



MY 4-H CLUB PROGRAM 2019–2020

Club: _____

Meeting Date: _____

Attach any
size picture of
yourself here.

Name: _____

School Grade: _____
(as of September 15, 2019)

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Dear 4-H Leaders & Members,

The following pages were developed to help give club members an outline for their monthly meetings. We hope that it provides you some assistance as you work your way through this 4-H year. If you have any suggestions for improvements or changes, please let our staff know!

Follow these simple steps...

1. After your club has planned its 2019-2020 programs, fill out this program. This can be done at a 4-H meeting or your club planning committee can fill out several copies and give them to each member. Keep this program in your record book.
2. Refer to this club program before each club meeting to review who has responsibilities for that meeting. If you cannot fulfill your responsibilities for that meeting, be sure to contact someone who can take your place.
3. In August, complete the 4-H Member Self-Evaluation Guide on page 3. Turn it, along with your 4-H record book, in to your 4-H club leader. If you would like your 4-H Record Book to be considered for County Awards, contact your 4-H leader. Our County Award form is available at <http://www.extension.iastate.edu/jones/4h>.

The Extension Office would like each 4-H club to turn in a copy of their completed club program to the Extension Office so we can have it on file. Please turn this in by December 1, 2020.

From all the staff at the Jones County Extension Office, we would like to wish you the best of luck in your coming 4-H year. Remember, 4-H is as much as YOU make of it! Have fun!!

Making the Best Better through 4-H,
Devon Cress, 4-H Program Coordinator

Jones County Extension Staff

Jennifer Fischer.....County Extension Director
Devan Cress..... 4-H Program Coordinator
Shawnee Oswald..... Administrative Assistant

Jones County Extension Office

800 North Maple Street, Suite 2 | PO Box 28 | Monticello, IA 52310
Phone: (319) 465-3224

Office Hours

Monday–Friday: 8:00 AM–4:30 PM



Optional - This page may be removed or left in when record book is considered for County Awards

4-H Member Self-Evaluation Guide

(4-H Member Complete This Side)

This guide is for use by member and leader in counseling together to help the 4-H member evaluate the year's 4-H experience. A free exchange should be encouraged. The evaluation of a 4-H member's experience should add to a total learning experience.

Member should complete this side prior to turning in the record book to 4-H leader. Member is encouraged to visit with parents as they complete the checklist below.

Outlined below are items related to projects, club meetings, activities and records that are important elements of a 4-H'ers learning experience. These can be used as a basis for discussion. Check in the appropriate column how you feel about each of the numbered items.

	Very Satisfied	Satisfied	Not Satisfied
1. Regular attendance at club meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. My 4-H club experiences <i>Example: Gave presentations, was host or hostess, served on committee, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. My 4-H club projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 4-H activities I participated in <i>Example: Camps, Fair, Awards Program, Fundraisers, Project Workshops, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. How do I feel about 4-H this year?			
<i>Meeting new friends?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>My feeling toward members in my club?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>How do other club members feel about me?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The way I recorded my 4-H experiences this year?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. List the experience you would call the highlight of 4-H this year.

Jones County 4-H Guidelines

Membership/Enrollment

1. 4-H membership is open to all youth, 4th-12th grade, in a club of their choice. Youth in grades 4-6 are considered junior members; grades 7-8 are intermediates; grades 9-12 are senior members. The 4-H membership year begins September 1 and ends August 31.
2. Enrollment should be completed and electronically signed through 4hOnline. The 4hOnline website is www.4hOnline.com. Through electronic enrollment, members must agree to the Jones County Code of Ethics. Additional **new** member enrollments may be completed in 4hOnline anytime during the year.
3. Renewal deadline for **current** 4-H members is December 1.
4. Any **new** member enrollment must be completed via 4hOnline by May 15 in order for the **new** member to exhibit at the Great Jones County Fair.
5. 4-H members are encouraged to participate in more than one project area. A guideline for the number of projects a member could enroll in is:
 - a. Junior: 1-3 projects
 - b. Intermediate: 1-4 projects
 - c. Senior: 1-5 projects

Expectations of Clubs

1. A 4-H community club should consist of a minimum of 5 members and 1 leader. A club with less than 5 members is encouraged to merge with another club.
2. 4-H community clubs should meet 12 times per year (September 1-August 31). Clubs should plan a program including business meetings using parliamentary procedure, educational presentations, “just for fun” activities and refreshments.
3. 4-H club officers should be elected by club members using the secret ballot method. Officers are expected to attend 4-H leadership training sessions when held. Each club must turn in a Treasurer’s book and the first and last bank statement of the treasurer’s term in office. Each club should also turn in a Secretary’s book to the Extension Office by September 1. Historian’s books and Reporter’s applications are also encouraged.
4. 4-H community clubs should hold pre-fair meetings to make sure all members’ projects are adequately prepared for exhibit and to give members all necessary information prior to county fair.
5. 4-H community clubs should be involved in at least one community service project each year.
6. 4-H community clubs should plan marketing/public relations activities during National 4-H Week (and throughout the year) to recruit new members and acquaint the public with 4-H

7. All 4-H community clubs are encouraged to contribute to the 4-H'ers for 4-H Campaign Fund.

Expectations of 4-H Members

1. Members are expected to attend at least 75% of their meetings and take an active part in their club. Members may be excused by their leaders prior to club meetings due to unavoidable circumstances.
2. Each member should give at least one educational presentation at a club meeting during the year (September 1–August 31).
3. Each member should be enrolled in and complete at least one project per year. (Setting goals, working toward goals, sharing project, and show evidence of record keeping defines completion of project.) All 4-H projects can be exhibited at local achievement shows, local club tours and at the county fair.
4. Members with animal projects must follow the “Livestock Project Requirements.”
5. Each 4-H member should exhibit proper conduct and show attentiveness during 4-H club meetings.
6. Each 4-H member should participate in scheduled county and state 4-H activities.
7. Each 4-H member should have current 4-H club program and record book material.
8. A 4-H committee person or staff is available to visit your local club meeting, contact the Extension office.

Expectations of the 4-H Leaders

1. All 4-H leaders must follow the Child Protection and Safety Policy process including signing and following the Volunteer Code of Conduct (Youth Safety and Well-being Agreement).
2. All 4-H leaders must attend leader trainings provided during the 4-H year.
3. All 4-H leaders are eligible for reduced county fair passes if they
 - a. Are registered at the Extension Office as a 4-H Community club leader and enrolled in 4hOnline.
 - b. Have attended at least one leader training during the previous 4-H year.
 - c. Have completed other leader training as required by the state office.

Organize your Record Book

1. **Cover** — Official green 4-H cover, three-ring binder, or combination of the two.
2. **Club Program which includes your local club program** — Remove after the year is completed.
3. **4-H Recordkeeping Self-evaluation (4H-98)** — Remove after the year is completed.
4. **Yearly 4-H Summary (4H-96)** — Use new one each year. Put current year on top.
5. **Project Record Organization** — Project records should be organized alphabetically by project with the current year's project record on top of previous year's project records. Project areas should be separated by labeled dividers.
6. **4-H Project Record (4H-96A, 4H-96B, 4H-96C)** — One form needs to be filled out for each project area. The chart below suggests what form should be used based on the number of years you have completed that project area.

	Basic Form (4H-96A)	Experienced Form (4H-96B)	Advanced Form (4H-96C)
Years in project area	1 st -2 nd year	3+ years	5+ years

7. **4-H Project Financial Records** — If you are enrolled in any of the following projects, you must also use special project financial records. Clippings and pictures related to the specific project should follow the project and financial record for the current year.

Project Financial Records Form	Animal Project Financial Form		Horticulture Project Financial Form
FAST	Beef	Horse	Crops
Photography	Bucket/Bottle Calf	Pets (Other Animals)	Horticulture
	Cat	Poultry	
	Dairy	Rabbit	
	Dog	Sheep	
	Goat	Swine	

8. **County Project Award eligibility:**
 - a. Intermediate and Senior members must have carried the project for at least 3 years, with at least one of these years using the Experienced (4-H-96B) or Advanced (4H-96C) Project records.
 - b. Must be enrolled in the project area the year the award application is completed.
 - c. Juniors are only eligible for Junior Achievement awards. Juniors may use all Basic Program Records.
9. **Make this a record book, not a scrapbook.** Do not include ribbons, programs, enrollment forms, etc. Please keep project guides, registration papers, fair books, and other 4-H information in another location.

Record Books are due by August 30, 2020 to Leaders. Record Books being submitted for project or senior awards must be submitted to the Extension and Outreach Office by September 6, 2020.

(At which time all 4-H members will evaluate their work with their leader)

All of the forms listed above can be found on the Jones County Extension website:

<http://www.extension.iastate.edu/jones/4h>

2019 - 2020 Club Officers

President

Name: _____

Phone: _____

Address: _____

Email: _____

Vice-President

Name: _____

Phone: _____

Address: _____

Email: _____

Secretary

Name: _____

Phone: _____

Address: _____

Email: _____

Treasurer

Name: _____

Phone: _____

Address: _____

Email: _____

Historian

Name: _____

Phone: _____

Address: _____

Email: _____

Reporter

Name: _____

Phone: _____

Address: _____

Email: _____

Wellness Officer

Name: _____

Phone: _____

Address: _____

Email: _____

Other - _____

Name: _____

Phone: _____

Address: _____

Email: _____

Club Leaders

Name: _____

Phone: _____

Address: _____

Email: _____

Club Helpers

Name: _____

Phone: _____

Address: _____

Email: _____

Name: _____

Phone: _____

Address: _____

Email: _____



4-H Youth Development

4-H Record Keeping Self-evaluation

Name _____ Grade _____

Club _____ Year _____

Include this form with your record keeping materials. Check (☑) the appropriate column(s) to indicate how you would rate yourself on your record keeping this year.

My Record Keeping Skills

(Your responses may be written, typed, audio taped, or video taped.)	I did my best.	I did OK.	I could do better.	I need help with this.
I set goals before beginning my project(s).				
I planned and described what I did.				
I kept information organized.				
I kept financial records if needed.				
I included how I felt about my project(s).				
I included how I would use what I learned in the future.				

My additional comments about my 4-H record keeping: _____

Adult/teen mentor comments: _____

IOWA STATE UNIVERSITY
University Extension

4-H Record Keeping Self-evaluation Guide

Record keeping is one of the unique 4-H learning opportunities. During and at the end of the year, your record keeping can help you think about and record what you have accomplished. 4-H leaders can learn more about each 4-H'er and how they can best help them accomplish their 4-H goals by reviewing members' record keeping and/or talking with the 4-H'ers.

Record keeping is a process (method) that can be used throughout life in many ways.

4-H'ers can learn:

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

Prepared by the 1995–1997 ISU Extension 4-H Youth Record Keeping Club Task Force; Melva L. Berkland, former ISU extension communication specialist; Donna Fincham, composition consultant, Creative Services, ISU Instructional Technology Center; and Lonna Nachtigal, illustrator.

At the end of the year, we recommend using the 4-H Record Keeping Self-evaluation 4H-98 (on the other side of this page) as a guide to evaluate the 4-H record keeping 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, a parent/guardian, or someone interested in your 4-H participation. They can help by asking questions or making suggestions to think about using the 4-H Member/Mentor Conference Guide VI-2025C-sas.

**Evaluate, and
next year can be
even better!**

Now that you have completed a self-evaluation for the year, you may wish to improve some of your record keeping skills. What could you plan to do differently, or could you try a different method of record keeping? The following resources, available from the county extension office, may be helpful to you, your parents, and/or your leader.

... and justice for all

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Member Resources

Achieving Goals through Record Keeping 4H-91

Using Audio or Video Tapes for 4-H Project Record Keeping 4H-97A

4-H Portfolio Guidelines 4H-97B

If you want to try another method of record keeping, check the resources listed. Your 4-H leader also can share other resources to help with 4-H record keeping choices and evaluation.

Additional Leader Resources

4-H Record Keeping 4H-95

Setting Project Goals VI-2022-sq (Outline for club activity)

Record Keeping Skill-A-Thon (YouthRNet)

Goal Setting Can Be Fun (YouthRNet)

The county extension office may have other resources.

Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964.

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4-H Youth Development

Yearly 4-H Summary

Year: _____

Name: _____ County: _____

Age: _____ Grade: _____ Years in 4-H: _____

I attended (give number) _____ 4-H Club Meetings _____ Workshops, events, etc.

4-H Participation	List your local club, county, area, and state events, including leadership and civic engagement experiences.

Recognition	List ribbons, your name in the paper, certificates, local or state awards.

Communication	List all talks, presentations, etc.

At Home	List your responsibilities at home.

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4H 0096

At School

List organizations, honors, sports/activities, and offices held.

--

In your Community

List organizations, church, volunteer work, employment, etc.

--

Other Projects

Fill out this section for projects that you did NOT complete a separate project record form. Briefly summarize what you did and what you learned.

Project Area		Number of Years in this Project

Project Area		Number of Years in this Project

Project Area		Number of Years in this Project

End of the Year

Optional. Add pictures or clippings. Summarize your accomplishments, or add optional project area worksheets or other supporting materials.

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Information on this form may be adapted or modified for use with computer, video tape, or audio tape.

Prepared by 1995-1997 Record Keeping Club Task Force Subcommittee; Melva L. Berkland, Extension Communication Specialist; Donna Fincham, Composition Consultant, Creative Services, Instructional Technology Center; and Lonna Nachtigal, Illustrator. Updated design in 2018.