



Lee County 4-H Handbook

. . . and justice for all

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Cooperative Extension Service, Iowa State University of Science and Technology, and the United States Department of Agriculture cooperating.

Lee County 4-H

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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 Families Newsletter

A newsletter, called the *4-H Families Newsletter* is sent from the Lee County Extension to 4-H members and leaders 3-4 times a year containing information about upcoming activities and events.

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.

Lee County Rules

1. 4-H Club membership is open to all youth 4th through 12th grade. Membership fee is \$5.00.
 - a) All livestock projects shall be identified in accordance with state rules.
 - b) All projects must be enrolled on the official enrollment form by May 1 in order to be considered a project for the year.
 - c) All grades referred to are 4-H grades, (on September 15 of previous year)
2. Members are encouraged to present one educational presentation each year.
3. Members usually belong to a 4-H Club of their choice. 4-H clubs meet 10-12 times a year and consist of at least 4 members and 1 adult leader.
4. Members need to attend club meetings in order to show at the county and state fair.
5. Members are encouraged to turn in yearly records (Record Book, Video, Scrap Book, or may choose to Interview).

Club Offices & 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.

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.

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. Project guides and manuals are available to members after enrollment if material is requested. Some additional materials are available at the Extension Office at a low cost.

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 as a result of participation in the Food and Nutrition project area.

SPECIAL NOTE ON PROJECT ENROLLMENT: Enrolling in a project area allows you to take any project listed in that area, regardless of the number of the unit you sign up for. Enrolling for a specific project does allow you to receive information in that area if requested. Examples: Signing up for Home Improvement, 5311 Discovering Design, enrolls you in any Home Improvement topic and you may request the books for the other Home Improvement topics.

Please note that this is for project enrollment only, not fair classes. **SPECIFIC CLASSES MUST BE CHOSEN AND RECORDED ON THE FAIR ENTRY FORM.**

Livestock Projects

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. County weigh-in's are scheduled by Extension staff.

All market beef must be weighed and identified by January 15 of the current 4-H year. All state fair entries must be specifically identified and DNA samples must be taken.

All breeding and commercial heifers, dairy, dog, goat, horse/pony, sheep (breeding), *MUST* be identified on livestock identification forms, referred to ID forms and *ON FILE IN THE EXTENSION OFFICE ON OR BEFORE MAY 15 OF EACH YEAR*. Rabbits and poultry by June 16th. Market sheep and swine must have been weighed on the county weigh-in dates posted in the *4-H Families Newsletter* (newsletter sent from the Lee County Extension Office).

***LATE COUNTY FAIR Livestock Entries will be charged a \$10 late fee.**

Enrolling in a project area and identifying an animal(s) by May 15 on the livestock ID form does not automatically enter your animal in the fair. Fair entries for livestock will be mailed in the May/June 4-H Families Newsletter. Deadline in June.

Fair books are mailed sometime in April.

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.

Club Tours - 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. Items that are to be exhibited in the Art Hall must be entered on the fair entry form and submitted to the Lee County Extension Office by specified date. Fair entry forms will be mailed to 4-H members or call the Extension Office.

FASHION REVUE & CLOTHING SELECTION

The *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 Lee 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 usually done in June. All participants have the opportunity to model at the fair and winners are announced at that time. One Intermediate division winner is selected to attend the Intermediate Clothing Event in Coralville Mall (date to be announced). Senior division members are eligible to be selected to represent our county at the Iowa State Fair. Each county may select one boy, one girl, and one minority to advance on to 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 include:

Livestock Judging Team - must be senior 4-H members (9-12 grades).

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.

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.

Regional and National Livestock Shows

Several regional and national shows are available for 4-H'ers to exhibit their livestock.

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, and market broilers. Beef nose print nominations must be postmarked by April 1. Market broiler order forms must be returned by July 1. Horse exhibitors must first qualify by attending a qualifying horse show during the summer. 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. Entries for Ak-Sar-Ben are due to the Extension Office by August 10. Contact the Extension Office for more information.

4-H Records

4-H'ers set goals, carry out those plans and evaluate their achievement. 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 in to the leader. Records are to be turned in to leaders by October 1st. Club leaders should evaluate the record keeping method, ideally with a face to face meeting with the 4-H'er.

Recognition

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 fill out application forms available from the leader or the Extension Office. Invitations are mailed to 4-H families for the Awards Program.

Area, State and National 4-H Opportunities

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

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.

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 must attend training meetings.

Kansas City 4-H Conference - Seniors may attend this conference which is held in Kansas City in March for three days. It features tours, seminars, and service learning opportunities and cultural events.

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.

Other camps and trips may be offered at various times during the year. Members should watch for information in the *4-H Families Newsletter*.

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 June 1 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.

4-H Activities

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

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

These are announced in *the 4-H Families 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 training's, 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 leaders once a month and 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.

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 is available from the Extension Office.

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 Lee County 4-H Council is comprised of youth in grades 9-12 with an interest in planning county-wide activities for Lee 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. Activities may include, among others:

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

Extension Council

The Lee County Extension Council is our local governing body and is responsible for all Extension programs in our county. They are elected on the general election ballot.

4-H Program 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 should be encouraged to give 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.

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.

IMPORTANT 4-H DEADLINES

December 1st Enrollment forms are due in the Extension Office.

May 1 Final enrollment forms for the year are due in the Extension Office.

May 15 **Livestock Identification Forms** due in the Extension Office
(includes beef, sheep, swine, dog, goat, rabbits, horse, dairy & poultry)

July 1 **Iowa State Fair Entries** due in the Extension Office.

*******NO LATE ENTRIES ARE ACCEPTED BY THE STATE FAIR*******

October 1st 4-H record keeping materials (books, video, scrapbook, etc.) due to leaders.

Other dates will be in the Families Newsletter or the Leader Letter.

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.

