clark County office. Volunteer files are maintained on the 4-H On-line data base and as a hardcopy during active volunteer status.

If for some reason a 4-H volunteer chooses to leave the 4-H program, their 4-H volunteer hardcopy file will be moved to inactive status for six years and then shredded. Their 4-H on-line volunteer file is maintained per OSU Policy for 100 years. A 4-H volunteer, who leaves the program and later wishes to return, must complete the entire Volunteer Process again.

Prospective 4-H volunteers have one year to complete the five-step process and be accepted or not accepted as a 4-H volunteer. If an individual does not complete the process in one year, the incomplete file will be kept for three years and then shredded.

Reporting Child Abuse

All Ohio State University volunteers including 4-H volunteers are required reporters of child abuse, sexual abuse and neglect per OSU Policy 1.50. **Keep your Clark Co. 4-H Volunteer Child Abuse Reporting Procedures card in your wallet for easy access.**



Reporting procedures start with immediately making One CALL...

Either to 911 if the child is in imminent danger

OR

Clark County Children's Service 937-327-1748 or 1-800-516-3463 if the child is not in imminent danger.

Weekdays after 5 PM, weekends or holidays the emergency after-hour number is 937-327-8687.

File a Written Report in One Business Day:

Contact the Clark Co. 4-H Extension Educator at **937-398-7599** or **house.18@osu.edu** to complete the Child Abuse, Sexual Abuse or Neglect Incident Report to submit to OSU Human Resources.



Activities and Programs with Minor Participants
Office of Human Resources – Policy 1.50
Child Abuse, Sexual Abuse, or Neglect Incident Report

Section 1-Instructions:

This form is to be completed by the individual who witnesses, or has substantive information of child abuse, neglect, and/or sexual abuse of a minor. Make sure that the information provided below is factual and detailed as possible. Maintain a copy for your records. Submit to the Youth Policy Coordinator, minorpolicy@osu.edu or fax to (614) 292-6199. For consultation or questions, please contact the Youth Policy Coordinator at (614) 688-8643.

Unit name

Program

1. Did the alleged abuse/neglect occur on university property (or in an OSU activity/program)?

☐ Yes ☐ No.

2. Is the alleged perpetrator OSU faculty, staff, appointee, student, student employee, graduate associate, or volunteer?

☐ Yes ☐ No.

If you answered "yes" to either question, complete sections 2-4 below. If you answered "no" to both, complete sections 3 and 4.

Section 2- OSU-related incidents (only fill out if questions 1 and/or 2 above were answered yes):

If you answered yes to questions 1 and/or 2 above, whom can we contact for more information if needed?



Warning Signs of Child Abuse, Sexual Abuse & Neglect

www.clarkdjfs.org

- Extreme behavior withdrawn, fear or anxiety when they do something wrong
- Frequent bruising, injuries, welts, burns or scrapes
- Flinches at sudden movements or touches
- Shies away from a parent or caregiver and shows no interest in going home
- Avoids a specific person at all times, without an obvious reason
- Clothes are filthy, ill-fitting or inappropriate for the weather
- Untreated physical injuries or sicknesses
- Lack of hygiene
- Late or missing school frequently
- Frequent lack of supervision
- Running away from home
- Frequent urinary or yeast infections or STD's
- Trouble walking or sitting
- Shows interest or knowledge in sexual behavior
- Scared to change clothes in front of others or to perform physical activities



THE OHIO STATE UNIVERSITY
EXTENSION



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4-H VOLUNTEER TRAINING

Annual training to continuously improve your abilities and skills in working with 4-H youth is an Ohio 4-H requirement. Annual training will include both

Recognition and Reporting Child Abuse and Neglect as well as topics focused on Ohio 4-H's Core Volunteer Competencies listed below.

Communication

- Abilities to create, deliver, and understand information
- Good speaking, listening, and writing skills; positively presenting 4-H to the public; appropriately using technology to communicate

Organization

- Abilities to engage others in planning and delivering program
- Planning and organizing successful programs, recruiting and involving parents in 4-H activities, identifying and serving community needs

Program Management

- Abilities to understand and follow appropriate policies, procedures, and safety guidelines
- Anticipating and managing risks, keeping accurate and complete records and finances, providing an organized and supervised club environment

Positive Youth Development

- Abilities to create an environment that results in the positive development of youth
- Caring for and ability to motivate youth, helping youth to develop life and leadership skills, appreciating diversity

Education Design & Delivery

- Abilities to plan, conduct, and evaluate learning opportunities for youth
- Presenting activities and programs appropriate for different ages, using a variety of activities for different learning styles, having knowledge of the topics/subject matter delivered

Interpersonal Characteristics

- Abilities to work effectively with and understand others
- Volunteer is honest, ethical, and moral; volunteer has patience and is flexible; having compassion for others

OSU Youth Activities & Programs Child Abuse/Neglect Recognition and Reporting (Policy 1.50) and the Ohio 4-H Core Competency Annual Training

Offered in Jan., Feb. and March annually to all 4-H volunteers in Clark County. Volunteers will have the option to complete this annual training in person, virtually or both based on Ohio 4-H and Clark County volunteer training offerings. Completion of this annual training requirement is tracked in 4-H On-line as part of the 4-H Volunteer Re-Enrollment Process.

Cloverbud Advisor Training

Volunteers who will be working with Cloverbuds are encouraged to participate in the annual 4-H Cloverbud Advisor Training offered in February. Volunteers will receive "ready to made" resources to use with Cloverbuds, a copy of Cloverbud Volunteer and Youth Resources and opportunity to learn about county and state Cloverbud events and activities.

Quality Assurance For Club Advisor Training

Any 4-H club that wants to be able to offer quality assurance through their 4-H club should send a volunteer to this annual training. The training will certify 4-H volunteers as assistant quality assurance instructors and teach them how to utilize the QA kits and teaching materials to certify their club members in quality assurance. QA Kits for conducting club QA programs may be utilized from March until the QA deadline of 45 days prior to Fair.



State Specialized Volunteer Training Opportunities

In addition, there are specialized training opportunities offered at the state level (i.e. Shooting Sports, Pet PALS, etc.) to certify volunteers to teach and work within a specific project or subject area. Training opportunities offered once or twice a year.

Financial support may be available to attend these specialized volunteer training opportunities. Learn more about one of these training opportunities, call 937-398-7599 or visit the Clark County web at

clark.osu.edu.

Ohio 4-H Conference

Annually, the Ohio 4-H Conference is held on the second Saturday in March in Columbus. Attend hands-on workshops presented by Extension Educators and experienced 4-H volunteers. 4-H Committee provides limited scholarship dollars for 4-H volunteers to attend.

County, Regional, State Committees and Chaperoning Opportunities

Serve on county, regional and state 4-H committees and as chaperones for state and national 4-H youth events. Share your talents – teach a workshop at the Ohio 4-H Conference. Contact the 4-H Youth Development Extension Educator at 937-398-7599, if you are interested in these opportunities.



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4-H VOLUNTEER RECOGNITION

You are recognized for your years of service to the 4-H program. Volunteer recognition takes place at the Clark County 4-H Awards Program in November.

In addition, you may be nominated for special awards given by the Clark County 4-H Committee. These awards include:



Innovator Award

Recognizes adult or youth volunteers who have developed new programs, county projects or activities.

Recruitment Award

Recognizes adult or youth volunteers who have undertaken a recruitment effort that attracted new membership.

Leadership Development Award

Recognizes adult or youth volunteers who have demonstrated or displayed an ability to develop leadership in youth.

Community Service Award

Recognizes adult or youth volunteers that have collaborated or cooperated with other community or 4-H groups, or undertaken them with their own 4-H club or unit, community service projects or activities.

Meritorious Service Award

Recognizes adult volunteers who have given years of service to the 4-H program at the club, county or beyond levels.



OPPORTUNITIES JUST FOR TEENS

4-H teens (13-18 years of age) work with the 4-H club and county 4-H program in many ways. They serve as club teen/junior leaders, officers, 4-H Camp Counselors, (CIT's) Counselors-In-Training, Food and Fashion Board Members, Junior Swine Committee Members, Jr. Fair Board Members, etc. It is always a great idea to give 4-H teens as many leadership opportunities as possible within the club.

Junior or Teen Club Leaders

4-H members, 13 years of age and older, can serve as junior or teen club leaders in their 4-H club. Teen leaders may assist 4-H club volunteers, teach younger 4-H members project skills and lead various 4-H club activities. Annually, the 4-H organizational club volunteer should meet with each junior or teen club leader to plan their role(s) in the 4-H club. Getting older youth more involved in the leadership of the 4-H club will help to keep them around for many years.

Camp Counselors & Counselors-In-Training (CIT'S)

Teens, in at least the 8th grade and age 14 and older, may serve as Camp Counselors or (CIT's) Counselors-In-Training for Clark Co. 4-H Camp(s). **Complete a 4-H Camp Counselor/CIT on-line application and submit by December 1.** All applicants must participate in an individual or small group interview. New applicants must participate in a group skills assessment as part of the interview process. Complete a minimum of 24 hours of counselor training and planning sessions. Twelve hours conducted at 4-H Camp Clifton and/or other Ohio 4-H Camp settings. The 24-hour training process is required to meet ACA policies and guidelines. Questions concerning the 4-H camp counselor and counselor-in-training application and training process should be directed to the 4-H Youth Development Extension Educator at 937-398-7599.





Food and Fashion Board Members

4-H members who completed a foods, clothing or other family consumer sciences related project in the previous year and plan to enroll this year and are in 8th-12th grade may apply. These members assist with Miscellaneous Project Judging Day, Fashion Revue and Winners Revue, work together on community service projects and participate in family and consumer sciences related field trips. **On-Line applications are due April 15.**

Junior Swine Committee

4-H members, 13 to 18 years of age, currently enrolled with a swine project may serve on the Junior Swine Committee. This group of teens assists the Swine Committee with Junior Fair Swine Shows & Sale, project related clinics and activities throughout the project year. **On-line application due April 1.**

Ohio 4-H Teen Leadership Council

4-H members, 14 to 18 years of age may who apply to serve on the Ohio 4-H Teen Leadership Council. Sixty teens from across Ohio will serve to provide input in planning statewide events such as the Ohio 4-H Conference as well as support 4-H programming efforts at the Ohio State Fair, Farm Science Review, Legislative Events, etc. Community service, fundraising, and presentations at county and state based programs are also part of this teen groups purpose. Application deadline is the Friday after the Ohio State Fair ends. Visit <http://ohio4h.org/families/just-teens/teen-leadership-council> for application process and more details.



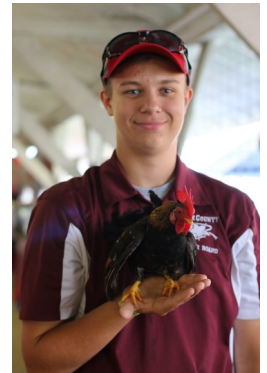
Ohio 4-H Health Heroes

4-H members in 9th through 12th grade that have an interest in promoting healthy living in their communities. 4-H Health Heroes will learn to promote healthy eating, encourage people to engage in physical activities, and promote positive community change. Application deadline is in November with face-to-face meetings held at the Ohio 4-H Center in Columbus, Ohio. Visit <http://ohio4h.org/statewide-programs/healthy-living/4-h-health-heroes> for application process and more information.

State 4-H Camp Counselors Teens can apply to serve on as Camp Counselors at Operation Military Camp, Leadership Camp, and others. Teens must apply. To learn more about these teen leadership and service opportunities for the current year and application deadlines, please visit the Ohio 4-H website at ohio4h.org.

Jr. Fair Board Members

Twenty-five 4-H & FFA representatives serve as Jr. Fair Board Members. 4-H members, who are sophomores in H.S. to College Freshmen are eligible to apply. Complete a Jr. Fair Board Application and submit by the Fall deadline. **Complete the on-line application by Sept 1.** Applicants interview for selection to a two-year term or an optional third year. Meetings: 2nd Sunday.



Project Committees

Youth, 14 years of age and older, may volunteer to join any of the project related committees serving as the 4-H member's voice. Youth will be actively involved in planning, implementing and evaluating all 4-H activities and events conducted by the project committees. See 4-H Committees to learn more about the tasks of each 4-H project related committee.

Ohio 4-H Conference

Youth, 14 years of age and older, may attend the Ohio 4-H Teen Conference held the 2nd Saturday in March. Participate in workshops related to leadership, citizenship, teen issues, camp counseling, projects, career exploration and much more. 4-H Committee pays for the registration for a designated number of 4-H teens to participate annually.



SECTION 6: 4-H CLUB TREASURIES, FUNDRAISING AND FUND MANAGEMENT



- **Be transparent regarding your 4-H Club or Committee finances.** Everyone needs to know as much about your club or committee's finances as the treasurer. This requires commitment of multiple 4-H volunteers and officers within your 4-H club or committee.
- **If your 4-H Club or Committee collects or spends money for any reason, they need to open a checking account.**
 - A. **Open the checking account in the 4-H Club or Committee's name**, not an individual name.
 - B. **DO NOT** use a personal social security number to open the bank account.
 - C. **You must obtain an EIN (employer identification number) by completing the SS-4 Form.** Apply using a unique name for your 4-H Club or Committee (example Clever Clovers of Clark County).
- **Two signatures are required!** There should be at least two authorized signers on your 4-H Club's or Committee's bank account. These individuals **SHOULD NOT** be related. The membership should elect or appoint the authorized signers.

Example: 4-H Club or Committee treasurer, assistant treasurer, another club or committee officer, 4-H approved volunteer(s) with the club or committee.

Important Note: For 4-H clubs: There must be at least one 4-H official volunteer authorized signer in addition to the club's treasurer. If the bank will not allow a minor on the account, then there should be two official 4-H volunteers.
- **Check's written by your club's or committee's treasurer should be signed by two authorized signers.** Checks should never be pre-signed.
- **Send bank statements to a non-check signer to review and reconcile the bank account.** This person is responsible to meet with the treasurer to review checkbook ledger, financial records and balance/reconcile the bank account. After review, give bank statement to the treasurer to include with financial records.
- **Do Not Obtain a Debit or Credit Card for Your 4-H Club or Committee.** If your 4-H Club or Committee currently has a debit or credit card, close it and shred the debit or credit card. Obtain notification from the financial institution that the debit or credit card has been deactivated and closed. File notification of such with your 4-H Club or Committee Financial Records.

Document All Expenses!

- A. **4-H Club and Committee officers or the Finance Committee should create an annual budget.** This budget should be presented to the 4-H club or committee membership for changes and approval. Action should be voted on and recorded in the 4-H Club or Committee's Secretary's minutes.
- B. **Approve expenditures at a 4-H Club or Committee meeting, BEFORE writing a check.** Expenditures covered in an approved budget, do not need a second approval unless there are changes. The budget should then be amended and approved by the 4-H Club or Committee membership.



- C. **Use the Clark County 4-H Club or Committee Request for Reimbursement Form to track reimbursement payments to Club and Committee membership and others making purchases on the 4-H Club or Committee's behalf.** The individual requesting reimbursement should complete the reimbursement form and attach the original receipt(s) for reimbursement. Write the check number on the reimbursement form and file with the financial records.
- D. **Never Reimburse Anyone or pay any bill in cash!** You need a paper trail and cash does not provide a paper trail.
- E. **Keep receipts and invoices with bank statements and financial records.** Write the check number and date paid on the receipt and/or invoice. When the check that was used for payment clears the bank (reported on the bank statement), staple the receipt to the corresponding bank statement.
- F. **Make Contact with People to Clear 4-H Club or Committee Outstanding Checks.** If a check goes 60 days and has not cleared, contact the person the check was written to and ask them to cash or deposit the check.
- G. **Write on the memo line of ALL CHECKS the purpose of the expenditure.** (example: cash - change for club bake sale, awards for dog show, etc.)
- H. **Record all EXPENDITURES on your 4-H Club or Committee's Financial Record and checkbook register in a timely manner.** Your financial record can be a hard copy ledger, a computer program and/or you can use the Financial Record Ledger provided in your Clark County 4-H Club & Committee Financial Binder & available on-line at clark.osu.edu.



- A. **Use a carbon receipt book for all cash transactions.** Have two club or committee members count the cash and sign and date the 4-H Club and Committee Cash Accounting Form. Give to 4-H Club or Committee Treasurer for immediate deposit into the bank account.
- B. **Use the Deposit Documentation Form to record all cash and checks deposited.** Attach a copy of your deposit slip to this form and keep with your financial records. Attach with the bank statement where the deposit shows on the account.
- C. **Deposit Income (cash & checks) within 3 to 5 days!**
- D. **Use the 4-H Project Book Order Tracking Form to track money received for 4-H project books and distribution of those books to club members.** This will help with completing the Publication Order Form and avoiding misunderstandings with members and parents/legal guardians.
- E. **Use the 4-H Club Dues and County Activity Fee Tracking Form to track money received from members/cloverbuds and parents for these fees.** Use to help you complete the Club Co. Activity Fee Form for your club and pay the Clark Co. 4-H Advisory Committee by the established annual deadline for county activity fees. If payment is received late, a \$5 per member and cloverbud fee will be charged.
- F. **Record all INCOME on your 4-H Club or Committee's Financial Record and checkbook register in a timely manner.** Your financial record can be a hard copy ledger, a computer program and/or you can use the Financial Record Ledger provided in your Clark County 4-H Club & Committee Financial Binder & available on-line at clark.osu.edu.
- G. **Complete the Clark County Club Fundraising Request Form at least 30 days prior to any 4-H Club Fundraiser.** Submit to the Clark County Extension Office 4-H Extension Educator for review and approval. Do not conduct a similar fundraiser to the Clark County 4-H Program annual fundraiser during the same time period.





Keep Accurate Records!

- A. The 4-H Club or Committee Treasurer needs to give a WRITTEN treasurer's report at every meeting! Use the 4-H Club or Committee Treasurer's Report Form or create your own.
- B. Provide COPIES of the Treasurer's Report to the 4-H club or committee membership! File a copy with the 4-H club or committee's secretary for audit purposes. Documentation of a treasurer's report given should be noted in the Secretary's Minutes and approved by the club or committee's membership. Keep a copy with the 4-H club or committee's financial records.
- C. Keep Original Bank Statements in the 4-H Club's or Committee's Financial Binder and bring to every 4-H Club or Committee meeting. Make bank statements available for the 4-H club and committee membership to review. If your club or committee uses on-line banking, statements and images of cancelled checks must be printed every month and brought to the meetings.
- D. Record All Transactions in the Checkbook Register and the 4-H Club or Committee's Financial Transactions Record/Ledger. This on-going financial record of both income and expenses can be kept as a hardcopy or electronically using a computer program. Regardless of the method used, transactions should be recorded in a timely manner and kept up-to-date.
- E. Keep hardcopies of all bank statements and financial records for 7 Years!

Annually Review and Audit 4-H Club and Committee Financial Records!

Use and complete the Clark County 4-H Club's and Committee's Annual Financial Review and Audit Form. Submit completed form to the Clark County Extension Office by April 15.



- A. The Treasurer, Reconciler & Check Signers may not be part of the Review and Audit Committee. They should be present to answer questions and provide all financial documentation for the annual review and audit.
- B. The Review and Audit Committee should consist of four members of the club or committee.
 - ☞ **4-H Clubs:** May include two youth, two 4-H volunteers, two parents or a combination of those not related to each other.
 - ☞ **4-H Committees:** The Finance Committee or another group identified by the committee membership at their meeting.
- C. The Review and Audit committee should present their completed report at the next 4-H club or committee meeting. Actions taken by the club or committee membership should be reflected in the secretary's minutes.



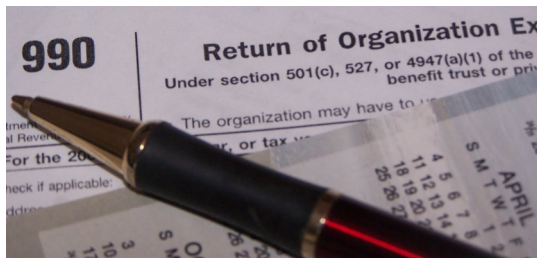
Complete and Return Required Financial Reports to the Clark Co. Extension Office by Designated Deadlines!

- A. Yearly Financial Summary Report: Complete and return by January 31st. Use the Clark Co. 4-H Club & Committee Yearly Financial Summary or the Ohio 4-H Club/Affiliate Yearly Financial Summary available on-line. Regardless of the form you complete, you must provide a complete listing of all your 4-H Club or Committee's Income and Expenses. You may use your 4-H Club or Committee Approved Budget Categories to summarize on the form and then attach your 4-H Club or Committee Financial Record of Treasury Transactions. 4-H Clubs and Committees with Non-Monetary Assets should attach their Equipment, Supplies and Materials Inventory as well.



- B. **Clark County 4-H Clubs and Committees Annual Financial Review & Audit: Complete and return by April 1 and with your Yearly Financial Summary Report in future years.** 4-H Clubs and Committees with Non-Monetary Assets should document their Equipment, Supplies and Materials Inventory as part of this annual review.

- C. **The OSU Extension, Clark County office will annually file your 4-H Club or Committee's 990 or 990N e-postcard with the IRS no later than May 15 for the previous 4-H (tax year).** A copy of the filing results will be kept in your club file at the Extension Office and a copy will be provided to the club's organizational advisor for their files.



- Annual Gross Receipts exceeding 50,000
File IRS Form 990.
- Annual Gross Receipts less than \$50,000
File the IRS 990N (e-postcard)
- As of 2016, Filing the 990 or 990-EZ or 990N (e-postcard) responsibility was given to the OSU Extension County offices to provide better tracking and accountability of this required filing.

Ohio 4-H and Extension cannot provide professional tax advice.

If a 4-H Club or Committee DISBANDS, the following should occur:

The funds in the 4-H Club or Committee treasury should be given to a worthy non-profit.

- **The 4-H Club or Committee should make this decision!** Examples of non-profit: Clark County 4-H Advisory Committee, Clark County 4-H Endowment Fund, 4-H Camp Clifton, Ohio 4-H Foundation or any other 501c3 charity.
- **The 4-H volunteer that is the contact for the 4-H Club's or Committee's EIN number should assist the Extension Office to file the 990 or 990N (e-postcard) for the last tax year.** A copy of the filing will be sent to the club advisor with charter certificate and kept in the club file in the Extension Office.

- **After filing the last 990 or 990N (e-postcard) the 4-H volunteer that is the contact for the 4-H Club's or Committee's EIN number should contact the IRS to close the EIN account.**

Refer to: <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Canceling-an-EIN-Closing-Your-Account>

If a 4-H Club votes to DIVIDE, the following should occur:

- If agreed on by the membership, the funds should be divided upon membership with equal shares per member going to the respective 4-H Club or Committee treasury.
- If a club is divided without mutual agreement and can't decide on division of the club's treasury, the problem should be referred to the Clark Co. 4-H Advisory Committee & the Clark Co. 4-H Youth Development Educator.



The 4-H Club or Committee membership shall work with the Clark County 4-H Youth Development Educator to distribute non-monetary assets.

- When a club splits, non-monetary assets will remain with the existing club and not transfer to the new club.
- When a 4-H Club or Committee disbands and there is a disagreement on distribution of owned materials, the owned materials will be given to the Clark County 4-H Committee who will work with the Clark County 4-H Educator to make a final determination of distribution.
- At no time shall individual 4-H members or volunteers be given money or materials in an effort to distribute them upon a 4-H Club or Committee disbanding or splitting.



If the 4-H Club or Committee needs to change contact information for your EIN, you should complete the following:

- **DO NOT SUBMIT a second EIN application.**
- IRS requires that you send a letter, on your 4-H Club or Committee's letterhead providing the name and Taxpayer Identification Number (EIN) of the **CURRENT** contact person. Be sure to include the 4-H Club or Committee's complete name, EIN, and mailing address so that the IRS can correctly identify your IRS account. The 4-H Club or Committee should send the letter to the following IRS campus:

**Send Letter or Fax to: -
Fax Number: 859-669-5748
Internal Revenue Service
Stop 343G
Cincinnati, OH 45999**



CONFIRMATION – The IRS will send a letter confirming receipt of the updated information. If your 4-H Club or Committee has not received the confirmation letter within 60 days, you will need to fax a copy of the original letter, annotated "Second Request" to the above fax number.

If your 4-H Club or Committee seeks to apply for a grant or solicit sponsorships that may require proof of your 4-H Club or Committees tax exempt status you need to:

- Submit a request to the Clark County 4-H Extension Educator for an "emergency tax exemption letter". Please e-mail the reason for the request, EIN number, volunteer contact and mailing address.
- The Clark County 4-H Extension Educator will then request an emergency letter on your behalf from Ohio 4-H.
- Allow a minimum of two weeks for a special emergency tax exemption letter to be processed and mailed to you.

Questions: Contact the Clark County Extension 4-H Educator, Patty House, house.18@osu.edu or 937-398-7599.



Financial Records Retention: 4-H club and committee financial records can be held only by the volunteer leaders of that entity. Per OSU Extension Business Office policy, county Extension Offices are not to handle 4-H club or committee funds. 4-H clubs and committees are required to comply with university policy regarding good financial practices including keeping accurate fiscal records of 4-H club payments and deposits, filing copies of required financial documentation with the Extension Office by required deadlines and keeping financial records based on the records retention timeframe below.



Document	Years to Retain	Disposition
Banking Records (deposits, statements, canceled checks, checkbook reconciliation.	7 years	Destroy-Secure
Budget Planning	Active Year + 1 year	Destroy
Receipts	7 years	Destroy
EIN	3 years after group disbands	Destroy-Secure
Financial Reports, annual	7 years	Destroy-Secure
Financial Audits, internal or external	7 years	Destroy-Secure or County Archives
IRS filings, annual & Ohio Sales Tax, semi-annual	7 years	Permanent within Com. or Office

4-H CLUBS AND TAX EXEMPT STATUS



According to USDA, Program Aid #1282, *Tax Exempt Status of 4-H Organizations Authorized to Use the 4-H Emblem and Name*, 4-H clubs are exempt from paying sales tax on items they purchase for their club because they are non-profit organizations. Sales tax exemption does not apply to individual 4-H members or volunteers, but rather to the 4-H club as a whole.

When making a tax-exempt purchase for the club, the vendor will ask you to complete a "blanket certificate of exemption" or a tax-exempt affidavit. If you are purchasing something to re-sell, you will be asked to provide a vendor's license number or Employer Identification Number (EIN/TIN). To apply for an Employer Identification Number (EIN/TIN), you must submit an SS-4 available at <http://www.irs.gov>. Complete on-line and submit to the Internal Revenue Service at <http://www.irs.gov>. If you are not going to re-sell what you purchase, you do not need to provide either number.

OHIO SALES TAX & 4-H FUND RAISING

Your 4-H club is required to collect and remit sales tax on taxable items you resell for six or more days/ events during the calendar year. If your club sells taxable items for less than six days/events during the year, or if it sells only non-taxable items, no sales tax needs to be collected.



If your club holds more than six days/events of taxable item sales, it should apply to the State of Ohio for a vendor's license. If you do not have a permanent site for sales, you will want to ask for a transient license. You would also be required to file tax returns twice/year. To obtain a vendor's license, call the county auditors office or the State of Ohio at 614-895-6250.

Examples of fund-raisers & their taxable status:

Fund-raiser Item or Service	Taxable Service
Plants	NO, if less than 6 days of sales
Food Consumed Off Premise (i.e. – bake sales)	NO
Car Washes	YES, if you charge a set fee NO, if a donation is requested
Coupon Books	NO
Magazines	NO (if mailed 2 nd class)
Clothing	NO, if less than 6 days of sales
Crafts	NO, if less than 6 days of sales
Candy Bars	NO
Landscape Services	NO, (if sales total less than \$5,000)
Cookbooks	NO, if less than 6 days of sales
Calendars	NO, if less than 6 days of sales

4-H CLUB FUND-RAISING GUIDELINES

Conduct 4-H club fund-raisers to extend educational programs and activities for your members. Do not let fund-raising activities get in the way of 4-H's main purpose- educational and experiential learning opportunities for positive youth development.

Use these guidelines to carefully consider any fund-raising efforts:

- ♦ **Have a specific purpose for any fundraiser.** Clearly present the purpose and funds use in the fund-raising materials, particularly when fund-raising is targeted at the general public.
- ♦ **Complete a "Fundraising Request Form", file with Clark County Extension Office and receive approval from the 4-H Youth Development Extension Educator at least 30 days prior to any club fundraiser.** The on-line survey can be found at <https://clark.osu.edu> or on the **4-H App**.
- ♦ **Clear any donations (solicitations) from businesses with the 4-H Youth Development Extension Educator.** We can avoid duplicate requests and better track donor contributions.
- ♦ Determine if your club will charge member dues instead of or in addition to fund-raising activities. List the dues amount in your club's by-laws and explain club dues uses to members and families. **Annually vote on club's dues.**
- ♦ **4-H clubs MAY NOT use games of chance as a means of raising funds.** Examples include raffles, lotteries, and other games of chance. Auctions, live or silent, are not considered games of chance and are permitted.

Ideas for 4-H club fund-raisers:

- ☒ Sales, bazaars, auctions, or roadside stands for selling products made by 4-H members. 4-H Clubs may need to obtain a vendor's license from the State of Ohio, 614-895-6250 and/or a Temporary food service permit from the Clark Co. Combined Health Dept., 937-390-5600.
- ☒ Serving dinners, box meals, or ice cream or refreshment stands at fairs or activities. Check with the Clark County Combined Health Department for local laws and follow safe food handling practices.
- ☒ Amateur entertainment festivals, such as dances, plays, skits, and pageants.
- ☒ Recycling drives.
- ☒ Selling prepackaged candy, popcorn, potato chips, fruit, or frozen food. Deal with a reputable company.



IMPORTANT - Fundraisers involving food preparation and handling must comply with OSU Extension's Safe Food Handling Policy. At least one volunteer must have a current Occasional Quantity Cooks Certification. This certification can be completed via an on-line course or a face-t-face training. **Contact the Clark County Extension Office at 937-398-7604 or newman.221@osu.edu to receive access code** for on-line course or to register for the face-to-face class.

4-H COUNTYWIDE FUND-RAISING

You and your members benefit from fund-raisers conducted by the Clark County 4-H Advisory Committee, 4-H Project Related Committees and the Clark County Junior Fair Board. We encourage you and your club to support these fund-raising efforts. Countywide fundraisers help maintain and expand the Clark Co. 4-H Program.

CLARK CO. 4-H ADVISORY COMMITTEE COUNTYWIDE FUNDRAISERS

Your members can earn their 4-H activity fee, project book coupons, camper-ships and high sales awards by participating in the annual Clark County 4-H countywide fundraisers. Items sold in recent years have included: candy, frozen foods, pizzas, kitchen items, pies, pasta and more.



Proceeds support awards and recognition for members and volunteers, camp, volunteer training, printing & mailing information to 4-H families, trip opportunities for members, scholarships, skill-a-thon kits, Cloverbud kits, STEM kits, quality assurance and horse safety kits, and other resources for club use, recruitment and promotion activities, clinics, workshops, and much more.

How Are The Countywide Fundraisers Chosen?

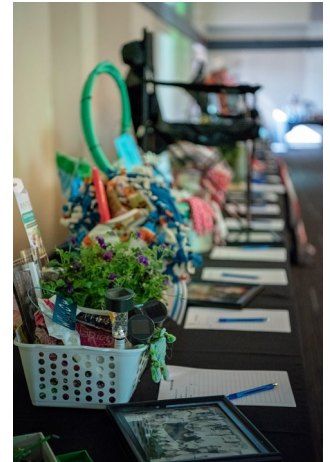
Potential fundraising companies are invited to present and provide product samples. The 4-H Committee makes a final decision. If you know of a company or product that should be considered or if you have a unique and creative fundraising idea other than selling product or merchandise, the 4-H Committee would like to hear your ideas as well. Please share ideas, products or companies with the 4-H Extension Educator at 937-398-7599.

THE CLARK CO. 4-H ENDOWMENT

The Clark County 4-H Endowment, invested through the Ohio 4-H Foundation and locally, supports the educational efforts of the county program. The 4-H Endowment Fund is a permanent investment into 4-H's future with only the annual earned interest spent.

Why have a Clark County 4-H Endowment?

Streamlining federal, state and local tax dollars that support the basic program administrative costs— 4-H Extension Educator and support staff salaries, benefits and travel, office equipment, supplies, etc. limit available dollars for programming. Endowment interest provides numerous opportunities for young people and adult volunteers not possible through the Extension operating funds.



Endowment funds support: scholarships for 4-H youth to attend Ohio Teen Conference, Buckeye Leadership Workshop, Sea Camp, Shooting Sports Camp & Citizenship Washington Focus, and to purchase resources to support the expansion of programming and training opportunities for club volunteers.

You, your business/family/employer and/or your club may choose to contribute or help raise funds for the Clark County Endowment, please contact a 4-H Committee Member or the 4-H Youth Development Extension Educator, 937-398-7599. Endowment gifts may include cash, property, gifts-in-kind, securities, life insurance, bequests, charitable trusts, and memorials; all tax deductible.



On-Going Fundraisers That Benefit the Endowment



4-H Ice Cream at the Fair: You and your club can help support the 4-H Ice Cream sales during the Clark County Fair by working one or more two hour shifts to scoop up ice cream. Everyone can support by purchasing 4-H Ice cream during the week.

TSC Paper Clover Drive: You can help support Clark County's 4-H program as well as Ohio and National 4-H by purchasing a 4-H paper clover during the spring or fall TSC (Tractor Supply Company) Clover Drive. Your \$1 can make a difference.

4-H Items: Purchase items to wear or give as recognition items for members, parents And volunteers. Items available at many 4-H events & at the Fair.



Send A Kid to 4-H Camp:

Consider making a monetary donation to support a first time camper in going to camp. Encourage your members to apply for financial support to go to 4-H camp if needed. Ask your employer to make a contribution.

CLARK COUNTY 4-H PROJECT COMMITTEE FUND-RAISING



HORSE: If you have a horse club, the Clark County 4-H Horse Committee needs you to help provide the "people power" to execute their major fundraisers – Mini-Circuit Horse Shows held in May, June & July and the Sherri Risinger Memorial Show in Sept. Support their annual tack sale as well in the late winter or early Spring.

SWINE: If you have a swine project you will want to participate in the Clark County Pork Producers Jackpot Show. The Clark County 4-H Swine Committee assists the Clark County Pork Producers with this event to benefit 4-H swine project members. The show is held in June.



THE CLARK COUNTY JUNIOR FAIR BOARD FUND-RAISING

Help support the Clark County Junior Fair Board annual award sponsorship campaign - sponsor an award, contact area businesses to sponsor, and encourage club families to sponsor. Complete a Jr. Fair Award Sponsorship Card and return to the Extension Office by April 15.

YOU CAN HELP!

Use your connections with local businesses, civic organizations and groups to help support the Clark County 4-H Program through gifts and donations. Contact the 4-H Extension Educator with potential donors and sponsors at 937-398-7599.



COUNTY 4-H ACTIVITY FEE AND OTHER FEES



CLARK COUNTY 4-H ACTIVITY FEE

- 4-H club project members are required to pay a **\$25.00** county 4-H activity fee to receive full 4-H membership benefits including the right to compete for awards and recognition through skill-a-thons/ project judging/Jr. Fair Shows and Auction, etc.
 - Cloverbud members must pay a **\$5.00** activity fee for full membership benefits including Cloverbud Show-N-Tell, Fair and other special 4-H events.
 - Clubs may give members and cloverbuds the following options to pay the activity fee: Pay the \$25.00/project member or \$5/cloverbud in cash or check. Participate in one or more of the Countywide 4-H Fundraisers to earn the 4-H activity fee.
- OR
- Participate in a club fundraiser to earn the 4-H activity fee.
 - Submit the 4-H Activity Fee for each member by the designated date determined by the 4-H Advisory Committee in May. If paid after the deadline, the fee goes up to \$30/member and \$10/cloverbud.

4-H activity fees benefit every 4-H member and volunteer through member awards, volunteer recognition, scholarships, trip and award opportunities, star club & star member benefits, printing and postage for 4-H mailings, and more.



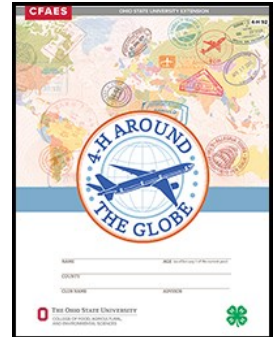
PROGRAM USER FEES

Clark County 4-H members and volunteers may be required to pay a user fee to participate in a particular program (ie. – 4-H camp, tag-ins, etc.). User fees are charged to cover program costs. You may choose to conduct a club fundraiser to help cover fees.

PROJECT BOOK FEES

Members should order project book (s) through you – their club advisor. Pay for 4-H project books when you pick them up from the Extension Office. **Most 4-H Projects cost \$8.00 each, but prices are subject to change.**

Several of the resource handbooks and newer 4-H books are more than \$8.00. Project books are an important part of the overall 4-H project experience. Please do not skimp – order project books for every member. Members and/or families may share resource handbooks required for many of the 4-H animal projects.



JUNIOR FAIR ADMISSION PASS

Your members may purchase a Junior Fair pass which includes parking. This pass is good for each day of Fair. Members may also purchase one all day ride pass. Member must be present at the Fair Office at time of purchase for both of these passes. See 4-H Calendar for Jr. Fair Pass sale days. For current pricing, check the Clark County Fair Book or website: clarkcoag.com for current prices. Any Junior Fair exhibitor who enters in open classes must purchase an exhibitor ticket.

OHIO STATE FAIR EXHIBITOR FEES

4-H members who plan to exhibit livestock, dogs or horses at the Ohio State Fair will be required to pay an exhibitor fee. This fee does not include the cost of exhibitor/gate passes or parking. Please check the current Ohio State Fair Entry Forms and Fair Book for current exhibitor fees.

OHIO 4-H EVENTS

Youth and adults have the opportunity to participate in a variety of workshops, clinics, camps and contests conducted by the Ohio 4-H Program. Many of these programs require a registration fee per member, participant or team. Check the Clark Co. 4-H Calendar and Project Requirement Guide for opportunities as well as the Ohio 4-H Website at ohio4h.org



SECTION 7: COMMUNITY SERVICE



Community service or service learning should be an integral part of your 4-H club. Community service is a great way to put the 2nd and 3rd H's in 4-H – heart and hands into action. Teaching your members to care about their communities can take place in a variety of ways. Community service projects are meaningful when your members help select, plan and conduct the service

effort. Plant flowers at the fairgrounds, visit a nursing home, pick up trash, prepare meals for the homeless, organize a clothing, blood or food drive, monitor a local stream, or help a needy family. Base your service project on community needs and members' interest.

Clubs may choose to elect a Community Service Officer and/or form a Community Service Committee. The Community Service Officer Handbook is available at <http://www.ohio4h.org/4-h-youth/club-members/officer-resources>.

Use the following checklist to determine if your club's community service projects meet a high standard of quality.

Community Service Quality Checklist

- Youth are involved in assessing real and meaningful community needs and alternatives
- Youth participate in deciding who will do what by when.
- Is age appropriate with adequate adult supervision and takes into account differences in age and abilities.
- Is safe and free of the operation of vehicles or machinery that requires technical training.
- Is connected to meaningful subject matter youth have been learning. Provides opportunity opportunities to use newly acquired skills and knowledge in real life situations.
- Meets an actual community need and for individuals members will meet and interact with.
- Partner with other community groups, agencies, organizations and/or schools enabling members to collaborate & make connections in the community.
- Provides structured reflection time to think, talk, & write about what members did & saw during the service activity.
- Shares with families and the community, the service and learning that has taken place.
- Promotes self-esteem, builds moral, enables responsibility to self & others, career exploration, workforce skills and encourages active citizenry.



- Meaningfully member evaluation of the project.
- Time to consider new applications for what was learned from the service learning experience.
- Recognition of community service efforts by peers, 4-H office, and the community.

To help your 4-H club decide on a community service project, use *Roadmap to Community Service Projects*. Use this piece to lead your 4-H club through an open discussion to determine a community service project.

All 4-H projects include a community service component. Encourage members to complete at least one community service project related to each of their 4-H project(s). Share with your members the handout, *Community Service Project Ideas*. – a list of community service project ideas categorized by project area with some requiring permission from local authorities. You may also need to get buy-in from resource persons or partner with other community groups. However, most can easily be initiated and conducted by individual members and/or your 4-H club.

4-H FLOWER BEDS AT THE FAIRGROUNDS

Your club is invited to plant and maintain a flowerbed at the Clark County Fairgrounds. Contact the Extension Office at 937-398-7599. There are 20-24 beds available on an annual basis. Your club is required to maintain the beds



from early May through the end of summer. The Clark County Agricultural Society purchases the annuals for your club to plant. You can also incorporate bulbs and perennials into beds for prolonged seasonal color.

A panel of community representatives and knowledgeable garden enthusiasts judge the flowerbeds. Awards are presented at Winner's Revue held Tuesday of fair week in the Entertainment Tent, 7 PM. Come to the annual 4-H Flower Bed meeting in April to learn more about the 4-H Flower Bed Community Service Program and receive some great door prizes.



Share Your Community Service Project

Let us know what your club is doing in the community to Make A Difference. Submit a photo or a story to include in the 4-H Clover Graham or to post on the Clark County 4-H web site. In addition, apply for the Clark County 4-H Community Service Award. Each year the Clark County 4-H Advisory Committee, recognizes a club(s), teens or volunteers that have excelled at putting into action "To Make the BEST Better" in Clark County. Send information to house.18@osu.edu by Sept. 1st.

ROADMAP TO COMMUNITY SERVICE PROJECTS

Directions: Use these questions to guide an open club discussion. Remember: Come up with as many community service ideas as possible while keeping in mind implementation parameters.

1. What types of community service projects have you participated in before?
2. What did you like about these community service projects?
3. How much time are you willing to give to a service project?
4. What are some community needs that the club could help with through a service project?
5. Who could you partner with to conduct this community service project?
6. Discuss each community service project listed by the club. What will be needed to successfully conduct the community service project: time commitment, resources, location, people power, community benefit.
7. After discussing each community service project. Ask club members to vote on their top three. Discuss the top three again before taking a final vote.
8. Work with club members to develop an action plan to carry out the community service project.
9. Review your community service plan with the entire club and inform parents/legal guardians.
10. Conduct the community service project and take time to reflect on the experience with club members through discussion and dialog.
11. Work with local media and community leaders to share community service project through news coverage, letters, photographs, scrapbook, etc.



COMMUNITY SERVICE PROJECT IDEAS

Source: Nadine Fogt, Retired OSU Extension, Fayette Co., 4-H Extension Educator.

CITIZENSHIP

- Advocate for youth issues with governing bodies.
- Organize a Holiday Gift Center – where those who can't afford to buy gifts for their families can go to get gifts, clothes, toys, household items, food. Contact schools, doctors, and churches to refer needy families.
- Organize a community service class at the fair, where all 4-H'ers are encouraged to make and exhibit items that will later be donated to charities.
- Write a proposal asking that a vacant lot be turned into a playground or garden. Follow up, and offer to help build the playground or plant and care for the garden.
- Write a proclamation for community beautification week. Get the Mayor to sign it. Distribute copies to newspapers, radio stations, organizations, and businesses. Get kids to volunteer.

CULTURAL EDUCATION

- Adopt a new immigrant family – help them connect to the community.
- Make ethnic holiday cookies for shelters, hospitals, or nursing homes.
- Organize a cultural festival to celebrate and share diversity (and food)!

GLOBAL EDUCATION

- Investigate needs, publicize, collect and process items needed for disaster relief.
- Trick or Treat for UNICEF.

INTERGENERATIONAL PROGRAMMING

- Make monthly visits to a Senior Pal (non-relatives, not living in a nursing home).
- Establish a once-a-week visit and activity time at a nursing home.
- Collect oral histories from the residents of a nursing home, print and share them.
- Help an elderly neighbor – mow, pull weeds, shovel snow, paint, etc.



UNDERSTANDING PHYSICAL AND MENTAL LIMITATIONS

- Older 4-H'ers conduct special 4-H program for institutionalized handicapped.
- Do a presentation or activity for a class of physically or mentally challenged students.

COMMUNICATION ARTS

- Read or tell stories to preschool children.
- Tutor younger kids to improve their reading & writing skills

PERFORMING ARTS

- Hold a talent show in your local community.
- Go caroling at the homes of the elderly and shut-ins.

VISUAL ARTS

- Make holiday cards for people in nursing homes, hospitals – year round.
- Make small seasonal decorations for shut-ins, nursing homes, hospitals.
- Design and paint a mural in a public place with permission!

CHILD DEVELOPMENT, CHILD CARE AND BABYSITTING

- Volunteer to help in preschools, after school child care.
- Lead a 4-H project for kids in after school programs.

CLOTHING AND TEXTILES

- Recycle discarded clothing into useful items for the needy.
- Make quilts for overseas, homeless.

CONSUMER EDUCATION

- Deliver demonstrations, presentations on consumer issues.
- Organize, promote, and volunteer in food recovery efforts to benefit those in need.
- Organize a neighborhood crime watch.

HOME ENVIRONMENT

- Help shut-ins with needed home maintenance, and renovation.
- Clean up or paint over graffiti.

ENVIRONMENTAL STEWARDSHIP

- Deliver stewardship presentations to elementary classes.
- Participate in a stream clean-up.
- Help plant trees in the community or as buffers along the stream.
- Encourage homeowners to test home well drinking water supplies.



ENERGY

- Deliver demonstrations on energy conservation to schools, PTA, service clubs, etc.
- Offer to do home surveys to advise on weatherproofing and energy conservation.

FORESTS, RANGELAND AND WILDLIFE

- Organize an Arbor Day Celebration – plant trees in public areas. Get permission!
- Plant wildlife food plots in public and private lands. Get permission!
- Advocate for parks, greenbelts.
- Plant wildflowers in public right-a-ways. Get permission!
- Establish demonstration plot of native plants in a park. Get permission!

OUTDOOR EDUCATION/RECREATION

- Conduct a day camp for youth in poor neighborhoods. Partner with a youth organization.
- Organize a "Volksmarch" of historic parts of your area, at a beautiful time of year.
- Collect for, build and install playground equipment.

WASTE MANAGEMENT

- Organize an Adopt a



- Highway Campaign.
- Demonstrate home and yard composting throughout the community.
- Get your school to start a paper or aluminum-recycling program.



CHEMICAL HEALTH

- Present anti-drug use programs for schools.
- Organize “kick butts” (anti-smoking) program at school.

MENTAL AND EMOTIONAL HEALTH

- Advocate or raise funds for mental & emotional health services in the community.
- Organize and staff a youth crisis hotline.

FOODS AND NUTRITION

- Take food baskets to shut-ins.
- Help cook and serve at homeless center or shelter.
- Promote and take part in food recovery programs in restaurants, etc. for the needy.

PHYSICAL HEALTH

- Deliver presentations on health and exercise to teens, schools, service clubs, etc.
- Establish a fitness course in a public park. Get permission!
- Organize a bike hike. Share health tips with participants.
- Sponsor a community blood drive.

SAFETY

- Present safety demonstrations and programs at schools.
- Conduct safety surveys at homes, farms, tagging safety hazards.
- Sponsor a hunter safety course in the community.
- Campaign for streetlights or crosswalks at dangerous intersections.

CAREER EXPLORATION AND EMPLOYABILITY

- Volunteer with service agencies that allow you to explore careers of interest.

CRITICAL THINKING SKILLS

- Serve on church, community boards and committees.

ECONOMICS, BUSINESS AND MARKETING

- Help organize a benefit auction.

HOBBIES AND COLLECTIBLES

- Display your collection at a nursing home.
- Find a younger kid who needs a friend, and introduce them to your hobby

LEADERSHIP SKILLS DEVELOPMENT

- Serve on church, community boards and committees.
- Serve as chairs/superintendents at the county fair.
- Serve as a junior leader in your club.

LEISURE EDUCATION

- Provide special holiday activities for nursing homes.
- Assess community leisure needs, campaign with authorities for needed activities.

PERSONAL DEVELOPMENT

- Identify something you are not good at and volunteer to improve your skills.
- Volunteer with groups with whom you share an interest.

READING LITERACY

- Collect used children’s books and make them available to those in need.
- Set up a book exchange. Read or tutor younger children.

SOCIAL RECREATION SKILLS

- Lead bingo and other games for nursing home residents.
- Organize and conduct community celebrations.

VALUES CLARIFICATION/CHARACTER EDUCATION

- Send letters to the editor and call in shows reacting to local concerns of youth.
- Give testimony before city, county, school boards & councils to address problems facing youth.

AGRICULTURE EDUCATION

- Conduct a farm day for nursing home residents, schools, child care centers, etc.
- Assist with agriculture-related community events.

ANIMALS

- Take pets to nursing homes.
- Raise guide dogs or helper puppies.
- Volunteer at the animal shelter.
- Get involved with the humane society.

**PLANTS**

- Establish flower and vegetable gardens at nursing home. Establish kid community gardens.
- Plant flowerbeds in public places. Get Permission!

SCIENCE AND TECHNOLOGY LITERACY

- Present science demonstrations in elementary schools.
- Tutor younger kids who have trouble in science.

TECHNOLOGY AND ENGINEERING

- Repair and paint a house for a needy family.
- Mentor young children to introduce them to computers.
- Make wooden holiday gifts for needy children.

PHYSICAL SCIENCES

- Demonstrate model rocketry to younger youth and explain the science behind it.

SECTION 8: RISK MANAGEMENT IN 4-H CLUBS

Working with youth is a fun and rewarding experience, but there are several issues you need to be aware of to protect yourself and the youth you serve. Many 4-H club activities pose little to no risk to your club members, while other 4-H activities such as horseback riding, a canoe trip or a swimming party are considered high risk. Precautions must be put into place when you choose to offer high risk activities and programs. This section explains risk management strategies & procedures you can use to ensure your members have a healthy, safe and fun club experience.



I understand that my child is not required to participate in this activity, but I grant permission for him/her to do so, despite the possible risks. I recognize that by participating in this activity, as with any physical activity, my child may risk personal injury. I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an accident, illness or other incapacity, regardless of whether I have authorized such expenses.

WAIVERS and RELEASES:

A *Release or Waiver of Liability Form* very clearly informs parents/legal guardians of the potential risks a particular 4-H club activity poses to their child. In addition, the *Release of Liability & Waiver Form* releases the organization and its employees, volunteers and others as stated in the form from liability. As a 4-H club volunteer, you are working under the auspices of the Ohio State University. At 4-H club activities, you are considered part of the OSU Extension 4-H Program.

Important points to note about Waivers and Releases:

- An individual who signs a waiver/release is giving up his/her right to sue the organization in the event of injury or damage.
- Most courts will not allow a parent or legal guardian to sign the rights of a child away.
- Most waivers & releases do not shift responsibility of willful misconduct or gross negligence, or where duty owed by one party to another is an issue.

Why use a *Release of Liability Form*?

Parents/legal guardians who are informed of the potential risks of a 4-H club activity can make a conscious decision to allow their child to participate or not, in full knowledge of those risks.

What 4-H club activities might you want to use *Permission* and/or a *Release of Liability Forms*? Field trips or any 4-H club' trip where you or others will be transporting youth, canoe trips, horseback riding, overnight programs (camps, trips, etc.), recreational/sports activities that require special skill (skiing for example). If you are planning a club activity and question whether you need to use a *Permission Slips*, *Informed Consent Forms* and/or *Release of Liability & Waivers*, please contact the 4-H Youth Development Extension Educator, 937-398-7599.

PERMISSION SLIPS

A written *Permission Slip* asks parents to sign a statement indicating that the 4-H member has his/her parent's permission to participate in a 4-H club activity or event. Permission slips purely serve as a means for parents to give their authorization for their child to participate in a program. Permission Slips do not ask for release of liability, therefore, they do not absolve the organization or its volunteers of any liability.

Example Permission Slip Language:

The Moovers & Shakers 4-H Club will be going to the zoo and visiting an animal petting area. Your child will be in direct contact with animals that include, but not limited to: goats, rabbits, hedgehogs, pony.



INFORMED CONSENT FORMS

A written Informed Consent Form must clearly describe the activity and appraises the participant and his/her parents of the specific risks involved in the activity. The Informed Consent Form must be signed by the parents/legal guardians of the member(s) attending the activity indicating their knowledge of the activity and related risks associated with their child(s) participation. Informed Consent Forms do not attempt to excuse the organization from responsibility for its own negligence; however, it is an attempt to relieve the organization or its volunteers from liability for the inherent risks of the activity itself.

Example Informed Consent Form Language:

The Moovers & Shakers 4-H Club is going to the zoo and visiting an animal petting zoo. Your child will be in direct contact with animals that include, but not limited to: goats, rabbits, hedgehogs, and a small pony. As with most animals, they may react in an unpredictable way to sounds, sudden movements, people, or other animals that could result in injuries to people.

Acknowledgement of Responsibility and Release:

The following release statement is included in the 4-H member and cloverbud enrollment process and must be read and signed by the parent/legal guardian. If you have questions regarding the statement below, please contact the Clark County 4-H Extension Educator at 937-398-7599.

"I understand and acknowledge that there are certain hazards and risks associated with my child's participation in 4-H educational activities. I understand and accept such risks, and thus waive all claims, demands and causes of action against the State of Ohio, The Ohio State University, the County and their respective trustees, members, officers, employees, agents and volunteers acting on their behalf. I understand that I am solely responsible for any costs arising out of any injury or property damage sustained through my child's participation in 4-H educational programs.

EMERGENCY MEDICAL FORMS

Parents should complete and provide you with an emergency medical form anytime you will have their child away from their care and on a 4-H club activity for an extended length of time. An extended length of time would include overnights or day trips for a specified period where parents may not be reached quickly. A copy of the Ohio 4-H Health History Form is available from the Extension Office or on the web at clark.osu.edu under 4-H Youth Development and then Forms. Make sure that the emergency medical form is completed with current immunizations and medical conditions, physical and dietary restrictions, parent/legal guardian phone numbers (home, work, cell or mobile), medical and dental contacts and phone numbers. The emergency medical forms must be signed by the parent/legal guardian to allow you to seek medical emergency care if needed.

4-H members and youth attending 4-H camp must submit a current Ohio 4-H Health History form at 4-H camp check-in. Any medications that are to be dispensed by the 4-H camp's registered nurse on staff at camp must accompany the Health Form in the original medicine container. Parents/legal guardians will be required to meet with the camp nurse regarding the child's health history form and/or medications to best meet the child's needs. Questions regarding the Health History Form should be directed to the Clark County Extension Educator at 937-398-7599 or e-mail house.18@osu.edu.



REQUIRED PERMISSION TO PARTICIPATE AND INFORMED CONSENT FORMS – Dog, Horse, Shooting Sports and Camp

Youth participating in the 4-H dog, horse, shooting sports and camping program are required to annually read, complete and sign a permission to participate and informed consent. These forms are required prior to participation in any county or state 4-H event in these programs.

- Dog, Horse and Shooting Sports permission to participate and informed consent is now part of the 4-H on-line enrollment and re-enrollment process for these projects.
- 4-H Camp Permission to Participate and Informed Consent must be presented at 4-H Camp registration & check-in.



SUPPLEMENTAL HEALTH INSURANCE

The Clark Co. 4-H Program purchases a supplemental health insurance for all 4-H members, volunteers and cloverbuds to cover accidents/injuries that may occur during a 4-H sponsored event/activity/meeting.

It is important to tell 4-H parents that the insurance policy is a secondary policy to their family's insurance policy. In addition, the insurance policy and only covers those 4-H members and 4-H club volunteers currently enrolled with the Clark County 4-H program.



TRANSPORTATION FORM

Transporting members on field trips, to club meetings or other 4-H events and activities is the responsibility of the parent/legal guardian or the 4-H member. Volunteers are discouraged from coordinating transporting or providing transportation to members.

In all cases, when transporting or coordinating the transportation of a minor, please follow the following Ohio State University Extension procedures:

1. Use the Ohio State University Extension *Waiver and Permission to Transport Child/Charge* form, a copy is included at the end of this section and on-line at clark.osu.edu under 4-H Youth Development on the Forms and Volunteer pages.
2. Obtain a copy of each driver's valid driver's license and proof of insurance and file with the OSU Extension, Clark County Office.
3. Have driver's notify their personal insurance carrier of the intended use of their personal vehicle. Driver's need to know that if they are involved in an accident, their personal insurance will be the only source of coverage.
4. For the protection of all involved (adults and youth), it is strongly recommended that more than one adult be in a vehicle when transporting youth. Consistent with Ohio State University Extension policy, an adult shall never intentionally place themselves in a one-on-one situation with a minor.

FOOD PREPARATION/SERVICE POLICY

If your 4-H club events/activities/programs involve food preparation and/or service for educational/demonstration purposes, for sale or give away, to raise funds or to contribute to a recognition program/activity you must comply with the Ohio State University Extension Food Preparation/Service Policy & Procedures.

You or another 4-H club volunteer or adult must complete the Safe Food Handling and Occasional Quantity Cook training program or an equivalent course. The course is offered annually in April or May. The course can also be completed on-line as a Moodle course. Contact the OSU Extension, Clark County Office at **937-398-7604** or e-mail newman.221@osu.edu to obtain the Moodle link to enroll in the on-line course to complete. Certification is good for three years. When expired, completion of another certification course is required.

VOLUNTEERING IN GROUPS

You should never place yourself in situations where you are alone with a child. Conduct club activities in a group-setting with at least two adults over the age of 18 with a child or children at any time. If you do not follow this guide, you place yourself at risk for possible child abuse accusations.

RESTRICTED RELEASE

Some parents may have restricted rights in terms of access to their children. To accommodate these special circumstances, parents may request to restrict how they may pick up their child from a 4-H club meeting or event/activity. In these situations, you will want to utilize the 4-H member Restricted Release Form included in this section of the handbook or on the web at clark.osu.edu under 4-H Youth Development on the Volunteers page.

BEHAVIOR MANAGEMENT

You should never use physical or verbal punishment to discipline disruptive club members. It is much better to reward positive behavior and to have a plan of consequences for inappropriate behavior. Use the *Ohio 4-H Code of Conduct* on the enrollment form to review behavior expectations with club members annually and to address behavior or conduct issues.

How Do You Respond To Unacceptable Behavior?

1. Ask yourself, "Whose problem is this really?" Is the behavior truly a problem or an annoyance? Is the behavior normal for the age of child? Are there underlying issues causing the behavior problem?
2. Use the least obtrusive discipline measure possible. Don't cause a scene that causes more disruption than the original behavior problem. Use eye contact or move towards the disruptive child without pointing out or saying the child's name. Simple body language changes will often cause a child to alter their behavior.
3. Consider laws and liability issues. You are dealing with other's children not your own. Use discipline methods that are positive and acceptable.
4. Be firm, but fair. Do not be harsh and inconsistent in your club behavior management strategies.

Most behavior problems can be avoided with a well-planned 4-H club program and clear member expectations. Be aware and understand age appropriate behaviors and use positive behavior management methods.



RECOGNIZING CHILD ABUSE, SEXUAL ABUSE AND NEGLECT

All 4-H volunteers will serve as required reporters of child abuse, sexual abuse and neglect. Ohio State University adopted Policy 1.50 that all volunteers working with youth or vulnerable audiences must report suspected or witnessed abuse! Volunteers who fail to report suspected abuse are subject to immediate suspension or termination as a 4-H volunteer.

Keep your Clark Co. 4-H Volunteer Child Abuse Reporting Procedures card in your wallet for easy access.



Reporting procedures start with immediately making ONE call ... First Call is to 911 if the child is in imminent danger
OR

Clark County Children's Service 937-327-1748 or 1-800-516-3463 if the child is not in imminent danger. Weekdays after 5 PM, weekends or holidays the emergency after-hour number is 937-327-8687.



File a Written Report in One Business Day: Contact the Clark Co. 4-H Youth Development Extension Educator 937-398-7599 to complete the Child Abuse, Sexual Abuse or

Neglect Incident Report to submit to OSU Human Resources.

4-H VOLUNTEER STANDARDS OF BEHAVIOR



You are required to abide by the Volunteer Standards of Behavior, agree to, sign with your 4-H volunteer application on an annual basis as part of the 4-H re-enrollment process. The Standards of Behavior is a contractual agreement by 4-H volunteers to commit to the Ohio State University Extension 4-H Youth Development Program and the established guidelines and policies.

Warning Signs of Child Abuse, Sexual Abuse & Neglect

- Extreme behavior withdrawn, fear or anxiety when they do something wrong
- Frequent bruising, injuries, welts, burns or scrapes
- Flinches at sudden movements or touches
- Shies away from a parent or caregiver and shows no interest in going home
- Avoids a specific person at all times, without an obvious reason
- Clothes are filthy, ill-fitting or inappropriate for the weather
- Untreated physical injuries or sicknesses
- Lack of hygiene
- Late or missing school frequently
- Frequent lack of supervision
- Running away from home
- Frequent urinary or yeast infections or STD's
- Trouble walking or sitting
- Shows interest or knowledge in sexual behavior
- Scared to change clothes in front of others or to perform physical activities
- Changes in school, eating or sleep patterns

www.clarkdjfs.org



PHOTO RELEASE FORMS

The 4-H membership and volunteer enrollment process includes a photo release permission statement. Please make sure the parent/legal guardian completing the enrollment process checks one of the boxes. Minor and Adult photo release forms are included in this section of the handbook and on-line at clark.osu.edu under 4-H Youth Development then Forms.

We use member and volunteer photos to produce a Camp Media Show, 4-H Multi Media Show, for promotional flyers, exhibits and displays, educational programming, training, curriculum, 4-H newspaper photographs and articles and use on the web, and in the production of video segments for television and web use.



4-H VOLUNTEERS AND YOUR INSURANCE COVERAGE

The Ohio State University & Clark County Extension Programs provide all current, active, approved and registered 4-H volunteers with "Personal Liability insurance" at a limit of \$1,000,000 per occurrence. The policy provides protection for a personal injury or a property damage liability claim arising out of the volunteer's performance. This coverage is in excess of and non-contributing with any valid or collectible insurance the volunteer may have.

Exclusions to Personal Liability Insurance of Registered Volunteers include:

- Injury or damage arising out of the use of an automobile, aircraft or watercraft;
- Errors or omissions in connection with the registered volunteer's professional service;
- Personal injury resulting from assault & battery committed by or at the direction of the registered volunteer;
- Property damage to property in the care, custody, or control of the registered volunteer, and;
- Injury or damage by any person who is part of, or associated with, a work release or court-ordered program.

Under the Personal Liability insurance coverage, the insurer will defend any covered suit against the volunteer seeking damages or account of personal injury, bodily injury or property damage which exceeds any other valid or collectible insurance available to the volunteer (i.e. your personal insurance pays first). If you use your personal vehicle for 4-H business or side trips, your vehicle must be insured in accordance with Ohio law. Ohio State University Extension **does not** provide any liability, collision, comprehensive or no-fault insurance.



RESPONSIBLE USE OF TECHNOLOGY AND SOCIAL MEDIA

Technology can provide 4-H volunteers opportunities to recruit new 4-H families and enhance communication with 4-H club membership. 4-H club web pages, fan pages on social media networks and even group texts can reduce time, money and resources previously spent on paper, postage and individual phone calls.

If you create a 4-H club based page or group, please let the 4-H Youth Development Extension Educators know what the web address is and who the administrators are. While older 4-H youth can maintain a page as a leadership activity, they should not be the sole administrator of the club resource. A 4-H volunteer should monitor the posts and content.

Technology comes with its own potential risks. On-line safety is important to protect yourself and the youth and families you work with. First and foremost ensure members safety by maintaining strict privacy settings and user controls, monitoring dialog, approving postings, obtaining photo/video/ image releases, minimizing personal information and negative commentary. Do not tag youth in pictures, but instead let them tag themselves. You should serve to be the same positive role model for youth on-line as in person -- being courteous, respectful and exhibiting good sportsmanship, as you've agreed when you signed the Standards of Behavior.

Social network sites should not be your only means for communicating with your 4-H membership.

1. Not all your members may be old enough to legally be on a social network site.
2. Some parents/legal guardians may not permit their child to engage on-line and/or have a cellular phone.

It is important that if you choose to use a social network for communicating with your club members & families, do not use your personal social network page, instead create a 4-H club fan page.

Let club members and parents know that you are on a social networking site. Do not seek out youth members, let them find you. Do not connect to youth under 13 as they should not have social network accounts, instead connect to their parents' account.

Reviewed by Retired Vicki Schwartz, State 4-H Specialist Risk Management and Mark Light, Hardin County 4-H Youth Development Extension Educator. 12/12.

SECTION 9: 4-H OPPORTUNITIES AND AWARDS

What 3 Things Are
Most Important to
You About 4-H?



1203 Members Responded
During 4-H Skill-a-thons &
Project Judging



Teamwork
+
Communication
=
Problem Solving



COUNTY

Encourage your members to participate in a variety of county sponsored 4-H programs, activities and events. Check the 4-H Updates, calendar, web and App for opportunity information.

4-H CAMP

Camp is held at 4-H Camp Clifton. Youth age 8 and in 3rd grade to age 13 as of January 1st may participate in a five-day, four-night camping experience in June. 4-H Cloverbuds may participate in a day camp experience when offered.

A camp fee is charged. This fee covers room and board, insurance and camp activities. Some activities may require an additional fee. 4-H camper families must complete medical emergency forms, liability and photo release forms to participate. Check for camp registration information in late April or early May on the web at clark.osu.edu and on the **4-H APP**.

4-H Camp: Camp counselors and CIT's serve as chaperones and give leadership to camp program planning and implementation. 4-H camp is lead and directed by the 4-H Extension Educator in collaboration with camp programming staff – Camp Director, Dean of Men, Dean of Women and others. A registered nurse is on-site at all times to administer medications and treat minor injuries and accidents. Campers who would need further medical attention will be transported to Springfield's hospital.

CAMP SCHOLARSHIPS: Members requiring financial support to attend camp may apply for a Camp Scholarship. To apply, a camper needs to complete the 4-H Camp Scholarship Application and submit by the deadline in May.

SEND A KID TO 4-H CAMP: Special funds are available for first time campers to apply for to attend camp. These funds are made available through donations made to the Clark County 4-H Send A Kid to Camp fund to support camp fees and the purchase of camp gear that youth may need for their first camping experience. Members use the 4-H Camp Scholarship Application to apply for these funds as well.

CAMPERSHIPS: Your members may earn camperships toward their camp fee by participating in the County 4-H Fundraisers. Camperships are earned in \$6.00 increments by selling a certain amount of fundraising product. Camperships are transferable, but not refundable as long as all fundraising money and activity fees are paid by the deadline.

4-H SEWING DAY CAMP

The 4-H FCS Committee conducts a three day Sew Fun Camp in early June. A limited number of participants are accepted on a first-come-first served basis.

4-H KICKOFF

Join the fun, learning and fellowship at 4-H Cloverfield, a village of more than twenty "Learn by Doing" 4-H activities. Bring a friend to encourage someone new to join 4-H. Come try something new, you might find a great new project or make a new friend in Clark County 4-H's very own Cloverfield at the Clark County Fairgrounds during Ohio 4-H Week.



4-H Cloverfield

More than 800
explore STEM at 24
hands-on stops.





4-H PUBLIC SPEAKING & MARKETING

Encourage members to give a demonstration or talk in your club. Then encourage them to prepare to take it on to the Ohio State Fair.

More information on the public speaking and 4-H marketing opportunities can be found in the current *Clark Co. 4-H Project Selection & Requirement Guide, Communications Section*.

4-H advisors are encouraged to refer 4-H members to **“Show Me, Tell Me...4-H Demonstrations and Illustrated Talks”** to help your members sharpen their public speaking skills in the club and beyond available from the OSU Extension, Clark Co. Ext. Office or at clark.osu.edu under 4-H on the 4-H projects page. Also, have 4-H'ers watch this YouTube video “It’s Showtime, How To Demonstrate the 4-H Way”.

4-H PROJECT RELATED CLINICS

Project workshops are held throughout the year. 4-H teens, committee volunteers, club volunteers and 4-H Youth Development Staff teach workshop topics. Check the 4-H Calendar and newsletters for current offerings.

Annual workshops include:

- Dairy Selection & Care – February
- Rabbit & Cavy Clinic - March
- Goat Showmanship & Care –April
- Poultry Clinic - May
- Llama & Alpaca Clinic – June
- Riding Horse Clinics - April, May, June & July

RABBIT & CAVY REGISTRATION DAY

Your members enrolled with rabbit and cavy projects must bring their rabbit(s) and cavy(s) to the Clark Co. Rabbit & Cavy Reg.

Day, held a Sat. in April, 9 AM to 11 AM, on the Clark County Fairgrounds. All rabbits must be tattooed or have their tattoos read on this day by the Rabbit & Poultry Committee.

A per rabbit fee is charged, check the Project Requirement Guide for current fees, date and location.



LIVESTOCK TAG-IN/WEIGH-IN

Your members enrolled with market livestock projects must participate in a livestock tag-in/weigh-in. Annually, committees establish the following tag-in/weigh-in dates.

- Market Beef (*steers/heifers*) & Market Dairy Steers, 8 AM – 11 AM, 1st Sat. in Dec., Cattle Barns, Fairgrounds
- Dairy Feeders – 8 AM-11 AM, Saturday Before Mother’s Day in May, Clark Co. Fairgrounds, Cattle Arena
- Market Goats – 9 AM-noon, Sat. Before Mother’s Day, Clark Co. Fgrds., Goat Barn
- Market Lambs – 8 AM-10 AM, Saturday Before Mother’s Day, Clark Co. Fairgrounds, Sheep Arena
- Market Hogs – Must make entry by May 15th on-line using Fair entry **with two photos. A side profile and a head shot with ear notches clearly visible.**

A per animal fee is charged, check the

Project Requirement Guide & web for current fees.



YOUTH LIVESTOCK QUALITY ASSURANCE PROGRAMS

Members enrolled in

any of the following market projects beef, dairy steers, lambs, hogs, goats, chickens, ducks, turkey and lactating dairy goats and cows must annually attend a Youth Livestock Quality Assurance program. This is a requirement to be in compliance with the Ohio Livestock Tampering Laws. Youth livestock quality assurance programs are held with clinics and as stand alone programs.

Livestock Quality Assurance Club Teaching Kits are available for your club to borrow. Each kit contains hands-on activities and all required paperwork. 4-H volunteers that wish to teach quality assurance at the club level must attend required quality assurance volunteer instructor training program(s). Club programs must be completed no later than 45 days prior to the first day of Fair. Members that do not complete the youth livestock quality assurance requirement are



EquiSTEP Program for Horse Members

All 4-H horse project members must complete the on-line EquiSTEP Program annually by May 1st. This program focuses on horse safety and three additional topics that rotate. 4-H members that do not complete the EquiSTEP program will not be eligible to participate in any club, county or state 4-H horse events and activities include the Clark County and Ohio State Fairs.

PAS (Performance Against Standard) 4-H HORSE SHOW

Your horse project members may participate in the PAS 4-H Horse Show held in May or June. This is the qualifying show for 4-H members to be eligible to show at the Ohio State Fair 4-H Horse Show in August. Your members must make entry by May 1st on the Clark County 4-H Horse Club Horse Description Form. You may enter in three to four classes and must qualify in at least two classes to show at the State Fair. Questions regarding the PAS 4-H Horse Show should be directed to the 4-H Youth Development Extension Educator at 937-398-7599 or the PAS Horse Show Chair(s).

LIVESTOCK, HORSE, CAVY & DOG SKILL-A-THON/PROJ. JUDGING



Your members must participate in the Skill-a-thon Project Judging held at the Clark Co. Fgrds., June, 4 PM to 8 PM, to be eligible to show and sale at the Clark Co. or Ohio State Fairs. Members must bring:

completed project/record book, animal feed tag(s)/rations, come prepared to answer 4-H and project related questions through a one-on-one interview and complete four to five hands-on skill stations. A complete explanation of Livestock, Horse, and Dog Skill-a-thon/Project Judging is contained in the *Clark County 4-H Project Selection and Requirement Guide*, and *4-H Parent Guide*. Please make sure that all 4-H your families have a current copy of these materials. Information is also posted on the web at clark.osu.edu. Questions call 937-398-7599 or e-mail house.18@osu.edu or 937-398-7597 email dillion.26@osu.edu



MISCELLANEOUS PROJECT JUDGING

Encourage your members to participate in project evaluation, especially if they want to be considered for Junior Fair Premiums, 1st–3rd Place Project Winners, State Fair Selection and Alternates. Miscellaneous Project Judging is held in early July, 3 PM to 7 PM at the Clark Co. Fairgrounds, Annex & Arts & Crafts Building.

Your members must bring to judging their completed project book, exhibit item(s) made, created, produced, grown, constructed or created, exhibit display if required and any documentation of their 4-H project experience as outlined in the *Selection and Requirement Guide*. Please make sure that all 4-H your families have a current copy of these materials. Information is also posted on the Clark Co. 4-H Web at clark.osu.edu. Questions regarding Miscellaneous Project Judging call 937-398-7599 or e-mail house.18@osu.edu or 937-398-7597 email dillion.26@osu.edu



FASHION REVUE

Your clothing project members must participate in Fashion Revue to be eligible for 1st–3rd Place Project Awards, State Fair Selection & State Fair Alternate awards. This event is held the



same day as Miscellaneous Judging from 7:30 PM to 9 PM at the Clark County Fairgrounds, Arts & Crafts Building.



CLARK COUNTY JUNIOR FAIR

The Clark Co. Jr. Fair is the culminating event for many 4-H members' project work. Many 4-H project related events, activities, shows & contests are held during this eight-day fair. The fair runs from Friday to Friday the last week in July.



Clark County Fair Deadlines

Make entry prior to tag-in using the Market Exhibitor Registration On-Line Surveys

- April 5 for Rabbits and Cavy
- May 1st for Market Goats and County Produced Goats
- May 1st for Dairy Feeders
- May 1st for Market Lambs and County Born & Raised Lambs
- Nov. 30 for Market Dairy Steers
- Nov. 30 for Market Beef and Clark County Cattleman's

Make Clark County Fair Entry On-line <http://clarkohjrfair.fairentry.com>

- Market Hogs by May 15
- Dairy Heifer & Cow Class Entries, Market Production, Dairy Dwarf, Fiber, Pygmy-Type Goats by June 1st
- Beef Breeding and Feeder Class Entries, Alpaca and Llama Entries, and Horse Show Class Entries and Dog Show Class Entries are due by July 1st
- Members who want to show in open class shows must make entry and pay any entry fees by the required date listed in the Clark County Fair Book.

Make Entry at the Extension Office for...

- Clubs must request pens/stalls/cages on a Clark County Junior Fair Pen Request Form by July 1st.
- You must request Booth Space in the Youth Building for Club Booths by July 1st. Clubs may request single, double or triple booth spaces.
- 4-H Baking Contest entries are due by July 10.
- 4-H Art Contest and Auction entries are due by Friday, first day of Fair



Barn Decorating and Booth Set Up...

- Barn decorations may not be put up until stalls/pens/cages have been assigned by Fair officials and must be completed by the first Friday of Fair. All barn decorations and pens/stalls/cages must be torn down and cleaned by the Saturday after Fair.

- All 4-H Club Booths and 4-H Exhibits must be set-up and in place in the Youth Building on the First Friday of Fair between 9 AM and 9 PM. Clubs may put backdrops only in their booths on Thursday before Fair between 3 PM and 8 PM. Exhibits and booths must stay in place until the Saturday after Fair when they are to be taken down and exhibits picked up between 9 AM-11 AM

PHOTOGRAPHY & SCRAPBOOKING CONTEST

Encourage your members to enter the 4-H Photography and Scrapbooking Contests at the Fair. Members may enter a maximum of three classes with no more than one entry per class. Members' photos are judged in age divisions with separate class awards and Best of Show opportunities. Photos must be 4 x 6 to 8 x 10 framed and ready to hang on an S hook.

Scrapbooking classes include double layout pages based on themes and entire scrapbooks. Check the current Clark Co. Jr. Fair Book, and Project Requirement Guide for this year's classes



CREATIVE MASTERPIECES

Your members can work individually or in teams to create original art for the Creative Masterpieces Contest. Get your creative artists to enter one of the many classes. Classes are available that use a variety of art forms and medium. Check the current Clark County Jr. Fair Book, and Project Requirement Guide for this year's classes.



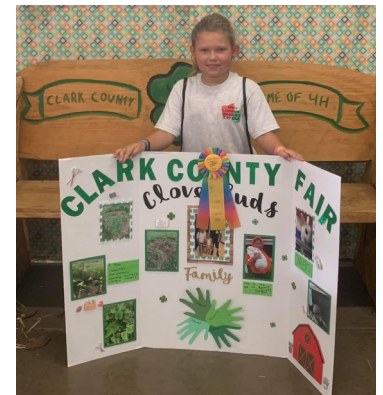
WINNERS REVUE

This event is held Tuesday evening, 7 PM, during the Clark County Fair in the Entertainment Tent. 1st-3rd Place project winners, State Fair Selection & Alternates and special contest winners (Photography, Creative Masterpieces, Barn & Booth Awards, Fundraising Top Sellers, etc.) should attend to receive their rosettes, trophies, other awards.

CLOVERBUD SHOW-N-TELL

Don't leave your cloverbuds out of all the Fair Fun. Encourage them to participate in 4-H Cloverbud Show-N-Tell, Wed.

morning of Fair week in the Youth Building. Have them bring any non-perishable, non-animal product from a 4-H Cloverbud activity to share with a volunteer during Cloverbud Show-N-Tell. Cloverbuds receive special rosettes, goody bags and the opportunity to participate in some fun games and activities.



4-H BAKERS CONTEST & AUCTION



Open to any 4-H member not enrolled with two auction eligible livestock projects. Members must meet 4-H requirements and complete a miscellaneous project to participate in the Auction. Four age divisions and an open age division with two classes in each. Members may enter in one class by July 10. Check the Clark County Jr. Fair Book and 4-H Project Selection Requirement Guide for more details.

4-H ART CONTEST & AUCTION

Open to 4-H members enrolled in any 4-H projects. There are two age divisions: Jr. (age 8 and 3rd grade to age 13) and Sr. (age 14 to 18) both as of January 1 of the current year. Check the Clark County Jr. Fair Book and 4-H Project Selection Requirement Guide for more details. Contest is Saturday at Fair.

REGIONAL, STATE & NATIONAL

Your members have the opportunity to participate in 4-H events, activities and contests beyond the county level. We mail regional and state 4-H opportunity information directly to all 4-H members' through the 4-H newsletter and/or direct mailings. Check the 4-H calendar for all opportunities.

OHIO 4-H SHOOTING SPORTS CAMPS

A Junior and Senior Camp are held in June and July at Canter's Cave for shooting sports project members. The Clark County 4-H Shooting Sports Committee along with the Clark County 4-H Advisory Committee have provided scholarship dollars to help one member attend each of the camps. These state camps fill up quickly so interested youth need to apply early.

OHIO 4-H CLOVERBOT CHALLENGE

This is a Lego challenge for the youngest 4-H members, cloverbuds. Teams are made up of 2-6 members with an adult 4-H volunteer coach. Competition is held in May at the Ohio 4-H Center. Sponsorship dollars for a Clark Co. team and coach are available. Contact house.18@osu.edu for details and more information or attend the Clark County 4-H Cloverbud Volunteer training.



OHIO RABBIT AND CAVY SCHOOL

Beginner and experienced rabbit and cavy 4-H members and advisors may attend this clinic. Educational sessions include health and diseases, nutrition, equipment and facilities, breeding and kindling, selection, handling and showing, tanning pelts and others. This clinic is usually held on a Saturday in March at the Champaign County Fairgrounds in Urbana.

DOG EXPO

Encourage your dog project members and volunteers to attend this educational program in April or May. Members and their dogs will participate in obedience, showmanship, agility and rally activities and clinics. For registration information visit ohio4h.org

STATE HORSE OPPORTUNITIES

Contact the Extension Office at 937-398-7599 for information regarding any of the state horse events, programs and contests or visit ohio4h.org



Ohio 4-H Horse Clinic help members improve their understanding of different horsemanship skills. Both clinics are held at the OSU Horse Barn in Columbus, Ohio. A small fee is charged for participating.

State Horse Bowl, Horse Judging and Hippology Contact the Clark County Extension 4-H Educator at 937-398-7599 or the Chairperson of the 4-H Horse Committee to find out who is currently coaching these teams.

State Competitive Trail Ride Event

Your horse project members may participate in this competitive trail ride competition. The State Competitive Trail Ride is held in September at the Bob Evans Farm in Rio Grande, Ohio. Advance entry and entry fee must be made prior to participation.

State Groom and Clean Contest The State 4-H Horse Groom and Clean Competition is held in October. Advanced registration and entry fee are required.



STATE LIVESTOCK OPPORTUNITIES

Your 4-H livestock project members have the opportunity to participate in several state educational and competitive events. For information regarding any of these events, please contact the Extension Office at 937-398-7599.

Ohio Swine Youth Day

OSU Extension specialists hold this event in March at the OSU Campus and ATI Wooster Campus. Great opportunity for 4-H swine members to participate in extensive programming about their project.

Ohio Beef Expo

The Ohio Beef Expo is held in March at the Ohio State Fairgrounds. Interested 4-H livestock project members have the opportunity to participate in a judging contest.

Ohio Sheep Youth Extravaganza

This event is held in June at the Ohio State Fairgrounds in Columbus and includes a sheep skill-a-thon that 4-H members may participate.

State Livestock Judging Team Selection Contest

Interested 4-H livestock project members may compete in a livestock judging competition to select the state team to represent Ohio in the National 4-H Livestock Judging Competition.

Ohio Dairy Bowl and Dairy Judging Contests

You may want to form a dairy bowl and/or dairy judging team to participate in the state contest.

State 4-H Livestock Skill-a-thon Team

4-H members, 16 years of age and older, have the opportunity to try out for the State 4-H Skill-a-thon Team that represents Ohio at the national competition held at the North American International Livestock Show in Louisville, Ky in November. Interested members may visit ohio4h.org to learn more and apply.



4-H AT THE DAYTON DRAGONS

4-H families have an opportunity to help promote 4-H and enjoy some hands-on 4-H FUN. Purchase tickets to attend 4-H With the Dayton Dragons (game usually one Saturday in April or May). Walk in on the field with the Clark County 4-H sign.



OHIO STATE FAIR EVENTS

Members' participation in Ohio State Fair 4-H events, activities, contests and shows occurs in various forms depending upon the event.

Ohio State Fair Skill-a-thons

Any 4-H member enrolled with an eligible project may participate in any of the Ohio State Fair Skill-a-thons without exhibiting animals at the Ohio State Fair. Participating members are eligible for skill-a-thon awards. Visit ohio4h.org for more details.

Livestock, Rabbit, Poultry

Livestock, rabbits, and poultry must make entry on-line at ohiostatefair.com. Entry deadline is June 20 with required entry fees. If completing hardcopy entries, one of the 4-H Extension Educators must sign your entry. On-line entries will be verified by the 4-H Extension Educators after the deadline. DNA samples for market steers/market heifers must be sent to the Ohio State Fair Livestock Office by January 15.

Horse Show

4-H Horse Projects qualify through participation in a Clark County PAS 4-H Horse Show held in June. Members wishing to show in the State Fair Dressage Show classes must qualify at a dressage show with two qualifying test scores and make entry by the deadline. Visit ohio4h.org for more details on all State Fair Horse Show entries.

Dog Show

Your 4-H dog project members must make entry into the Ohio State Fair Dog Shows and events by the required deadline(s). Check ohio4h.org or go.osu.edu/dog for the current State Fair Dog Show and Event registration information and deadlines. You may also check the *Clark County 4-H Project Selection and Requirement Guide* for a listing of those events & deadlines.



Miscellaneous Projects



Miscellaneous 4-H projects must qualify for Ohio State Fair 4-H competition by participating in Miscellaneous Project Judging and Fashion Review held prior to the Clark County Fair. Judges decisions determine who is selected to participate at the Ohio State Fair in each of the eligible 4-H projects. Refer to the *Clark County 4-H Project Selection and Requirement*

Guide for a complete listing of 4-H projects & their Ohio State Fair 4-H Competition opportunities.

Ohio Junior Horticulture Contests

Your members may choose to participate in a variety of Ohio Junior Horticulture Contests held during the Ohio State Fair. Contest offerings include: horticulture identification and judging, demonstrations and speeches, gardening projects, horticulture photography, etc. Pre-entry is required by June 20 for all the contests. All participants are required to pay a \$5.00 membership fee to join the Ohio Junior Horticulture Association to participate in the contests. For more information, contact the Extension Office at 937-398-7599.

National 4-H Youth Science Day

4-H and non-4-H youth have the opportunity to participate in a National 4-H Youth Science Day the 2nd Wednesday of October. Experiments engage youth in learning about the application of science, engineering technology and math to real-world problems and build youth's problem solving and teamwork skills. Check the Clark County 4-H Calendar, web clark.osu.edu for details locally and the National 4-H <http://www.4-h.org/4-h-national-youth-science-day> about current and past National 4-H Youth Science Day activities



4-H FUN & FIT @ SPLASH ZONE

4-H clubs, members & families can participate in this fun activity focused on the 4th H—Health. Join us at Splash Zone for a private 4-H swim and water activity fest compliments of the Clark Co. 4-H Committee. Check the current 4-H Calendar for this event date. Parent/legal guardians must attend with youth under the age of 16 and everyone in attendance is required to have a signed permission to participate form.



COUNTY 4-H AWARD 4-H STAR CLUB FORM

Your club can achieve 4-H Star Club status. The Star Club program is not a competition between 4-H clubs, but an excellence standard all clubs may strive to achieve. The 4-H Star Club recognition program is offered as an avenue to recognize club excellence in:

- Timely organization and accurate reporting of club activity.
- Providing a well-rounded 4-H club program experience for members.
- Committing to completion of projects and activities initiated by the club's membership.
- Participating in activities and programs beyond the club level.
- Celebrating the club's goals, successes, and efforts to "Make the Best Better".

Earn points during the club year (August 31 of the previous year to September 1 of this year) towards Gold, Silver and Bronze Star status. The deadline to apply and submit all required documentation is October 15 to the OSU Extension, Clark County office. A copy of 4-H Star Club Application is included at the end of this section and at clark.osu.edu Star Clubs receive cash awards and a sign to use in promotional efforts. Awards presented at the 4-H Volunteer and Member Recognition Banquet in November.



4-H STAR MEMBER AWARD

All your members, age 8 and in the 3rd grade to age 18, are eligible to receive a 4-H Star Member Award based on excelling in all four clover areas – Head, Heart, Hands and Health. Members earn points in each area for their participation at the club level and beyond for the current 4-H year (September 1 of the previous year to August 31 of the current year). Points earned equate to gold, silver or bronze Star Member status. Members earning star awards will receive an award at the 4-H Volunteer & Member Recognition Banquet in November. Submit completed Star Member Award forms on-line by October 15 of the current year. Access from the web <http://clark.osu.edu> or the 4-H App.



OUTSTANDING 4-H'ERS

4-H members, 14 and older, may apply to be recognized as an Outstanding 4-H Member. Complete the Outstanding 4-H'er form on-line and submit by July 1. On-line link is available on the web at <https://clark.osu.edu> or on the 4-H App. Winners receive a plaque and \$1000 scholarship from Springfield Kiwanis during 4-H Winner's Revue at the Clark Co Fair.

4-H Royalty

4-H youth, 14 years of age and older, may apply to be crowned 4-H Royalty. Interested members must complete an application by July 10, participate in a candidate's meal, participate in a one-on-one interview during the fair and participate in an on-stage activity during Winner's Revue. The 4-H Royalty are selected and announced during 4-H Winner's Revue at the Clark County Fair.



4-H SPIRIT AWARD

4-H family(s) are recognized for their outstanding example of living the 4-H motto "To Make the Best Better" and exemplifying the 4 "H's" in their overall 4-H involvement. Nominate a 4-H family for this award presented at the November 4-H Awards Banquet.

OUTSTANDING HORSE YOUTH

4-H horse project members may apply to be recognized with this honor. Complete the Outstanding Horse Youth Form and submit by June 15 to the Clark Co. Ext. Office. Interview and take a test during Horse Skill-a-thon and ride in select classes during the Clark Co. PAS Horse Show.

ANIMAL AMBASSADOR CONTESTS

4-H age eligible members may apply on-line or a variety of Animal Royalty contests. Apply by June 15 on-line. Interviews are conducted during the various skill-a-thons. Selections are announced during the various project shows at the Fair.

- Alpaca & Llama Ambassador
- Beef Ambassadors
- Cavy Ambassador
- Canine Ambassadors
- Dairy Ambassadors
- Poultry Ambassadors
- Rabbit Ambassadors
- Goat Ambassadors
- Sheep Ambassadors
- Swine Ambassadors



SENIOR BEEF & WINTERHOFF AWARD

4-H beef project members may apply. Youth with less than 4 years beef project experience apply for the Winterhoff Award and those with more than 4 years of experience apply for Sr. Beef Award. Deadline to apply is June 15 on-line.

Shooting Sports Ambassador - 4-H shooting sports members 14 and older may apply. Deadline to apply is July 1 on-line and applicants must participate in an interview at the Shooting Sports Judging.



COUNTY AWARDS	OVERVIEW OF AWARD	DEADLINES AND AWARDS
STAR 4-H CLUB	All 4-H clubs may apply for star club status. Clubs must complete and submit a star club form with appropriate documentation. 4-H clubs do not compete against each other, but against a standard set of guidelines. 4-H star clubs are recognized at the annual 4-H Volunteer Recognition Program in November.	October 15 of the current 4-H year to the OSU Extension, Clark County office. 4-H clubs that meet star club status will receive an award provided by the 4-H Committee.
STAR 4-H MEMBER AWARD	All 4-H club members are eligible to earn a Star Member Award based on their participation and involvement in the Clark County 4-H Program. 4-H members earn points for participation in various club, county, regional, state, national and international 4-H events. Points earned are equated to a gold, silver and bronze star status. Pins will be presented at the annual 4-H Volunteer Program in November.	October 15 of current 4-H year to the OSU Extension, Clark County office. A pin will be awarded based on points earned for star status by the 4-H member.
OUTSTANDING 4-H'ERS	4-H members may apply to be selected as an Outstanding 4-H member. This application gives the 4-H member an opportunity to outline their leadership, citizenship, community service and public speaking experiences as well as their overall project & activity involvement in the 4-H Program.	July 1 of the current 4-H year on line. Members are awarded a plaque and \$1000 scholarship from Springfield Kiwanis.
OUTSTANDING 4-H HORSE YOUTH	4-H horse project members may apply to earn the Outstanding 4-H Horse Youth Award. There are two divisions: Jr. age 8 and in 3rd grade to age 13 and Sr. age 14 to 18 as of January 1 of the current year. Complete application, participate in an interview, take a test and show in select classes at PAS Horse Show.	June 15 of the current year on-line. Members are awarded this honor during the Clark County Fair Horse Shows.
4-H SPIRIT AWARD	4-H family(s) are recognized by the 4-H Committee for their outstanding example of living the 4-H motto "To Make the Best Better" and exemplifying the 4 "H's" in their overall 4-H involvement. Recipients are recognized at the annual 4-H Volunteer Recognition held in November.	Nominated by the 4-H Committee, 4-H volunteer or Committee Member for the award.
4-H ROYALTY	Youth, 14 years of age and older may apply to become one of the 4-H Royalty. Interested members must complete an application, participate in candidate's dinner, a one-on-one interview with judges and participate in an on-stage activity during Winner's Revue. The 4-H Royalty are selected during Winner's Revue at the Fair.	Applications due July on-line. \$250 award given to the 4-H King and 4-H Queen and \$100 for the Prince and Princess from the 4-H Committee.
4-H SCHOLARSHIP	4-H members, seniors in High School and College Freshmen, may apply for two \$500 and four \$250 scholarships provided by the 4-H Committee. Additional county scholarships may be available depending upon sponsorship. Winners are recognized at Winner's Revue at the Fair. A \$2000 Scholarship in the memory of Barbara Stevenson is also available.	Scholarship applications are due July 1 on-line.
ANIMAL AMBASSADORS & OTHER PROJECT AWARDS	4-H members may apply for a variety of Animal Ambassadors and special awards sponsored by the various 4-H project committees.	Apply by June 15 on-line. Interviews conducted at respective 4-H skill-a-thons.

Note: Links to all of the on-line forms are available at clark.osu.edu and on the **4-H App**.

STATE AWARDS

Your members that are 14 years of age and older, may apply for various state awards and/or scholarships. Submit a completed *ALL-IN-ONE Achievement Record* and the required supplemental materials to the OSU Extension, Clark County Office by the February date determined for the current year.

ALL-IN-ONE Achievement Record applications are available at clark.osu.edu. The 4-H member, 4-H member's parent/legal guardian, 4-H organizational advisor and a 4-H Extension Educator must sign the completed *ALL-IN-ONE Achievement Record*. 4-H members who would like assistance with the *ALL-IN-ONE Achievement Record* should contact the Ext. Office at 937-398-7599.

The *ALL-IN-ONE Achievement Record* is used to select the following awards: Visit clark.osu.edu click on Teen opportunities to find the application.

State Opportunities

- ♦ County Delegate sent to State for State Junior Fair Board
- ♦ County Delegate sent to State for Ohio Dairy Goat Conference
- ♦ County Delegate sent to State for National Dairy Conference
- ♦ County Delegate sent to State OTA Local Government Award
- ♦ County Delegate sent in the following project areas: Beef, CARTEENS, Companion Animals, Citizenship/Community Service, Clothing & Textiles, Dairy, Dairy Goat, Meat Goat, Environmental Sciences, Family Life & Child Development, Foods & Nutrition, Gardening & Horticulture, Health & Safety, Horse, Leadership, Mechanical & Engineering Sciences, Personal Development, Photography, Rabbits, Poultry, Sheep, Shooting Sports, Swine, Veterinary Science, Woodworking.

Making the BEST Better!



4-H members have attended national conferences by excelling in project work at the county level. Some have earned state 4-H scholarships for that work as well.



Involvement at the County Level Can Pay Off!

State 4-H Scholarships

Any 4-H member, who is a High School Senior or College Freshmen, may apply for one of the many 4-H scholarships available at the state level. Scholarship applications vary. Application must be made on-line. Visit ohio4h.org.

Ohio State Fair Scholarships

High School Seniors by Fall of the current year or High School graduates that will continue their education at an accredited institution and are a Junior Fair participant in the current Clark County Junior Fair or Ohio State Fair may apply for one of the Ohio State Fair Scholarships. Applications are due April 15. Visit the Ohio State Fair website ohiostatefair.com for application.

COUNTY AWARD TRIP, CAMP & WORKSHOP OPPORTUNITIES

Teens, 14 and older, may apply to participate in one of several state/national 4-H trips, camps, and workshops sponsored by the Clark County 4-H Advisory Committee. Members must complete a 4-H Awards & Trip Opportunities Form and participate in an interview with a group from the 4-H Advisory Committee. Application deadline is in February. Selected applicants must make a refundable deposit on their awarded trip and are encouraged to make a presentation to the 4-H Advisory Committee about their awarded trip/opportunity experience.

STATE OR NATIONAL AWARD OPPORTUNITY	OVERVIEW OF AWARD	AGE REQUIREMENTS
CITIZENSHIP WASHINGTON FOCUS	4-H delegate(s) from Clark County join other youth from other Ohio counties for a week in June in Washington, D.C., for in-depth citizenship, leadership, study of government, meeting with elected officials and visits to the nation's Capitol.	Applicants must be high school youth age 16 and older.
STATE 4-H LEADERSHIP CAMP	This six-day camp is held at Camp Ohio. The camp focuses on leadership potential, personal development and communications abilities. The camp is held in June, July or August.	Applicants must be at least 14 years of age.
BUCKEYE LEADERSHIP WORKSHOP	The selected delegate will participate in songs, crafts, games, team building and many other recreational activities they can use with their club, camps, etc. This March or April event is held at Recreation Unlimited in Delaware, Ohio.	Applicants must be at least 14 years of age.
OHIO SHOOTING SPORTS CAMP	6 day camp held at the Elizabeth L. Evans Outdoor Education Center at Canter's Cave 4-H Camp in June or July. Helps shooting sports members improve in their discipline	Applicants must be 12 or older and enrolled in a shooting sports project.
OHIO CANOPY CAMP (formerly Forestry Camp)	6 day camp held in June at Camp Muskingham in Carroll County. Focuses on forestry mgt., production, outdoor ed.	Applicants must be 14 years of age and older.
CARVING NEW IDEAS	This December weekend retreat is sponsored by the Ohio Collegiate 4-H Club and is targeted for High School Freshmen through Seniors.	Applicants must be H.S. Freshmen to Seniors.
OHIO 4-H SEA CAMP	5 day camp held in July at Kelly's Island focuses on marine life learning and skills.	Applicants must be 15 to 17 years of age.



LEADERSHIP WASHINGTON FOCUS

New opportunity for Middle School youth 6-8 graders to attend a similar program to Citizenship Washington Focus that high school students can participate in. Apply by Feb of the current year using the Clark County 4-H Award Trip on-line application.

OTHER LEADERSHIP OPPORTUNITIES: Clark County 4-H teens have been involved with a variety of leadership experiences at the State and National level. Why not take advantage of one of these opportunities? You never know where it may lead you! Check the 4-H web clark.osu.edu, newsletter and calendar for opportunities that may be a once in a lifetime opportunity for your members.

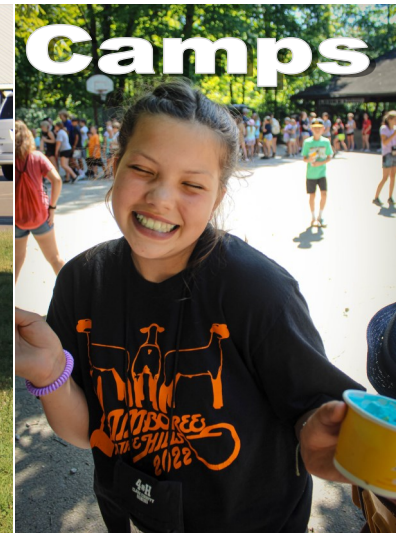
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Office Hours
Mon.-Fri. 8 AM to 4:30 PM
Phone: 937-398-7600
Fax: 937-328-4609

Web: <https://clark.osu.edu>
4-H App



Free on your Google or
Apple App Store



I pledge...

My HEAD to clearer thinking,
My HEART to greater loyalty,
My HANDS to larger service
and

My HEALTH to better living,
For my club, my community,
my country and my world.

4-H Colors:

Green & White

4-H Motto:

To Make the Best Better



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1/23

