Greenwood County 4-H Family Handbook



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Welcome to Greenwood County 4-H!

We are excited that you have chosen to become a member of the Greenwood County 4-H program! As your family becomes involved in the program this year, you will likely have many questions. We hope that this handbook will provide answers to many of your questions.

You are encouraged to save this handbook and use it as a reference during your participation in 4-H. While this book by no means encompasses all the rules, regulations and guidelines of 4-H; it will help to answer many of your common questions.

If you have additional questions, please feel free to contact us at the Greenwood County Extension Office at 620-583-7455.

Your community club leader will also be able to answer questions related to you club activities, events, and plans.

Additional 4-H resources may be found at <u>www.greenwood.k-state.edu</u>. Click on "4-H Youth" to check out available information.

Follow us on Facebook for updates and current information about Greenwood County 4-H and other educational programs through K-State Research and Extension. www.facebook.com/K-State-Research-and-Extension-Greenwood-County-352019938146075/.

Sincerely,

The Greenwood County Extension Staff

4-H Is For Families!

Every member of your family – youth and parents – will benefit from belonging and participating in 4-H.

Parents of 4-H members are extremely important. Your children need your support, help and guidance to get the most out of the 4-H program experience. Parents help by teaching their children how to schedule and manage time so that club meetings and project meetings can be attended. Parents of active 4-H members attend 4-H meetings with their children. Interested parents also help as volunteers with club committees, activities and projects. Your club may have a parents committee.

You, as a parent, are the most important person in your child's life. No one can influence or do as much for your child as you can. 4-H programs, projects and activities offer many opportunities for a parent to positively influence their child. Encourage, guide and assist your child in 4-H, while still allowing them to do the actual project work.

4-H will help your family grow stronger.

Cloverbuds

Cloverbuds is a pre-4-H program designed for children ages 5 and 6. Children may join if they are 5 by January 1 of the current year. Cloverbuds do not enroll in projects, but explore a variety of project experiences during their club's regular monthly meetings.

The Cloverbuds program is designed to be a non-competitive learning exploration of 4-H. As a result of this philosophy, Cloverbuds do not participate in any competitive 4-H events. There are special Cloverbuds classes in which Cloverbuds may participate at County 4-H Day and the Greenwood County Fair.

What Does Everything Mean?

4-H has many terms, or labels, to define aspects of the program. Take a look at the most common terms listed below.

4-H Member:

❖ Any child age 7-19 years, as of January 1, enrolled in the 4-H program.

Cloverbuds:

❖ Any child age 5-6, as of January 1, enrolled in this 4-H experience.

Club Leader:

❖ A volunteer who is responsible for the organizational part of the club.

Project Leader:

❖ A volunteer who helps teach a project area (wildlife, crafts, woodworking, etc.). Project leaders can be 4-H parents, community volunteers or a Junior Leader.

Project:

❖ A learning experience for the 4-H member. Each member must enroll in at least one project.

Junior Leader:

❖ A 4-H member age 12 and older. These members take an active part in helping younger members.

Parents' Committee:

❖ The committee consists of 3-5 parents of club members. Duties vary from club to club. Basic responsibilities include input into 4-H club program planning stages, recruit and orientate project leaders and assist club leaders.

Parents:

❖ Parents are encouraged to attend the monthly meetings and project meetings with their child. Parents are encouraged to attend county-wide events too.

County Level Terms

4-H Council:

❖ Each 4-H club selects approximately 3 youth representatives and 1 adult representative to this group. They meet 6 times a year. The group helps plan 4-H activities and events that take place on a county-wide basis and relay information back to the clubs.

4-H Program Development Committee (PDC):

❖ The group consists of 6 elected individuals (age 18 and above). This group is responsible for program direction at the county level. They implement and help carry out new programs and suggest improvements regarding the 4-H program.

Extension Agents:

❖ Agents are professionals who help carry out the 4-H PDC's program objectives.

Greenwood County 4-H Foundation:

❖ This non-profit organization works to supports the annual Greenwood County Fair and maintains and improves the Greenwood County Fairgrounds.

Greenwood County Extension Council:

❖ The Greenwood County Extension Council is responsible for leading all Extension educational programming (agriculture and natural resources, family and consumer sciences, 4-H and youth development, and community development).

Area Level Terms

Area Extension Office:

❖ This office is located in Parsons. It contains an Area Director who supervises and supports the counties in the southeast corner of Kansas. Several subject matter specialists are also dedicated to supporting the southeast area.

Area 4-H Specialist:

❖ There are 4 in Kansas. They assist County Extension Agents in developing and carrying out 4-H programs.

State Level Terms

State 4-H Specialists:

❖ People who are responsible for 4-H on a state-wide basis. Each specialist is responsible for a specific part of the total program. They are based at Kansas State University.

Rock Springs 4-H Center:

❖ A state-wide 4-H camp owned by the Kansas 4-H Foundation; located near Junction City, Kansas. Several regional and state events are held at this facility each year.

Kansas State University:

❖ The land-grant university in Kansas that has responsibility for taking education to the people of the state. The 4-H program is affiliated with the land-grant university.

What are 4-H Club Meetings?

4-H Club meetings are typically held once a month. They include business, educational programs, songs and recreation. 4-H members are given the opportunity to learn to talk in front of a group and practice decision making skills. Club meetings are usually planned by a group of club officers with the leader as an advisor.

Each 4-H club normally elects officers at the beginning of the 4-H year (October 1st). These club officers are responsible for leading meetings, making sure all 4-H members have the opportunity to speak, and helping plan and carry out club activities.

Some 4-H clubs have a special way of orienting new members and new parents into their 4-H club. This orientation may include a parents' meeting, an experienced 4-H member or 4-H family "adopting" your family for the year, or another form of helping you learn about 4-H. Many times 4-H families forget what it was like to learn the 4-H system, and they assume that everyone knows what is going on. There are no silly questions in 4-H. If you are wondering about something, please ask! People are very willing to explain. They just may have forgotten that you may not understand what they are talking about.

If you have questions that have not been answered, please feel free to call the Greenwood County Extension office (620-583-7455) and ask.

The 4-H Program

What is 4-H?

- ❖ 4-H is a volunteer led, Extension supported, educational program that supplements the teachings of home, church and school.
- ❖ 4-H is an informal educational program administered by K-State Research and Extension for all boys and girls 7-19 years of age, regardless of where they live. A child may join at any time during the year they turn 7. They may not have turned 19 before January 1 of the current 4-H year.
- ❖ 4-H is about having fun and learning with friends.
- ❖ 4-H is older members sharing experiences and teaching younger members things that they have learned.

What is the primary objective of 4-H?

The basic philosophy of 4-H is to strengthen the mental, physical and social development of children. The main objective is to help youth develop into healthy adults through participation in projects, events and other activities.

What is K-State Research and Extension?

- ❖ K-State Research and Extension is a cooperative undertaking by the United States Department of Agriculture, the land-grant universities (in our case, Kansas State University), and the County Extension Councils.
- ❖ K-State Research and Extension has the charge of carrying up-to-date information from the classroom and laboratory to the people of Kansas and bringing back to the university those problems that can be solved only by careful study and research.
- ❖ The purpose of the County Extension Service is to provide instruction and practical demonstration in agriculture, marketing, family and consumer sciences, horticulture, community development and 4-H and youth development to all citizens in Greenwood County. Extension agents are hired by the Greenwood County Extension Council to plan and conduct these programs for Greenwood County.

Why Do Youth Enjoy 4-H?

There are five basic desires that are shared by all youth:

- 1. They want to belong.
- 2. They want to achieve.
- 3. They want to be independent.
- 4. They want experiences and adventure.
- 5. They want affection.

The wide variety of "learn by doing" projects, activities and events that comprise the 4-H program contribute to meeting those needs. Decision making, individual responsibility, achievement and recognition further help make 4-H satisfying.

When and Why Did 4-H Begin?

- ❖ 4-H began in 1902 with diverse activities. While 4-H had different beginnings at different places, a central theme began to emerge.
- ❖ The first organized 4-H clubs were small groups covering single topics such as beef, corn, gardening and, canning. There were corn, poultry and garden clubs in Kansas as early as 1905. The first county agents were hired in 1915 and the first Kansas State 4-H Leader was hired in 1916.

Have 4-H Objectives Changed Since the Early Days?

- ❖ Yes, 4-H has changed over the century. At first 4-H emphasized "teach improved practices to farmers and homemakers through their children." During World War I the focus was on "food for victory." After that war, the focus was to keep people on the farms. World War II brought another influence on food production.
- ❖ Today the objective is the development of youth by providing a wide variety of learning opportunities in which all youth can participate. 4-H today is for all kids regardless of where they live.

What is a 4-H Club?

- ❖ A 4-H Club is a group of youth organized with officers appropriate to the group and with one or more volunteers serving as leaders for the group.
- Clubs are organized with a neighborhood, school, church, business, or social unit. The size of the club should be suitable to the age of the members.
- ❖ Meeting place and leadership available. This type of club is called a community 4-H club.
- Most clubs hold monthly meetings; typically the meetings are held the same time each month.
- ❖ Youth can also enroll in 4-H by participating in special interest project clubs (clubs that focus on one subject area, called SPIN clubs) and school enrichment programs.

Scope of 4-H

❖ 4-H is in all states and in many foreign countries. Over 80 foreign countries have 4-H or 4-H type youth programs.

What is the 4-H Year?

❖ A new 4-H year begins October 1 and ends on September 30 of the following year.

What is the Age for Membership?

❖ 4-H membership in Kansas is open to all children when they reach seven years of age. 4-H members must not have turned 19 years of age prior to January 1 of the current year.
4-H members who are selected as winners in late summer or fall, and who turn 19 before January 1, cannot compete in state or national contests, awards or recognition programs.

What Paperwork is Required?

No paperwork!! 4-H enrollment in online! With 4-H online families will be able to manage their 4-H enrollments using a web-based system instead of paper forms.

Do I have to live in Greenwood County? (Residence Policies)

- ❖ Generally, youth are expected to participate in extension units and states where they live with their parents and/or legal guardians. Extension agents and boards will work together to create beneficial arrangements for youth, making allowances for transfers of 4-H memberships when youth experience changes in residency during the program year.
- If a youth wishes to participate in 4-H in an extension unit or state other than the one claimed as a primary residence, the individual must provide a rationale for the request and receive permission from the board of the club in which they enroll. Youth with parents who share custody, but live in different extension units, must receive permission from both boards for dual enrollment. If a youth wishes to participate in 4-H in an extension unit other than the one claimed as primary residence, the individual must provide a rationale for the request and receive permission from both extension boards. The decision of the respective boards is final and not subject to area or state appeal. If approved, youth may participate in both units but cannot be enrolled in the same project in both units during a given year. Annual enrollment on 4-H Online and a complete current Kansas 4-H Participation Form must be on file in each Kansas extension unit.

Components of 4-H

Leaders

- ❖ Adults serve in the role of two types of leaders: PROJECT (subject matter teachers) or COMMUNITY/CLUB (organization leaders). All 4-H clubs operate independently and leadership roles may vary depending on your club.
- Adults may also serve in other volunteer roles within the club depending upon the adult's interests, talents, and time.
- ❖ Each club may have one or more leadership roles in which parents or teens may become involved including:

<u>Parents' Committee</u> – Each club should have a parents committee. Parents can elect committee members once a year. The committee should consist of three to five adults. The committee's role includes: seeing that the club has sound leadership, promotes membership, attends club meetings, represents parents in club activities, relay information to 4-H Council, assist with new family orientation, coordinate election of officers, and carry out other projects or responsibilities as designated by the club.

Projects

- ❖ Other than age, the only 4-H requirement for membership is that youth enroll in at least one project (learning opportunity). There are over 30 project areas from which members can choose. Members are expected to complete the projects in which they enroll.
- ❖ Projects help youth explore an interest area. Projects also help them explore potential career fields. Projects provide the basis of the 4-H program by offering a variety of educational experiences. A project will help the member learn by doing and learn why things happen.
- * The project is a teaching tool that can be used to help children develop in many ways.
- ❖ Projects help youth feel satisfaction and accomplishment. The project should challenge the member's abilities and help the child excel.
- ❖ Projects help to strengthen family and community ties for the member.
- Projects encourage appropriate activity during free time and help deter youth from getting involved in undesirable activities.

How are Projects Conducted?

Project work is conducted through various activities and events such as: project meetings (in the local club or county-wide); regular club meetings (demonstrations, project talks, etc.); tours (visit projects of members or experts); field trips; family activities at home; exhibiting projects; and record keeping.

How Do I Select Projects?

- ❖ Projects are selected in the early fall or as soon as a new member joins. First time members are encouraged to limit their number of projects. Experienced members may choose more.
- * Consider the member's interest areas when choosing projects.
- ❖ Be sure the project is within the age and ability of the member.
- * Consider the amount of time needed to complete the project.
- ❖ Parents should be aware of the amount of time a member has to work on the project and how much time the project requires.
- ❖ Parents must consider how much a project will cost. Is there enough space for the project? Is additional equipment required?
- Are project leaders available to help with the project in the club or are the parents willing to help the member with the project? Even if no club project leader exists in your club for a particular interest, many times we can find assistance and guidance from another club's project leader or a county-wide project leader.

What are Project Leaders and What Do They Do?

- ❖ 4-H project leaders are people just like you. They have an interest in one particular project area. They are willing to share their time, talents, and efforts with a small group of 4-H members.
- ❖ You could be a project leader! It doesn't take an expert in photography to be a photography leader, which is the same for most other projects as well. The one most important ingredient for a project leader to have is that they are sincerely interested in helping youth.
- ❖ Most projects have a leader guide booklet or notebook, available through the Extension Office, for leaders to use. These booklets offer guidelines for age-appropriate activities and possible events, activities, or experiments that 4-H members can participate in. They do not have to be followed explicitly; rather, they can serve as a helpful guide to get started.
- ❖ Many of the clubs may have a policy that, unless more than 2 or 3 members are enrolled in a project, a project leader will not be designated. Parents will then be expected to help the member with their project or the 4-H member can choose another project. If your child is enrolled in a project that does not have a club project leader, let the Extension Office know. Perhaps, a county project leader is working with that project or there is another 4-H club with more members involved in that particular project.
 - In that event, we will work together to involve 4-H members from multiple clubs.
- ❖ To ensure the safety of every 4-Her, project leaders must complete a Volunteer Screening. The screening process includes an application, interview, references, and national criminal background check. Kansas 4-H prides itself on making the safety and security of our children a priority. Stop by the Extension Office to apply to become a volunteer.

Learn a Life Skill

4-H can help youth develop life skills. A life skill is an ability that one can use in everyday life. There are five basic skills that 4-H teaches. They are:

- 1. Building self-confidence.
- 2. Developing an inquiring mind.
- 3. Setting goals and making decisions.
- 4. Relating to other people.
- 5. Developing a concern for the community.

Records and Awards

Records are the way 4-H members keep track of what they did in their 4-H projects during the year. A 4-H record consists of a Personal Page and the Permanent Record.

Awards are what 4-H members complete, if they wish to apply for special project recognition. This recognition is called a Project Pin. The Record Book for each project will be submitted for evaluation in October, if a member wishes to apply for a Project Pin.

- ❖ All Record Book and Achievement Pin information can be found at: https://www.greenwood.k-state.edu/4-h/recordbook/index.html.
- * Record Book: This is completed by members for each project area they wish to apply for a Project Pin.
- ❖ The award form will be submitted in a report with a copy of the Personal Page and a 4-H Story (a story that is no more than 6 pages about the member's 4-H year and project experiences) to the Extension Office in October.
- ❖ All awards received will be evaluated to select project pin winners in three age categories: Junior (7-9), Intermediate (10-13) & Senior (14-19).
- ❖ Pin winners will be recognized and will receive their project pin at the 4-H Achievement Awards Banquet held in November.

Record Keeping Tips

- ❖ 4-H members are encouraged to work on the permanent record throughout the year as they do their project work. It is easier to write something down as it occurs rather than recall all the activity dates and information later.
- * Records should include all activities involving the member that occur during the October 1-September 30 year 4-H year. The permanent record can be completed on the computer or on paper.
- The permanent record is a tool to be used when applying for awards. Remember to write in details that are important to the member.

4-H Awards, Scholarships, and Trips

Award Items

Achievement Pins:

Membership, Bronze, Clover, Emerald, Silver, Silver Guard, Leadership, Gold, and Gold Guard are honors 4-H members can earn. Members complete an application form for these awards in September. Members must start with the Membership pin and can earn only one pin per year in the order listed above. No pin may be skipped, regardless if the 4-H'er has enough achievements to qualify for a more advanced pin. Applications can be requested from community leaders or the Extension Office.

Key Award:

• This is a special award given to the top 15% of 4-H members age 16 and older. Special attention is given to leadership and achievement in all project areas. A special application is required.

County Project Pin (Award):

 Awards given to outstanding 4-H members in each project area. Examples include Photography, Food & Nutrition, Beef, etc. Members complete a Project Record Book to apply for a county project award.

Area Awards:

• The top Project Record Book in most of the project areas for members (age 14-19) are sent to the Area level, where they are judged against Project Record Books from the other counties in Southeast Area. The top two Project Record Books in each project area will then compete at the State level.

State Awards:

The top two Project Record Books from each category compete against the top Project Record Books from the three other Kansas Areas. Video interviews will also be conducted. The top winner in each project receives a medallion at the Emerald Circle Banquet during Discover Days in late May/early June.

Scholarships

4-H scholarships are available on both state and county levels. Look for information about scholarship availability on both the state website (kansas4-h.org) and the county website (greenwood.k-state.edu). State scholarship applications are due February 1st in the state office, but the extension office will require them to be in the extension office in the middle of January.

4-H Trips

National 4-H Conference

• Four outstanding 4-H members from Kansas are selected to represent the state at this April conference. Participants must be high school seniors or college freshmen and excel in leadership, achievement and citizenship. The conference is held at the National 4-H Center in Chevy Chase, Maryland, near Washington, D.C.

Citizenship Washington Focus

• 4-H members age 14-19 are eligible to participate in this trip in June. In order for Citizenship Washington Focus (CWF) to occur, a minimum number of youth are required to register.

National 4-H Congress

4-H members age 14 and older may be selected to attend this conference based upon winning a state project award. Key Award winners also may be selected to represent Kansas at this conference. The conference is held in Atlanta, Georgia in November.

Checklist for 4-H Members

In order to have a successful 4-H experience, members should plan to achieve the following:

Am Doing Now	Will Do	Club Responsibilities
		Attend monthly meetings regularly
		Know the roll call topic
		Be prepared when on the program
		Support and work for club and county events
		Be a dependable committee member
		Participate in club day and other county events
		Project Responsibilities
		Attend project meetings
		Begin project work early in the year
		Keep permanent record up-to-date
		Attend judging schools and contests
		Take an exhibit to the county fair
		Complete one Kansas Award Portfolio

Parents

Partners on the 4-H Team

4-H parents are the most important people in a 4-H member's life. By making 4-H a family activity, you will be able to take an active role in your child's activities. Few other programs allow children and their parents – and other adults – to work side by side, play together, and watch each other develop skills and talents.

Here are three key points about parental 4-H involvement: Know what is expected of your children in 4-H; what is expected of you as a parent of 4-H members; and that you as a parent play an active part in the 4-H club's leadership team.

Enrollment

- Learn what 4-H is about, its purpose and objectives.
- Assist your child in selecting projects they enjoy and have the ability to do.
- Show interest and enthusiasm in 4-H and your child.

Club Meetings and Activities

- Encourage your children to participate in club activities.
- Provide transportation for your child to and from club meetings.
- Attend club meetings with your child.
- Share transportation with other parents to and from club activities.
- Be willing to volunteer for club activities and tasks.

Project Activities

- Provide encouragement and guidance in your child's project work. Help them understand what to do – but give them the responsibility to do the actual work.
- Encourage your child to make a note of 4-H experiences in the Permanent Record.
- Familiarize yourself with project materials so you can help as needed.
- Help your child make plans for what they want to learn and how they would like to expand their project experience.
- Become a project leader.

Checklist for 4-H Parents

In order for your child to enjoy and get the most out of the 4-H program, parents are a key to this success:

Am Doing Now	Will Do	My Part as a Parent
		Take my child to club and project meetings
		Know meeting dates and mark on a calendar
		Attend monthly meetings with my child
		Willing to take short-time responsibilities such as: Furnish transportation for activities; Help at club parties; Help on Parents' Night; Share refreshment responsibilities; Help with club community service projects
		Encourage and guide my child in project work, but do not do the work for him/her
		Encourage my child to participate in demonstrations, judging, exhibits and tours
		Encourage my child to keep an up-to-date permanent record
		Give some time to learning project requirements and seeing that members of my family have them
		Support and cooperate with organizational leaders and project leaders

Activity Outline

Below is an outline of many of the county and state activities that take place throughout the year. Actual dates are not listed, as dates change each year. Current dates will be posted in the 4-H newsletter that is published around the 1st of each month. Both current and past 4-H newsletters are available at www.greenwood.k-state.edu.

October

Enrollment/Re-enrollment (Opens Oct. 1st) Record Books & Officer Books due Pin Applications, Club Seal Applications, & Nominations for County Awards due Youth Council Applications due Kansas Junior Livestock Show National 4-H Week & 48 Hrs of 4-H Achievement Banquet Reservations due Dog Conference & Quiz Bowl **New Officer Elections in Clubs** Officer Training

November

Club Organization & Financial Reports due KYLF Registration due 4-H Council Meeting - Elections Achievement Banquet KYLF

December

Beef Expo - Hutchinson

January

4-H Age Deadline (Jan. 1st)
 4-H Returning Member Enrollment
 Deadline for
 returning members
 4-H Council Meeting
 Junk-in-a-Bucket Registration
 due
 Horse Panorama
 Record Books due for Area
 Judging

February

County Club Day
Favorite Foods Show
CIA Registration due
CIA
Ambassador Training
Kansas Maid Fundraiser
Fair Theme due
Jr. Swine Producer – odd years

March

State 4-H Scholarships due 4-H Council Meeting Kansas Maid Orders due Beef Weigh-In & Tagging Regional Club Day Jr. Meat Goat Producer – odd

years

Jr. Beef Producer – even years

Jr. Sheep Producer – even years

April

Judy Wiggins Scholarships due Kansas Maid Order pick-up Small Animal Weigh-In & Tagging Flint Hills Classic

May

Project Add/Drop Deadline
Enrollment Deadline for new
members
Market Beef & Heifer Nominations
& DNA due for
State Shows
Discovery Days Registration due
Poultry Banding
4-H Council Meeting
Trophy Money due

June

FairEntry Opens (Jun. 1st)
Horse ID Papers due (Jun. 1st)
Small Animal & Commercial Heifer
Nominations & DNA due
for State Shows
Fair T-Shirt Orders due
Discovery Days
Horse Judging Camp & Contest
Greenwood & Wilson County
Dog Show
SE Area District Livestock
Judging Contest
SE Area Youth Challenge Day
Citizenship Washington Focus

July

FairEntry Closes (Jul. 1st)
4-H Council Meeting
Poultry Testing (every 5 years)
Archery & Shotgun Competition
& Awards Banquet
County Horse Show
Photography Judging
Public Fashion Revue
County Fair
State Fair Entries due

August

State Fair Horse Entries due State Fair Ticket Orders due KJLS Entries due State Livestock Sweepstakes

September

Ambassador Applications due (Sept. 1st) 4-H Council Meeting

Other 4-H Activities

Judging Schools and Contests

Classes of various projects can be judged by 4-H members. These schools and contests may be held on a local, county, area, state, or national level. Judging opportunities are available for Dairy, Family and Consumer Sciences, Horticulture, Livestock, Horse, Photography, and Poultry.

Quiz Bowls

This is an activity where one team challenges a second team to see which can respond to the most questions or situations correctly. The question is presented by a moderator and the first team to give the correct response receives credit. Quiz bowls are conducted in these project areas throughout the state: Dairy, Dog, and Horse.

Presentations

They may be given by the 4-H member at a project meeting, club, county, or state level. Examples include:

Show & Tell

A short demonstration is given by younger members with or without posters. The member shows something that was learned.

Project Talk

This is a talk that tells. The member tells what he/she is doing in a project, where he/she went, what was seen, what activities were conducted, etc. It is not teaching. The talk is not given on subject matter. Members 12 and younger can give this type of talk.

Demonstration

Showing and telling how to do something and there is a finished product to be shown.

Illustrated Talk

Uses visuals such as slides, pictures, charts, or models to explain what is being said.

Public Speaking

This is telling. The presentation is given by older members at Club Day.

Explore 4-H Projects

With over 30 projects, there's no doubt your kids will find something they're interested in. Please reference the Kansas 4-H website for the full list of projects offered through the program: https://www.kansas4-h.org/projects/