KITSAP COUNTY 4-H PROGRAM HANDBOOK

Kitsap County
4-H
WASHINGTON STATE UNIVERSITY
EXTENSION

This document contains information based on the most current WSU Kitsap Extension 4-H Youth Development Program. This information may change and/or be superseded based on events during the 4-H year. This information is not all inclusive to the rules and regulations that govern the WSU Kitsap Extension 4-H Youth Development Program.

The original idea for a program handbook was presented by 4-H program volunteers in 2013. This adaptation received its roots from the Jefferson County 4-H Program. Information for this handbook was compiled for use in the Kitsap County 4-H Program. Special thanks to Abby Brandt, Alison Harper and Robyn Rogers for their contributions to this project.

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	4
Distinctive Features of 4-H	7
History of 4-H	8
Fun 4-H Facts	11
4-H PROGRAM ROLES	13
4-H Coordinator	14
4-H Communications	15
4-H Calendar	16
Kitsap County 4-H Council	19
4-H Leadership Responsibilities	22
Club Officers	26
4-H Financial Reports	27
Risk Management	31
4-H CLUBS	33
The 4-H Club	34
Components of a Club Program	37
Planning a Club	40
The 4-H Project	43
CHARACTERISTICS OF THE 4-H PROGRAM	46
Youth Learning Characteristics	47
Recognition and Judging	50
Awards	53
Problem Solving	54
PILLARS OF 4-H	56
Record Books	57
Educational Posters and Displays	58
Public Presentations	60
4-H FAIR	64
Kitsap County Fair & Stampede	65
Fair Fundamentals	66
Washington State Fair in Puyallup	69
ADDITIONAL 4-H OPPORTUNITIES	70
Tech Wizards Program	71
4-H Camp	72
Leadership Opportunities Outside of Kitsap – For Leaders and Teens	73
Scholarships for WSU 4-H	76
4-H International Exchange	77
State 4-H Leaders Forum	78
4-H WEBSITES & RESOURCES	80
APPENDIXES	81

INTRODUCTION

4-H is one of a kind! 4-H provides a series of learning experiences through which youth, with help from parents, interested adults, older 4-H members and a caring, skilled and talented professional staff grow personally as they develop skills for living and responsible citizenship. Membership is open to all boys and girls from kindergarten to 19 years of age.

4-H is everywhere--in cities, in suburbs and small towns, and in rural communities. 4-H is the largest youth organization in the nation. In the United States 4-H has more than 7.6 million members and 680,000 leaders. One of every six adults has belonged to 4-H; that's 45 million alumni! 4-H-type programs are also international; approximately 60 countries have similar programs that enroll an estimated 4 million kids. In Washington, 4-H reaches nearly 80,000 youth and 10,000 adult volunteers. In Kitsap County, our 4-H program directly reaches nearly 2500 youth through both club afterschool and special interest programming!

Washington State University Extension 4-H Youth Development is developing young people to become productive citizens who are engaged in positive change, meeting the needs of a diverse and changing society.

MISSION

4-H youth development education creates supportive environments for all youth and families to reach their fullest potential. This is accomplished through a systemic approach of foundation and mission driven science to meet our goals to:

- provide formal and non-formal experiential learning
- develop skills that benefit youth throughout life
- foster leadership and volunteerism in youth and adults
- build internal and external partnerships for programming and funding
- strengthen families and communities
- employ research based knowledge and the land grant university system
- embrace and expand the traditions of the 4-H Youth Program

THE 4-H VALUE SET

Youth development is the focus of everything we do. 4-H allows individuals to unlock their potential through working with the following values:

- active involvement in self determination of their learning activities
- quality experiences that stimulate skills for living and lifelong learning
- relationships that empower people to voluntarily help themselves and each other
- interaction with caring adults and peers to create a positive family-like support system

Partnerships are essential in successful youth development for:

- program innovation and quality
- delivery capabilities
- creating and delivering caring environments
- access to research-based knowledge
- resource development

Volunteerism is fundamental to:

- delivering quality programs
- developing adult educational capacity
- teaching youth to volunteer
- your development as a professional

Diversity strengthens the ability of 4-H to:

- develop positive values among program participants in today's global society
- develop and deliver quality educational experiences
- provide opportunities for program involvement regardless of one's economic, social, or marital status, culture, age, disability, gender or sexual orientation

VOLUNTEER LEADERS

Volunteer Leaders are organizers, teachers and mentors to the youth in the 4-H program. Leaders work with WSU Extension to create educational programming through club meetings, community service projects, events, activities, and learning-by-doing projects. Leaders give of their time and resources while working with the local WSU 4-H Coordinator to create programs in their community.

When leaders and youth work together in groups it makes learning relevant and more fun. As an adult leader, your role is to help young people develop a sense of autonomy and personal and social responsibility. Why is autonomy so important? A sense of autonomy enables youth to make their own decisions. Autonomy gives young people the confidence to make good decisions when dealing with day to day situations. All youth need nurturing, supportive, and protective environments where they can grow to be healthy, contributing adults.

Each young person needs to:

- Know they are cared about by others – that they ***Belong***.
- Feel and believe they are capable and successful – that they can demonstrate ***Mastery***.
- Know they are able to influence people and events – that they have ***Independence***.
- Practice helping others – that they can demonstrate ***Generosity***.

The developmental needs of youth differ as they mature. It is important that 4-H volunteers understand how young people grow, develop, and learn. This knowledge will aid in planning more effective programs for all members.

4-H leaders work with youth in informal educational settings to create a caring, safe environment where youth can learn. The role of adult leaders will change depending on the member's ages, knowledge level, and projects involved. This overview of how children develop and grow discusses common physical, cognitive (thinking), social, and emotional characteristics. There are ideas on what types of programming works best at different ages and developmental stages. It is important to understand that all children develop differently and no two children are exactly the same.

Leaders can help make 4-H a rewarding and fulfilling experience for members by helping them grow and develop. Leaders do this by accepting youth at their current developmental stage and by offering challenging experiences that will help them make the transition into their next stage of development.

DISTINCTIVE FEATURES OF 4-H

4-H is a real life experience. Members learn how to complete tasks and make decisions similar to those that are important in adult life.

4-H can be a family affair. Others members of the family can participate if they want to; sometimes parents, brothers, sisters, and friends can be reached and taught new ideas through 4-H members.

4-H is about decision-making. 4-H'ers learn to stand on their own feet, to think for themselves, and to explore and consider alternative solutions to real life problems.

4-H provides ownership. Making, buying, and selling a product or service are all part of 4-H. Each project "belongs" to the member.

4-H is based on science and fact. The resources of Washington State University Extension, this state's Land Grant University, are used for the development and carrying out of 4-H projects and programs.

4-H is part of a community. A 4-H group becomes involved with improving economic and social conditions where the members live. Members learn about citizenship by taking community responsibility.

4-H is "learning by doing", it's an action program. 4-H'ers watch others, they study, they experiment, and they "do and practice" their projects on their own.

HISTORY OF 4-H

An American innovation, the 4-H Youth Development Program of Extension originated at the turn of the century to improve life in rural areas. Introducing improved methods of farming and homemaking, 4-H taught youth to "learn by doing." The yearly program in one of those early clubs consisted of growing corn, planting a garden, testing soil, club meetings, and visits to club members' plots and exhibits.

A close affiliation between the school and the home existed in this early 4-H program--adults in the family often being persuaded to adopt new practices as a result of the successes experienced by the 4-H youth. The first record of a 4-H type activity was in 1898. Liberty Hyde Bailey of Cornell University introduced junior naturalist leaflets into rural schools and helped organize nature study clubs.

In 1907, 4-H work began under the auspices of the U.S. Department of Agriculture. In 1914 the Smith-Lever act established Cooperative Extension, an organizational entity of the U.S. Department of Agriculture and the land-grant college system. Created by this act and subsequent legislation to conduct educational programs of an "informal, non-resident, problem-oriented nature," Cooperative Extension provided the professional staff and support needed to direct the growth of the early 4-H program.

THE EARLY YEARS

By 1915 there were 4-H clubs in 47 states. During World War I, the energies of 4-H members were devoted to raising food; Projects included raising corn and canning tomatoes. Following a period of readjustment after World War I, 4-H club work showed continual growth. Some states developed 4-H programs in close relationship with local school districts, others established clubs as community programs separate from schools.

The term “4-H” was first used in a federal publication written in 1918 by Gertrude Warren, one of the pioneers of 4-H. In the early 1920's a group at a conference in Washington, D.C. discussed the need to give boys' and girls' club work a distinctive name that could be used nationally. Several people, including Miss Warren, favored 4-H as the name for the organization. In 1924, Boys' and Girls' Club Work became known as 4-H. The pledge was adopted in 1927.

As the 4-H program continued to grow through the 1920's and 1930's, more emphasis was placed on developing the individual person rather than the product. The focus of the program was developing skills in farming and homemaking.

A major change occurred during World War II when much effort was directed toward victory gardens, civilian defense, salvage programs, bond campaigns, and food preservation. The victory garden program also brought 4-H to people in urban areas; 4-H previously had been regarded as a rural program.

EXPANSION TO NEW AUDIENCE AND NEW PLACES

The 1950's and 1960's saw increasing numbers of non-farm kids enrolling in the program. Today Cooperative Extension and its 4-H Youth Development Program serve people in towns, cities, and rural areas with the following emerging issues: STEM programming, health, citizenship, prevention programs, information on agriculture, family living, community development, and other related subjects.

4-H AROUND THE WORLD

In 1948, 4-H became international with the establishment of the International Farm (later changed to Four-H) Youth Exchange. The growth of 4-H around the world has been impressive. 4-H type clubs now exist in at least 60 countries; they have a total membership of over 4 million young people. Wherever you travel around the globe you'll probably see the familiar clover symbol. Nearly 45 million Americans from all walks of life have been 4-H members. A few of the more famous 4-H alumni are Roy Rogers, John Denver, Dolly Parton, Alan Shepard, Don Meredith, Tom Wopat, Charley Pride, Reba McIntire, Al Gore, Orville Redenbacher and Bonnie Dunbar.

HISTORY OF 4-H IN WASHINGTON STATE

The first recorded boys' agricultural club in Washington State was organized in Yakima, in March 1912. The Seal River School Canning Club in Wahkiakum County was formed on July 31, 1914 with eight girls. In addition to canning, the girls were taught to cut and sew aprons and caps to use as they worked. In 1915, four of the members gave demonstrations at the county fair in Skamokawa, a four-hour trip by fishing boat. The first state 4-H club week was held in Pullman, in June 1922. Washington State was represented at the first national 4-H camp held in Washington, D.C. in 1927.

4-H YOUTH DEVELOPMENT TODAY

4-H is conducted in all 39 Washington counties by Extension 4-H faculty and staff. They plan youth programs with leaders based on local interests. Since people's interests vary, 4-H programs differ from county to county and from state to state. The volunteer leader is a branch of the 4-H program. 4-H Professionals provide training for volunteers, and the volunteers in turn, teach youth. The 4-H program is for all young people both rural and urban and from all racial, cultural, economic and social backgrounds.

Washington youth are involved in 4-H in a variety of ways: organized clubs, special interest groups, and short-term projects. 4-H reaches kids through in-school programs, 4-H Challenge, school-age care programs, camping, and in programs planned to meet specific needs of youth and the communities where they live.

Girls and boys "learn by doing" in 4-H. Youth participate in projects that give them knowledge of science, agriculture, home economics, personal development, community service, leadership, and citizenship. Often the knowledge they gain leads to a career. Through 4-H children also learn to define and solve some of the problems facing them and their communities; this might include problems of environment, health, and substance abuse.

The projects are the foundation of the 4-H program. Flexibility in the kinds of learning offered and in the variety and number of projects is the key to success in 4-H.

FUN 4-H FACTS

4-H is the youth development program of Washington State University Extension. 4-H started in 1902 and has grown to become the largest youth organization in the nation. Washington State alone has over 90,000 members.

4-H PHILOSOPHY
The "Learning by Doing" philosophy of 4-H emphasizes the importance of involving members in the learning process. "What people hear, they may doubt; what people see, they may possibly doubt; but what people do, they cannot doubt."

4-H MOTTO
The 4-H motto is "To Make the Best Better." It emphasizes the aim of each member to improve their project work and work together with others to build better clubs/groups and communities. It means that each person will do the "best" that he or she possibly can in whatever is attempted, then will try to improve the next time so his or her original "best" becomes even "better." 4-H'ers stretch their abilities and capacities to greater achievement, not to the breaking point, but within their own potential.

4-H SPORTSMANSHIP MOTTO
"Keep your head when you win and your heart when you lose."

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 COLORS
Green & White

4-H FLAG
The 4-H flag has a white background symbolizing purity and the green 4-H clover symbolizing nature's most common color in the great outdoors as well as being emblematic of springtime, life and youth. The green four-leaf clover has a white "H" on each leaf to represent one of the four H's – Head, Heart, Hand & Health.

National 4-H MISSION MANDATES

STEM – Science, Technology, Engineering, & Math: The need for science, engineering and technology education for today's young people. 4-H programs prepare youth for the challenges of the 21st century by engaging them in a process of discovery and exploration. Through Washington State University, 4-H has direct access to the latest technological advances in agriculture, life sciences, family and consumer resource management, human development and nutrition.

Healthy Living: 4-H has become a national leader in health related educational issues dedicated to promoting healthy living among youth and their families. 4-H has the capacity to mobilize young people to plan and implement sustainable strategies that will create healthy lifestyles to help shape the next generation of healthy youth. The healthy living mission engages youth and their families through access and opportunities to achieve optimal physical, social and emotional well-being.

Citizenship: Since its inception, 4-H has placed emphasis on the importance of young people being engaged, well-informed citizens. By connecting to their communities and community leaders, youth understand their role in civic affairs and expand their role in decision making processes.

4-H Program Roles

4-H COORDINATOR

LINE OF RESPONSIBILITY

The 4-H Coordinator is responsible for the 4-H Program throughout Kitsap County. The Kitsap County Extension Faculty Director provides administrative supervision for this position. The 4-H Coordinator supervises all delivery modes of the Kitsap County 4-H Program, including 4-H Clubs, Afterschool Programs, In-School Clubs, Challenge Leadership, Sponsored Events, Summer Camps, and School Enrichment. The 4-H Coordinator works with the 4-H Council to support all delivery modes and to set program priorities that meet local needs.

GENERAL RESPONSIBILITIES

- Help develop, coordinate, implement, and evaluate the 4-H Program.
- Help recruit and train adult and youth participants.
- Assess youth development needs and work with adults to implement effective youth programs that address priority issues.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Lead, guide, and supervise the 4-H Program, emphasizing cooperation and teamwork.
- Develop effective partnerships and working relationships with other youth development organizations to strengthen the county-wide 4-H Program.
- Work with the 4-H Council to develop goals, guidelines, and strategic plans.
- Develop and implement an effective volunteer management system, including recruitment, recognition, record keeping, screening, training, evaluation, and retention.
- Evaluate and communicate impacts and accomplishments of 4-H programs to Kitsap County Extension Faculty Director, County Commissioners, 4-H Council, and the state 4-H system.
- Promote and improve the visibility of 4-H through press releases, newsletters, public presentations, public relations event planning, internet media, and invitations.
- Promote effective communication and teamwork among 4-H participants. This will include participating in 4-H Council meetings and communicating directly with leaders through e-mail, telephone, mailings, club and activity visitations, and through the Kitsap County 4-H website.
- Participate in the planning of events such as County Fair, State 4-H Fair, 4-H summer camps, 4-H Super Saturdays, Awards Ceremony, and other 4-H events in the area.
- Work with other Extension faculty and staff in the region as part of an interdisciplinary Extension team to further the work of WSU Extension and 4-H Youth Development in Western Washington.
- Develop a written plan of work, prepare necessary reports, and write grants that will support programming.
- Work with and oversee the individual Project Team Leadership committees.
- Make final decisions in any disciplinary actions against a 4-H member, parent or volunteer.

4-H COMMUNICATIONS

MONTHLY NEWSLETTER
Each leader and member should receive an email monthly related to 4-H activities offered throughout the county and the state. The mailing database is based upon each year's enrollment sheets as well as new 4-H contacts. If you do not receive the monthly email, please contact the Extension office.

Each issue is packed full of important information that affects you as a leader and your club members – County and State 4-H calendars, events, scholarships, and opportunities for youth and leaders in Kitsap County 4-H.

KITSAP COUNTY 4-H COUNCIL MINUTES
The minutes are as detailed as possible so that all leaders will receive the information needed even if they were unable to attend the 4-H Council meeting. Be sure to note new motions that might affect your project or your club. Minutes are distributed during the monthly 4-H Leaders Council meetings on the first Wednesday of each month at 6:30 pm. If you miss the meeting, check the Kitsap County WSU website.

KITSAP COUNTY 4-H TREASURER'S REPORT
This report is also distributed during the monthly 4-H Council meetings, which all leaders are encouraged to attend on the first Wednesday of each month at 6:30 pm.

KITSAP COUNTY 4-H WEBSITE
This website has 4-H related information and happenings of the clubs or projects. It also links us to Washington State University's website. Go to:

http://ext100.wsu.edu/kitsap/

KITSAP COUNTY 4-H FACEBOOK PAGE

Kitsap County 4-H

4-H CALENDAR

The 4-H calendar year runs from October 1st to September 30th.

The following dates are ***generally*** constant from year to year. It is by no means a complete list of 4-H events. Please read the monthly *4-H 4-U Newsletter* for all events and details.

OCTOBER

- 1st week – National 4-H Week
- 1st day of the new 4-H year – enrollments begin
- 1st Monday – Awards applications are due
- 1st Wednesday in October – National Youth Science Day
- 1st Wednesday – 4-H Council meeting, 6: 30 pm
- Council elections
- 3rd week in October – State 4-H Forum (training)

NOVEMBER

- **November 15th – Re-Enrollment Due**
- 1st Wednesday – 4-H Council meeting, 6: 30 pm
- November 15th – Kitsap County Fair Premium Book changes due
- 3rd Friday of the month – All County Recognition Night

DECEMBER

- Dec. 1st – Market Goats must be born on or after this date
- 1st Wednesday – 4-H Council Meeting, 6:30 pm
- Senior high school members should look into state-level 4-H scholarships

JANUARY

- January 1st – Possession deadline for steers
- January 1st – Market Lambs must be born on or after this date
- 1st Wednesday – 4-H Council meeting, 6: 30 pm
- Tagging of Steers

FEBRUARY

- February 1st – Possession deadline for geese
- February 1s – Pigs must be born on or after this date
- 1st Wednesday – 4-H Council meeting, 6: 30 pm
- Know Your Government in Olympia (grades 9 – 12 only)
- Reminder to members about Kitsap County 4-H Scholarships
- Kitsap County Fair Ribbon Order due
- Farm and Machinery Safety Course

MARCH

- **March 1st – ENROLLMENT DEADLINE**
- Club enrollments updated and sent to the state (changes and additions)
- 1st Wednesday – 4-H Council meeting, 6: 30 pm
- Public Presentation Contest

APRIL

- April 1st – WSU 4-H Scholarship Applications due, must be signed by County Coordinator.
- 1st Wednesday – 4-H Council meeting, 6: 30 pm
- Out-of-county invitations sent out for showing at Kitsap County Fair
- April 20th – Possession deadline for turkeys

MAY

- May 1st – Equine certificates due
- May 1st – Possession deadline for rabbit production doe's – must have ear tattoo, breed information and/or pedigree.
- 1st Wednesday – 4-H Council meeting, 6: 30 pm
- May 1st – Possession deadline for equine
- May 13th – Junior Livestock Auction's Mandatory Ice Cream Social for Market Animal Youth
- May 15th – Possession deadline for all market livestock and must be reported to the WSU (4-H) extension office, except market poultry

JUNE

- 1st Saturday – Swine, lamb and goat tagging
- 1st Wednesday – 4-H Council meeting, 6: 30 pm
- Mid June – Pre-weigh in deadline for sheep & swine (exact date fluctuates yearly)
- June 15th – Adult Volunteer/Camper forms for overnight camp due to Extension Office.
- Teen Conference at WSU
- Cougar Quest at WSU
- Equine Pre-Fair

JULY

- July 1st – Kitsap County campground registrations due
- July 1st - Registrations DUE for Overnight Camp Session
- 1st Wednesday – 4-H Council meeting, 6: 30 pm
- July 15th – 4-H Animal entry forms due to 4-H office
- 3rd Wednesday – Equine Project Committee meeting Equine Fair entries due
- Mid-July: Kitsap County Horse Leaders Benefit show
- Mid-July: Overnight Camp Session

AUGUST

- August 1st – Project Animal Appeals due to 4-H Coordinator.
- 1st Saturday – Super Saturday at Fairgrounds

- 1st Wednesday – 4-H Council meeting, 6: 30 pm
- Educational Displays and Record Books are due the Friday before the start of Fair
- Tuesday night @ Kitsap County Fair– haul in and weighing of market animals
- Kitsap County Fair begins the 3rd week of August – Refer to the current year's fair premium book for exact dates and deadline.
- Sunday of county Fair –
    - 9:00 am - Annual Kitsap County 4-H picture
    - Members are identified for State Fair and sign up begins
- Monday after county Fair – Mucky Monday

SEPTEMBER

- 1st Wednesday – 4-H Council meeting, 6: 30 pm
- Washington State 4-H Fair in Puyallup
- CLUB KICK-OFF – ALL Clubs are required to send at least one leader, youth leaders encouraged to attend. Contains program updates, educational training, networking, etc.
- September 30th – End of the 4-H year (turn in Record Books for County Awards, Year-pin and county award recommendations)

KITSAP COUNTY 4-H COUNCIL

PURPOSE
The 4-H Council is a non-profit affiliate of the 4-H Youth Development Education Program of Washington State University Extension. 4-H is the largest youth development organization in the United States and has existed for over 100 years. The purpose of the 4-H Council will be to provide experiential education for Washington state youth by providing, in cooperation with Extension professionals, informal educational youth in Kitsap County Washington without regard to race, color, sex, religion, age, national origin, sexual orientation, or disability.

4-H COUNCIL MEMBERSHIP
The 4-H Council is made up of volunteer club leaders, project leaders, teen leaders, 4-H members, interested parents, and other friends of 4-H. The Executive Board is made up of the Council President, Vice-President, Secretary, Treasurer, Past-President, and 4-H Coordinator. Elections are held annually in September. Without your input and involvement, only a "few" will govern the "many".

ROLE OF 4-H COUNCIL
The 4-H Council creates, amends, and governs 4-H policies in Kitsap County. Although we follow state policy, our needs as a county are individual and therefore at times we must create more stringent policies. We cannot, however, rescind state policy. The 4-H Council works cooperatively with the 4-H Coordinator to oversee areas such as: Policies, Awards program, Finances, 4-H Camp & County Fair Relationship.

PLEASE NOTE: Each state and county within that state adopts different rules and program orders. If you are joining us from a different county or state 4-H program, please review our policies, as they may be different. 4-H Council meetings are conducted with the use of Parliamentary Procedure. Please see Robert's Rules of Order.

RESPONSIBILITY OF COUNCIL
The responsibility of the 4-H Council is to operate as a qualified nonprofit entity which does the following:

A. Teach and mentor youth in the principles of positive youth development.
B. Plan, execute, and evaluate a well-balanced educational program for 4-H youth with both short and long term goals.
C. Promote volunteer leadership development and empower adult and teen volunteers in the 4-H program.
D. Secure and manage sufficient resources to accomplish the purpose and mission of the 4-H Council.
E. Serve as a link between the 4-H Youth Development Program and the county 4-H Professional, Fair Board, youth serving groups, schools, community agencies, and the public.

F. Develop and maintain a vibrant, active Club membership in cooperation with the Extension Professional(s).
G. Publicize the objectives and philosophy of the 4-H Youth Development Program and serve as an advocate for youth.
H. Implement 4-H policy, subject to review and approval by Washington State University Extension 4-H Professional.
I. Comply with the Internal Revenue Services and Washington State regulations and policies to maintain its exempt status as a non-profit charitable educational organization.

COUNCIL VOTING PRIVILEGES

All currently enrolled 4-H members, Junior Leaders who are at least 8th grade or 13 years of age by January 1st of that 4-H year, and 4-H volunteers, who have attended 4 or more Council meetings in the previous 12 months, comprise the General Membership and are eligible to vote. Each Council Member shall be entitled to one vote.

4-H COUNCIL MEETING INFORMATION

Kitsap County 4-H Council meetings are held on the first Wednesday of every month at 6:30 pm. This meeting is open to the public. The meetings are held at the Clear Creek Community Club, however locations change and you should check the newsletter or your email for current information. Every effort is made to adjourn all meetings by or before 8:30 pm.

CONSTITUTION AND BY-LAWS

Kitsap County 4-H Council Bylaws can be found at the following web address:
http://ext100.wsu.edu/kitsap/youth/council/

4-H COUNCIL BOARD MEMBERS

Please see Kitsap County 4-H Council Bylaws for more information about Officer Positions including election process and term of office.

President

- Presides at 4-H Council and Executive Board meetings.
- Prepares the meeting agendas, and facilitates Council meetings.
- Appoints all necessary committees.
- Is a member of all standing and appointed committees.

Vice President

- Assists the President.
- Presides at Council and Executive Board meetings in the absence of the President.
- Assumes any other executive duties as requested by the President.

Secretary

- Keeps minutes of Council meetings.

- Delivers Council meeting minutes to the Extension Office within 5 days in hard copy and computer file form.
- Conducts all correspondence of the Council as directed by the President.
- Keeps duplicate copies of all correspondence sent and received.
- Performs duties of Council Reporter.

Treasurer

- Is responsible for all Council Funds.
- Keeps an accurate account of all receipts and expenditures and reports to the Council at regular intervals.
- Pays bills approved by the membership as directed by the President.
- Submits all financial records and accounts for an annual audit.
- Included in monthly report are expenses for any projects with current accounts, including but not limited to Equine, Dog, Cat, Sheep, Teen/Youth Fund, Twin Lakes 4-H Camp, State Fair Support Fund, and KYG/TAG. Checking account and savings account balances are also included, as well as income, and expenses for the period.

4-H LEADERSHIP RESPONSIBILITIES

As a 4-H volunteer, you are vital to 4-H youth development. You support the mission of 4-H to teach others and to enhance personal growth. Your role is similar to that of a Washington State University employee, working as a team member with extension personnel. There are volunteer roles to suit a variety of abilities, interests, and time schedules.

You can provide leadership for projects or clubs, manage county or state events or activities, take programs into schools, and help with special interest activities.

Each volunteer brings these qualities to 4-H Youth Development:

- a belief that each person has worth
- a commitment to the personal development of all youth
- the ability to relate to and communicate with youth, parents, and other volunteers
- an understanding that leadership can be rewarding to both adults and youth

With adult leadership and encouragement, young people develop meaningful relationships with adults and other youth, build self-esteem and self-confidence, acquire subject matter knowledge and physical skills, develop decision-making abilities, and develop wholesome attitudes about themselves and others.

CLUB LEADER

The Club Leader is the organizer for a group of youth. The Club Leader holds at least six meetings annually with all club members where they discuss club business including fundraising, project activities, upcoming events, and record book support. The Club Leader is the central point of contact for all Project Leaders for that club, helping to keep a combined schedule of events and meetings related to all club members and their projects.

The Club Leader is also responsible for all paperwork – including club, member, and volunteer registrations, any financial records, and necessary medical releases.

Here's how the Club Leader can get involved:

Help Members

- Enroll youth and adults and help them to select projects.
- Help youth and adult members understand the purpose of 4-H and the opportunities available to them.
- Help members understand and practice parliamentary procedures and group process.
- Help in the election of club officers.
- Help members plan, carry out, and evaluate their yearly program.
- Make sure each member has a role in the club.
- Assure that each member feels that he or she is an important part of the club
- Help Junior and Teen Leaders understand their roles.
- Volunteer Training is required for all leaders.

- Help Club Officers with their responsibilities, agenda items and ways to include all members.

Work with Parents/Guardians

- Involve parents/guardians in choosing projects, activities, completion of projects, purchasing supplies and estimating reasonable amounts of time and money.
- Encourage parents/guardians to help their children with 4-H projects and activities.
- Encourage parents/guardians to attend 4-H meetings and to be involved with the club.

Work with Project and Activity Leaders

- Recruit adults to serve as project and activity leaders.
- Help these adults understand their role as a project or activity leader.
- Provide project/activity leaders with names and addresses of members in their groups.
- Help project/activity leaders locate sources of information for subject matter and leadership techniques.
- Meet periodically with project/activity leaders.

Get involved in the County 4-H Program

- Keep their club informed of county 4-H activities and policy decisions.
- Have regular contact with the 4-H Extension staff and council officers.
- Encourage the club to take part in county activities and events.
- Provide representation of their club at every 4-H Council meeting

Get involved with the Community

- Inform the community about 4-H in general and what their club is doing.
- Help their club take part in community activities and community service.
- Ask for help from the community when needed.
- Recognize and express appreciation to people who have helped make the club a success.

Leader Enrichment and Training

- For more information on the Required Training please click here:
  http://4-H.wsu.edu/volntr/elearning.htm
- Additional training is required face-to-face yearly in Kitsap County.

PROJECT LEADERS

The emphasis in project groups is learning by doing. At these meetings, Project Leaders, teen leaders, members, and outside resource people all help teach the project. The members meet with a project leader to work on a specific project, such as photography.

At this meeting, for example, the members would learn how to use a camera.
You may hold a project meeting after a general meeting or on another day. You may divide a large project group into small groups by skill or age level. If project members are young, have a project leader or teen leader for every four to five members. Younger members usually need

more time and help. Schedule additional meetings for younger members to complete their projects.

Project Leaders can get involved in lots of ways, here's a few ideas:
Help Members

- Help members identify project goals and methods to reach those goals, and to understand the project requirements.
- Teach project skills.
- Use a variety of teaching methods – discussions, workshops, exhibitions, judging, educational tours, demonstrations, and record keeping.
- Encourage members to participate in project-related events, and to exhibit their project at county fair.
- Hold project meetings to help members learn and to complete their 4-H project.

Involve Parent/Guardians

- Work with parents/guardians during the project selection and decision-making process
- Inform them of project expectations and opportunities.
- Discuss the member's progress with them throughout the year.

ACTIVITY LEADERS

The Activity Leader works with the entire club or a committee to plan and carry out a selected activity or event, such as public presentations, an achievement program, or fundraising. The Activity Leader may work with a group of 4-H members in an area of special interest, such as dramatics, public speaking, or recreation. Activity Leaders make it possible to add depth and breadth to the club program, which the 4-H club leader could not do alone.

TEEN LEADERS

Teen Leaders are senior members (9th grade to 19 years old) who may assume any of the leadership roles in the 4-H program. The Teen Leader is usually an experienced 4-H member, but doesn't have to be. Teens can lead a project group, but will need to work closely with an adult leader. Teens enroll in the Leadership Project when they would like to lead a project themselves.

Teen Leaders can help in many ways. Here are some examples:
Help Members

- Help younger members with project work.
- Help with countywide events and activities.
- Help members with exhibits, judging training, or demonstrations and presentations.
- Help members enroll in projects and understand what is expected of them.
- Work with members to conduct a 4-H activity.

Help Officers

- Help officers plan, conduct, and evaluate club meetings.
- Work with individual officers to help them understand their roles.

Work with Adult Leaders

- Receive 4-H Leadership project materials.
- Plan with main club leader what will be done and how to carry out assignments.
- Keep main club leader informed about progress.
- Assist adult leaders.
- Meet and work with the Fair Superintendent during Fair for additional duties.

RESOURCE LEADERS

Resource Leaders provide county-wide leadership for a single learning experience or a short-term project. This is achieved by teaching a specific lesson, giving a demonstration, creating an exhibit, or by serving as a guest speaker. Resource Leaders may be experts in their field and have no first-hand experience with 4-H. Project and Club Leaders should guide Resource Leaders in 4-H etiquette.

PARENTS/GUARDIANS

Parents/Guardians should be familiar with the purpose of 4-H. They should know what their children gain from 4-H and what is expected of them. Parents should show a sincere interest in helping the member experience the benefits of 4-H.

Parents can help in a variety of ways:

Help Members

- Learn about 4-H—what it stands for and how it operates.
- Help the member select 4-H projects and carry out project work.
- Provide transportation to and from meetings and county events.
- Share skills and abilities with 4-H members.
- Encourage the member to be active in the program by attending events such as camp, fair, and community service activities.
- Attend 4-H meetings and activities during the year.
- Assist in obtaining the materials or funds required for the project.
- Supervise project work, but allow the member to do his or her own work.
- Encourage the member to do his or her best.
- Check records for completeness, accuracy, and neatness.
- Help members set standards of sportsmanship and honesty.

Work with 4-H Leaders

- Show an interest in the club's activities.
- Host a meeting, or provide refreshments, or offer transportation.
- Keep up to date on 4-H information.
- Volunteer skills and talents.

CLUB OFFICERS

Officers are elected by the youth from the youth members of the club. Once elected, they are Youth Leaders of the club. They obtain and use bulletins outlining officer responsibilities and participate in training, if offered. Officers plan the meeting agenda ahead of time with the help of the club leader. Officers conduct orderly and concise business meetings and keep reports up to date.

For information on the Officer Handbook:
https://pubs.wsu.edu/ItemDetail.aspx?ProductID=14068&SeriesCode=&CategoryID=265&Keyword=

CLUB PRESIDENT

- Presides at meetings.
- Sees that the room is ready and that the meeting starts on time.
- Arranges to have the vice president take over if he or she can't be there.
- Appoints committees with the help of the leader.
- Works with members and the leader to plan the program for the year.
- Meets with the leaders and the other officers to plan the order of business for each meeting.
- Serves as discussion leader for questions brought before the group.
- Casts the deciding vote if there is a tie.
- Helps other officers with their jobs.

CLUB VICE PRESIDENT

- Presides at meetings when the president is absent.
- Handles other jobs, such as chair of the program committee.
- Records the club's plans for the year in the *4-H Program Planning Book* (C0227).

CLUB SECRETARY

- Keeps minutes of all meetings.
- Keeps a complete list of all members and calls the roll.
- Reads letters to the club at meetings.
- Reminds members of special meetings—by phone, by email or in person; makes sure each member knows when and where the next meeting will be.
- Writes the club's letters, such as thank-you notes and requests for information.
- Acts as chair if both the president and vice president are absent.
- Fills out, with the help of members, "Our Club's Application for a Seal."
- Turns in the completed *4-H Secretary's Book* (C0240) to the club leader at the end of the 4-H year.

- *For information on responsibilities for Club Secretary: http://cru.cahe.wsu.edu/CEPublications/c0240/c0240.pdf*

CLUB TREASURER

- Receives all money.
- Keeps a record of the amount received in the *4-H Treasurer's Book* (C0231).
- Puts the money in a special club bank account or keeps it in another safe place, bank accounts are required for funds over $300.00.
- Pays out money only when approved by the club and keeps detailed receipts.
- Records the amount paid in the *4-H Treasurer's Book.*
- Reports at club meetings on money received, money paid out, and the amount of money on hand.
- Gives the new treasurer complete and accurate records.
- *For information on responsibilities for Club Treasurer: https://pubs.wsu.edu/ItemDetail.aspx?ProductID=13084&SeriesCode=&CategoryID=&Keyword=treasurer%20handbook*

4-H FINANCIAL REPORTS

ANNUAL FINANCIAL REPORT

Club Leaders: This form is to be copied, filled out, and then turned in to the county 4-H Extension office by December 15th of current 4-H year. Failure to submit the annual financial report will result in loss of non-profit status and club charter.

Use the PDF link below to open the document that you complete each year for your club's financial report. Please mail to the WSU Extension office, 345 Sixth Street, Ste. 550, Bremerton, WA 98337-1874.
http://ext100.wsu.edu/kitsap/resources/

CLUB FINANCE GUIDELINES

Many 4-H clubs find it necessary to become involved in fundraising projects in order to obtain money for desired projects, activities, and awards. These fund raising activities can be beneficial to clubs in more ways than just producing funds. They give 4-H members a chance to work toward a goal as a group and provide experience with handling of finances.

The 4-H Treasurer's Book has basic guidelines for handling money and for fundraising. All clubs should review these so that all members, leaders and parents understand them. The manner in which money is handled in the club must be within the guidelines of the 4-H program. The club should develop a spending plan based on their goals. Then they will be ready to do the fundraising necessary to carry out those goals. The following guidelines should be followed with respect to 4-H club funds.

Use the link below to access the 4-H Treasurer's Book.
https://pubs.wsu.edu/ItemDetail.aspx?ProductID=13256

HANDLING CLUB FUNDS

- The club should determine an annual budget.
- The club must notify the Kitsap County 4-H WSU Staff and Council of fund raising activities. Fundraising should be limited to raising enough money to cover the yearly budget.
- 4-H club funds exceeding $300 should be kept in a bank account under the 4-H club name. Club leaders or members should not hold cash reserves or keep club funds in personal checking or savings accounts.
- Two people should sign all checks (two members or one member and one adult). These two should not be in the same family. You may want to have three or four names on the signature card at the bank so that two are always available when needed. A finance Committee composed of 2 members and 2 adults is suggested when large sums of money are being handled.

- The elected treasurer should account for all monies raised by a club. Leaders can assist and help but they should function as advisors. The handling of money is a useful and educational experience for members.
- A receipt must identify all expenditures. A record of all expenditures should be made. The Treasurer's Book provided to clubs is adequate for this purpose.
- If a 4-H club has funds, there should be a treasurer's report given at each club meeting.
- An annual audit of 4-H club funds is required. 4-H club parents or other qualified individuals who have not been handling club finances should conduct the audit. The audit should answer the following questions:
    - Do treasurer records agree with bank records?
    - Are treasurer book balances actually on deposit with the bank?
    - Are receipts actually available to justify expenditures?
    - Have funds raised been reported and deposited appropriately?
    - Have adequate financial records been kept?

The Extension office may request an accounting of the club's books at any time.

4-H AND TAXES

WSU 4-H Staff will assist you in this process, please make sure you contact them as you will need additional information in order to be covered under the Washington State 4-H non-profit umbrella. Your coordinator will assist you with IRS Form SS-4 (tax number for checking and savings accounts). This must be completed PRIOR to opening a checking or savings account. Also, double check with your bank on these procedures or additional information required by that institution.

FUNDRAISING

Remember that money raised by 4-H must be spent on 4-H. It is illegal to raise money in the name of 4-H and then use it for other purposes. 4-H funds are not for personal financial gain. *The club must notify the Kitsap County 4-H WSU Staff and Council of fund raising activities before the event.*

The underlying philosophy is that learning to make decisions in a group is an important part of 4-H. Fundraising should only be done after the group has established goals for use of the money. Fundraising activities should be consistent with the age and experience of the members. Funds should be raised for specific purposes. Clubs should raise their funds through their own efforts.

- Club dues, if any, should be voted on by the members. The amount of club dues should be decided by the total club keeping in mind individual member's ability to pay and the actual financial needs of the group.
- All fundraising must be legal. Lotteries and raffles are questionable. Check with the Extension office before planning one.
- Fundraising in the name of 4-H cannot include endorsement of products.

- Clubs should check carefully all aspects before taking on a fundraising effort (i.e. can unsold items be returned).
- Donations from local business. There may be an occasion when you have an activity where you ask local businesses for goods or services. If so, please note the following:
    - Notify WSU 4-H Staff and the Council **BEFORE** you solicit donations.
    - If donors say no, do not press the issue. Thank them for listening.
    - You need to provide written documentation to the business explaining the donation.
    - Do not ask the same business a number of times. Notifying WSU 4-H Staff and the Council will ensure that businesses are not being constantly solicited by multiple clubs and projects.
    - Be sure to write thank you notes for anything received.
    - Remember businesses are asked many times by many different groups. Consider the need before asking and work with the Extension Office and Council.

OWNERSHIP AND DISBANDMENT

When a 4-H club purchases equipment (i.e. set of clippers for members to use), they should decide what would happen to the equipment, if the club splits or disbands. Put it in writing and keep it with the club records.

When a club disbands with money in the treasury and/or equipment in their inventory, the following options should be considered:

- Give remaining funds to the 4-H Leaders Council for local activities.
- Give or sell equipment to new 4-H clubs who can use the items.
- Give funds to a 4-H memorial or scholarship fund.
- Give funds to Washington State 4-H Foundation.
- Spend funds on an educational activity for retiring members.

If a club splits and new clubs are formed, a percentage of the original club's funds should go to each club.

RISK MANAGEMENT

While it is important to let youth make their own decisions, as a leader you have the responsibility to ensure that the decisions youth are making are emotionally and physically safe for all members. This means evaluating each event for risk.

- Risk management is important in insuring the safety of youth and adult program participants.
- Risk includes the many unexpected things that can happen to the participants, spectators, properties and reputation of 4-H as part of the program.
- Risk also becomes an important educational component of the program by focusing on safety and prevention.

A process of evaluating each event should be used to protect assets by minimizing the potential for negative outcomes. It means that 4-H clubs, groups, or planning committees anticipate potential risks as the activity is planned and decide on ways to manage the risks.

The first step in Risk Management is to identify the potential risks involved in the project or event. Then an evaluation should be made by the group how to manage the risk; should it be assumed, reduced, transferred, or avoided.

Assume the risk. When looking at the event or project, the group has decided that all necessary precautions have been taken and the level of risk is low. They decide to conduct the event as they have it planned; this means they are assuming the risk.

Reduce the risk. When looking at the event, the group decided to make some changes to reduce the degree of risk by modifying the program or facility. For example, a fair livestock committee may decide to add a fence to separate the public from animals in a show ring at a fair to reduce the risk to the spectators.

Transfer or share the risk. Another method to help manage risk is to transfer or share the risk. Supplemental insurance, informed consent forms, and assumption of risk forms are commonly used in the 4-H program. For example, parents of participants at summer 4-H camps may be asked to complete an informed consent/assumption of risk form in order for their youth to participate in higher risk activities such as rock climbing or challenge course activities. Furthermore, camp organizers may acquire supplemental accident insurance to further share the risk of injury.

Avoid the risk. If a group looks at an event and takes steps to remove a hazard or transfer risk but the risk is still high, the best solution may be to engage in an alternative activity or avoid the activity completely. For example, a night hike at camp could be completely cancelled or replaced with a day time hike.

After an event it is a good idea for the committee or group to review the risk management plan, evaluate it and make changes to further reduce risk at the next event.

A NOTE ABOUT LIABILITY INSURANCE

All 4-H members and volunteers are covered under a group liability insurance policy. This policy is in place to protect members and volunteers in the event of an accident during a 4-H event. *Volunteers MUST record their hours in the online volunteer hours reporting system in order to be covered during scheduled events.*

4-H Clubs

THE 4-H CLUB

KITSAP COUNTY 4-H POLICIES
By volunteering to lead a 4-H Club, each leader automatically becomes a member of the Kitsap County 4-H Council.

THE 4-H CLUB

- 4-H Clubs can be organized when there is a request for them by parents and young people.
- It is strongly recommended that a 4-H Club consists of no less than 5 members. Individual membership is available for youth when a regular 4-H club is not available.
- Enrollment for new members and leaders are required when the club enrolls and when new members or leaders are added to the club. Initial Club enrollments are due in the extension office by November 1st.
- 4-H leaders may obtain bulletins and other project material from the County Extension Office. The club must hold at least 6 meetings per year. Members must attend two-thirds of these meetings unless otherwise specified through the club agreement.
- Clubs may request a CHARTER when it organizes.

MEMBERSHIP AND ENROLLMENT

ENROLLMENT DATES
November 1st: Club Enrollments due to the extension office.
March 1st: Final deadline for enrollment.
May 1st: Final deadline for project changes to be able to participate at Kitsap County Fair.
See Calendar of Events for more information.

Youth Member
Membership in 4-H is limited to youths in kindergarten who have reached their 5th birthday before January 1 of the current 4-H year through those in the 12th grade or who have not reached their 19th birthday before January 1 of the current 4-H year. Special Education youths older than 19 may enroll with approval of the county 4-H faculty/staff. Primary members must be 5 years old by January 1 of the year beginning kindergarten, and at least in Kindergarten. Applicants may be accepted as Primary members by individual clubs at the discretion of the club leaders. By the recommendation of Washington State University Cooperative Extension, primary members may not enroll in large animal projects (Beef, Sheep, Swine, Horse, Dairy, Llama and Dairy Goat).

Divisions
All divisions are determined as of January 1st of the current club year and are as follows:
2nd grade and under…….Primary
3rd-5th grade……Junior
6th-8th grade……Intermediate
9th grade – age 19……..Senior

EVENTS
In addition to belonging to his or her local 4-H club, each member is provided an opportunity to become acquainted with other 4-H club members in the county by taking part in 4-H workshops, rallies, attending 4-H Camp and Recognition programs.

PROJECT ENROLLMENT AND REQUIREMENTS
Club members, with the help and advice of parents and leaders, choose their own projects and agree to complete the requirements of that project.

Club Requirements may include:

- Complete the requirements for the particular project concerned (please see project section).
- Give at least one Public Presentation during the year.
- Turn in a satisfactory record book and permanent record to their leader by dates specified.
- Regular attendance

Projects are not counted as completed unless the record book and permanent record are up to date and complete.

Members (except primaries) will not be nominated for Project/Activity AWARD at the Achievement Ceremony unless completed record books and permanent record books are turned in.

Enrollment Deadline for members is March 1st of the current 4-H year. Project add and drop deadline is May 1st. If project is not dropped by May 1st then project section must remain in record book with reason for dropping project. (Ex. My leader forgot to drop this project)

It is recommended that clubs keep a copy of ALL enrollments & changes.

A member or leader must submit enrollment forms at the beginning of each 4-H year to be active.

Online Enrollment available for the 2015-2016 4-H year

TEEN LEADER PROJECT
Requirements:

- A teen leader must be a Senior member of the current year and have completed one year of club work.
- Be a member of a regular 4-H club.
- Be enrolled in the Leadership project.
- Assist adult leader with the leadership of a club, OR

- Do community and county 4-H activities and projects as agreed upon by parent, leader or agent along with the Teen Leader.
- A Leadership Pin will be awarded.

LEADERSHIP

By volunteering to lead a 4-H Club, each leader automatically becomes a non-voting member of the Kitsap County 4-H Council. A leader must conduct training for club members in demonstrations and judging. WSU and the State of Washington have agreed that State L&I Insurance covers leaders during their club activities. No Large Animal leaders who accept Primary members in a large animal project will be covered; therefore we are following WSU's guidelines that no Primary will be accepted in Large Animal projects.

RECORD BOOKS

- Record books are to be completed, reviewed by the club leader and turned in by the posted due date for submittal for all end of the year awards. This is mandatory for all members wishing to receive a "year-end pin" or to apply for a county award or scholarship. This is also mandatory for all animal projects.
- All 4-H members, regardless of age or number of years in 4-H club work must have a permanent record section.
- The permanent record section and all project sections should be completed and up-to-date.

COMPONENTS OF A CLUB PROGRAM

IMPORTANT INFORMATION FOR THE CLUB LEADER
The 4-H Club Leader has the awesome responsibility of guiding fellow volunteers, parents and 4-H members through the best 4-H club experience possible. With proper training and support, the club leader can keep focused on the basic components of a club program and plan carefully to provide the basis for a successful 4-H meeting and overall 4-H experience.

CHARTERING
One of the important steps in the new club organization process is Chartering. The Club Charter identifies a group as an organized 4-H club that is authorized to use the 4-H name and emblem for educational purposes. The Charter stays with the club as long as it is in existence. All clubs are expected to operate within the framework of the 4-H program. The charter does not have to be renewed when leaders change or minor revisions are made in the club structure.

New leaders need to have their clubs apply for a charter as soon as they have met these **requirements**:

- The club must have a membership of five or more persons.
- The club must have a local leader or adviser.
- The club must adopt an official constitution and bylaws (see appendix)
- The members must organize as a club and elect officers, as appropriate.
- The club must plan and adopt a program for the year.

When a club meets the four requirements the club secretary should apply for a 4-H club charter. The application can be downloaded from the Kitsap County 4-H Website at *http://county.wsu.edu/kitsap/youth/youth/Pages/4-HEnrollment.aspx.* It can be found under the New Leaders Section titled "Club Enrollment Form." It should be filled out with the name of the club (exactly as it should appear on the charter), and signed by the secretary, the president, and the local leader. It should then be sent to the county 4-H office. A copy of the club program plan should be included with this application. The 4-H office will arrange for presentation of the charter to the club.

GREAT 4-H CLUB MEETINGS
4-H meetings will mainly determine the kind of experiences that youth will have in 4-H. This is especially true for the beginning members; that's why successful 4-H meetings are so important.

Groups that have planned carefully and have paid attention to the basic components of a club program have the basis for successful 4-H meetings.

The 4-H Club Meeting is usually divided into segments and will vary depending upon the ages of the participants. The three segments of a meeting are:

- Business Meeting
- Education Program
- Refreshments and Recreation

Business Meetings

In addition to learning the standard procedures for running a meeting, participation in 4-H business meetings helps members gain experience in planning, learn how to make group decisions, assume leadership and develop a sense of responsibility. The length of the business meeting will vary with the ages and experience of the young people. As members' cognitive and interpersonal skills increase they become more capable of democratic decision-making, self-determination and self-government. The complexity and formality of the business meeting should increase accordingly.

Educational Programs

All educational programs must meet the needs and interests of the audience. Consideration should be given to the length of the program and attention span of the participants.

Refreshments and Recreation

One of the life skills targeted for children 5 to 12 years old is psychomotor skills. Allowing young people to participate in ***active recreation*** promotes the development of this life skill in a positive group setting. Recreation can also serve as a tool for developing cooperative learning, for building self-esteem, etc. Teens are learning how to socialize.

By providing them with an environment in which to meet this important need, 4-H youth development programs support the growth and development of the young people and the concern of parents that their teens be involved in positive ***social learning*** situations.

4-H CLUB OFFICERS AND COMMITTEES

One of the distinguishing characteristics of a 4-H club as compared to other 4-H youth development programs is the element of self-determination – 4-H clubs elect officers who lead the membership in determining their own program and their own rules of governance. While cloverbud groups do not elect officers they are introduced to officer roles by practicing some of the routine officer jobs.

CLUB COMMITTEES

Large clubs and those with more experienced members often appoint committees to do much of the planning for the club. The number of committees needed depends on the size and goals of the club.

The president, other officers, and volunteer leader determine what committees are needed. "Standing committees" are a permanent part of the club's structure. These committees should be appointed early in the year by the president and volunteer leader. "Special committees"

may be appointed from time to time according to needs. A parent or volunteer leader should be designated to meet with each committee.

RECORD KEEPING

There are three kinds of record keeping that are important for 4-H clubs:

- **Club and member participation records** are handled by the leader and include enrollment forms, project completion information and any other information about club activities or members that is required by the 4-H office.
- **Project records** are kept by 4-H members as part of the project learning experience. 4-H project records help members learn:
  - How to set goals
  - How to plan and do things to meet their goals
  - How to organize information and what type of material to collect to document accomplishments
  - About their own achievements and develop a sense of competence
- **Record Books** are used to compile a continuous record of a member's 4-H experiences. These become valuable assets to members as they chart their progress, apply for awards within and outside 4-H and when, as teenagers, they apply for college admission or part time jobs.

PLANNING A CLUB

A WELL-PLANNED PROGRAM

An effective planning process will create a well-balanced program that provides 4-H members with varied opportunities for personal development. A well-planned program will:

- Provide opportunities for each person to assume responsibility
- Include a variety of activities that address each of the four H's
- Identify the preparation needed for meetings and events
- Provide for timely communication
- Avoid calendar conflicts

HOW AND WHEN DO CLUBS PLAN?

Most clubs plan their programs in September or October when they elect their club officers. Clubs that operate only part of the year need to plan a program as soon as possible in order to complete the project(s) in time.

Prior to planning the program, a 4-H club needs to study the situation. What have they done in previous years? What are the ages and other characteristics of the members? How many members are there and how many leaders/parents are available?

While the planning method must be suitable to the characteristics of the club, an effective planning process will:

- Give each person a part in the decisions
- Facilitate both cooperation and compromise
- Provide practice of planning skills for members of all ages

In small clubs, the entire membership usually does the planning at a general meeting. In somewhat larger clubs, the newly elected officers and club leaders do the planning. Another successful method, especially for clubs with 25 or more members is to select a program planning committee. The club's president should appoint committees with guidance from the leader. Regardless of the planning method, participation should include club officers, organizational, project and activity leaders, and other members of various ages and parents. The vice president is quite often appointed as chairperson of the planning committee.

GOALS OF A CLUB

Goals are simply statements of what you want to accomplish – what you want to do, what you want to learn. A goal is like a road map. It helps you decide how to get to where you want to go. Goals have three parts that allow us to measure and check progress. They are:

- The Action - How
- The Result - What
- The Timetable - When

While members will also have individual goals, club goals should reflect what is important to the group, as a whole. These goals provide the foundation for the rest of the club plan. Club goals should:

- Be realistic and measurable
- Meet the needs and interests of the club members
- Promote cooperation
- Provide individual achievement opportunities
- Promote improvement over last year
- Provide community and service participation

MATCHING THE PROGRAM PLANS TO THE GOALS

Once the goals are agreed upon, leaders should survey all club members for specific program ideas. Acceptable methods of surveying include:

- Using a suggestions box
- Writing ideas on large pieces of paper that are taped to walls
- Collages
- Roll call (contribute an idea when name is called)
- Brainstorming

When everyone's ideas have been presented and the group is ready to discuss them it is helpful to have these items handy:

- School calendars
- County 4-H Calendar
- 4-H Project list or catalogue
- Information about community service and field trip opportunities
- Information about community celebrations, festivals and events

Small clubs may fill in the 4-H Club Planning calendar as they reach agreement on the ideas presented.

In larger clubs those who are leading the planning process should review all the ideas, prepare a suggested calendar and present it to the membership at a later meeting. Everyone should be allowed to ask questions and voice their opinion about the plan. This is when conflicts in schedules and other concerns can be addressed. After the plan has been discussed and revised as needed, the members should vote to approve and adopt it as their yearly 4-H program.

Prior to adopting a plan all participants should be able to say "yes" to these questions:

- Does the program involve all members?
- Is the program interesting to all ages?
- Is the plan realistic?
- Does the plan include activities for learning and service, and some just for fun?
- Did we consider county 4-H events?
- Is someone responsible for each task?

FOLLOW THROUGH

The last part of the planning process is to establish a communication and check-up system. Here are some ideas clubs can use:

- Provide each family with a 4-H calendar of club events.
- Announce dates at meetings, in newspapers and by radio
- Check with subcommittees to see that responsibilities are being carried out.
- Contact club members.

EVALUATING THE CLUB PLAN – HOW ARE WE DOING?

As the year progresses changes may be necessary. You may spot lagging interest, more pressing needs or new opportunities. After several meetings the leader or chairperson of the planning committee should review progress towards goals with the club, present any new opportunities and ask members if they would like to suggest any changes in the club plan.

CELEBRATING CLUB EXCELLENCE

Club Celebrations should be held often during the year and might take different forms. Below are some ideas:

- Have a graduation ceremony to transition to the next age group.
- Have an "I did it..." night where everyone displays something they have made or done during the last six months.
- Have a "special club helper" at each meeting and rotate the position.
- Partner parent and child together for recognition.
- Partner two children together and recognize their accomplishments.
- Have an "I had fun doing..." night where parents learn about what children have accomplished.
- Have younger 4-H members plan party for teens.
- Allow teens to plan and conduct their own celebration.
- Invite grandparents and other extended family to a 4-H Celebration Night.
- Attend County Achievement Night as a club.
- Conduct a Club Spirit Night.

THE 4-H PROJECT

A 4-H project is a planned series of learning experiences through which youth develop knowledge, practical skills (woodworking, gardening, cooking, etc.) and life skills (decision-making, self-discipline, leadership, etc.). It is a unique characteristic of 4-H and the prime example of the 4-H methodology – "learning by doing" or, more formally, experiential learning. To meet national guidelines a 4-H project must involve at least 6 hours of educational experiences.

PURPOSE OF 4-H PROJECTS

The purpose of a 4-H project is to provide youth with a pathway to personal development. It offers practical experience in real life situations through which youth can discover and further develop their interests and talents. It encourages youth to set their own achievable goals and to "make their best better." Following the experiential learning model, it spurs discussion of the group's activities, helps youth to draw conclusions and apply what they have learned in the real world.

While leading activities and teaching practical skills the 4-H leader also helps members acquire important life skills and values such as: desirable work habits, sense of responsibility, management of money and time, cooperation, sportsmanship, and decision-making based on the evaluation of alternatives. 4-H project work is often the beginning of a lifetime career or hobby. The helper's guides for all 4-H projects developed by the 4-H Cooperative Curriculum System include an explanation of the experiential learning model, a listing of age group characteristics and tips on working with youth. Of special note…The Helper's Guide to the "Health…It's Your Choice" project from the 4-H Cooperative Curriculum System (www.n4hccs.org) has an excellent section on developing project and life skills.

SELECTING 4-H PROJECTS

Each area of 4-H project work includes many individual projects that are designed for children of different ages and levels of experience. A beginner project introduces the most basic information and skills in a particular project area. Each project that follows will build on what was learned in the previous project. For example, in the first year of the woodworking project, a nine-year-old member would make a simple wooden game that requires only sanding and finishing a flat piece of wood. The next project would introduce the use of one or two hand tools, the next some construction techniques. If the member continues with the woodworking project until the age of 16, he or she should be able to design and build a piece of furniture. However, a 16-year-old member who just started the woodworking project could not begin to make furniture.

4-H club leaders need to consider the following when selecting options for their club:

- Select a project that the members like and is age-appropriate.
- Select a project that can be completed
- Know how much the project's materials will cost

- Know how much space and equipment are needed and available
- Determine what parents or other adults can help
- Know the opportunities for growth

Successful completion of any project is dependent on that project's appropriateness to both the age and abilities of the particular member. It is success that builds self-confidence, develops a positive self-concept and creates the motivation to take on a more challenging project. For new clubs with younger members (10 years old and younger) sometimes it is appropriate for adults to help youth choose the projects because this age group is usually very receptive to any new opportunity.

Regardless of age, youth should participate in making decisions affecting all aspects of their club experience. Retention of teens is an issue for all youth organizations including 4-H. As members become older and more experienced, they should be given greater responsibility and freedom in selecting their projects. They especially need a voice in decisions that affect them. As the 4-H member grows in knowledge and experience, the leader's role should change.

4-H project guides and other resources that are appropriate for 4-H projects are designed and produced at the state, national and county levels. The Kitsap County Extension Office has an exhaustive curriculum lending library to help leaders and members with project selection. Each project binder includes:

- Description of each project listed
- Project-specific curriculum that contains:
  - Appropriate age level
  - What concept or skill is taught
  - File or reference number for supporting information

TEACHING 4-H PROJECTS

4-H project leaders want youth to develop new and improved practices, ideas, abilities, habits, interests, attitudes, appreciation and understanding. Positive learning occurs when:

- Members want to learn something.
- Members notice something.
- Members do something.
- Members get something.

Competitive, cooperative or individualistic methods can be used to teach 4-H projects and encourage youth. Cooperative learning is especially appropriate for 5-8 year olds because it encourages the development of their social skills, which is important during this phase of maturation. Remember to keep it informal and fun and let everyone have a chance to say and do something.

Evaluation (judging projects, coaching demonstrators, etc.) is another method of teaching. See more on this later in this section. Handled properly, competition in 4-H can be a motivating and learning experience.

For the current listing of projects offered, see EM2778, 4-H Projects and Publications in hard copy, on CD, or on the web at http://4h.wsu.edu/EM2778CD/index.htm

Characteristics of the 4-H Program

YOUTH LEARNING CHARACTERISTICS

The way learning experiences are designed is dependent on the characteristics of the youth who will participate. To foster the development of positive self-concepts it is important to ensure that members are able to succeed. Therefore project activities must be developmentally appropriate. This can be achieved when the leader is aware of the various characteristics in the growth and development stages of youth. Anyone working with youth needs to remember that each child develops at his or her own pace so all characteristics will not be observed in all children at the same age or in the same grade.

PROGRAMMING FOR CLOVERBUDS

Children between the ages of five and eight have become a significant segment of the 4-H population both in Washington State and throughout the nation. However, cloverbud programming efforts had been an uneven, trial-and-error process that took place in counties or states with little or no coordination until the National K-3 Curriculum Task Force was formed in the early 1990's. This group identified the methods, environments and curriculum criteria that most effectively foster the development of children within this age group. Their work is summarized in **K-3 Youth in 4-H: Guidelines for Programming**. An example of this type of curriculum can be found at *http://igrow.org/up/resources/01-4120-2012.pdf.*

It is important for staff, volunteers and parents to understand that cloverbuds are not just "littler 4- H'ers." While they may be only a year or two younger than their 4-H siblings they differ significantly in developmental characteristics that have major implications for programming. We cannot simply "water down" existing projects or lower achievement expectations for their participation in programs; we must develop unique activities for these young people that are based on research in the areas of child development and education.

GRADES K-2

Children in this age group:

- Have short attention spans so "hands on" activities are very important. Activities that are divided into small steps with physical activity in between work best. It is important to select activities that can be successfully completed by the child.
- Are very concrete thinkers. They do best with activities that let them do and see things rather than just listen.
- Have a strong need to feel accepted and have adult approval. Adults should provide lots of praise and encouragement for even the smallest success.
- Cannot separate themselves from the project or activity and view any evaluation as a reflection on them. It is very important to avoid competition or activities that select a single winner or best person.
- Enjoy working in small groups with plenty of adult attention.
- Both boys and girls are usually more concerned with "doing the project" rather than the competition and/or comparison of a project.

GRADES 3-4

Children in this age group are:

- Active, full of energy and anything but quiet. Activities should encourage physical involvement.
- Interested in many things and often jump from one thing to the next. Activities should be divided into smaller steps.
- Fairly concrete thinkers and tend to be more attentive if they have an opportunity for hands-on learning rather than just listening.
- Just beginning to think logically, symbolically and beginning to understand abstract ideas. As they consider an idea, they think it is either right or wrong, fun or boring (very little middle ground).
- Looking for adult approval and have a strong need to feel accepted and worthwhile. Adults should provide lots of encouragement and recognize even small successes.
- Individual evaluation is preferred over group competition. Instead of comparing success with others, youngsters prefer to know how much they have improved and what they should do better next time.
- Are easily embarrassed about doing either better or worse than their friend does.
- Beginning to exit from the stage in which the satisfaction of completing a project comes from pleasing the leader or parent and heading towards appreciating the value of the activity itself.

GRADES 5-6

Characteristics included in this age group are:

- Growth spurts with girls maturing faster than boys do. These rapid changes may make some youth uncomfortable with their changing bodies.
- On a roller coaster ride of hormones and emotions that present major challenges to their self-concept.
- Faced with many changes that fill them with self-doubt.
- Test values and identities and seek adults who are accepting and willing to talk about values and morals.
- Desire a sense of independence from parents.
- Concerned with opinions of peers because their peers opinions are more important than opinions of parents and other adults in the area of dress, music and activities.
- Move from concrete to more abstract thinking. Ready-made solutions from adults are often rejected in favor of finding their own solutions. Small groups provide a chance to test ideas.
- Resent being compared with each other and wary of being embarrassed by adults.
- Want to be part of something important that provides an opportunity to develop responsibility.

PROGRAMMING FOR TEENS

It is both natural and appropriate for older teens to focus on individual interests and to pursue excellence in areas of strength, while they strive to discover their suitability for potential career fields. Just as naturally they may become preoccupied with personal relationships.

Employment, advanced course work and multiple activities severely challenge teens' ability to manage time. If 4-H programs do not enhance their pursuits in other areas, 4-H will be squeezed out of their schedules.

Programs that effectively motivate teens to continue their 4-H involvement are:

- ***Appropriate for their developmental level.***
- ***Flexible*** – A high degree of self-determination of both content and schedule are essential.
- ***Lead by adults who understand and enjoy teenagers*** – While you can teach about the characteristics of adolescents, you cannot train someone to be comfortable with or to enjoy teenagers. While resource people need to be selected mainly for their expertise, the organizational leader of a teen club or other leaders who work with teens on a continual basis must be selected mainly for their ability to relate to this age group. A leader who started with a group of cloverbuds and provided excellent leadership throughout their elementary school years may need to be discouraged from following them into the teen program.

GRADES 7-9

Characteristics for this age group include:

- Being very concerned with themselves and their peer group. Relationship skills become a priority.
- Acceptance of the opposite sex may become important.
- Becoming aware of their own special abilities and talents. This is a good age to introduce teen leadership roles.
- Vocational goals often influence the activities they select.
- Mastering abstract thinking and imagine new ways of doing things that sometimes challenge adults.
- Set their goals based on feelings of personal need and priorities. Any goals set by others are likely to be rejected.
- Able to initiate and complete tasks without supervision. Leader's role should be that of advisor/coach.

GRADES 10-12

Characteristics of this age group are:

- Future plans are important as they begin to make the transition to adult life. Their goals for the future influence which activities they will continue.
- Close relationships develop as they become preoccupied with their need for intimacy.
- Make and carry out serious decisions but still need adults for guidance and support.
- In most cases, can determine their own schedule and only need general directions when assigned to familiar tasks.
- Adults no longer control activities but should serve as resource people by helping to stimulate the teen's thoughts.

RECOGNITION AND JUDGING

Recognition is an important way to help young people to feel good about themselves, but, the form it takes must be suitable to the age and personality of the young person. The ***National 4-H Recognition Model*** includes five types of recognition.

Recognizing youth for their ***participation*** can be a first step in building self-esteem. Recognizing young people for their ***progress towards personal goals*** helps them gain experience in goal-setting and realistic self-assessment. Establishing ***standards of excellence*** gives 4-H members a predetermined target for accomplishment, and, recognizing their achievement of those standards helps them to appreciate the skills they are learning. The desire to win is a strong motivator for some people. On the other hand, some young people are threatened by competition with their peers.

Recognition that is given as a result of ***peer competition*** needs to be handled carefully and is *not appropriate for youth under age 8.* When young people work together, they examine their own skills and abilities and explore solutions beyond their own ideas. This prepares them for life in today's inter-dependent, global society. Young people should, therefore, also be recognized for ***cooperation***.

Competition is a part of everyday life. It can provide positive motivation and incentive for learning. It can stimulate creativity and motivate us to set goals, complete projects and strive for excellence. It can result in huge celebrations or disappointing defeats. Awards that are given as a result of competition can cause much celebration and distress in adults and youth. 4-H should offer youth a place to be recognized for what they achieved while striving for a goal whether or not that goal has yet been achieved. Perhaps the goal needs to be broken into smaller pieces so success can be recognized as progress is made.

In the context of judging 4-H projects, winning means only that on that occasion, in that time and place, that performance, product or record was judged to be the best. It does not mean that that winner is better than others whose entries were rated lower. ***Leaders, parents and***

other adults need to convey praise to all members for doing the best their individual skills and abilities allow. Members need to be encouraged to make competition a learning experience by looking at other displays, watching and visiting with others who participate in a competition.

It is best to have a balance of cooperative, competitive and individualistic recognition. Cooperative activities help build attitudes of friendliness and cooperation. If 4-H members only participate in competitive events, they will only be developing competitive attitudes. Sometimes there doesn't have to be a winner and loser!

Recognition can be accomplished by using any of the following: chevrons, stickers, pins, certificates, news articles, t-shirts, caps, handwritten notes, members' cards, ribbons, 4-H memorabilia, project equipment or supplies, trophies, scholarships, special trips, community recognition.

THE DANISH SYSTEM

The Danish System of evaluation is used at 4-H events. Each item is evaluated according to a standard (set of criteria) rather than against each other. 4-H leaders, members and parents should be informed about the criteria before members exhibit projects or enter competitions.

There is no limit to the number of entries that receive each level of award (blue, red or white).

- Blue or Excellent – The workmanship shows little need for improvement compared to the relative standard.
- Red or Good – The workmanship is satisfactory or average but there are definite areas for improvement, even considering the age and challenges of the child.
- White or Worthy – The workmanship shows that a worthy effort has been made and that the finished product is useable for the purpose intended. However, there is much need for improvement even considering the age and challenges of the child.

THE ROLE OF THE JUDGE

Judges are under pressure and need to be given specific criteria for whatever they are being asked to judge/evaluate. They also need to know how to work with and talk with children. Youth need to know that evaluators are human beings, too, and that judging includes subjective, as well as objective observations. They need to know the standards for their project before the actual event.

Above all, **"The judge must recognize that the process is more important than the product and that the doing is more important than the thing done."**

JUDGING AS A METHOD OF TEACHING

It should:

- Teach standards of excellence
- Help youth set their own standards
- Motivate improvement
- Teach where and how to make improvements

When something is judged, a comparison is made and reasons given about a particular award. Through judging, 4-H'ers can learn how to:

- Recognize good and bad points in products or workmanship
- Make their own decisions
- Express themselves
- Accept criticism
- Improve their work
- Sharpen their judgment skills

WHERE AND WHEN TO START JUDGING

Judging should start in the 4-H club meeting while the 4-H member works on the project. This is where the standards for good work need to be set, improvements can be seen, and principles learned. Other club members can share ideas. Articles and animals that will be judged can be discussed. 4-H members can attend judging clinics and animal shows where, as a group, they can decide how the article or animal should be rated and give reasons for their choice. They also should listen to the judge's comments.

IF YOU ARE THE JUDGE

- Smile! The kids are nervous enough already and need to see a friendly face!
- Talk with the child, not at them.
- Remember that children the same age have different abilities.
- Know the judging standards or criteria and follow them.
- Never agree to judge an area where you are not qualified.
- Be consistent.
- Try not to allow personal biases to influence your decisions or comments.
- Emphasize positive aspects before making any criticisms.
- Offer a way to correct any problems you find and how to avoid it the next time.
- Do not pre-judge an entry because of the reputation of the competitor or club.
- Use only constructive comments e.g. If a 4-H member makes an apron out of inappropriate fabric, say "an apron needs to be made from fabric that can be washed and dried many times" instead of "you used the wrong fabric for an apron."
- Be sure your comments justify the award you are giving.
- Keep in mind that there is often more than one way to do something.

AWARDS

4-H COUNTY AWARDS CEREMONY
The Kitsap County 4-H Awards Ceremony is generally held in November. The focus of the ceremony is to recognize all 4-H members for having completed their 4-H year. It will include the presentation, county project medals, record book award, and county awards. The 4-H Leader of the Year will also be recognized. A Silent Auction is held to raise money for Council.

It is the responsibility of the 4-H Club Leaders to fill out the appropriate award applications (for club members to receive awards. These applications must be turned in with all record books to the Kitsap County Extension Office by a pre-ordained date.

The Awards Committee usually organize the Awards Ceremony with assistance from the 4-H Council and the Kitsap County Extension Office.
It is suggested that the next year's 4-H Council officers be introduced at the achievement ceremony.

For more information on awards available, requirements, forms, etc. visit:
http://ext100.wsu.edu/kitsap/resources/4-h-awards/

4-H AWARDS ENTRY FORM
This form is to be filled out by the leader and turned in to the WSU Kitsap County Extension Office with the members Record Book.

LIST OF KITSAP COUNTY AWARDS
Leaders and Members should look over these awards after County Fair. Any member should be able to apply for an award. Members MUST complete a record book in order to receive an award.

AWARDS INVITATION CARD
Invite family, friends, club members, and businesses to participate in our Awards Ceremony. This way we show the public how much our youth do!

4-H SILENT AUCTION CARD
All projects are encouraged to donate something to the Silent Auction. All proceeds go to the 4-H Council's scholarship fund.

PROBLEM SOLVING

One of the most challenging things when working with a large group of people is finding ways to solve disagreements. While we are all committed to 4-H because of our desire to have a positive impact on Youth Development, we may not always agree as to the best way to go about it. Here are some suggestions to keep in mind when working with others:

PRACTICE GOOD FAITH

4-H Leaders and Members are obliged to deal with each other at all times fairly, reasonably and in good faith. In broad terms, this means that all 4-H Leaders and Members must:

- act honestly, openly, and without hidden or ulterior motives
- raise issues in a fair and timely way
- be constructive and cooperative
- be proactive in providing each other with relevant information and consider all information provided
- respond promptly and thoroughly to reasonable requests and concerns
- keep an open mind, listen to each other and be prepared to change opinion about a particular situation or behavior
- treat each other respectfully

Good faith generally involves using practical common sense.

Acting in good faith reduces the risk of conflict and problems.

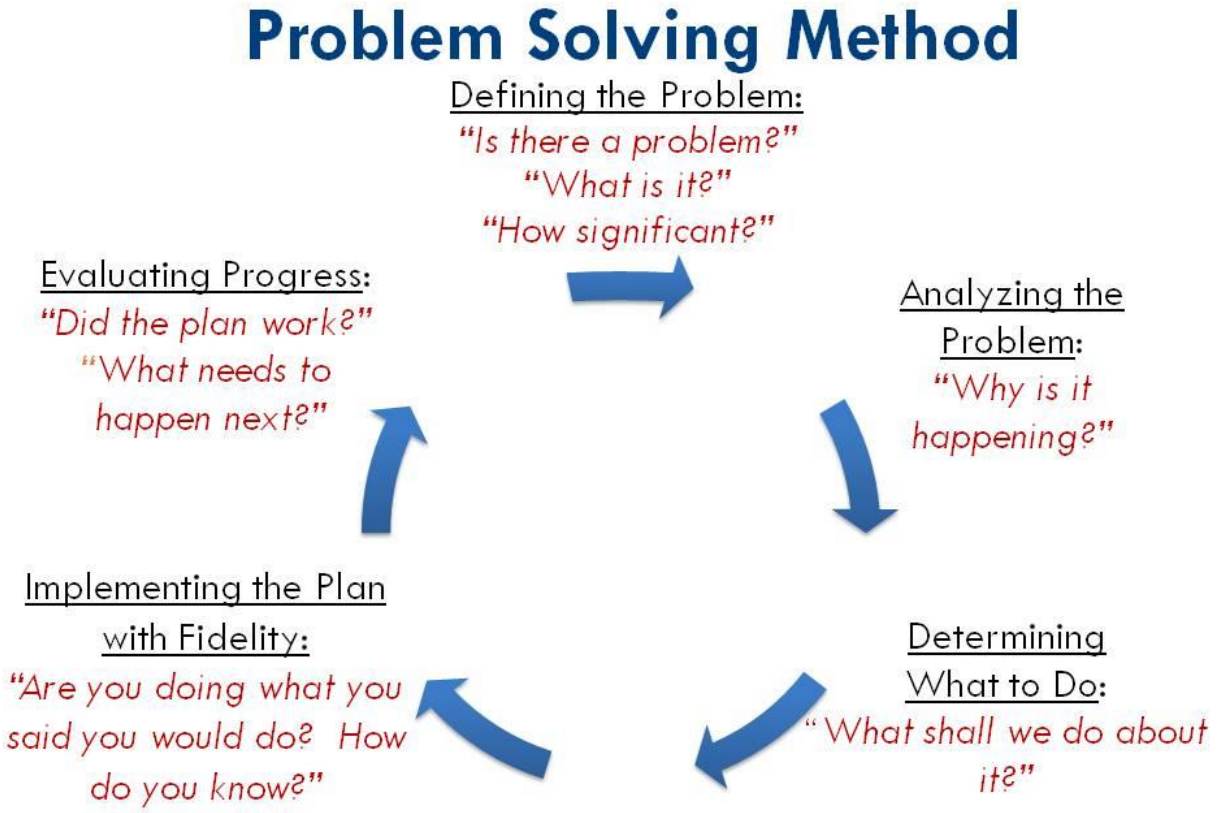
There isn't a single set of requirements, because every circumstance is different. However, there are some key expectations of a good faith relationship:

- All parties should be responsive and communicative with each other.
- All parties should have a clear understanding of their role and the expectations and limitations of that role.
- Problems that arise should be dealt with in a manner that is consistent with what a reasonable person could do.
- **All parties should assume goodwill.**

Good faith is about treating others in the way you would like to be treated. This does not mean that a Leader should not act firmly where appropriate but everyone should always have a fair opportunity to have a say before a decision is made, and neither party should treat the other in a degrading or humiliating manner. It also means that everyone needs to raise concerns when they arise. Otherwise solving the problem becomes more difficult.

Leaders should have good processes and procedures for dealing with issues and should make sure that members are aware of them. Everyone – from WSU staff, to 4-H Council, to Leaders, to Members – should understand what is expected of them, including who to approach if they have a problem.

A suggested method for approaching any problem is seen in the following cycle.



Source: http://www.indstate.edu/blumberg/presm/usingdata.htm

GRIEVANCE GUIDELINES

When all else fails, follow the Grievance Guidelines. If you feel that you were somehow treated unjustly, have a complaint that is not being heard, or for any other reason have an objection, please follow these steps:

Step One

First talk to your main leader. If you have a grievance that cannot be resolved between you and your main club leader or it is a problem that your main leader cannot resolve, then go to Step Two.

Step Two

Fill out a Care to Share form online. Send to County Coordinator.

Step Three

Once the 4-H Coordinator receives completed Care to Share form online, they will contact you. The County Coordinator will then decide on any further action.

Pillars of 4-H

Record Books, Public Presentations & Educational Displays

RECORD BOOKS

The 4-H program has a long history of record keeping. The focus reflects the importance of this life skill in our daily lives. In 4-H, young people have tracked their activities, events, profits and losses, skill development and learning experiences, and much more using the iconic 4-H Record Book. In addition to record keeping, the 4-H Record Book gives members an opportunity to reflect on their year, measure their achievements and growth, and set goals, and develop plans to meet those goals.

WHY HAVE RECORD BOOKS?

4-H Record Books serve a variety of purposes in the Kitsap County 4-H Youth Development Program.

- 4-H Record Books give members an opportunity to reflect on their yearly work. They document their skill development and their learning experiences in a written report. 4-H members measure their achievements and growth in their total years in 4-H.
- 4-H Record Books encourage members to set goals, pursue strategies to meet those goals, and to shift gears in the face of challenges and obstacles. Completion of the Personal Development Report awards 4-H members for participation in 4-H activities, which provides an incentive for participation, learning, and achievement.
- Completing a 4-H Record Book is a process where 4-H members record project and club work. Records management is a competency skill to identify, create, classify, archive, and preserve records. The 4-H Record Book teaches 4-H members these skills through a standard format.

ARE RECORD BOOKS REQUIRED?

4-H Record Books are not required for membership or for participation in 4-H activities such as club events and activities, or for attending 4-H camps or conferences. A 4-H Record Book is required for youth enrolled in animal projects to participate in the Kitsap County Fair and applications for yearend awards.

The 4-H Record Book has undergone transformations over the years to ensure that it meets the needs of our 4-H members.

For more information on the Record Books, use the link below:
http://ext100.wsu.edu/kitsap/resources/record-book-forms/

EDUCATIONAL POSTERS AND DISPLAYS

Often posters and displays have less than 60 seconds to get their message across, so planning is important. Choose attention-grabbing techniques such as actual objects, models, illustrations, motion, lighting, color and contrasts. Use horizontal lettering that is consistent in style. The use of borders and colors can turn even an uninteresting display or poster into one that attracts and teaches. Always check:

- VISIBILITY. Is it easy to see and read from a distance?
- SIMPLE. Is the message easy to understand?
- INTEREST. Does it attract and hold attention?

KITSAP COUNTY FAIR POSTERS

- Only Seniors, Intermediates, and Juniors may enter the Educational Display contest. Primaries may bring posters when they enter the rest of their exhibits.
- Member must be enrolled in a project that relates to a Lot number.
- All members may enter a display for "Promotion of Animal Farm", "Promotion of 4-H" and "Promotion of 4-H Camp."
- Posters must <u>illustrate ONE point</u>, and <u>be readable from 10 feet away</u>.
- Displays may show any topic of an educational nature, must deliver a quick message, increase the public's awareness of knowledge, and must contain accurate information.
- Any misspelling or grammatical error automatically drops the Educational Display one ribbon placing when judged.
- Member may enter only one display per Lot in specific classes.
- Member may enter one club display for each project in which the club is enrolled.
- There are specific classes that **require Educational Display Superintendent's approval by August 1st. NO EXCEPTIONS.** See current year Exhibitor Guide.
- Table Display classes must be displayed on a table, bench, or shelf where it can be studied by the public, and must consist of a backdrop and props.
- No displays or posters will be accepted if paint/ink is still wet or if they include liquids
- **No Foam Core board for Class A & B.**
- Minimum size 14" x22"
- Must be about current project area.
- Must be done by 4-H member.
- Cannot be part of another entry such as a demonstration or club display.
- Posters with frames or glass/plexi glass will not be accepted.
- No copyrighted illustrations or cartoons may be used.
- Exhibitors name should be written on the back.
- Always refer to the county fair 4-H premium book for more information.

WASHINGTON STATE FAIR POSTERS

Equine and Livestock educational displays are either (1) received when animals come in and released when animals leave or (2) may be turned in with other still life exhibits. In the latter case, educational displays will be stored in the 4-H Exhibit Building, and will be claimed by exhibitors at that location on the day of their equine entry. Clean-up crews will discard exhibits or displays left after the animals are released.

- Limit one entry per exhibitor poster or display not one of each.
- Poster must be readable from a distance of 10 feet.
- No copyrighted illustrations or cartoons may be used.
- Exhibitors name and county should be written on the back.
- Always refer to the State Fair Premium book for current rules.

PUBLIC PRESENTATIONS

Public Presentations are one of the most rewarding experiences for 4-H members and leaders. Through giving public presentations, 4-H members learn to:

- Express themselves clearly and convincingly
- Organize their ideas and present them in a logical order
- Research subjects
- Have confidence in themselves
- Emphasize the major points of a presentation through the use of visuals or examples
- Listen to the opinions of others

There are three types of public presentations. The first is public speaking. This requires a different format and scorecard. For information about Public Speaking use the link below: *http://4-H.wsu.edu/em2778cd/pdf/EM4903E.pdf*

The second type is a demonstration. The 4-H member teaches about a subject by showing and explaining things using ingredients, tools, etc. Usually, at the conclusion of a demonstration, the finished product is available for the audience to touch, taste, feel, or test.

The third type of public presentation is an illustrated talk in which the member tells about or how something is done using visual aids such as flip charts, posters, pictures, models, cut outs, slides, flannel board, chalkboard, or real objects. Generally there is no finished product.

For information about demonstration and illustrated talk presentations use the link below: *http://cru.cahe.wsu.edu/CEPublications/em4788/em4788.pdf*

DEMONSTRATION OR ILLUSTRATED TALK

There are three basic parts of a demonstration or illustrated talk. They are the introduction, the body, and the summary.

Introduction

Be creative and try different ways to begin your demonstration. These might include:

- Questions
- Statistics concerning the presentation
- A statement of a problem
- A creative, stimulating visual
- Showing a completed product
- An exaggerated, ill-prepared conclusion
- Comparisons of several things

**Example—"Have you ever wondered why a donut has a hole in the middle? Well, today, I'm going to solve this mystery for you. My name is Sam Smith. This is my 5th year in the Bedknobs & Broomsticks 4-H club. The name of my demonstration is Donut Holes & Other Myths."

Body
In the body of the presentation, the member should do what he or she said would be done in the introduction. The subject matter and main points should be in the body. The body should be planned based on:

- The steps necessary to carry out the presentation
- The logical order of the steps
- What must be said to explain the order of event and to fill action time
- The materials needed
- Visuals—necessary or not

Summary
The summary is the last chance to get your point across. Confine remarks to points that were covered in the body. Never introduce new material at this point. Give the audience an opportunity to ask questions and remember to repeat the questions asked. This gives everyone in the room an opportunity to hear what the question was. If questions are asked that you can't answer, don't worry. Simply say you don't know the answer.

Samples, recipes, or an invitation to inspect the final product are appropriate ways to close a presentation.

**Example– "In conclusion, I would like to remind you that the hole in the donut is an extremely important part of the donut because of its calorie reducing properties. I got my information from the book, "Pastry History" and from the website www.jellyroll.com. Are there any questions?" If questions are asked, restate the question by saying, "the question has been asked, how they put the hole in the donut?" and then answer the question. When no other questions are asked, you can complete your demonstration by saying something like, "Thank you for listening."

PREPARING THE DEMONSTRATION
Decide on a Goal
What will the presentation accomplish? Is it to entertain? Stimulate? Convince? Is it to help others learn? Or to show what you know? Or both? You should decide on the response wanted from the audience, and work toward that goal. The beginning member's goal may be simply to show others what has been learned. Experienced 4-H members may want not only to show what they know, but also to convince members of the audience to try what they present.

Gather Information
Gathering information and researching the demonstration subject is by far the most valuable purpose of the activity. Use accurate and up-to-date material in all 4-H demonstrations. Extension agents can suggest publications from Washington State University and other resources. Magazine articles and pictures often suggest interesting and attractive ways to present material. Textbooks can be used for more facts and examples. Local experts can be contacted or letters can be written to manufacturers for ideas.

Work Out a Plan
Organization is essential to a good presentation and contributes to clarity and good use of time. A carefully thought out, fairly detailed plan is highly recommended. Younger members are not expected to have as detailed a plan as older members.

Choose Equipment and Visual Aids
The success of a presentation depends on the use of appropriate tools and equipment and on the effective use of visuals. What is shown in a presentation is as important as what is said.

Equipment should be designed for the job and in clean, working condition. Visuals, including such things as posters, charts, models, and pictures should be:

- Used only where really needed; use the real thing when possible.
- Large enough to be seen
- Lettered large enough and dark enough to be seen by the audience
- Uncrowded; it is better to use two or three charts than to have too much information on one
- Neatly done and clean
- On heavy cardboard that will not buckle or bed

Each visual should be tested using these questions:

- Is it needed
- Does it focus attention
- Is it neat and simple
- Is it easy to use
- Does it fit smoothly into the presentation

A "yes" answer on these points indicates a good choice of visuals.

Practice Delivery
Practice is important. Each time the demonstration is reviewed, you can see whether ideas are in order and are supported with examples, illustrations or quotations. Practice helps 4-H members

- Synchronize action and explanation
- Do things in logical order
- Stay within the time limit
- Know whether or not there is sufficient information on the subject
- Use equipment skillfully
- Know that special equipment is functioning correctly

Demonstrations look especially polished when the following items are added:

- Posture—stand tall, do not lean on table or twist one foot behind the other
- Eye contact—with the audience, talk to the people
- Voice—including not only pitch, but also speed of delivery

- Mannerisms—may be distracting to the audience, such as pushing back hair, rocking back and forth, saying "um"
- General appearance—one dress rehearsal helps the member assess the overall performance

Consider the Title
The title is the last step in preparing a presentation. Develop your presentation first and the title will come later. Most effective titles are short, descriptive, and image-provoking. A title should suggest the presentation subject without telling the whole story.

Evaluation
Although demonstrations as a way for members to acquire increased confidence and poise, greater knowledge, and more self reliance, presentations are often competitive if taken to the district, county and state levels.

- The tasks of the district, county and state level judges are to:
- Rate each public presentation according to an acceptable standard
- Select public presentation winners when appropriate
- Give reasons for judging decisions
- Give constructive suggestions

In making decisions, judges evaluate presentations using the 4-H presentation evaluation form.

Recommended Demonstration Time Limits
Minimum times (does not include set up, questions, and clean up) are listed below.
Maximum time is 20 minutes (This includes set up, questions, and clean up).

- Juniors 3-5 minutes
- Intermediates 5-8 minutes
- Seniors 8-20 minutes

Use the link below for Scorecard for demonstrations and illustrated talks:
http://4-H.wsu.edu/em2778cd/pdf/c0430.pdf

4-H Fair

KITSAP COUNTY FAIR & STAMPEDE

A Fair Board consisting of a President, Vice President, Directors, Kitsap County Parks Staff, and Fair Managers leads the Kitsap County Fair. Each appointed board member has a specific area of responsibility. For example: Entertainment, Still Life, Livestock, Parking, Concessions, Rodeo, etc.

- The Fair Board is an advisory committee to the Kitsap County Parks Department.
- The Fair is managed by contractors Gordon Sound and Boomtown Productions.
- The Fair Board meets the second Wednesday of every month at 7PM in the Kitsap Sun Pavilion meeting room. This is an open meeting and everyone is invited.
- Superintendents manage specific fair departments such as 4-H Horse, 4-H Still Life, Open Class Home Arts, etc. The current list of Superintendent names and phone numbers is contained in the current Fair Premium Book.

RELATIONSHIP BETWEEN 4-H AND THE FAIR

The Kitsap County Fair & Stampede

There is a close relationship between 4-H and the Kitsap County Fair & Stampede. Before the Kitsap County Fair begins, much work must be done together. This includes arranging for judging of animals, decorating the buildings, preparing the grounds, promoting the fair through flyers, posters, and arranging newspaper feature stories. County fair serves as a showcase for the accomplishments of 4-H members. Many of those who excel in their 4-H county projects then qualify to go on to State 4-H Fair.

Although the county fair is an important part of the 4-H relationship with the Kitsap County Fair & Stampede, there may be an on-going relationship between these two separate organizations throughout the year.

Costs of Fair Grounds Usage

The 4-H Building, the Horse Barns, the Horse Arena, the Announcers Booth, the Cat Building, the Small Animal Barns, the Cow Barn, etc. on the Kitsap County Fairgrounds are all properties of the Parks Dept. (not 4-H). No changes to or use of these facilities may happen without prior approval from and coordination with the County 4-H staff and Parks Dept representative.

4-H In-Kind Service

The 4-H Program often utilizes Parks Department buildings and grounds throughout the year for 4-H meetings, ceremonies, special events, etc. This is a tremendous asset for the 4-H Program. ***4-H in-kind service for the Parks Department is required if we are to continue to use the Fairground facilities.*** This is accomplished through county 4-H staff, Parks Department representative and committee roles for such events as participating in Mucky Monday and Super Saturday.

FAIR FUNDAMENTALS

The mission and purpose of 4-H is to assist youth in the development of life skills in order to become capable, competent, caring and contributing members of society. Life-skills include effective communication, critical thinking, problem solving, decision making, a sense of responsibility and belonging. These life skills give young people the tools necessary for successful adulthood.

The 4-H mission is not reached through any one activity or event, but rather through a number of delivery models that relate to the total concept of youth development. These methods include: leadership, public presentations, judging events, record keeping, club work, project work, cross cultural experiences, service learning, school enrichment and special interest programs. Participation in the county fair is historical for 4-H members, but members do not have to participate in the fair.

Participation in Kitsap County Fair & Stampede offers 4-H members opportunity to:

- Display their project work for judging recognition.
- Broaden their relationships with youth and adults outside of their own experience.
- Discover of opportunities and experiences.

The Fair-going public is offered a comprehensive view of 4-H and its opportunities for youths and adults.

FAIR ENTRY FORMS
An entry form must be completed for all entries.

Use the PDF link below to open the Entry forms online:
http://www.kitsapgov.com/parks/Fairgrounds/Documents/4-H_FFA_EntryForm.pdf

HERDSMANSHIP (BARN DUTY)
(4-H members entering exhibits in the Barns)
The purpose of herdsmanship is to teach exhibitors how to care for their project and their equipment to the best of their ability at a show, fair, and at home. It also provides an excellent opportunity for 4-Her's to educate the public about animal care and training through the use of decorations and educational material.

Good care of your animal and assigned exhibiting space is an important part of the privilege and responsibility of exhibiting at the fair. Because many more people see your animal in the barn than the show ring, exhibitors are expected to maintain barn, feeding, and grooming conditions that will insure the good health and safety of the animals in their care, and will show consideration and sensitivity toward the public visiting the fair. Keeping the outside of your

designated barn clean is just as vital as keeping the inside clean and should be judged into your herdsmanship scores as well. It is of utmost importance that all exhibitors are friendly and courteous to the general public AT ALL TIMES!

Barns and displays are generally examined at least once a day. Herdsmanship hours should be scheduled by project superintendent.

RULES AND REGULATION OF HERDSMANSHIP

- Each 4-H member participating in the Kitsap County Fair & Stampede is required to do Herdsmanship. Failure to do so means that his/her premiums will be withheld.
- The purpose of Herdsmanship is for 4-H exhibitors to care for their livestock pens and equipment properly, insure safety, and to keep stalls, surrounding areas and animals clean and attractive at all times. Educational displays and public relations are also an important component of Herdsmanship.
- Exhibitors may perform Herdsmanship by clubs or may form several clubs into Herdsmanship group with their division Superintendent's approval.
- Herdsmanship Superintendents will examine the animal displays at least once a day between the hours of 9:00 a.m. and 6:00 p.m. At least one exhibitor from each Herdsmanship group shall be present at all times. An adult must be on duty for each barn from 9:50 a.m. to 6:00 p.m. also. Senior members or an adult of the Herdsmanship group must be on duty with animal exhibits between the end of Herdsmanship at 6:00 p.m. and 10:00 p.m. when the barn night watchman comes on duty.
- All decorations must consist of signs and material, which are not readily combustible.
- Individual project cards will be furnished for each exhibitor for each animal.
- The Herdsmanship and Exhibitmanship aprons provided must identify 4-H members and adults on duty.
- Pens must be kept clean before, during and after the Fair. 4-H exhibitors ONLY are expected to perform duties of Herdsmanship during ENTIRE Fair. Herdsmanship performed by non-herdsmen, parents or adults can result in forfeiture of premiums. Parents in charge may assist when safety requires it. Upon closing time of livestock areas on Sunday night, individuals other than 4-H exhibitors may clean buildings and barns.
- 4-H Ribbons will be awarded to all herdsmen. Each animal club leader shall report the number of herdsmen on duty during the Fair to the division Superintendent in charge by the end of the second week of August.

EXHIBITMANSHIP
(4-H members entering exhibits in the Presidents' Hall)

- 4-H members entering exhibits in the Presidents' Hall shall provide 1 hour of Exhibitmanship.
- Hours to be covered are 10:00 a.m. to 6:00 p.m. Wednesday through Sunday during Fair.

- Members will wear an Exhibitmanship apron, meet the public, be prepared to answer questions and keep a watchful eye on all 4-H exhibits, maintaining and keeping exhibit areas clean and attractive.
- Registration sign-up is available at the sign-up board on turn-in days. It is necessary to sign in on the actual day worked to get credit for working.
- Each 4-H member exhibiting in the Presidents' Hall is required to do Exhibitmanship. Failure to do so means loss of all premium points earned for Presidents' Hall exhibits.

DECORATIONS

Decorating your display area is a great way to draw attention to your exhibit. Most commonly, decorations include the theme of the fair. Decorations should be safe for the animals and the public. Be sure to hang decorations in places where animals will not chew on them. Keep in mind that your display will also be judged on its educational content. Educational posters (containing accurate information) made by 4-H members are a great way to fulfill this requirement.

STATE FAIR COMMISSIONERS

A State Fair Commissioner or county fair board officer judges our fair. When a State Fair Commissioner comes to our fair, points are awarded in all areas of the fair and those points determine division of funds. Therefore, the nicer the displays are, the cleaner the barns and surroundings are, the friendlier the exhibitors are and the greater the number of exhibits as well as other factors, determines the amount of funds our fair receives for the next year.

If funds are available, the fair commissioner will randomly choose a day to visit our fair. You are encouraged to talk positively to the commissioner about our fair and exhibits. It is each exhibitor's responsibility to make a good impression on the state commissioner, which benefits everyone. During each fair, the state commissioner is also given the honor of choosing one special exhibit, department, or individual that he or she feels is outstanding and awards them with the "Black & White" ribbon or our county fair board directors award a "Red & White" ribbon to the outstanding department.

Use the link below for information on the Kitsap County Fair & Stampede:
http://www.kitsapgov.com/parks/Fairgrounds/Pages/Fair_Main_Page.htm

WASHINGTON STATE FAIR IN PUYALLUP

FAIR DATES
Usually starts the week after Labor Day and runs almost the entire month of September.

LOCATION
Puyallup Fairgrounds, 109th Avenue SW, Puyallup, Washington 98371-0162
24-Hour Fair Information: 253-841-5045
Internet Homepage: http://www.thefair.com/

GENERAL ADMISSION AND PARKING
County Participants can receive one member pass and one chaperone pass from the extension office.

No parking passes are given to 4-H exhibitors.

For other price information, see the current premium book or the official fair website.
If a 4-H member qualifies and is planning to go to State 4-H Fair in Puyallup, they must sign up for it on the last day (Sunday) of the Kitsap County Fair with their areas 4-H Fair superintendent.

ATTENTION POULTRY EXHIBITORS
Although poultry exhibits are taken to the Puyallup Fair, the Washington Jr. Poultry Exposition premium book governs all poultry shows. This is a separate book other than the Puyallup Fair book.

For more information regarding State Fair, please refer to the Official Puyallup Fair Premium Book. This book is found online at *http://4-H.wsu.edu/statefair/index.htm*

Additional 4-H Opportunities

OTHER KITSAP COUNTY 4-H PROGRAMS

TECH WIZARDS PROGRAM

MISSION OF TECH WIZARDS

The mission of 4-H Tech Wizards it to provide culturally responsive afterschool, small group mentoring programs to youth, grades 4-12. 4-H Tech Wizards capitalizes on emerging technology as a way of involving under represented youth and their families in learning basic life and workforce skills. The program helps youth aspire to post-secondary education, productive jobs and careers, and community engagement.

PROGRAM DESCRIPTION

4-H Tech Wizards is an afterschool, small group mentoring program for vulnerable and marginalized youth who tend to be underrepresented in STEM fields. The program uses youth interest in science and emerging technologies to help engage them in learning and to encourage them to apply their learning to their STEM academic instruction and future life paths. 4-H Tech Wizards is funded by a grant from the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

4-H Tech Wizards enhances learning by providing the targeted student group with technology training which is delivered in partnership with 4-H, schools, volunteers, libraries, non-profits, and other community partners. Students learn STEM-related skills from adult mentors who become positive role models for the students to emulate. Additionally, students learn important life skills, such as:

- Goal setting
- Problem solving
- Presentation and public speaking skills
- Decision making

While mentorship happens naturally between volunteer leaders and youth, the goal of the 4-H Tech Wizards program is to create an intentional mentoring relationship between specific adults and youth. When the relationship is recognized, it becomes more powerful. Any Volunteer Leader can become a mentor. Kitsap County 4-H Tech Wizards program currently provides mentorship training to both mentors and mentees at the Olympic Educational Services District's SUCCESS schools in the Bremerton School District.

In addition to coordinating mentorship relationships in the Bremerton School sites , Tech Wizards Program has a lending library and support service that is extended for use in our traditional 4-H clubs. Available technologies and trainings include GPS/GIS, Arduino, LEGO Mindstorm, digital photography, videography, Adobe Photoshop and Elements, Microsoft Office, Minecraft Edu, Junk Drawer Robotics, and many more.

Please contact the WSU Kitsap County 4-H Mentorship Coordinator with questions regarding this programming and available equipment.

4-H CAMP

The Kitsap County 4-H Program has a rich camping history. It began with Twin Lakes 4H Camp. In 2015, Washington State University and the Washington State 4-H program made the determination that it would not be continuing to provide support for the Twin Lakes 4-H Camp. The Camp Program will continue regardless of location. 4-H Camp is usually held the third week of July. Look for information to be released in the spring for information about attending the current year's camp session. The council has enacted a committee to oversee camp operations. If you have a passion for the great outdoors and creating a rich camping experience, please consider getting involved!

CAMP PROGRAM AND ACTIVITIES COMMITTEE

A. The committee is responsible for developing select program activities for 4H camp, activities shall be fun and educational with a focus on life skills and produce a measureable outcome.

B. Develop and promote activities throughout the year and submit programs to 4H staff for review and approval.

OPPORTUNITIES FOR LEADERS AND TEENS OUTSIDE OF KITSAP COUNTY

LEADER ACTIVITIES OUTSIDE THE COUNTY

4-H State Fair Board

At the State 4-H Forum, each district chooses members to this board. This board meets two times a year in various locations and is the overseeing body for the 4-H State Fair in Puyallup. They plan, budget, hire staff and actually implement the fair. There are also teens on this board. Teens apply and are chosen by the State Fairboard to represent the teen view point. If you are interested, be sure you can spend time during the fair in Puyallup as you will be put to work.

State 4-H Advisory Board

At the State 4-H Forum, each district chooses members to this board. This board meets three times a year in various locations and is the overseeing body for the State 4-H Forum.

4-H State Program

Members are expected to represent their district needs and concerns. The State 4-H Manager works with the board to implement new programs and address the ever-changing demands of the program. Teens are elected at their district rallies to represent the teen view point and approach.

For more information on Opportunities please visit,
http://4-H.wsu.edu/members/opportun.htm

TEEN ACTIVITIES OUTSIDE THE COUNTY

District Rally

This is held at least once a year (usually in Oct. or Nov.) and is open to all teens. The state has divided the counties into four districts. We are a member of the Northwest District. Each district plans and organizes its own rally. At the rally, state positions are voted on (State Ambassadors and teen members to State Advisory Board and State Fair Board). Fun and educational activities are included in the rally and if a major project is needed, planning occurs for that project. Each year a different county takes the lead as host for the district rally. The number of teens active and participating in district rally affects the number of rallies the district has each year.

State 4-H Teen Conference

This is open to all high school aged youth having completed the 7th grade and above. 4-H members are encouraged to bring non-4-H friends. Conference is held yearly in Pullman at WSU around the end of June. This is a full conference with a Keynote speaker, workshops for youth by youth & adults and including fun things such as a talent/variety show, dances, and other activities. Although the registration fee seems expensive to some, lodging and food as well as materials are included in the price for the 3½-day event. Information about each year's conference is available in the Spring from the Extension Office.

National Congress and National Conference
4-H National Congress changes locations and topics and is held in the fall. Many times the topic of Congress relates to the job world. The member has to apply through the Extension Office to the state for one of the opening at Congress.

4-H National Conference is held in Washington D.C. each spring. The delegates stay at the National 4-H Conference Center in Chevy Chase Maryland. Each year has a special topic and it gets them interacting with Senators and Congressmen, plus tours of the capital and government facilities are included.

A special application available in the Extension Office is required for both the Congress and Conference.

Several individual projects have national competitions in Quiz Bowl and Judging (example- Dairy Judging, Livestock Judging, etc.). Please refer to www.4-H.wsu.edu for more information.

Citizenship Washington Focus
A delegation of youth ages 14 to 18 travels together to Washington DC each summer for a week-long conference held at the 4-H National Conference Center. Here they learn to:

- Strengthen their communication, leadership, and citizenship skills on a national level
- Understand the importance of civic and social responsibilities as they relate to the development of better citizens and leaders
- Exchange ideas, practice respect, and form friendships with other youth from diverse backgrounds.
- Experience hands-on learning using the historical backdrop of Washington, DC.

Scholarships may be available through the Extension Office.

Leadership Washington Focus
A delegation of youth entering 7th through 9th grade travel together to Washington DC each summer for a five day conference held at the 4-H National Conference Center. Here Middle School 4-H delegates learn to:

- Build confidence in their ability to motivate and direct others in meaningful action
- Practice effective communication with others through group discussion and public speaking
- Work with others to create and accomplish goals
- Develop an understanding of their own personal leadership style
- Exchange ideas, practice respect, and form friendships with other 4-H'ersfrom across the nation.
- Experience hands-on learning using the historical backdrop of Washington, D.C.

Scholarships may be available through the Extension Office.

Program Assistants at National 4-H Conference Center
Applicants must have a high school diploma or equivalent and education beyond high school is preferred. They live and work at the Chevy Chase Conference Center for several months at a time. They act as guides and hosts to groups staying at the center. Further information is available in the Extension Office.

For more information on Teen Activities click here:
http://4-H.wsu.edu/members/index.htm

WASHINGTON STATE 4-H SCHOLARSHIPS

Washington State 4-H scholarships are offered to encourage 4-H members to continue their education beyond high school. The following provisions apply to educational scholarships awarded in the Washington State 4-H Program.

For more information on 4-H Scholarships, visit *http://4-H.wsu.edu/members/scholar.htm*

ELIGIBILITY: Current and former Washington State 4-H members who are 16 years of age and have not reached their 19th birthday before January 1 of the current 4-H year are eligible to apply. Applicants must have accumulated at least 1 year of 4-H affiliation. Previous Washington State 4-H scholarship recipients are not eligible to apply.

4-H INTERNATIONAL EXCHANGE PROGRAM

MISSION

- Help young people and their families understand the importance of knowing about other countries and their cultures.
- Instill positive cross-cultural attitudes and skills that enhance mutual understanding and acceptance of all people.
- Expand the opportunities for young people to experience global citizenship responsibilities in today's interdependent world.
- Increase self-esteem and confidence through adapting to new situations.
- Learn languages and communication skills.
- Increase global awareness.

TRAVEL INFORMATION

Youth

- 4-H youth ages 12-19 are eligible (age requirements vary by program)
- Experience life in another country and culture staying with a native host family!
- June and July are travel months (actual dates vary by program)
- Visit Finland, Japan, Australia or Costa Rica
- Depending on the program, costs vary from $2000 - $5000. Included in cost: orientations, domestic and international travel, travel insurance, and more!

Chaperone

- Adults, 25 or older, experienced in working with youth and international travel
- Provide escort, leadership and guidance to youth in outbound programs. Chaperones also stay with host families.
- Cost vary from $500 - $1800, depending on the program. Transportation and other expenses are covered by the program.

HOST FAMILIES

Can't find the time and money to travel? Enjoy the exposure to different cultures which traveling brings? Looking for a low-cost project or experience in which the whole family can participate and grow together?

- **Who . . .** 4-H families who are willing to open their homes to an international visitor
- **What . . .** A unique opportunity to host a visitor from another country
- **When . . .** Four weeks during the summer, or for a school year (actual dates vary by program)
- **Where . . .** Delegates come from Japan, Eurasia (former Soviet Union countries), Finland, Costa Rica, Norway, and Korea

More information on these programs is available at: *http://4-H.wsu.edu/international/*

STATE 4-H LEADERS FORUM

Normally held the third weekend of October, this statewide, 3 1/2 day event is put on by the State 4-H Advisory Board. The state also plans staff meetings to coincide with this event – so many 4-H agents and state staff attends. The location of the Forum shifts yearly in rotation – SW, SE, NE, and NW. Below are the days and the normal events scheduled for each. There is also free time and this is a good place to network with other volunteers and staff. Forms and more information also available at:
http://4-H.wsu.edu/conferences/Forum/index.htm

THURSDAY NIGHT SUMMIT
This is fun and open to all volunteers, staff, and youth. It is an opportunity to discuss the Washington State 4-H program direction and plan for the future of the statewide program. They try to get a variety of people at each table – staff, volunteer, 4-H Foundation Trustee, Advisory Board, Fair Board, Challenge, After School Enrichment, etc. Each year the topic is different. For example, one year we brainstormed ways to get support for the 4-H budget line item. This runs from 7pm-10pm.

FRIDAY
4-H Council– This is open to all. At the council meeting, each district elects representatives to the 4-H state advisory board and state 4-H fair board of trustees. Project committees review suggested changes and improvements to the 4-H program and recommend their acceptance or rejection. Committees that finish their agenda items can use the extra time to discuss issues facing their project areas. Voting delegates are elected by counties and are based on enrollment statistics. The deadline for board applications and counsel recommendations is September 1st. These forms are available from your local Washington State Extension office and also can be found in this handbook, Section 3, page 4. This is the place where every volunteer can make a difference.

If you have a suggestion for change (state wide) in curriculum, Puyallup fair, policies, and projects – this is where the idea is first presented. An example – around 8 years ago, the suggestion of adding Llamas as a project was presented along with the proposed curriculum. Dog projects typically have several major issues, as do horse projects. The attendees choose which area to attend. The items are discussed and EVERYONE can put in opinions. At the end of the day, all the areas meet to vote on the items. Items go on from here with recommendations to the state staff or State Fair Board.

LIVE AUCTION
This is a major fundraiser for the advisory board and counties. The first $100 goes to the advisory board to help defray the costs of putting on the forum and to help keep the registration costs as low as possible. After the first $100 per entity, the money is split 50/50. So if everything donated by a county sells for $400 – the county would receive a check

for $150. Items are needed from our county to take to the auctions (both live and silent) and should be given to the current leaders' council vice president.

SATURDAY

Opening, Classes and Outstanding Leader's Banquet. There is an opening speaker and time to get everyone together. It is followed by 4 sessions of classes. Typically they have 8 to 10 classes at each session to choose from. The topics for classes are different each year, but they try to get a variety of topics – horse, home economics, general, large animals, etc. The banquet is held in the evening and honors the outstanding leaders who have been named in each county.

SUNDAY

Brunch and Capstone speaker.

This weekend is a good energizer and fun event. You can attend all or part according to your choice.

4-H WEBSITES

National 4-H Organization
www.4H.org

Kitsap County WSU 4-H page
http://ext100.wsu.edu/kitsap/youth/

Washington State University 4-H homepage
http://4h.wsu.edu/

Check out our county 4-H Facebook page:
Kitsap County 4-H

APPENDIXES

APPENDIXES – TABLE OF CONTENTS	81
PARLIMENTARY PROCEDURES FOR MEETINGS	82
INSURANCE INFORMATION	85
SAMPLE 4-H YEAR "TO DO" LIST	88
CLUB CONSTITUTION AND BYLAWS TEMPLATE	91
CARE TO SHARE FORM	102
ANNUAL CLUB FINANCIAL FORM	104
JOB DESCRIPTION: CLUB LEADER	105
JOB DESCRIPTION: FAIR SUPERINTENDENT – STILL LIFE	106
JOB DESCRIPTION: FAIR SUPERINTENDENT – ANIMAL	108

PARLIMENTARY PROCEDURE FOR MEETINGS

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed upon set of rules makes meetings run easier. ***Robert's Rules*** will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of ***Robert's Rules***, used by most organizations:

1. ***Motion:*** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. ***Postpone Indefinitely:*** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. ***Amend:*** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. ***Commit:*** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. ***Question:*** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. ***Table:*** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. ***Adjourn:*** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it.

For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

· To introduce (motion.)
· To change a motion (amend.)
· To adopt (accept a report without discussion.)
· To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using ***Robert's Rules*** is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in ***Robert's Rules***.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion,** *stand and address the chair.*
- **If you approve the motion as is**, *vote for it*.
- **If you disapprove the motion**, *vote against it*.
- **If you approve the idea of the motion but want to change it**, *amend it or submit a substitute for it*.
- **If you want advice or information to help you make your decision**, *move to refer the motion to an appropriate quorum or committee with instructions to report back.*
- **If you feel they can handle it better than the assembly**, *move to refer the motion to a quorum or committee with power to act*.
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered**, *move to lay the motion on the table*.
- **If you want time to think the motion over**, *move that consideration is deferred to a certain time*.
- **If you think that further discussion is unnecessary**, *move the previous question*.
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee**, *move the motion be recalled*.
- **If you think that the assembly should give further consideration to a matter already voted upon**, *move that it be reconsidered*.

- **If you do not agree with a decision rendered by the chair**, *appeal the decision to the assembly*.
- **If you think that a matter introduced is not germane to the matter at hand**, *a point of order may be raised*.
- **If you think that too much time is being consumed by speakers**, *you can move a time limit on such speeches*.
- **If a motion has several parts, and you wish to vote differently on these parts**, *move to divide the motion*.

IN THE MEETING

To Introduce a Motion:

Stand when no one else has the floor.
Address the Chair by the proper title.
Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...," state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion) . . ., is there any discussion?"

Debate of Discussing the Motion:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

Voting on a Motion

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, and then say "The motion is carried," or "The motion is lost."

- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

INSURANCE CONTACT INFORMATION

American Income Life Info

American Income Life Insurance Co.

Table of Benefits	Annual Accident Policy $1.00 Regular Member per year $2.00 Horse/Special Member per year
For expense incurred within 52 weeks of the date of Accident for Medical and Surgical Treatment, x-Ray Examinations, Hospital Confinement and Ambulance Expense, up to a maximum of…	$2,500
Dental Services incurred within 52 weeks of the Accident, Involving Sound, Natural Teeth, up to a maximum of…	$500
For losses within 100 days of the accident which result in the loss of life…	$5,000
For losses within 100 days of the accident which cause loss of both hands, or both feet, or the total sight of both eyes or one hand and one foot…	$10,000
For losses within 100 days of the accident which cause loss of one hand, foot, arm, leg …	$5,000
For losses within 100 days of the accident which cause the loss of sight of one eye…	$3,000

This policy does not cover the following:

- Illness
- Eyeglass Replacement
- Suicide
- Aviation Accidents
- Hernia in any form
- Staff Employees covered under Worker's Compensation
- Loss covered under Medicare
- Injuries sustained while downhill skiing, tobogganing, bobsledding, or snow tubing

Put your Group Member's Safety First–Make sure your programs are age-appropriate and in compliance with your State guidelines.

Kitsap County Insurance Information - It is required that each 4-H club obtains group insurance coverage. Insurance is obtained and paid for by the Extension Office. This coverage is good for twelve months. Members that are added mid-year are automatically covered without having to fill out any extra information.

Yearly Insurance Coverage:

- Covers all active 4-H youths and adults (including 4-H adults who might not be entered into the Access Enrollment database.)
- Individuals are not represented by name to the company (AIL
- Yearly renewal is completed by the Kitsap County/WSU Extension office.
- Kitsap County 4-H must submit its best estimate of total program numbers for coverage each year. The break down for membership for the annual cost per member is:
    - $1.00 per member
    - $2.00 per Equine and "at risk" members

Special Activities Coverage:

- Should be acquired at least 2 weeks before an event.
- Can be acquired online at: www.AmericanIncomeLife.com. Forms are also available in the Kitsap County/WSU Extension office.
- Is intended to cover any non-4-H person involved in a 4-H sponsored activity (e.g. camps, conferences, horse shows, workshops, fairs, tours, etc.)
- After you give notice to the company that you are planning an event, you will receive a confirmation card.
- You actually pay for the coverage after the event is over (so that your participant numbers are accurate).

SAMPLE 4-H YEAR "TO DO" LIST

October

1. Elect club officers.
2. Complete Enrollment and Volunteer Applications. *NEW for 2015/16 – ONLINE ENROLLMENT*
3. Talk about projects and community service and have members think about it for the next meeting.
4. Have members learn the 4-H pledge and symbol for the next meeting.
5. Discuss club name and dues.
6. Explain about 4-H Council and Teen Programming Opportunities.
7. Watch for notice of Leader Training meetings.
8. Encourage teens to attend Teen Rally. Encourage participation in the State Forum event.
9. _____
10. _____

November

1. Have members select projects for the year.
2. If not already done, complete enrollment online by November 15th.
3. Practice 4-H pledge. Pay attention to members needing a little additional help remembering the pledge.
4. If a new club, fill in top of page 1 in Secretary's book and send to 4-H office to receive charter.
5. Encourage Teens to sign up for Know Your Government Conference in February.
6. Watch for notice of Leader Training meeting in 4H4U.
7. Discuss the Public Presentation Programs.
8. Set up Record Books for all students who need them.
9. Plan to attend All County Recognition Night.
10. _____
11. _____

December

1. Annual Financials Due from previous year to 4-H Office, December 15th.
2. Hand out project materials if not done already.
3. First Lego League Competition for LEGO Robotics youth.
4. Archery Clubs begin nightly shooting at Fairgrounds.
5. December 1st – Market Goats must be born after this date per auction rules.
6. Consider a Holiday party.
7. How about doing a community service project?
8. Send in application for a charter (new clubs only).
9. Keep thinking about the Public Presentation Program.
10. Encourage middle-schoolers and teens to apply for CWF/LWF trip (application due Dec. 15th)

11. Encourage seniors to look into state level scholarships.
12. _____
13. _____

January

1. Review Record Books. Check start dates for animal projects.
2. Watch for Public Presentation Dates in 4H4U.
3. Prepare for the Public Presentation program.
4. January 1st – Steer Tagging
5. Attend 4-H Council's Clover Academy – MLK Day or Third Monday of January
6. _____
7. _____

February

1. Watch for notice of Tractor Safety Course in 4H4U.
2. President's Day Weekend - Know Your Government in Olympia.
3. Finalize Club enrollments. All members must be enrolled in 4-H Online by March 1st to receive credit for the current year.
4. Write the dates for Public Presentation days on your calendar.
5. Youth ages 14+ encouraged to attend Tractor and Farm Safety Class.
6. _____
7. _____
8. _____

March

1. Deadline for enrollment in Kitsap County 4-H.
2. Review Record Books.
3. County Public Presentations.
4. Plan for Livestock projects to attend Spring Fair in Puyallup.
5. Attend various livestock events around the region.
6. _____
7. _____
8. _____

April

1. Review Record Books.
2. Great time to work on Educational Displays.
3. Consider hosting an International Exchange student for the summer.
4. Assemble Club Pin order in anticipation of 4-H Mall Pin Sale.
5. _____
6. _____
7. _____

May

1. Deadline for youth to select projects they wish to exhibit at the Kitsap County Fair.
2. Review Record Books. Maybe plan a record book workshop to dress up designs.
3. Animal ownership records due to the 4-H office (Equine and Dairy Goat) May 1st.
4. Participate in Junior Livestock Auction's Ice Cream Social if you have Market Animal Projects.
5. Talk about Educational Displays with club.
6. _____
7. _____

June

1. Teen Conference at WSU.
2. Review Record Books.
3. Consider Twin Lakes 4-H Camp
4. _____
5. _____

July

1. Camping Applications are due for Kitsap County Fairgrounds (July 1st).
2. Citizenship and Leadership Washington Focus Trips to Washington DC.
3. Put finishing touches on your Record Books.
4. Twin Lakes 4-H Camp
5. _____
6. _____
7. _____

August

1. Super Saturday (1st Saturday of the month)
2. Still Life Entries Due mid- August (check schedule)
3. Educational Displays and Record Books Due (Friday before Fair)
4. Kitsap County Fair & Stampede
5. Mucky Monday (Monday after Fair)
6. _____
7. _____
8. _____

September

1. Washington State Fair in Puyallup.
2. Watch for announcement and return Nominations for Recognition Night Awards forms for recognition night.
3. Attend Mandatory Club Kick-Off meeting, plan for the new year.
4. Plan an end of the year party.

CONSTITUTION AND BYLAWS OF THE _____4-H CLUB

CONSTITUTION

Date Adopted_____
Date Revised_____

ARTICLE I
Name
The name of this organization shall be the _____ 4-H CLUB, hereafter referred to as 4-H Club. The principle location of the 4-H Club is _____ _____address (mailing and physical).

ARTICLE II

Section 1: Purpose
The 4-H Club is a non-profit affiliate of the 4-H Youth Development Education Program of Washington State University Extension. 4-H is the largest youth development organization in the United States and has existed for over 100 years. The purpose of the 4-H Club will be to provide experiential education for Washington state youth by providing, in cooperation with Extension professionals, informal educational youth in ___ _____ County Washington without regard to race, color, sex, religion, age, national origin, sexual orientation, or disability.

Section 2: Mission
The mission of the 4-H Youth Development program is to assist youth and volunteer staff, through informal education, to acquire knowledge, and develop life skills and values that enable them to become increasingly self-directing, productive, contributing citizens.

Section 3: Responsibility
The responsibility of the 4-H Club is to operate as a qualified non-profit entity which does the following:

A. Teaches and mentors youth in the principles of [the dairy industry/equine care and activities/ fill in the blank- list major club project areas].
B. Plans, executes, and evaluates a well-balanced educational program for 4-H youth with both short- and term-goals.

C. Promotes volunteer leadership development and empower adult and teen volunteers in the 4-H program.
D. Secures and manages sufficient resources to accomplish the purpose and mission of the 4-H Club.
E. Serves as a link between the 4-H Youth Development Program and the county 4-H professional, Fair Board, youth serving groups, schools, community agencies, and the public.
F. Develops and maintains a vibrant, active Club membership in cooperation with the Extension professional(s).
G. Publicizes the objectives and philosophy of the 4-H Youth Development Program and serves as an advocate for youth.
H. Implements 4-H policy, subject to review and approval by Washington State University Extension 4-H professional.
I. Complies with the Internal Revenue Services and Washington State regulations and policies to maintain its exempt status as a non-profit charitable educational organization.

ARTICLE III

Funding and Assets

The 4-H Club is responsible to raise sufficient funds to support the educational mission of the 4-H Club. The 4-H Club is also responsible to manage its available funds by:

- Preparing an annual budget.
- Giving direction to acquiring private funds.
- Approving all expenditures from the 4-H Club budget. 4-H Club property and funds will be used only for the activities and programs of the 4-H Club. None of the funds or property the 4-H Club will accrue to the benefit of, or be distributable to its Members, Leaders, officers, or other private persons, except those of the 4-H Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes provided in this Agreement. No substantial part of the activities of the 4-H Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the 4-H Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the 4-H Club shall not carry on any other activities not permitted to be carried on (a) by a 4-H Club exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, and (b) Notwithstanding any other provision of these

articles, this 4-H Club shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this 4-H Club.

Disposition of Assets in Event of Dissolution:

Upon the dissolution of the 4-H Club, assets shall be distributed to an exempt 501(c)(3) 4-H Affiliate organization with a charitable educational purpose. Unless Washington State University has notified the 4-H Club otherwise, the 4-H Council for _____ County, so long as it has active status as an exempt charitable educational organization pursuant to 501(c)(3) will receive the funds. If no such Council exists in _____County, to the Washington State 4-H Foundation provided it has active status as an exempt charitable educational organization under 501(c)(3). Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the 4-H Club is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV

Membership

Section 1: Composition

The membership shall consist of local volunteer adult leaders and youth (5-19 years of age). Sponsors, and other community leaders, and school, church, and civic officials may serve in support roles to the Club. Adults should have interest in Extension education and youth, and should represent all geographic and economic groups. Membership on the 4-H Club shall be determined on a nondiscriminatory basis without regard to race, color, or national origin.

Section 2: Number

The size of the 4-H Club shall be determined by a consensus of the youth and adult leadership of the club.

Section 3: Term of Office

Term of office will be one year for youth officers. Members of the Club may not serve more than two consecutive terms of office except to fill a vacancy.

Section 4: Vacancy

A vacancy will be declared if a member misses three consecutive meetings without requesting to be excused. Vacancies may be filled by a simple majority vote of the Club youth members.

Section 5: Role of 4-H Professionals

The 4-H professional shall interpret local program needs, University and Extension policies, and state-wide programs and schedules, and shall have final oversight of the 4-H Club. Additionally, the 4-H professional shall have signature oversight authority on all 4-H Club financial and investment accounts.

ARTICLE V

Officers

Section 1: Officers

The current officers of the 4-H Club shall be the president, vice-president, secretary, and treasurer.

Section 2: Term of Office

The officers shall be elected at a predetermined annual meeting for a term of one year. Officers may be elected for a second term, but will not be eligible to serve more than two consecutive years.

ARTICLE VI

Executive Committee

The current officers of the 4-H Club and the immediate past president shall make up the executive committee.

ARTICLE VII

Meetings

A. An annual meeting of the 4-H Club shall be held on the ___day of October. Whenever such day falls on a legal holiday, the meeting shall be held on the next succeeding business day at the same hour.
B. Monthly business meetings of the 4-H Club shall be held as established by the executive committee. Project meetings may be held more frequently as needed to conduct educational activities.

ARTICLE VII

Committees

Committees deemed necessary by the 4-H Club shall be appointed by the president. The members of all standing committees shall serve for a period of one year, such period to be concurrent with the fiscal year of the Club. Ad hoc committee members shall serve in accordance with the charge to that committee.

ARTICLE VIII

Quorum

_____or more duly elected members present at any regular or special meeting will constitute a quorum.

ARTICLE IX

Amendments

Amendments to the constitution may be made at any annual, regular, or special meeting by a two-thirds majority vote of the members present providing:

A. A notice of the pending amendments was sent to all members of the 4-H Club at least two weeks and not more than four weeks prior to the meeting, and

B. A quorum of the 4-H Club is present at the meeting.

ARTICLE X

Parliamentary Authority

Roberts Rules of Order shall govern the proceedings of the Club, not otherwise specified in the Constitution.

The Constitution of the _____4-H Club was adopted on [date] at [location].

Approved:

_____ _____

President of the 4-H Club Date

_____ _____

Secretary of the 4-H Club Date

Reviewed by:

_____

Extension 4-H Professional

BYLAWS of the _____4-H Club

Date Adopted _____

Date Revised _____

ARTICLE I

Members

Section 1: Club Members

Club membership shall consist of all officially enrolled youth in the _____ 4-H Club.

Section 2: Club Elections

A. Elections shall be held (specify a time prior to the beginning of the term of office) _____.
B. All currently enrolled 4-H members are eligible to vote.
C. Vacancies may be filled with a simple majority vote of the Club.

Section 3: Duties of the Club Members and Officers

A. Attend Club meetings and participate in the activities.
B. Study and analyze the concerns of youth and assess the goals of youth and their families.
C. Understand 4-H as the Youth Development Program that offers a variety of delivery modes (school enrichment, out-of-school programs, clubs, etc.)
D. Serve on work groups or task forces as needed.
E. Make contacts with businesses, organizations, and individuals on behalf of the 4-H youth program.
F. Attend various 4-H and youth functions to evaluate the benefits and results.
G. Look for communities and groups of individuals not being served. Help establish 4-H with those target groups.

ARTICLE II

Officers

Section 1: Officers of the Club

Officers of the Council shall be president, vice-president, secretary, and treasurer.

Section 2: Election of Officers

A. Officers will be elected by the Club for a one-year term at the annual meeting.
B. Nominations will be made from the floor however an organized nominating committee is recommended.
C. Voting will be done by a paper ballot.
D. Officers shall serve until their successors have been elected and duly installed.

Section 3: Officer Duties

A. The President shall preside at all meetings of the Council, and shall chair and preside at the meetings of the executive committee. The president shall appoint the members of all committees of the Club. She/he shall sign all documents requiring the president's signature and shall perform all other duties incidental to the office. The President and the 4-H Club Leader must sign the affiliation agreement with Washington State University and any documentation that the 4-H Club agrees to be included in a group exemption letter issued to Washington State University for 4-H by the United States Internal Revenue Service.
B. The vice-president shall perform the duties of the president in the absence or incapacity of the president. The vice-president shall automatically become president of the Club upon the resignation of the president. In the event the vice-president becomes the president, a new vice-president shall be elected to fill the vacancy.
C. The secretary shall keep an accurate record of the activities of the Club and its executive committee, shall issue all notices of the Club meetings, shall be responsible for the correspondence of the Club, shall prepare and keep a listing of all chairs and members of special and standing committees for the current and two previous years, and shall provide the county Extension professionals a copy of all records of the Club.
D. The treasurer shall keep an accurate record of all monies allocated to the Club, shall supervise the disbursement of the funds subject to the direction and approval of the executive committee, and shall serve as chair of the finance committee.

Section 4: Officer Vacancies

Vacancies occurring in any of the offices due to illness, death, or other incapacity to comply with assumed duties shall be filled by election by club members except in case of president, when the vice-president shall succeed the chair. Such officers shall serve only until the next regular election.

ARTICLE III
Committees

Section 1: Executive Committee

A. The functions of the Executive Committee shall be to:
   - Perform the essential Club activities that must be acted upon between meetings of the membership.
   - Formulate and recommend programs and activities to the members of the Club in consultation with Extension staff, adult club volunteer(s) leadership for their consideration approval.
   - Identify and help formulate other committees necessary to further the purposes and functions of the Club.
   - Serve as liaison with other groups and to the total Extension program.
   - Serve as a planning group.

B. The executive committee in consultation with adult volunteer leadership will formulate the agenda and have it sent to the members prior to all regular and special meetings.

C. A majority of the executive committee members must be present to constitute a quorum for the transacting of business.

Section 2: Finance and Budget Committee

A. The finance and budget committee will oversee the financial condition of the Club and determine a yearly budget accordingly. Specific functions to include:
   - Report the financial condition and financial results of the operations of the Club.
   - Prepare a balance sheet and regular statement of financial activities.
   - Initiate an annual audit.
   - Determine the need of fundraising activities and provide leadership if necessary.

B. The Club treasurer will serve as chair of the finance and budget committee.

Section 3: Public Relations Committee

A. The public relations committee shall:
   - Inform the public about 4-H through various media.
   - Develop community support for the 4-H program.
   - Get more people involved and increase membership in 4-H.
   - Assist all other committees in the Club with their public relations needs.
   - Assume responsibility for activities that promote the overall 4-H program.

Section 4: Program and Activity Committees

Specific program and activity committee will be formed to plan, execute, and evaluate components of the 4-H Club. Duties will be specified in committee job descriptions.

ARTICLE IV

Meetings

The regularly scheduled meetings of the Club shall be to conduct the business of the Club as outlined under Article II of the Constitution. More specifically the meetings shall be to:

A. Approve, reject, amend, or refer back to the committee for further study reports from special or standing committees.
B. Introduce new ideas with requests for the chair to appoint committees to make further studies and report back their recommendations to the Club.
C. Evaluate reports of completed activities, projects, or programs and make suggestions for improvement.
D. Provide Club members information concerning the county, district, state and national Extension programs helpful to them in their efforts to address identified needs.
E. Approve and disburse money in support of programs supported by the Club.
   - Special meetings of the Club may be called by the president, adult volunteer, the executive committee, or upon request of any five members.
   - Written notice shall be sent to all members of the Club at least one week in advance of all meetings. Notice shall include the date, time, and place of the meeting.
   - Each member shall be entitled to one vote.

ARTICLE V

Amendments

Amendments to the Bylaws may be made at any annual, regular or special meeting by a simple majority vote of the members present providing:

A. A notice of the pending amendment was sent to all members of the Club at least two weeks and not more than four weeks prior to the meeting, and
B. A quorum of the Club is present at the meeting.

ARTICLE VI

Parliamentary Authority

(Refer to EM4875, Parliamentary Procedure Made Easier, for simple parliamentary procedure.)

Roberts Rules of Order shall govern the proceedings of the Council not otherwise specified in the Bylaws.

The Bylaws of the _____ 4-H Club were adopted on [date] at [location].

Approved:

_____	_____
President of the 4-H Club	Date
_____	_____
Secretary of the 4-H Club	Date

Reviewed by:

_____	_____
Extension Professional	Date

Washington State
4-H Youth Development
"Care to Share" Form

This form has been designed to provide valuable input to the local county 4-H program. Once completed, this form will be distributed to the appropriate individual or group to address the issue or concern. Please take a few moments and complete all three sections of this form and sign it. ***Forms without all three sections completed and a signature will be disregarded.***

SECTION #1: Describe the current situation:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

SECTION #2: Describe the problem with the current situation:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

OVER

SECTION #3: Give your suggestion(s) for a possible solution:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Please Print:

Name of person completing form:_____

Address of person completing form:_____

Phone number of person completing form:_____

E-mail address of person completing form:_____

Signed:_____

Dated:_____

Please return completed forms to:

CLALLAM COUNTY 4-H
223 E. 4th St., Suite 15
Port Angeles, WA 98362

KITSAP COUNTY 4-H
345 6th St., Suite 550,
Bremerton, WA 98337

JEFFERSON COUNTY 4-H
380 Jefferson St.
Port Townsend, WA 98368

WASHINGTON STATE UNIVERSITY EXTENSION

Created by John DeMontmollin (2009) Revised in 2011 by Dan Teuteberg. Adapted in 2014 for use in Kitsap, Clallam and Jefferson counties.

Extension programs are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.

WASHINGTON 4-H CLUB/GROUP/COUNCIL/AUTHORIZED UNIT
ANNUAL FINANCIAL SUMMARY REPORT
TO WASHINGTON STATE UNIVERSITY EXTENSION

Reporting Year: October 1, 20_____ to September 30, 20_____.

Tax ID# (EIN) _____ County _____

Club/Group Name _____

Mailing Address—Street or PO Box _____

City _____ Zip _____

Phone Number _____ Contact email _____

Bank Name and Branch _____

Account signatories: _____

Account # (Checking) _____ (Savings) _____

	CHECKING	SAVINGS	INVESTMENTS
Beginning Balance as of _____ (insert date)			
Total Income this year			
Total Expenses this year			
Ending Balance as of _____ (insert date)			

List any Donors and Fund Raising Activities (Add additional sheets if necessary)

Name _____ $ _____

Date IRS Form 990 filed _____, 20_____ (required if gross is $25,000 or greater)

Treasurer's Signature _____

Treasurer's Name (printed) _____

Leader's Signature _____

Leader's Name (printed) _____

Date Peer Review Completed _____, 20_____

Peer Review Committee Chair's Name (printed) _____

Peer Review Committee Chair's Signature _____

Date received in county 4-H Extension office _____, 20_____

Attach list of equipment or other assets the club/group/council owns (include date acquired and current value.)

This form is due in the county 4-H Extension Office before November 15 of current 4-H year

WASHINGTON STATE UNIVERSITY EXTENSION
4-H Youth Development Program

WSU Extension programs and employment are available to all without discrimination. Evidence of non-compliance may be reported through your local WSU Extension office. Published August 2013. C1130E. Revised by Lauren Hrncirik, WSU 4-H Regional Sepcialist, July 2014

JOIN | THE REVOLUTION OF RESPONSIBILITY

Position: **4-H Club/Project Leader**

Advisor: Kitsap County 4-H Extension Staff and 4-H Council

Benefits: Satisfaction in contributing to youth development and growth; opportunities for personal growth and leadership development; and WSU Extension Liability and L&I coverage.

Responsibilities:

- Interprets and plans projects that support members' interests and goals while assisting them in planning and yearly project completion.
- Work to foster youth and adult partnership.
- Ensures learning experiences appeal to all learners with multiple abilities and learning styles.
- Provides opportunities for youth to lead and serve in the club.
- Helps members keep records, prepare for public presentations, fair exhibition, etc.
- Encourages member participation in county, state, and national activities.
- Furthers own youth development and relevant training offered by county and state 4-H professionals.
- Abides by WSU Valuable Partnership behavioral expectations.

Qualifications:

- Main Club leaders must be 21 years of age. Adults 18 years of age or older that enjoy working with youth may participate as a Resource Leader
- Ability to communicate ideas and skills to youth and adults.
- Enthusiasm, patience, and positive role model attributes.
- Willingness to share responsibilities and decision-making with youth.
- Background check along with volunteer application, reference check and Valuable Partnership agreement completion.

Term: One year; annually renegotiable.

Time Commitment:

- Regular attendance at the monthly Kitsap County 4-H Council meetings.
- One to two hours per club meeting, occurring one to four times per month, as determined by each club.
- Approximately 6-8 hours of project activities/events each year, not including participation in the Kitsap County Fair or Washington State Fair.
- Ten hours of community leadership per year (on committees).
- Six to ten hours of training each year.
- Report all hours volunteered on the WSU Volunteer Database at http://ext.wsu.edu/Volunteers/logon.aspx.

Training: Online leader training, face-to-face volunteer training, meetings with agent and Leaders Council.

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.

Compiled by S. Harkness 2013.

Position: **4-H Superintendent – Still Life**

Advisor: Extension Staff

Benefits: Develop increased skills in teamwork, leadership and coordination and organization of people and projects. Develop knowledge about fairs, working with youth and adults and customer service.

Major Goals & Responsibilities: See Task List.

Skills Needed:

- Understanding of the 4-H Youth Development program.
- Ability to encourage youth and be a positive role model.
- Enrolled in 4-H, including background check completion.
- Good organizational skills.
- Ability to work as a team with Fair Officials and Extension Staff.
- Organize and develop teamwork among adults and youth.
- Communicate as a leader to the animal project members, parents, and volunteers via telephone and computer-based technology.
- Conflict resolution skills a must.
- Must be flexible!
- Knowledge of risk management

Term: 3 years. May be re-appointed.

Time: Fall planning, 8 hours, Spring work parties: approximately 10-20 hours
Regular Project Meetings (Quarterly or more): 10 hours
Fair: 5 days and additional planning commitment.

Training: Volunteer Leader Training, Kitsap Superintendent School, Extension staff provides orientation and required Superintendent meetings throughout the year.

Office Privileges: Basic Supplies for Fair, Copy Machine

Results Expected: Successful Fair experience based on the mission and policies of 4-H youth development. Establish cooperative efforts and safety, provide an attractive educational display area and present a friendly and informational manner with public, 4-H participants and staff.

Measures To Determine Accomplishment: Successful Fair experience for youth exhibitors. Number of youth exhibitors. Feedback from 4-H Staff, Youth, Club Leaders, Fair Management, and Community.

TASK LIST

Superintendent is responsible for working with volunteers to accomplish the following tasks.

PRIOR TO FAIR:

1. Submit enrollment forms, due to 4-H Office no later than November 1st.
2. Complete Mandatory On-Line trainings, required face-to-face program trainings.
3. Regular attendance at Kitsap County 4-H Council Meetings.
4. Attend Superintendent Meetings and training.
5. Submit budget for supplies (i.e lumber, paint) by **May 1** for following year.
6. Submit any supplemental budget supply items and changes in judges' payment by December 1 for up coming year.
7. Submit changes to premium book (includes personnel) by November 1.
8. Arrange for judges and notify Fair Office of names and addresses by June 1.
9. Check building, arrange work parties as required. (Spring/Summer).
10. Determine trophy needs, make sure donors have been acquired and trophies have been ordered (if needed).

ENTRY DAY AND JUDGING OF EXHIBITS:

1. Receive exhibits; check for completeness and accuracy of entry tag and form, issue exhibitor pass(es).
2. Pick up ribbons from 4-H Office.
3. If appropriate, conduct 4-H judging contest during the time exhibits are being accepted.
4. Record judges' decisions on individual entry forms, extend points and submit to the 4-H office.
5. Announce results of judging to the public, submit to 4-H office.
6. Display exhibits; make sure name of exhibitor and ribbon can be seen.
7. Complete Fair Exhibit Data Form and submit to the 4-H Office.
8. Inventory Excess Ribbons and return to 4-H Office.
9. Sign up for President's Hall duty during hours of fair. In case of absence, let other Superintendent's know of your contact information.

MONDAY FOLLOWING FAIR:

1. Check out exhibits.
2. Encourage Still – Life exhibitors to assist livestock projects and fair management with after fair clean-up.

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JOIN | THE REVOLUTION OF RESPONSIBILITY

Position: **4-H Superintendents - Animal**

Advisor: Extension Staff

Benefits: Develop increased skills in teamwork, leadership and coordination and organization of people and projects. Develop knowledge about fairs, working with youth and adults and customer service.

Major Goals & Responsibilities: See Task List

Skills Needed:

- Understanding of the 4-H Youth Development program.
- Ability to encourage youth and be a positive role model.
- Enrolled in 4-H, including background check completion
- Good organizational skills.
- Ability to work as a team with Fair Officials and Extension Staff.
- Organize and develop teamwork among adults and youth.
- Communicate as a leader to the animal project members, parents, and volunteers via telephone and computer-based technology.
- Conflict resolution skills a must.
- Must be flexible!
- Knowledge of risk management.

Term: 3 years. May be re-appointed.

Time: Fall planning, 8 hours, Spring work parties: approximately 10-20 hours,
Regular Project Meetings (Quarterly or more): 10 hours
Fair: 5 days and additional planning commitment.

Training: Volunteer Leader Training, Kitsap Superintendent School, Extension staff provides orientation and required Superintendent meetings throughout the year.

Office Privileges: Basic Supplies for Fair, Copy Machine

Results Expected: Successful Fair experience based on the mission and policies of 4-H youth development. Establish cooperative efforts and safety, provide an attractive barn/display area, and present a friendly and informational manner with public, 4-H participants and staff.

Measures To Determine Accomplishment: Successful Fair experience for youth exhibitors. Number of youth exhibitors. Feedback from 4-H Staff, Youth, Club Leaders, Fair Management, and Community.

TASK LIST

Superintendent is responsible for working with volunteers to accomplish the following tasks.

PRIOR TO FAIR:

1. Submit enrollment forms, due to 4-H Office no later than November 1st.
2. Complete Mandatory On-Line trainings, required face-to-face program trainings.
3. Regular attendance at Kitsap County 4-H Council Meetings.
4. Attend Superintendent Meetings and trainings.
5. Submit budget for supplies (i.e., lumber, paint, fan, lights) by **May 1st** for following year.
6. Submit any supplemental budget supply items and changes in judges' payment by December 1 for up coming year.
7. Submit changes to premium book (includes personnel) by November 1.
8. Arrange for judges and notify Fair Office of names and addresses by June 1.
9. Check barns and area; arrange work parties as required (Spring/Summer).
10. Receive entries from the 4-H Office by July 15th.
11. Determine space requirements/negotiate with FFA & Open Class Superintendents.
12. Make sure that stalls have been assigned to each club in space allotted to this division. Mark space with club names.
13. Make out show schedule (if applicable).
14. Determine trophy needs, make sure donors have been acquired and trophies have been ordered (if needed).
15. Strategize how barn will be cleaned with club leaders, youth, and parents. Submit action plan to Extension staff.

ENTRY DAY:

1. Make sure animals are checked in. Note changes or cancellations in entries. Make sure animals were checked by the veterinarian to comply with health regulations. Issue Exhibitor pass(es).
2. Allot pen space as required (by club).
3. Turn emergency cards into 4-H Office.
4. Receive stall cards from 4-H Livestock Office, verify all entries. Have stall cards displayed.
5. Notify exhibitors or/and club leaders of barn rules (post them).
6. Turn in list of clubs, exhibitors, number of herdsman per club and map of barn areas by club to 4-H Herdsmanship Superintendent.
7. Bring questions and potential problems to the attention of the Extension Staff. All 4-H policy questions should be handled by Extension Staff.
8. In case of your absence, delegate your responsibility and notify Extension staff.
9. Turn in entry sheets to the 4-H Office.

10. Brief the club leaders on order of showing so they can help keep the show moving smoothly. Post a copy of the show schedule if possible.
11. Check show-ring procedures prior to show day. Have showing procedure clearly in mind.
12. Enforce 4-H policy and Fair policy.

NOTE: Grievances and complaints will follow fair book policies

SHOW DAY:

1. Pick up ribbons from the 4-H Office.
2. Pick up P.A. system from the Fair Office (first thing).
3. Post schedule of events in barn.
4. Introduce judge and M.C. for show, or delegate.
5. Assign clerks to record placings and present ribbons and other awards.
6. Have judge select eligible state fair entries.
7. Turn in entry forms with placings and premium points recorded to the 4-H Office.
8. Return P.A. equipment.
9. Inventory excess ribbons and return to 4-H Office.
10. Turn in Fair Exhibit Data Form to Superintendent of 4-H Office.
11. Pick up State Fair entry forms from 4-H Office and return prior to end of fair.

BEFORE END OF FAIR:

1. Submit all required forms to 4-H Office.
2. Turn in your Superintendent Notebook to 4-H Office.

Please remember, 4-H Fair is for the exhibitors. Every effort will be made to make this a memorable educational event.

MONDAY FOLLOWING FAIR:

Mucky Monday – All livestock exhibitors are responsible for cleaning up after their project animals. Barns must be cleaned and pressure washed. Schedule your barn cleaning plan in advance of Fair and submit project's action plan to Extension Staff.

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