

VERNON

COUNTY

4-H

FAMILY HANDBOOK



UNIVERSITY OF MISSOURI
 **Extension**
EQUAL OPPORTUNITY/ADA INSTITUTIONS



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VERNON COUNTY 4-H FAMILY HANDBOOK

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Dear Vernon County 4-H Family,

WELCOME TO 4-H! 4-H is an exciting program for youth that involves the whole family.

4-H offers the youth of Vernon County and of America an opportunity to learn life skills such as goal setting & decision making. 4-H challenges each young person to set high goals and to work hard to reach them. It also reminds youth to appreciate the freedoms our great country has to offer and to use their citizenship and leadership skills to improve their club, community, country and world. Through 4-H, the youth of America can build the foundations of a great America.

This County Handbook has been prepared to help each 4-H family become better acquainted with the 4-H program in Vernon County and beyond. There are many opportunities for youth and adults to grow and work together. Due to the vastness of the 4-H program, there may be areas this publication does not cover. Also, changes are made as the program grows and changes, so you may need to update your handbook periodically.

The University of Missouri Extension Youth Staff is looking forward to working with each of you to reach a common goal - that of preparing today's youth to be happy, resourceful, and responsible citizens of tomorrow. We welcome the opportunity to discuss any of the 4-H activities and how our program may be educational to youth. Working together, we can make Vernon County 4-H programs a great asset for our young people.

If online access is not readily available to you or your family, contact the Vernon County Extension office for alternatives.



THIS IS 4-H

4-H COLORS

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

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.

4-H MOTTO

"To make the best better" is the 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 participating with the group.

4-H SLOGAN

"Learn to do by doing" is the 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 participating with the group.

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.

4-H CREED

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

I believe in 4-H club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD of the power it will give me to think, to plan and to reason.

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

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

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

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

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

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 IS OPEN TO ALL 4-H is the youth development program of University of Missouri Extension, a partnership with Lincoln University, the U.S. Department of Agriculture/Cooperative State Research, Education and Extension Service and local governments. 4-H and University of Missouri Extension programs are open to all persons. The 4-H name and emblem (clover) are protected by law. Individuals, clubs and groups who wish to use the 4-H name or emblem must follow the usage policies established by the U.S. Congress and the U.S. Department of Agriculture/ Cooperative State Research, Education and Extension Service. <http://www.4-h.org>

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 Packet."

For club reports and other information to be included in the newsletter, please hand-deliver, mail, or e-mail them to the Extension Center by the 15th of each month. It is best if messages are in writing so that they do not get misinterpreted, lost, or misplaced.

The newsletter is available to you in your preference of print or e-mail and is also accessible via the Extension website at <http://extension.missouri.edu/vernon>

Face book can also be used for news and updates through "Vernon County Missouri 4-H".

MISSOURI STATE 4-H 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 Vernon 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, bullying, harassment, threats of violence either verbal or non-verbal 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.

CONSTITUTION OF VERNON COUNTY 4-H COUNCIL

ARTICLE I

This organization shall be known as the Vernon County 4-H Council.

ARTICLE II

The purpose of this organization shall be:

1. Evaluate county needs and plan appropriate programs
2. Coordinate 4-H activities in the county
3. Establish county 4-H policies as needed
4. Aid Extension personnel in providing information and training programs
5. To prepare an annual budget and develop a plan for raising funds in support of the budget.

ARTICLE III

Voting membership shall consist of the following:

1. Consist of four individuals, two adults and two youth, from each club.
2. Ex-officio members shall consist of University Extension Youth Staff
3. Club representatives will sign in at each meeting.
4. Club member's elected as 4-H Council President, their club of membership shall elect a new council representative to fill that voting position. President's only have voting power in the event of breaking a voting tie.

ARTICLE IV

OFFICERS AND TERMS OF OFFICE

1. The officers of this council shall be: President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Reporter, Recreation Leaders, Public Relations Officer and/or any other office deemed necessary by the Council.
2. All officers shall be elected for a one year term and shall take office on October 1st of each year.
3. An officer may serve up to two consecutive terms in an office.
4. Up to three adult advisors may be selected to serve with the council officers and aid them in performing their duties. One adult will be appointed each year by the University Extension Youth Specialist and each adult will serve three years so that there will be an experienced advisor on the council at all times. Term of service will begin with the October full Council meeting of each year.
5. Vacancies occurring on the council shall be filled by appointment of the 4-H Council. If a council officer misses two executive committee or regular council meetings, that officer may be dropped from the council and the office shall be filled by appointment.
6. Council nominees should be 4-H members in good standing ages 14 and up.

BY-LAWS OF VERNON COUNTY 4-H COUNCIL

1. The duties of the president are:
 - a. preside at all meetings.
 - b. have a written agenda for each meeting.
 - c. conduct all meetings according to parliamentary procedure. The president may vote only in case of a tie.
 - d. appoint committees and check to see if they are doing their jobs as needed.
 - e. know the responsibilities of the officers and help where needed.
 - f. make any necessary preliminary arrangements for meetings.
 - g. begin and close meetings on time and leave the meeting room neat and clean.
 - h. arrange for the vice president to preside in case of an absence.
 - i. serve as chairman of the Recognition Night program.

2. The duties of the vice president are:
 - a. preside in the absence of the president.
 - b. be completely familiar with the duties and responsibilities of the president.
 - c. assume any duties assigned by the president.
 - d. serve as chairman of the program committee.
 - e. serve as co-chairman of the Recognition committee.
 - f. provide leadership for county community service projects.
 - g. serve as County Youth Liaison to the State 4-H Council.

3. The duties of the secretary are:
 - a. keep accurate minutes of each 4-H Council meeting and Executive committee meeting.
 - b. call roll at each meeting and record response.
 - c. provide the county Extension Office with a copy of any and all minutes within 10 days of the meeting.
 - d. take care of 4-H Council correspondence.
 - e. chairman of the County Achievement Day committee.

4. The duties of the assistant secretary are:
 - a. to fill in if the secretary is absent.
 - b. be familiar with the duties and resp. of the secretary.
 - c. assist the secretary on the Achievement Day Committee.
 - d. assume the duties of the secretary the following year.

5. The duties of the treasurer are:
 - a. keep an accurate account of all money and property of the 4-H Council.
 - b. report at each Council meeting on the financial transactions and standing of the Council.
 - c. ensure that six signatures will be on the 4-H Council account, that of the president, vice-president, secretary, treasurer, and two 4-H advisors. Two signatures of unrelated persons are required on a check.

- d. have all accounts and records audited annually by a committee named by the Council prior to October 1st. The committee may select such professional assistance as they deem necessary and shall report to the council upon completion of the audit.
 - e. ensure that the chairman of the Finance Committee prepares and presents a budget for the upcoming year at the October Council meeting.
 - f. serve on the Chicken BBQ committee.
6. The duties of the assistant treasurer include:
 - a. filling in if the treasurer is absent.
 - b. assist chairman with the chicken BBQ.
 - c. assume the duties of treasurer the following year.
 - d. serve on the Finance Committee.
 7. The duties of the reporter/s are:
 - a. submit a news release announcing Council meetings and/or Council Executive committee meetings.
 - b. submit a news release on the business conducted at general council meetings to all area news media (radio, newspaper) within 5 days after the meeting.
 - c. serve as chairman of the National 4-H Week promotion, National Volunteer Week activities and all other 4-H promotion activities.
 8. The duties of the recreation leader(s) are:
 - a. plan and present songs and games at each meeting of the 4-H Council.
 - b. plan and present songs and games upon request at other county events.
 - c. chair a committee to plan and supervise such recreational events as the Mini-Camp, Share the Fun Night, Lock-In and Youth Fair recreational activities.
 9. The 4-H Council shall hold five meetings each year. The meetings shall be held on the fourth Monday of the months in January, April, June, August and October at the Home Economics building at the Vernon County Youth Fairgrounds at 7:00 p.m. unless otherwise announced. These meetings are open to any member of 4-H or their family. Each club should have two adults and two members at each meeting.
 10. Special meetings of the council may be called by the president. The president will call a special meeting at the written request of any three representatives of three different 4-H clubs. Written notice of the council meeting must be sent to each club at least five days before the meeting.
 11. The council may transact any and all business brought before it at regular or special meetings, whether or not written notice specified the nature of the business to be transacted.

12. The Executive committee shall consist of the president, vice-president, secretary, assistant secretary, treasurer, assistant treasurer, recreation leaders, reporters and the three adult advisors. The Executive Committee will meet at 6:30 before the regularly scheduled council meeting, and will meet on the fourth Monday of the months of November, March and September at the Home Economics Building unless otherwise scheduled. Any special business may be brought before the Executive Committee at this time. A special meeting of the Executive Committee may be called by any two members of the Executive Committee or the president, at any time with at least 24 hours notice.
13. In order to be nominated for county council office, a 4-H member must meet the following requirements:
 - a. must be a member in good standing.
 - b. must have submitted a letter of recommendation from Club or Project Leader.
 - c. be 14 years of age or older by December 31st of the program year.
14. The executive committee shall, in the interim between meetings of the entire council, exercise all the powers of the body, in accordance with general policy of the council and its members.
15. Following Parliamentary Procedure, nominations for county 4-H Council Officers will be conducted by "Nominations from the Floor". Elections for 4-H Council will be held at the August meeting. The newly elected officers will take office October 1st.
16. Five shall constitute a quorum of the Executive Committee. One fourth of the duly elected club representatives shall constitute a quorum of the council. The vote of a simple majority shall be deemed as an act of the council. Standing committees other than the Executive Committee may consist of two volunteers from each of the individual clubs and may consist of a finance committee, awards committee, recreation committee, recognition committee, promotion and National 4-H Week committee and Achievement Day committee.
17. All members and families are encouraged to attend meetings of the Vernon County 4-H Council, but shall have no voting privileges.
18. Official council representatives have the right to vote by proxy through a representative of their club.
19. These by-laws may be amended at any meeting of the Council by a two-thirds vote of the members present.
20. If only four members are present, the most senior adult advisor will cast the fifth vote.

4-H COUNCIL STANDING COMMITTEES

The Standing Committees are chaired by 4-H Council Officers. Advisors and two volunteer members or adults from each 4-H club serve as members of their committees.

Achievement Day - Assist the secretary and assistant secretary with conducting County Achievement Day.

Awards - Assist youth staff and the senior adult advisors in judging Missouri Awards Applications, evaluating project report forms, review and make recommendations about Vernon County Awards Program. This committee is for adults only.

Finance - Assist the treasurer and assistant treasurer in preparing a budget for the Council, evaluate fundraising possibilities and assist with any other financial matters with regards to the 4-H Council. Responsibilities also include assisting with the annual Chicken BBQ fundraiser.

Promotion and National 4-H Week - Assist the reporter with National 4-H Week promotional activities in October, National Volunteer Week in April and other promotional events and keep the 4-H Council scrapbook current. Public Relations and Communications Officers will serve on this committee when necessary.

Recognition Night - Assist president and vice-president with planning and presenting awards on Recognition Night and evaluation.

Recreation - Assist recreation leader and assistant recreation leader, with Share-the-Fun, Lock-In, Mini Camp and any other recreational activities.

LEADERSHIP ROLES

4-H YOUTH STAFF: Professionals employed by the University of Missouri to coordinate extension youth programs, aid in local youth leadership development, conduct educational activities and training for adults and youth which promote youth development and family unity. The staff is responsible for recruiting leaders and members, providing educational opportunities for adults and youth and ongoing support of the volunteer network. Staff serves as a communication link between the knowledge and resources of the University and the public.

COMMUNITY CLUB LEADER: A volunteer adult who is interested in working with youth and other adults to help young people grow and mature into the happy, resourceful citizens of tomorrow. The club leader provides overall direction for the 4-H club and serves as a communication link between extension personnel and local 4-H families. The leader provides guidance on decisions and activities made by the club. They encourage other adults and youth in the club to also attend training and educational opportunities. They advise club's executive committee and is responsible for all club records; reports to the Extension Office; and is elected or appointed annually by the club.

ASSISTANT LEADER - PROJECT COORDINATOR: Recruits needed leaders, sees that they attend training, helps members and leaders order literature and distributes to project leaders. Advises project leader about number of meetings to be held, completion standards, etc., sees that the project leader submits all members' project records at the end of the year and initials completion in the secretary's book.

ASSISTANT LEADER - ACTIVITY & EVENT COORDINATOR: Coordinates club's involvement in local community and 4-H events assists the club's program planning committee and helps evaluate and set club goals. Each club should enroll in three club activities. This leader may be responsible for these activities personally or may coordinate a group of parents or adults who will supervise these activities and events for the club.

ASSISTANT LEADER - ENROLLMENT COORDINATOR: Helps new members navigate the on-line enrollment process. Collects any paper enrollment forms, member dues, completes club directory and club program book and brings them to the extension office in a timely manner.

LEADERS TRAINING: Meetings will be held as needed with special emphasis for new leaders. Club leaders are encouraged to attend. Discussion and programs will aid leaders in working with volunteers and assisting the youth in becoming valued members of the community. All new adult volunteers must enroll in 4honline, pass a background screen, and complete the Volunteer Orientation training. This is a one-time training session and is offered online on the Missouri 4-H website at: <http://4h.missouri.edu/volunteer.aspx>

THE PROJECT LEADER: 4-H project leaders are people who have an interest in a particular area. They are willing to share their time, talents, and efforts with a group of young people. It doesn't take an expert to be a project leader. Project leaders are required to adhere to the Leader's training as guided in Leader's training section.

The most important ingredient for project leaders is that they be interested in working with youth. If you would consider being a project leader, visit with your club's leaders. Some training meetings are conducted on the county level and many resources are available on the state 4-H website. Also, many projects have leaders resources listed in the 4-H Clover. A project must have a leader to be held and parents will be expected to help the member with his project if there is only one in the project.

CLUB OFFICER: Club officers are elected annually. Their term of office may be established by the club, but it is recommended that members do not hold the same office twice consecutively in order to give more members the opportunity to be an officer. Offices include: president, vice-president, secretary, treasurer, reporter, song leader and game leader. Other offices may be selected by the club. An officer pro-tem may be elected to take the place of an officer who cannot serve (moves, drops or is absent). Club officers should be elected and installed in the fall of the program year. Club officers are strongly urged to attend the annual county officers training.

COUNCIL REPRESENTATIVE: Each club should have official representatives to attend the 4-H council meetings and to represent the views of the club. These representatives must be listed in the club program book and be on file at the Extension Office. The club president and club leader are automatically representatives. The club should elect one youth and one adult in addition for a total of four club representatives. All members and their families should be encouraged to attend county council meetings and are invited to participate in discussion or bring up business from the floor, but only club representatives may vote. Two alternates may be elected by the club and must be listed in the club program book in order to vote proxy.

TEEN LEADER: Youth age 16-18 who may serve as a project or activity leader, with adult guidance. This is a membership role and the youth should enroll as a project (Leadership). The teen leader should have experience in the project and should attend project leader training when available. A Teen Leader Pin awarded for completion. Teens must submit a completed plan of action to their project advisor by January 1. A follow-up is required at the end of the year when project records are due.

JUNIOR LEADER: Youth age 14-15 whose role is to assist the project or activity leader as requested. This is a membership role and the youth should enroll as a project (Leadership). The teen leader should have experience in the project and should attend project leader training when available. A Junior Leader Pin awarded for completion. Teens must submit a completed plan of action to their project advisor by January 1. A follow-up is required at the end of the year when project records are due.

MEMBERSHIP - PARTICIPATION - ENROLLMENT

4-H is the youth development program of the Missouri Extension Service intended for boys and girls of all income levels, abilities, ethnic and cultural backgrounds, and belongs to all the people of Missouri.

4-H uses the knowledge and resources of the University of Missouri and Lincoln University, USDA, and other sources to respond to the local needs for youth programming.

1. TYPES OF MEMBERSHIP:

- a. **4-H Community Club (Traditional 4-H Club):** Young people enroll in projects and participate in group activities and meetings. A recognized volunteer club leader and team of recognized volunteers organize and support the group. The club elects officers and plans an educational program of business, community service and learning together. Youth must enroll online at mo.4honline.com for youth membership. All adult volunteers in any capacity must enroll online at mo.4honline.com

See the Missouri 4-H Clover for other program activities

<http://4h.missouri.edu/clover.aspx#gsc.tab=0>

2. AGE REQUIREMENTS

- a. **Clover Kids:** See section COUNTY CLOVER KIDS GUIDELINES on page 15.
- b. **Regular Members:** Youth age 8, but not 19 by January 1 of the program year. Enroll online at mo.4honline.com. Members must follow the age and project limit guidelines as indicated in the University of Missouri 4-H Clover. Exploring, Leadership and Entrepreneurship projects do not count in this limit, but may have restrictions – see project briefs for details.

3. DUES:

There is a yearly member fee set by the State and local 4-H Council for all members including all regular members and Clover Kids. This money is due when the club enrollments are completed when enrolling online at mo.4honline.com. Dues must be paid and enrollment approved in order for a member to participate in regional and state events and opportunities as well as local project group meetings.

4. PROGRAM YEAR:

October 1 to September 30th. **There will be no adding of projects after December 31st, excluding new enrollees.** Any project groups not having a project leader enrolled will be dropped.

5. CLUB ACTIVITIES:

Each club should enroll in three club activities each year. One or more adults are enrolled as the leader for the activity. Youth do not enroll in the activity. Activities should include one in health or safety, one in recreation, and one in the club's choice. (Show-Me Character, Community Service, Healthy Lifestyles, Safety or entrepreneurship, etc.) Other suggestions are listed in the 4-H Clover entitled Activities for group participation.

6. **MEMBER IN GOOD STANDING:**

Recognitions and awards and completion pins are available for members who meet the completion requirements established by their club and county council. A member must attend a **minimum of six club meetings** before the annual youth fair in July or five if they are a new member and enrolled in January, and a total of six meetings for all members to complete the year. Members attending college are excused from regular meetings. As an independent member, a completed written contract needs to be submitted to the Extension Center and copied to the club leader.

Club and project meetings must be held on a regular basis with all members notified at least 24 hours in advance of any changes in meeting time or any special club or project meetings. Members must pay all dues and should complete at least one project. If there are any special circumstances, these need to be brought before the 4-H Council Executive Committee.

Members in any animal project excluding dog, cats or horses must complete the training for Show Me Quality Assurance either at a face to face meeting or online.

7. **INDIVIDUAL STUDY MEMBERS COMPLETION STANDARDS:**

College or University students who live away from home are eligible to take part in 4-H and exhibit projects at the annual youth fair including livestock projects, providing they assume full responsibility for project animals when they are at home and away. I.E. members must pay state and county dues and follow enrollment procedures and deadlines. They must complete a project record for each project and submit to the Extension Office by November 1. Whenever possible, these members should support the local 4-H program through participation in fund raising and community service efforts.

8. **PROJECT LEADER COMPLETION STANDARDS:**

In order for a project to be completed, a project leader must provide at least 6 hours of instruction **with a suggested minimum of 3 hours of personalized instruction with the project leader.** Tours, judging, demonstrations and county wide meetings could be part of project meetings. Livestock selection at a sale, participation at a prospect show, trip to a local restaurant, visit to a day care, visit to the welding institute, assistance in making a garment or assistance in preparing a demonstration *with project leaders instruction* are all examples. **Note: Shooting Sports has its own requirements. Check with the appropriate discipline coach.**

The project leader is asked to help members complete a project record for each project they are enrolled in. Meetings should be on a regular basis with at least 24 hours notice of any changes. Project literature may be ordered from the 4-H Clover or obtained at the state 4-H website www.4h.missouri.edu. Project leaders should try to attend training sessions or county wide meetings when possible. **Additional resources may be available at the Extension Office.**

9. **DUAL MEMBERSHIP:**

4-H members may **not** be a member of more than one 4-H club. A youth may be a member of a 4-H club and of a special interest group such as the drill team. A member may attend project meetings with another club with the permission of the club and project leaders. When this happens, the project leader should be listed on both clubs' enrollments so that the member's project is not dropped from the club.

Notes

COUNTY CLOVER KID GUIDELINES (AND INFORMATION)

1. Clover Kids may be age 5, 6 or 7 on January 1 of the current program year.
2. Clover Kids enroll online at mo.4honline.com and select 4-H Clover Kids 1, 2 or 3 (CK481, CK482 or CK483) as their project number depending on how many years they have been in Clover Kids. They pay state and county dues set annually.
3. There should be one adult for 5-6 children.
4. Groups should meet a minimum of once a month. They should use the 4-H pledge to open meetings and possibly a song. They should not elect officers or conduct a business meeting as such. Members are encouraged to participate in county-wide activities whenever possible.
5. The 4-H newsletter is provided to keep families informed of the events and activities the children are involved in.
6. Special classes have been created at the Vernon County Youth Fair for Clover Kids to display their work without it being judged, however all exhibitors will participate in conference judging. All events are to be learning experiences without competition. Clover Kid exhibits will receive a participation ribbon but no premium is given.
7. Clover Kids mark 1st, 2nd, or 3rd year of membership on their enrollment and they will receive special recognition at the end of the 4-H membership year. This can be done in a special ceremony within their club or a special county wide event.
8. Clover Kids generally do not participate in fundraising events.
9. Special divisions will be included at County Achievement Day for demonstrations and/or judging for the Clover Kids. Participation awards will be given out.
10. Clover Kids are not required to complete any type of end of year completion project forms.
11. The County 4-H Council will host a Clover Kid Day each spring. Information will be announced in the newsletter.

4-H RECORDS

Each 4-H'er should keep a record of his 4-H work. Records are not an extra task, but are a part of 4-H work. Few young people enjoy record keeping, however the record habit is quite valuable. **Records are completed by the end of the 4-H year and submitted by the deadline set by the Extension Office.**

ENCOURAGING 4-H'ERS TO KEEP GOOD RECORDS:

A good 4-H record is a measuring stick. Members and leaders are kept informed of the member's progress and this helps stimulate self-improvement.

A good 4-H record is a mirror. It will reflect accomplishments and therefore serve as a basis for trips and awards.

A good 4-H record teaches a desirable habit. Every adult must keep track of business and financial matters, and developing this habit early in life is a valuable asset.

A good 4-H record can be achieved only when there is cooperation between members, parents, and leaders.

TYPES OF RECORDS:

4-H'ers may complete a short form for each project or put all of their records on one award application form.

PROJECT RECORD SHEET - Y620 -- a separate specific record sheet is used for each project in which a 4-H'er is enrolled. The sheets provide space for keeping expenses, receipts, skills learned, and other information about the project.

MISSOURI 4-H RECOGNITION FORM -- 4-H'ers are encouraged to complete one Missouri Recognition Form at least every other year. These records show all learning experiences gained through each 4-H project and are an excellent record of the member's 4-H career. Several awards are available for completing these forms and are available at the Extension Office.

There are three divisions:

Level I - 8 –10 yr. old –Y2000 - Missouri 4-H Recognition Form

Level II - 11 – 13 yr. old – Y2100 - Missouri 4-H Recognition Form

Level III - 14 & over – Y2200 - Missouri 4-H Recognition Form

AWARDS - EVENTS - CONTESTS - TRIPS

The award, no matter how nice, should not be the goal for the 4-H member. Personal development is the real goal, with continuous benefits and the real reward is personal satisfaction. However, it is nice to receive recognition and the awards program is intended to do that.

COUNTY AWARDS AND TROPHIES

RECOGNITION NIGHT:

The 4-H Council sponsors this fall event and the 4-H Council President serves as the chairperson. **All 4-H members and their families are encouraged to attend.** Club, member, adult volunteers and special awards are presented at this event.

COMPLETION PINS:

Year pins are awarded to members in good standing (attended a minimum of 6 club meetings each 4-H year). A year membership pin indicates the member has taken the first step up the ladder of personal development. These pins are sponsored by the 4-H Council. First thru fourth years - bronze pin; fifth thru seventh year - silver pin; eighth thru eleventh year - gold pin.

Project pins are awarded to members completing at least one project record form (Y620) and score a minimum of 70 points out of 100 possible. These pins are sponsored by the 4-H Council.

AGE DIVISION AWARDS:

Members must submit the appropriate Missouri Recognition Form and members will be judged in separate age brackets. Top 20 percent of scoring members in each age bracket will receive special recognition at Recognition Night. Age division awards may not be won 2 years consecutively.

ROOKIE OF THE YEAR:

Plaques are presented to the top boy and girl first year members. The appropriate form must be completed. This award is sponsored by the Scotten family in memory of Josephine and Clifford Scotten.

LINDA GAST COLEMAN AWARD:

Award is sponsored by the Gast Family in memory of the daughter of Mr. and Mrs. Robert Gast and is awarded to a member who is enrolled in sewing. Member must be 8-18 years of age and submit an award application. Winners name will be engraved on a plaque, and award given by the Gast Family.

LEONARD ERNSBARGER COMMUNITY SERVICE AWARD

Plaque sponsored by Ernsbarger Heating and Cooling in honor of Leonard Ernsbarger, previous Vernon County 4-H Youth Specialist. Awarded to a member, ten and older who best exemplifies HANDS and HEART. Winners name will be engraved on a plaque. Must submit appropriate form.

CAROL PARMENTER CHARACTER AWARD:

The winners name is engraved on the plaque in honor of Carol Parmenter, retired 4-H Youth Specialist. The award will honor a 4-H member 14 and over who has shown exemplary growth or outstanding achievement in three of the six pillars of character and submit the appropriate form.

DAVID MOSHER LEADERSHIP AWARD:

Sponsored by the Milo/Oakdale 4-H Club, in memory of David Mosher, which is awarded to a 4-H member, ten years old and older, who best exemplifies the leadership to be a successful 4-H member. Member must be enrolled in the leadership project. Must complete appropriate form.

KEY AWARD:

A member must be 14-18 years of age, a member of one year and have worked with an adult mentor. Key award plan must be turned into the Extension Office in advance of the last year of the award process. The major areas of achievement are; leadership, community service, project excellence and personal growth. Completion of the award requirements may take several years to finish and requires that the member mentor a younger member for at least one year.

DANFORTH "I DARE YOU AWARD":

The "I Dare You Award" winner is nominated by 4-H club leaders using a special form obtained from the Extension Office. It is open to members who are in their junior or senior year. The Danforth Foundation offers this award in recognition of excellence in character and demonstrated qualities of leadership. A member may only receive this recognition one time.

BANNER CLUB AWARD:

Awards are presented to the clubs in the county based on the Banner Club Score Sheets. These sheets must be completed and sent to the Extension Office by the end of the 4-H year. Banner club guidelines are on page 21 of this Family Handbook.

SCHOLARSHIPS:

State 4-H scholarships are due to the state office by March 1st. Apply early in your senior year. One submission will be appropriate for consideration for any of the state scholarships. The Missouri 4-H Recognition Form is an excellent resource for completion of the application. Also, Vernon County 4-H Council may present up to two \$500 scholarships annually. Applications are available at the Extension Office and are due October 15th.

FRIENDS OF 4-H AWARDS:

This award is presented to individuals, groups, organizations or companies who have assisted 4-H at the local, county, state or national level. Recommendations may be submitted by 4-H clubs or individuals to the Extension Office or the Recognition Committee. Final selection is made by the Recognition Committee. This is sponsored by the Vernon County 4-H Council.

ADULT VOLUNTEER TENURE PINS/ROOKIE LEADER/OUTSTANDING LEADER AWARDS:

Tenure pins are awarded to adult volunteers who complete their responsibilities as a volunteer, beginning at the fifth year and awarded every fifth year thereafter. The outstanding rookie adult volunteer must have completed one-four years of leadership in any capacity and the adult volunteer needs to have served at least five years. Individuals or clubs may nominate these outstanding volunteers. Nomination forms may be obtained from the Extension Office or club leader in August. This is sponsored by the 4-H Council.

BANNER CLUB**Club Name:** _____

Every 4-H club in Vernon County has an opportunity to become a "Banner Club". The 15 items below have been determined to be important in developing and maintaining a quality 4-H club experience. Your club is challenged to meet any 10 of these 15 goals. Banner Clubs will receive recognition at the Annual 4-H Recognition program in November.

- _____ 1. Submit to the Extension Office the club's secretary and treasurer's books, complete club's record books by the September deadline set by the 4-H Council
- _____ 2. 70% of club's members complete the year.
- _____ 3. The club participates in special promotional activities during National 4-H Week. This could include attending church on 4-H Sunday, window display, educational booth at Bushwhacker Days or Vernon Co. Youth Fair, other promotional event or membership drive.
- _____ 4. A minimum of 70% of the club's executive committee attend officers' training. (Executive Committee includes president, vice-president, secretary, reporter, treasurer, recreation leader and all assistant officers.)
- _____ 5. Club is represented at each of County Council general meetings.
- _____ 6. The club participates in Achievement Day events, or public speaking, fashion revue, demonstration, judging including livestock judging.
- _____ 7. At least 70% of all members exhibit at the County Fair.
- _____ 8. 70% of members must complete two of these three items:
 - a. Club project tour
 - b. Club educational tour
 - c. Club community service activity
- _____ 9. Club had at least 9 reports of club meetings, project meetings or special events reported to the local media. Up to 3 stories by members may be substituted as part of the 9.
- _____ 10. Club had at least 9 reports of monthly club business meetings to the Extension Office within 15 days of the meeting.
- _____ 11. Club has a representative at nine of the 12 fair board meetings.
- _____ 12. Club has a representative at the fall club leaders meeting.
- _____ 13. Club by-laws on file at the extension office each year.
- _____ 14. 70% of club members participate in serving at the VCYP (Diner, Building Watch, and/or Clean-Up)

Submit this form with the club Secretary Book at the year-end deadline.

COUNTY LEVEL EVENTS

4-H MINI CAMP: Optional

A one-day event for younger 4-H members, sponsored by the 4-H Council, planned and supervised by the recreation committee. Cost approximately \$3, held in early Spring. Includes crafts, refreshments, games and contests. Campers will bring a sack lunch if required. The 4-H council will decide if this event is held annually.

ACHIEVEMENT DAY:

An annual event for all 4-H members to test their project skills through demonstrations, judging, etc. Each member may do a demonstration or illustrated talk or judge in any project. Members may also participate in the public speaking contest. The top scoring participants enrolled in the project may be selected to attend the Missouri State Fair. Members also have the opportunity to give their demonstrations at Ozark Empire Fair.

FASHION REVUE:

A county contest is held annually for members enrolled in the clothing project. County pins will be awarded to the top blue ribbon participant in each division. The top participant in the Junior (age 8-10), Intermediate (age 11-13), and Senior (age 14-18) divisions are selected to participate in the State Contest held in Columbia.

WORKING DEMONSTRATION:

The 4-H member demonstrates a skill for 45-60 minutes and is evaluated on personality, skill, presentation, etc. (No prepared speech is given.) Presentation is held during Achievement Day activities. Members show the process involved in the completion of a skill and visuals may be used. The member answers questions from the public while continuing the demonstration. The top working demonstrations receiving a blue ribbon may be presented at the State Fair!

DEMONSTRATION OR ILLUSTRATED TALK:

The 4-H member presents a prepared 5-8 minute talk on any project he/she is enrolled in. Demonstrations show how to do something - shows a process. Illustrated Talk may cover a specific learning area of a project and visuals may be used. **The primary difference between the demonstration and the illustrated talk is that in the end the demonstrator should have a partial or completed product or object to display. In the Illustrated talk, there may or may not be an object to display. These are presented at the local Achievement Day activities.** There is a worksheet to help the member organize information. Blue ribbon talks are selected for the State Fair in several categories. Check with the Extension Office for more information.

INTERSTATE EXCHANGE PROGRAM:

Members 14-18 may apply to be a delegate on a two year cycle of visiting and hosting a delegation from a partnering 4-H from another state. Interested applicants may pick up an information sheet and application from the Extension office, met all set deadlines and participate in fundraising events.

PUBLIC SPEAKING:

A county contest is held annually at Achievement Day (no visuals may be used). Ribbons are awarded. The top two participants in the Junior (age 8-13) and in the Senior (age 14-18) age divisions are selected to participate in the State Contest in Columbia. This event is generally included in area achievement contest. Time limits are 3-5 minutes for the Junior Division, 5-7 minutes for the Senior. The speech must be original and written by the speaker.

JUDGING CLASSES:

Four items are presented with information to help the member make a decision on which is the most appropriate selection of the four. Members have a judging card on which to record their decision. On a selected class, a judge (adult) will listen to the member's explanation of why he/she placed the class in a certain order. A score is given on how well the oral reasons are presented and on the actual placing of the items in the class. All participants will receive ribbons. An individual may enter the same national competition only once. Participating members of a team entry are ineligible to enter the same event again as a part of another team. Non-livestock judging takes place at Achievement Day and animal judging occurs at various times during the year.

4-H CHICKEN BBQ

This annual event is held the first Saturday before National 4-H Week. All club members sell tickets with the proceeds going to the 4-H Council to sponsor trips, chaperons, camps, judging contest, completion pins, fees and supplies. It is a time to show support for the 4-H Council and all the work that is done in Vernon County. This is a major fundraiser for 4-H and all members are expected to do their part in making this event a success.

4-H SUNDAY

The first Sunday in October (start of National 4-H Week) is set aside each year to call attention to and emphasize the spiritual H (heart) of 4-H. The local club decides the way they want to observe 4-H Sunday. Some clubs attend church together or have a part in the church service, a 4-H family picnic or other activity.

NATIONAL 4-H WEEK

The first full week in October is set aside each year to recognize and promote 4-H across the country. Many of our clubs have window displays or some special promotion of 4-H in their county. The promotion committee and 4-H Council Officers are responsible for 4-H public service announcements on the radio and promotion in the local papers.

STATE LEVEL EVENTS

All members participating in events must meet selection criteria guidelines as stated in current 4-H Clover. Must meet deadlines set by Extension Office. See 4-H Clover description for events. The Council will decide on reimbursement amounts and requirements.

STATE TEEN CONFERENCE (March):

State conference is held every year, must be age 11 to 13, stay in a Columbia hotel, and attend career and leadership workshops and recreation. Council will pay chaperone fee and part of the delegate fee (this will be announced annually).

STATE 4-H SPRING CONTEST DAY (March, April):

These contests are held in Columbia. Members must be top winners in their County. Events -- Horse Bowl and Hippology Contests, Horse Judging, Meats Identification & Judging Contest, Poultry Judging Contest, Wildlife & Forestry Contest, and Dairy Judging Contest (practice only). An individual may enter the same National Contest only once. Members of a team are ineligible to enter the same contest again as a part of another team. Most state contest delegates are selected through county, area, and regional contests.

STATE 4-H CONGRESS (June):

A three day event held on campus in Columbia for members in good standing age 14 and over. Delegates may attend more than once. Delegates stay in dorms (bring bedding), meals in cafeteria. Delegates participate in career workshops, recreational activities and elect state council officers and representatives. Members who are interested in campaigning for office, should contact their youth staff for more information and requirements. Council pays chaperone fee and part of delegate fees (this will be announced annually).

STATE 4-H FALL CONTEST DAYS:

These contests are held primarily in Columbia. Usually, members must be top winners in qualifying events held in the county. Events: Dairy Judging (held in conjunction with the State Fair), Livestock Judging, Shooting Sports, Public Speaking and State Fashion Revue.

NATIONAL LEVEL EVENTS

CITIZENSHIP WASHINGTON FOCUS (June or July):

Must be 15 or over and a member in good standing. May attend one time. Delegates travel to Washington and stay in a hotel for five days. Council pays approximately \$250 per delegate. It is strongly recommended that each 4-H club add to their annual budget a \$100 donation for any member selected from their club for this event; also local sponsors may be obtained. Application for this event is due in the fall. This allows delegates time to obtain needed funds for the trip. Member must have a letter of recommendation from a club or project leader.

NATIONAL 4-H CONGRESS – Highest Recognition Award (November):

4-H members in good standing and age 14 by January 1 of the program year may apply for the National 4-H Recognition Event by submitting a Missouri Recognition Form. Top county applications are submitted to the state and the top state winners are then invited to attend the national event. Members should have a minimum of 1 year in the project and 3 is preferred. This is a very prestigious award. Only 20-25 youth from Missouri attend annually with over 1,200 participating from the United States.

INTERNATIONAL LEVEL EVENT

IFYE (INTERNATIONAL 4-H YOUTH EXCHANGE):

International 4-H Youth Exchange (IFYE) programs enhance the 4-H program through international, cross-cultural experiences that enable young people to improve their leadership and communication skills, while increasing their international awareness and understanding.

IFYE AMBASSADOR

The exchange students are age 15 - 19 years old and interested in the ultimate "learning by doing" experience. These programs are from four to six weeks during the summer months beginning in early July. Participants either travel with a qualified group leader or participate in an individual exchange experience.

IFYE REPRESENTATIVE

These exchange students are from 19 to 30 years old and a 4-H alumni. This is a six month stay and the Representative lives and works with several host families for three to six weeks at a time. Representatives have the opportunity and are expected to participate in day to day family life.

4-H HOST FAMILIES

Most 4-H families find this experience both fun and educational. Urban as well as rural families are invited to host IFYE students. Host family visits usually lasts three to four weeks.

FAIRS

Fairs give members an opportunity to exhibit their project work and to receive an evaluation. Each youth fair has rules and regulations for the exhibitor to follow. All 4-H members must be a member in good standing (see page 14) in order to exhibit at any fair in the 4-H division and must be enrolled in the project.

VERNON COUNTY:

Both livestock and non-livestock exhibits are **ALL** pre-entered, non livestock entries must be correctly tagged. Exhibits are conference judged which gives each member the opportunity to discuss its strengths and weaknesses with the judge. Ribbons and premiums are provided by the youth fair. Members must be enrolled in the project to exhibit, and must have attended at least six club meetings (or five if they are a new member and enrolled in January) and completed at least six hours of project work before the fair with a project leader (which does not include work done at home or as an individual). Items made at school are not eligible. Livestock exhibits must meet ownership requirements and must be pre-entered by class number. Late or incorrect entries will not be accepted. There will be a schedule for each 4-H club to work at the Diner, pop shack, trash pick-up and to host the exhibit buildings. Your club is responsible for this time!

1. **To exhibit at the Vernon County Youth Fair, a member must be in good standing**, be enrolled in the project, and have the entry form signed by the club leader.
2. **Protests: Any 4-H member who has not met club and county 4-H standards for a member in good standing, is not eligible to exhibit and the club leader should not sign the entry form.** If a member wishes to protest that action, the member should contact the youth staff at the Extension Office (not the fair board). A decision will be made at that time on the member's eligibility to exhibit. This decision will involve the 4-H council executive committee, the Extension Youth staff, the member and family and the club leader.
3. **Date of ownership:** One of the objectives in owning an animal as a 4-H project, is to learn new skills in animal selection, selective breeding, feeding, management and health programs. To accomplish this, the 4-H member should secure the animal as early in the year as possible. In order to exhibit at the fair, check the fair book for ownership guidelines.
4. **4-H and FFA:** A 4-H club member who is also an FFA member may not exhibit the same animal in both divisions. The appropriate advisor must be responsible to see that the youth exhibitor is meeting all guidelines of that particular organization. At the State Fair, youth shows are separate.

DISTRICT:

Ozark Empire Fair in Springfield is the District Fair. Exhibits are selected at the county fair to go to the OEF. There is no limit how many exhibits one member may send to OEF, but limited numbers in each class may be selected. Exhibit tags should be left on items selected for OEF, but ribbons should be removed. **Volunteers are needed to transport exhibits to and from the fair.** Especially large, delicate, or heavy items may have to be transported by the exhibitor. Livestock must be pre-entered on a special form and must be blue ribbon quality. Check current regulations on sale of market animals carefully. Entry forms must be signed by 4-H Youth Specialist or Educator.

STATE FAIR:

Held in Sedalia in mid August. Non-livestock exhibits are blue-ribbon quality exhibits and are selected at the county fair to go on to state fair. Each member is limited to two exhibits to state. **Volunteers are needed to transport exhibits to and from Sedalia.** Especially large, heavy or delicate items may have to be transported by the exhibitor. Livestock must be pre-entered. All entry forms must be signed by the 4-H Youth Staff. Advanced Sale contracts will be honored. All animals must be blue ribbon quality.