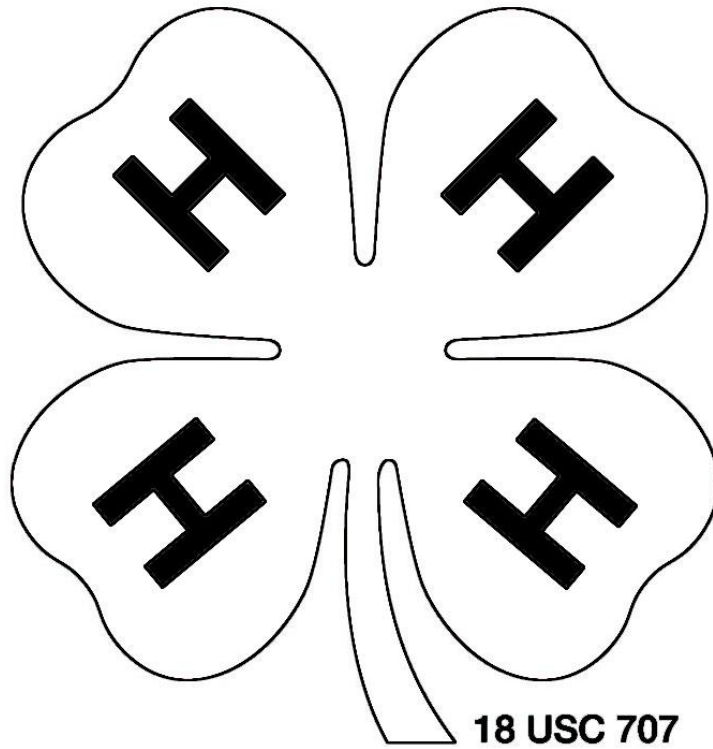


Henry County



4-H Family Handbook

Dear 4-H Families,

Welcome to Henry County 4-H!!

This is your edition of the Henry County 4-H Family Handbook. Your handbook includes information which you will need to actively participate in 4-H. Inside is information about the 4-H program in general, special events, awards and trips.

Please read this handbook carefully to discover the many opportunities open to you through 4-H. We suggest you keep your handbook in a safe place and refer to it when you have questions. Each new 4-H family should receive a Family Handbook. We will update the entire handbook every two to three years as needed. Please feel free to make comments and suggestions so we can improve the handbook with every revision.

Achievement and growth through 4-H depends on the individual, parent cooperation and support, as well as over-all family involvement in 4-H activities. The more participation we have the stronger our 4-H program can be.

As always, you are encouraged to contact the Extension office at 885-5556, stop by, e-mail, or drop us a line. Your questions and suggestions are always welcome. Please feel free to call on us at anytime.

University of Missouri Extension
Henry County Extension Office
100 West Franklin, Rm 16
Clinton, MO 64735
660-885-5556

Dear 4-H Volunteer,

Many things make 4-H successful. As a 4-H volunteer, you are probably the most important ingredient. For that reason, Missouri 4-H is focusing resources for volunteer support and training.

What does it mean to be a recognized 4-H volunteer? There are three minimum criteria.

- **Successfully complete the annual volunteer screening process.** Missouri 4-H has required background screening for 4-H volunteers for more than a decade. This policy helps provide a safe environment for the children and youth who are members and the adults who contribute their time and talents.
- **Successfully enroll or re-enroll** on the Missouri 4-H Online Website at: mo.4honline.com annually.
- **Successfully complete the Missouri 4-H Volunteer orientation.** This is a one-time requirement for all 4-H volunteers. The orientation will provide a common understanding of the 4-H organization, what we stand for, and the science we bring to helping young people grow and thrive. The orientation will answer questions, supply resources, and connect you with other caring adults who serve as 4-H volunteers. To find the training:
 1. Log-in to a family 4HOnline account.
 2. Click Edit/Log-In next to the member to sign up for training.
 3. Click the “Trainings” link at the top of the page under the member name.
 4. Click Sign Up for a Training. ****Note:** If you have previously started a training and need to continue to complete the training, you will need to click Edit/View to see the screen as it is on the right.
 5. Select the Training you would like to take.
 6. Click on the Training name link under “Take the Course”. The course content will open in a pop up screen. Make sure your pop-up blocker is not enabled as this will open in a new window.
 7. Once the course has been completed click “Print Certificate” to print your completion certificate. If you need to get to the certificate at a later point, simply click the Edit/View button (as in the note in step 4).

Adults applying to be a 4-H volunteer need to complete the orientation. Remember, this is a one-time commitment of time.

Another question has been raised concerning whether MU Extension volunteer from other program disciplines or other youth serving organizations must complete orientation training.

Yes, because it is important that our colleagues and partners know our strategies for learning by doing, philosophy of competition and approach to risk management in order to create the youth development environment we call 4-H.

So what happens if individuals do not complete the screening process of the orientation? They will not be volunteers for 4-H Youth Development. These individuals will not be allowed to work with our young people without another recognized volunteer present. They will be encouraged to re-apply to volunteer for 4-H when they have more time to complete the entire process – screening, enrolling online and orientation.

Let us put our creative energies in helping all our volunteers meet the criteria. A 4-H club meeting could be devoted to volunteers going through the orientation. Go to your local library and complete the orientation on-line. Take a friend with you. See if the computer lab at your school or the nearest TCRC is available for a group of volunteers to complete the course. Have a coffee klatch and go through the printed copy of the version as a group. I believe in the creativity of our volunteers when they know the best interest of our youth is at the heart of the matter.

Volunteers both new and experienced overwhelmingly have told us through the evaluation of the orientation that they have enjoyed the experience and have learned a lot. Missouri 4-H volunteers are well-educated and expect opportunities to grow and learn alongside our youth.

4-H Center for Youth Development

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What is 4-H?

4-H is an informal education program for youth. The goal of 4-H is to assist youth in acquiring knowledge, developing skills, and forming attitudes that will enable them to become self-directed, productive members in society. A necessary corollary of the youth development goal is the development of volunteers as individuals and leaders in the 4-H program.

4-H is the youth and volunteer education program of University Extension, University of Missouri and Lincoln University. It is a family-community effort supplementing the mission of the home, church, and school for the development of youth. Programs are community based and locally determined.

4-H uses knowledge as the means to help individuals meet basic developmental needs and acquire essential life skills including positive self-concept, social interaction skills, decision making abilities, practical knowledge and physical competencies.

Under the supervision of an Extension Specialist, 4-H volunteers interact with youth and adults through structured group and individual learning experiences. Professional Extension faculty instruct volunteers in social and behavioral science subject matter, educational methods, and the democratic process to achieve human development objectives.

4-H is publicly supported by county, state and federal governments. Private resources, both human and financial, are used to enrich the learning experiences of youth and adults.

THE 4-H MISSION IN MISSOURI

4-H is... creating environments in which young people are valued contributing members of their community.

4-H Traditions

The 4-H EMBLEM--The 4-H club emblem is a green four-leaf clover with a white "H" on each leaf. Each leaf represents one of the four H's--Head, Heart, Hands and Health.

THE 4-H PLEDGE--I pledge:

my Head to clearer thinking,
my Heart to greater loyalty,
my Hands to larger service,
and my Health to better living,
for my club, my community,
my country and my world.

THE 4-H SLOGAN—"Learn to Do by Doing," is the 4-H member's way of acquiring new skills and learning how to get along with others. New skills come from working with the hands. Ability to get along with others comes from working and playing with a group.

THE 4-H MOTTO—"To Make the Best Better," is the aim of each member in improving project work and in building better clubs and communities.

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

THE 4-H CLUB CREED--The creed expresses the 4-H members' belief that opportunities offered in 4-H work are sound and useful to citizens of a democracy.

I believe in 4-H 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 to be helpful, useful and skillful.

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 effort for their fulfillment.

Missouri 4-H Volunteer Commitment

Youth Protection Policy

CODE OF ETHICS STAFF & VOLUNTEERS ARE EXPECTED TO OBSERVE

Work within the University of Missouri Extension 4-H system

- Seek training for my volunteer role which will help me work more effectively with youth and adults.
- Contact the county youth specialist if my legal status changes.
- Be accountable for my actions to the county 4-H Council [or similar policy-setting body], county University of Missouri Extension Council, Missouri 4-H Youth Development Programs, and University of Missouri Extension. If my personal conduct is deemed by these bodies to violate this agreement or if I fail to meet any of the stated policy statements, I know I may be relieved of my 4-H duties.

Provide a Safe Environment

- Treat all youth and adults equally, without discrimination. This includes providing equal access to participation for all youth and adults, regardless of race, creed, color, sex, national origin or disability.
- Avoid harming youth or adults, whether through sexual harassment, physical force, verbal or mental abuse or neglect.
- Obey the laws of the locality, state and nation. This includes abstaining from alcohol or any illegal substance use while working with, or responsible for youth; neither will I allow youth to do so while under my supervision.
- As an Extension representative, fulfill my obligation as a mandated reporter if I believe there is or has been child abuse or neglect or I take a report of child abuse or neglect. I know I should contact the Missouri Child Abuse/Neglect Hotline at 1-800-392-3738 (TDD 1-800-669-8689), the MU Extension staff person who directly supervises my 4-H volunteer service and, if I believe it is warranted, local law enforcement.

Provide a Supportive Environment

- Treat all youth with respect, caring and acceptance.
- Honor my volunteer commitment. I will live up to my volunteer commitment by working the hours necessary to fulfill my role.
- Keep records, distribute materials and support the 4-H system. I will share 4-H materials to youth and adults. I will keep and submit required records on time. I will help youth and adults with enrollment, active participation and recognition.

Provide an Interactive and Engaging Environment

- Work as a “team player” for the good of all persons. I will work cooperatively with others for the good of all in the program.
- Strive to be a positive role model at all times by consistently demonstrating respect, cooperation, honesty and fair play.
- Use a democratic approach when working with youth, as they are valuable and capable of helping others and their community.

Who Can Belong?

The 4-H program is open to all youth without regard to race, creed, sex or ethnic background. Boys and girls, ages 8-18, enroll as traditional 4-H club members. Youth ages 5-7 enroll as Clover Kids. All ages are based on January 1st of the upcoming year.

How to Join

New members generally sign up in October, as the official 4-H project year begins October 1. However, most clubs will accept new members as late as January 1 since many clubs begin their projects at this time, "Official" membership after January 1 is dependent on the club and project leader's approval. To locate the club nearest you, please refer to the Henry County 4-H Community Leaders list online on the 4-H Website:

<http://extension.missouri.edu/henry/4h.aspx>

Member Obligation

TO SUCCESSFULLY COMPLETE A YEAR IN 4-H:

1. 4-H member will attend at least 4 club meetings.
2. The member will complete at least one project. To complete a project:
 - a) attend project meetings
 - b) achieve the goals set at the beginning of the project.
 - c) get the signature of the project leader on the project record sheet.

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

Those members who successfully complete their 4-H year will qualify for a pin. Pins and other awards are presented at the annual Recognition Banquet.

Each 4-H member is asked to sell two sheets of raffle tickets as part of a county-wide fundraiser. This money goes to scholarships for trips and the 4-H County Council budget.

Parent Obligations

4-H is a family organization. 4-H members need the support and encouragement of the family. Parents and other family members can contribute in many important ways to the 4-H program. They may help the members:

- * Determine project goals
- * Carry out work at home
- * Evaluate project work
- * Participate in events
- * Take them to meetings
- * Obtain the necessary supplies
- * Maintain records
- * Attend meetings
- * Choose to become project leaders
- * Sell donation tickets
- * Provide opportunities for members to demonstrate and practice skills

Parents' 4-H Pledge

I pledge my HEAD to give my child the information I can,
to help him/her see things clearly and to make wise decisions.

I pledge my HEART to encourage and support my child,
no matter whether he/she 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.

Project Selection

Please remember all ages are based on January 1st of the upcoming year.

4-H Club Members ages 8-10 or who are in their first year of 4-H may enroll in up to three* (3) projects.

4-H Club Members 11 and older (and not in their first 4-H year) may enroll in up to six* (6) projects. Projects may be added and dropped until April 1st.

4-H Clover Kids is open to all 5, 6 and 7 year olds, Clover Kids do not sign up for projects.

*Exploring and Leadership Projects are not counted in project limits. You may enroll in Exploring 4-H (for grades 2-4) or Leadership (5 units) as described in the **Clover**, or you may serve as a Junior Leader or Youth Leader as listed below.

Youth Leaders -- A Youth Leader must be at least 14 years old. They assist an adult leader in a project.

4-H Council

The 4-H Council serves as the policy-making body for the County 4-H program. Events and activities important to 4-H are planned and carried out through the Council.

Clubs of 25 members or less have two votes on the Council. Those clubs with 26 or more have three votes. 4-H clubs elect one adult and two members from their club to represent them on the 4-H Council as voting delegates during its business meetings, labels are provided at the meetings. Nominations for County Council will take place during the meeting closest to, but previous to the banquet. Elections of the County Council slate will take place during the banquet. All 4-H members, leaders and parents are encouraged to attend and contribute to these meetings.

Please check The 4-H LINK, the Henry County Newsletter, for the next County Council Meeting.

4-H Link

It is the responsibility of each **4-H member** and **family** to attain current information about deadlines, policies and 4-H activities and events. The monthly newsletter, **4-H LINK**, will help keep you up to date. Club reporters are encouraged to make monthly reports to the newsletter. Contributions and club news must reach the office by the 20th of each month to be considered for publication.

If you are unable to find the information you are seeking in the **Family Handbook** or the **4-H LINK**, call the Extension Office at 885-5556.

County Activities and Awards

4-H Carnival -- This event is held on an evening in late March. This is the only fundraiser planned annually to raise money for the 4-H budget of the current year. With everyone working together we can raise all the money we need in one night. Each club competes for the title of "Supreme Club." The winners are based on the percentage of money raised by the club and the baked goods made by the club for the Carnival, based on their enrollment numbers. The clubs are asked to run two carnival booths, where other 4-H families and the public can come and play games.

Presentation Day -- This is an event that is usually held in June. Many activities will be going on that day for 4-H'ers to participate in. Judging, Demonstrations, and Public Speaking contests will be held on this day. Clover Kids will participate in non-competitive events.

Judging -- we will have a variety of different projects available. 4-H'ers will be given a situation and four items to judge. They will need to place the answers from best to worst. 4-H'ers will receive ribbons at the end of the day. Clover Kids will have special judging classes and show & tell (demonstrations) to earn participation ribbons.

Demonstration -- show and tell us how to do something that you learned in one of your projects, it is as simple as that. If you do a demonstration that fits into International Foods, Pork, Egg, Agri-Missouri or Beef Competitions and are top in the county, you may go on to compete at the Missouri State Fair. Electric, General or Working Demonstrations will be judged at Presentation Day. Winners will continue to the Missouri State Fair and may practice in front of a public audience during the Henry County Fair in July, if they wish.

Public Speaking -- 4-H'ers may give a speech on any topic they choose, regardless of

projects enrolled in. The State Public Speaking Contest is open to all youth. Junior (ages 8-10), Intermediate (ages 11-13) and Senior (ages 14-18) contestants may compete in the following categories:

- ❖ Prepared Speech
- ❖ Extemporaneous Speaking
- ❖ Technology Assisted Speaking
- ❖ Interpretation

This contest is held in Columbia at the University of Missouri Campus on a Saturday in September.

Henry County Fair -- This is the opportunity for 4-H'ers and Clover Kids to exhibit their projects and show their animals. This is usually the middle of July at the Henry County Fairgrounds.

Fashion Revue -- This is for anyone in all of the clothing projects, as well as, crochet and knitting projects. The 4-H'ers will model the garments they have made and answer a few questions about their garment and their project. The top winners in each age division have the opportunity to go on to the state level of competition in September/October in Columbia, Missouri.

Recognition Banquet -- This event is usually held in October to recognize our leaders and outstanding 4-H'ers.

4-H Trips and Camp

(All ages are based as of January 1 of that year and are for 4-H'ers only)

4-H Camp -- A summer activity for members held at an established campground consisting of three days and two nights of camping experience. Swimming, crafts, recreation, workshops and campfires are just a few of the activities. 4-H parents and older members function as camp counselors. Participants pay a fee of approximately \$100, ages 8-12. Applications are due in April and May. Watch The LINK for details.

(More trip information may be found at 4h.missouri.edu)

Teen Conference -- One weekend, usually in late March in Columbia, Missouri. For youth ages 11-13. There will be workshops to attend on peer pressure, college, and careers. Some of the workshops will be done on the University of Missouri campus. The cost is approximately \$180 and this trip fills up fast. Applications are due in December.

State Congress -- A citizenship and leadership learning experience held in Columbia on the University of Missouri campus. Delegates will attend special workshops, participate in State 4-H Council elections and other special programs. Tours of the campus will be given along with dances every night. Participant pays approximately \$225 and ages 14 and over may attend, usually the end of May or first part of June, 4-H'ers may attend as many times as they like.

Citizenship Washington Focus -- This is a top honor for any 4-H member usually in June. Delegates stay at the National 4-H Center while learning about citizenship and leadership. Tours of Washington, D.C. and its historic monuments, etc. are included. The cost for delegates is approximately \$2300, ages 15 and over. **Must submit a Missouri Recognition Form, a Trip Scorecard and be selected to receive a scholarship to represent Henry County.**

Public Speaking Academy – Youth who participate at this exciting invitational event are guided through the basics and finer points of writing and delivering a speech, in a non-competitive setting. The Public Speaking Academy is open to all youth ages 11-13 years of age who are interested in learning more about public speaking. One does not have to be a 4-H member to attend, but academy spaces are limited to a maximum of 20 and will be filled on a "first come" basis. The academy takes place at the Central Methodist University campus, with caring adult chaperones there to help every step of the way. The academy is in late June.

Missouri 4-H Legislative Academy - Legislative Academy is a one of a kind learning opportunity for promising 4-H youth leaders. The goal is to strengthened 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

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 strengthened 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.

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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

National 4-H Congress -- The highest sought after 4-H trip. Delegates are selected via Missouri Recognition Form by being the top in Henry County and also one of the top ones in the State. This trip is currently being held in Atlanta, Georgia, but may travel around the country. The trip will be around the end of November. Must be 14 years or older and have completed the Missouri Recognition Form. The MRF must be judged and selected to continue on in several levels of competition. Eventually, 20 delegates will be selected from Missouri. A small travel fund is available to be divided between Henry County Participants. The cost is approximately \$370.

National 4-H Conference – The National 4-H Conference delegates participate in developing recommendations for the 4-H Youth Development Program. The National 4-H Headquarters then shares the recommendations with the Secretary of Agriculture, National Extension Program Leaders, and others who determine 4-H programs. This event brings together youth, volunteer leaders, and state and county Extension staff from across the United States, the U.S. Territories, and the Canadian Provinces. The University of Missouri 4-H sends three delegates and a chaperone to the National 4-H Conference each year. Because few Missouri 4-H members are chosen to experience this event, it is a great honor to be one of the delegates. The conference is held in early April at the National 4-H Center in Chevy Chase, MD.

Global Education Opportunities

South Korea Exchange:

- Open to youth 12-18 from 1st day of exchange to last day of exchange (You must not be in college.)
- Four week life experience living with a family in South Korea.
- Attend 4-H International Camp for 2-3 days.
- Applications are due by November 1

Finland Exchange:

- Open to youth ages 15-18
- (must be 16 by date of travel; no older than 18 during exchange period, not in college)
- Four week experience living with a host family
- Nordic Camp experience
- Applications are due by November 1

Japan Exchange:

- 8 week Nihongo Program: For the First 4 weeks, stay with a host family in the Tokyo area, while attending an intensive Japanese language program. After 4 weeks of the language program, you will move to a second host family for regular 4-week homestay (see below).
- 4 week Home stay Program: Live with a host family for the month and experience daily life. You will be placed with a host sibling of the same gender with similar age. A group camp is offered through Labo and Ultrek.
- Applications are due by November 1

Costa Rica Exchange:

- Open to youth ages 15-18
- (must be 15 by date of travel; no older than 18 during exchange period, not in college)
- Four week home stay
- Applications are due by November 1

4-H Host Families:

One of the most exciting opportunities of Global Education programs is hosting the young adults who come to this country every year from all over the world. Most 4-H families find the experience both fun and educational. It also gives 4-H greater visibility in the community. Opportunities are available for sharing life with a Japanese exchange, and ambassador, an IFYE Representative, or a professional staff member from another country. Urban as well as rural families are invited to host. Host family visits usually last three to four weeks. Applications are made through the 4-H Youth Specialist. Inbound IFYE's visit in Missouri during the months of June through December while Japanese participants visit in July and August.

FLEX high school host family:

- Serve as a host family for students from Eurasia countries such as Ukraine, Russia, Georgia, Azerbaijan, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan,

Turkmenistan and Uzbekistan who will be enrolled as a junior or senior in the local high school

- Student will arrive in August with departure in May
- Applications are due by Dec. 1

Japanese high school host family:

- Serve as a host family for a Japanese student who will be enrolled at a local high school usually as a junior or senior
- Student will arrive in August with departure in June
- Applications are due by Dec. 1

Japanese short-term host family:

- Opportunity to serve as a host family for a youth from Japan for four-weeks
- Youth will be with the host family from mid-July to mid-August
- Opportunity to serve as host for two weeks for the adult chaperone who accompanies the youth delegates
- Applications are due by March 1

Special County Recognition

Outstanding 4-H Family

Eligibility: Any 4-H Family who has been active through the 4-H year and has made numerous contributions to the 4-H program.

Completion of Letter of Recommendation by someone other than the nominee is due in September. Form is in the back of the Family Handbook.

Friend of 4-H

Any adult or business with significant contributions to the 4-H program.

Recommendation form naming the contribution significant to 4-H is in the back of the Family Handbook. Due in September.

Outstanding 4-H Family

Application Form

The Outstanding 4-H Family Award most often goes to a family who has been involved in 4-H for some time. 4-H is a family program. Each club has deserving 4-H families. This award is an excellent way to commend the family and give them a well deserved pat on the back.

ELIGIBILITY REQUIREMENTS

1. Be involved with a Henry County 4-H Club.
2. Be involved during the current 4-H year.
3. Have at least one child enrolled in 4-H.

NAME OF FAMILY _____

NAME OF 4-H MEMBERS _____

ADDRESS _____

PHONE _____ 4-H CLUB _____

In 200 words or less, state why you feel this family deserves this recognition (offices held, leaders of club, volunteer work, do they attend 4-H functions, contribution to 4-H on club and county level, etc.) Use additional paper if necessary.

Friend of 4-H Award

APPLICATION FORM

The Friend of 4-H Award is given to a person, organization or business that has supported or promoted Henry County 4-H. Use additional paper if necessary.

This is an excellent way to say "Thank You" to our community.

I nominate _____ for the "Friend of 4-H Award." The significant contribution(s) made to 4-H by this nominee is:
