



Louisa County 4-H Handbook

IOWA STATE UNIVERSITY
University Extension

and justice for all

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08/05

Louisa County 4-H

Louisa County Extension Office

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Background

4-H was started back in 1900 by a country school teacher who decided that the 3 R's weren't enough, so she added the 3 H's (Head-Heart-Hands). The 4th H, Health wasn't added until 1913. Thus began the organization of Homemaking Clubs for girls and Corn Clubs for the boys.

Over the years, 4-H has grown from a country schoolroom to an organization of over 5 1/2 million boys and girls in the United States. There are also more than 80 countries throughout the world with 4-H type programs.

4-H is a tax supported organization under the United States Department of Agriculture, Iowa State University and the County Extension Service. All 4-H programs are open to all wishing to participate regardless of race, color, sex or national origin. Club dues, wearing uniforms or any other special requirements should not prevent a youngster from joining 4-H.

4-H Clubs are led by volunteer leaders who give time and talent to help members learn.

4-H Extension Cord

A newsletter, called the *4-H Extension Cord* is sent from the Louisa County Extension to 4-H members and leaders containing information about upcoming activities and events. Be sure to read it thoroughly each month and share any important information with your family members. This is the way the Extension Office communicates with 4-H families.

National 4-H Week

The first full week in October (Sunday through Saturday) is National 4-H Week. Clubs are asked to promote 4-H and invite new members to get involved.



Community Clubs

The traditional 4-H community club is a continuing group of enrolled youth and adult volunteers, chartered by the county Extension Office, with youth and adult leadership and a planned educational program throughout all or several months of the year. The target audience for club membership is 4th through 12th grade youth.



Louisa County Rules

1. 4-H Club membership is open to all youth 4th through 12th grade. 4-H grade categories are:

- Juniors—grades 4, 5, and 6
- Intermediates—grades 7 and 8
- Seniors—grades 9, 10, 11, and 12

Please note that there may be age limitations on some activities and events.
All ages referred to are 4-H ages, (on September 15 of previous year)

2. Members usually belong to a 4-H Club of their choice. 4-H clubs meet 10-12 times a year and consist of a least 5 members and 1 adult leader.

3. To become a 4-H club member a boy or girl should file an enrollment form in the Louisa County Extension office. Youth may join 4-H at any time, but to be eligible to exhibit at fair an enrollment form must be on file at the LCEO by May 15. Projects must be chosen and on file by this date also.

4. A 4-H club member is expected to:

- a) Attend club meetings
- b) Carry at least one 4-H project during the year
- c) Complete a yearly summary by evaluating his or her 4-H experience through a record keeping system (Such as a Record book, Video, Scrapbook, and/or Interview.)
- d) Present one educational presentation each year at a club meeting



Club Officers & Responsibilities

Installation of Officers can be a meaningful experience. Scripts are available from the Extension office. County Council members could be invited to help in the ceremony.

President -	Conducts meetings according to approved parliamentary procedure. Appoints committees. Represents the club at meetings and events. Works with the club leaders and members to make club activities educational and fun.
Vice-President -	In the absence of the president, presides at meetings and represents the club. Serves as chairperson of the program committees.
Secretary -	Records and reads the minutes. Calls the roll and keeps the attendance record. Writes letters for the club.
Treasurer -	Keeps accurate records of all money transactions in the Treasurer's book. Pays all bills promptly. Prepares a summary of income and expenses to present at each meeting.
Historian -	Keeps record of club's 4-H year by keeping Historian's book of pictures, newspaper clippings and story of club activities.
Reporter -	Writes news stories and sends them in to local newspapers each month.
Recreation Chairman -	Leads games and helps plan parties and events with other members of the club.
Photographer -	Takes pictures of club meetings and activities and gives them to Historian.

Most club meetings use the following format, but this can be adapted to fit the needs of the club.

Opening --	Call to Order Pledge of Allegiance Roll Call
Business Meeting --	Secretary's minutes Treasurer's report Committee reports Old or unfinished business New business Adjournment 4-H pledge
Program --	Presentations by members Presentations by leaders Guest speakers Work on community service projects
Recreation --	Games and/or Songs Refreshments

Selecting Projects

Part of the enrollment process of joining 4-H is to select projects or areas of study in which the 4-H'er wants to learn in the current year. A listing and brief description of projects can be found in the "Pick A Project Paper" (4-H 200), available from your leader or from the Extension Office. New members may choose and receive up to six manuals for free, provided by the LCEO. Additional manuals are available at the Extension Office at a low cost.

A **project** is an area of study in which each member chooses to participate, learn by accomplishment, explore future career possibilities, and enjoy the fun of working with a group. The project may be done individually or by a group.

An **exhibit** is an item for display that was created as a result of participation in a project area. For example, a plate of cookies would be an exhibit that could be displayed at the fair as a result of participation in the Food and Nutrition project area.

Carrying out a project will help individuals "learn by doing" in a real-life situation. They gain valuable information and develop skills in working. In addition, 4-H members can gain experience in decision making when they decide on projects and the quality of work to be performed. Members also learn to accept responsibility by completing project work. Finally, they can learn the value and techniques of keeping accurate records. As 4-H'ers gain knowledge and experience, they are encouraged to increase the size, scope and number of projects.

SPECIAL NOTE ON PROJECT ENROLLMENT: Enrolling in a project area allows you to take an exhibit to the fair from any unit listed in that project area. Examples: Signing up for Home Improvement, Unit 5311 Discovering Design, enrolls you in any Home Improvement unit such as 5312 Furniture Facts, 5313 Accessory Accents, etc. Another example: Signing up for Unit 1071 Dairy Goat also means you can have a Meat Goat, Unit 1074, 1075 or 1076.

Livestock Project Identification

All livestock projects shall be identified in accordance with state rules. Refer to the Iowa 4-H Animal and Poultry Identification, Weighing, and Exhibiting Requirements for County, State, and Interstate Shows (4-H 202) for guidelines regarding livestock identification.

All *market* beef must be weighed and identified by January 15 of the current 4-H year. The market beef weigh-in is usually held in December. The date is posted in the *4-H Extension Cord* (newsletter sent from the Louisa County Extension Office).

Market sheep, goat and swine must be weighed and ID'ed at the spring county weigh-in dates posted in the 4-H Extension Cord (newsletter sent from the Louisa County Extension Office).

All other animals (breeding beef, foundation ewes, pet goat, dog, horse & poultry) must be ID'ed on appropriate form and on file at the LCEO **ON OR BEFORE MAY 15 OF EACH YEAR** with the exception of rabbit, which is due July 1 with the fair entry form. **Late postmarks are not accepted.**

Enrolling in a project area and identifying an animal(s) by May 15 on the livestock ID form does not enter your animal in the fair. Fair entries for livestock are due July 1 at the Louisa County Extension Office. Fair entry forms may be obtained from 4-H club leaders, the LCEO, and are in the Louisa County Fairbook.

LATE COUNTY FAIR ENTRY OR LATE LIVESTOCK IDENTIFICATION FORMS will be penalized to no better than a red ribbon at the Louisa County Fair. **In fairness to all, there will be no exceptions to this rule.**

Exhibit Opportunities

All exhibits must be made by the 4-H'er during the current year. The articles may be for someone other than the exhibitor.

Club Achievement Show - (Optional - This is a club decision.)

The club achievement show is a mini-fair held by each club a few weeks before the County Fair. It provides a chance for members to share what they have learned and have their work evaluated by a judge in preparation for the County Fair.

Some clubs have a club tour. Larger exhibits, such as livestock, are more easily viewed at the 4-H'ers home. A club may want to take a tour to its member's homes to view these larger projects.

County Fair

Although not a requirement, 4-H'ers are encouraged to exhibit at the County Fair. A fair book with a complete list of classes and rules is published each year and provided for every 4-H family. All exhibits must be entered on the fair entry form and submitted to the Louisa County Extension Office by July 1. Fair entry forms may be obtained from 4-H club leaders, the LCEO, and they are in the Louisa County Fairbook.

Exhibitor Attendance at county fair

Excusing a member from personally exhibiting his/her project defeats one of the important objectives of the fair. Therefore, all 4-H and FFA exhibitors (in all departments) must be present for judging. Exceptions would be in case of injury, serious illness or death in the family, as these conditions are out of the exhibitor's control. Any exception should be addressed in writing by July 1 to the Fair Committee by the exhibitor. A meeting will be held whereby the exhibitor will present their exception, and a vote will be taken. The committee's decision is final.

FASHION REVUE & CLOTHING SELECTION

Fashion Revue is an event where 4-H'ers model clothing articles they have made themselves. All junior, intermediate and senior 4-H'ers who participate in the Fashion Revue must also be enrolled in the clothing project area. Rules for this activity are in the fair book.

Clothing Selection gives young men and women a chance to show their skill in selecting an outfit for a particular purpose. In Louisa County, this is open to all junior, intermediate and senior aged 4-H members. Youth do not need to be enrolled in the clothing project to participate. Rules for this activity are also in the fair book.

Judging for both Fashion Revue and Clothing Selection is done on the first day of the fair. All participants model at the 4-H Family Nite and winners are announced at that time. One Intermediate winner from each class is selected to attend the Area Intermediate Clothing Event in Iowa City. Senior grade members are eligible to be selected to represent our county at the Iowa State Fair.



State Fair

4-H members who are in 5th-12th grades by September 15th of the previous year are eligible to exhibit in 4-H events at the Iowa State Fair. This includes all livestock shows, communication events, and exhibits in the 4-H building. However, if a Share the Fun presentation involves a whole club, at least 80 percent of the performing group must have completed the 5th grade. Other age restrictions are Livestock Judging Team - must be senior 4-H members (9-12 grades) and Clothing Event - must be senior 4-H members (9-12 grades).

4-H Building Exhibits – Each year, exhibits are selected from the county fair to go on to the Iowa State Fair. Exhibits selected are based on a county quota system determined by the State 4-H Office. Help is needed to transport these exhibits to and from the Iowa State Fair. Contact the Extension Office if you would like to volunteer.

Livestock Exhibits – July 1 is the deadline for livestock entries for the Iowa State Fair. Entries are to be made at the Extension Office.

Horticulture Entries – Actual vegetable specimens can be entered at the Iowa State Fair without being selected at the county fair. Entries need to be made at the Extension Office by July 1. Contact the Extension Office for class listings or see the fairbook.

Regional and National Livestock Shows

Ak-Sar-Ben (it's Nebraska spelled backwards!) is a regional 4-H livestock show held in Omaha, Nebraska during the third full week of September. It includes the states of Nebraska, Iowa, Kansas, Minnesota, Colorado, Missouri, South Dakota, and Wyoming. Animals that can be exhibited are beef, sheep, swine, horse, market broilers and meat goats. 4-H'ers exhibiting at Ak-Sar-Ben must be at least 10 and not older than 19 years old by January 1 prior to the show. Contact the Extension Office early as there are nomination deadlines.

4-H Records



4-H'ers set goals, carry out those plans and evaluate their achievement. This is done with the use of a 4-H Record Keeping System. Materials are available from the Extension Office on the different options to create your record keeping system.

To complete a project, records should be completed and turned into the leader. Records are to be turned in to leaders by September 15. Club leaders should evaluate the record keeping method, ideally with a face to face meeting with the 4-H'er.

Recognition

Local Family Night

Many clubs hold Family Nights. It is frequently a special evening set aside for club members and their families to get together for a potluck supper and fellowship. Highlights of the evening may include installation of new club officers, the recognition of 4-H'ers, or other programs conducted by the club members.

County Recognition

Recognition is available to 4-H'ers. 4-H'ers are nominated by their leaders to receive awards. An awards event is held in October or November. The *4-H Extension Cord* newsletter has details closer to the event.

Area, State and National 4-H Opportunities

Area Intermediate Trip - 7- 8th grade 4-H'ers may attend this trip along with 4-H'ers from other southeast counties in the 4-H area. This trip is held in June for 2 days. The locations rotate between Chicago, Minneapolis and St Louis.

State 4-H Conference - An excellent educational experience held annually in June on the Iowa State University Campus. Delegates must have completed the 8th grade or above during the preceding school year. www.extension.iastate.edu/4H/StateConference

Citizenship Washington Focus - Senior members are eligible to travel to the National 4-H Center and participate in citizenship programs and tours of historic sites in Washington, D. C. They should be enrolled in the citizenship project and should attend training meetings.

Iowa 4-H Education & Natural Resources Center - This camp is located near Madrid, Iowa and is supported by the Iowa 4-H Foundation. A wide variety of overnight camps are available to people of all ages and campers do not need to be a 4-H member to attend. A brochure on the camps is available in the spring from the extension office. Their website is: www.extension.iastate.edu/4hcenter/

Community Service

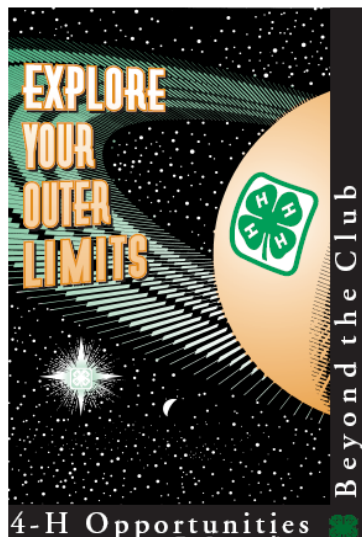
4-H'ers for 4-H. This service project combines contributions from local clubs toward IFYE (International 4-H Youth Exchange) program, the Iowa 4-H Foundation, the Iowa Youth and 4-H Conference, and the National 4-H Center in Washington, D. C. Contributions are due in the Extension Office by May 15th each year.

Each 4-H Club is encouraged to conduct one community service project per year. To assist financially with projects, money is available from the Pioneer Hi-Bred International Inc. Grants from \$25 to \$100 are available to selected clubs each year. Applications are due December 1. Information is available at the LCEO and at www.extension.iastate.edu/4H/PioneerGrants.html

The Louisa County 4-H Foundation offers \$50.00 grants to clubs wanting to conduct community service projects in the county. Applications are available online and at the LCEO.

4-H Activities

Several county-wide activities are held each year to promote friendship and learning.



Lock-In

The 4-H Lock-In is a 4-H County wide fun event for all 4-H'ers. It is usually held in February or March at the Family Y in Muscatine. The *4-H Extension Cord* newsletter will have dates and other information.

Workshops

Workshops are held to provide members with the opportunity to explore projects and gain further information. These will be announced when they are planned each year.

Camps

County camps are usually held at Langwood during the summer. These are announced in the *4-H Extension Cord* newsletter.

Volunteer Opportunities

Child Protection and Safety Policy

All adult volunteers who are working in direct contact with youth are required to have a background check through our Child Protection and Safety Policy. Forms are available from the Extension Office.

Volunteer Leader

Volunteer leaders are expected to participate in 4-H leader trainings, guide 4-H'ers in the planning of their club program, and provide appropriate supervision of club activities. There are three types of 4-H leaders.

One leader is designated as the *Organizational* or *General Leader*. This leader serves as a contact for the Extension Office. Mailings from the Extension Office are sent to this leader when information needs to be delivered to the clubs.

The *Project Leader* serves as an assistant to the Organizational Leader and helps 4-H'ers with their project areas.

The *Resource Leader* acts as a resource of project information in the club.

There are several opportunities for leader training beyond the county level.

State 4-H Leader Retreat – Leaders from around the state gather at the Iowa 4-H Education and Natural Resources Center near Madrid, Iowa for a weekend of sharing ideas and learning new things to take back to their club. This event is usually held in February or March.

North Central Regional Leaders Forum – Twelve states make up the North Central Region. Each year the NCR conducts a leader forum designed to supplement the local 4-H adult leader training program. Different states host this event each year.

Information regarding opportunities and information for 4-H volunteers may also be obtained from the Iowa State 4-H web site at www.extension.iastate.edu/4H/

Chaperones

Chaperones for club or county events should have first passed through the Child Protection and Safety check before chaperoning an activity. Volunteers are always needed to chaperone various 4-H activities. Contact the Extension Office if you are interested in volunteering as a chaperone.

County Council

The Louisa County 4-H Council is comprised of youth in grades 9-12 with an interest in planning county-wide activities for Louisa County 4-H'ers. Council members must be willing to take time for Council business and assume responsibility of planning coordinating, or assisting at events for 1 year. Activities may include, among others:

Awards Event	4-H Promotion via media & presentations
Fair responsibilities	Officer Training and Installation
Community Service activities	Activities planned by the County 4-H Council

Extension Council

The Louisa County Extension Council is the local governing body with nine members. They are responsible for all Extension programs in our county. Elections take place in November and every two years half of the council is elected from the general election.

4-H Fair Committee and Fair Sub Committees

Members of the fair committee are fair superintendents. Sub committees assist with fair activities, and along with fair committee members set and interpret rules. Both youth and adults may serve on the committees. Those interested in serving should contact the Extension Staff.

Communication Opportunities

CLUB LEVEL - Club members take turns giving presentations at club meetings. These activities will help members gain experience in organizing and presenting ideas, skill in speaking and confidence in themselves. Topics should be something of interest to the member - perhaps dealing with a favorite project. Sometimes topics are assigned by leaders.



COUNTY LEVEL – Several opportunities exist for 4-H members to participate in a communication activity at the county level. All of these opportunities are held at the county fair. See the county fair book for rules and requirements for each of these events.

Extemporaneous Speaking is a contest for 4-H'ers in 9-12th grade where participants are given a topic and have 30 minutes to prepare a speech on the topic. Two participants at the county level can be selected to advance to the Iowa State Fair

Educational presentations are a formal way of speaking. Educational presentations are well rehearsed with questions held until end of presentation. Winners at county level may advance to the Iowa State Fair.

Working exhibits aim to get the audience involved by asking questions, or by offering the audience hands on activities and thus are less formal. Winners at county level may advance to the Iowa State Fair.

Share the Fun provides a chance for members to gain confidence in front of an audience through entertainment. Skits, music, dances, etc. are presented at the County Fair and are acceptable if they are 8 minutes or less in length. Winners at county level may advance to the Iowa State Fair.



4-H Bits and Pieces

*Learning how to do a project
is more important than the project itself.*

4-H boys and girls are more important than 4-H projects.

*To “learn by doing” through a useful work project
is fundamental in any sound educational program,
and is characteristic of the 4-H program.*

Generally speaking, there is more than one good way of doing most things.

4-H teaches members how to think, not what to think.

*Competition is a natural human trait,
and should be recognized as such in 4-H work.
It should be given no more emphasis than other 4-H fundamentals.*

*Every 4-H member needs to be noticed,
to feel important, and to be praised.*

*No 4-H award is worth sacrificing the
reputation of a 4-H member or leader.*

Successful 4-H members are evidence of interest from family members.

*4-H is not trying to replace the home,
church, or school--only to supplement them.*

4-H'ers should be their own best exhibit.

*A blue ribbon 4-H member with a red ribbon project
is more desirable than
a red ribbon member with a blue ribbon project.*

Good examples and attitudes are the best help members can receive!





The 4-H Motto
“To make the best better”

4-H Colors
GREEN Nature’s most common color
is emblematic of springtime, life & youth.

4-H Slogans
“To win without bragging,
To lose without squealing.”

WHITE Symbolizes purity &
high ideals.

The 4-H CREED

I believe in Boys’ and Girls’ 4-H Club Work for the
opportunity it gives me to become a useful citizen.

I believe in the training for my HEAD for the power
it will give me to THINK, PLAN, and REASON.

I believe in the training for my HEART for the nobleness
it will give me to be KIND, SYMPATHETIC, and TRUE.

I believe in the training of my HANDS for the ability
it will give me to be HELPFUL, SKILLFUL, and USEFUL.

I believe in the training for my HEALTH for the strength
it will give me to ENJOY LIFE, RESIST DISEASE, and
MAKE FOR EFFICIENCY.

I believe in the United States of American, in the State
of Iowa and in my responsibility for their development.

I am therefore, willing to devote my efforts for the
fulfillment of these things which I believe.

The 4-H Pledge
I Pledge
My HEAD to clearer thinking.
My HEART to greater loyalty.
My HANDS to larger service.
My HEALTH to better living.
For my club, my community,
my country, and my world.

The 4-H Emblem
The 4-leaf clover is the emblem
used to represent 4-H. Often each
leaf has an H in it. They stand for
head, heart, hands and health. 4-H
aims to develop the whole person.

