Welcome to Jefferson County 4-H!

Thank you for your interest in the Jefferson County 4-H Program. This packet is full of valuable information that will help in making your 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 with this packet, 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 live, 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
4-H is open to anyone between the ages of 5-18 on December 31\textsuperscript{st} of the current school 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.

Clovers Kids - This project introduces 4-H to 5 to 7 year olds. (Children must be 5 on December 31\textsuperscript{st} 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 all activities, fairs and contests just like a regular 4-H member; however, they are not judged (1\textsuperscript{st}, 2\textsuperscript{nd}, 3\textsuperscript{rd}, blue, red, white, etc.) instead all Clover kids Receive green ribbons or other recognition for participating. Clover Kids may not participate in Large Animal projects (for example Horse, Beef or Goats) or Shooting Sports projects.

4-H Club Membership - For youth ages 8 to 18 on December 31\textsuperscript{st} of the program year. Youth participate in organized 4-H clubs and enroll in projects. 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. Current members typically re-enroll in the fall. Membership is open year round.

Your club leader will have enrollment forms for you to fill out to become a member. 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).

COST TO JOIN 4-H
In Jefferson County, the cost to join 4-H is $19.00 per year. This includes $8.00 state dues, $10.00 County Dues, and $1.00 for accident insurance. Members enrolled in the horse project pay $20.00, which includes $2.00 for accident insurance instead of $1.00. Some projects and activities have an additional cost.

The Jefferson County 4-H Council offers financial assistance to families that cannot afford to pay the dues. Also HealthCare USA Insurance Company pays for 4-H Membership for its members. If you or someone you know may be interested in these options, please contact the youth specialist.

PARTICIPATING IN 4-H
Participation in 4-H is voluntary, but youth who are able to attend the majority of club and project meetings, county events, and do community service are rewarded at the end of the year. All youth can complete the “Jefferson County Achievement Program” (JCAPS) form. Be sure to keep track of all 4-H activities on a calendar so that the end of the year forms are easier to complete. A copy of the form is available all year on the website, so that you can see what to keep track of.

4-H NEWS AND INFORMATION
Families will receive letters and postcards about upcoming county events. We also use email, facebook, and our website to help keep people informed. It is the responsibility of each 4-H member and family to keep current on 4-H activities, events and deadlines.
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

Many 4-H volunteers are parents or guardians of 4-H members, but having parents participate is not a requirement.

CLUB MEETINGS
Each club holds a business meeting in which the members discuss business. Club meetings may provide members opportunities to 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. Youth (ages 8-18) are the only ones who vote at 4-H Club meetings, parents and volunteers may give advice and suggestions, but youth make the decision themselves.

Club meetings also usually include fun or educational activity after the business and some clubs have snacks. Besides for business meeting, clubs may also have activities in the following areas:

- **Fundraising** – members are 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** – members present ideas to the club about what, where, and when to do recreation
- **Community Service** – members create a list of community service activities for the club to do throughout the year, then the club will decide which to do.

CLUB OFFICERS
Club officers are members that are learning more about leadership roles. They are usually elected in the fall and serve for a one-year term. Some clubs have members take turns trying the different offices. Leadership Day offers youth and adults an opportunity to learn about the offices. Usually clubs elect a President, Vice-President, Secretary, Treasurer, Historian (keeps a scrapbook of member activities for the year) and Song and Game Leaders.

4-H PROJECTS
A 4-H “project” is a set of learning experiences in one area, such as foods, woodworking, or robotics. 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” magazine for project choices.

Usually youth are given the opportunity to sign up for projects at the beginning of the 4-H year. Project meetings are usually held at another time and place than club meetings. 4-H projects are educational, 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.
4-H PROJECTS (continued)
We recommend that youth spend at least 6 hours learning with their leader for each project that they compete. So this could be in at least 6 one hour sessions, or 3 two hour sessions.

Project leaders determine the type of activities, place and time of meetings, age of participants (can be limited depending on the safety requirements of the activities) and maximum number of participants (usually groups are small, less than 12, so that youth have a maximum opportunity for hands on learning).

There are several ways that youth can complete projects:

- **Project Group** - some youth from a club work with a volunteer from the club on a project.
- **County-wide projects** – some youth from several clubs work together with a volunteer to complete a project. These usually last for a short time, and do not run all year. For example, photography and robotics.
- **Single project clubs** – some clubs work together to complete a project (such as beef, shooting sports, horses, or dogs). These groups are on-going and like a regular 4-H Club, they have officers, do community service projects and have a treasury. Youth can join only the single project club or they can have another club as their primary club and also join the single project club.
- **Club based projects** – some clubs are small and so the group decides together which projects they will do. Then clubs work on the project at club meetings all together.
- **Family led projects** – If there is not a volunteer in the club or county willing to lead the project, youth can work with a parent or guardian on the projects.

We ask that first year members sign up for a maximum of three projects, and older youth take no more than 6 projects. When you enroll the first time, or re-enroll following years, be sure to plan which projects you want to work on for the year.

**VOLUNTEERS**
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. All three of the 4-H volunteer types have gone through the required 4-H Volunteer Orientation (usually 3 hours or less) and had their Volunteer application approved. The application includes being screened for criminal background, and abuse and neglect. Trainings are offered online or face to face throughout the year.

As a 4-H Volunteer you would have an official relationship with the University of Missouri. As such, you would be protected by University of Missouri liability insurance, which covers volunteers as long as they are acting according to the 4-H guidelines. Also 4-H provides accident insurance, incase 4-H Volunteers are injured while working for 4-H.

**Activity Leader:** Activity leaders are available occasionally when needed for group activities. They are ready to step up and help other project and club leaders when ready, but do not take on any defined time commitment. It is very valuable to have as many 4-H volunteers at youth activities as possible. Volunteers can help supervise youth, help with activities and take care of emergencies.

**Project Leaders:** These leaders lead individual project groups, such as cake decorating, woodworking, or beef. Instead of being an expert in the area of the project, project leaders have to be willing and interested in learning about the project. Project leaders can use our project literature, which provides fun hands-on, age appropriate, activities for youth in the project. Literature can be reviewed and copied at the Extension office, or purchased (usually less than $5 per project) OR Leaders can use their own ideas and resources. We recommend that project leaders spend at least 6 hours with youth during the project. This could be for example 6 one hour meetings, 4 one and a half hour meetings or 2 three hour meetings.
VOLUNTEERS (continued)

Club Leaders: These leaders are responsible for the club and help youth to lead club activities. One person is the main contact between the University of Missouri Extension Center and the club, while other leaders may take care of paperwork, support project leaders, be in charge of communications, and/or help youth plan activities at meetings.

Youth are also part of our leadership team. Teens need leadership opportunities and to have an opportunity to help others and direct their clubs and projects. Youth can assist project leaders and help other members in the projects in which they are enrolled.

JEFFERSON COUNTY 4-H COUNCIL
The 4-H Council serves as the policy-making body for the county 4-H program. County events and activities are planned and conducted through the council. It is the responsibility of the club’s council representatives to report to the club on issues before the council. Also, council meeting minutes are found on-line.

Each 4-H club has 2 votes on the council. Each club can send at least 2 representatives; as voting delegates to represent the club during business meetings. All 4-H members, leaders and parents are encouraged to attend and contribute to the meetings. Youth are volunteers may serve on the council. Youth serve in the officer roles.

Meetings are held on the 4th Thursday of each month. Usually meetings in July and December are canceled. Meetings are subject to change with notification by postcard.

COUNTY CONTACT INFORMATION
Melissa Scheer
4-H Youth Development Specialist
University of Missouri Extension
301 3rd Street
PO Box 497
Hillsboro, Missouri 63050
Phone: 636-797-5054
Fax: 636-797-9074
e-mail: scheermb@missouri.edu
website: http://extension.missouri.edu/jefferson/4h.aspx
Facebook: http://www.facebook.com/JeffersonCounty4HMO

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 8:30-4:30 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.

4-H INFORMATION REFERENCES
The following are websites that could help when looking for additional 4-H materials and information about the state and national 4-H program.

* 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
JEFFERSON COUNTY EVENTS AND TRIPS

Leadership Day (January)
This workshop is for leaders and members in Jefferson County. At this training, families participate in officer training, leader training, information sessions, and general sharing sessions.

Soils and Crops Conference (March)
4-H members sponsor a booth at this fun community event. 4-H Clubs usually make baskets that are sold in a silent auction. 4-H member show off what activities they do in 4-H and share fun activities with the attendees. In the past activities have included: face painting, dog agility demonstrations, slide shows, robotics paly table, etc.

Achievement Day (Late March – Early May)
This event provides members to participate in a lot of learning activities. 4-H members will have the opportunity to participate in personal appearance, enhance judging skills, communication activities and many more. Clover Kids can participate at the County level, while Members (8-18) can compete in the following areas in the county to go on to State Contests and Shows.

- Demonstration contest is designed to encourage 4-H members to organize a topic and teach it to a group. The 4-H member may choose any topic. Age categories (age on December 31st): Junior Division – 13 years and under; Senior Division – 14 years and older. Winners are invited to participate at the Missouri State Fair in August.

- Public Speaking Contest is open to any 4-H member (5-18). 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.

- Fashion Revue 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.

4-H Camp (June) 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.

County Fair (July)
The Jefferson County fair in Hillsboro provides an opportunity for youth to showcase their completed items that they have made in projects. Members can exhibit items in the building as well as livestock, usually including chickens, swine, goats, rabbits, and steers. See the 4-H Fair book on-line for more information.

Awards Banquet (November)
4-H members, clover kids and volunteers are recognized for their hard work. This is a time to celebrate and enjoy good food and each other’s company.

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 magazine, contact the Extension Center or go on-line: http://4h.missouri.edu/
TIPS, THINGS TO REMEMBER, AND OTHER INFORMATION
The following tips are to help you and your family get the most out of 4-H membership, hopefully making your years less confusing and more enjoyable:

1. 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.

2. 4-H is a family affair; you will get more out of it if you whole family is involved. Parents are invited to attend meetings with their kids. Both adults and youth will learn a lot.

3. 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.

4. 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.

5. 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.

6. 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.

7. 4-H business meetings usually follow Robert’s Rules of Order. This allows meetings to run smoothly and most of the time without problems.

8. In July you are encouraged to participate in the County Fair. You are encouraged to take at least one, but there is no limit, indoor projects that tell about or show what you have learned throughout the year. Start planning at your first project meeting items you might make and take to the fair.

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

Achievement Night – is an evening with activities and events that allow youth to demonstrate skills and enhance learning. Typical activities held during achievement day include demonstrations, public speaking, personal appearance, fashion review and judging.

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.

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 they may meet at a school, church, someone’s house or anywhere in the community.

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 fair and state fair provide opportunities for 4-H individuals or groups to display their skills and achievements through exhibits.

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. A catalog of 4-H projects and activities.

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.

JCAPS – (pronounced “Jay-caps”) Jefferson County Achievement Program. Unique to Jefferson County, youth (8-18) complete a form that counts all events, activities and competitions and assigns points for participation and achievement. Awards are given at the Awards banquet. Clover Kids complete a Clover Kids Report.

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 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 (at Leadership Day) 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 – (1) a series of learning experiences where members learn 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. Though this is like a class, we do informal teaching where members get to learn by doing in a hands-on way. (2) Also sometimes a project is a thing that someone has made in their “project”. For example in the Crafts project, someone might make a bowl as a project.
Project/ Helper Guides – publications that assist leaders in helping youth fulfill project 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.

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.

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.

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 Development Specialist – title of the 4-H Staff person that manages the 4-H program in each county. 4-H Specialists have a master’s degree in youth development, education, or something similar.

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.