

# General Information

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# Table of Contents

How does the 4-H program work?.....	4
4-H Facts.....	4
Keokuk County 4-H history.....	5
What does a 4-H Club do?.....	6
If you join a Keokuk County 4-H Club, what is expected of you.....	6
What will 4-H do for me?.....	6
Keokuk County 4-H Program Guidelines.....	7
The Leadership Team.....	8
Achieving Goals through 4-H Recordkeeping.....	9 & 10
Communications.....	11
How are Parents and Guardians Partners in 4-H?.....	12
4-H Vocabulary.....	13, 14, 15



# How does the 4-H program work?

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Youth and their families join a 4-H club in Keokuk County. A 4-H member attends club meetings monthly. At these club meetings, members plan other club events, vote on agenda ideas and officers, swap ideas and information, and do fun and educational activities. Keokuk County unlike many counties in Iowa, does NOT CHARGE to be a member of 4-H or to belong to any club! Members are asked to participate in fruit sales. Fruit sales fund activities, scholarships, and member enrollment.

Beyond local club participation, 4-H families can participate in a variety of county-sponsored events, such as camps, county youth events and clinics, Citizenship trips, and the fair. Keokuk County's monthly newsletters keep you informed on upcoming events. Be sure to read through it!

Keokuk County has a 4-H Youth County Council that is made up of strong youth leaders from throughout the county. Members of the Youth Council are very active in their own clubs and are excited about promoting 4-H! They are also involved in evaluating and planning new and existing events for youth, and participates in community service opportunities.

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 trip, 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!



## 4-H Facts

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**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 Head, was training 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.



# Keokuk county 4-H History

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## **Cap E. Miller**

**Keokuk County Superintendent of Schools**

**Home:** Sigourney, Keokuk County, IA

**Inducted:** 2003

### **Major 4-H Activities:**

- Superintendent of schools, Keokuk Co 1903-1909
- Organized first county-wide boys agriculture club and girls home culture club in Iowa
- Started a self-supporting county school education fair and involved Iowa State College Professors in local educational programs

### **Significant Honors:**

- Inducted to Iowa 4-H Hall of Fame in 2003
- North Dakota Agriculture College, Economics Department Head
- Executive Secretary of Northwest Farm Management Association 1926-1951
- National Polled Cattle club
- Nationally Recognized Chautauqua speaker
- As County Superintendent of Schools, Miller urged his teachers to promote clubs and teach farm subjects. He organized a train trip attended by 1400 people to Iowa State College in Ames to learn about livestock and farm/home economics equipment. He was one of the first to organize youth exhibitions for boys and girls to demonstrate what they had learned in their clubs. Miller's work fostered many of the teaching tools of today's 4-H program. He was inclusive of both boys and girls, and engaged the experts of Iowa State College, helping students learn from land-grant college research.

**Cap Miller is one of the most original and most forceful educators in the state. He gets a personal hold upon the children of the county and the people he meets, not by any artificial effort to please, but by the sheer power of his earnestness, his honesty, his all-compelling, obstacle-removing forces.” The Iowa State Register**

**Cap Miller is a member of the National 4-H Hall of Fame and is commemorated by a Stone on the North West Corner of the Courthouse Lawn.**



## **What does a 4-H Club Do?**

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A 4-H club elects its own officers and conducts its own business. Most clubs meet on a monthly basis 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, or a field trip. Club meetings are a place for youth to meet the other members of their club and interact with them, so that they are a belonging to a group.



## **Expectations for Club Members**

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- Select a project or projects 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 county programs
  - Work to achieve these requirements
  - Requirements are few and each, you can definitely do it!



## **What will 4-H do for me?**

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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.

4-H also offers many recognition opportunities from county level to national level

- County, Area, and State Project Awards
- County Awards
- Keokuk County 4-H Youth Council
- Iowa 4-H Youth Council
- Attend Iowa 4-H Youth Conference, National 4-H Conference or Congress
- Scholarships available only to 4-H members



# **Keokuk County 4-H Program Guidelines**

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## **Membership:**

4-H membership is open to any young person who is in at least fourth grade by September 15<sup>th</sup> of the current program year. Membership may be in the 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, but can belong to more that one club in that county. Youth may enroll in 4-H up to May 15<sup>th</sup>; 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:

- Junior: 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades
- Intermediate: 7<sup>th</sup> and 8<sup>th</sup> grades
- Senior: 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades

The 4-H year is from September 1<sup>st</sup> through August 31<sup>st</sup>.

Clover kids is a non competitive program for youth grades K through 3<sup>rd</sup>. Clover Kids can exhibit projects in Clover Kid classes at the Expo including general projects such as Bucket bottle lambs and pets.

## **Projects:**

All members in traditional 4-H clubs must enroll in at lease one project area. Members may add or drop projects up until May 15<sup>th</sup> 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. Members are expected to do their own project work, including care of livestock projects.

## **Exhibiting:**

Members who wish to exhibit their projects must meet certain requirements such as getting entry's in on time, attending clinics for fair eligibility (Food Animal Quality Assurance). Exhibits must be the result of the members own work and goals (set at the beginning of the project year, more goals can be added throughout the year). Livestock, this includes beef, swine, horses, dairy, sheep, goats, bucket bottle calf and lamb, and dogs must be properly identified by May 15<sup>th</sup>; 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. Members who don't have a parent available to help are encouraged to look for other help, whether it be another family member or another trusted mentor.



# The Leadership Team

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## **Organizational Leaders**

Organizational leaders are primarily responsible for overall club organization. They coordinate, council, 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 from club projects to activities. 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. Members who don't have a parent available are encouraged to look for other help, whether it be another family member or another trusted mentor.

## **4-H Youth County 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."

## **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.

# Goals and 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 learn

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

- Experience Project Record
- Advanced Project Record
- Project worksheets/manuals, such as livestock, food and nutrition, and others
- Video tapes
- Audio tapes
- Portfolios
- 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, 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 project?
- What new things would you like to learn and do?

Your 4-H leaders and parent or mentor can help you make these decisions.

## **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:

- 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 examples: “I want to make three nutritious snacks by June Meeting.” This goal has all three parts.

## **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 goals?
- How much time is needed to accomplish your goals?

## **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 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 goals(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. 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.



# 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.

## **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.

## **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. Only senior 4-H members are allowed to participate in Extemporaneous Speaking.

For more information on any of these Communication Projects contact the Extension office and we will be print the information for you.



## 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.



# 4-H Vocabulary

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## **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 Keokuk County Extension office by May 15. 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 in only one county. Members enrolling after January 1<sup>st</sup> may not receive project materials. You are encouraged to contact the Extension office for more information.

## **Code of Ethics**

All 4-H'ers must have a current signed Code of Ethics form at the Extension Office. 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**

May 15..... Identification of Animals shown at the Fair

## **4-H Newsletter**

When you check your mail around the beginning of each month you will be 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. You can also access the newsletter by internet at [www.extension.iastate.edu/keokuk/kidsteens.htm](http://www.extension.iastate.edu/keokuk/kidsteens.htm) then look to the right for the current newsletter.

## **Clover Kids**

Clover Kids gives children in grades k-3 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.

## **Keokuk County Expo**

The most exciting time of the year for 4-H'ers and families! The Keokuk County Expo is held in Sigourney in mid July. 4-H members may exhibit their 4-H exhibits they have been working on all year.

## **4-H Uniform**

4-H'ers must wear a 4-H T-Shirt or Polo when showing or performing any official duty.

## **Expo Board**

The Expo Board which is responsible for the Keokuk County Expo. This is separate 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 no cost to those who turn in enrollment before January 1<sup>st</sup>.

### **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, entry card, 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**

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 using one of the previously described methods and a summary sheet (white sheet). Project worksheets are also available. For more information on Record Keeping, look back under Achieving Goals through Recordkeeping.

### **County Awards**

All Keokuk County 4-H'ers are eligible to receive awards, which are given out at Awards Night.

### **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 a maximum of five pages of supporting materials and an interview. Area and State Awards are limited to Senior (9-12<sup>th</sup> grade) members.

### **4-H Rally—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 family is 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 the Saturday before Expo and results are announced after the style show and during the county fair during the queen contest. 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**

This is how the 4-H'er identifies all of his/her livestock projects. This includes beef, swine, horse, dairy, sheep, goat, bucket bottle calf or lamb, and dogs. 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 will need to be FSQA Certified before showing at the county or state fairs. 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. 4-H'ers age 9-11 are to attend a training every year to receive their certification. 4-H'ers age 12-14

and 15-18 are placed in two age brackets for certification and may choose to attend a training or take a test. If the test is passed, the 4-H'er does not have to attend training or take a test until they reach the next age bracket.

### **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 CSI: CROPS tracks. Only Senior members are eligible.

### **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. Citizenship Washington D.C. Focus (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. Keokuk County offers the trip every two years and travels with the Southeast area. Only Senior 4-H members are eligible.

### **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.

### **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, and the Jackson County Youth Committee Grant. All applications are available at the Extension office. Keokuk County provides scholarships for most area and state 4-H activities. The Iowa 4-H Scholarship Program offers many scholarship opportunities for graduating seniors in 4-H

# A Guide for 4-H Families in Keokuk County

