

Douglas County 4-H Family Guide



Membership

Full 4-H membership in Kansas is open to all youth when they reach seven years of age. 4-H members must not have turned 19 years old prior to January 1 of the current year. Members live in cities, small towns, in the country, and on farms. 4-H is open to all youth regardless of race, color, national origin, sex, or disability.

Youth ages five and six years old are eligible to participate in the Cloverbud program, which is offered through K-State Research and Extension, Douglas County. Check with the 4-H Youth Development agent for more information regarding the Cloverbud program.

Does it cost to join 4-H?

There is a \$15.00 program fee for 4-H community club members, project club members, and independent members. There is no fee for Cloverbud participants.

The Club Experience

A 4-H club is a group of young people and adults who meet regularly throughout the year for fun and learning. Clubs are usually made up of families from a community or special interest group and often formed around schools, churches, or community centers. To learn more about the club experience, go to:

<https://www.douglas.k-state.edu/program-areas/4-h/>

4-H Project Clubs

These clubs are designed to focus on a specific project area and give 4-H'ers the opportunity to grow their skills in that area. These are supplemental clubs for personal project growth and are not required.

What are 4-H club meetings?

4-H Club meetings are typically held once a month. 4-H members are expected to attend their club's meetings, and caregivers are encouraged to attend as well. Meetings 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. 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). 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.

As a 4-H club member, you have the opportunity to meet new people, make new friends, learn about projects, participate in club trips, activities, and more. Each club is unique, as **YOU** determine the focus of your own club.

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4-H Basics

The Motto

"To make the best better!"

The Emblem

The 4-H emblem is a four-leaf clover; the letter "H" stands for Head, Heart, Hands, and Health.

The Colors

The 4-H colors are green and white. Green symbolizes nature's most common color and represents life, springtime, and youth. White symbolizes purity.

The 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.

The 4-H Year

A new 4-H year starts October 1 each year and ends September 30 of the following year; however, we allow youth to join 4-H at any time of the year.

4-H Age for Events

Some events do require age limits; in this instance, 4-H age is determined by the age of the participant on January 1 of that current 4-H year.

Parents can get involved too!

Many adult volunteers and Extension staff coordinate the 4-H program and ensure that programs are available to youth in Douglas County. Extension Agents, like your 4-H Agent, are hired by Kansas State University to work with 4-H members and community residents in the areas of 4-H, Agriculture, Community Health and Wellness, Community Development, and Horticulture.

4-H Club leaders, project leaders, and volunteers help 4-H members learn and have fun. They volunteer because they want youth to grow up to be happy, caring, and responsible community citizens.

Where is your 4-H Office?

The 4-H program is coordinated through the Douglas County Extension office at 2110 Harper St., Lawrence, KS 66046. (785) 843-7058 <https://www.douglas.k-state.edu/>

Other Sources of Information

The best way to stay current with events and information is to read your monthly newsletter. The monthly newsletter is sent out from the Extension Office to 4-H members and leaders. It includes information about upcoming events, registrations, project news, important dates, etc. (See left side panel.)

You will also find current information at our website: <https://www.douglas.k-state.edu/program-areas/4-h/>

The best way to stay current with 4-H information is to read the monthly newsletter. The electronic newsletter can be found at:
<https://www.douglas.k-state.edu/news-events/4h-news/>

4-H Projects

Other than age, the only 4-H requirement for membership is that youth enroll in at least one project. Each member should select at least one project each year and keep records for that project. All project selection (and/or changes) must take place by May 1 to be eligible to exhibit at the county fair.

Projects provide the basis of the 4-H program by offering a variety of educational experiences. Members will also have opportunities to share what they have learned by participating in 4-H presentations, exhibiting in local fairs, and competing in other competitions. You might also be highlighted in the local newspaper and on television shows for your accomplishments.

A full listing of projects can be found on the 4-H Enrollment page at: <https://www.douglas.k-state.edu/program-areas/4-h/4h-resources/4-h-enrollment-resources.html>

How do I select projects?

In choosing a project, the 4-H'er will consult with their caregiver and 4-H leaders. The 4-H'er should base their project selection on:

- Their own personal interests, needs, and capabilities. Be sure the project is within the age and ability of the member.
- Suitability of the area in which they live.
- The amount of time needed to complete the project. The member and parents should be aware of the amount of time a member has to work on the project and how much time the project requires.
- The cost and needs of a project. The member and parents must consider how much a project will cost. Is there enough space for the project, or 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?

Projects are selected in the early fall when online enrollment is completed, or as soon as a new member joins. In Douglas County, 4-H'ers must be enrolled in their appropriate projects by May 1 to be eligible to exhibit in that project area at the county fair.

How is project work conducted?

Project work is conducted through various events such as:

- Project meetings - in the local club or county-wide project clubs
- Regular club meetings - by giving demonstrations, project talks, etc.
- Tours - visit projects of members or experts
- Field trips
- Family activities at home
- Exhibiting projects - Each member is eligible to exhibit a completed project from their 4-H project at the county fair.
- Record keeping

Project Report Form (Record Keeping)

One of the true 4-H learning experiences is record-keeping. Records are the way 4-H members keep track of accomplishments in their 4-H projects during the year. This does take time, but the 4-H'er actually learns important skills that will benefit them in the future.

Parts of the Project Report Form

- 1- Personal Page- This is completed yearly by the 4-H'er. The 4-H member will write basic information about themselves for the current year (i.e., project enrollment for that year). There is also space for a current picture of the 4-H member.
- 2- Permanent Record- This is a multipage document, which consists of four sections. Members can list project experiences, offices held, committee work, school activities, community activities, church involvement, recognitions, and other information about their year. The member adds information to this document each year.
- 3- Project Records- Each 4-H'er is encouraged to keep records of their projects and to record the learning activities they have participated in. These records are for the 4-H member's personal use in recording skills gained and may include learning to keep financial records such as profit and losses.
- 4- 4-H Reflection - The 4-H'er's story is an important part of their records. It conveys how their total 4-H year impacted them and their family. This story should include an introduction, the major project information, project leadership, citizenship, and information about the 4-H'er's personal satisfaction and future goals.

All necessary forms for record keeping can be found at:

<https://www.douglas.k-state.edu/program-areas/4-h/awards-recognition.html>

Record Keeping Tips

Keeping records throughout the year helps to ease the pressure of deadlines some feel when record books are due. Caregivers are advised to oversee the child's work, but the records should be completed by the child as part of their 4-H learning experience.

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 regarding the member that occur during the 4-H year (October 1 to September 30). The permanent record can be completed on the computer or on paper.

The record is a tool to be used when applying for awards. Remember to write in detail what is important to the member. Up-to-date records are beneficial when members apply for awards, scholarships, and jobs.

Awards - 4-H rewards for a job well done!

Other forms of recognition

- ❖ Project Report Form/Record Book Completion – Completing record book and 4-H check sheet
- ❖ 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.

A complete list of the achievement pin applications can be found at:

<https://www.douglas.k-state.edu/program-areas/4-h/awards-recognition.html>

Project Report Form

This form is completed by members for each project area for which they wish to apply for a Project Pin.

Each form completed by the member will include goals for that project, a summary of project learning experiences, leadership and citizenship experiences, awards and recognition for the project area, non-4-H experiences related to the project, and photographs of the project area.

The Project Report Form, Personal Page, and 4-H Reflection will be submitted in a report cover to the Extension office in early October. All awards received will be evaluated to select project pin winners in three age categories: Junior (7-8), Intermediate (9-13) & Senior (14-19).

Pin winners will be recognized and receive their project pin at the 4-H Achievement Celebration, typically held in November.

Scholarships

Kansas 4-H Scholarships and Douglas County 4-H Foundation Scholarships are available to current or past 4-H members who are seeking to further their education after high school. General criteria include high academic standing, 4-H achievement and leadership, and financial need. Kansas may also nominate members for several national 4-H scholarships. Most applications are due March 1. Information on available scholarships will be mailed to age-eligible 4-H members.

Scholarships are also available for 4-H members to attend various camps, trips, and leadership activities. Information about camp and conference scholarships will be published in the Clover Connection newsletter.

4-H Events

4-H Camp

Several 4-H Camping options are hosted at Rock Springs Ranch, located outside of Junction City, for 4-H'ers 7-18 years of age. For details, go to: <https://www.douglas.k-state.edu/program-areas/4-h/rock-springs-4h-camp.html>.

Discovery Days

Discovery Days is held at Kansas State University. Members, leaders, and parents may attend. Classes and learning activities are the focus of this mini-college event. Youth must be at least 13 years old to attend.

County 4-H Club Day

A county event that provides 4-H members the opportunity to develop public presentation skills. The presentation is evaluated by a judge and is presented with a purple, blue, red, or white ribbon. The top contestants in each category will advance on to Regional 4-H Days. (See more information under "Presentations" on page 7)

Regional 4-H Club Day

Top entries from County 4-H Day gather with nearby counties to present and evaluate their 4-H Day entries. 4-H'ers earning Top Purple awards in each division at County Club Day will represent Douglas County at the Regional Club Day.

Achievement Celebration

An event to honor 4-H members and leaders. The county champions, achievement awards, and key award winners are named. Everyone involved in 4-H is encouraged to attend.

The Douglas County Fair

The annual event where 4-H'ers exhibit an end product of their current 4-H projects for evaluation. Judging is done by a variety of evaluation methods. Exhibitors are awarded purple, blue, red, or white ribbons based on a judge's decision. Purple winners are eligible for the State Fair if the age requirements are met. A fair book explaining rules and classes is available in June. For more information about the fair, visit www.dgcountyfair.com.

Kansas State Fair

4-H'ers age 9 and older who have met all requirements to enter can compete at the State Fair. Each division has special requirements for eligibility at the State Fair, based on County Fair awards. The fair is held in Hutchinson and starts the first weekend after Labor Day and runs through the following weekend.

Citizenship Washington Focus D.C.

Every other summer, Douglas County sends delegates to the CWF Conference at the National 4-H Center outside Washington, D.C. CWF is an 18-month-long citizenship program for youth ages 14-18 that involves learning about local, state, and federal government.

Project Skill-a-thon

This event is a way for 4-H'ers and non-4-H'ers to get an introduction to other project areas that 4-H has to offer.

Bromelsick Christmas Party & Memorial

Mr. Bromelsick was sincerely interested in the children of Lawrence and Douglas County. Before his death on April 4, 1950, he requested that his sizable estate be donated to the local Boy Scouts, Girl Scouts, and 4-H Clubs. In honor of his lasting generosity, he asked that we hold a Christmas Party and a Memorial service yearly.

4-H Events Cont.

National 4-H Conference

4-H'ers who are 15 and older are eligible to apply to attend the National 4-H Conference in Washington D.C. Four youth are selected to attend, based on application and a personal interview of finalists. The four youth represent Kansas 4-H at the national planning meetings in April. Upon their return home, they help with Discovery Days, serve on the State 4-H Advisory Board for one year, and the State 4-H Citizenship Project Action Committee for one or two years. Expenses for the National Conference are paid by donors.

National 4-H Congress

The recognition event for 4-H members 14 and older who have achieved state and national recognition for their projects. National and local sponsorship of the trip provides a one-week educational experience for approximately 35-40 Kansas youth. Youth from all 50 states are represented at this event.

National 4-H Week

The first full week in October is set aside each year to recognize and promote 4-H. Each year, a theme highlights the week and is used throughout the year. 4-H clubs may have window displays, booths, or special promotions of 4-H in their communities.

Project Meeting

A small interest group led by a leader. Usually separate from monthly club meetings.

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, and national level. Judging teams are selected 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: Dairy, Dog, and Horse.

4-H Presentations

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

Project Talk

The member talks about what they are doing in a project, where they went, what was seen, what activities were conducted, etc. Members 13 and younger can give this type of talk.

Demonstration

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

Illustrated Talk

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

Public Speaking

This is a presentation about a topic delivered without the use of visuals or demonstrations. The presentation is typically given by older members.

Your Job as a 4-H Member

4-H activities are fun, hands-on, and rewarding, and will make you want to get involved more!

Helpful Information from 4-H Members

"If I had only known...."

- ❖ I can go to ANY county activity that is listed in the 4-H Newsletter.
- ❖ I should have read the newsletter EVERY month!
- ❖ Keeping records of your involvement in 4-H activities, speeches, demonstrations, school/community/church and other organizations for reference makes it so much easier when applying for trips and awards.
- ❖ ANY of my friends can join 4-H! You do not need to own an animal to be a part of 4-H.

To ensure the best possible experience through 4-H, you will need to put a little effort into it. Here are some things you can do to make sure you are getting the most out of your experience:

- ✓ Attend all of your club meetings if possible. Arrive on time and plan to stay until the meeting ends.
- ✓ An active club member volunteers for jobs without being coaxed. GET INVOLVED!!
- ✓ Go to meetings with your ideas and share them with others. Listen to what others have to say. Even if you don't agree with others' opinions, it lets you hear other points of view.
- ✓ Be a friend. Get to know other club members. Help out when needed.
- ✓ Make suggestions and present ideas. This is your 4-H club, so plan activities that you will have fun with as well as learn from.
- ✓ Stay updated about important dates and opportunities. It is your responsibility to make sure you turn in registration paperwork.

Checklist for 4-H Members

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

Club Responsibilities

Am Doing Now	Plan To Do	
		Attend monthly meetings regularly
		Know the roll call topic
		Be prepared when on the program
		Support and work for the club and county events
		Be a dependable committee member
		Participate in Club Day and other county events

Project Responsibilities

Am Doing Now	Plan To Do	
		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
		Encouraged to complete one KAP



Caregivers - Caregivers on the 4-H team.

4-H caregivers 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 caregivers – and other caring 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
- Know what is expected of you as a caregiver of 4-H members
- Know that you, as a caregiver, play an active part in the 4-H club's leadership team.

SHARE

Take an interest in your child's 4-H projects and activities. 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.

Listen, look, and offer suggestions, but avoid the temptation to "take over" and do things yourself.

BE THERE

Your child will gain more from 4-H by attending club meetings regularly and getting involved in 4-H activities. Caregivers can be a part of 4-H, too!

Encourage your children to participate in club activities.

Provide transportation for your child to and from club meetings and activities.

Attend club meetings with your child.

Get to know the club leader and project leaders.

Be willing to volunteer for club activities and tasks.

PREPARE

Caregivers can assist by helping a child understand the value of having projects, duties, and presentations done on time and in a proper way.

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.

CARE

Arrange to attend programs and events where your child is taking part.

Your presence shows that you consider your child and what he or she is doing to be very important.

Checklist for 4-H Parents

Am Doing Now	Plan To Do	
	-	Take my child to club and project meetings, and attend meetings with my child
		Know meeting dates and mark them on a calendar
	-	Willing to take short-term responsibilities such as: furnish transportation for activities, help at club parties, share refreshments responsibilities, and help with club community service projects.
		Encourage and guide my child in project work, but Do not do the work for them
		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 club and project leaders

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Helpful Information from 4-H Parents

"If I had only known...."

- ❖ To keep a drawer/shelf/box for ALL 4-H newsletters, mailings, and record books for easy access.
- ❖ Members are to keep reusing the green Record Book covers year to year.
- ❖ Caregivers are encouraged to attend and participate in 4-H events with their youth. 4-H is a FAMILY organization.
- ❖ READ MY NEWSLETTER and ask questions!

