

4-H Educators

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Scioto County 4-H Policies

1. **MEMBERSHIP** - 4-H is the youth development initiative of Ohio State University Extension and is open to all boys and girls in Ohio. Youth involved in Extension based programs are enrolled as either 4-H members or 4-H participants. Eligibility for 4-H membership begins when a child is in kindergarten and age five as of January 1 and ends December 31 of the year in which an individual attains the age of 19. 4-H membership starts once an eligible individual enrolls in a 4-H group providing a planned series of educational experiences, under the direction of a trained adult, and within the scope and supervision of Ohio State University Extension. The following is a set of definitions related to the types of groups in which an individual can enroll.

COMMUNITY CLUB - Collection of five or more youth from three different families who meet regularly under the direction of a club advisor to conduct business, plan the club program, and enroll in a variety of 4-H projects. Project learning is conducted on a self-study basis or in project groups where instruction is provided to either direct or supplement the project experience.

PROJECT CLUB - Collection of five or more youth from three different families who meet regularly under the direction of a club advisor to conduct club business, plan the club program, and enroll in the same or similar 4-H projects. Project learning is conducted on a self-study basis or in project groups where instruction is provided to either direct or supplement the project experience.

SPECIAL EMPHASIS GROUP - Series of experiential learning activities that are delivered in a group setting, not tied to any school curriculum, and focus on a topic of particular need, issue, or interest. This includes youth involved in 4-H camping programs, after school programs, etc., along with programs for 5 to 8 year olds meeting as part of or separate from a 4-H club.

SCHOOL ENRICHMENT GROUP - Series of experiential learning activities that are delivered in a classroom or other educational setting, and provided to achieve selected 4-H learning outcomes as well as enrich the classroom curriculum. Any youth enrolled in one time Extension based programs like a workshop, clinic, or seminar, are considered "4-H participants." This is particularly true for youth participating in one time programs that are organized and resourced by Extension personnel.

COMMUNITY CLUB ORGANIZATION - It is suggested that the club participants and advisors decide their own club name, meeting times, meeting place(s), club size, projects taken within the club, meeting agendas and programs. It is recommended that club advisors schedule meetings in advance and give a written list of those meetings to each member and their family. Advisors should also outline club expectations and requirements (i.e. minimum meetings, required participation, etc.) with the 4-H'er and their parent or guardian early in the enrollment process. 4-H clubs can be organized at any time throughout the year; however, a club enrollment must be completed by April 15 of the current year, with any changes complete by May 1, in order for a club's members to be eligible to compete in the Scioto County Fair. Members or clubs organized after

May 1 may participate in club and county activities, but not county judging or fair displays.

NONDISCRIMINATION POLICY - 4-H is part of the Ohio State University Extension Program and maintains a strict nondiscrimination policy. Club advisors may limit the number of youth, project areas and programs offered (i.e. traditional members and/or cloverbuds). However, they cannot pick and choose members, based upon personal preference. If they are limiting their club membership, they must take members on a first come first enrolled basis. If a member contacts a club, and their membership is full, or the advisor does not offer the project the member is interested in, the advisor should refer them to the Extension Office. The Extension Office will then locate an appropriate club for the prospective member in their area.

4-H MEMBERSHIP ACROSS COUNTY LINES - Ohio State University Extension administers the 4-H youth development education program whose mission is to develop youth to reach their fullest potential as capable, competent, caring, and contributing citizens. Each county in Ohio conducts the 4-H youth development program to accomplish this goal. In order to affirm Ohio Extension's position concerning cross county (and/or cross state line) 4-H membership and to establish guidelines in this area to fulfill the above mission, the following philosophy and process statements are provided.

- a) Youth are expected to affiliate with the program in their county of residence.
- b) 4-H membership in two counties simultaneously is not possible.
- c) Cross state line membership will be considered the same as for cross county participation.
- d) It is recognized that limited situations may occur where membership in a county other than the county of residence might be positive. The agents in both counties must be in agreement that the change should occur. This agreement should be based on their professional judgment in accord with the opening paragraph of this policy.
- e) Consideration for membership in a county other than the county of residence should be given only in situations where a positive educational experience will result. Any change motivated by perceived competitive or sale advantage, any change due to controversial issues, or other similar motivations will not be seen as justified reasons for consideration for membership in a county other than the county of residence, and will be automatically rejected by the agents involved.
- f) Any consideration for membership in a county other than the county of residence, within the limits of this policy and not addressed by the above statements should be brought to the attention of the county chair, district 4-H specialist and/or district director by county 4-H agent. This support team will then provide leadership for decisions in these special situations.

ADVISORS - Individuals cannot be both a member and an advisor or volunteer in the same year. Anyone interested in becoming a 4-H advisor, who has never been a 4-H advisor, or who was not an advisor the previous year, must complete an application, be interviewed by an Extension staff member, and submit to fingerprinting and a criminal background check. Clubs carrying Cloverbud projects and regular members must have

a separate advisor designated specifically for cloverbuds. Subject to approval by 4-H agent, acceptable reference and background checks, orientation and training, individuals may be approved as a 4-H volunteer. All advisor/volunteers must complete a Volunteer Application Information Sheet and Code of Ethics Form to be returned with enrollment sheets and attend mandatory training. An advisor should be mature and responsible in order to help members learn by doing, appreciate and respect their fellow man, and help them mature into responsible young adults. All volunteers should conduct themselves in an appropriate manner at all times and exhibit behavior fitting a role model. Volunteers should encourage learning, and lead members by example. Sportsmanship should be cultivated, encouraged and rewarded. Volunteers may be dismissed for inappropriate behavior.

ADVISOR FAIR PASSES - 4-H clubs may have as many 4-H advisors as necessary to successfully teach 4-H members in their respective project areas. However, only two advisors for the first five (5) 4-H club members and one (1) advisor per the next five (5) members and so forth will receive fair passes. Advisors should actively participate in all club functions and attend all meetings. All new advisors, including those who were not advisors in the previous 4-H year, must attend a new advisors' training meeting.

MEETINGS - 4-H clubs must have a minimum of six (6) meetings from time of enrollment until fair, conducting business meetings which include some type of program and recreation. These six meetings **DO NOT** include weigh-in, clinics, workshops, etc. **UNLESS** an advisor holds a short business meeting and takes attendance at the event. Members must attend a minimum of five (5) meetings. Advisors can set their own meeting attendance requirements provided they meet the minimum requirements. Completion of projects is dependent upon meeting these requirements. It is up to advisors if they wish to have any "make up" dates for meetings.

ENROLLMENT REGISTRATION - Each 4-H member must complete a 4-H Enrollment Form which must be signed by the 4-H member and his/her parent or guardian. Enrollment Forms must be turned in to the Extension Office. By April 15 for fair participation.

ENROLLMENT DEADLINE - The enrollment deadline is April 15. All completed enrollment sheets and registrations must be turned into the Extension Office by April 15. Any changes or additions must be made by May 1. If mailed, they must be postmarked by April 30. Clubs and members who do not turn in enrollment forms by May 1 will not be permitted to participate in fair judging activities for the current year. **ALL projects taken by the 4-H members must be listed by May 1.** In regards to fair competition, no projects can be switched or added after **May 1**, however they can be dropped. Members may join 4-H or change projects after May 1, but are ineligible for fair competition for that project year.

PROJECT BOOKS - Most 4-H project books cost \$6.00 each and can be ordered from the Extension Office using the 4-H publication order form. Please fax, mail or call in your order so it may be processed prior to your pick-up. Due to time and staff constraints, books cannot always be pulled immediately or while you wait. Although an inventory of books are kept at the Scioto County Extension Office, some items in demand, or needed in large quantities, may need to be ordered. Scioto County's order day is Wednesday of each week, therefore orders placed by **Tuesday at 4:30 p.m.**, will

be ordered on Wednesday. Most orders are processed within a week, and you will be notified when your order is available. The Extension Office strongly encourages 4-H members and volunteers to utilize project books. Members taking market livestock must complete their appropriate record books. Project records and books should be reviewed periodically by the club advisors. Project books will be required to be completed and brought to judging or count for points at the Skillathon. It is left up to the individual club advisor how to handle the purchase and usage of project books. Please note any changes or revisions of project books and use the most recent edition.

CLUB FINANCES - Clubs may collect dues or fund their club through county and club fundraisers. It is recommended that very little money be carried by a club from one year to the next. The club treasury is intended for use by the entire club, not certain individuals, and should be spent according to the majority's wishes. Excess club monies, or funds remaining after a club has dissolved, may be donated to the Scioto County 4-H Committee, Scioto County 4-H Endowment, Canter's Cave 4-H Camp Endowment, or a selected charity. Each club is required to review their treasury records annually and complete a treasury report (found in your project requirements) to be returned to the Extension Office by January of each year.

FUND RAISING - (1) Clubs are expected to participate in the county wide fund raising project or contribute toward the activities of the 4-H Committee in a meaningful way, such as a monetary donation or trophy sponsorship. (2) All individual club's fundraising projects **MUST** be approved by the Extension Office. If any project is controversial, the advisors will be asked to present their project ideas to the 4-H Advisory Committee for approval. (3) Ten percent (10%) of the profits from all individual club fundraisers must be turned into the Scioto County 4-H Advisory Committee. (4) Individual club raffles and lotteries are discouraged. Clubs are expected to take part in the county wide fundraising project to earn money for their treasury and to help fund county programs and activities. The 4-H Committee utilizes monies collected through fund-raising activities to fund county programs, activities, judging, awards, and camp scholarships. If a club chooses not to participate in a fundraiser, they may pay \$5 per club member. All monies must be submitted to the 4-H Committee Secretary by June 15, in order for the club to be considered a club in good standing.

TEEN LEADERS - Older 4-H members in clubs are encouraged to assist the advisor in working with younger club members. Advisors are encouraged to give these Teen Leaders specific responsibilities. Advisors should check the T.L. column of the enrollment sheet after any member's name who is a Teen Leader in their club. All Teen Leaders, who are 14 years old as of January 1 of current year, or freshmen in high school and older, are invited to join the Scioto County Teen Leadership Club by contacting the Extension Office.

PROJECT EVALUATION/JUDGING - Members are encouraged, but not required, to go through project judging and evaluation. Still, Clothing, Nutrition, Dog, Gilt, Carcass Contests, Creative Writing and Reporting, Demonstrations, Small Animals and Safety Speaking projects and activities are evaluated prior to the Scioto County Fair. Judging is not done at the Scioto County Fair for these projects and activities due to limited space at the fair and, in some cases, so selected members can compete at the Ohio State Fair. It is especially important for those individuals with projects evaluated prior to the fair to exhibit an appropriate display in the 4-H Building at the

Scioto County Fair. All other projects (unless otherwise stated) will be evaluated and displayed at the Scioto County Fair. Members can complete projects without being judged.

PROJECT COMPLETION – In order to meet the requirements for project completion, a member must meet the club/county meeting requirements, attend any required trainings, and finish the requirements as listed in the project book. Members do not have to attend judging to complete their projects; however, judging is highly encouraged. Only completed projects are eligible for exhibition during 4-H and Junior Fair judging.

Scioto County Junior Fair

The Scioto County Fair is one of Ohio's most outstanding Junior Fairs. The mission of the Junior Fair is to promote the interest of Scioto County youth through their exhibits and activities at the Scioto County Fair. Any boy or girl in Scioto County may participate in Junior Fair activities through 4-H.

EXHIBITING AT THE FAIR - Member Passes & Premiums - All 4-H members are encouraged to exhibit at the fair. They do not have to exhibit to complete their project; however, they must exhibit their project(s) at the fair to receive any premiums and/or a fair pass. Passes and premiums are paid by the Scioto County Agriculture Society for the display and maintenance of an exhibit at the fair. 4-H'ers must be a member in good standing and have completed their project to be eligible to exhibit at the fair. Only those exhibiting a project will receive a fair pass and a premium. If a member's only project animal dies, their only project is unable to be exhibited, or it is judged prior to the fair (i.e. gilt, carcass, dog projects, etc.) the 4-H'er may display an educational poster or exhibit (featuring a topic related to their project i.e., parts of the animal, learned techniques, etc.) in their club's booth or in a designated area in the 4-H Building. If these individuals complete an approved display or exhibit at the fair, they will then be eligible to receive their fair pass and a premium (\$2.00) for their exhibit. See the 4-H Secretary for specific instructions regarding premium cards and appropriate displays. Exhibits must be displayed according to project guidelines and for the duration of the fair in order to receive premiums. Individuals not meeting these requirements, or removing their project display early, will forfeit their premiums.

BOOTH/PROJECT DISPLAYS - All 4-H clubs, (**only exception: those clubs having 100% livestock projects**) must display their club projects appropriately in a booth exhibit in an assigned space at the fair in the 4-H Building. All clubs and/or members who do not exhibit appropriate project displays in their booths, or whose livestock is not on display at the fair, will not receive any project premiums or fair passes because they do not have an exhibit at the fair. 4-H booths will be assigned on a first come basis, and at the discretion of the staff member in charge. Booth reservation forms are located at the Extension office and online at <http://scioto.osu.edu> and are due in the Extension Office no later than July 1 of each year. Booths and exhibits must remain on display until Sunday following the fair. Any early dismissals (i.e.: for state fair competition) must be approved prior to removal, if not clubs and/or members could face additional repercussions.

4-H Project and Award Premiums

1. 4-H members will receive premiums for not more than four (4) projects regardless of the number taken. A project is defined by a project number, ie. 135B Production Goat. A 4-H'er may take more than one animal within that project but will be paid only for one project, not the number of animals taken within that project.
2. If a 4-H member belongs to more than one club, he/she can still receive only four (4) project premiums.
3. Each 4-H member will be evaluated by his 4-H advisor as to satisfactory project completion and exhibition requirements to okay project premiums.
4. 4-H members must exhibit their projects or an approved representative article* from their projects to receive premiums. To insure exhibition in the 4-H building, 4-H'ers with all projects except livestock must enter them during booth set up times by presenting the project to the person at the registration desk and signing the entry form. Only those entered in the above manner will receive premiums. 4-H members, advisors, or parents may enter projects in the above manner. Entries should be specific for project. Items not entered correctly or not specific to project may not be accepted and 4-H'er may not receive premiums accordingly.
5. All 4-H premiums must be collected during the fair at posted times. No premiums will be paid after the fair.
6. 4-H members must collect their own premiums. They must present their fair pass to collect their premiums. No one, other than the 4-H'er, can collect premiums. (Exception: In emergency or unusual situations, an advisor can collect a 4-H'ers premium if approved by 4-H agent). Exceptions are extremely limited.
7. Advisors must present fair pass to collect booth premiums.
8. Project premiums will be according to each project (no more than four total). Clothing, still, nutrition, small animal, dog \$2.00; Large Market livestock (i.e. Steers, lambs, goats, swine) \$5.00; Large market non-market (i.e. horses or breeding beef, sheep, swine, goat, dairy cattle.) \$8.00; Poultry and rabbit \$3.00.
9. Non-Market Four-H projects exhibited, judged and placed will receive award premiums as follows: 1st place - \$4.00; 2nd place - \$3.00; and 3rd place - \$2.00, provided there are three or more exhibitors in each class judged.
10. Premiums will be paid as follows for showmanship: 1st place - \$5.00; 2nd place - \$4.00; and 3rd place \$3.00. Premiums will not be paid for championship classes or livestock judging.
11. 4-H'ers may exhibit up to two horse projects and one production project at the fair. They may enroll in as many 4-H projects as they fill they can successfully complete. See general horse rules for additional details on horse project exhibit guidelines.
12. Each club that displays a booth will receive a \$15 booth premium. The top 15 booths will be placed, awarded ribbons, and receive premium money as follows: 1st Place = \$75; 2nd Place = \$70; 3rd Place = \$65; 4th Place = \$60; 5th Place = \$55; 6th Place = \$50; 7th Place = \$45; 8th Place = \$40; 9th Place = \$35; 10th Place = \$30; 11th Place = \$25; 12th Place = \$20; 13th Place = \$15; 14th Place = \$10 and 15th Place = \$5. Booth and Fair Beautification premiums will only be paid at the premium booth to club advisors. A beautification premium schedule will be posted in the 4-H Building.
13. In case of ties, duplicate award premiums will be paid by the Scioto County Senior Fair Board.

14. Failure to comply with fair rules will result in forfeit of premiums.
15. All premiums will be paid at a time and location designated by the Scioto County Fair Board.

****An approved representative article can be something made from the project, a poster, scrapbook, etc., but cannot be the project book itself or a single picture of something made. A picture story or a poster is fine. Exception: Photography project where the requirements are a single print. 4-H volunteers, members and parents are expected to abide by all 4-H, Ohio Department of Agriculture, Junior & Senior Fair Board fair rules and deadlines. They should conduct themselves in a respectful and appropriate manner at all times. It is each individual's responsibility to become aware of all of the aforementioned rules and ad deadlines. Rules and guidelines may be obtained from 4-H volunteers or the Extension Office. Individuals who do not follow these guidelines and rules of conduct are subject to disciplinary action from the appropriate county or state entity.***

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4-H Club Work

4-H is the youth education program of Ohio State University Extension - a program that offers skills and training to tomorrow's leaders. This informal educational program is conducted by the U.S. Department of Agriculture, The Ohio State University and county governments, and combines the work of federal, state, and local Extension personnel and volunteer leaders.

Traditionally, 4-H is open to any boy or girl in Scioto County who is at least 8 years old and in the third grade and not have passed their 19th birthday, as of January 1, of the current year. The Cloverbud 4-H program is open to boys & girls kindergarten and 5 years of age through 2nd Grade. 4-H members reside in every demographic area - farm, city and in between. The success of the 4-H program is attributed to volunteer leaders who are backed by the strong educational base of the land grant university staff in every county of the state.

The mission of 4-H is to assist youth in acquiring knowledge, developing life skills and forming attitudes that will enable them to become self-directing, productive and

contributing members of society. This mission is carried out through the involvement of parents, volunteer leaders and other adults who organize and conduct educational subject/project experiences in community and family settings.

These youth contribute to energy conservation, environmental improvement, and community service and food production. They participate in programs that aid youth employment, career decisions, health, nutrition, home improvement and family relationships. As a result of international cooperation with many countries, 4-H is also contributing to world understanding. Moreover, 4-H youth apply leadership skills, acquire a positive self-concept and learn to respect and get along with people.

Enrollment in Scioto County is through community clubs, special emphasis programs and the school enrichment programs.

Opportunities for membership are available to all youth ages kindergarten through age 18 as of Jan. 1st throughout the county regardless of race, color, creed, gender, disability, sexual orientation, religion or national origin. They meet in 4-H clubs with volunteer advisors and participate in a planned series of educational experiences under the direction and within the scope of the Ohio State University Extension. Youth ages kindergartens through 2nd grade are eligible for 4-H membership in the Cloverbud program.