

Cass County

4-H

Family

Handbook

2019-20



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2019-2020 CASS COUNTY 4-H COUNCIL OFFICERS

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Treasurer.....	James Ledford
Secretary.....	Grace Fuller
Reporter.....	Laine Schmalzried
Historian.....	Turner Ledford
County Youth Liaison	Isabella Buell

2019-2020 CASS COUNTY 4-H CLUBS AND ORGANIZATIONAL LEADERS

4-H Homeschool Clovers
Jamie Perreca Residence
1 Tuesday, 1:00 PM

Archie Achievers
1st Tuesday, from Sep-June
at 7:00 PM
Archie Community Center

Dusters
3rd Sunday, 3:30 PM
Cass Extension Center

Hickory Grove
1st Monday, 7:00 PM
Hickory Grove Church

Hillside Cavaliers
2nd Sunday 5:00 PM
from Sep – April
Cass Extension Center

Lone Oak 4-H
1st Thursday, 6:00 PM
Hope United Methodist
Church

Lucky Clovers
1st Thursday, 6:00 PM
G. C. Community Center

Pacemakers
2nd Monday, 7:00 PM
Cleveland Baptist Church

Raymore 4-H
1st Tuesday, 6:30 PM
St. Paul's Methodist Church

Shooting Stars
2nd Monday at 3 PM
Cass Extension Office

Show-Me 4-H
4th Sunday, 2:00 PM
Cass Extension Office

Southfork 4-H
3rd Sunday, 2:00 PM
Southfork Baptist Church

Wal-Center
3rd Thursday, 7:00 PM
North Park Activity Center

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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 SLOGAN: To Learn To Do By Doing

4-H MOTTO: To Make the Best Better



4-H CREAM:

I believe in 4-H club work for the opportunity it will give me to become a useful citizen.
I believe in the training of my HEAD for the power it will give me to think, to plan, and to reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic and true.

I believe in the training of my HANDS for the dignity it will give me to be helpful, useful and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, resist disease and work efficiently.

I believe in my country, my state, and my community and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

4-H NAME

The first use of the term “4-H Club” in a federal document appeared in 1918 in a bulletin written by Gertrude L. Warren. By 1924, wider usage of the name “4-H” was adopted. This was used thereafter throughout the world.

4-H COLORS

The white in the 4-H flag symbolizes purity. The green, nature's most common color, represents life, springtime and youth.

4-H MISSION STATEMENT

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

4-H EMBLEM

The first emblem design was a three-leaf clover, introduced by O.H. Benson, sometime between 1907 and 1908. From the beginning, the three “H's” signified head, heart, and hands. A four-leaf clover design with the H's appeared around 1908. In 1911, Benson referred to the need for four H's – suggesting that they stand for “Head, Heart, Hands, and Hustle”...head trained to think, plan and reason; heart trained to be true, kind and sympathetic; hands trained to be useful, helpful and skillful; and the hustle to render ready service, to develop health and vitality...” In 1911, 4-H club leaders approved the present 4-H design. O.B. Martin is credited with suggesting the H's signify Head, Heart, Hands, and Health – universally used since then. The 4-H emblem was patented in 1924 and Congress passed a law protecting the use of the 4-H name and emblem in 1939, slightly revised in 1948.

PARENT'S 4-H PLEDGE:

I Pledge my HEAD to give my child the information I can to help him see things clearly and make wise decisions.

I Pledge my HEART to encourage and support my child no matter whether he has successes or disappointments.

I Pledge my HANDS to help my child's club, if I cannot be a leader, I can help in many equally important ways.

I Pledge my HEALTH to keep my child strong and well for a better world through 4-H for my child's club, our community, our country and our world.

4-H IS THE LARGEST YOUTH-SERVING ORGANIZATION IN THE WORLD. ALL 50 STATES AND MORE THAN 80 COUNTRIES HAVE 4-H PROGRAMS.

The Missouri 4-H Youth Development Program is intended for all youth of all income levels, abilities, ethnic and cultural backgrounds.

WAYS TO PARTICIPATE

Clovers Kids

This project introduces 4-H to 5 to 7 year olds. (Children must be 5 by January 1 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. They DO NOT raise project animals. Refer to page 16 of the *4-H Clover* for more specifics. 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.)

4-H Club Membership

For youth ages 8 to 18 as of January 1 of the program year. Youth participate in organized 4-H clubs and enroll in project and club activities. Clubs elect officers, plan club programs, including health, recreation and community service.

Independent Membership

For youth ages 8 to 18 who are unable to participate in 4-H Clubs because they live some distance from a club, have conflict with school or work, who have highly specialized interest, or other outstanding circumstances. Independent members must have a complete plan on file with the Cass County Extension Office for membership.

ENROLLMENT

The 4-H project year is from October 1 through September 30. Members typically enroll in the fall. Membership is open year round; however, there are limits on project participation depending on the time you join.

The project enrollment guide is the Missouri 4-H publication, the *4-H Clover*. Members may purchase 4-H project literature. Order forms are available from the Extension Office.

DUES

The cost to join the Cass County 4-H program is \$25.00 per member per year (this includes Clover Kids). Fundraising is not part of the county program, but may be required by individual 4-H clubs.

Additional fees may be added for project materials and entry fees.

TO SUCCESSFULLY COMPLETE A YEAR IN 4-H AND TO BE ELIGIBLE TO RECEIVE A YEARLY 4-H PIN:

1. A 4-H member is to attend a majority of the monthly club meetings.
2. A 4-H member is to complete at least one project by:
 - a. Attend a majority of the project meetings.
 - b. Work to achieve the goals set at the beginning of the project.
 - c. Complete the project record sheet
 - d. Exhibit at the county 4-H fair or other youth competition
3. Complete a 4-H permanent record book.

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 PERMANENT RECORD BOOK

Record keeping is an important life skill the 4-H program strives to teach its members. Through your record book, you show your accomplishments and how you have developed responsibility by keeping records. The 4-H Permanent Record Book is a yearly summary of your growth in selected projects as well as a reflection of what you have learned and accomplished in the 4-H program.

Books are turned into the Extension Office by October 1 for evaluation. Ribbon awards are presented at the 4-H Awards Program in the fall.

Parts of the Permanent Record Book include:

- The **Personal Page** contains a listing of all projects enrolled in for the year, signatures of leaders and your picture. The back page has space for your yearly 4-H story. Use this space to summarize your total year's experiences in 4-H.
- The **Club Participation Page** summarizes a member's club work for the year. Use this page to record all of your club activities along with any non-4-H activities you took part in during the year.
- **Project Record Sheets** are to be included for every completed project. This page helps members keep accurate record of their project and the finances associated with the project. Information on this page should only pertain to the project. You may add a project story to this page telling why you chose the project and what you liked about it. Special pages should be used for shooting sports records. In addition special pages MAY be used for livestock projects.
- **Picture Pages** should be placed at the end of your yearly permanent record book pages. It is suggested that you have at least two pages of picture highlighting your major events and accomplishments from the past year. Be sure that all pictures are labeled. Ribbons should be kept in a separate scrapbook, as they are too bulky to be included in the Permanent Record Book.
- **Each subsequent year's information will be placed in front of the previous year's section.** By the end of your 4-H career you will have a complete record of your 4-H accomplishments.

ATTENDANCE POLICY

The following attendance policy was established by the Cass County 4-H Council. A Excused Absence Form can be found at the end of this handbook.

Members must attend at least 50% percent of their club meetings in order to achieve at the end of the year and participate in Cass County sponsored fairs and events (CCJLA, Shooting Sports Contest, County and Area Horse Shows, etc.). If a member is unable to fulfill the required 50% meeting attendance because of participating in an organized team sport (as a player, no a fan or supporter), a school sponsored function, or another 4-H meeting that is required as part of their project work the member can be excused. Excused absences must be recorded on a Cass County Excused Absence Form signed by the member, parent (or legal guardian), and the coach or sponsor of the activity. Signed forms must be turned into the club secretary within two months of the recorded absence. One hour of community service, leadership activity, or other activity approved by the club leader must be completed for each excused absence. This information should be recorded on the Excused Absence Form when it is completed. Work can be completed at the members convenience, but must be completed before any activities that require attendance in order to participated (see above). Excused absences may only count for 2/3's of the meetings held during the year, a member must attend at least 1/3 of their clubs scheduled meetings (9 meetings = must attend 3; 12 meetings = must attend 4).

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 *Clover Crier*, contains up-to-date county 4-H information as well as club reports. Please note that only county, state, and national information is included with the newsletter. You must attend your club meetings for specific club related information.

For club reports and other information to be included in the *Clover Crier*: deliver, mail, fax, or e-mail them to the Extension Center by the 23rd of each month. It is best if messages are in writing so that they do not get misinterpreted, lost, or misplaced.

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

Meetings are held on the third Tuesday of September, November, January, March, and May. The July meeting is held in conjunction with the Cass County Fair on the Wednesday night before judging. Meetings are subject to change with notification at least one month in advance. A copy of the Constitution and By-laws of the Cass 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 *Clover Crier*.

CODE OF ETHICS

Believing it is in the best interest of all Cass County 4-H members to maintain a reputation of integrity, and to present a wholesome and progressive image, the Cass 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 (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.

CHAPERONE POLICY

The Missouri 4-H program honors a 1:10 ratio of adults to youth.

Because we often have fewer than 10 youth attend many events the West Central Region Staff facilitates the chaperoning of youth from all counties in our region (including Cass). Chaperones are chosen on a rotational basis. Volunteers are taken from staff and faculty that serve the 11 counties in the West Central region. Chaperones are selected on a volunteer basis with cost being considered.

Chaperone fees are split based on number of delegates participating from each county. This policy is set up for Youth Civic Leaders Summit, Equine Trip, Film Fest, Teen Conference and State 4-H Congress. State sponsored trips like National 4-H Congress, Legislative Academy, etc. have their own set of chaperone guidelines established by the Missouri Center for Youth Development.

4-H Camp chaperones are staff and parents who serve in volunteer role and paid positions and are based on applications. In addition youth counselors are always with campers.

TRANSPORTATION POLICY

Youth and/or their parents are required to provide transportation to all 4-H events and trips unless otherwise stated in the Clover Crier or direct correspondence.

The Missouri 4-H program does not have a policy regarding youth driving to events. It is strongly suggested that youth do not transport other youth to events. Please note that the University of Missouri Extension System and the Cass County 4-H program are only responsible for the safety and well-being of 4-H members while they are at an event or meeting, unless transportation was provided for the event.

COUNTY ACTIVITIES AND TRIPS

Regional Energizer (January)

This workshop is for leaders and members in Cass County along with 17 other counties in the West Central Region. At this training participate in officer training, leader training, information sessions, and general sharing sessions. Held at the Freshman Center in Belton, MO. The cost is \$10 per person, this includes lunch.

4-H Camp (June)

Open to 4-Hers 8 to 12 years old. It is held at a Camp Bob White in Knob Knoster, MO in conjunction with Henry, Johnson, Ray, Lafayette, and Clay counties. Counselors (youth ages 13-18) 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. Application is due May 15. Counselor applications due March 15.

4-H Fashion Revue (July)

This is an opportunity for members in the 4-H Clothing Projects to show-off their garments. The classes are: Junior Revue - ages 10 and under; Intermediate Division -11 years to 13 years; 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 published in the *Clover Crier*. Application is Due July 1.

4-H Demonstration Contest (July)

This contest is designed to encourage 4-H members to organize a topic and teach it to a group. The 4-Her may choose any topic. Age categories (age as of January 1): Junior Division –10 years and under; Intermediate Division – 11 years to 13 years; Senior Division – 14 years and older. Winners are invited to participate at the Missouri State Fair in August. Entry forms are published in the *Clover Crier*. Application is Due July 1.

4-H Public Speaking Contest (July)

Open to any 4-H member. It is held in conjunction with the demonstration contest; age divisions are the same as well. County winners are invited to participate in the state contest held in Columbia in September. Application is Due July 1.

4-H Fair (July)

The indoor fair events are located at the Cass County Fair in Pleasant Hill, while animal shows are held one week later at the North Park on Jefferson Parkway in Harrisonville. The 4-H Exhibit Book states the rules, requirements, dates and times for each activity. The Cass County Junior Livestock Board sponsors the Junior Livestock Show. All 4-H members are strongly encouraged to participate and exhibit their completed projects. You must pre-enter your indoor project to the extension office By July 1.

4-H Banquet (October)

A year end event, hosted by our Cass County 4-H Council, to recognize outstanding leaders, volunteers and 4-H members, both current and alumni. This themed event will have door prizes, a silent auction, refreshments and entertainment for all. This is a family event that requires support from our community in the form of sponsors.

STATE ACTIVIES AND TRIPS

Aerospace Camp

Prepare to blast off for three fun-filled days on the Missouri S&T campus. Experience aeronautics and space flight from a ground-up perspective, as you learn about the history of flight, astronomy and space exploration. Your three days will be filled with computer simulations, interactive teamwork activities and practical hands-on experiences. The Camp is open to youth ages 10-13.

Citizenship Washington Focus (14 years old and above) –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 \$2500.

State Teen Conference (12 and 13 year-olds) - 2 days, 1 night in Columbia – March / April

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 \$200 per child.

State 4-H Council - (14 years old and above)

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. To become a member of the Council, 4-Hers must complete an application form, Missouri Report 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. Applications for Regional Representative are due December 1st.

State Congress (14 years old and above) - 3 days, 2 nights in Columbia – May / 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 \$225 per child.

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 30 of the state's top scoring members will be invited to a personal interview. Of those, about 20 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 meet 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 approximately \$250.00. In order to be considered you must complete the Missouri Recognition Form.

Youth Civic Leaders Summit

The Youth Civic Leaders Summit is a statewide weekend retreat 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. The Summit will engage young people in meeting, learning alongside, and having fun with youth and adult leaders from around the state. Other highlights include a teen Talent showcase, social time/games and outdoor challenge course and recreation.

Legislative Academy

The Legislative Academy is a one of a kind learning opportunity for promising 4-H youth leaders. The goal is to strengthen relationships between Missouri 4-H and key lawmakers and donors, and for youth participants to acquire skills in legislative advocacy. Applicants must be:

- ❖ Able to attend the entire Academy
- ❖ 14-20 years old on Dec. 31st of the current program year
- ❖ A State 4-H Council member, Youth Futures alumni, Mizzou 4-H Collegiate 4-H member, state award winner (Key Award or National Congress) or recommended by your local 4-H youth specialist.

Between 8-12 young people will be selected for the Missouri 4-H Legislative Academy. Selection will be based on:

1. Satisfactory completion of the application
2. Personal interview with selection committee
3. Ability to positively represent Missouri 4-H to state-level decision-makers and contributors

FilmFest

FilmFest 4-H is a national film festival. It is for youth who are filmmakers, visual artists, and aspiring actors and for those who are just interested in meeting other creative people. FilmFest helps youth become producers, not just consumers, of digital media. Usually held in June or July.

Missouri 4-H Equine Tour. Fifty Missouri 4-H horse project teens spent six days exploring the equine careers and industry. The tour focuses on certain areas of the horse industry and changes locations.

Summers @ Mizzou Camps

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.

For more 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 (pages 60-67) or contact the Extension Center.

4-H AWARDS

Personal development is the primary goal of the 4-H program. However, it is important to receive encouragement and positive reinforcement throughout your 4-H career. It is for this purpose that the following county, state and national award incentives are made available. All age requirements are as of January 1 of the current 4-H year.

A summary of the awards is listed on the following pages. Others will be mentioned in the Clover Crier as they become available. Contact the Extension Office for additional information.

Individual Awards

Year Completion Award

Award: 4-H Year Pin

Who can Participate: All Cass County 4-H member

How to apply: Complete a Permanent Record Book

Due to Extension Office: September 1

County Medal Awards

Award: Project Medal Pins

Who Can Participate: 4-H members who complete 1 year of project work

How to apply: Fill out County Medal Application (one per project in which you wish to apply)

Due in Extension Office: September 1

Demonstration Award

Award: Demonstration Medallion

Who Can Participate: Available to the top demonstrators at the County Contest

How to apply: Submit entry form for County Contest in July

Due to Extension Office: July 1

Public Speaking Award

Award: Public Speaking Medallion

Who Can Participate: Available to the top public speakers at the County Contest

How to apply: Submit entry form for County Contest

Due to Extension Office: July 1

Horsemanship Awards

Award: County Horse Committee provides awards

Who May Participate: Horsemanship project members

How to apply: Selection is based on point accumulated during the county and area shows

Due to Extension Office: May 1

4-H Family of the Year Award

Award: Engraved clock plaque

Who May Participate: 4-H family who has been active and made contributions to Cass Co. 4-H

How to apply: 4-H families are nominated by 4-H clubs or 4-H members

Due to Extension Office: September 1

Outstanding 4-Her Award

Award: Plaque and \$50.00 gift card.

Who May Participate: 4-H members 8-18 years old

How to apply: Submit Outstanding 4-H Members App. and submit Permanent Record Book

Due to Extension Office: September 1

Outstanding Secretary Award

Award: Certificate and gift

Who May Participate: all 4-H club secretaries

How to apply: Submit club secretary book

Due to Extension Office: September 1

Outstanding Reporter Award

Award: Certificate and gift

Who May Participate: all 4-H club reporters

How to apply: Based on reports sent into the Extension Office September 1 – August 31

Due to Extension Office: 23rd of each month

Outstanding Historian Award

Award: Certificate and gift

Who May Participate: all 4-H club historians

How to apply: Submit club scrapbook

Due to Extension Office: September 1

Friend of 4-H Award

Award: Special Plaque

Who May Participate: adult or business with significant contributions to Cass County 4-H

How to apply: recommendations are made by 4-H clubs, 4-H council, or 4-H members

Due to Extension Office: September 1

Gene Olsen Donor Award

Award: Special Plaque

Who May Participate: business with significant contributions to Cass County 4-H

How to apply: recommendations are made by 4-H clubs, 4-H council, or 4-H members

Due to Extension Office: September 1

Cass County 4-H Alumni Award

Award: Special Plaque

Who May Participate: Cass County 4-H Alumni

How to apply: recommendations are made by 4-H clubs, 4-H council, or 4-H members

Due to Extension Office: September 1

4-H Key Award

Award: 4-H Key and Certificate

Who May Participate: 4-H members 14 –18

How to apply: Choose a mentor and complete all five sections of the 4-H Key Award Form

Due to Extension Office: September 1

I Dare You Award

Award: I Dare You Book, I Dare You Conference Scholarship, and Certificate

Who May Participate: 4-H members 14-18 who demonstrate leadership and character

How to apply: Nominations made by leaders or peer

Due to Extension Office: September 1

Graduating Member Award

Award: Alumni Pin and 4-H Keepsake

Who May Participate: 4-H members in their last year of 4-H (18 years old or Seniors in High School) who are active at the club and county level.

How to apply: Fill out Application Form and 10 pictures of time in 4-H

Due to Extension Office: September 1

Club Awards

Community Service Award

Award: Cash prizes and certificates

Who May Participate: All Cass County 4-H Clubs

How to apply: Submit "Youth Service To Community" Form found at the end of the Clover

Due to Extension Office: September 1

Club Seals

Award: Seal

Who May Participate: All Cass County 4-H Clubs

How to apply: Complete final club report, guidelines for club seals found at the beginning of the Secretaries Book

Due to Extension Office: September 1

Excused Absence Form

Cass County 4-H



Name: _____

Name of Club: _____

Name of Club Leader: _____

Name of Club Secretary: _____

Date of Missed Meeting: _____

Reason for Excused Absence:

Signature of Coach, Leader or Sponsor: _____

Signature of Parent or Guardian: _____

Signature of Member: _____

Please return to Club Secretary within two months of club meeting date listed above.

I plan to make up this meeting by participating in the following activity (community service, leadership activity, or other activity approved by the club leader)

Date above activity completed: _____

Signature of Club Leader: _____