



# 4-H CLUB ADVISOR HANDBOOK



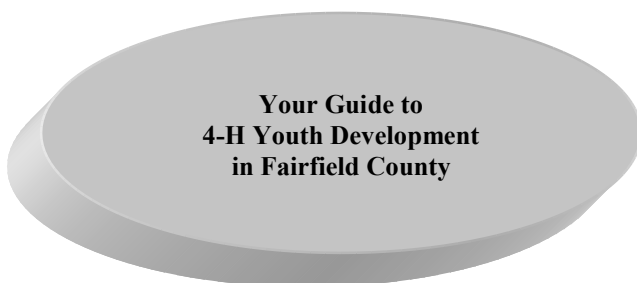
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**4-H Youth Development**  
**Fairfield County**

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**THE OHIO STATE  
UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



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## **Advisor overview of the year calendar**

- January**
- ❖ Contact fellow advisors and hold an advisor meeting to discuss plans for the year.
  - ❖ Distribute and discuss advisor materials. Remind older youth to check calendar for due date for Achievement forms to be at the OSU Extension office.
  - ❖ Contact older youth to help with recruiting new members at their local school or neighborhood. Contact OSU Extension for help.
- Jan/Feb.**
- ❖ Set a date for an organizational meeting for the club. Contact all past members about date. Consider requesting parent's attendance at organizational and /or planning meeting.
  - ❖ Be sure to check deadline for the Ohio 4-H Conference in March.
- March**
- ❖ 4-H Day 1st Saturday. Watch for details on the web site. <http://fairfield.osu.edu>
  - ❖ Steer Weigh In (check calendar).
  - ❖ Attend Mandatory Club Update Meeting to pick up enrollment materials.
  - ❖ Have organizational meeting for members to review new project materials & family guides.
  - ❖ Have members complete enrollment online.
  - ❖ Be sure to check with office if any enrollment registration slips from school recruiting have been sent your way.
- Mar./Apr.**
- ❖ Watch for dates for Officer Training Options and Project workshops.
  - ❖ Fill out your project book order form, using the form in the Club Advisor Resources. Send or bring to the Extension Office a few days before you need your book order.
- April**
- ❖ Deadline for possession of Dogs by April 1.
  - ❖ Check forms for Out of County, possession of animals, PAS, breed forms for registered animals are at the office by deadlines.
  - ❖ Youth Awards Banquet (participants from the Ohio and Junior Achievement Forms)
- May**
- ❖ Enrollment folder due to 4-H Extension Office May 1st. Include fees paid report.
  - ❖ Enrollment corrections are to be made within 10 days of receiving the verified information from office. (in writing – signed by the advisor)
  - ❖ Club Chartering information due at the time of Enrollment along with EIN#
  - ❖ Go over county requirements for each project for judging.
  - ❖ Remind members about camp sign up.
  - ❖ Quality Assurance countywide program. Members are required to attend a Quality Assurance program to be able to show at the Fairfield County Fair. Refer to current year calendar for dates.
- May/June**
- ❖ Receive your computer printout of your club roster from the 4-H Office. Check over carefully to see that all members are on roster, project information is accurate, etc. Send or bring in any corrections to 4-H office.
- June**
- ❖ Remind members to sign up for Health and Safety Speaking Contest and Demonstration Contest.
  - ❖ Deadline P.A.S. Horse Registrations due to Extension Office (check calendar).
  - ❖ June 1 Deadline Horses & all Non-Livestock projects must be in member's possession.
  - ❖ Deadline for Horse Identification with Pictures of all 4 sides, with member, and Horse Lease with Possession Forms to be on file at Extension Office (check calendar).
  - ❖ Remind members of deadline for State Fair animal entries.
  - ❖ Members are required to attend a Quality Assurance County program to be able to show at the Fairfield County Fair. Refer to current year calendar for dates.
  - ❖ Pick Up Junior Fair Books

## July

- ❖ July 1<sup>st</sup> Deadline for submitting the following to the Extension Office: Livestock Possession Forms, (except where noted on back of form). Breed Association & Registration Papers are due to the Senior Fair office.
- ❖ July 1<sup>st</sup> Deadline for Llama, Dairy Goat, and Dairy Cattle Lease forms to be on file at Extension Office.
- ❖ Summer judging month, make sure youth are prepared if they decide to take projects to judging. Be sure they know where judging is located, what they need to bring to judging, and what day. See criteria for project judging in member's handbook and also your monthly calendar.

## June

## July

## August

- ❖ Read the 4-H News Blog. Review and take to club meetings to announce upcoming events & activities.
- ❖ Check 4-H Calendar frequently for 4-H and other deadlines.
- ❖ Watch for project deadline dates and possession deadline dates.
- ❖ Be sure to watch for tag-in dates.
- ❖ Have club meetings to check progress of project, preparations for judging.
- ❖ Remind members of livestock judging contest.

## August

- ❖ Required Horse Clinic and Dog Check-in Day is required for members taking these projects. Refer to current year calendar for dates.
- ❖ Remind members who received a summer placing for their projects to attend the Summerfest awards program to receive their award. Be sure to check calendar for time, date and place.
- ❖ Watch for fair information in the Newsletter. Sign up at this time for booth in the art hall or display barn and volunteering at the fair.
- ❖ Be sure to make entries using the Junior Fair book for the fair by deadlines. Read all materials to know how to do entries.
- ❖ Check dates when to pick up passes for advisors and members. Distribute only to members who entered something in the fair (if they are not a junior fair exhibitor, they should not receive a pass).

## September

- ❖ Prepare members for the fair and their exhibits.
- ❖ Plan for decorations of your club booth.

## October

- ❖ Fair time. Relax, have fun and help your members have an enjoyable time at the fair.
- ❖ Remember as an advisor you have the responsibility to over see your member's progress and conduct at the fair. Be sure to praise and congratulate your members on their success

## November

- ❖ Look for Advisors Recognition Event invitation for end of the year celebration. When you receive this be sure to send in reservations as indicated on the invitation.
- ❖ Forms are due at this time Yearly Summary of Club Finances, Club Update, Year End Evaluation.
- ❖ Have a follow up meeting with your advisor(s) on how the year went. Submit your club update to the Extension Office.
- ❖ Schedule end of the year recognition meeting. Make this a special event to recognize parents and others who have helped. If appropriate, discuss plans for when club will begin the next year.
- ❖ Remind older members (14 & older) of the older youth mailing for their opportunity packet that is sent to them this month. Encourage them to fill out the Ohio Achievement Form and if they are in need of help to contact the Extension Office. Look for the Achievement form workshop date (held in December).
- ❖ Encourage younger (8-13 year olds) members to complete the Junior Achievement Form (which is due in January).

## December

- ❖ Relax and enjoy the winter months. Winter months are good to get members together for some fun activities.
- ❖ Look for the Ohio 4-H Conference information to be held in March. This is a great day to meet other advisors from all over the state and learn lots of new ideas.



# **GENERAL INFORMATION**

## **Ohio 4-H Policies**

Ohio 4-H policies and procedures can be viewed at the website:

<https://ohio4h.org/volunteers/volunteers/club-leaders/club-management-resources-policies-and-procedures>

## **FAIRFIELD COUNTY 4-H ADVISORY COMMITTEE**

The purpose of the Advisory Committee is to advise the 4-H program in setting guidelines and rules for the 4-H Program. They help to conduct and sponsor county 4-H activities. They also select winners for county awards such as merit awards and scholarships.

The Fairfield County 4-H Advisory Committee consists of local 4-H advisors and youth. Committee members complete an application to apply for the Advisory Committee for an open 3 year rotating term. Elections based on the applications received are conducted in November/December of each year. Your representation on this committee is for 3 years.

## **Terms - 4-H Advisory Committee**

The 4-H Advisory selects 5 advisors each year to replace 5 going off for a 3-year term. Advisors who serve on this committee complete an application and election process each fall.

1. There are 4 adults from the committee selected to serve as Junior Fair Board advisors. Two adults are selected each year to serve a two-year term.
2. 4-H Advisory Committee selects one person every two years to be a representative to the Sale Committee. Usually selected on the even year. Need to pick someone who has 2 years left on his or her term.
3. The 4-H Advisory Committee may have a treasurer who is an ex-officio permanent member who has served on the advisory committee in the past.
4. 4-H Advisory Committee sends representation to the Extension Advisory committee. There are four 4-H representatives who each serve a 4-year term. A new representative to the Extension Advisory committee is elected each year.

The committee of 15 advisors works for the benefit of all 4-H members in Fairfield County. They represent the advisors and clubs from across the county in providing advisory guidance to the 4-H Educators and staff. The committee also conducts countywide fund-raising events in an effort to provide all county 4-H'ers with the following opportunities:

### State & National trips (most expenses paid)

\*Ohio 4-H Leadership Camp

\*Carving New Ideas Workshop

\*Camp Canopy

\*Citizenship Washington Focus (Washington, D.C.)

\*Leadership Washington Focus (for grades 7-9)

\*Ohio 4-H Conference

Ohio 4-H Conference Sponsorship (Teen and Adult Luncheons)

Flag Sets for All New County 4-H Clubs

Judges for Summer Project Judging, Fair Judging (Cakes, Pies, Candies, Companion Animals)

Fairfield County 4-H Advisors Pins

Summerfest Awards Program

Junior Fair Panorama (held during the Fairfield County Fair)

Member's Handbook for all 4-H families

Advisor Newsletters and Older Youth Mailings

Thanks goes to advisors, members and clubs who participate in the fund raising efforts, sponsored events, or make donations to the committee during the club year. We encourage your support again in the coming year as the 4-H Advisory Committee joins all of you in working to "Make the Best Better!"

## **4-H Horse Advisory Committee**

All 4-H horse advisors are encouraged to participate on this committee. The committee meets six times a year to plan, conduct, and evaluate education and competitive 4-H horse programs. They specifically give direction and leadership to County 4-H Advisors Horse Show, the PAS horse shows, and junior fair horse events. Dates of meetings can be found on the current calendar.



### **4-H Fashion and Nutrition Board**

Youth members should have an interest and at least 3 or more years' experience in nutrition and/or fashion projects. Members of this board are available to come to your club meetings for programs. Contact to Extension Office for more information.

### **Junior Fair Livestock Sale Committee**

This committee is not directly affiliated with the 4-H program. This committee is made up of buyers from the community, Senior Fair Board members, Advisor from the 4-H Advisory Committee, FFA Advisors, Youth from the Junior Fair Board, and a representative from the Extension Office. This committee is responsible for the planning and implementation of the Junior Fair Livestock Sale. For more information about the Junior Fair Livestock Sale Committee, please contact the Extension Office.



## **4-H MEMBERSHIP RULES**

### **Who Can Join 4-H?**

Eligibility for 4-H membership begins when a child is age 5 and is enrolled in kindergarten as of January 1 of the current year. These members are called Cloverbuds. Cloverbuds is a non-competitive, activity-based program. Membership to the Traditional 4-H club program begins when a child is age 8 and enrolled in 3<sup>rd</sup> grade as of January 1 of the current year. Youth age 9 and in any grade may participate in a traditional club. Ohio 4-H membership ends December 31 of the year in which an individual attains the age of 19.

### **Meeting Attendance, Club Size, and Project Books**

Unless excused by the 4-H club advisor, 4-H members must attend a minimum of 3/4 of the 4-H club meetings (minimum of 8 meetings) and must have a finished current project/record book in order to receive a complete in their project work for the current year in Fairfield County. A club must have a minimum of 5 members from 3 different families to form a Traditional 4-H club in Fairfield County. Cloverbud Clubs must have a minimum of 3 members to form.

### **Membership Deadline and Late Enrollment**

A young person can join the 4-H program at any time throughout the year. However, in order to be eligible for certain opportunities, such as judging or exhibiting at our fair, a young person must be enrolled in the program by the established annual deadline, in our case May 1. Any corrections to the enrollment of the club roster are due to the 4-H office in writing by the advisor by May 8<sup>th</sup>. No club member may change clubs after enrollment changes are submitted.

### **FFA and 4-H Membership**

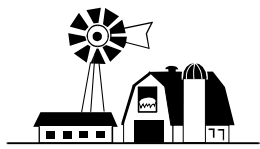
Teens that belong to both 4-H and FFA must carry separate and different projects in each organization.

They must decide at 4-H enrollment time (May 1) what their 4-H projects for the current year will be. They cannot switch projects between organizations later in the year. (i.e. whatever organization you take your project with to the Ohio State Fair must be your organization for the Fairfield County Fair).

Eligible youth may be members of both a 4-H club and any other group. When a member belongs to two or more organizations, projects carried in all cases must be separate and different (also different animals and/or products) in an effort to broaden the member's experience and learning.

The following examples will be considered separate and different projects - Dairy Cows & Dairy Calves/Heifers; Breeding Sheep & Market Lambs; Beef Breeding, Market Steers, Beef Feeder Calf and Dairy Beef Feeder; Swine Breeding & Market Hogs; Pygmy Goats, Angora Goats, Market Goats and Breeding Goats; Horse Production & Horse Riding; Laying Flock, Broilers, and Fancy Poultry; Market Rabbits and Breeding Rabbits; Agronomic Crops such as corn, soybeans, wheat and Specialty Crops such as vegetable gardening, flower gardening, and strawberries; and other specialty animals and crops which must also be separate and different.

When project selection is a problem, a conference should be held with the member, the teacher or leader involved, the 4-H County Extension Educator, the 4-H Advisor, and the parents to discuss the situation and resolve the problem for the benefit of the member involved.



## Membership Across County 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 shall be permanent and stable for the duration of the youth's 4-H membership. If the youth's circumstances change (e.g., residence, school, or custody), the cross county lines membership can be reevaluated. This privilege is extended only to those youth who maintain membership in good standing.

### **Procedures**

Ohio State University Extension administers the Ohio 4-H Youth Development program. Our mission is to enable youth to reach their full potential as capable, competent, caring, and contributing citizens. Each county in Ohio conducts the 4-H Youth Development program to accomplish this mission. In order to affirm Ohio State University Extension's position concerning 4-H cross county lines (and/or cross state lines) membership, the following philosophy and process statements are provided:

1. 4-H membership in two counties (and/or two states) is not permitted.
2. Cross state lines membership has the same considerations as cross county lines membership.
3. When 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 lines or cross state lines memberships are revoked.
4. In situations where membership in a county other than the county of residence is desired, the 4-H professionals in both counties must be in agreement regarding the application. The agreement, based on their professional judgment in accord with the mission, does not supersede item 3 above.
5. Consideration for membership may not be motivated by perceived competitive or sale advantage in another county, any change due to controversial issues, or other similar motivations.
6. Should families own residences in more than one county, the county of residence is determined by the public school system in which the youth would be enrolled, regardless of actual attendance.
7. Parents, guardians, and youth should become familiar with all policies, procedures, and guidelines for the county in which membership is requested. Some Ohio counties limit participation in the county junior fair to those who reside in the county.
8. Any consideration for membership in a county other than the county of residence, within the limits of this policy and not addressed by the above statements, should be brought to the attention of the Ohio 4-H Youth Development assistant director or associate state leader to identify a course of action in these special situations.
9. The decision to allow or deny cross county lines membership is made by the county 4-H professionals in the county of request and the county of residence, and is fully supported by the state organization.

### **Why Request 4-H Membership in Another County?**

Youth are expected to affiliate with the 4-H program in their county of residence. OSU Extension programs are typically supported at the local level by taxes, so it makes good sense that a child participate in the county program supported with taxes from parents or guardians. However, there are circumstances in which membership in a county other than where one lives is a practical and reasonable request. The request for cross county membership must be made 30 days prior to the 4-H membership enrollment deadline of the county being requested.

Common situations or conditions **acceptable** for asking such a transfer of membership include:

- The school district in which the child attends is located across two counties. The child's school friends may therefore be members in a county other than where the child resides.
- The county of residence does not offer the specific 4-H program being sought, such as shooting sports. In such cases, a youth can request membership across the county lines to participate in a program not available in the county of residence.
- The parents of a child are legally separated or no longer married to each other and live in two different counties. A request for membership in the county in which the 4-H project work will be completed is reasonable. Parents may be asked to provide court documentation which verifies custody agreements.

Reasons that are **not acceptable** for granting a transfer of membership include:

- The Junior Fair Livestock auction prices are typically higher in the other county.
- The parents or guardians of the 4-H members were members of the club in the other county so it is hoped the youth can have membership offering the same family legacy.
- The camp or county fair schedule in the other county better fits the family's vacation plans.
- The county fair schedule in the other county better fits the youth's school schedule.
- If animal projects are involved, the animal is housed on someone else's property in the other county. If this is the case, the 4-H member is encouraged to select an entirely different project. 4-H membership is based on the residence of the child, not the residence of the animal.
- The 4-H member is banned or suspended in the county of residence. Suspended membership is suspension of Ohio 4-H membership, and thus the suspended member is not eligible to transfer membership to another county.

### **How to Request Cross County Lines Membership**

Parents seeking 4-H membership for their child in a county in which they do not reside should complete the *Request for 4-H Membership Across County Lines* form. It must be submitted to the county Extension 4-H professional in the county of request no later than 30 days prior to their 4-H membership enrollment deadline. That professional then contacts the 4-H professional in the county of residence, discusses the request, and makes a final decision. Please allow 30 days from submission for final notification.

## **INFORMATION FOR ADVISORS**

### **New Volunteers**

In order to provide a positive experience for 4-H volunteers, members and their families, the following process will be used to select and orient new volunteers.

1. Complete the new volunteer application form and return it to the Extension Office before February 1<sup>st</sup> or earlier.
2. Provide References.
3. Complete Fingerprint record check.
4. Complete an interview.
5. Review and sign the Ohio 4-H Volunteer Standards of Behavior.
6. Attend a Volunteer Orientation Session. Dates for this meeting are found in the current calendar.

No volunteer will be added to a club roster until all application paperwork and orientation is completed, and no volunteers will be added after May 8.

### **Ohio State University Extension will:**

- Interview potential volunteers.
- Check potential volunteer references by phone or mail.
- Conduct a background check on potential volunteers and ask you to be fingerprinted.

It is the responsibility of Ohio State University Extension to refuse volunteer status or deny a particular volunteer role to someone they deem to be inappropriate or unqualified to fill a volunteer position.

### **Experienced Advisors**

Experienced advisors must indicate they plan to return as an active advisor by completing advisor re-enrollment sheet found in the club enrollment packet each spring by May 1. This sheet puts your name on the advisor mailing list for the current year and enters current year of advising in our advisor records.

Adult volunteers are encouraged to participate in a Youth Development training activity per year. The most popular event includes the Ohio 4-H Conference (held each March).

## **CLUB INFORMATION**

### **4-H Club Charter**

The National 4-H Headquarters has taken steps to protect the name “4-H” & the 4-H emblem the “4-H Clover”. Users at all levels-county, state, & national-have the responsibility to protect its use. All existing clubs need to be chartered & new clubs can be chartered while they are forming. Charters are issued for a period of 3 years

### **Explanation of the Criteria on the 4-H Chartering**

- 1) All volunteers must have completed the application, orientation, and interview with the Extension Educator. Volunteers grand-fathered in to being a 4-H Advisor fall under this selection process, too.
- 2) Our 4-H Club has at least five youth members from three different families. Cloverbud Clubs (ages 5 and in Kindergarten up to age 8) must have at least 3 members.
- 3) If the office recognizes your 4-H club name (and addresses your club as functioning), it was approved through the County Extension Office.
- 4) Our club plans to conduct a minimum of 8 regular club meetings per year.
- 5) A welcoming and safe environment includes all members feel included as part of the group and feel supported and encouraged.
- 6) Experiential learning is focusing on learning as a way of improving (getting better) instead of proving. This is learning by doing and providing hands-on activities to engage club members.
- 7) County policies and procedures can be viewed in this Advisor’s Handbook. Ohio 4-H policies and procedures can be viewed at the website: <http://www.ohio4h.org>. Then click on these links 1) Parents and Volunteers 2) Club Leaders 3) Club Management Resources, Policies, and Procedures. These are relevant policies and procedures adopted by Ohio State University Extension. Items included in the Advisor’s Handbook include Cloverbuds, Contracts & User Agreements, Financial Management, Food Service, General Policies & Procedures, Membership, Name & Emblem, Photographs, Transportation, Volunteers
- 8) Specific guidelines for the use of the 4-H Name and Emblem can be requested upon completion of the Club Charter.
- 9) An EIN # is a number you should have received to prove you are a non-profit organization & are tax exempt. If you have a bank account, the number should be included with the account.
- 10) Additional Comments from the Club Advisor: (there is space for this on the form)
- 11) Reviewer Comments: (there is space for this on the form)

The Ohio 4-H Youth Development program seeks to provide positive Educational experiences for youth, volunteers, parents/guardians, and Community members. To create and support this positive environment, Ohio State University Extension has adopted specific policies, procedures, and best practices. As an organization, we believe in the important role that policies and procedures play in ensuring a positive and safe learning experience for youth, parents/guardians, volunteers, and community members.

### **4-H Club Enrollment Packets**

The 4-H Club Enrollment Packet is available at the Extension Office. These materials are available in March at the club update and include the following items:

- ✓ Club Organizational Packet (updated each Year)
- ✓ 4-H Family Guides list all projects and project numbers.
- ✓ 4-H enrollment folder with Club summary sheet.
- ✓ Members Handbook (this includes general information for Fairfield County 4-H, project requirements, camp information and camp registration)
- ✓ Officer Books given upon request from advisor (web based)
- ✓ Current Source Book – Catalog that you can order 4-H products for your club

### **Other information available in your Advisor Notebook or available at the Extension Office :**

(These items are not updated every year and will be updated as needed)

- Advisor Handbook
- Out of County Member form, required for all members living outside Fairfield County
- Fairfield County 4-H Audio-visuals list
- Fairfield County 4-H Clothing Projects packet
- Consumer Project Style Revue Card sample
- Food and Nutrition project packet
- 4-H New Member Meeting Outline
- My 4-H Career Record Book
- 4-H Parent Survival Guide

- Working With Officers & Committees (circular 955), Practical Parliamentary Procedure Booklet (Fairfield Co. resource only), and Officers Responsibilities and Duties outline (circular 930-c)
- Booth Score sheets for Display Barn
- Managing 4-H club Finances
- Public Speaking Guides for Members and Leaders (bulletin 970-R and 971-AG)
- Demonstrations (circular 909) for all 4-H members
- 4-H Project Advising: An Overview for 4-H Advisors (circular 953.1)

These resources are available at the Extension Office for clubs to use. Call office to reserve your date.

- Skillathon Kits
- Project book Notebooks (these notebooks have all the 4-H project books to review)
- Parliamentary teaching Notebooks
- Cloverbud Activity Kits
- Officer Training Resources

#### **4-H Enrollment Process**

The 4-H organizational advisor is responsible for making sure the 4-H enrollments for his/her 4-H club are complete through Ohio 4-H Online. (<https://oh.4honline.com>). 4-H Online Enrollment documents are in the blue folder for traditional clubs or the red folder for cloverbud clubs and are available during the month of March. These enrollment folders include the following:

- ❑ Club summary Sheet/with club membership fees summary
- ❑ Club chartering information sheet
- ❑ Instructions for 4-H online enrollment
- ❑ Dog and/or horse specific permission to participate forms

4-H organizational advisors must submit all documents to the OSU Extension, Fairfield county Office by May 1<sup>st</sup> of the current year. Questions regarding 4-H club enrollment or re-enrollment should be directed to the 4-H Staff.

#### **4-H Enrollment Information**

4-H organizational leaders and advisors should carefully review each 4-H member's enrollment information in 4-H Online to make sure all information is complete and correct. Errors on the enrollment form result in 4-H members missing mailings, being enrolled in wrong projects or not having specific needs met by program activities. The following information is included on the enrollment form:

- ❑ **Complete Mailing Address** is used for mailing 4-H newsletters, county, regional, state, national and international 4-H opportunities.
- ❑ **4-H Project Enrollment** is a complete listing of each member's 4-H projects. 4-H members must be enrolled in all 4-H projects by May 1<sup>st</sup> of the current year to be eligible for county 4-H activities. Verify all projects for each specie are correct (e.g., market rabbit vs. breeding rabbit; layers vs. fancy poultry) Statistical information includes: age, birth date, race, gender, years in 4-H, residence, school, grade, etc.
- ❑ **Disability Information** is optional. Information regarding a disability will help the county 4-H program more effectively meet the specific needs of all youth. If a child is in need at the fair there is a disability form. Contact the Extension Office for more details.
- ❑ **Parent and/or Legal Guardian Address, Phone and E-mail Information** is used as the contact address for the 4-H member and a means by which OSU Extension; Fairfield County 4-H Youth Development staff are able to reach a parent/legal guardian for programming or emergency needs.
- ❑ **4-H Club Officer and Club Junior Leader Information** indicates the club office a 4-H member holds as well as whether they are a junior leader in the 4-H club.
- ❑ **Membership fee** indicate on form that member paid fee in a club, or if member paid fee in another club.
- ❑ **Photo release form** indicates that the parent has given permission for the Extension Office to use photos that are taken at different events throughout the 4-H year. This must be filled out.

#### **4-H Recruiting in the County and City Schools**

January and February are recruiting months for 4-H Clubs. Clubs are asked to take on the responsibility of recruiting 4-H members for their clubs, however, the OSU Extension office prints registration brochures that are distributed to area schools. Potential members are to mail back the brochures to the office so they can be processed by the staff. Interest papers for your club will be in your enrollment packet. Please contact If the member cannot make your club meetings, please return the paper to our office so we can get them in touch with another club. Each club is asked to submit a Club Biography. This is an information paper about the club as to where they meet, how many meetings, what projects are offered, etc. This will help in

directing potential members to clubs in their area.



### **First Meeting of the Year Guidelines**

It is important that at the first 4-H club meeting of the year, the advisor should go over the expectations for each member of the club. These might include:

1. It is recommended that each club have at least 8 meetings and that each member attends 6 of those meeting to be considered completing one year of 4-H work.
2. Each member should give a demonstration/or health and safety talk to the club members.
3. Each member should pay the club dues (if the club decides).
4. Each member should complete the 4-H enrollment sheet on time.
5. Each member should participate in club community service projects.
6. Each member should notify the organizational advisor prior to the meeting if unable to attend.
7. Other regulations specific to your club might include: turning in project books for grading, bring projects to meeting, participation in club tour to see livestock, etc.
8. Officers meeting their responsibilities for the office they hold.
9. Complete a project and bring to meeting for evaluation.

The club will run smoother, if everyone knows what the expectations are at the beginning of the year.

### **Club Officers**

\*Each club is encouraged to select officers at one of the first meetings of the club year. When electing officers, it is suggested that the duties of each officer be explained to club members.

\*The following officers can be elected: President, News Reporter, Vice President, Safety Leader, Secretary, Health Leader, Treasurer, Recreation Leader, and Community Service.

\*Some clubs may combine some offices or create others. Examples of additional officers some clubs have included: Historian, Photographer, Energy/Conservation, and Song Leader.

\*Emphasis should be placed on the importance of good club officers. (Resources: Practical Parliamentary Procedure Booklet (Fairfield Co. resource only), Officers Responsibilities and Duties (circular 930-c), Working With Officers & Committees (circular 955), and Fact Sheet 4-H-014-99).

\*Also video information on each office to show to your club on officer responsibilities can be found on the web site at this link <http://fairfield.osu.edu/topics/4-h-youth-development/volunteer-information>.

### **Club Program of Activities**

A successful 4-H club depends a great deal on planning and communication. One valuable tool for organization and communication is a Club Program Book at the beginning of the year. Every club is encouraged to hold a meeting to plan their meetings and activities for the year. After planning, this information should be printed in a program book and one made for every family in the club.

### **Rules Related to Projects**

1. Members are encouraged to take a variety of projects and are encouraged to take projects based on their interests. Members do not have to bring a project to a judging or show in order to complete it and should therefore not base their project selection on judging requirements.
2. A member can repeat a project a reasonable number of times. For example, a member can divide a large project into a 2-year project. A member should work with their advisor and a 4-H staff member, if they wish to have a multiple year project judged. Each year a member should show more knowledge and growth gained by taking a project and is able to explain that to a judge.
3. School FFA, FHA, Art, Industrial Arts, or other projects cannot be used or shown as 4-H projects.
4. A self-determined project cannot be taken which duplicates an existing 4-H project.
5. All members shall own, care for, and exhibit their own livestock projects. Leasing is only permitted for Horses, Dairy Cattle, Dairy Goats, and Llamas (Lease form must be filed at the Extension Office or Senior Fair Office by the deadline stated on the 4-H calendar or form).
6. Refer to the Fairfield County Member's Handbook for all project requirements for judging.
7. Complete a project. (guidelines for completion are in the first few pages in most project books).
8. Possession Forms: Youth housing an animal in a location other than their own home or farm need to file a Livestock Possession form with the OSU Extension office. The possession form deadlines are listed on the form and in the Fairfield County Members Handbook. This form is located in the Club Advisor Resources (online) and copies can be made or requested from the Extension Office.

## **4-H Completion and Exhibition Requirements**

### **A. To Complete a project requires**

1. Advisor has reviewed member's project book and member has completed work as specified in the project book and in the requirements listed in the Fairfield County Members Handbook. For more information on project completion see "4-H Members Project and Achievement Program. An Overview for 4-H Advisors and Parents" (Flyer 956).
2. Age requirements are met.
3. Has met the membership across county lines requirement (if applicable).
4. Member attended the required amount of meetings.
5. Has turned in all required paper work that goes with their project, ex: possession form if animals are kept somewhere other than the member's property, Horse ID forms and any other forms required for the member's project. (if applicable)
6. A member's project to be considered complete should not reflect whether or not a member went to summer judging or the fair. Summer judging or fair participation is optional. If you have members who did not take their project(s) to summer judging or the fair, and you have evaluated them to determine that they have completed this project and met all the requirements for membership you can consider them completed for the year. You should complete a Club Update form found in your November calendar section of your Advisor Redbook with the names of members who have completed a project for the year and turn this form in to the Extension Office. Note: judging is optional.
7. A 4-H member may represent Fairfield County at the State Fair in more than one (1) project area unless the projects are shown at the same time at the State Fair. In this case, the member must choose which project they will take and an alternate will be sent in the other area.

### **B. Exhibition and Judging is an option beyond completion.**

1. A member is not required to go to judging.
2. Summer judging is held in July for grading and selection of State Fair participants: If a member chooses to have their projects judged, all still projects are judged in July. (Exception) Cakes, Pies, and Candies along with all animals are judged at the Fairfield County Fair in October. Refer to Member's Handbook for details.
3. The Summer judging schedule is found on the current calendar and also in the Fairfield County Members Handbook along with the requirement for each project to be judged.
4. If a member cannot make it to Summer judging and wants to get their project judged they may come to late judging (see calendar for current date) (for grade only), they must call the Extension Office to schedule a time.
5. Exhibition at the Fairfield County Fair is required if a member wants to be paid their premium. Clubs are encouraged to sign up for a booth in the Display Barn to display all the projects your members have done during the current year.

## **MISCELLANEOUS INFORMATION**

### **Project Books**

Project books are available at the Extension Office. Projects descriptions are found in the "4-H Family Guide". A 4-H club may have members purchase their own books or may pay for them from the club treasury.

For Special Interest and Family & Consumer Science related projects: Members should purchase a project book for every project they are carrying. The only exception might be if they are repeating a project, for example, Sewing for Others.

For Livestock Projects: Members will need to obtain a new Record Book each year to keep their project records. They will also need the Resource Manual for their project area. The Resource Manual is kept for several years and provides much of the technical subject matter information for the project.

For Horse projects: Horse project members will need a project book (Light Horse Selection for example) and a new Equine Record Book each year.

**ADVISORS ARE ENCOURAGED TO LOOK OVER THESE BOOKS FOR COMPLETION.**

### **Purchasing Project Books**

If you need a small number of books, you can come to the Extension Office and purchase them anytime. To order books for your entire club, fill out the Book order sheet provided, bring or mail it to the Extension Office, and let us know when you need the books. This is important so you do not have to wait a long time in the office for your order to be filled. It is not feasible for our office to fill large orders the day you bring in your enrollment packet.

### **Extension Bulletin Policy (includes 4-H project books)**

Every book must be paid for before it leaves the office. For this reason, books cannot be mailed to you unless you send payment for books and postage in advance.

### **Fairfield County 4-H Members Handbook**

All 4-H project books are designed and printed at OSU for use by 4-H'ers throughout Ohio. Therefore, they will obviously not contain information specific to Fairfield County. Each member will receive a handbook from Fairfield County explaining program judging requirements, member opportunities and an annual calendar. For all market and breeding animals the basic requirements for these projects are listed in this handbook also. (Ex: dates for tag deadlines and procession) Note: The Junior Fair Book supersedes all information printed in the Members Handbook.

### **Junior Fair Book**

This book is printed each year with all the Fairfield County Junior Fair Rules for all 4-H and FFA members who plan to show at the fair. Each member who plans to exhibit at the fair should read the section that pertains to the project area they are showing. They should be familiar with all fair rules. Club advisors are asked to pickup their club's Junior Fair Books one per family when notified. These books may also be located online.

### **4-H Club Treasuries Guidelines**

There must be a real need and purpose for developing a group or club treasury. Do not raise money for the sake of raising money. This need and purpose should be understood and supported by the group. All club money (receipts and expenses) should go through the Treasurer. Clubs are encouraged to establish a budget each year.

1. Club treasuries should have a minimum carry-over from year to year. Those that raise the money should spend the money. If the treasury is saving for a major project, the money should be given to the project annually.
2. The treasurer should keep accurate records and report the status of the treasury at each meeting. The Treasurer's book, circular #395, should be used and should help maintain accurate records. A Treasurer's report should be given at each meeting and the Secretary's minutes should reflect action taken. Three or four signatures should be provided for each account, with 2 signatures required on all checks.
3. The club treasury should be audited annually by a committee from the club, appointed by the President, or by someone not directly associated with the Treasurer. Annually, a financial statement itemizing receipts, expenses and copy of the audit may be requested by the Extension Office. (this is only a suggestion).
4. Money should be deposited in a local bank. Withdrawal and/or payment of bills should be by approval of the club or executive committee. It should be made clear to the Treasurer that they should not take any action with funds without prior approval of the club. Advisors should operate under this policy also. Advisors should avoid handling cash that belongs to the club whenever possible and should be sure to provide receipts for expenses and payments to the Treasurer for good record keeping.
5. If a club disbands, the funds in the club treasury should be given to a worthy cause. If possible, the club should decide this issue. If a club votes to divide, the treasury should be divided based upon membership with equal shares per member going to the respective club treasury. If a club is divided without mutual agreement and cannot decide on division of the treasury, the problem should be referred to the County 4-H Advisory Council for decision. The Extension Office should be notified of the final course of action.
6. 4-H organizations have an obligation to file with the Internal Revue Service an Annual Information Return, form 990, when gross receipts in the tax year exceed \$50,000.
7. An employee identification number is required when a 4-H club opens an account at a bank. Club should never use an advisor's social security number or some other organization's number. Clubs need to apply for their own number by applying online.



### **Fund-Raising Policy**

The people and businesses of Fairfield County have been very generous to the 4-H Program. So as not to over saturate the public with requests for funds, clubs are asked to carefully consider any Fund-raising efforts using the following guidelines:

1. Many clubs assess their own members for dues each year. This is an acceptable practice. Members should clearly understand that this money is for local club use and should vote annually whether to have dues and the amount of such dues.
2. Encourage members to sell animals or products coming from their own project work.
3. Discourage lotteries or games of chance. Rather, plan 4-H fundraising so the public or customer will receive full value. Remember, there are State and local laws and regulations prohibiting or regulating lotteries, raffles, and games of chance. Refer to Ohio Revised Code #2915.
4. Where there is proposal to conduct a game of chance (raffle) the 4-H committee should review the proposal and determine the implications the proposal will have on the 4-H program in the county. In counties where such a proposal is acceptable as viewed by the committee, then the proposal may be pursued within the county.
5. Try to avoid door-to-door canvass or “tag days” for donations. Give people something for their money or sell them on the merits of direct help with the education program.
6. Consider carefully before accepting money from a United Way Fund such membership is not generally approved. Rather, Extension should be held in the status as public schools and other education. The 4-H program may receive funding from United Way for programs that are conducted in collaboration with United Way affiliated agencies.
7. Use accepted fundraising procedures for specific worthy projects, such as a 4-H camp program, and inform the general public how funds will be used and controlled.
8. Insist that any fundraising project come about as a result of interest and appreciation for 4-H work, its precepts, ideals and goals.
9. Remember the basic purpose of 4-H is education. Do not let sideline “busy work” like door-to-door canvassing get in the way of more fundamental programs of learning and doing.
10. Keep fundraising to a minimum. One or two special drives per year should be the maximum and keep these campaigns short.
11. Never let fundraising lower the status or prestige of 4-H. Wholesome educational purpose for funds and wise use of them are the most important guiding principles.

### **Club Demonstrations**

Demonstrations are a valuable learning experience for every 4-H'er. Every 4-H Club is encouraged to have each of its members do a 4-H demonstration for their club sometime during the year. Demonstrations help members learn planning, organizing, public speaking and teaching skills.

It is a good idea to plan demonstrations at the same time as the club program of activities. One, two, or three members could do a demonstration after each business meeting.

To do a good demonstration, a member must pick a topic, collect and organize information, practice the skills to be demonstrated and then put this all together for an interesting presentation in front of advisors and peers. Junior Leaders or advisors should strive to help members prepare their demonstration so that this learning experience becomes a positive one.

### **Community Service Projects**

For a young person to learn that it is good to give back to the community as it is to receive, 4-H Clubs develop Community Service Projects. A Community Service Project can be a variety of many things, as long as someone else will benefit from the service. Projects can range from landscaping a public building, park, etc. to keeping trash picked up from a roadside or a public park. Clubs also have tried to help others by visiting senior citizens that have no one to socialize with, or go to a nursing home and put on a program of some kind or just talk with the people who live there. There is an endless list of possibilities for a 4-H Club to do.

### **Resources Available**

Resources for club meetings are available from the local Extension Office. Skill-a-thons kits for animal projects are available for use by clubs are available at the Extension Office; call ahead to schedule. A list of resources available from the Fairfield County Extension Office is found in your Advisor Redbook update in the Other Resources area.

### **Activity and Club Insurance**

American Income Life offers low cost minimum supplemental coverage insurance for 4-H activities. It can be purchased to cover the whole year of activities or to cover a single event the club is doing. Always check for the rates for the current year. Clubs can decide to purchase this coverage for their members. Application forms for this insurance are available online or by contacting this company. Information is listed in the Club Advisor Resources section on the website.

### **Other Policies that pertain to Clubs**

Such as - Trip or Activity Permission Forms/Emergency Medical Forms – Contracts - Alcohol, Illegal Drug and Tobacco Policies please refer to the Ohio 4-H Clubs Advisors Handbook found online at <http://advisorshandbook.ohio4h.org> or contact the OSU Extension Office for help.

## **COUNTY PROGRAMS AND OPPORTUNITIES**

This section contains a list and description of Fairfield County 4-H activities that members and clubs may participate in. While none of these events are required, they do enhance the 4-H experience.

### **4-H Camp**

Fairfield County 4-H Camp is held every year at Tar Hollow State Park south of Laurelville, Ohio. 4-H Camp usually lasts 4 days and is generally held the end of June or first weeks of July. Every member will receive registration information in their Fairfield County 4-H Members Handbook that the advisor will pick up with Club packets. Check with your club members to see that they received their camp information. Registration is on a first come first serve basis.

At camp, 4-H members participate in a wide variety of activities, including swimming, nature studies, crafts, sports, campfire, recreation (dancing and games) and many others.

Counselors at camp are Fairfield County 4-H members who go through extensive training to do their jobs. A nurse is on duty at all times at camp. The county 4-H Educator serves as Camp Director. Other adults and the Tar Hollow Staff comprise the rest of the staff.

We also offer a Cloverbud Day Camp, usually in the month of July. More information on this camp is available at the Extension Office.

### **Health and Safety Speaking and Skit Contest**

Fairfield County has a Public Speaking Event each year that includes the Health and Safety Individual Speaking, Health and Safety Team/Skit, Pledge and Creed speaking categories. This event is held in June. This is an opportunity for members to challenge their abilities to talk in front of an audience and their leadership skills. Public speaking information on how to get started is found in “The Tools for Public Speaking”, a guide for 4-H members – bulletin 970R and Tools for Public Speaking a guide for 4-H Leaders – bulletin 971R. Look for the announcement about the Public Speaking Event in the yearly calendar.

### **Demonstration Contest**

Fairfield County has a Demonstration Contest each year in July to give members another opportunity to go to the State Fair. This is an opportunity for members to challenge their abilities to talk in front of an audience and their leadership skills. Public speaking information on how to get started is found in “The Tools for Public Speaking”, a guide for 4-H members – bulletin 970R and Tools for Public Speaking a guide for 4-H Leaders – bulletin 971R. Demonstrations can be an individual or Junior team. Senior participants must give an individual demonstration.

### **Cloverbud Program**

1. Fairfield County youth age 5 and enrolled in kindergarten as of January 1 of the current year may enroll in the 4-H Program known as Cloverbuds, when a group is available (depends upon number of volunteers).
2. The educational system for the Cloverbud Program is activity based. “Activity Based” means a variety of short term “tasting” experiences for youth that creates an exciting, cooperative, and fun approach to learning through an immediate, positive feedback response to the youth involvement.
3. Enrolled Cloverbud Youth, because of age appropriateness, will not be eligible for any activities or projects designed for 9-18 year olds. It is not the intent of the Ohio Cloverbud Curriculum to duplicate the 9-18 year old program or to create a mini-4-H concept.

4. The Cloverbud Program will utilize only the state approved curriculum specifically designed from the K-2 age group.
5. Cloverbud activities must be held separately from other 4-H events, such as a 4-H club meeting. They could be held at the same time and place, but in a different room for example. Cloverbud members are not to attend 9-18 year olds 4-H Club meeting as part of their Cloverbud experience.
6. There are no competitive activities for Cloverbud. (For example, formal scoring, placing, special prizes, recognition, etc.) Any recognition given to Cloverbud members must be done equally for all members. Any participation in an event like a fair must be for exhibit only.
7. Volunteer's who wish to provide leadership for a Cloverbud group must complete the same application as other 4-H volunteers and must complete Cloverbud Leader Training.

### **The Fairfield County 4-H Endowment**

The Fairfield County 4-H Program has an endowment fund known as the Fairfield County 4-H Endowment, to support the educational efforts of the 4-H Program throughout our county. Funds are located in two locations: the Fairfield County Foundation and the Ohio 4-H Foundation, a part of The Ohio State University. The endowment Funds are different from annual types of gifts and contributions received to support our program because the funds are permanently invested and we spend only the annual earned interest.

What need do we have for a Fairfield 4-H Endowment Fund? As most of you know, 4-H is supported by federal, state, and local tax dollars and these budgets are very streamlined to cover only the basic program necessities. Interest from our Endowment can provide numerous opportunities for young people and adult volunteers that are not possible through our basic Extension operating funds.

Interest from our endowment will be used to support a variety of 4-H educational efforts such as: teen leadership training, scholarships for 4-H camp, advisor education, scholarships for 4-H youth to attend many statewide 4-H workshops such as Citizenship Washington Focus, Leadership Camp, etc., and for materials to assist volunteers in presenting educational programs and up to date information for their 4-H'ers.

If you have interest in helping with, or contributing to the endowment, contact the Extension Office to talk to the 4-H Educator. Many kinds of gifts can be given to our Endowment including cash, property, gifts-in-kind, securities, life insurance, bequests, charitable trusts, and memorials.

If your club would like to donate to the endowment, Please contact the Extension Office for details.

### **Junior Leadership**

This is an activity club, which allows 4-H members age 13 or older to take on leadership responsibilities in their club. Teen Leaders can be a great help to advisors by sharing the load of club leadership. Advisors and Teen Leaders should take time at the beginning of the club year to decide who wants to take on what jobs for the leadership of the club.

Some examples of jobs a Teen Leader might perform in their club are as follows:

1. Teach 2 members how to sew their first year sewing project.
2. Be responsible for helping some club members get their demonstrations ready.
3. Be responsible for seeing that every member knows the fair requirements for their project.
4. Visiting 3 members at their homes to see that their livestock projects are doing well.
5. Providing transportation for some members to every club meeting.
6. Typing and copying the club's program book for the year.
7. Practicing interview judging with first year members.
8. Calling members who miss meetings to update them.
9. There are 4 youth representatives from the Junior Leader Club that serve on the 4-H Advisory Committee. 2 are elected each year and the terms overlap.

The possibilities are endless!!

As an advisor, learn to take advantage of the talents and skills of your Teen Leaders. They need your guidance in doing their jobs.

## **County Volunteer Recognition Event**

The Fairfield County Junior Leadership Club plans a recognition event each fall to recognize the leadership given by 4-H Volunteers to the 4-H program. All volunteers are invited to the event by mail. All advisors are encouraged to attend this event to be honored for the time and dedication they have given to 4-H. Typically the event is free with a nominal fee for guests.

## **Teen Opportunities**

There are numerous opportunities for teen 4-H members to attend workshops, camp, trips and other 4-H events in Ohio and around the country. Other local leadership opportunities include camp counselor, and junior fair board positions.

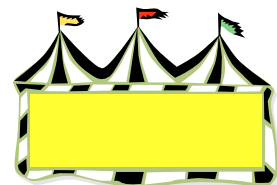
An older youth packet is sent out in November with all the information for youth to seek out these opportunities. This is not the time of year teens tend to think about 4-H so they may miss out on deadlines for these events. As an advisor, you may want to encourage and remind teens to set goals to try to some of these opportunities and be sure to look for and read the detailed information when they receive it.

*Deadline for Camp Counselor Application Form is in January, check calendar for dates.*

*Deadline for Ohio Achievement Forms is in January check, calendar for dates.*

## **FAIRFIELD COUNTY FAIR**

Fairfield County 4-H members have the opportunity to exhibit at our local fair. If a member chooses to exhibit at the fair, they need to follow the fair guidelines for their project as found in the Fairfield County Members Handbook, Junior Fair Book and in their project book.



**A member does not have to participate in a fair in order to complete their project, or a year of 4-H membership. No advisor may require their members to participate in the fair in order to complete their project.**

It is important for advisors to remember that the 4-H Program and our County Fair are entirely separate entities. The 4-H program does not make fair policies rules, and Junior or Senior Fair Boards do not make 4-H rules and policies. When a 4-Her decides to exhibit at the fair, they must follow the rules established by the Junior and Senior Fair Boards. It is their responsibility to be knowledgeable of all fair rules. These may be different or in addition to any rules the 4-H program has related to their project

Decisions related to the fairs are made by the Junior and Senior Fair Boards or their subcommittees (the show or sale committee for example). Advisors who have questions about procedures or decisions will be referred to the appropriate fair board or committee.

## **Entries**

The Senior Fair Board may refuse any entries that are turned in late. See the current calendar for fair entry deadlines. To exhibit at the fair, the entry sheet must be completely filled out by the advisor, and taken to the Fairfield Agricultural Society (Senior Fair Board Office, located on the fair grounds) or sent to P.O. Box 945, Lancaster Ohio 43130, by the dated indicated on the current Calendar.

You will need a Junior Fair Book to make out the entry sheets. The Junior Fair Book is made up of books representing each species or category. Under each of these books you will find the classes for each area for which your member can sign up for on the entry form. All the rules and regulations are found in this Junior Fair Book. **(All entry information and forms will be found in the Club Advisor Resources area).**

## **Junior Fair Participants who have Disabilities**

If Junior Fair exhibitors have special needs and require assistance in taking tests, exhibiting at the fair, etc. a "Winning 4-H Plan Request" form must be completed and sent into the Extension office 30 days prior to the required function of the current year. This form is available in the Member Handbook or online.

## **Required County-Wide Quality Assurance Training**

The training for Quality Assurance is now conducted at the county level.

## **When & Where It's Held**

There are two dates for livestock exhibitors to choose from in order to meet their QA requirements. Please refer to current year calendar for these dates and locations each year.

### Who It Affects

All exhibitors who take the following projects must attend the required Quality Assurance Training during the current year in order to exhibit at the Fairfield County Fair:

- Beef (Breeding & Market)
- Dairy Breeding & Dairy Feeders
- Goats (Angora, Dairy, Meat, Market, Pygmy)
- Poultry (Breeding & Market)
- Rabbits (Breeding & Market—this does not include Pet Rabbits)
- Sheep (Breeding & Market)
- Swine

### How the Quality Assurance Clinic Will Run

The QA Clinic will be set up to have a general session in the beginning and will then break out into training sessions.

### How to Meet the Quality Assurance Requirement

When an exhibitor attends one county-wide Quality Assurance Clinic, s/he is certified to exhibit at the fair in all species. (So if Chris Clover is taking Beef, Dairy, and Poultry, he only needs to attend one Quality Assurance training.) Exhibitors will be asked to mark all species planned to exhibit at the County Fair when signing in at the clinic. If exhibitors do not attend a county-wide Quality Assurance Clinic or approved state event, they will be ineligible to show at the Fairfield County Fair.

### Quality Assurance Test-Out Option

There is a test-out option for youth who are 12-14 years old, and again for youth 15-18 years old. All youth must complete at least one Quality Assurance Training prior to taking the test. A youth may test out when reaching the age of 12-14, but must again complete a clinic when reaching the age of 15. Once 15 years old, youth may again test out of Quality Assurance until s/he completes the 4-H career. Test out dates (refer to current year calendar for dates) this is by appointment only. Contact the office to set up an appointment.

### Additional Quality Assurance Training Options

There are opportunities at different clinics, meetings, & livestock shows around the state offering QA sessions. Examples of these types of sessions that would fulfill an exhibitor's Quality Assurance requirements are: the Ohio Beef Expo, designated Ohio Cattlemen's Association BEST shows, & other counties county-wide Quality Assurance Clinics. If a club member chooses to attend one of these types of sessions, they need to provide the Extension Office with proof of attendance with documentation of certification so accurate records will be available for verification if necessary. If you would like more information about alternative sessions, please call the Extension Office. (The majority of these opportunities are February-April, so they are BEFORE our dates!)

### Required Horse Clinic/Dog Check-In Day.

The Required Horse Clinic is only required for Horse exhibitors.

Exhibitors with Dog Project have a mandatory Check-In Day.

Both horse and dog members may provide a waiver form if they will not be attending the horse clinic or dog check in day. Refer to current year calendar for dates.

### Premier Exhibitor

If an exhibitor is interested in competing for Premier Exhibitor, s/he must take a "Premier Exhibitor Test". The test will be no more than 50 questions and will be objective--multiple choice, true/false—NO short answer.

Date options to complete the Premier Exhibitor Test are (all locations at the fairgrounds):

Refer to current year calendar for dates and times.

An exhibitor must take a test in ALL species s/he wishes to compete for Premier Exhibitor. If the exhibitor does not take the specie-related test, s/he will be ineligible for Premier Exhibitor in that specie. An exhibitor can take the test only once refer to current calendar for dates and times. S/He may come to only the testing portion of the QA Clinic provided the QA requirement is met.

## **Queen, Ambassador and Representative Contests**

- ❖ The Commodity Queen, Ambassador, and Representative Contests are sponsored, organized and conducted by the commodity groups and other individuals and businesses (not 4-H). If the sponsoring group provides applications, we will make them available to 4-H members at the Extension Office. For questions about these contests, you can contact the Extension Office for the name and number of the sponsor or contact person that is organizing the contest. They may be different from year to year.
- ❖ The Junior Fair Queen Contest is sponsored by local businesses and individuals and is organized by the Extension office. Applications are sent to 4-H'ers who are 16 and older and a copy of this application are sent to all FFA instructors in the county to distribute.

## **Fair Premiums**

Fair premiums are given by the Fair Board for exhibiting a project that has been graded at summer grading time or at the fair. Exhibitors should read the section in the Junior Fair Book, which gives rules about premiums, and the times for pick up.

## **Miscellaneous Rules Related to the Fair**

(Be sure to read the Junior Fair Book for complete fair rules pertaining to each project area.)

- If a member brings something other than what is specified in the fair exhibit requirements, they will be judged but not considered for awards.
- All projects must be owned by and in the daily care of members in order to exhibit at the Fairfield County Fair, required dates as follows: Dogs - April 1<sup>st</sup>; Steers – 2<sup>nd</sup> Saturday in March; Horses - June 1<sup>st</sup>; Pocket pets, Guinea pigs, Caged birds, Cats, Rodents, and other Small Creatures, July 1<sup>st</sup>; Dairy and Dairy Feeders - July 1<sup>st</sup>; Market Goats and Pygmy Goats - July 1<sup>st</sup>; Llamas - July 1<sup>st</sup>; Poultry Layers, Fancy Poultry, Bantam, Exotic Fowl, Ducks, Geese - July 1<sup>st</sup>; Turkeys – after May 1<sup>st</sup>, but before July 1<sup>st</sup> within 5 days of hatch; Market Hogs - July 15<sup>th</sup>; Beef Feeder Calves - August 15<sup>th</sup>; Market Rabbit – 2<sup>nd</sup> Saturday of September; and Market Chickens – within 5 days of hatch, no later than Sept. 1<sup>st</sup>; and all other breeding animals by July 1<sup>st</sup>.
- Market Steers, Market Hogs, Market Goats, Market Lambs, and Market Rabbits must be tagged in on the mandatory tag-in day to be eligible for exhibition. These dates are listed in Fairfield County Members Handbook calendar and in your Junior Fair Book.
- Horses must submit Leases (if applicable), ID Photos, and Identification papers by June 1<sup>st</sup>. Leasing is permitted for Horses and Ponies. (the lease must be filed at the Extension Office by June 1.)
- Llama, Dairy Goats, and Dairy Cattles can be leased. The lease must be filed at the Extension Office or Senior Fair office, as appropriate, by July 1.
- All members shall own, care for, and exhibit their own livestock projects.
- Dogs must be properly tagged and have vaccinations for the current year.
- Cats and ferrets must have current vaccinations per the county deadlines.

## **4-H AND THE OHIO STATE FAIR**

4-H members have the opportunity to participate in the Ohio State Fair in several ways.

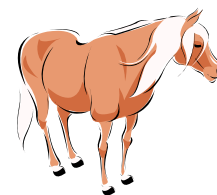
For information on shows and entry procedures please visit Ohio State Fair web site at <http://www.ohiostatefair.com>

### **Livestock (including Dogs, Rabbits and Poultry)**

In these project areas, 4-H members are eligible to enter their projects, themselves, in state fair classes. It is the member's responsibility to fill out entries, get the proper signatures and get their entries postmarked on time. State fair entry deadline for these areas is June 20.

### **Horses**

4-H'ers with riding horse projects can try for an opportunity to go to State Fair by qualifying (meeting required scores) in one of the Fairfield County Performance Against Standards (P.A.S.) Horse Shows. Horse members must meet other eligibility requirements and deadlines to participate in this show.



### **Special Interest Projects, Clothing, Foods & Nutrition and Demonstrations**

In these project areas, each county in Ohio can send a set number (quota) of members to the state fair in each project area. Not every project is offered a class each year; the projects are rotated by state fair. To see which projects will have a class at State Fair this year, members or advisors can check in the back of the Family Guide.

Because we can send a limited number in these areas, we will select representatives to State Fair through the county summer judging process. Anyone who is interested in qualifying for State Fair can do so by participating in the scheduled summer judging time for this project.

### **Other Opportunities at State Fair**

There are generally several other State Fair opportunities for members who are interested. Recently there have been 4-H talent shows, a poster contest, and a shopping bag contest for members to become involved in. These opportunities change from year to year and will be publicized to advisors through The County Clover 4-H Newsletter.

## **Always refer to your Members Handbook and Junior Fair Book for any updated Information**

**This is the Fairfield County Advisors Handbook.  
For the monthly update refer to <http://fairfield.osu.edu>  
or call the OSU Extension Office at 740-652-7260.**

**For additional information at the state level, view these**

### **Web Sites for more information**

Club Advisor Resources, Members Resources and Information  
& Current year Calendar are available online at  
<http://fairfield.osu.edu>

State 4-H Web Site  
<http://www.ohio4h.org/home>

The Source Book is available at  
[www.4-hmall.org](http://www.4-hmall.org)

Project Central (rate projects and check out project offerings)  
<http://projectcentral.ohio4h.org/>

4-H Youth Development program staff is listed at the beginning of this booklet.

4-H is . . . . .

The 4-H motto is “To Make the Best Better”

**The 4-H Emblem**

**HEAD**

Thinking. . Mental development;  
deeper  
Knowledge, reasoning and  
decision making

**HEART**

Feeling. . . Emotional  
development, developing  
interest, appreciation, wholesome  
attitudes and  
values.



**HANDS**

Doing. . Skills development;  
Ability to do, skill in doing  
And habit of doing.  
appreciation  
Wholesome attitudes and values.

**HEALTH**

Physical and personal  
development

**THE 4-H COLORS- Green and White**

“White” symbolizes purity and high ideals.

“Green” is Nature’s most abundant color and is emblematic of springtime, life, youth and growth.

**THE 4-H PLEDGE**



As a true 4-H member, 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.

**The 4-H Creed**

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.  
I believe in the training of my HEAD for the power it will give me to think to plan, and to reason.  
I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic,  
and true.  
I believe in the training of my HANDS for the ability it will give me to be helpful, useful, and skillful.  
I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease,  
and to work efficiently.  
I believe in my country, my state, and my community, and in my responsibility for their development.