Dear 4-H Families,

Welcome to Barton County 4-H! 4-H is a family-centered educational program. Your 4-H membership is a time for fun, learning, growing and sharing with your family.

The Barton County 4-H Family Handbook is designed to help you learn more about the 4-H program and the opportunities it offers your family. Inside you will find information about the 4-H program in general, specific events, projects, trips and awards, plus information that helps keep the 4-H program running smoothly.

The 4-H program begins at the club level, of which you are now a part. There is a wide variety of county, regional and state programs and activities that you can participate in too! Opportunities and experiences in the 4-H program are endless; but it is your responsibility to join in the activities and make the most of your 4-H experience!

The 4-H Youth Specialist and Youth Program Assistant provide leadership for 4-H activities at the county level, conduct leader trainings, plan activities and organize events. Bob McNary is the Youth Specialist and Elaine Davis is the Youth Program Assistant. You are always welcome in the 4-H office. The University of Missouri Extension office is located in the Wolf center 801 East 12th, Lamar, Mo. 64759; the telephone number is 417-682-3579. You are encouraged to stop in or call should you have questions or need help in any way.

You may find that your handbook will be more helpful in a binder and used as a foundation all year. You may want to add the monthly newletters, calendar and other information you receive from monthly club meetings. It will be updated periodically as needed.

You can make “The Best Even Better” through your family’s active participation.

Sincerely,

Bob McNary
4-H Youth Specialist

Elaine Davis
4-H Youth Program Assistant
4-H Terms

4-H: University of Missouri Extension program for youth and adults, using youth, volunteer leaders, Youth Education Assistants and Youth Specialist in Cooperative efforts.

4-H: Stand for Head....Heart....Hands....Health

4-H Emblem: a green four-leaf clover with a white “H” on each leaf. The white symbolizes purity. The green represents life, springtime and youth.

4-H Motto: To Make the Best Better

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.

4-H Slogan: Learn To Do By Doing

4-H Year: September 1- August 31

4-H Council: volunteers elected to promote and support county wide programs. All club leaders are encouraged to attend, Barton County 4-H council meets the 1st Tuesday of every other month unless otherwise noted.

Clover: National publication listing the projects, club activities and other enrollment information. Posted monthly on county website http://extension.missouri.edu

National 4-H week: Annual Observance of the first full week of October to promote 4-H through club participation.

National 4-H Supply Service: A service of the National 4-H council which provides catalog sales of 4-H items.

4-H Clover Grower: The monthly newsletter sent by the county office to keep families informed about upcoming events and other information.

Project leader: An adult who accepts the responsibility for leading a small group of 4-H members.

Volunteer Leaders Forum: Annual conference for adults to share ideas and again knowledge about the 4-H program.
Barton County 4-H Events

**Achievement Day** (June date to be announced) – The following event are held
- Project Demonstrations
- Project Judging
- Personal Development
- Fashion Revue
- Public Speaking
- Clover Kid Sharing

Blue ribbon winners in various categories may be selected to represent Barton County at Regional Achievement Day, held in July in Springfield, MO.

**Office/Leader trainings** - workshop are held regionally the last two weekend in January. Other training is held various times of the year in different counties.

**Livestock Judging** - Will be held tentatively in April. Top four junior and top four senior will be eligible to judge at state. In the event one of those members cannot attend an alternate may become eligible if receiving a blue ribbon.

**Awards Banquet** - A dinner for the members, parents and sponsors to recognize yearly achievements, normally held in November.

**Club Meetings** - Held once a month to discuss regular club business. Club leaders will dates and times to each family.

**Lamar Fair** - normally held the last week in August on the Lamar square. All 4-H member who have met club and county requirements may exhibit at the fair.

The fair is governed by a fair board which meets at various times throughout the year. For each division of the fair, superintendents are appointed. They are responsible for seeing that exhibit rules are followed by all participants. Any question about that division should be directed to the superintendent or fair board member.

Premiums are paid based on points determined by the ribbon earned. All exhibits are judged by the Danish system.

The Lamar Fair’s primary objective is to provide youth a positive learning experience through youth adult partnerships.
Project Enrollment

How many projects can I enroll in? Younger members or those new to 4-H should limit their choices to no more than three projects. Other 4-H club members should enroll in no more than six projects per program year.

Why projects? The project is a teaching tool that can be used to develop desirable traits.

What are some guides to selecting projects? Parents and member should know and fully understand what is expected of the 4-H’ers before he or she enrolls in a project.

Items parents should consider in helping a club member select projects are:
1. Does the project meet the needs and interest of the member?
2. Is the project consistent with the age and ability (physically and mentally) of the member. Will it challenge him/her educationally?
3. How much time does the member have and how much time does the project require? In what season of the year does most of the activity of the project occur?
4. Is the project acceptable to you as a parent and does it fit into the family needs and situation?
5. How much will the project cost?
6. Is there adequate space and equipment available?
7. Is there an opportunity for ownership and management responsibilities?
8. Are there leaders to help with project in the club or are the parents willing to help the member with the project?

What should the project do for the 4-H’ers? Through a project, the member receives many satisfactions in his needs for a feeling of accomplishment, attention, prestige, challenge, striving for excellence, and pride of ownership. The objectives of 4-H projects are to:
1. Create a sense of ownership.
2. Give satisfaction of achievements.
3. Provide opportunities for club members to:
   a. Learn skills connected with the project.
   b. Develop and understand knowledge related to the project.
   c. Develop desirable attitudes for satisfying life.
   d. Assume responsibilities.
   e. Provide healthful competition.
   f. Make meaningful decision.
4. Provide a leisure time activity to help keep youngsters from running the streets and getting involved in undesirable or otherwise harmful activities.
5. Explore career opportunities and thus the need for continued education. All projects are in a sense, career explorative, giving each member a taste of work, responsibilities and rewards involved.

Who are Project Leaders and what do they do? Project leaders are people just like you and me. They have an interest in a particular project area and are willing to share some of their time, talents, and efforts with a small group of 4-H members. Project leaders are expected to take the initiative in organizing their project group. This includes getting the members together,
discussing the project, setting goals, planning and conducting at least 6 hours of learning time for the members. They should encourage the members to complete the project, show any exhibits made at the Fair or Achievement Day, complete the project report, turn it in to the club and re-enroll for the next year.

**You could be a Project Leader!** It doesn’t take an expert in photography to be a photography leader; the same with most projects. The one most important ingredient for project leaders is that they be sincerely interested in working with boys and girls. If you would consider being a project leader, visit with your club’s leaders or advisory committee members. Training meetings are conducted on the county level for project leaders. Also, most projects have leader guide booklets for assistance.

**How are projects conducted?** Project work is conducted through various activities and events such as:
1. Project meetings (in addition to the regular club meetings).
2. Regular club meeting (demonstrations, project reports, etc.).
3. Tours – to visit projects of members.
4. Tours – to places directly related to the project (clothing project – fabric store).
5. Family activity at home (includes continuing to work on item started at project meeting).
6. Exhibiting items made at community fair/event, county 4-H fair, Achievement Day, etc.
7. Record keeping (from first project meeting to end of year project record completion).
8. Apply for awards using the state and/or county report form or other means as appropriate.
4-H CLOVER KIDS

Clovers Kids:
- Children ages 5-7 by December 31
- Enroll, pay dues, and attend regular 4-H clubs
- Have a volunteer leader

They may meet:
- With the club
- Separate from the club
- Dismiss during part of the club meeting

They learn:
- About themselves
- About 4-H and future projects
- About anything the leader chooses

They may do:
- Group activities/meetings
- Demonstrations
- Crafts and exhibits for the local fair
- Field trips
- Clover Kid Camp

Clover Kids participate without competition. They may:
- Bring an item to share at Achievement Day
- Exhibit at the Lamar Fair where all Clover Kids receive the same ribbon
- Participate in the pet show, open, or pee wee shows during the Lamar Fair.

Barton County Jr Leaders

Barton County Jr Leaders is for older 4-H members to encourage leadership development. A volunteer leader coordinates the group. They meet when and where they choose. Officers are chosen and conduct the meetings. The teens help with county events such as Achievement Day and the Awards banquet. Fun events as well as service projects are scheduled. Watch the Clover grower Newsletter for more information.
Club Officers

Club Officers are elected by the members of each club. Executive officers include president, vice-president, secretary, and treasurer. Other officers may include reporter, historian, photographer, song leader, game leader (or combined recreation leader), parliamentarian, chaplain or other offices established as needed. A small club may double up on offices.

Officers may be elected by nominations from the floor, informal ballot, or nominating committee. Voting may be done by show of hands, voice, written ballot, or roll call. Each club decides its own voting rules.

DUTIES AND RESPONSIBILITIES

President – Preside over and prepare agenda for club meetings, work closely with the other officers and club leader, use parliamentary procedures, appoint committees, and keep the club running smoothly.

Vice-President – Preside at meetings in the absence of the president; may serve as program chairman, and check on meeting arrangements and club equipment.

Secretary – Keep the 4-H Secretary Book (Y671). Record minutes of the meetings; call the roll; read correspondence and write thank you notes; keep records of all committees, project meetings, and other information required in the secretary’s record book.

Treasurer – Keep the 4-H Treasurer Record Book (Y672). Keep accurate and complete financial records of the club’s money, deposit all money received, write checks timely, keep record of dues paid, provide monthly and year-end financial report, and help with the annual budget and audit.

Reporter – Take notes at each meeting; prepare a report for the county 4-H office and the local newspaper, and assist the historian with collecting printed stories.

Historian – Organize (or continue) the club scrapbook of the year’s activities, including newspaper articles, correspondence, pictures, and other event memorabilia.

Photographer – Take pictures at all 4-H events, especially photos of club members in action, and give pictures to the reporter to include in articles or to the historian for the scrapbook.

Recreation Leader – Plan games and songs and provide entertainment and fun for meetings or other activities.

Parliamentarian – Only required with large groups that need control or help following procedures. Office normally filled by an older teenager that has had parliamentary training.

Chaplain – May say the blessing at meals or provide meditations or spiritual support for the club and families throughout the year.
Barton County 4-H Awards

4-H year completion pins and seals are given to 4-H members who have successfully completed their year of 4-H club work.

Ten and Eleven year membership’s pins are given to 4-H members who have successfully completed 10 and 11 years of 4-H club work.

Outstanding 1st year 4-H member awards are given to a boy and a girl. All members are encouraged to apply for this award by filing out the Missouri 4-H Recognition form.

Outstanding 2nd year 4-H member awards are given to a boy and girl. All members are encouraged to apply for this award by filing out the Missouri 4-H Recognition form.

Outstanding member with 3 or more years awards are presented to a boy or girl 13 years and under and to a boy and girl 14 years and over. All members are encouraged to apply by filing out the Missouri 4-H Recognition Form.

Project awards are given to 4-H member who received the top score upon filling out the Missouri 4-H Recognition Form.

County Officer Awards are given to the 4-H member who submits a recommendation from their 4-H club leader. Secretary, Treasurer and Reporter must also submit an appropriate book. The following may receive an award: President, Vice President, Secretary, Treasurer, Reporter, Historian, Song/Game Leader, and Chaplain.

Danforth” I Dare You Award” may be given to 2 outstanding 4-Hers in the county every year. The applicants must be 14 years & older and nominated by their club leader.

Key Award recognizes 4-H members for club a county achievements. Applicants must be 14 years and older and apply for this honor by filling out the application.

Barton County “Friend of 4-H Award” - The award will be presented to an individual or sponsor that has provided excellent support to 4-H youth in county programming.
Judging

What is judging? Judging is making a decision and explaining why you made it. In 4-H judging is a matter of comparing two or more items and deciding which is better and why. The key to successful judging is to have knowledge about the item to be judged.

What value is judging to a 4-H member? It teaches members to appreciate high standards, observe closely, develop reasoning abilities and make sound systematic decisions. It also develops the member’s ability to express thoughts concisely.

How To Give Oral Reasons

Oral reasons are telling someone why and how you placed a class by comparing the good points and the faults of a product. Beginning judges often use a few notes, but more experienced members will want to talk from a mental image to logically and accurately defend the placing.

1. Taking Notes. It is impossible for anyone to remember all the details of a class: therefore, members should make a practice of taking notes. Your notes will help you recall the visual image of the product or animal. A class of four divides itself into three pairs: a top pair, a middle pair, and a bottom pair. Use a note-taking system that is simplest for you.

2. Style and Form Introduce the Class – “I placed this class of XXXX 1-2-3-4.

Outline for a set of reasons:
Name of classes and how you placed it.

Top Pair:
A. Reasons for placing one over two, using comparative terms.
B. Grants for two over one
1. Point out advantages, using comparative terms

Middle Pair:
A. Reasons for placing two over three
B. Grants for three over two
1. Point out advantages, using comparative terms

Bottom Pair:
A. Reasons for placing three over four
B. Grants for four over three
1. Point out advantages, using comparative terms ---- Comments on four

3. Delivery - Remember to speak clearly and convincingly when giving reasons. Avoid meaningless words such as “better,” “I like,” “that,” “it,” “for being,” “kind of” and other such words or phrases which add little to reasoning. Use precise descriptions in telling the judge why one item is better than another. To let the judge know you are closing you may simply begin stating “in closing” For the following reasons “I have placed” this class
Organize your reasons:

There are several different ways to organize your reasons, but to be successful you must do three things: organize, give accurate comparisons, and have a convincing delivery. Organization is the key to effective communication and helps the judge follow your train of thought.

Accurate comparisons can be substantiated by your reasons and can give you a higher score for reasons even if your placing is wrong. Convincing delivery can only be obtained through practice and confidence.

See Appendix A

Demonstrations

What is a demonstration? It’s simply showing and telling how to do something. A demonstration is words in action.

Why give demonstrations? It’s a great method for teaching others. It helps the demonstrator to gain poise and self-confidence, and improves the ability to express yourself.

What kind of demonstrations are there? You may give an individual, team, or working demonstration. Demonstrations may be about any project-related subject.

How is a good demonstration organized? A demonstration has four parts: 1) introduction and title, 2) body of demonstration, 3) summary and 4) questions.

When do you give demonstrations? Most demonstrations are given at club meetings or project meetings. Demonstrations are often given at County Achievement Day, or any other place where people are gathered to learn and watch.

See Appendix B and C for more information.
Regional, State, and National Events

Regional 4-H Teen Council - (12 years old and above) - ongoing
The Regional Teen Council helps with Regional Achievement Day and the Ozark Empire Fair and plans social activities, such as the RATT trip, for 4-Hers from around the region. While all teens in the region are encouraged to participate, each county has two voting members on the Council. Meetings are held quarterly.

Regional Achievement Day - (all ages) - Springfield - summer
Members who have received a blue ribbon for a demonstration, judging, fashion review, public speaking, or personal development at County Achievement may be considered to represent Barton County at the Regional Achievement Day. Categories and number of participants is determined by the regional staff. 4-H member may only participate in one event, with the exception of share the fun.

RATT (12 years old and above) - 1-day trip, location varies - spring
The Regional Action-packed Trip for Teens (RATT) is a “just for fun” trip set-up and sponsored by the Regional Teen Council. Past trips have been to Kansas City, St. Louis, and Branson and have included ice skating, a movie at the IMAX theater and a ride in the Gateway Arch. Cost is dependent on what is being toured and distance to the destination.

4-H Camp (all ages) - Camp Smokey, Roaring River State Park - summer
Clover Kids camp is where parent and child spend two days and one night together at camp. Teen camp is where members 13 and older have fun learning leadership skills where some of them will use if chosen to be counselors at member camp. Finally, the three-day, two-night regular camp is held for members 8-12 years old. Members stay in dormitory style cabins, help with kitchen duty, hike, swim, and experience hands-on workshops. Cost is approximately $55 and transportation is not provided.

State 4-H Council - (14 years old and above) - Columbia - ongoing
The State 4-H Council plans and presents workshops at Teen Conference and State Congress. In addition, members of the Council facilitate state events such as Fashion Review, Public Speaking, and Shooting Sports. They act as advisors to regional and county teen council’s, and they aid the state staff in planning state-wide events. To become a member of the Council, 4-Hers must complete an application form, undergo an interview, and be elected as a Regional Representative from their region. Regional Representatives who have served at least one term on the Council may be considered for a state officer position. Regional Representatives and state officers are elected during State Congress.

State Teen Conference (12 and 13 year-olds) - 2 days, 1 night in Columbia - February
Members participate in get-acquainted activities; take part in leadership, communication, and community service workshops; enjoy a movie/games/dance gala; and tour the University of Missouri campus. Registration cost varies, but is approximately $100 per child. Transportation is generally arranged through the Southwest Region at a cost of $40 per child. Scholarships available to state award winners.
**State Spring Contest Day** - Saturday - Columbia - May
Contests include meats judging and identification, hippology, horse public speaking, horse demonstrations, and horse illustrated talk. Members earn the right to represent Barton County at the state event by winning at the county level.

**State Congress** (14 years old and above) - 3 days, 2 nights in Columbia - June
Members stay in dorms at the University of Missouri and participate in a variety of leadership, project, and career workshops. They enjoy listening to motivational speakers and participating in social events. At Congress, 4-Hers also elect the members of the State 4-H Council. Members may attend Congress as many times as they wish. Registration cost varies, but is approximately $120 per child. Transportation is generally arranged through the Southwest Region at a cost of $40.00 per child.

**State Livestock Judging and State Horse Judging** - Saturday - Columbia - September
A three- or four-member junior team (13 years old and under) and a three- or four-member senior team (14 years old and above) represent Barton County at the state contest. Teams are determined by the scores members receive during the county contest.

**State Fashion Review** - Saturday - Columbia – September
Competition categories include, Clothes You Make – junior (13 years old and under), Clothes You Make – senior (14 years old and above), Clothes You Buy – junior (13 years old and under), Clothes You Buy – senior (14 years old and above), Knitting, and Crocheting. Members must be enrolled in the appropriate clothing, knitting, or crocheting project to participate. Barton County representatives are selected during the County Fashion Review, generally held in conjunction with County Achievement Day.

**State Shooting Sports** – Saturday – Millersburg – September
Members enrolled in the Shooting Sports project may be selected to represent Barton County at the state event by accruing points in local events.

**State Public Speaking** – Saturday – Columbia – September
Two junior (13 years old and under) and two senior (14 years old and above) members may be selected at the county public speaking event to represent Barton County at the state event. Contestants may compete in up to two (2) of the following categories: Prepared Speech; Extemporaneous Speaking; Public Service Announcement (PSA); Technology Assisted Speaking; Interpretation: Can choose from three of the following sub-categories: Dramatic; Pantomime; Humorous. Members do not need to be enrolled in the public speaking project to participate in the event.

**Kansas City Conference** (14 years old and above) - 3 days, 2 nights in Kansas City - March
Designed for older 4-Hers, the Kansas City Conference gives members from Oklahoma, Arkansas, Missouri, Kansas, Iowa, Nebraska, and South Dakota the opportunity to explore career choices, tour businesses in the Kansas City area, participate in community service activities, and hear guest speakers from a variety of business areas. Members may attend as many times as they wish. Registration cost varies, but is approximately $270 per child. Transportation is generally arranged through the Southwest Region at a cost of $40 per child.
MCIA – The Capitol – Missouri Citizenship in Action (must have completed the 8th grade or be at least 14 years old) - 3 days, 2 nights in Jefferson City - June
Formerly known as the Missouri Citizenship Youth Forum, MCIA is “a living, learning experience in Missouri state government.” Members choose one of four tracks – executive, legislative, judicial, or media – to pursue. They tour state historical sites and government facilities, meet government officials, and participate in hands-on workshops within their chosen track. Members may attend as many times as they wish. Registration cost varies, but is approximately $120 per child. Transportation is generally arranged through the Southwest Region at a cost of $40 per child.

State Scholarships - (high school seniors and current college students who are or have been 4-H members) - Due April
Approximately sixty $500 and $1000 scholarships are administered by the Missouri 4-H Foundation and may be applied for by completing the appropriate form available from the Extension office. Emphasis is on leadership and community service.

Citizenship Washington Focus (16 years old & above Barton County) – 10-day trip to Washington, D.C. – summer. While in D.C., members stay at the National 4-H Center, tour national historic sites and government facilities, meet with members of Congress, and learn how the legislature operates. Side trips to Mount Vernon, New York, and Gettysburg are often included in the trip. Cost is approximately $2000.

National Congress (14 years old and above) – 4-day trip – (Leave Thanksgiving evening)
Attending National Congress is the highest award a 4-H member may receive. Members compete for the award by completing the appropriate form available from the Extension office. Applications are first evaluated and members interviewed at the regional level. Applications receiving the highest scores at the regional level are then evaluated at the state level. Approximately 40 of the state’s top scoring members will be invited to a personal interview. Of those, about 30 members will be selected to represent Missouri at National Congress. Cost to members is approximately $300.

National Conference (14 years old and above) - 7-day trip to Washington, DC - April
National Conference is a long-range planning conference for National 4-H. Members from around the United States meets with national staff members to establish goals and suggest plans to meet those goals. Selection of delegates is based on application form available from the Extension office and delegate must have been selected as a National Congress delegate in the previous year. Cost is paid by the state. In order to be considered you must complete the Missouri Key Recognition Form.

Architecture and Interior Design Workshop – Youth explore architecture and interior design through workshops and tours that take place on the University of Missouri-Columbia campus. Registration is from 9:30 to 10:00 a.m. The workshop is limited to the first 40 registrants cost is $25.00 and forms are due to the county 4-H office by July 1. Objectives are: To learn more about architecture and design processes; To engage in hands-on architecture and design experiences; To explore college majors and careers related to architecture and design; meet youth throughout Missouri who share an interest in architecture and interior design.
**Camp Food and Fitness Information** - In addition to activities at the site hotel, youth will visit the University of Missouri-Columbia campus to participate in workshops and tours related to food and fitness. Camp registration is between 10:00–10:45 a.m. on Saturday. The camp concludes at 10:30 a.m. on Sunday. Objectives are for youth to: Learn more about personal health and well-being; Engage in hands-on activities that promote better nutrition and physical fitness; Explore college majors and careers in food, nutrition and fitness; Meet youth throughout Missouri who share an interest in food, nutrition and fitness. Youth age 12-14 are eligible to attend. The camp is limited to the first 40 registrants. Registration will be accepted on a first-come, first-served basis. Registration deadline is October 1. The cost is $80 per person. The registration fee includes the cost of lodging, meals, and take-home materials.

**Summers @ Mizzou Camp Choices** – Camps are available as either residential or commuter camps. Residential camp fee includes housing (two youth per dorm room), all meals and snacks, and great evening activities on campus and downtown Columbia. Camps are open to all high school students. You do not have to be in 4-H to attend. **Note:** One $100 4-H scholarship is available for each of the six camps. Include the completed scholarship application with your registration. Camps that are available (not all are offered every year because of not enough participants to have a camp): Build a Business; Geo Tech; Scrub-in a Health Career; Hi-Tech Health & Fitness; Child Development & Beyond; and Viva El Espanol. If interested check out the State 4-H website at [http://4h.missouri.edu/programs/summers/](http://4h.missouri.edu/programs/summers/) or with the county 4-H office.

**State 4-H Video Corps** –

Video Corps is a team of 4-H videographers ages 12 and older from across Missouri, building skills, exploring career possibilities, and capturing the 4-H world through their own personal narrative. Each month State 4-H Video Corps members find something in their world that relates to 4-H or MU Extension and use their skills to create a short (30-90 second) video that tells the world about the experience. Team members will participate in a special statewide training in mid-June on video filming and editing techniques, either in Columbia or through a local MU Extension telecommunications resource center (TCRC). For more information check out the state 4-H website at [http://4h.missouri.edu/go/programs/videocorps/](http://4h.missouri.edu/go/programs/videocorps/) or the county 4-H office.

**Youth Civic Leaders Summit** –

A statewide weekend retreat, usually the first weekend in March, located at Windermere Conference Center in the heart of Missouri’s Lake of the Ozarks region, is for young people who are active or aspiring leaders and decision-makers in their communities. Young people ages 13-18 active with 4-H Councils, Junior/Senior Leaders, Youth EXCEL, Youth Summit, and similar leadership programs are encouraged to attend as well as the adults who support them. Team members will explore strategies for engaging teens in their communities. The Summit will engage young people and adults in meeting, learning alongside, and having fun with their peers from around the state. Weekend highlights also will include a Team Talent showcase, outdoor challenge course and recreation, action planning and mini-grants for implementing team projects. Counties register as teams. Cost is $110.00 for both youth delegates and adult staff/chaperone