



New Family Welcome Packet

Special thanks to Mary Anne Patten, Rhonda Shafer and Sarah Staude for sharing information to include in the welcome packet.

New Family Welcome Packet Contents

- Welcome letter
- County activity listing and general information
- County newsletter
- MU Extension brochure
- 4-H Clover Y603
- County Annual Report
- What is 4-H? LG901
- Let's Demonstrate Y744
- Demonstration Worksheet Y745
- Sample Club Business meeting





Welcome to 4-H

Thank you very much for your interest in the Butler County 4-H Program. This "Welcome Packet" is full of valuable information that will help in making your first few years in 4-H a bit easier. 4-H can be a complicated youth organization with many acronyms and a sometimes confusing chain of command. We hope that all of your questions are answered in this folder, or it will help you to find the information you need.

WHAT IS 4-H?

4-H is the largest youth-serving organization in the world. 4-H welcomes youth ages 8-18 who are interested in learning more about themselves, their community, and their hobbies or interests. Clover Kids is the equivalent to 4-H for children ages 5-7. 4-H prepares kids for the future, while making new friends and great memories. 4-H is part of a youth development program of the University of Missouri Extension, a division of the University of Missouri. Youth staff at your local Extension Center is in charge of 4-H programming.

THE PLEDGE

The 4-H pledge along with the American Flag pledge is said at the beginning of each club meeting. Please help your children to memorize the pledge before their next meeting.

I PLEDGE. . .

My head to clearer thinking
My heart to greater loyalty
My hands to larger service
My health to better living
For my club, my community, my country, and my world

4-H COLORS

The official colors of 4-H are Kelly Green and White. The white symbolizes purity and the green represents life, springtime and youth.

4-H MOTTO

To make the best better

4-H SLOGAN

Learning by doing

4-H MISSION STATEMENT

Missouri is creating environments in which young people are valued and contributing members of their communities.



WAYS TO PARTICIPATE

Clovers Kids - This project introduces 4-H to 5 to 7 year olds. (Children must be 5 on December 31st of the program year.) Clover Kids may enroll in Project 481, 482, or 483 only. Clover Kids do not participate in any **competitive** events, contests, or shows. 4-H Clover Kids do participate in the fairs just like a regular 4-H member; however, they **do not** receive placings (1st, 2nd, 3rd, blue, red, white, etc.) Clover Kids may not participate in Horse or Shooting Sports projects.

4-H Club Membership - For youth ages 8 to 18 on December 31st of the program year. Youth participate in organized 4-H clubs and enroll in project and club activities. Clubs elect officers and plan club programs that include health, recreation and community service.

ENROLLMENT

The 4-H project year is from September 1 through August 31. Members typically enroll in the fall. Membership is open year round; however, there are limits on project participation depending on the time you join.

Your club leader will have enrollment forms for you to fill out to become a member. We ask that first year members sign up for a maximum of three projects. The help with the enrollment process use the following steps to assure that everything is correct:

1. Include parent and members signatures.
2. Include birth date.
3. Include phone numbers (home and parents/guardian work numbers).

4-H PROJECTS

4-H projects are educational and practical and enable youth to learn facts and skills useful in everyday life; learn how to communicate, work and play with others; learn more about educational and career opportunities; learn to be a leader and make new friends; to name a few.

COMPLETING YOUR YEAR

Butler County participants are required to turn in yearly project forms for all projects members complete. All members and volunteers can attend the yearly recognition banquet.

Attending regular project meetings or participating in the fair may not be possible in some cases. Club leaders and project leaders may work with a member on a pre-arranged contract basis to successfully complete the 4-H year.

Yearly participation pins and other awards are presented at the annual 4-H Awards Program in the fall.



4-H IS A FAMILY ORGANIZATION

The 4-H member needs the support and encouragement of the family. Parents and other family members can contribute in many ways to the 4-H program. They may help members:

- Determine project goals
- Obtain necessary project supplies
- Carry out work at home
- Maintain records
- Evaluate project work
- Attend meetings
- Participate in events
- Choose to become project leaders

4-H NEWS AND INFORMATION

It is the responsibility of each 4-H member and family to keep current on 4-H activities, events and deadlines. The monthly newsletter, the Butler 4-H Bulletin, contains up-to-date county 4-H information as well as club reports. A copy of this month's newsletter is included with your "Welcome Packet."

For club reports and other information to be included in the newsletter, deliver, mail, fax, or e-mail them to the Extension Center by the 1st of each month. It is best if messages are in writing so that they do not get misinterpreted, lost, or misplaced.

CLUB MEETINGS

Each club holds a monthly business meeting in which the members discuss business. Club meetings may sound boring, but it is here that members meet people in their club and decided important issues about recreation, fundraising, community service, and other activities. As they become older, these meetings allow youth to broaden their leadership skills by becoming an officer or committee chair. Enclosed in your "Welcome Packet" is a detailed description of a club business meeting.

CLUB MEMBERS

4-H is open to anyone between the ages of 5-18 on December 31st of the upcoming year (we call this 4-H age). Your club leader will ask you to fill out an enrollment form each year to be part of 4-H.

CLUB LEADERS

It takes a lot of adult volunteers to make the 4-H program work. We hope that you will consider one of the following roles as a 4-H parent:

Community / Club Leader – This leader is responsible for the club and oversees all club activities. This person is the main contact between the University of Missouri Extension Center and the club.

Volunteer Leaders: These leaders are parents, grandparents, aunts, uncles, neighbors, etc. that enjoy working with youth. Their responsibility is to lead individual project groups and committees. Each leader is screened and carries University of Missouri liability insurance.

Junior Leaders: Junior leaders are young people that assist project leaders and help other members in the projects in which they are enrolled.

Ask the club leader for a new leader packet that will contain a leader enrollment form and other valuable information about being a project leader. Leaders must participate in a mandatory Volunteer Orientation to serve in a leader role. Trainings are offered online or face to face throughout the year.



CLUB OFFICERS

Club officers are members that are learning more about leadership roles. They are usually elected at the September meeting and serve for a one-year term.

President – runs the meetings, keeps order, and informs the club of upcoming events

Vice-President – runs the meeting in absence of the president, introduces guest speakers, keeps the flags and banners for the club

Secretary – keeps a record of member attendance and keeps the minutes in the Missouri 4-H club Secretary's Record Book,

Treasurer – keeps financial records for the club and reports the records at each meeting

Historian – keeps a scrapbook of member activities for the year

Song and Game Leader – leads a song or recreation at each meeting

CLUB COMMITTEES

Some clubs have committees that allow members to have a helping hand in decisions relating to the committees they choose to be part of. Members should sign up for committees at one of the first club meetings of the year (September or October). Committees are a great way to organize ideas outside of the actual meeting. Here are some committees you might find in the county 4-H clubs. There may be others, but here are some basics:

Fundraising – this committee is responsible for planning and implementing any fundraisers that the club decides to do. Committee members look for ways to raise money for the activities of the club

Recreation – this committee presents ideas to the club about what, where, and when to do recreation

Community Service – this committee coordinates a list of community service activities for the club to do throughout the year

PROJECT MEETINGS

4-H offers over 100 projects for members to choose from, ranging from aerospace to clothing and foods to rabbits. Whatever projects the club members chooses they are sure to have fun learning with people interested in the same thing as they are. Check out "The Clover" for project choices.

Most of the time parents or interested adults will serve as project leaders. In some cases your club may not have someone who can help with projects. If this is the case, talk to your club leader or call the Extension Office to find out if there is a key leader in the county to help your child. During a project meeting members meet with other members who share similar interests.



CODE OF ETHICS

Believing it is in the best interest of all 4-H members to maintain a reputation of integrity, and to present a wholesome and progressive image, the County 4-H Council sets forth the following regulation:

“4-H members and their families are expected to conduct themselves according to the best traditions of their organization. Inappropriate conduct such as drinking, using illegal drugs, stealing, vandalism, and indiscreet behavior will not be tolerated.”

Any violation of this rule will be grounds for asking the member and family to leave the 4-H activity.

COUNTY 4-H COUNCIL

The 4-H Council serves as the policy-making body for the county 4-H program. Events and activities are planned and conducted through the council.

Each 4-H club has 2 votes on the council. Each club should send at least 2 representatives; as voting delegates to represent the club during business meetings. Independent member families are allowed 1 vote. All 4-H members, leaders and parents are encouraged to attend and contribute to the meetings.

Meetings are held on the 1st Tuesday every other month. Meetings are subject to change with notification at least one month in advance. A copy of the Constitution and By-laws of the Butler County 4-H Council are available from the Extension Office.

It is the responsibility of the club’s council representatives to report to the club on issues before the council. Also, council meeting highlights are reported in the 4-H newsletter.

COUNTY CONTACT INFORMATION

Stephanie Milner or Kim Allison
614 Lindsay Ave Suite 3
Poplar Bluff, MO 63901
573-686-8064

The Extension Center is the head of the county when it comes to 4-H information. If you have 4-H questions or problems that you need answers for, please feel free to call this office. The office is open from 8am-4pm daily. If we do not have an answer, we will find one for you. Please stop by or call the Extension Office at anytime to ask questions or gain new information. We also have a copy of all project materials in our office that you can check out if you do not have a copy.

4-H INFORMATION REFERENCES

The following are websites that could help when looking for 4-H materials and information.

- * Butler County web page: <http://extension.missouri.edu/butler>
- * Missouri 4-H web page: <http://4h.missouri.edu/>
- * National 4-H web page: www.4-h-usa.org
- * National 4-H Council web page: www.fourhcouncil.edu



COUNTY ACTIVITIES AND TRIPS

Ag Expo January 19-20

This event is for the entire community. 4-H members and volunteers will work the booth and sell fundraisers during this event.

Regional Energizer February 17

This workshop is for leaders and members in Butler County along with other counties in the Southeast region. At this training, families participate in officer training, leader training, information sessions, and general sharing sessions.

4-H Camp (July 12-14) Open to 4-Hers 8 to 13 years old. It is held at a regional location and includes 4-Hers from surrounding counties. Counselors are trained to conduct camp activities with adult supervision. Recreation, crafts and leadership opportunities are offered for 4-H members who are 14 and older. Applications are due May 23 for counselors (ages 14-18) and June 6 for campers (ages 8-13).

4-H Fashion Revue September

This is an opportunity for members in the 4-H Clothing Projects to show-off their garments. The classes are: Junior Revue - ages 13 and under; Senior Revue - 14 and older; Clothes You Buy; Knitted Garments; and Crocheted Garments. Category winners are selected to compete at the state level. Entry forms are provided at the extension office closer to the date.

4-H Public Speaking Contest

Open to any 4-H member. Age categories (age on December 31st): Junior Division – 13 years and under; Senior Division – 14 years and older County winners are invited to participate in the state contest held in Columbia in September.

County Fair September 26-29

The County fair provides an opportunity for youth to showcase their completed projects. Members can exhibit projects at the Black River Coliseum in Poplar Bluff.

State 4-H Opportunities

For information on 4-H state events, contests, scholarships, leadership opportunities for youth and adults, global education and international opportunities, refer to the state 4-H publication, the 4-H Clover or contact the Extension Center.



TIPS, THINGS TO REMEMBER, AND OTHER INFORMATION

The following tips are to help you and your family ease into the first year of membership, hopefully making your year less confusing and more enjoyable:

1. 4-H is a family affair; you will get the most out of it if your whole family is involved. Parents, attend meetings with your kids. Both you and your kids will learn a lot.
2. Not one person can do everything. Work as a team to get paperwork in, meet deadlines, and do project. Remember it takes parents and leaders who are willing to volunteer to get the job done.
3. Take pictures of everything you do. Not only will these become nice mementos to remember 4-H, but you will also need them when filling out the end of the year paperwork.
4. To complete your end of the year, ask your club leader for a recognition form. This form will assist you in capturing your experiences and will also be used for awards.
5. Each 4-H member should plan to give a demonstration, illustrated talk, or speech at some time during the 4-H year. Some clubs give project demonstration while others give individual demonstrations. This experience will allow members the chance to grasp skills such as public speaking, organization, preparation, etc. In this "Welcome Packet" you will find a tip sheet on demonstration and a demonstration planning guide.
6. 4-H business meetings follow Robert's Rules of Order. This allows meetings to run smoothly and most of the time without problems.
7. In August you are encouraged to participate in the County Fair. You are encouraged to take at least one, indoor project that tell about or show what you have learned throughout the year. Start planning at your first project meeting items you might like to take to the fair.
8. Participation is the key to 4-H. The more that a member does the more that the member and their family will get out of the program. As a 4-H family you are invited to participate in all county and club activities, along with other activities offered at the state and national level. These opportunities are included each month in your 4-H newsletter called the Butler 4-H Bulletin.
9. Be sure and ask questions, we are excited about your interest in 4-H and want you to have a rewarding and successful experience.
10. Have fun!



4-H Terms

Activity Leader – volunteer leaders, who plan, lead, assist or organize activities for meetings, groups, etc.

Agenda – a plan for local 4-H group meetings. An agenda, planned ahead of the meeting, allows officers to prepare for their respective roles at the meeting.

Camp – a personal development and life skills building experience for youth and adults. There are two types of camps: 1.) residential camps where lodging is available and 2.) day camps that focus on a specialty area and do not provide overnight lodging.

Clover Kids – is a non-competitive program for members 5-7 years of age. Clover Kids participate in various county activities for participation ribbons only.

Club Leader(s) – an adult volunteer or group of volunteers who are responsible for the general operation and coordination of the club.

Club Meeting – monthly meeting for 4-H members and typically contain three parts, business meeting, program and recreation.

Club Year – a club year is from September 1 to August 31.

Code of Conduct – a contractual agreement accepted by 4-H volunteers and/or members to guide behavior during involvement in Missouri 4-H programming.

Collegiate 4-H Club – an organized 4-H group of students enrolled at a university or college. Collegiate membership does not give a student membership in the Missouri 4-H program.

Community 4-H Club – a 4-H group organized with officers and a planned program that meets over several months of the year in a local community or school.

Community Groups and Organizations – other community groups, agencies, and organizations that may work closely with the 4-H youth program on special programs, projects, or activities. Among groups assisting the 4-H program are United Way, local businesses, bands, and other special funding groups.

Community Service Project – a 4-H activity where 4-H members make a contribution to the local community through various projects. Groups choose a project based on a local community need.

County 4-H Council – the purpose of the 4-H Council is to establish policies, coordinate activities and plan and promote county 4-H programs.

Exhibits – an object or display designed to help a member show what he or she has accomplished. Both the county and state provide opportunities for 4-H individuals or groups to display their skills and achievements through exhibits.

Executive Committee – officers of local 4-H groups. The committee plans and often makes recommendations to the total group.

Experiential Learning – takes place when a person is involved in an activity, looks back at it critically, and uses this information to perform another activity. (Do-Reflect-Apply) 4-H youth programs promote life skill development through experiential learning.



4-H Clover – yearly 4-H publication that outlines information about 4-H, projects, activities, state contests and events, and exhibit requirements.

4-H Member – a youth who has enrolled in a 4-H learning experience between the ages of 8-18 on December 31 of the program year. Learning experience may be club, special interest group, school enrichment, or individual.

Illustrated Talk – a presentation supported by charts, pictures, or models; tells the audience about an idea or how to do something.

Exchange Programs – a variety of international programs available through 4-H. Exchange programs allow travel to Japan, Europe and South America. The program provides individuals or groups with cross-cultural experience and international understanding. Those visiting in a country stay with host families, usually families involved in 4-H. Individuals and families may also host youth from foreign countries who visit here.

Judging – a formal process for helping 4-Hers learn to recognize quality, develop skills in decision making, and express orally the decisions they made and reasons behind them. Judging may involve contests such as livestock, horses, meats, poultry, or other items.

Missouri State Fair – opportunities at the state level that include project exhibition in both livestock and indoor classes. Entries for indoor exhibits are selected on the county level. Demonstrations are also selected, at county demonstration contest, to be presented at the State Fair. The demonstrations allow 4-H members to perform in front of the State Fair visitor audiences.

National 4-H Center – located in Chevy Chase, MD, the center hosts many national 4-H events and activities.

National 4-H Supply – a supply house where members and volunteers can order 4-H clothing, materials, gifts and supplies.

National 4-H Week – the first full week in October. Counties and clubs may use this week to promote 4-H in their schools and community.

4-H Newsletter – a monthly newsletter sent to all 4-H families. The purpose of the newsletter is to inform 4-H members of the opportunities available on the county, state and national levels.

Officer Training – a county or regional event for officers of 4-H groups to learn about being an officer and the duties of the respective offices participants will be holding for the year.

Organizational Leader – see Club Leader

Project – a method for teaching members skills and subject matter in a given area. A variety of topics are offered. Members share in setting goals, making decisions, learning, and evaluating through projects.

Project/ Helper Guides – publications that assist leaders in helping youth fulfill project and other activity goals.

Project Leader – the 4-H volunteer who teach skills and subject matter in a given project area.

Project Meeting – a meeting of a small group of 4-H members focusing on a specific project area that is based on information youth need to complete their project work.



Project Records – forms for members to start at the beginning of their project to identify goals and what they want to learn and then to be completed at the end of their project work.

Public Speaking – a talk prepared by a 4-H member and given to an audience on a selected topic.

Recognition Form – a form where 4-H members summarize project experiences and what they have learned through their project and other 4-H experiences.

Recognition Program – event in which county 4-H awards are presented to individuals, groups, and leaders (may also be called Awards Banquet or Recognition Night).

Regional Energizer – workshop that includes different classes where members and leaders throughout the specific region come together to learn. Sessions that may be offered are officer's training, community service, integrating recreation into a club, among others.

Residential Camp – where 4-H members stay in cabins or other lodging. There are a variety of different camps including 4-H Camp, Teen Camp, and Aerospace Camp.

School Enrichment – groups of youth receive a series of learning experiences during school hours planned in cooperation with school officials and supported by Extension faculty and staff or trained volunteers including teachers.

Show Me Quality Assurance Program – is an educational program for youth in livestock projects, with the purpose to increase knowledge and awareness of food quality issues related to animal production. 4-H members exhibiting production animals at the Missouri State Fair are required to attend this training.

Single Interest/Special Project Club – 4-H group organized for a specific learning experience.

State 4-H Contests – some 4-H projects have state competitions. Refer to your Clover magazine for more information.

State 4-H Council – is made up of three regional representatives 14 & over from each of the eight regions. Council members help plan and carry out State 4-H Congress and Teen Conference. They represent Missouri 4-H at national, regional and state events donating volunteer hours at the Missouri State Fair, state contest days and other 4-H events.

State 4-H Events – events that provide youth the opportunity to meet new people, learn new things and enhance skill development. Refer to your Clover magazine for more information,

Youth Leader – a teenage 4-H member that has previous 4-H experience who provides support or leadership for an activity or project in the 4-H program.

Volunteer Application – *LG636 Missouri 4-H Volunteer Application Form* is completed by all new adult volunteers who will work directly with youth.

Volunteer Orientation – an orientation program for adults who wish to become a volunteer in the Missouri 4-H program.

Volunteer Screening – Volunteers are required to complete the *LG636 Missouri 4-H Volunteer Application Form*, two personal references, a background check and a personal interview.



Sample
4-H Club Meeting Program
 (First Meeting of the Year)

Place: Community Center

Date: October 1, 2018

Time: 7:30 p.m.

	Person(s) Responsible
Activity for Early Arrival	Joan Miller
Business Meeting Call to Order, opening exercise, pledges Songs – “4-H Friendship Song” Roll call: What I Liked Best About My Project Reading and approval of minutes, correspondence Treasurer report Report of committees Report of project groups Old Business New Business <ol style="list-style-type: none"> 1. Election of officers 2. Select club activity for next year 3. Appoint committee for Halloween treasure hunt 4. Make plans to attend Recognition Night 5. New president appoint program planning committee 6. Club leader suggestions and announcements 	President Secretary Treasurer Member reports
Program Project demonstrations and/or illustrated talks (educational) <ul style="list-style-type: none"> “My Woodwork Project” “How to Choose a New Project” Health: Award certificates of merit to those who finished first aid course “How Environment Affects Our Health” Club Activities <ul style="list-style-type: none"> Safety: Report summary on home safety checks Pictorial story of safety on the waterfront at camp 	Bill Rainey Elizabeth Bell Mary Ray Bob Mullins Cecil Duffy
Recreation Play games, sing songs	Nancy Moore
Refreshments	Bill Jones and Sue White

