

# Welcome to Clayton County 4-H



Revised January 2018

**IOWA STATE UNIVERSITY**  
Extension and Outreach  
**Healthy People. Environments. Economies.**

# Clayton County 4-H

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4-H Facebook Page:  
[www.facebook.com](http://www.facebook.com) - Clayton County-4-H

## Clayton County Extension and Outreach 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.

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

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

### 4-H Colors

GREEN Nature's most common color is emblematic of springtime, life & youth.  
WHITE Symbolizes purity & high ideals.

### 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.

## 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 31  
Market Beef Weigh-In

### **January**

Area/State Recognition Opportunity Awards applications due January 31

### **February**

4-H Scholarship Applications due February 1  
County Clover Kid Day

### **March**

Omelet Brunch & Silent Auction  
Intermediate Lock-In

### **April**

Derby Swine Weigh-In

### **May**

Market Sheep & Goat Weigh-In  
Livestock ID's due May 15

### **June**

Area Camps  
Summer Day Camps  
State Youth & 4-H Conference and Animal Science Round-Up

### **July**

State Fair Livestock entries due July 1  
County Fair entries due July 1

### **August**

Clayton County Fair  
Iowa State Fair

## 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
  - 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."*

## 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 and Outreach also sponsors various Clover Kids programs throughout the year, such as After-School programs and camps. For more information on the Clover Kids 4-H 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 static exhibit and/or a pet at the Clayton County Fair if they have a current enrollment form on record at the Extension Office or have completed a 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:

<https://www.extension.iastate.edu/4h/iowa-4-h-clover-kids>



## 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.

## 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.



## Enrolling in 4-H

Existing 4-H families (K-12 grades) re-enroll at <https://iowa.4honline.com> . If you do not have access to the internet, club leaders have paper forms.

New families to 4-H, must enroll on paper forms. Please contact your 4-H club leader or the Clayton County Extension Office for enrollment, code of ethics and medical forms.

4-H Enrollment Online is easy!

Here's how:

→Go to <https://iowa.4honline.com>

→Logged in before: Select I have a Profile. Enter family email address and password

→New user or if you forgot your password: Select: "I forgot my password" Check your email—you will have a password emailed to you—use that password on the login screen for 4-H Online (you can create a new password later)

→ Click "edit" next to name (under Member/Volunteer List).

→Verify or edit personal information. Don't forget to check your email and cell number.

→Update Emergency Contact (someone other than yourself or parent, if you cannot be reached)

→Update your additional information and health form

Additional Information – Code of Conduct, Code of Ethics, Medical Release, Publicity (Image/Voice) Per-mission, Transportation Release, and T-Shirt Size: You must select an option from the drop-down menu or check boxes and enter the members name and parent/guardian name where indicated. Select a t-shirt size from the radio button options offered.

→Click "Enroll" to the 4-H member you are re-enrolling (bottom of page)

→Follow the steps to update all information as it is presented to you on the following screens, selecting "continue" until the process is complete (or until you have selected projects)

→When you are finished with all steps, select "Submit Enrollment"

For help sheets visit the state 4-H webpage:

<http://www.extension.iastate.edu/4h/page/4honline-information-families-and-leaders>

## 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 at <https://www.extension.iastate.edu/4h/projects-list>

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.

### Livestock Projects

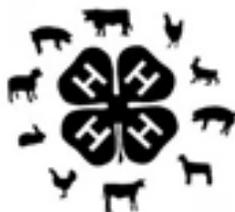
Refer to the Iowa 4-H Animal and Poultry Identification, Weighing, and Exhibiting Requirements for County, State, and Interstate Shows (4-H 202) for guidelines regarding livestock identification.

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, breeding sheep **MUST** be identified in the 4H online system by May 15 or on a paper livestock identification forms, referred to ID forms and ON FILE IN THE CLAYTON COUNTY EXTENSION OFFICE ON OR BEFORE MAY 15 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.



## FSQA & YQCA

### **FSQA (Food Safety Quality Assurance) & YQCA (Youth for the Quality Care of Animals)**

In today's world, food safety is one of animal producers' biggest responsibilities. With over 15,000 Iowa 4-H'ers enrolled in livestock projects, about 17 million pounds of meat is produced each year.

The goal of this program is to help youth and their parents better understand what they can do to produce the safest food possible.

#### **Who Needs FSQA or YQCA?**

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

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.

The *\$15 Challenge* is similar to Clothing Selection except outfits must be selected and/or purchased at a garage sale, consignment store, or resale shop (i.e. Goodwill, Salvation Army, or other stores of this type.) (Hand-me-downs or clothing as gifts that were selected by the 4-H'er belong in Clothing Selection.) Cost of outfit must be \$15 or less, not including shoes, accessories or undergarments. Receipt(s) MUST be turned in with Clothing Event Form.

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 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.

*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. Exhibitors must make their state fair livestock entries online through FairEntry.com.

*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 online through FairEntry.com.

## **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.

**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.

**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.



## 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.

## Goal Writing

A **project goal** is what a member wants to learn and how they want to learn it related to a project area. It helps that member decide how to get where he or she wants to go.

An **exhibit goal** is specific to what a member might want to produce as a result of his or her project learning.

The 3 Basic parts to either goal use the acronym ART:

**A is for Action** – “I want to learn”, “I want to train” “I want to build” – this is the “what” is going to happen, a verb

**R is for Result** – “to crochet”, “to train beef heifer to...” – is the result of the action that was stated

**T is for Timeline** – “by county fair”, “by the end of the year”, “by my sister’s birthday” – when will it happen?

And the goal has to be something that the 4-H member can control. For example: a member has control over this goal: I want to train my 4H heifer to walk on lead by the county fair.

But not this goal: I want to win a purple ribbon at the county fair.

Ask: Why?

You can test the quality of a goal by asking a few questions:

Is it specific? I want to learn to sew is too broad, but I want to learn to sew a straight seam is better.

Can you achieve it? Do you have the resources and abilities? If you have never sewn before and your goal is to sew a prom dress – that might be a very challenging goal!

Do you have control over it? A goal of winning grand champion at the fair is something that is in the hands of the judge.

Does it show progress? Start simple and then progress, for example, you might want to start with “I want to learn how to make quick bread” and then progress to making yeast bread.

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

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.

### 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.

## Recognition

### 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.

**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.

## Region, State and National 4-H Opportunities

**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.

**Citizenship Group-** A multi-county 2-year Citizenship project commitment is open to all intermediate and senior age 4-H'ers choosing to participate. Year 1 requires enrollment in the 4-H citizenship project, participation of local/county and state level citizenship six part educational sessions and a trip to the Iowa State Capital in Des Moines. Year 2 requires enrollment in the 4-H citizenship project, participation in the six-part series of 4-H citizenship project meetings. Additionally youth will select, organizing and present information on a Washington DC site as the "Iowa Expert" for the trip and finally a trip to Washington DC with a stay at the National 4-H Center in Chevy Chase, MD. Clayton County will join 4-H members from Northeast Iowa on the trips and some educational meeting will be multi-county.

**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.

# IMPORTANT 4-H DEADLINES

**September -December** Re-enroll in 4-H at <https://iowa.4honline.com> or complete the enrollment forms. Clubs will be billed the youth development fees after December 31. Additional memberships will be billed later.

**May 1** Enrollment forms 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 15** **Livestock Identification** due online (includes breeding beef, sheep, swine, dog, goat, horse, bucket bottle calves & dairy) Market animals will be entered by Extension Staff after the weigh-ins and must be verified by the 4-H member. No late identifications can be entered into the system.

**July 1** **Iowa State Fair Entries** must be completed online on or before July 1.

**July 1** **Clayton County Fair Entries** must be completed online on or before 7/1

**October 1** Junior Record Keeping Award Applications, Project Award Applications & Club Officer Award Applications are due to the Extension Office.

## 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 calves, dairy, dog, goat, horse/pony, breeding sheep **MUST** be identified in the 4-H online system by May 15 or on a paper livestock identification forms, referred to ID forms and **ON FILE IN THE CLAYTON COUNTY EXTENSION OFFICE ON OR BEFORE MAY 15 OF EACH YEAR.**

**Enrolling in a project area and identifying an animal(s) by May 15 online or with a livestock ID form does not automatically enter your animal in the fair. All fair entries are due July 1<sup>st</sup> each year at the Clayton County Extension Office.** Fair entry information may be obtained from 4-H club leaders or the extension office.