



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 is a large youth organization with many abbreviations and a sometimes complicated organizational structure. 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 the 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.

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 31st of the current school year (we call this 4-H age). Your club leader will ask you to enroll 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 31st of the program year.) Clover Kids may enroll in certain projects geared for them. 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 (1st, 2nd, 3rd, 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 31st 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.

4-H Project Groups, Short term Clubs and SPIN Clubs – For Youth 8-18 on on December 31st of the program year. Youth join a group that usually focuses on one project or learning subject. The group usually meets for a set period or only during the school year.

ENROLLMENT

The 4-H project year is from October 1 through September 30. Current members typically re-enroll in the fall. Membership is open year round.

Your club leader will have information about the on-line enrollment system for you, or contact the University of Missouri Extension Office for information. The enrollment website is: <https://v2.4honline.com/#/user/sign-in>

Forms are available from club leaders and should be turned into them. Forms are also available on line: <http://extension.missouri.edu/jefferson/4h.aspx>

COST TO JOIN 4-H

In Jefferson County, the cost to join 4-H is \$30.00 per year. This includes \$20.00 state dues, and \$10.00 County Dues. The state dues includes the fee for accident insurance for all members of 4-H including those in horsemanship. 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 several insurance companies pay for 4-H Membership for its members, a current list of companies is usually found with the enrollment information. 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.

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 PROJECTS

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/SPIN Clubs – some groups work on just one area of projects (such as beef, shooting sports, horses, or dogs). These groups may or may not be on-going, 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.

A good guideline is that first-year members sign up for a maximum of three projects, and older youth take up to 6 projects. The on-line system allows up to 15 projects. Plan which projects you want to take when you enroll, or re-enroll following years.

VOLUNTEERS

It takes a lot of adult volunteers to make the 4-H program work. We hope that you will consider volunteering to help your club. All 4-H volunteers: register to be a volunteer in 4HOnline, go through the required 4-H Volunteer Orientation (usually 3 hours or less) and have their Volunteer application approved. The application includes being screened for criminal background, and child 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, in case 4-H Volunteers are injured while working for 4-H.

Forms and Info here: <http://4h.missouri.edu/foundation/getinvolved/volunteer/index.htm#how>

Activity/Resource/Parent Volunteer: These volunteers 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 have a 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. Books can be reviewed and copied at the Extension office, or purchased (usually less than \$6 per book) 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.



JEFFERSON COUNTY EVENTS AND TRIPS

4-H Energizer 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 are invited to support this annual fun and educational agriculture event. 4-H Clubs are usually asked to make a basket of goods to be auctioned for our mail fundraiser of the year. 4-H Members usually help pass out attendance prizes, answer questions about 4-H for the public and have a lot of fun together.

Achievement Day / Speech Clinic (Spring/Summer)

This event provides members to participate in the county speech contest. 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. Winners are invited to present at the Missouri State Fair in August.

Public Speaking Contest includes prepared speech, drama, technology assisted speech and video contest. 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 include: Clothes You Buy; Clothes You Make; Knitted Garments; and Crocheted Garments. Winners can compete at the state Fashion Review contest in September.

4-H Camp (June) Open to 4-Hers 8 to 13 years old (as of Dec 31 during the program year). It is held at a regional location. Counselors (4-H members youth leaders) are trained to conduct camp activities with volunteer and staff supervision. There are opportunities for recreation, education, crafts and swimming.

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 in partnership with the Jefferson County Cattlemen, usually including chickens, swine, goats, rabbits, and steers. See the 4-H Fair book for more information.

Awards Banquet (Fall)

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 end of the year forms. 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 / Parliamentary Procedure. This allows meetings to run smoothly and most of the time without problems. Some groups also make decisions by consensus and vote.
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

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

Afterschool 4-H Club – an organized group of 4-H members that meet after the school day is over. Volunteers and/or school staff lead 4-H project activities. Membership is limited to youth attending the school.

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 Leaders –adult 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 October 1 to September 30.

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 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 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 magazine 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.



4HOnline – the on-line enrollment system that Missouri 4-H uses.

International 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 – youth are the judges in this 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.

SHOP 4-H – a website and catalog where members and volunteers can order 4-H educational books, 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.

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 Leader (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.

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

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.

SPIN Club – Short term, special interest program where youth meet for a set number of meetings over time.

State 4-H Contests – some 4-H projects have state competitions. See the Clover magazine.

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,

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 a Background Screening on line when Enrolling in 4HOnline as a volunteer and complete the volunteer orientation.

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 who provides support or leadership for an activity or project in the 4-H program.

