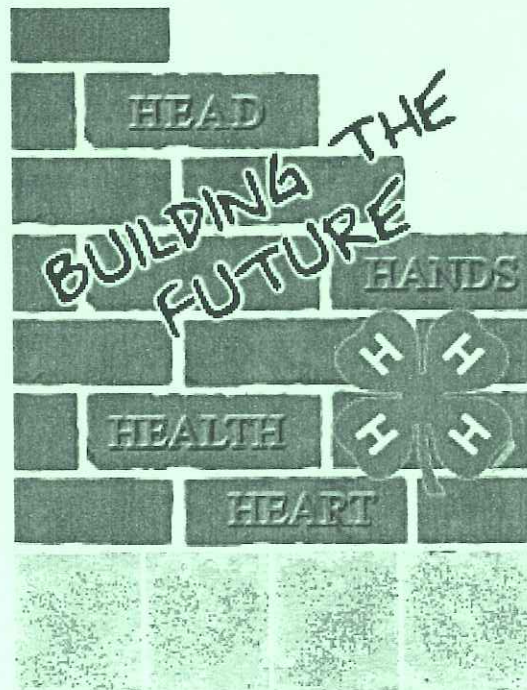


Dent County 4-H New



Family Handbook



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Welcome to 4-H

Thank you very much for your interest in the Dent County 4-H Program. This "Welcome Handbook" 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 booklet, 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 the youth development program of the University of Missouri Extension, a division of the University of Missouri at Columbia. 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 by December 31st of the program year.) Clover Kids may enroll in Project 481, 482, 483 and small animal projects 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 by 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. To help with the enrollment process use the following steps to assure that everything is correct:

1. Include parent and member's signatures.
2. Include birth date.
3. Include current address
4. Include phone numbers (home and parents/guardian work numbers), email addresses

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.

The 4-H Clover includes all projects and educational experiences offered by Missouri 4-H Youth Programs. Youth enroll in projects when they join a 4-H club, but may add or drop projects at any time throughout the year (with some limitations to certain projects). To successfully complete a project, 4-H'ers must receive a minimum of six (6) hours of instruction by a project leader.

COMPLETING YOUR YEAR

4-H club members are recognized for setting and completing goals each year. At a minimum, a 4-H member should:

1. Attend a majority of club meetings.
2. Enroll in at least one project and finish it. This includes attending a majority of project meetings, working on project goals, keeping records on the project.
3. Demonstrate a skill learned or knowledge gained by making a handmade item, exhibiting a project or project animal at a show or fair; presenting a speech, report or demonstration in a group setting such as a club or project meeting.

When a 4-H club member meets these requirements, they are recognized for "completing a year of 4-H membership" and are a "Member in Good Standing". Yearly participation pins and other awards are presented at the annual 4-H Recognition Night dinner 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 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 Handbook."

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 25th of each month.

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 decide 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 Handbook" 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 a new 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 volunteer enrollment form. 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 August or 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

Reporter – sends a report of the club meeting to the Extension Center for the monthly newsletter and to the local newspaper

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. No matter what projects the club members choose, 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.

Project Records – Project members are encouraged to begin keeping records at the start of their project to identify goals and what they want to learn, and then be completed at the end of their project work. Instructions and forms are available from club leaders or at the Extension Center.



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 (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 three votes on the council. In addition to the club leader's attendance, each club should send at least two club members as representatives, to act 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.

Meetings are held on the first Monday of the months of September, November, January, March, May and July. Meetings are subject to change with notification at least one month in advance. A copy of the Constitution and By-laws of the Dent 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

Dent County Staff:

Linda Shelton	4-H Youth Program Associate
Cary Terrill	Extension Center Secretary
Ted Cunningham	Livestock Specialist
Sarah Massengale	Community Development Specialist
Melissa DuBois	Nutrition Program Associate

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 8:00 am to 4:30 pm 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 look at, as well as some recycled curriculum.

4-H INFORMATION REFERENCES

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

- * Dent County web page: <http://extension.missouri.edu/dent/>
- * 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

4-H Camp (June)

Open to 4-H'ers 8 to 13 years old. It is held at Camp Clover Point at the Lake of the Ozarks and includes 4-H'ers from surrounding counties. Camp 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.

Achievement Day (July)

This county event provides members an opportunity to participate in a variety of learning activities. 4-H members will have the opportunity to exhibit their projects, and participate in personal interviews, enhance judging skills, give demonstrations, do public speaking and much more.

County Fair (August)

The County fair provides an opportunity for youth to showcase their completed projects. Members can exhibit projects in the youth arts building as well as livestock.

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 monthly newsletter, the back of 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 projects. 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 putting together your project record book.
4. To complete your end of the year records, ask your club leader for information and forms to complete a project record book. These books can be entered into the county fair and again in September along with an award application form for an end of the year award (presented at the annual Recognition Night dinner).
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 demonstrations 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 Handbook" you will find a tip sheet on demonstrations 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 and the County Fair Junior Livestock Show. You are encouraged to take at least one exhibit that tells about or shows 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.
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!



Sample

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

Place: Community Center

Date: September 1, 2004

Time: 7:00 p.m.

	Person(s) Responsible
Activity for Early Arrival	Joan Miller
Business Meeting Call to Order, pledges 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 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	Jones and White families



4-H Demonstrations

Jamie Tomek, Extension Assistant
Mary Jo Williams, State 4-H Youth Development Specialist

Missouri 4-H Youth Development Programs

Have you ever shown someone how to take a picture, groom a horse, peel a carrot or weed a garden? If so, you've given a demonstration, because a demonstration is simply showing and telling how to do something. It's words in action.

Demonstrations aren't difficult; you just tell how to do something by using action words such as cut, fold, stir, mix or saw. For example, say, "Fold the paper into halves," as you actually fold the paper. Explain why you are doing the step. Review the steps and answer questions about the steps.

As a project leader, you can encourage members to give demonstrations at project meetings to introduce a new skill or as review. As members become more experienced they might want to give demonstrations to a wider audience.

Why give demonstrations?

A demonstration helps others learn how to do something useful, perhaps in an easier or more practical way. Demonstrating is one of the best methods of teaching others, because it involves visual and verbal presentations at the same time.

Demonstrations help 4-H members:

- Develop self-confidence
- Express their ideas clearly
- Spontaneously respond to questions
- Acquire subject matter knowledge.



Kinds of demonstrations

In 4-H there are several kinds of demonstrations.

Individual demonstrations

An individual 4-H'er shows and tells how to do something as described here.

Team demonstrations

Two or more 4-H members work together on a topic that requires more than one person to successfully demonstrate the procedure.

Working demonstrations

Members giving working demonstrations do not prepare a talk on the topic. Instead they select a skill in which they have considerable experience — one that they can demonstrate for 15 to 30 minutes. They sit at an assigned table and work, more or less continuously. When an audience member makes an inquiry, the demonstrator describes what they are doing and continues the conversation as long as the person has an interest. When the onlooker leaves,

the demonstrator continues working until another person makes an inquiry. This type of demonstration is good for fairs, displays, in shopping centers or at special events.

Demonstrations in 4-H

In 4-H, project leaders give demonstrations to teach members a skill. Members and teen leaders are often encouraged to give demonstrations as a review of skills at project or club meetings.

It is fun for 4-H'ers to show others the skills they have learned in 4-H. Encourage project members to share their skills at club meetings, for parents, at achievement days or even at the State Fair. Check your 4-H newsletter, fair book, achievement day announcement and the *4-H Clover* for more opportunities including the Missouri State Fair.

Parts of a demonstration

A demonstration has four parts:

Introduction — what the member is demonstrating

Body — the steps of the skill and how to do them.

Summary — review of the steps.

Questions and answers — the members answer questions the audience may have.

Select a topic

Members should consider the following as they select a demonstration topic.

- Is it part of my project work?
- Can I demonstrate the topic in about five minutes?

- Does the topic have enough action?
- Is the topic appropriate for my age and experience?
- Is the topic worthwhile, useful and practical?
- Am I demonstrating approved practices, proven by research?

Collect needed materials and equipment

Make a list of the equipment and materials needed to give the demonstration. Remember, the audience needs to see what is being done. Using transparent equipment and keeping the work area visible to the audience are two ways to help. Arranging equipment on a tray to carry it to the demonstration area also helps.

Develop the demonstration outline

1. Develop steps by actually going through the demonstration and writing down each step.
2. Define the key points to emphasize and write them down.
3. Build in the explanations. For each step, tell what is being done, how it is being done and why.
4. Show the results. If you cannot complete a whole job in the short time, prepare a sample ahead of time. For example, have some cookies baked or a finished bootjack. Invite the audience to look over or sample the finished product.
5. Tell where you got the information.

Summary

- Review the main points.
- Clear the work area except for the finished product.
- Display the product attractively.
- Offer it to the audience for close inspection.

Questions

Ask, "Are there any questions?" When a question is asked, repeat it. You may say, "John asked ..." Or just repeat the question. Then, answer if possible. If you don't know the answer, say so or tell the audience you will try to get the information for them or refer them to sources of information.

When the questions are answered, add a courteous ending. Say something like; "This ends my demonstration. I hope you will find this information useful." Use your own words to say how you feel.

Introduction and title

Plan the introduction and the title last. The introduction gives the reason for this practice or method. Include the subject in the introduction and give reasons for presenting the demonstration. This is a chance to sell the topic to the audience. Making the introduction interesting and catchy helps the audience listen attentively to the rest of the demonstration.

The title should identify the subject and add a "hook" to create interest and curiosity about the subject.

Suggestions and tips

Posters can be a help. Use a poster to emphasize the main points. The poster should be planned after the demonstration is outlined and practiced. Make sure the letters are big enough and clear enough that they can be read from the back of the room.

Practice is important. It can help work out the easiest way to arrange the materials. Do things in order, explain every action, know the subject, have all the equipment needed and give reliable information.

Appearance. Encourage members to wear clothes that are suitable for what they are demonstrating. Being neat and clean is appropriate too! Members who stand tall will be able to make their voice be heard easier.

Voice. A clear, pleasant voice makes it easier for the audience to hear and understand. Speaking slowly and clearly is often hard for 4-H'ers to do. Practice can improve this. Members should try to talk to the audience, not at the table as they work. A way to help members to remember this is to tell them to "keep your chin up so that your voice will carry."

Being at ease. Help members relax and be at ease. Encourage them to smile at the audience before beginning this is one way to set the tone.

For more information see these MU Extension 4-H guides:

LG 783, *Learning by Doing*;

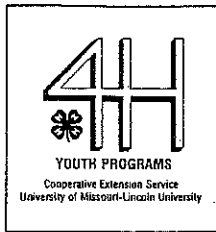
LG 782, *Ages and Stages of Youth Development*;

LG 784, *4-H Project Leader*.



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Demonstration Worksheet

Max Miller, State 4-H Youth Specialist

Jo Turner, State 4-H Youth Specialist

Y745

4-H Demonstrations are a way of showing others what you have learned in your 4-H projects and activities. If you have shown someone how to peel a carrot, take a picture, or groom a dog, you have given a demonstration. In 4-H demonstrations, there are five main parts: Introduction, Steps (or Body), Summary, Questions, and Conclusion. This worksheet is designed to help you write out a plan for your 4-H demonstration. For more information on demonstrations, ask for the guide, *Let's Demonstrate*, Y744, at your County Extension Center. Additional tips for planning and presenting your demonstration are given at the end of this guidesheet.

I. Introduction:

My name is _____ and I am _____ years old. I am a member of the _____ 4-H club. My 4-H projects this year are: _____ . I have been a 4-H member for _____ years. Today, the subject of my demonstration is: _____ . I have selected this topic because _____ . *For this demonstration, I will need the following items: _____ .

(* If you are doing a food demonstration, tell the ingredients needed and quantities. For other kinds of demonstrations, list the supplies, materials, or special tools you will use. You may want to use a poster to list the ingredients or materials needed.)

II. Steps (or body) of demonstration:

Explain what you are doing as you show how to do it.

1. _____
2. _____
3. _____
4. _____

III. Summary:

(Say, "To summarize my demonstration.....") Tell briefly what you have demonstrated. You may want to use another poster that lists the main steps:

1. _____
2. _____
3. _____
4. _____

IV. Questions: (Ask, "Are there any questions?")

V. **Conclusion:** After the questions, say "If there are no more questions, this concludes my demonstration. Thank You."

Demonstration Tips

Be sure to read the guide *Let's Demonstrate*, Y-744.

Introduction: Have all your materials and work area set up before you begin speaking. You may want to start your presentation with an attention-getter before introducing yourself. Some examples are:

For an Arts and Crafts Demonstration - "Are you all tied up in knots? Well, you came to the right place; today I'll show you how to use those knots to create wonderful plant hangers. Hi, my name is..."

For Child Development Demonstrations - "How would you like to sleep with a skunk tonight? I'm _____ and I'm going to show you how to make a cuddly stuffed toy that you can sleep with tonight."

Body of the Demonstration: Be sure to look at your audience while demonstrating. Speak slowly. This helps the audience to understand you and gives you time to think ahead. Be sure to speak loudly enough to be heard in the back of the room. You might ask a friend to sit toward the back and signal if they can't hear.

Sometimes people have nervous habits that show up during the demonstration. These include putting your hands in your pockets, brushing back your hair, or swaying from side to side. Try to be aware of these

actions and eliminate them. It's especially important in food demonstrations that your hair be fastened back out of your face.

Have extra things to say. It's important to avoid long silent spells. For example, if you're giving a demonstration on banana bread, be prepared with extra facts about the nutritional value of bananas, special ways to serve the dish, or safety factors to consider when using an electric mixer. Use your project books, leaders, and other resources to collect facts to share with the audience.

Summary: Use this time to tie everything together and to review the main steps in your demonstration. Don't repeat everything; just cover the big areas. A poster may be helpful.

Questions: Answer any questions the best you can. Don't be embarrassed if you don't know the answer to a question. Simply say, "I don't know, but I'll try to find out the answer for you." Know the sources of information for your demonstration in case someone asks for additional details.

Conclusion: Thank the audience for listening to your demonstration.



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