

# Welcome to Clayton County 4-H



**Iowa State University Extension**  
*Helping you become your best.*

Revised for 2008

# Clayton County 4-H

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## Clayton County Extension Staff

Dan Lane, County Extension Education Director  
Tammy Muller, County 4-H & Youth Program Coordinator  
Rita Severson, Administrative Assistant/Bookkeeper  
Sylvia Spykerman, Office Assistant  
Barbara Sauser, Area Youth Development Specialist

## Office Hours

Monday - Friday  
8:00 AM - 12:00 PM  
1:00 PM - 5:00 PM

## **4-H Clover Connection**

A 4-H family newsletter, called the *Clover Connection* is sent from the Clayton County Extension Office to 4-H members, leaders and volunteers 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.

## **Iowa 4-H Website:**

<http://www.extension.iastate.edu/4H/>

## **Clayton County Extension Website:**

<http://www.extension.iastate.edu/Clayton>

## 4-H Calendar

The following is a year-long list of activities that take place in a typical county. Counties don't always do the same activities at the same time every year, and some activities are dropped while other are added. Be sure to read your 4-H newsletter for more specific information.

### **September**

Fall Leaders Meeting  
Complete your 4-H Record Book

### **October**

County Award Applications due October 1  
National 4-H Week  
Member recruitment

### **November**

National 4-H Congress  
Pizzazz Night (Spaghetti Supper & Award Night)

### **December**

Enrollments to Extension Office December 1  
Market Beef Weigh-In

### **January**

Area/State Recognition Opportunity Awards applications due January 31

### **February**

4-H Scholarship Applications due February 1  
County 4-H Bowling Tournament

### **March**

4-H Day at the Legislature (even years)  
Omelet Brunch & Silent Auction  
Intermediate Lock-In  
County 4-H Basketball Tournament

### **April**

Volunteer Appreciation Week  
Derby Swine Weigh-In

### **May**

Sheep Weigh-In  
Livestock ID's due May 1 to Extension Office

### **June**

State Youth & 4-H Conference and Animal Science ROUND-UP  
Citizenship Washington Focus (every other year)

### **July**

State Fair Livestock entries due July 1  
County Fair entries due July 1  
Junior Member Fun Night

### **August**

Clayton County Fair  
Iowa State Fair

## Brief History of 4-H

Early school teachers O. H. Benson in Wright County, and Jessie Field Shambaugh in Page County, taught farm topics in schools. Both became superintendents in their counties in 1906 and vigorously promoted "club" work.

County Superintendent Cap E. Miller in Keokuk County, Iowa, was also a pioneer for 4-H. In 1904 he urged his teachers to promote clubs and teach farm subjects. He sponsored a county organization of boys and girls with officers and educational programs. Miller's plans fostered many of the teaching tools today's 4-H program including life skills and learning-by-doing through projects, group meetings, and exhibits. Community service projects also provide active learning interaction of youth and adults and encourage youth to set and accomplish goals.

The programs for boys were called "Boys' Agricultural Clubs." They had exhibits of corn and garden products, and held livestock judging contests. The programs for girls were called "Girls' Home Culture Clubs." The girls had exhibits of sewing and cooking, and held contests in which they judged "articles of sewing, handwork, and cooking."

The emblem of the four-Leaf clover started out in 1906 at a one-room country school near Clarion, Iowa. O.H. Benson observed the 11 pupils looking for four-Leaf clovers. He used the four Leaves to stand for the school's 4-square Development of: Education, Physical, Moral, and Fellowship. The three-leaf clover was used in 1906-1911 to stand for head, heart and hand. The fourth "H" for health was added in 1911. County Extension staffing patterns established between 1914 and 1919 increased the growth and effectiveness of volunteer leadership. The programs gradually became part of the Extension service and not the public school system.

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.



## 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 4<sup>th</sup> through 12<sup>th</sup> grade youth.

### Clayton County Rules

1. 4-H Club membership is open to all youth 4<sup>th</sup> through 12<sup>th</sup> grade.
  - a. Each member must carry at least one 4-H project during the year and complete a 4H record keeping system.
  - b. All livestock projects shall be identified in accordance with state rules.
  - c. All projects must be enrolled on the official enrollment form by May 1 in order to enter and show exhibits at the county and state fair.
  - d. 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. A club consists of a least 5 members from two or more families and 1 adult leader. 4-H clubs usually meet 10-12 times a year.
  - a. Members are encouraged to attend 4-H meetings and activities regularly.
  - b. Members are to participate in the 4-H Program by giving a presentation, hosting a meeting, serving on a committee, helping with a service project, and accepting leadership roles.
  - c. Members are to carry out a 4-H Project by setting goals, keeping records, learning new skills and knowledge, and sharing learning with others.
  - d. Members are encouraged to participate in county, area, and state 4-H events.
  - e. Members are encouraged to turn in a record keeping system (Record Book, Video, Scrap Book, or Personal Interview) to their club leader.
  - f. Local club rules and guidelines
    - a. Many local clubs have club rules and guidelines. Each member should be given a copy of these rules annually.

*4-H is a community of young people across America who are learning leadership, citizenship and life skills."*

## Independent Membership

While the 4-H Club provides a wonderful small group learning environment for the positive development of young people, it is not the only way to become a 4-H member. Independent membership is another option. **Independent 4-H members** participate in planned learning outside of a club setting. Their work is self-directed with guidance and support of parents and mentors. Self-study, home study, mentoring or shadowing with an “expert,” and whole families learning together are examples of 4-H independent membership.

Independent membership provides youth in grades 4-12 an entry point into the 4-H program that has not been previously available.

Just as the **8 essential elements of positive youth development** provide the foundation for a quality 4-H Club experience, they are central to the 4-H independent membership experience as well. To ensure that young people choosing independent membership have a 4-H experience of the highest quality they are asked to sign an agreement indicating their commitment to:

- Identify an adult mentor to guide and support them in their 4-H project work. The individual chosen, other than a parent, must complete the official IA 4-H Child Protection and Safety Screening Process. All mentors must agree to the roles and responsibilities outlined in the 4-H mentor position description and attend training. We encourage the mentor be someone other than a parent or guardian.\*
- Develop skills in leadership, citizenship, communications, personal life management and knowledge through project work.
  - Complete one or more community service learning project during the year.
  - Demonstrate their learning by giving a presentation or demonstration before a group (nursing homes, a 4-H club, church groups, afterschool programs).
  - Reflect on their learning by recording goals and submitting to their mentor a year end report using record-keeping skills.
- Share with their designated mentor six or more times throughout the year progress on goals and celebrate accomplishments.
- Abide by all county, state and national 4-H policies and recognize the authority of Extension staff to establish and enforce rules and policies.
- Contribute to the larger 4-H program by participating in county and state fundraising efforts; volunteering to lead or assist with 4-H committees, programs and activities; reading and responding to extension office correspondence; and remaining informed and current on 4-H opportunities, procedures and guidelines.

Contact the Extension Office for information about independent membership or if you want to volunteer to be an adult mentor.

## Clover Kids

Clover Kids is a 4-H youth developmental program for children in kindergarten – 3<sup>rd</sup> grades. Some county 4-H clubs have Clover Kids groups affiliated with them. The Clayton County Extension Service also sponsors various Clover Kids programs throughout the year, such as After-School programs. For more information on the Clover Kids 4H Program or to start a program in your area, contact the Clayton County Extension Office.

The Clover Kids program gives youth in grades K-3 an opportunity to:

- Focus on doing
- Participate in activities uniquely suited to their developmental age
- Grow and learn in a non-competitive environment
- Participate in hands-on learning in small, short term groups
- Learn positive attitudes
- Have fun
- Meet new friends
- Learn to work in groups

Clover Kid members may exhibit one non-livestock exhibit at the Clayton County Fair if they have a current enrollment form on record at the Extension Office or have completed an After-School K-3 Clover Kids program the past year. See the Clayton County Fair book for complete rules and details on exhibiting at the fair.

4-H Clover Kids Homepage:

<http://www.extension.iastate.edu/4H/Clover/index.htm>



## 4-H After-School



4-H After-school is designed to combine the resources of 4-H and the Cooperative Extension System with community-based organizations that provide after-school programs that address community needs. The 4-H club operates within the structure of the community-based organization that sponsors the after-school program. This 4-H After-school club approach works best when the goals of the two organizations are compatible and there is a shared sense of ownership. The implementation of the 4-H club component of the after-school program can take various forms. It may mean that 4-H is offered on a particular day of the week or that particular projects are offered. There may be a designated time for club meetings, where youth say the 4-H pledge, have officers, and make choices about activities to pursue. If you are interested in starting a 4-H After-school club, please contact the Extension Office.

## Parental Involvement

Everyone benefits when parents are involved in the 4-H club program:

- **4-H members** need their parents' support and encouragement to attend meetings and activities, complete projects and fulfill responsibilities to the club.
- **Parents** have an opportunity to spend time with their children and enjoy activities together. In many ways, 4-H is a "partner in parenting."
- **4-H leaders** have a lot to juggle. Being able to delegate some of those responsibilities, even the smallest ones, can be a big help.
- **The community** benefits when families support community-minded organizations like 4-H. Involved families are more knowledgeable about community issues and therefore more likely to support community efforts as well. Keep these benefits in mind when you invite parents to become involved.

### WHAT PARENTS CAN DO:

- Hold meetings in their homes.
- Help with project work.
- Serve on committees to help plan and conduct events.
- Share special talents and skills.
- Encourage record keeping.
- Help members get to meetings and events.
- Help members select, finance, and manage projects.
- Help secure other qualified adults to assist with products and activities.
- Attend 4-H meetings and events.



## Essential Elements of 4-H

Iowa 4-H uses eight essential elements in its programming to address the developmental needs of youth. These essential elements form a "best practices" guide to help parents, volunteers and staff work as partners with young people.

The essential elements are

\* **A caring adult**--This would be a person who acts as an advisor, guide and mentor. The adult helps set boundaries and expectations for young people and would be called supporter, friend and advocate.

\* **A safe environment**--Youth should not fear physical or emotional harm while participating in the 4-H experience whether from the learning environment itself, adults, other participants or spectators.

\* **Mastery**--This is a process over time that includes building knowledge, skills and attitudes that allow youth to demonstrate proficiency.

\* **Service**--The first step in finding oneself is to lose the self in service to others. It is necessary to actively practice and uphold service in order to develop generosity.

\* **Self-determination**--Youth need to believe that they can take some control over life's events rather than passively submit to others. When young people have some influence over their own lives, they increase their potential to become self-directing adults.

\* **Inclusiveness**--An inclusive environment allows a sense of belonging to develop, encourages and supports its members and offers encouragement with positive and specific feedback. Healthy groups celebrate the success of all members taking pride in the collective efforts of all.

\* **Futuristic**--Youth need to have hope that they can shape meaningful, productive lives. Hope for the future leads to choices that make possible active participation in that future.

\* **Engagement**--Youth who are actively engaged in learning make connections in order to develop greater understanding. They learn from experience and display a high degree of self-motivation and an unending capacity to create.



## Outcomes of the 4-H Experience

- Knowledge
  - The mastery of new skills and information related to self selected areas of interest
    - Indicators of the Outcome
      - 4-H'ers will focus on marketable and social skills for future careers as well as skills for life-long hobbies and interests.
- Citizenship
  - The opportunity, right, and responsibility to contribute to shaping the world around you and provide service to others
    - Youth will have the ability to
      - Interact socially
      - Provide community service/service to learning
      - Be a responsible citizen
      - Practice character
      - Work cooperatively with others
- Communication
  - The exchange of thoughts, information or messages between individuals, as well as the sending and receiving of information using speech, writing, and gestures.
    - Youth will have the ability to
      - Communicate with others
      - Present complex ideas/information
      - Explain concepts
      - Analyze group/individuals responses
      - Recognize audience and purpose
      - Develop a speech
      - Present a demonstration
      - Use verbal communications skills effectively
      - Use non-verbal communications skills effectively
      - Use 'on your feet reasoning' to defend choices
- Leadership
  - The ability to influence and support others in a positive manner for a common goal
    - Youth will have the ability to
      - Understand self
      - Develop empathy
      - Work cooperatively
      - Communicate effectively
      - Work in a team
      - Plan and organize
      - Understand group process
      - Help a group make decisions
      - Set goals
      - Handle conflict
      - Honor differences
      - Solve problems
- Personal Life Management
  - The skills needed to navigate in a changing world and the skills to lead a healthy lifestyle
    - Indicators of the Outcome:
      - Navigate skills: critical thinking, decision making/problem solving, relationships, responsibility
      - Daily management skills related to financial management, record keeping, time management, and management of a healthy lifestyle, clothing, and shelter.

## Club Officers Guidelines & Responsibilities

Installation of Officers can be a meaningful experience. Contact the Extension office for sample scripts of installation ceremonies for officers, leaders and new members.

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

# Parliamentary Procedure

Parliamentary procedures are the rules that clubs use in conducting their business. These rules provide courtesy and justice for each member. They bring order to the meeting and help the club make decisions.

## How to Bring up Business

Before a member can bring any business before the club, it is necessary to “obtain the floor.” To do this, the member may raise his/her hand or stand and wait to be recognized by the President.

The President then recognizes the member and the member states the business. To maintain order, the president recognizes only one member at a time.

## How to Pass a Motion

1. To make a motion, a member must first “obtain the floor.” Then states the motion:

*“I move that....”*

2. A motion cannot be discussed or voted upon unless it has been seconded by another member. It is not necessary to “obtain the floor” to second a motion. To second a motion the member states:

*“I second the motion.”*

If a motion is not seconded, it is declared lost without a vote by the President.

3. The president repeats the motion and asks if there is any discussion. Discussion is an orderly series of members or leaders speaking, ONE AT A TIME.

Discussion is important at the club meeting to involve all members in making club decisions. When the President asks if there is any discussion after a motion is made and seconded, members can respond by:

- asking questions so they understand the motion
- sharing information
- giving reasons why they think the motion is good or should be changed.

1. After a reasonable length of time for discussion, or 3 calls for further discussion, the president calls for the vote.

To do this, the President repeats the motion. If the President cannot remember the exact wording of the motion the President asks the Secretary to read the motion.

Then the President asks:

*“All in favor to say ‘aye’”.*

*“All opposed the same sign.”*

The President then indicates whether the motion has been passed or defeated by saying:

*“motion carries” or “motion fails”*

If the vote is close, ballots and hand votes can also be used.

**PARLIAMENTARY RULE:**     *There can only be one motion before the group at a time.*

### **Amending a Motion**

To change a motion one can use an amendment. This is done by adding:

*“I move to amend the main motion by adding.....to the motion.”*

or one can say:

*“I move to amend the main motion by striking out.....from the motion.”*

When an item of business needs to be delayed (due to lack of information) the motion may be “laid on the table”. This is done simply by saying,

*“I move to lay the motion on the table.”*

### **How to End the Meeting**

When the business meeting agenda is complete and the President hears of no further business, the President calls for a motion to adjourn.

1. Member is recognized by the President and says:

*“I move that the meeting be adjourned.”*

2. Another member says:

*“I second the motion.”*

3. The President says:

*“A motion has been made and seconded to adjourn the meeting. All in favor, say yes.  
All opposed, say no.”*

4. If the motion passes the President says:

*“The meeting is adjourned.”*

### **Additional help:**

Contact the Extension Office for additional information on parliamentary procedure.



## 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 will be given to members after enrollment.

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.

**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.

### **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.

All market beef must be weighed and identified. The market beef weigh-in is usually held in December. The date is posted in the *Clover Connection* (the 4-H newsletter sent from the Clayton County Extension Office).

Market sheep, goats and swine must have been weighed on the county weigh-in dates posted in the *Clover Connection* (4-H newsletter). The derby swine weigh-in is usually held in April and the market sheep and goat weigh-in is typically held in May.

All breeding and commercial beef heifers, bucket bottle, dairy, dog, goat, horse/pony, sheep (market & breeding), and swine (market & breeding) **MUST** be identified on livestock identification forms, referred to ID forms and ***ON FILE IN THE CLAYTON COUNTY EXTENSION OFFICE ON OR BEFORE MAY 1 OF EACH YEAR.***

**Enrolling in a project area and identifying an animal(s) by May 1 on the livestock ID form does not automatically enter your animal in the fair. Fair entries for livestock are due July 1<sup>st</sup> each year at the Clayton County Extension Office.** Fair entry forms may be obtained from 4-H club leaders or the extension office.

## Iowa 4-H Food Safety & Quality Assurance Program

### Why FSQA?

- Iowa 4-H'ers produce over 13 million pounds of meat each year, which all goes into the American food supply.
- Consumers expect a safe, high quality food product.
- 4-H'ers need to know the food production rules and follow them exactly.

### What is FSQA?

- The Iowa 4-H Food Safety and Quality Assurance (FSQA) program focuses on seven Good Production Practices that help ensure the safety of the food you produce.
- 4-H'ers in the Swine project have been doing this for years – It was called PQA III (Pork Quality Assurance).
- When 4-H'ers meet the 4-H FSQA certification, they also meet the Beef Quality Assurance and Pork Quality Assurance certification.

### Who Needs FSQA?

- All youth exhibiting **swine** at the Clayton County.
- All youth exhibiting **beef, sheep, swine, dairy, poultry, rabbits or goats** at the Iowa State Fair.

### How do I Certify for FSQA –

- 4-H'ers ages 9-11 (on January 1) must attend a certification program every year to be FSQA certified.
- 4-H'ers ages 12-14 (on January 1) can either attend a workshop every year, OR take a test which is good until they turn 15.
- 4-H'ers ages 15-18 (on January 1) can either attend a workshop every year, OR take a test which is good until they turn 19.
- 4-H'ers age 19 on January 1 will need to certify through the adult program.

Watch the 4-H Newsletter for information on training and testing sessions.

## 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. Items that are to be exhibited in the 4-H Exhibit Building and livestock must be entered on the fair entry forms and submitted to the Clayton County Extension Office by July 1<sup>st</sup>. Fair entry forms may be obtained from 4-H club leaders or the extension office.

### **Exhibitors 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) should 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 to the show superintendents. Substitutes must be approved Clayton County 4-H or FFA members.

### 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 Clayton 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 one-two weeks before the fair. Date will be announced in the county 4-H newsletter and fair book. All participants must model at the fair to receive premium money.

## 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. 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 state fair book.

## Ribbons

### What do ribbon colors mean?

Iowa 4-H uses the Danish system of judging - rather than competing against someone else, youth challenge themselves to create exhibits that represent their best. The Danish system places exhibits in groups representing standards met. Judging is intended to educate, evaluate, and encourage.

**Purple** means the exhibit exceeded standards. It is the highest ribbon awarded.

**Blue** exhibits meet all standards well.

**Red** exhibits meet some standards well, but could use improvement on other standards.

**White** exhibits need improvement on many standards or are missing information critical to evaluation.

## Judging Criteria

The judge will consider three major factors when evaluating your goal and exhibit. They are

- 1) Learning involved
- 2) Workmanship and techniques
- 3) General appearance and design

## 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.

**Educational presentations** are talks or demonstrations, given in front of an audience, about some topic that interests the 4-H'er. The idea is to teach the audience about a topic or to demonstrate how to do something. Educational presentations are a formal kind of communications. They should include an introduction, a body, and a conclusion. It is also helpful to have posters or other visual aids to help the audience understand what you want them to learn. They are well rehearsed with questions held until end of presentation. Winners at county level may advance to the Iowa State Fair and Cattle Congress.

**Working Exhibits** are 4-H presentations where the audience gets involved. 4-H'ers can teach the audience to make an item - balloon animals, for example - by having them inflate the balloons themselves and twist the balloons into animals that have been sketched out on posters.

Food demonstrations can be done in this manner also. The fun part of this is that the 4-H'ers are teaching a skill to an audience that they first have to catch the attention of to make them stop, listen, and then participate. Working exhibits are best done where there is a potential for people to stroll by and get interested, like at the County or State fairs. Working exhibits aim to get the audience involved by asking questions, or by offering the audiences hands on activities and thus are less formal. Winners at county level may advance to the Iowa State Fair and Cattle Congress.

**Share the Fun** is a time for fun. Members share their artistic talents playing an instrument, singing a solo or as a group, performing an original skit, or any other way that a 4-H member can show and audience how fun 4-H is and how the fun the fine arts are. 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 and Cattle Congress.



## 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 each fall. Club leaders should evaluate the record keeping method, ideally with a face to face meeting with the 4-H'er.

The purpose of 4-H record keeping is to teach how to keep records, which is an important life skill. Record keeping is an ongoing process that does not end when the 4-H year ends.

### Helpful 4H Record Keeping Hints

**Junior Members:** 4<sup>th</sup> to 6<sup>th</sup> graders

**Intermediate Members:** 7<sup>th</sup> and 8<sup>th</sup> graders

**Senior Members:** 9<sup>th</sup> to 12<sup>th</sup> graders

**Local** = your 4-H Club

**County** = involves other Clayton County 4-Hers

**Area** = involves 4-Hers from neighboring counties

**State** = involves 4-Hers from all counties in Iowa

**What is Leadership?** Leadership is helping a group attain its goals. It is taking the lead in giving direction, planning, and organizing.

**What is Citizenship?** Citizenship is helping or working for the benefit of others or the community for no pay with goal to benefit someone else. It is how we act toward people in our family, community, country, and world. Good citizenship is showing concern for ourselves and for other around us. Acts of citizenship involve helping and assisting. Citizenship is simply to do for others!

Record keeping contains four basic elements: Preparing, Doing, Sharing and Reflecting.

**Preparing** is done at the beginning of a project. Youth develop goals and plans for accomplishing them.

**Doing** encourages the youth to keep track of progress and details of their work along the way, noting challenges and successes.

**Sharing** is one of the important values developed through 4-H. Each youth is encouraged to have some element of sharing their project or activity with others. Younger youth may feel most comfortable sharing just within their own club or group. More experienced youth may share their project work through service to their community.

**Reflecting** may take the form of a story or journal that encourages the thoughtful looking back at the youth's experience and naming the learning and growth that has happened over time.

# Clayton County Record Keeping Guidelines

1. **Title Page** – A new title page is made each year. The title page introduces you. Be creative. Suggestions for your title page:

- a. Current photo
- b. Your name
- c. Club name
- d. Years in 4-H
- e. Age and Grade in school
- f. 4-H age category (Junior, Intermediate, Senior)

2. **Clayton County Participation Guide** – Form should be completed and signed by both the member and leader.

3. **4-H Yearly Summary** – The summary helps you summarize your participation in 4-H projects, local group involvement and at community, county, area, and state levels. Pictures and clippings related to club events may be placed here. Examples: club meetings, camps, float, county and state fair non-project activities

4. **Project Records** – One form is needed for each project in which you are enrolled. Computer forms may be used.

\*Goals are required for each project area.

\*Financial records are encouraged for all members. Intermediate and senior members are required to include some type of financial statement on their projects. A general financial summary (part of 4-H 96 B & C) or optional specific worksheets should be completed with projects to record costs of owning or making an item, comparison costs, etc.

\*Project related photos, clippings, and exhibit information should be placed after the forms.

## **Remember to organize your 4-H record book.**

It is recommended that each project area should be separated with a “tab” divider, and arranged and “tabbed” by year, with the most recent material on top in each area.

You may also organize your book by years with “tab” dividers.

The most important thing is that your book is organized and information is easily found.

## **Record Keeping Tips:**

1. Be Neat.
2. Check spelling, grammar, and math.
3. Be sure to tell what you learned in each project throughout the year.
4. DO NOT include the following items: fair ribbons, feed tags, 4-H newsletter, club programs, or stall cards
5. Goals are what you want to learn in each project.
  - Include three parts.
  - ACTION – how you are going to do it.
  - RESULT - what you will do
  - TIMETABLE – when you plan to have it completed.
  - Do you have control over all 3 parts of the goal?
  - Examples: I want to learn how to make chocolate chips cookies to serve at the March meeting. I want to train my dog to sit before county fair time. NOT: I want to win a blue ribbon at fair.

## 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 members are encouraged to apply for awards. All 4-H members are eligible for Record Keeping Awards. Intermediate and senior members are eligible to apply for project awards. Seniors also have the opportunity to apply for special citizenship and leadership awards. Club officers are encouraged to apply for Club Officer Awards. A county awards night (Pizzazz Night) is held in November. The *4-H Clover Connection* newsletter will have details closer to the award event.

## 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/](http://www.extension.iastate.edu/4H/)**

**Area, State, & National Awards** –There are many opportunities available to members 9<sup>th</sup> - 12<sup>th</sup> grade for recognition awards or to represent Iowa on the state and national levels. These events include: National 4-H Conference, National 4-H Congress, State 4-H Council, Iowa 4-H Technology Team, and State 4-H Project Awards. Applicants need to complete an application form and up to five pages of support materials. The *Clover Connection* newsletter will have information and deadlines for the various opportunities.

**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. Members should watch for the dates and registration materials in the *Clover Connection* newsletter.

**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.

**Area Camps** – Clayton County junior and intermediate 4-H members have the opportunity to attend area camp at the Pine Bluff Camp near Decorah in June. Members should watch for the dates and registration materials in the *Clover Connection* newsletter.

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

## 4-H Activities

Several county-wide activities are held each year to promote friendship and learning. Activities may vary from year to year. Information will be published in the *Clover Connection* newsletter on all county 4-H activities.

### **Junior Member Fun Night**

The Junior Member Fun Night is an evening of food, fun, and fellowship for 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> graders. It is usually held in July. The *Clover Connection* newsletter will have dates and other information.

### **Lock-In**

The 4-H Lock-In is a 4-H County wide fun event for 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> graders. It is usually held in the winter or early spring. The *Clover Connection* newsletter will have dates and other information.

### **Senior Member Activity**

Each year the County Council usually tries to plan and organize an event for high school aged 4-H members. The *Clover Connection* 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.

### **Omelet Brunch**

An Omelet Brunch is usually held the second weekend in March at Johnson's Reception Hall in Elkader as a fundraiser for the Clayton County 4-H Program. The County Council puts on the fundraiser. Club members are asked to sell tickets. Details will be announced in the 4-H newsletter.



## Community Service

**Club Community Service Projects:** 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. Other grants may also be available to assist youth groups with projects. Watch the 4-H newsletter for information as it becomes available or contact the Extension Office with your inquiries.

**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 15 each year.

## 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 four 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.

The *Activity Leader* coordinates events and activities for the club.

There are several opportunities for leader training beyond the county level. 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/](http://www.extension.iastate.edu/4H/)

**State 4-H Leader Retreat** – Leaders from around the state gather to share ideas and learn new things to take back to their club. This event is usually held in February. Information is available from the Extension Office.

**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 in the fall. Information is available from the Extension Office.

### **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.

### **Green Team**

The Green Team is a countywide group for Clayton County 4-H members in 9<sup>th</sup> and 10<sup>th</sup> grades. The Green Team's goals are to develop leadership skills, plan and carry out a community service project, make new friends, and have FUN! The team meets 4-6 per year.

### **County Council**

The Clayton County 4-H Council is comprised of 16 youth in grades 11 & 12 with an interest in planning county-wide activities for Clayton 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:

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

4-H'ers interested in being a part of the County Council must complete an application and interview process. Information on the application deadline will be published in the 4-H newsletter.

### **Extension Council**

The Clayton 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.

### **Extension Youth & 4-H Committee**

The Clayton County Extension Council appoints 9 adults and 3 youth to serve on the Youth & 4-H Committee. The purpose of the committee is to support and advise 4-H staff, volunteers, 4-H members and 4-H families in conducting meaningful educational experiences to help youth grow and reach their full potential; to serve as a liaison between the Clayton County Extension Office, 4-H'ers, their parents and other volunteers regarding the 4-H club programs and activities; to set policies as deemed necessary to promote, enhance and regulate the 4-H program in Clayton County; and to establish the rules and regulations of the 4-H & FFA program for the local county fair. The County Extension Education Director, Area Youth Field Specialist, and County Youth Coordinator serve as advisors for this committee. The committee usually meets 4-5 times per year.



## IMPORTANT 4-H DEADLINES

- December 1** Re-enrollment forms (with annual fee) are due in the extension office.
- May 1** Enrollment forms (with annual fee) for new members are due in the Extension Office by May 1 in order for youth to exhibit at county and state fair. Youth may join 4-H at any time during the year.
- May 1** Livestock Identification Forms due in the Extension Office (includes beef, sheep, swine, dog, goat, horse, dairy & poultry).
- July 1** Iowa State Fair Entries due in the Extension Office.
- \*\*\*\*\*NO LATE ENTRIES ARE ACCEPTED BY THE STATE FAIR\*\*\*\*\***
- July 1** Clayton County Fair Entries due in the Extension Office.
- October 1** Junior Record Keeping Award Applications and Project Award Applications are due to the Extension Office.

# 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.

