



# Welcome to Monroe County 4-H!

Thank you for your interest in the Monroe County 4-H Program. This packet is full of valuable information that will help in making your years in 4-H a bit easier. 4-H can be a complicated youth organization with many acronyms and a sometimes confusing chain of command. We hope that all of your questions are answered with this packet, or it will help you to find the information you need.

## WHAT IS 4-H?

4-H is the largest youth-serving organization in the world. 4-H welcomes youth ages 5-18 who are interested in learning more about themselves, their community, and their hobbies or interests. 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 Green and White. The white symbolizes purity and the green represents live, springtime and youth.

## 4-H MOTTO

To make the best better

## 4-H SLOGAN

Learning by doing

## 4-H MISSION STATEMENT

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

## WAYS TO PARTICIPATE

4-H is open to anyone between the ages of 5-18 as of December 31<sup>st</sup> of the current school year (we call this 4-H age).

**Clovers Kids** - This project introduces 4-H to 5 to 7 year olds. (Children must be 5 on December 31<sup>st</sup> of the program year.) Clover Kids may enroll in Project CK481, CK482, or CK483 only. Clover Kids do not participate in any competitive events, contests, or shows. Clover Kids may participate in all activities, such as Events Days or the county fair just like older 4-H members; however, they are not judged (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, blue, red, white, etc.). Instead 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. See page 12 of the 4-H Clover for a more information on the 4-H Clover Kids small animal policy.

**4-H Club Membership** - For youth ages 8 to 18 on December 31<sup>st</sup> of the program year. Youth participate in organized 4-H clubs and enroll in projects. All members are expected to participate in the club of their choice. Clubs are led by youth officer's and club leaders. All members will have the opportunity to plan club programs that include health, recreation and community service.

## ENROLLMENT

The 4-H project year is from October 1 through September 30. Current members are asked to re-enroll before January 1. Enrollment is open year round. There may be a deadline for adding new projects for the current 4-H year.

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://mo.4honline.com/>

## COST TO JOIN 4-H

The cost to join 4-H is \$20.00 per year. Some clubs and projects may have an additional cost. Depending on the club you choose, there may be additional dues. The \$20 goes to the state 4-H program to provide insurance for all members and volunteers and program resources.

## PARTICIPATING IN 4-H

Participation in 4-H is voluntary, but for youth to be eligible to participate in county events such as the county fair or in any state events must be in good standing with their club. For most clubs, good standing means that a member has participated in at least half of the club meetings and events/community service activities.

## 4-H is a Family Organization

The 4-H member needs the support and encouragement of the family. Parents and other family members can contribute in many ways to the 4-H program. They may help members:

- Determine project goals
- Obtain necessary project supplies
- Carry out work at home
- Maintain records
- Evaluate project work
- Attend meetings
- Participate in events
- Choose to become project leaders: Many 4-H volunteers are parents or guardians of 4-H members, but parents are not required to serve as a 4-H volunteer.

## **Club Meetings**

Each club holds a business meeting in which the members discuss business. Club meetings provide members opportunities to meet people in their club and decided important issues about recreation, fundraising, community service, and other activities. As they become older, these meetings allow youth to broaden their leadership skills by becoming an officer or committee chair. Youth (ages 8-18) may vote at 4-H Club meetings, parents and volunteers may give advice and suggestions, but youth make the decision themselves.

Club meetings also usually include fun or educational activity after the business and some clubs have snacks. Besides for business meeting, clubs will also carry out community service projects, recreation activities, and may also do fundraising.

## **Club Officers**

Members (8-18 years old) will serve as club officers. Holding this position in the club provides youth with the opportunity to learn more about leadership roles. They are usually elected in the fall and serve for a one-year term. Officer training will be held annual for all youth currently holding an office and for those that are interested in learning more about an office. Usually clubs elect a President, Vice-President, Secretary, Treasurer, Reporter, Historian (keeps a scrapbook of member activities for the year), and Song and Game Leaders.

## **4-H Projects**

A 4-H “project” is a set of learning experiences in one area, such as foods, woodworking, or robotics. Whatever projects the club members chooses they are sure to have fun learning with people interested in the same thing as they are. Check out “The Clover” magazine for project choices. Also on-line: <http://4h.missouri.edu/clover.aspx>

Youth are given the opportunity to sign up for projects when you enroll online. Members can add and delete projects until the spring. However, members are encouraged to finalize their choices in the winter so that project work can begin. Project meetings are usually held at another time and place than club meetings. 4-H projects are educational, practical and enable youth to learn facts and skills useful in everyday life; learn how to communicate, work and play with others; learn more about educational and career opportunities; learn to be a leader and make new friends; to name a few.

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- youth from a club work with a volunteer from the club on a project.
- County-wide projects –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, shooting sports and dogs.
- 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.

First-year and second-year members may sign-up for a maximum of three projects. A suggested guideline is that members past their second year of 4-H enroll in no more than 6 projects.

After you have selected your projects for the 4-H year, you are encouraged to work with your project to begin the Project Record Form. The Project Record Form will help you outline your goals for the year and help you track your accomplishments throughout the year.

Form is available on our county 4-H website: <http://extension.missouri.edu/monroe/4Hevents.aspx>

**Awards** - At the end of the program year all youth are encouraged to complete the Monroe County Member Achievement Summary” form to be eligible for personally and project based awards. The 4-H Project Record form is also a useful tool to record project activities. All of the forms are available on our county 4-H website year round: <http://extension.missouri.edu/monroe/4hevents.aspx>

## **4-H NEWS AND INFORMATION**

The primary form of communication is the monthly Monroe County 4-H Newsletter. All enrolled families will receive a copy in the mail. The newsletter is also posted on our website for additional access. Additional letters and postcards will be sent as needed to share information about events. We also use e-mail frequently, Facebook, and our website to help keep families stay informed. It is the responsibility of each 4-H member and family to keep current on 4-H activities, events and deadlines. If your mailing or e-mail address change, please update your families profile in 4-H Online.

## **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 must complete a one-time only 4-H Volunteer Orientation and complete an annual background screening. There will be opportunities to provide the volunteer orientation in a face-to-face training or through an online module. Additional training opportunities may be provided throughout the year.

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

Additional information on becoming a volunteer is available here:

<http://4h.missouri.edu/foundation/getinvolved/volunteer/>

### **Types of Volunteers**

**Activity/Resource/Parent Volunteer:** Volunteers that 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. Project leaders do not need to be an expert in the area of the project, but they do 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 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.

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

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

## **MONROE COUNTY 4-H COUNCIL**

The 4-H Council serves as the policy-making body for the county 4-H program. County events and activities are planned and conducted through the council. It is the responsibility of the club’s council representatives to report to the club on issues before the council. Each club is represented by their club leader, or a designated representative.

## **MONROE COUNTY COMPLETION REQUIREMENTS**

Members may join at any time, but only those that are enrolled by January 1 of the program year and are in good standing may participate in the Monroe County Fair.

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 complete 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 which must be shown at the club or county level, exhibiting a project or project animal at a show or fair, or presenting a speech, report or demonstration in a group setting such as a club.

If a member realizes that they cannot meet the minimum requirement due to college, family situation, employment or other factors, the club leader may agree to work out a completion contract with the youth. Activities must be planned in advance between the member and leader with a copy of the contract placed on file at the extension office preferably by the end of January. Do not wait until the last moment to do this.

### **All members will be required to submit a completed project record form by September 14 to the Extension Office in order to be in good standing the following 4-H year.**

- Failure to submit a completed project record at the end of the 4-H program year will cause the member to not be in good standing the following 4-H year.
- This means that the member will not be eligible to participate in county, regional, or state contests, and will not be eligible to sell at the county fair.
- A member only needs to submit one project record form, regardless of the number of projects they are enrolled in.

### **Member Year Pin (Must do all 3)**

1. Must attend one-half of the club meetings. Some Clubs have stricter requirements, those requirements supersede this rule.
2. Complete at least one project, complete six hours of instruction.
3. Submit one (1) completed Project Record form, complete with appropriate signatures, to the Extension Office by September 14.

### **Adult Project Leader and Teen Leader Certificate**

- Must have provided six hours of instruction.
- Complete Project Leader Record, fill out, **sign** and turn in to Club Secretary or Extension Office by due date. Project Leader Records are the only way the office knows who really led a project! We have to have a paper trail in order to recognize leaders of their volunteerism.

### **Clover Kids Pin**

Attend half of club meetings.

## MONROE COUNTY 4-H AWARD APPLICATION PROCESS

For Members to receive project medals and be considered for county awards the following steps must be completed.

Please read the following information carefully!

To receive a medal for your project(s) and be considered for the outstanding awards you must have:

- a. Completed a local speech, PowerPoint or demonstration
- b. Completed a county speech, PowerPoint or demonstration
  - a. Table Settings and Personal Development completed at Achievement Day are extra activities; they **do not** count toward a speech or demonstration done.
- c. Project books must include the following
  - a. Have a folder or binder with your project records filled out for each project you are in.
  - b. The cover of your folder/binder must include the following:
    - i. Your Name
    - ii. Your Club Name
    - iii. Year
    - iv. Your number of years in 4-H
    - v. 4-H age
    - vi. Your name down the spine
    - vii. Optional: Can include up to two pictures
    - viii. Optional: Can be decorated how the 4-H member would like
  - c. Introduction sheet (available on the county 4-H website or at the office)
  - d. Community Service Log (available on the county 4-H website or at the office)
  - e. Complete a project record form (keep to two pages) for each finished project
  - f. Each project needs its own project record form –Monroe County modified project record forms. (available on the county 4-H website or at the office)
    - i. Shooting sports and ham curing each have their own form, which must be used.
    - ii. **These project forms must be signed by the 4-H member, the parent and the club leader.**
  - g. Include a story for each project record completed.
    - i. At least one paragraph but no longer than one page.
    - ii. No smaller than 12 font.
  - h. Include 1-3 pages of photos for each project
    - i. Each page of photos needs to be pleasing to the eye.
    - ii. Each picture may include a simple border around the picture.
    - iii. Each picture or group of pictures should have captions.
    - iv. No scrapbooking embellishments allowed on these pages.
  - i. Optional: Three additional pages of photos of other 4-H activities participated in such as table setting personal development, special club activities, camp, etc. may be included at the end of your book.

**4-H members 14 and over 4-H members must fill out a Missouri Recognition form and complete the project record book as described above.** Forms are available through the county 4-H website or on the Missouri 4-H website.

Forms must receive a blue ribbon to be eligible for outstanding awards.

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.

Missouri Project Records, stories and pictures are to be in a 3 Ring Binder when turned in to the Extension Office.

All of the above forms will need to be signed by the member, parent, and club leader as each form indicates and are due in the extension office no later than the **third Monday of September at 4:30 pm.** Forms are available on the county 4-H website or at the extension office. <http://extension.missouri.edu>

## COUNTY CONTACT INFORMATION

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University of Missouri Extension provides many programs and resources; the 4-H program is just one of those programs. If you have 4-H questions or problems please do not hesitate to call this office. The office is open 8:30a.m.-4:30p.m. Monday-Friday. If we do not have an answer, we will find one for you. Please stop by or call the Extension Office at anytime to ask questions or gain new information.

### 4-H Information and Resources

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

- Missouri 4-H web page: <http://4h.missouri.edu>
- National 4-H web page: [www.4-h-usa.org](http://www.4-h-usa.org)
- National 4-H Council web page: [www.fourhcouncil.edu](http://www.fourhcouncil.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, 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. Stay informed by participating in club meetings and reading the county newsletters. Email is used frequently, make sure the email address is up to date with the extension office and you check your inbox regularly.
3. 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.
4. Each 4-H member should plan to give a demonstration, illustrated talk, or speech at some time during the 4-H year. This experience will allow members the chance to grasp skills such as public speaking, organization, preparation, etc.
5. 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.
6. 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.
7. To complete your end of the year ask your club leader for a member achievement summary form. This form will assist you in capturing your experiences and will also be used for awards.
8. 4-H business meetings usually follow Robert's Rules of Order. This allows meetings to run smoothly and most of the time without problems. As an adult, these skills will become useful as many organizations and business use the same procedures.
9. In July you are encouraged to participate in the County Fair. You are encouraged to take at least one building project that tells about or shows what you have learned throughout the year. Start planning at your first project meeting items you might make and take to the fair.
10. Be sure and ask questions, we are excited about your interest in 4-H and want you to have a rewarding and successful experience.
11. Have fun!



## 4-H Terms

**4-H Clover** – yearly 4-H publication that outlines information about 4-H, projects, activities, state contests and events, and exhibit requirements. A catalog of 4-H projects and activities.

**4-H Council** – the purpose of the 4-H Council is to establish policies, coordinate activities, plan, and promote county 4-H programs.

**4-H Member** – a youth who has enrolled in a 4-H learning experience between the ages of 5-18 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. <https://mo.4honline.com>

**Achievement Day** – is a day of events that allow youth to demonstrate skills and enhance learning. Typical activities held during events day include demonstrations, public speaking, table setting, collections, judging classes, and personal interview skills.

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

**Agenda** – a plan for local 4-H group meetings. An agenda, planned ahead of the meeting, allows officers to prepare for their respective roles at the meeting.

**Camp** – a personal development and life skills building experience for youth and adults. There are two types of camps: 1.) residential camps are overnight and provide lodging 2.) day camps focus on a specialty area and are not overnight.

**Clover Kids** – is a non-competitive program for members 5-7 years of age. Clover Kids participate in various county activities for participation ribbons only.

**Club Leader(s)** – an adult volunteer or group of volunteers who are responsible for the general operation and coordination of the club.

**Club Meeting** – monthly meeting for 4-H members and typically contain three parts, business meeting, program and recreation.

**Club Year** – a club year is from October 1 to September 30.

**Community 4-H Club** – a 4-H group organized with officers and a planned program that meets over several months of the year in a local community they may meet at a school, church, someone's house or anywhere in the community.

**Community Groups and Organizations** – other community groups, agencies, and organizations that may work closely with the 4-H youth program on special programs, projects, or activities. Among groups assisting the 4-H program are United Way, local businesses, and other special funding groups.

**Community Service Project** – a 4-H activity where 4-H members make a contribution to the local community through various projects. Groups choose a project based on a local community need.

**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). The 4-H youth programs promote life skill development through experiential learning.

**Illustrated Talk** – a presentation supported by charts, pictures, or models; tells the audience about an idea or how to do something.

**Exchange Programs** – a variety of international programs available through 4-H. Exchange programs allow travel to Japan, Europe and South America. The program provides individuals or groups with cross-cultural experience and international understanding. Those visiting in a country stay with host families, usually families involved in 4-H. Individuals and families may also host youth from foreign countries who visit here.

**Fair board** – the fair board plans and manages the annual county fair. All youth and volunteers are invited to participate in fair board meetings. Each 4-H club has 1 designated voting member. FFA advisors also participate and have voting positions on the fair board.

**Judging** – a formal process for helping 4-Hers learn to recognize quality, develop skills in decision making, and express orally the decisions they made and reasons behind them. Judging may involve contests such as livestock, horses, meats, poultry, or other items.

**Junior Leaders** – a group for youth 12-18 years old. All teens are welcome to participate in Junior Leaders. Meetings typically are held monthly. Teens plan social activities, provide Clover Kids Day Camp, and community service projects.

**Member Achievement Summary Form** – a form where 4-H members summarize project experiences and what they have learned through their project and other 4-H experiences.

**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 on the county level to be presented at the State Fair. The demonstrations allow 4-H members to perform in front of the State Fair visitor audiences.

**National 4-H Center** – located in Chevy Chase, MD, the center hosts many national 4-H events and activities.

**National 4-H Supply (4-H Mall)**– a supply house where members and volunteers can order 4-H clothing, materials, gifts and supplies. <http://www.4-hmall.org/>

**National 4-H Week** – the first full week in October. Counties and clubs use this week to promote 4-H in their schools and community.

**4-H Newsletter** – a monthly 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** – training for officers of 4-H groups to learn about being an officer and the duties of the respective offices participants will be holding for the year.

**Organizational Leader** – see Club Leader

**Project** – (1) a series of learning experiences where members learn skills and subject matter in a given area. A variety of topics are offered. Members share in setting goals, making decisions, learning, and evaluating through projects. Though this is like a class, we do informal teaching where members get to learn by doing in a hands-on way. (2) At times a project is an item that someone has made in their “project”. For example in the Crafts project, someone might make a bowl as a project.

**Project Leader** – the 4-H volunteer who teach skills and subject matter in a given project area.

**Project Meeting** – a meeting of a small group of 4-H members focusing on a specific project area that is based on information youth need to complete their project work.

**Project Records** – forms for members to start at the beginning of their project to identify goals and what they want to learn and then to be completed at the end of their project work.

**Public Speaking** – a talk prepared by a 4-H member and given to an audience on a selected topic.

**School Enrichment** – groups of youth receive a series of learning experiences during school hours planned in cooperation with school officials and supported by Extension faculty and staff or trained volunteers including teachers.

**Show Me Quality Assurance Program (SMQA)** – is an educational program for youth in livestock projects, with the purpose to increase knowledge and awareness of food quality issues related to animal production. 4-H members exhibiting production animals at the Missouri State Fair are required to attend this training.

**State 4-H Contests** – some 4-H projects have state competitions. Refer to your Clover magazine for more information.

**State 4-H Council** – is made up of three regional representatives 14 & over from each of the eight regions. Council members help plan and carry out State 4-H Congress and Teen Conference. They represent Missouri 4-H at national, regional and state events donating volunteer hours at the Missouri State Fair, state contest days and other 4-H events.

**State 4-H Events** – events that provide youth the opportunity to meet new people, learn new things and enhance skill development. Refer to your Clover magazine for more information,

**Youth Development Specialist** – title of the 4-H Staff person that manages the 4-H program in each county. 4-H Specialists have a master's degree in youth development, education, or something similar. Each county has a youth specialist, though the youth specialist may not be based out of your county.

**Youth Program Assistant/Associate (YPA)** – title of the 4-H staff person that provides additional local support to the 4-H program. These staff members may or may not be full time. There is not a YPA in every county.

**Youth Leader** – a teenage 4-H member that has previous 4-H experience who provides support or leadership for an activity or project in the 4-H program.

**Volunteer Orientation** – a one-time required orientation program for adults who wish to become a volunteer in the Missouri 4-H program.

**Volunteer Screening** – Volunteers are required to complete the *LG639 Annual Background Screening Consent Form* annual if they wish to be a 4-H volunteer and work directly with youth.