



4-H Family Guide

Dubuque County

The 4-H Pledge



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



IOWA STATE UNIVERSITY
Extension and Outreach

General Information

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My 4-H Information

My 4-H Club

My 4-H Leader's Name

My 4-H Leader's Phone Number

Club Meetings

Where: _____

Time: _____

Dates to Remember

County Fair: _____

4-H Online Deadline: _____

Fair Entry Deadline: _____

State Fair: _____

Records Due: _____

Presentations I have to give:

Date: _____

Topic: _____



How does the 4-H Program Work?



Youth and their families join a local 4-H club in Dubuque County. A 4-H member attends monthly club meetings. At these club meetings members plan other club events, vote on agenda items, swap ideas and information, and do fun and educational activities.

Beyond local club participation, 4-H families can participate in a variety of county-sponsored events, such as camps, county project meetings, and workshops. Our monthly newsletter keeps you informed on upcoming events, important information, deadlines, and fun being held in 4-H. News and events are also listed in the 4-H section of the Dubuque County Extension website.

Dubuque County has a committee called the Youth Committee whose members serve to help direct the overall programming efforts of the 4-H program. They assist with county events, the fair, evaluate awards for recognition, and more.

A group of 4-H'ers in 7th-12th grades called Youth Leaders are very active in this county. They are energetic when it comes to promoting 4-H, evaluating new and existing programs, planning events & community service, and raising money to help pay for their activities.

The 4-H program also has state headquarters along with other ISU Extension & Outreach programs on Iowa State University's campus in Ames. ISU Extension and Outreach is where most of your project literature will come from. State level 4-H activities include State Youth 4-H Conference, State Fair, state camps, Citizenship-Washington D.C. Focus, etc.

There is also a national 4-H program headquartered in Washington D.C. They also work strongly with State 4-H Program Directors to help make 4-H the best it can be in all 50 states.

You can take 4-H wherever you want to go. You just need to set your goals and determine how you're going to get there!

What do the four H's stand for?



HEAD – Through exciting hands-on learning experiences 4-H'ers may learn about new project areas, try new skills, and participate in various activities. 4-H'ers have fun learning from adult volunteers and older youth, who are interested in sharing their knowledge and experiences.



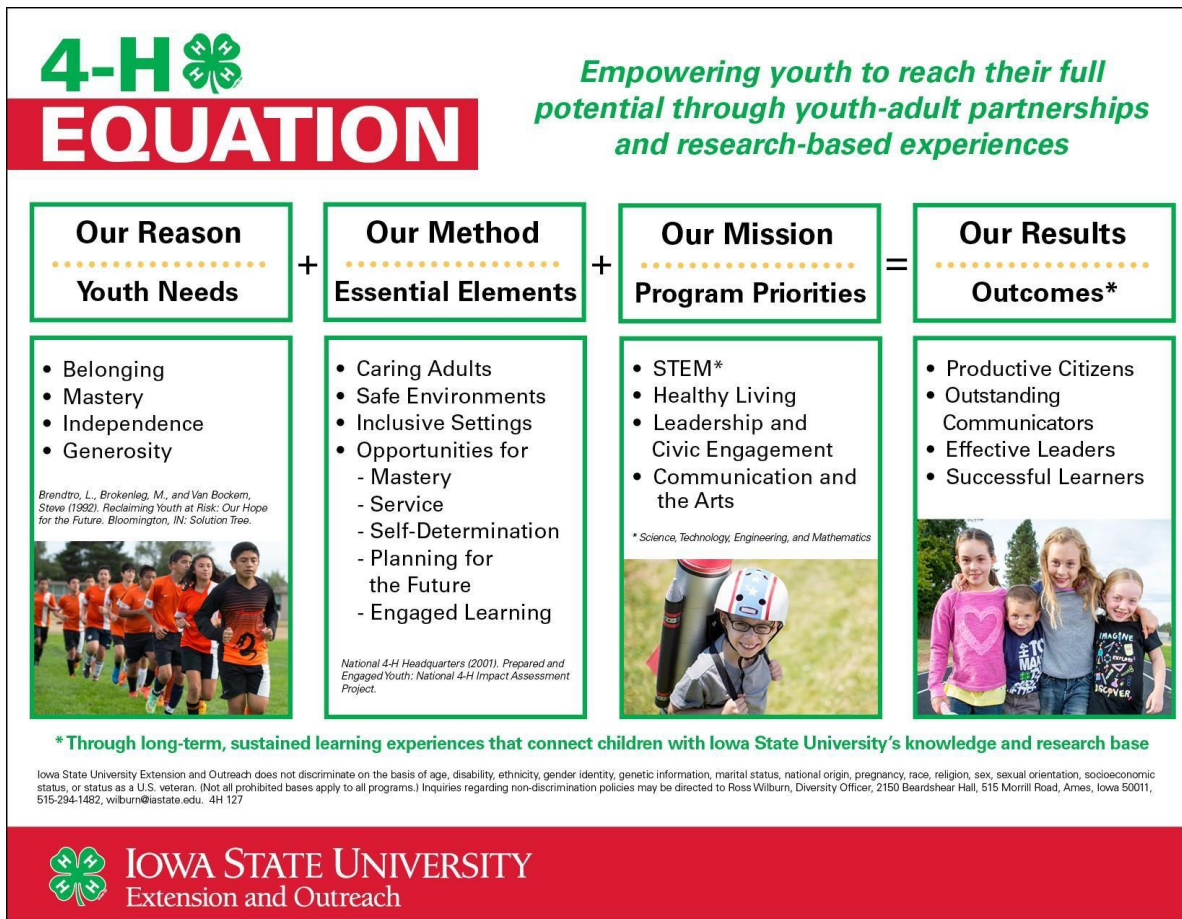
HEART – Through club, county, area, and state events and activities members are continually developing their sense of identity, particular project skills, and characteristics.



HANDS – A goal is for 4-H members to explore different areas that might lead to a future career. 4-H'ers learn new things through projects and activities with hands-on experiences. They also use their hands to give back to their community, country, and world.



HEALTH – 4-H continually strives to teach 4-H members to accept responsibility for their lifestyle choices and to create a personal environment which encourages choices with positive impact on their well-being.



What does a 4-H club do?



A 4-H club elects its own officers and conducts its own business. Most clubs meet monthly with a yearly plan for their programs. Each meeting usually includes presentations by members. Meetings might also include presentations by leaders, parents, or a resource person, recreation or indoor games, a family sharing night, or a field trip.

Most clubs charge dues or have fundraisers for their club's events. Funds may be used for community service. 4-H members and their families are responsible for the cost of materials needed to complete their exhibit(s). 4-H clubs also perform a variety of community service projects. Members decide the types of projects their clubs should do.

A 4-H Club usually elects the following officers:

- | | |
|---|--|
| <ul style="list-style-type: none"> ✿ President ✿ Vice President ✿ Secretary ✿ Treasurer | <ul style="list-style-type: none"> ✿ Recreation Leader ✿ Reporter ✿ Historian |
|---|--|

If you join a Dubuque County 4-H Club, what is expected of you?



- ✿ Select a project suited to your interests, abilities, and age.
- ✿ Attend and share in the meetings of the club.
- ✿ Participate in club activities.
- ✿ Serve on committees which you choose to be on.
- ✿ Keep and turn in a record book of what you do in 4-H each year.
- ✿ Find out what membership requirements are for your club and the county program (Expected Standards) and work to achieve them. (There are not many and they are easy to do. You can do it!!)
- ✿ Give at least one club presentation each year.
- ✿ Exhibit at the county fair.
- ✿ Participation in Community Service
- ✿ Have Fun!

4-H Facts




4-H Colors

Green and White. Green symbolizes nature's most common color and represents life, springtime, and youth. White symbolizes purity.

4-H Emblem



The green four-leaf clover has a white "H" on each leaf to represent the Four H's –  Head,  Heart,  Hands, or  health.

4-H Motto

To Make the Best Better

Dubuque County 4-H Program Guidelines



Membership

4-H membership is open to any young person who is in at least fourth grade by September 15 of the current program year. Membership may be in any club regardless of sex or place of residence. It is usually most convenient to belong to a club in the same township or community in which the individual lives and to a club where your friends belong. A member may belong to 4-H in only one county. Youth may enroll in 4-H up to May 15th; the big enrollment drive is in the fall. Membership may continue through the end of the year in which the individual graduates from high school.

For ease of reference, membership is divided into three categories: Juniors, 4th, 5th, and 6th grade; Intermediates, 7th, 8th, and 9th grade; Seniors, 10th, 11th, and 12th grade. The 4-H year is from September 1 through August 31.

Clover Kids is a 4-H program targeted to young people who are not quite old enough for the traditional 4-H Club. This is for youth in grades Kindergarten – 3rd. Clover Kids clubs can exist as a part of a larger club or entirely on their own.

Projects

All members in traditional 4-H Clubs must enroll in at least one project. Members may add or drop projects up until May 15th in 4hOnline and can exhibit in the project areas enrolled in. Members should choose areas of interest he/she wants to explore – not what exhibit he/she wants to take to the fair. Members should complete and evaluate their project goals at the end of the program year. Record books should be turned into club leaders for evaluation in the fall. Members are expected to do their own project work, including care of livestock projects.

Exhibiting

Members who wish to exhibit their project must meet certain requirements for fair eligibility. Exhibits must be the result of the members own project work and goals (set at the beginning of the project year), not done by other persons including family members. Livestock must be properly identified by May 15 in 4hOnline. Rabbits are the only exception to this, they must be in 4hOnline by July 1st. Registration in Fair Entry must be made by July 1st for all fair projects. It is the member's responsibility to be informed about and comply with all rules and deadlines for events in which they wish to participate, including the county fair.

Parental Involvement

The involvement of parents in 4-H is not required but is highly desirable. Their attendance at club meetings and many county events is encouraged. Parents should give guidance, support, and help (when needed) with member's projects and to help in areas of the 4-H program. They are expected NOT to do the members' project work for them.



Dubuque County 4-H Clubs

<u>CLUB NAME</u>	<u>MEETING LOCATION</u>
Asbury Juliens	Our Redeemer Lutheran Church, Dubuque
Bankston 4-H Friends	Bankston Church Hall, Bankston
Dubuque Co. Trailblazers	Dubuque County Extension Office, Dubuque
Farley 4-H Friends	Farley Memorial Hall, Farley
Fillmore Achievers	Fillmore Church Basement, Fillmore
New Vienna Future Leaders	New Vienna Community Center, New Vienna
Peosta 4-H Pals	Peosta Catholic Church, Peosta
Placid Pepper Uppers	Placid Church Basement, Placid
Rickardsville Jr Farmers	St. Joseph's Basement, Rickardsville
Riverside Achievers	St. Peter and Paul School, Sherrill
Washington Senators	St. Joseph Church Basement, Key West
Worthington Jr Helpers	Worthington Community Center, Worthington

The Leadership Team



Organizational Leaders Organizational leaders are primarily responsible for overall club organization. They coordinate, counsel, and plan programs. They have a key responsibility to communicate with members, parents, other local leaders, the community, and the County Extension staff.

General Leaders Assists the organizational leader with various tasks.

Project Leaders Project leaders provide experiences, activities, and leadership to members enrolled in a project. They can work with a single club or on a county-wide basis.

Club Officers Club members elect their own officers to provide specific leadership to the group.

Parents Because 4-H is a family activity, parents are involved too. They can help their own children, as well as helping leaders, and helping members at project meetings or activities.

Youth Committee The Youth Action Committee consists of Extension Council members, a 4-H club leader, Food Stand Representative and Youth Leader members. The Youth Action Committee is the governing body of 4-H in the county. Through its channels, rules and regulations for 4-H membership, projects, exhibition, out-of-county events, awards and various other areas are formed.

County Extension Staff County Extension Staff are responsible for overall 4-H program management and curriculum. Each county in Iowa has an Extension Office. The first people you will probably hear on the telephone or talk to when you come in the door are the office staff. If they do not know the answer to your question, they will put you in touch with the person who does. Sarah Ludwig is our 4-H County Youth Coordinator. She can assist you with your 4-H related questions, and they help provide 4-H programming in Dubuque County. Leah Imoehl is our K-12 Education Coordinator. She provides urban youth programming in the Dubuque area.

County Extension Council The Extension Council consists of nine elected representatives from all over the county. They oversee the County Extension program and are the legal governing body. Extension Council is involved in the planning, follow-through, and evaluation of programs in the county.

Goals and Records

Achieving Goals through 4-H Recordkeeping



Recordkeeping is one of the unique 4-H learning opportunities. Recordkeeping is a process that can be used throughout life in many ways.

4-H'ers can learn:

- ✿ How to set goals
- ✿ Plan and do things to meet their goal(s)
- ✿ To collect and organize information
- ✿ To accept and complete responsibility
- ✿ To tell about what they liked to do and learned

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

- ✿ Basic Project Record
- ✿ Experienced Project Record
- ✿ Advanced Project Record
- ✿ Project worksheets/manuals, such as livestock, food and nutrition, and others

4-H'ers can follow five steps for recordkeeping:

1. Determine your interests.
2. Set your goals.
3. Form an action plan.
4. Do it!
5. Evaluate and make future plans.

STEP 1 – Determine your interests

This step occurs at the beginning of the 4-H year when you select your projects. Look at the Iowa 4-H Website for project areas, <https://www.extension.iastate.edu/4h/projects-list>. Then select those projects in which you want to enroll. Think about questions like: What things do you find interesting? If you were in 4-H last year, what did you enjoy about the 4-H projects? What new things would you like to learn and do? Your 4-H leaders and parents can help you make these decisions.

Now keep track of the decisions you have made. Refer to the options for record keeping on this page. You can use a 4-H project record form to write down what you want to learn, or record your ideas on an audio tape, video tape, or computer if you have one available.

STEP 2 – Set your goals

Decide what you want to learn and do. Having goals is like a road map: it is a tool that helps you plan how to get to where you want to go. Keep track of your goals by using your record keeping system.

Goals have three parts that can be measured or checked.

- ✿ **The action:** how you are going to do it
- ✿ **The result:** what you will do
- ✿ **The timetable:** when you plan to have it done

“I will learn to make a nutritious snack by my club’s May meeting” or “I will learn how to use my family’s new digital camera before our family vacation in June” are goals that have all three parts.

STEP 3 – Form an action plan

Now you have a goal to work toward, and it won’t just happen. YOU have to make it happen! For example, if you have a goal to learn how to make a pie by July 1, think about these questions:

- ✿ Where will you get information you need?
- ✿ What types of pie might you consider learning how to make?
- ✿ Which recipe will you select for the pie crust?

Now take a look at your goals.

- ✿ What is needed to achieve your goal?
- ✿ How much time is needed to accomplish your goal?

STEP 4 & 5– Do it! Record it! Evaluate it!

As the year goes along, record what you do and learn in your project(s). Include what worked well, what did not, and what you enjoyed the most. Pictures, clippings, project worksheets, exhibit write-ups, and other items can be included to help tell what you have done.

As you evaluate your goal(s), think about these questions:

- ✿ Were you able to achieve your goal(s)?
- ✿ What changes did you make on your project as you went along?
- ✿ Is there anything about your project that you would change?
- ✿ How do you feel about what you have learned?
- ✿ What ideas would you like to build on for next year?

EVALUATE YOUR 4-H EXPERIENCE

Now you will evaluate your 4-H experience by summarizing your participation in projects, events, and activities together on the 4-H Yearly Summary. This summary is completed each year and is a cumulative summary of your achievements in communication, participation in the local 4-H club, and experiences beyond the local group.

Another recordkeeping form is the 4-H Recordkeeping Self-evaluation as a guide to evaluate the 4-H recordkeeping system you chose to use.

It is most helpful to talk about what you have done during the year with a leader, another 4-H’er, or a parent.

A Step-by-Step Guide for your Record Book



When you put together your record book, here is the proper order:

1. Cover page – includes picture, name, years in 4-H, and grade.
2. Self evaluation sheet
3. Yearly Summary
4. Divide out previous years; the most recent goes on top.
5. Project areas are next. Divide the project areas with tab dividers and label them with name of project and most recent year on top.
6. For livestock projects and photography, you need project records, project worksheets, and any photos you want to include.
7. Projects other than livestock need project record sheets, goal sheets if it was something you took to the fair, and photos. If you did not take this project to the fair but still had a goal for this year, include what you did; if you have pictures, include them also. Current year will still be on top.
8. The last part of the record book is the miscellaneous part where you will put your newspaper clippings, awards, and other things that are important but don't belong in the front of the book.

Just a few reminders:

- ✿ If you do more than one item in a project area, you only have to do one project record sheet.
- ✿ Make sure when choosing your project that you think about what leadership skills and citizenship skills you can do with the project. This is **ESPECIALLY IMPORTANT** for advanced 4-H'ers.

*Always remember that you can call the office at any time with questions.
We will be glad to help!*



Communications

Educational Presentations

During Educational Presentations, you share information about yourself or another subject with someone else. Some presentations are called demonstrations or illustrated talks.

Each 4-H'er is expected to give one educational presentation each year in their local 4-H club. So where do you start, what do you do, and what do you talk about? One way to getting started is by looking through your 4-H project materials for ideas. Make a list of projects you do, collect, do after school, do for fun, and ask a parent, leader, or an older 4-H member for ideas. Take a look at your list. Write the topic you'd like to "present" to your 4-H group.

Like a puzzle piece, a presentation has different pieces that fit together.

- ✿ Introduction: Tell briefly what you are going to do and why you chose this topic.
- ✿ Body: Give the details of doing it, showing it, or telling it
- ✿ Conclusion: Repeat the main points. Mention where you found your information, in case someone else wants to learn more about your topic.
- ✿ Questions: Ask your audience if they have any questions or if there are no questions, say, "This concludes my presentation."

You may use any article, chart, sound, sample, video, poster, or slide show in the body of your 4-H presentation. Use props to help make the topic more exciting or believable for the group. For more information on Educational Presentations contact the Dubuque County Extension office.

Working Exhibits

Working Exhibits are 4-H presentations where you get the audience involved by teaching or showing. You are teaching a skill to an audience that you first have to catch the attention of to make them stop, listen, and then participate.

Choose a topic that interests you, has steps or procedures, and involves an audience. For more information on Working Exhibits, contact the Dubuque County Extension office.

Share-the-Fun

Share-the-Fun is having a fun time. 4-H members share their talents as a group performing an original skit or a small group singing a duet. Ideas of acts: singing, dancing, skits, joke telling, playing an instrument, magic - there are so many activities to choose from!

Extemporaneous Speaking

Extemporaneous Speaking is when a 4-H member wants to challenge their ability to think quickly on their feet. This contest entails developing a speech on a topic that is handed to you just minutes before you are to present. Once the participant is given their topic they are allowed a specific amount of time to prepare a speech, usually the speech would be a 2 minute presentation. The participant will be aided with a few resources helping them to prepare their speech. Those participating in this event present at the local level and if awarded will move onto state competition.

Ideas for Parents of 4-H'ers

How are Parents and Guardians Partners in 4-H?

- ✿ Help your 4-H'er select the right project(s) for their interests. Be aware of your 4-H'er's goals and encourage recordkeeping.
- ✿ Read the monthly newsletter.
- ✿ Give encouragement and supervision, but allow the 4-H'er to do his or her own work. Give positive encouragement when problems arise.
- ✿ Help 4-H'ers set standards of honesty, teamwork, and good sportsmanship.
- ✿ Encourage and support the 4-H'er in attending club meetings. Volunteer to help with club activities such as showing one of your hobbies or working with a project group.
- ✿ Help 4-H'ers complete club and county requirements for the year.
- ✿ Give input into the county program by participating in county meetings and serving on committees.

4-H can be a tool to help you and your 4-H'er work together. Read the project material they receive and help think about what to learn and what to do. Give assistance when it's needed, but don't do the project for him or her.



4-H Vocabulary

County Extension Office This is the office you would need to go or call for any questions. Another source is the Dubuque County web page, www.extension.iastate.edu/dubuque. Visit this website for important information you may need when the Extension Office is closed. Iowa State University Extension and Outreach provides research based information to the general public.

4-H Year The 4-H Year is September 1 to August 31. All 4-H'er's recordkeeping and club books follow these dates.

Code of Ethics All 4-H'ers must have a current Code of Ethics form signed in 4hOnline by youth and parent/guardian. Code of Ethics is given when you enroll in 4hOnline. Youth are expected to be sincere, honest, and act in sportsmanlike ways at all times. Youth represent the entire program and their behavior reflects on their parents, leaders, club, and the entire youth program. All adults involved with the youth program, leaders as well as parents, are expected to set positive examples and serve as positive role models by what they say and do.

4-H Club A group of at least 5 youth who meet together with a leader. Anyone grades 4-12 can join the club and work on projects of their own interest by themselves. These clubs elect officers and have monthly meetings.

4-H Newsletter The monthly newsletter is filled with important 4-H dates and upcoming activities. Be sure everyone reads through it completely so information doesn't get missed.

Clover Kids Clover Kids gives children in grades k-3 an opportunity to participate in activities uniquely suited to their development. They grow and learn in a non-competitive environment, learn appropriate life skills, meet new friends, and have fun.

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

4-H Uniform 4-H'ers must be "in uniform" in the 4-H building during indoor judging, food stand duties, hosting in the 4-H Building, performing official duties, showing animals, and selling at auction. The 4-H "uniform" consists of a 4-H t-shirt or a solid white or green blouse/shirt with the 4-H emblem on it and white, green, khaki or dark jeans, slacks, or skirts -- no shorts.

Fair Board The Fair Board is responsible for the Dubuque County Fair. This is separate from the Extension office and its staff, although they work together on many projects.

4-H Project An individual area or subject the 4-H'er wants to learn more about. A project often includes leadership, citizenship, communication, and decision making. The 4-H'er often researches or gathers information, then applies the findings to the project.

4-H Exhibits A 4-H exhibit is an outgrowth of the 4-H project which the 4-H'er often chooses to share or showcase at the fair. For example, a plate of cookies would be an exhibit that could be displayed as a result of participation in the Food and Nutrition project area.

Static/Indoor Judging This method of judging is used for the majority of all classes at the county fair. The 4-H'er brings his/her exhibit and goal sheet to the judge to discuss the work. The judge uses this information, any written information required by the class rules, and the exhibits to determine the ribbon placing of the exhibit. A ribbon is awarded and the placing is recorded on the Exhibitor List.

Elements and Principles of Design A design is a visual plan you can use to create your 4-H exhibit. Everything you can see has a design. Line, shape, color, texture, and space are the basic *elements of design*. The principles of design are combinations of design elements (line, shape, color, texture, and space). Rhythm, emphasis, proportion, balance, and unity are the basic *principles of design*.

Record Keeping Each 4-H member is expected to record a summary and evaluation of the 4-H member's experience each year. You need to fill out at least one project record sheet and a yearly summary sheet. Project worksheets are also available.

Clothing Event The Clothing Event is for 4-H members who wish to model and exhibit their garments at the county fair in Clothing Selection, Fashion Revue or \$15 Challenge. Clothing Selection is when a 4-H member models clothing they have purchased. Fashion Revue is when a 4-H member models clothing they have sewn. \$15 Challenge is when you purchase an outfit for under \$15. Clothing Selection, Fashion Revue and \$15 Challenge are judged before fair and placings are announced at the county fair during the style show. A 4-H'er may only exhibit one Clothing Selection and one Fashion Revue garment. Clothing Selection garments may not be exhibited as an indoor exhibit, but Fashion Revue can be in both.

4hOnline - What is used for 4-H enrollment. You must be signed up in 4hOnline to be part of the 4-H Program. All livestock needs to be entered in here by May 15th. All Building project areas need to be entered in here by May 15th.

Youth for the Quality Care of Animals (YQCA) 4-H'ers who exhibit beef, swine, sheep, goats, bucket bottle calves, dairy, poultry, or rabbits need to be YQCA Certified before showing at the county or state fairs. The YQCA Program teaches young people about good production practices and what it takes to produce a safe quality product. 4-H'ers grades 4-6 attend training every year to receive their certification. 4-H'ers grades 7-9 and 10-12 are placed in two age brackets for certification and may choose to take a test. If the test is passed, the 4-H'er does not have to attend training or take a test until they reach the next age bracket.

4-H Food Stand A committee of volunteers help make the 4-H Food Stand at the Dubuque County Fair a huge success, depending largely on the 4-H members and families who work in the Food Stand during their club's assigned time. The profit from the food stand is used to help fund the general 4-H activities. Part of this money is used to help fund camps, workshops, State Conference, and 4-H Development Fees. The Dubuque County Food Stand committee has a separate board and is not operated through the county extension office.

National 4-H Week is held the first full week in October. This week provides special recognition to the 4-H program nationwide. It is a time of recruitment and celebration of 4-H.

Dubuque County Website The website will allow you to access information from ISU Extension and Dubuque County 24 hours a day, 7 days a week. Many 4-H forms, information about activities, and the newsletter are available on the website. The website is www.extension.iastate.edu/dubuque

Appendix B:

Helpful 4-H Websites

Dubuque County Extension Office: www.extension.iastate.edu/dubuque

Dubuque County Fair: www.dbqfair.com

4-H Mall (clothing, bags, etc.): www.4-hmall.org

Iowa 4-H Member Page: www.extension.iastate.edu/4H/memberresources.html

Iowa 4-H Record Keeping Forms: www.extension.iastate.edu/4H/recordkeeping.htm

Iowa State Fair 4-H Info: www.extension.iastate.edu/4H/StateFair/StateFairInfo.htm

ISU 4-H Ag & Livestock: <https://www.extension.iastate.edu/4h/projects/livestock>

National 4-H Homepage: www.4H-usa.org

Volunteer Resources: <https://www.extension.iastate.edu/4h/volunteer>

4hOnline: <https://iowa.4honline.com>

Fair Entry: <https://dubuque-county.fairentry.com/>

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Dubuque County 4-H

As a new 4-H member, you have the opportunity to participate in activities all year!

The following is a year-long list of just some of the activities that take place in a typical 4-H year. We do not always do the same activities at the same time every year, and some activities are dropped while others are added, so be sure to read your monthly 4-H newsletter to stay up-to-date on details, deadlines and more!

SEPTEMBER

- 4-H Online 2.0 opens for re-enrollment
- Member Recruitment

OCTOBER

- Record Books Due October 1
- National 4-H Week
- Annual Volunteer Training

NOVEMBER

- Happy Feet Fundraiser
- Work with your club to think of yearly projects: fundraisers, community service ideas, project ideas, and more!

DECEMBER

- Beef Weigh-in
- Re-enrollment due in 4-H Online

JANUARY

- Time to set up project goals!
- Have fun with your clubs!

FEBRUARY

- Beef ID verification due in 4-H online by February 1
- State 4-H Scholarships Due
- 4-H Family Fun Night

MARCH

- Swine Weigh-in
- Intermediate Legislative Day
- Project Workshop

APRIL

- Sheep/Goat Weigh-in
- Spring Leader Meeting
- YQCA Training
- Look over new fair rules

MAY

- 4-H Online Closes May 15th!
- Livestock ID's due May 15th!
- YQCA Training

JUNE

- Junior Summer Camps
- State Youth & 4-H Conference
- Animal Science Round-up
- CWF Intermediate Trip
- State fair livestock & horticulture entries due

JULY

- Rabbit & Poultry Information due in 4-H Online
- Fair Information due in Fair Entry
- Clothing Event/ Communicaiton Event
- Dubuque County Fair!

AUGUST

- Iowa State Fair
- Work on Record Books

CALENDAR YEAR

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