



Muscatine County 4-H Handbook



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University Extension

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Muscatine County 4-H Program

**You can contact the Muscatine
County Extension Office at:**

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Background



4-H was started back in 1900 by a country schoolteacher 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 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. 4-H programs are open to all wishing to participate regardless of race, color, sex or national origin. Club dues, wearing of uniforms or any other special requirements should not prevent a youngster from joining 4-H.

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

Clover Express

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

National 4-H Week

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

Community Clubs

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

Membership

1. Community club membership is open to all potential youth in Muscatine County, meeting grade requirement, without regard to race, color, sex or national origin. Some clubs may ask for membership dues, but dues are not a requirement for membership.
2. The 4-H year begins on September 15 and ends on September 14 of the following year.

3. A boy or girl who is in 4th - 12th grades by September 15 of the 4-H year for which he or she is enrolling may become a 4-H member.
4. To become a 4-H club member a boy or girl should file an enrollment form in the Muscatine County Extension office by May 15. The form should be signed by the 4-Her's parent or guardian and club leader.
5. New clubs may organize at any time of the year with approval from the 4-H Program Development Committee.
6. A 4-H club member is expected to:
 - a) Attend at least 75% of their local club meetings
 - b) Enroll in and carry an approved project
 - c) Evaluate his or her experience through a record keeping system
7. A member is to accept the following responsibilities:
 - a) Be host or hostess for a club meeting
 - b) Give a presentation at a club meeting and serve on committees
 - b) Read and follow Muscatine County 4-H Program Guidelines
8. A member may hold membership in only one county.



9. EXCUSED ABSENCE

If a member is attending a function being held at the same time as their monthly club meeting, they are not to be counted absent from their club meeting. They should, however, inform their leader that they would not be present. When a member misses three consecutive meetings without a good excuse, he or she may be dropped as a 4-H member for the year. Courtesy would also ask the member to phone the host or hostess if he or she will not be attending. Members are also responsible for finding out what happens at the meetings missed.

10. Members are divided into three grade categories:

- Junior, grades 4th - 6th
- Intermediate, grades 7th - 8th
- Seniors, grades 9th - 12th

Note, however, that there may be age limitations on some activities and events.

11. Uniforms are not required for club membership, but many 4-H'ers enjoy representing their organization by wearing a 4-H emblem or the 4-H colors. The most common uniform is a green or dark colored skirt or slacks and a white blouse or shirt with the 4-H emblem on the left side. Various combinations of green and white clothing are also acceptable. 4-H T-shirts may also be worn. 4-H emblems (chevrons) and T-shirts are available for purchase at the Muscatine County Extension Office.

Club Officers & Responsibilities

Installation of Officers can be a meaningful experience. Scripts are available from the Extension office. Often, County Council members are 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 committee.
Secretary -	Records and reads the minutes. Calls the roll and keeps the attendance record. Writes letters for the club.
Treasurer -	Keeps an accurate record 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 to local newspapers each month.
Recreation Chairman -	Leads games and helps plan parties and events with other members of the club.
Photographer -	Takes pictures at 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 (optional)
Recreation --	Games and/or Songs Refreshments



Selecting Project Areas



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. Some additional materials are available at the Extension Office at a low cost.

As an outgrowth of a 4-H project area, 4-H'ers may want to take an exhibit to the County Fair. 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.

Please note that enrolling in a project area does not enter you in the Muscatine County Fair. **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.

All market beef must be weighed and identified at the county beef weigh-in, which must be held by January 15 of the current 4-H year.

All breeding and commercial heifers, bucket calves, dairy cattle/goats, dog, goat, horse/pony, sheep (market & breeding), and swine (market & breeding) **MUST** be identified on ID forms 4-H-106 and ***ON FILE IN THE EXTENSION OFFICE ON OR BEFORE MAY 15 OF EACH YEAR. Late postmarks are not accepted.*** Market sheep and swine must have been weighed on the county weigh-in dates posted in the Clover Express.

Poultry, rabbits, and small pets do not need to have an identification form completed on them. However, rabbits must have an ear tattoo in order to be exhibited at the County Fair. ***All livestock must have current health papers (within 30 days prior to the fair) to be shown at the County Fair.***

Enrolling in a project area and identifying an animal(s) by May 15 does not automatically enter your animal in the fair. Fair entries for livestock are usually made in June and given to a club leader. The leader will then take the club's livestock entries to the Fair Office in West Liberty.

Exhibit Opportunities

All exhibits must be made by the 4-H'er during the current year. The articles may be made for someone other than the exhibitor. Also, the 4-H'er may only enter exhibits from project areas in which the 4-H'er is enrolled.

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 or field crops, 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.

Muscatine County Fair

Although not a requirement, 4-H'ers are encouraged to exhibit at the County Fair. Each member may exhibit up to three entries per fair class. Exhibits should be an outgrowth of a project area in which the 4-H'er is enrolled. 4-H members are encouraged to exhibit something from each of the project areas in which they are enrolled.



A fair book with a complete list of classes and rules is published each year and is provided for every 4-H family. Items that are to be exhibited in the 4-H Exhibit Building are to be listed on the *green* Muscatine County Fair Division A-L Entry Form (commonly referred to as the "green sheet"). These are available from your leader or at the Muscatine County 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 Muscatine County, this is open to all junior, intermediate and senior aged 4-H members. Youth do not need to be enrolled in the clothing project to participate. Rules for this activity are also in the fair book.

Judging for both Fashion Revue and Clothing Selection is done prior to the County Fair. All participants will model at the fair and ribbon placings are announced at that time. Senior members are eligible to be selected to represent Muscatine County at the

Iowa State Fair. Each county may select one boy, one girl, and one minority to advance onto the Iowa State Fair in both the Fashion Revue and Clothing Selection programs.

Iowa State Fair

4-H members who are in 5th – 12th grades by September 15 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 (9th – 12th grades).

Clothing Event - must be senior 4-H members (9th – 12th grades).

4-H Building Exhibits – Each year, exhibits are selected from the county fair to go on to the Iowa State Fair. The number of exhibits selected is based on a county quota system determined by the State 4-H Office and is based on county 4-H enrollments of the previous year. 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 4-H livestock entries for the Iowa State Fair. Entries are to be made at the Extension Office. Late entries cannot be accepted.

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.

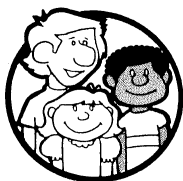
Ak-Sar-Ben (it's Nebraska spelled backwards!) is a regional 4-H livestock show held in Omaha, Nebraska, during the third full week of September. It includes states of Nebraska, Iowa, Kansas, Minnesota, Colorado, Missouri, South Dakota, and Wyoming. Animals that can be exhibited are beef, sheep, swine, horse, and market broilers. Beef nose print nominations must be postmarked 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. Contact the Extension Office for identification deadlines of the different species of livestock for Ak-Sar-Ben. Entries for Ak-Sar-Ben are due to the Extension Office by August 15. Contact the Extension Office for more information.

The **American Royal Livestock Show** is an open and junior show held in Kansas City, Missouri, in November. 4-H'ers may exhibit beef, sheep, and swine. Entries are due to the American Royal Livestock Show in late September. 4-H exhibitors must be 18 years old or younger on January 1 of current year. All junior exhibitors must be at least 9 years old on show day. Contact the Extension Office for an entry form.

The **National Western Stock Show** is held in Denver, Colorado, in January. Junior entries close in mid-November. 4-H exhibitors need to be members in good standing. Animals that can be exhibited are beef, swine, and sheep.



4-H Records



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

To complete a project, records must be completed and given to your club leader by September 1. Club leaders will evaluate member records and return them to the member at the next club meeting. Red, blue and gold seals are awarded to members based on the quality of the records and the member's club participation. The members record keeping system is evaluated for recognition for the 4-H'ers accomplishments.

Recognition

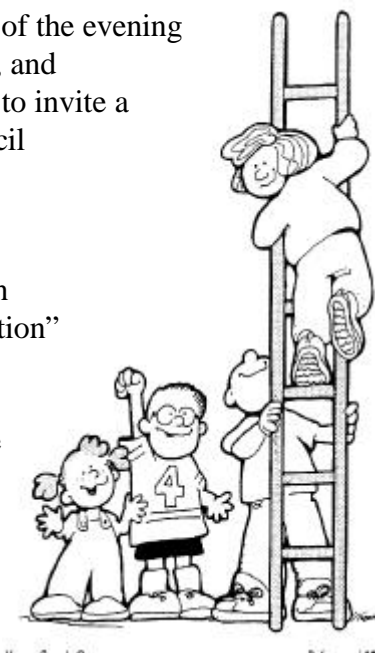
Club Family Night

Family Night is frequently a special evening set-aside in the fall for club members and their families to get together for a potluck supper and fellowship. Highlight of the evening is often the installation of new club officers, the recognition of 4-H'ers, and completing enrollment forms for the coming 4-H year. It is customary to invite a 4-H Program Development Committee member and County 4-H Council representative to attend.

County Recognition

Recognition available to 4-H'ers, along with the criteria and application procedures required, are explained in "Muscatine County 4-H Recognition" available from the Extension Office. Opportunities at the county level include project recognition and selection by the Program Development Committee for special awards. Citizenship and leadership activities are strongly encouraged.

The County 4-H Recognition Event is sponsored by the Program Development Committee and is held in the fall. Special awards and fun activities are also included. All members, leaders and their families are encouraged to attend.



Area/State Recognition

Several opportunities are available for Area/State 4-H Recognition. Opportunities include selection for State 4-H Council, National 4-H Congress, National 4-H Conference, Iowa Youth Technology Team, and state project awards. To apply for area/state recognition, the 4-H'er must complete five pages of support material and interview at the area level. Those selected at the area level go on to state competition. 4-H members must meet grade requirements to apply for Area/State Recognition. Contact the Extension Office for more information on how to apply.

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Community Service

Iowa 4-H Foundation

This organization is the fund raising body of the Iowa 4-H Program. Contributions are used to support the IFYE (International 4-H Youth Exchange) program, the Iowa 4-H Educational and Natural Resources Center, the Iowa Youth and 4-H Conference, and the National 4-H Center in Washington, D. C., among other programs or events. Each year 4-H clubs across the state are asked to contribute to the Iowa 4-H Foundation through its 4-H'ers for 4-H fund drive. Club contributions to the 4-H'ers for 4-H Campaign are due to the Extension Office by June 1.

Club Community Service

Community service is strongly encouraged in 4-H. Clubs or individual 4-H'ers may plan their own community service activities or participate in activities provided by the county.

4-H Trips and Camps

Information on these activities will be available in the spring of each year so eligible members may apply.



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. Participants are encouraged to enroll in the citizenship project and should attend training meetings.

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.



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 available camps is available in the Extension Office.



Other camps and trips may be offered at various times during the year. Members should watch for information in the monthly Clover Express newsletter.

International Award Trips are available to 4-H alumni. Information is available from the Extension Office.

4-H Activities

Several countywide activities are held for 4-H'ers each year to promote friendship and sportsmanship. Basketball, volleyball and softball tournaments have special rules available at the Extension Office. Other activities will be announced in the monthly Clover Express newsletter.

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.

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

- One leader is designated as the *Organizational* or *General Leader*. This leader serves as a contact for the Extension Office. Mailings from the Extension Office are sent to this leader when information needs to be delivered to the clubs.
- The *Project Leader* serves as an assistant to the Organizational Leader and helps 4-H'ers with their project areas.
- The *Resource Leader* acts as a resource of project information in the club.



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

Area Leadership Workshop – Sponsored by Hill's Bank and Trust, this training is for leaders and 9th – 12th grade 4-H'ers in the twelve counties in the East Central Extension Area. This includes the counties of Muscatine, Scott, Cedar, Johnson, Clinton, Linn, Jones, Jackson, Iowa, Benton, Poweshiek, and Tama.

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.

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.

4-H Program Development Committee

This group sets the policy for various county 4-H activities and aids in program planning. It is a group of approximately 18 youth and adults representing the entire county. Those interested in serving should contact the Extension Staff.

Extension Council

The Muscatine 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.

County 4-H Council

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

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

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, skills 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. . Six educational presentations from county level can be selected to 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. Four working exhibits from county level can be selected to advance to the Iowa State Fair.

Extemporaneous Speaking is a contest for high school juniors and seniors where participants are given a topic and have 30 minutes to prepare a speech on the topic. Two participants at the county level can be selected to advance to the Iowa State Fair.

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. . Three Share the Fun acts from county level can be selected to advance to the Iowa State Fair.

Educational Exhibits are displayed on a three-foot length of table space. Information is presented and handouts are sometimes available for passersby to pick up. Participants are not selected to advance to the Iowa State Fair.

4-H Bits and Pieces

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

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

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

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

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

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

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

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

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

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

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

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

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





The 4-H Motto

“To make the best better”

4-H Colors

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

4-H Slogans

“To win without bragging,
To lose without squealing.”

WHITE - Symbolizes purity & high ideals.

The 4-H CREED

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

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

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

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

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

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

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

The 4-H Pledge

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

The 4-H Emblem

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

