

A Guide For 4-H Families in Linn County



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How does the 4-H Program Work?

Youth and their families join a local 4-H club in Linn County. A 4-H member attends club meetings monthly. At these club meetings, members plan other club events, vote on agenda items, swap ideas and information, and do fun and educational activities.

Beyond local club participation, 4-H families can participate in a variety of county-sponsored events, such as camps, county project meetings, workshops, Citizenship trips, and the fair. Linn County's monthly newsletter, keeps you informed on upcoming events. Be sure to read it!!

Linn County has a committee called Youth Programs Committee whose members serve to help direct the overall programming efforts of the 4-H program. They assist with county events, the fair, evaluate awards for recognition, and more. A group of youth leaders called the 4-H Youth Council is very active in this county. They are very energetic when it comes to promoting 4-H, evaluating new and existing programs, planning miscellaneous

events, community service, and raising money to help pay for their activities. In addition to this, four of the County Council members are represented on the Youth Programs each year.

The 4-H program also has state headquarters on Iowa State University's campus in Ames. ISU Extension is where most of your project literature will come from. State level 4-H activities include State Youth 4-H Conference, State Fair, state camps, and Citizenship-Washington D.C. Focus, etc.

There is also a national 4-H program headquartered in Washington D.C., where national competitions are planned and other literature is produced for use throughout the United States. They also work strongly with State 4-H program Directors to help make 4-H the best it can be in all 50 states.

You can take 4-H wherever you want to go. You just need to set your goals and determine how you're going to get there!

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4-H Facts

4-H Colors Green and White. Green symbolizes nature's most common color and represents life, springtime, and youth. White symbolizes purity.

4-H Emblem The green four-leaf clover has a white "H" on each leaf to represent the four H's – Head, Heart, Hands, or health.

4-H Motto To make the best better

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.

Origin of the 4-H Emblem and Name

It wasn't until 1907 when Jessie Field Shambaugh, from Page county and O.H. Benson, Superintendent of Wright County Schools, started using a three leaf clover for the identity of boys and girls clubs. The 3 H's were for Head, was trained to think plan and reason; Heart, to be kind true and sympathetic; and Hand, to be useful, helpful, and skillful. It wasn't until 1911 when O.H. Benson worked in Washington D.C. that the idea of the four-leaf clover came into play. He suggested the fourth "H" to stand for Health, to resist disease, enjoy life, and make for efficiency. Those are the four H's on the four-leaf clover .



What does a 4-H club do?

A 4-H club elects its own officers and conducts its own business. Most clubs meet monthly with a yearly plan for their programs. Each meeting usually includes presentations by members. Meetings might also include presentations by leaders, parents, or a resource person, recreation or indoor games, a

family sharing night, or a field trip.

Most clubs charge dues or have fundraisers for their club's events. Funds may be used for community service. 4-H members and their families are responsible for the cost of materials needed to complete their exhibit(s).



If you join a Linn County 4-H Club, what is expected of you?

- Select a project suited to your interests, abilities, and age.
- Do project work according to the best information available.
- Attend and share in the meetings of the club.
- Participate in club activities.
- Serve on committees which you choose to be on.
- Keep and turn in a record of what you do in 4-H each year.
- Give at least one club presentation each year.
- Exhibit at the county fair.
- Find out what membership requirements are for your club and the county program (Expected Standards) and work to achieve them. (There are not many and they are easy to do. You can do it!!)
- Participation in Community Service

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What will 4-H do for me?

The basic idea behind the 4-H program is to teach youth life skills. Life skills involve using knowledge and experience to meet everyday needs in lots of different situations.



Helpful Information from 4-H Members and Adults

If I had only known...(from a member)

- That the more I participate in my club's activities, the more I learn and have fun.
- To read each issue of the newsletter very carefully!
- To keep records of all 4-H activities, presentations, school, community, church, and other organizations for later reference when applying for scholarships and awards.
- Any of my friends can join 4-H. You do not need to own an animal to join 4-H. (Many projects don't have anything to do with animals.)

If I had only known...(from an adult)

- To send a calendar with my child(ren) to meetings to mark down club and county events.

- To keep a drawer or shelf for all the 4-H newsletters, mailings, and record books.
- Youth are to keep adding to their record book each year.
- Parent(s)/guardian(s) and grandparents are encouraged to attend and participate in 4-H events with their youth. Everyone's help is needed to make the program strong. 4-H is a FAMILY organization.
- The County Extension Office has materials youth can use for presentations.
- After reading the newsletter, call the Extension Office, club leader(s), other 4-H parents with any question(s) (however small you think it might be).



Linn County 4-H Program Guidelines

Membership

4-H membership is open to any young person who is in at least third grade by September 15 of the current program year. Membership may be in any club regardless of sex or place of residence. It is usually most convenient to belong to a club in the same township or community in which the individual lives and to a club where your friends belong. A member may belong to 4-H in only one county. Youth may enroll in 4-H up to May 1; the big enrollment drive is in the fall. Membership may continue through the end of the year in which the individual graduates from high school.

For ease of reference, membership is divided into three categories: Associate Members, 3rd grade; Juniors, 4th, 5th, and 6th grade; Intermediates, 7th and 8th grade; Seniors, 9th, 10th, 11th, and 12th grade. The 4-H year is from September 1 through August 31. Some clubs offer Cloverkids programs—these are for youth K-2 grade.

Projects

All members in traditional 4-H Clubs must enroll in at least one project. Members may add or drop projects up until March 15 and can exhibit in the project areas enrolled in. Members should choose areas of interest he/she wants to explore – not what exhibit he/she wants to take to the fair. Members

should complete and evaluate their project goals at the end of the program year. Record books should be turned into club leaders for evaluation (usually September 15). Members are expected to do their own project work, including care of livestock projects.

Exhibiting

Members who wish to exhibit their project must meet certain requirements such as attending clinics for fair eligibility. Exhibits must be the result of the members own project work and goals (set at the beginning of the project year), not done by other persons, including family members. Livestock, anything that breathes, must be properly identified by May 15; ID forms are available at the Extension office and online. It is the member's responsibility to be informed about and comply with all rules and deadlines for events in which they wish to participate, including the county fair.

Parental Involvement

The involvement of parents in 4-H is highly desirable. Their attendance at club meetings and many county events is encouraged. Parents should give guidance, support, and help (when needed) with member's projects and to help in areas of the 4-H program. They are expected NOT to do the members' project work for them.

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The Leadership Team

Organizational Leaders

Organizational leaders are primarily responsible for overall club organization. They coordinate, counsel, and plan programs with members and parents. They have a key responsibility to communicate with members, parents, other local leaders, the community, and the County Extension staff.

Project Leaders

Project leaders provide experiences, activities, and leadership to members enrolled in a project. They can work with a single club or on a county-wide basis as a County Project leader.

Youth Leader

A club member who provides leadership for a club project to activity. The leadership may be for a single event or the entire 4-H Year.

Club Officers

Club members elect their own officers to provide specific leadership to the group.

Parents

Because 4-H is a family activity, parents are involved too. They can help their own children, as well as helping leaders, and helping

members at project meetings or activities.

4-H Youth Council

The County Council is a group of youth from across the county who set a living example of 4-H standards for other members and friends of 4-H. County Council members are to improve communications between members and adults in 4-H. Their task is “to make the best better”.

4-H and Youth Programs Committee

This committee is comprised of adults and youth council officers. The Youth Committee is the governing body of 4-H in the county. Through its channels, rules and regulations for 4-H membership, projects, exhibition, out-of-county events, awards and various other areas are formed.

County Extension Council

The Extension Council consists of nine elected representatives from all over the county. They oversee the County Extension program and are the legal governing body. Extension Council is involved in the planning, follow-through, and evaluation of programs in the county.

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Goals & Records



Achieving Goals through 4-H Recordkeeping

Recordkeeping is one of the unique 4-H learning opportunities. Recordkeeping is a process that can be used throughout life in many ways.

4-H'ers can learn:

- How to set goals
- Plan and do things to meet their goal(s)
- To collect and organize information
- To accept and complete responsibility
- To tell about what they liked to do and learned

4-H'ers are encouraged to select one or more of the following options for recordkeeping on project(s):

- Experienced Project Record 4H-96B
- Advanced Project Record 4H-96C
- Project worksheets/manuals, such as live-stock, food and nutrition, and others
- Video Tape 4H-97A
- Audio Tape 4H-97A
- Portfolio 4H-97B
- Computerized formats

4-H'ers can follow five steps for recordkeeping:

1. Determine your interests.
2. Set your goals.
3. Form an action plan.
4. Do it!
5. Evaluate and make future plans.

STEP 1 – Determine your interests

This step occurs at the beginning of the 4-H year when you select your projects. The *4-H Pick a Project* paper, 4H 200, outlines some

activities that can help you determine your interests. Then select those projects in which you want to enroll. Think about questions like: What things do you find interesting? If you were in 4-H last year, what did you enjoy about the 4-H projects? What new things would you like to learn and do? Your 4-H leaders and parents can help you make these decisions.

Now keep track of the decisions you have made. Refer to the options for record keeping on this page. You can use a 4-H project record form to write down what you want to learn, or record your ideas on an audio tape, video tape, or computer if you have one available.

STEP 2 – Set your goals

Setting your goals is simply deciding what you want to learn and do. Having goals is like a road map. It is a tool that helps you plan how to get to where you want to go. Keep track of your goals by using your record keeping system.

Goals have three parts that can be measured or checked.

- The action: how you are going to do it
- The result: what you will do
- The timetable: when you plan to have it done

Goal example: "I want to make three nutritious snacks by the June meeting." This goal has all three parts the action, the result, and the timetable.

STEP 3 – Form an action plan

Now you have a goal to work toward, and it won't just happen. YOU have to make it happen! For example, if you have a goal to learn how to make a pie by July 1, think about these questions:

- Where will you get information you need?
- What types of pie might you consider learning how to make?
- Which recipe will you select for the pie crust?

Now take a look at your goals.

- What is needed to achieve your goal?
- How much time is needed to accomplish your goal?

STEP 4 & 5– Do it! Record it! Evaluate it!

As the year goes along, record what you do and learn in your project(s). Include what worked well, what did not, and what you enjoyed the most.

Pictures, clippings, project worksheets, exhibit write-ups, and other items can be included to help tell what you have done.

As you evaluate your goal(s), think about these questions:

- Were you able to achieve your goal(s)?
- What changes did you make on your project as you went along?
- Is there anything about your project that you would change?
- How do you feel about what you have learned?
- What ideas would you like to build on for next year?

Evaluate Your 4-H Experience

Now you will evaluate your 4-H experience by summarizing your participation in projects, events, and activities together on the 4-H Yearly Summary 4H-96. This summary is completed each year and is a cumulative summary of your achievements in communication, participation in the local 4-H club, and experiences beyond the local group.

It is most helpful to talk about what you have done during the year with a leader, another 4-H'er, or a parent.

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Communications

Presentation

Educational Presentation is sharing information about yourself or another subject with someone else. Some presentations are called demonstrations or illustrated talks.

Each 4-H'er is expected to give one educational presentation each year in their local 4-H club. So where do you start, what do you do, and what do you talk about? One way to getting started is by looking through your 4-H project materials for ideas. Make a list of projects you do, collect, do after school, do for fun, and ask a parent, leader, or an older 4-H member for ideas. Take a look at your list. Write the topic you'd like to "present" to your 4-H group.

Like a puzzle piece, a presentation has different pieces that fit together.

- Introduction: Tell briefly what you are going to do and why you chose this topic.
- Body: Give the details of doing it, showing it, or telling it
- Conclusion: Repeat the main points. Mention where you found your information, in case someone else wants to learn more about your topic.
- Questions: Ask your audience if they have any questions or if there are no questions, say, "This concludes my presentation."

You may use any article, chart, sound, sample, video, poster, or slide show in the body of your 4-H presentation. Use props to help make the topic more exciting or believable for the group.

For more information on Educational Presentations contact the CEO for publications called "I Have to do What?" 4-H 850A and "See! You did it!" 4-H 850LDR.

Working Exhibits

Working Exhibits are 4-H presentations where you get the audience involved by teaching or showing. You are teaching a skill to an audience that you first have to catch the attention of to make them stop, listen, and then participate. Working Exhibits is if you have a talent or have a skill, teach it to others.

Choose a topic that interests you, has steps or procedures, and involves an audience. For more information on Working Exhibits, contact the Extension office or ask for publication "Share a talent, Show off a talent, Do a working exhibit" 4-H 851.

Share-the-Fun

Share-the-Fun is having a fun time. 4-H members share their talents as a group performing an original skit or a small group singing a duet. Ideas of acts: singing, dancing, skits, joke telling, playing an instrument, magic - there are so many activities to choose from!

Extemporaneous Speaking

Extemporaneous Speaking is when a 4-H member wants to challenge their ability to think quickly on their feet. This contest involves developing a speech on a topic that is handed to you just minutes before you are to present. Once the participant is given their topic they are allowed a specific amount of time to prepare a speech, usually the speech would be a 2 minute presentation. The participant will be aided with a few resources helping them to prepare their speech. Those participating in this event present at the local level and if awarded will move onto state competition.

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Ideas for Parents of 4-H'ers



How are Parents and Guardians Partners in 4-H?

- Help your 4-H'er select the right project(s) for their interests. Be aware of your 4-H'er's goals and encourage recordkeeping.
- Reading the monthly newsletter—generally arrives at the very end of the month.
- Give encouragement and supervision, but allow the 4-H'er to do their own work. Give positive encouragement when problems arise.
- Help 4-H'ers set standards of honesty, teamwork, and good sportsmanship.
- Encourage and support the 4-H'er in attending club meetings. Volunteer to help with club activities such as showing one of your hobbies or working with a project group.
- Help 4-H'ers complete club and county requirements for the year.
- Give input into the county program by participating in county meetings and serving on committees.

4-H can be a tool to help you and your 4-H'er work together. Read the project material they receive and help think about what to learn and what to do. Give assistance when it's needed, but don't do the project for him or her.

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4-H Vocabulary

4-H Year

The 4-H Year is September 1 to August 31. All 4-H'er's recordkeeping and club books follow these dates.

Enrollment Form

To become a 4-H club member, an enrollment form must be on file in the Linn County Extension office by **March 15**—if planning to work with animals or **May 1** if not active with animals. Members who have been enrolled in a 4-H club will receive a re-enrollment form in the fall from a leader. A member may be a member to only one county.

Code of Ethics

All 4-H'ers must have a current Code of Ethics form signed at the CEO by May 1 by youth and parent/guardian. Code of Ethics is given at the same time as enrollment forms. Youth are expected to be sincere, honest, and act in sportsmanlike ways at all times. Youth represent the entire program and their behavior reflects on their parents, leaders, club, and the entire youth program. All adults involved with the youth program, leaders as well as parents, are expected to set positive examples and serve as positive role models by what they say and do.

Deadlines

- March 15Livestock/Pets—*Last day to sign up in these areas to show at county fair.*
- May 15Identification of Animals shown at the Fair.
- September 15.....Awards with record books

4-H Newsletter

When you check your mail around the end of each month and see a half folded beige paper, you are receiving the monthly 4-H newsletter filled with important 4-H dates and upcoming activities. Be sure everyone reads through it completely so information doesn't get missed.

Clover Kids

Clover Kids gives children in grades K-2 an opportunity to participate in activities uniquely

suited to their development. They grow and learn in a non-competitive environment, learn appropriate life skills, meet new friends, and have fun. Linn County clubs currently have clover programs.

Linn County Fair

The most exciting time of the year for 4-H'ers and families. The Linn County Fair is held in Central City in early July. 4-H members may exhibit their 4-H exhibits they have been working on all year.

4-H Uniform—*Needed for youth exhibiting livestock*
4-H'ers must be in uniform in the 4-H building during conference judging, hosting Pearson Center, and performing official duties, showing animals, and selling at auction. The 4-H uniform includes 4-H t-shirt, solid white or green blouse/shirt with 4-H emblem. White, green, or dark jeans, slacks, or skirt, or shorts. When showing animals with hooves, hard soled shoes must be worn when exhibiting.

Fair Board

The Fair Board is responsible for the Linn County Fair. This is a separate organization from the Extension office and its staff, although they work together on many projects.

4-H Project

An individual area or subject the 4-H'er wants to learn more about. A project often includes leadership, citizenship, communication, and decision making. The 4-H'er often researches or gathers information, then applies the findings to the project.

Pick-A-Project

A listing & brief description of projects can be found in the Pick-A-Project newspaper available at the Extension office or your leader.

Project Materials

Project materials are listed in your Pick-A-Project newspaper and are available at the Extension office at a low cost.

4-H Exhibits

A 4-H exhibit is an outgrowth of the 4-H project which the 4-H'er often chooses to share or showcase at the fair. For example, a plate of cookies would be an exhibit that could be displayed as a result of participation in the Food and Nutrition project area.

Conference/Indoor Judging

This method of judging is used for the majority of all classes at the county fair. The 4-H'er brings his/her exhibit and goal card to the judge to discuss the work. The judge uses this information, any written information required by the class rules, and exhibits itself in determining the ribbon placing of the exhibit. A ribbon is awarded and the placing is recorded on the Exhibitor List. Parents are not allowed in judging area.

Record Keeping—County Awards Encouraged

Each 4-H member is expected to record a summary and evaluation of the 4-H member's experience each year. You need to fill out at least one project record sheet and a yearly summary sheet. Project worksheets are also available. For more information on Record Keeping, look back under Achieving Goals Through Record-keeping.

All Linn County 4-H'ers are eligible to receive awards by completing a record keeping system. Youth in grades 4th-8th are eligible for the Record Keeping Award, Outstanding First Year Member, and Junior & Intermediate Merit. Youth in grades 7th-12th are eligible to apply for several project awards. Awards are presented at the 4-H Recognition Event.

Area and State Project Awards

Area Awards and State Awards are similar to the County Project Awards. A 4-H'er does not need to apply for a County Project Award to apply for the Area Project Award. The application process involves five pages of support materials. Senior 4-Hers are eligible to apply.

4-H Recognition Event—Awards Night

This is a night filled with recognition as we recognize 4-H'ers and volunteers for their achievements throughout the past year. All 4-H'ers and their families are encouraged to attend.

Clothing Event

Clothing Event is for 4-H members who wish to model and exhibit their garments at the county fair in Clothing Selection or Fashion Revue. Clothing Selection is when a 4-H member models clothing they have purchased. Fashion Revue is when a 4-H member models clothing they have sewn. Clothing Selection and Fashion Revue are judged two weeks before fair and placings are announced during the county fair during the style show. A 4-H'er may only exhibit one Clothing Selection and one Fashion Revue garment. Clothing Selection garments may not be exhibited as an indoor exhibit, but Fashion Revue can be in both. A chosen boy and girl in the Sr. division in Clothing Selection and Fashion Revue may attend the Clothing Day program at the State Fair.

Livestock Identification Form

Also referred to as Livestock ID. This is how the 4-H'er identifies all of his/her livestock projects. This includes beef, swine, horse, rabbit, dairy, sheep, goat, bucket bottle calf, rabbit, cat, dog and pets and poultry. We identify anything that breathes. Market animals are weighed-in and are identified at the designated weigh-in times. The Livestock ID form must be turned into the Extension office by May 15.

Only the animals listed on the ID forms are eligible to be exhibited at any 4-H show. This is not a fair entry, but its purpose is to insure the animal has been the 4-H'er's project during the year.

Food Safety and Quality Assurance (FSQA)

4-H'ers who exhibit beef, swine, sheep, goats, bucket bottle calves, dairy, poultry, and rabbit are required to be FSQA Certified before showing at the Iowa State Fair. The FSQA Program is an education program that teaches young people about good production practices and what it takes to produce a safe quality product. Read your newsletter for dates.

State Conference

Every June, over 1000 teenagers converge on the campus of Iowa State University for 3 days full of speakers, workshops, mixers, dances, a banquet, and community service activities. If you've completed 8th grade, you're eligible to attend. You don't even have to be in 4-H! You will get to experience campus life and meet new people from across the state! You will be having fun while learning by doing, dancing the nights away, and serving the community. You will get to learn new things to take back to your community and school, and in the process you might even discover something new about yourself! There are even opportunities for you to share your talents with the rest of the delegation through small group discussion, the Conference Chorus, and even a Talent Show! If you have a specific interest in either animal science or environmental issues, you might want to look into becoming part of the ROUND-UP or Touch the Land tracks.

State Council

The Iowa State 4-H Council is composed of approximately 45 energetic and positive high school juniors and seniors who act as ambassadors for 4-H. One of their major responsibilities is planning the Iowa 4-H Youth Conference held annually in Ames Iowa every June. Members are selected from their extension areas through an application and interview process. The youth meet 3-4 times during the year. They get to know each other through team building activities, plan conference, promote 4-H, help to ensure funding for 4-H programs, and form friendships that last a lifetime. The Iowa State 4-H Council also serves as ambassadors for 4-H, often meeting with county councils and 4-H groups in their local areas. The State Fair, state 4-H events, and leadership workshops also keep the council active.

CWF (*Citizenship Washington D.C. Focus*)

CWF is a six day program that helps youth identify and understand their active role in society. Conducted in Washington D.C., CWF uses our nation's capitol as a classroom to foster youth appreciation, understanding and involvement in civic responsibility, government operations, and current issues. 4-H'ers who attend must be in either grades 10, 11, & 12. Linn County offers the trip every two years and trav-

els with the Southeast area.

Iowa 4-H Center and State 4-H Camps

The Iowa 4-H Center is a retreat center owned by the Iowa 4-H Foundation and operated in conjunction with the Iowa 4-H Program and the Iowa State University Extension. Open for year-round use, the 4-H Center has 360 beds among five villages and is available for anyone to rent anytime. The Iowa 4-H Center is located on 1100 acres along the Des Moines River near Madrid, Iowa. All camps are overnight experiences. Camp is a great place to meet people, develop life skills, and create a positive outdoor ethic. 4-H camps are open to all youth; 4-H membership is not a requirement.

Iowa 4-H Foundation

A nonprofit corporation formed to supplement the state 4-H program, primarily through the development and operation of the State 4-H Camping Center at Madrid and specialized programs that are conducted there. They also provide funding for innovative programs around the state and provide funding for youth who need financial assistance to participate in the youth program.

Linn County 4-H Endowment Fund

The 4-H Endowment Fund was established for anyone who wishes to give money to help support educational workshops, new clubs, grants to 4-H clubs, and financial assistance for the youth of Linn County. Money can be donated by memorials, tributes, life insurance, brick purchases, real estate, gifts in kind, charitable gift annuity, or by becoming part of the 4-H 400/1000 Donor Club. All monies donated stay in the county. Pick up donation cards at the Extension office. These funds are distributed by the Youth Programs Committee as well as Extension Council members.

Grants and Scholarships

Various Grants are available to 4-H'ers and clubs throughout the year such as The Pioneer Improvement Grant, Iowa's Promise Youth Grant. All applications are available at the Extension office.

The Iowa 4-H Scholarship Program offers many scholarship opportunities for graduating seniors in 4-H.