



Trempealeau County 4-H

Family Handbook



A guide for new members and their families!



**Visit Trempealeau County's
UW- Extension Website:
<http://trempealeau.uwex.edu/>**

**4-H IS A YOUTH
ORGANIZATION FOR
YOUNG PEOPLE WHO WANT
TO LEARN AND TO HAVE FUN.
4-H IS FAMILY FOCUSED AND
VOLUNTEER LED BY YOUTH AND
ADULTS IN PARTNERSHIP. YOUTH
“LEARN BY DOING” THROUGH LOCAL
CLUBS AND PROJECTS. COUNTY
PROJECT EVENTS AND ACTIVITIES ARE
INTENDED TO INCREASE
OPPORTUNITIES FOR YOUNG PEOPLE
AND SUPPLEMENT AND SUPPORT THE
4-H CLUBS.**



Table of Contents

Welcome Letter	3
What is 4-H?.....	4
4-H Emblems & Symbols.....	5
Knowing 4-H.....	6
Who's Who in Trempealeau County 4-H.....	7
UW-Extension Staff.....	8
4-H Club Directory	9
Club Locator Map.....	10
4-H Dictionary	11
Bylaws of Trempe. County 4-H Leaders	14
Trempealeau County 4-H Policy.....	17
Record Books	21
Calendar of Events	23
4-H Activities & Events.....	24
Funding Requests.....	25
Enrollment Information.....	27



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Welcome to Trempealeau County 4-H:

Thank you for your interest in the Trempealeau County 4-H program. I hope you find the information within the packet helpful in explaining what 4-H is about.

In the packet, you will find all the forms necessary for joining Trempealeau County 4-H as well as a list of clubs and club leaders. To find a club located near you refer to the club listing. I encourage you to call a club leader to talk with them about their 4-H club and the 4-H program as each club is unique.

4-H is an outstanding youth program. We encourage family involvement and commitment. It is a program that offers youth the continuity of building strong life skills as well as occupational and hobby skills. Building leadership skills in youth is a focus of the 4-H program.

Please feel free to contact me about any questions you may have or about other opportunities offered for youth in 4-H. Again, I would like to thank you for inquiring about 4-H and hope to have you as a part of our 4-H community.

In the Spirit of 4-H,

Seth Spencer
4-H Youth Development Educator
Trempealeau County

What is 4-H?

4-H is a youth organization that belongs to the members, their families and other interested adults who serve as volunteer leaders. Professional leadership is given by Cooperative Extension Service Faculty of the University of Wisconsin. Support for 4-H programs is a joint effort of local county government, the University of Wisconsin, and the United States Department of Agriculture.

Who can join 4-H?

4-H Membership:

In Trempealeau County, the 4-H year begins October 1st and ends September 30th. Any youth in Kindergarten through the year following high school can be a member of a 4-H club. Cloverbuds are ages Kindergarten-1st grade. Each club around the county offers the Cloverbud project. Cloverbuds can only enroll in the Cloverbud project. They can exhibit two projects at the county fair for participation ribbons, and take part in county-wide events. Explorers are 2nd graders. The emphasis is on sampling 4-H projects to determine interests and talents. Explorers may take up to three entries at the county fair. Besides enrolling as an Explorer, they can enroll in an additional three project areas- but only one may be an animal project. Trempealeau County has clubs spread throughout the county. Families can join any club that fits their needs- clubs do not have community boundaries.

The Learning Experiences

4-H Meetings... are held for a variety of reasons. Most organized clubs meet monthly to discuss general business, conduct recreation, and learn something new. Project groups may meet more often over a determined period of time to learn about the specific subject of their project.

4-H Projects... should fit individual member's interests and should fit into the member's home and community life. By "project" we mean work done with animals, articles made, crops grown, or some other definite undertaking planned and carried out by the 4-H'er. The Extension Agent will provide a list of projects available in your county and literature available to members and leaders. Through project work, 4-H members can learn improved ways of doing things, which, in turn, serve as examples for others and for the community. Members can also learn about subjects that interest them as possible career choices.

4-H Activities... such as judging, demonstrations, public speaking, exhibiting, and tours that center on 4-H projects. They supplement the project and add greater depth to it. Various activities related to project areas are planned and conducted on county, district, state, and national levels. Singing at a nursing home, playing softball, and road-side clean-up are examples of these types of activities.

4-H Events... are most often thought of as once-a-year happenings, such as an annual recognition program for youth and adults, a music/drama festival, a family 4-H picnic, the fair, or summer camp. During these types of events, 4-H members might present aspects of their 4-H projects and activity work.

Who Conducts the 4-H Program?

4-H educational experiences for youth are provided by volunteers who serve as a part of the 4-H program in their community. Volunteers who give leadership to the local 4-H program consist of youth, parents, and other interested adults in the community.

4-H EMBLEMS & SYMBOLS

EMBLEM:

THE NATIONAL 4-H EMBLEM IS A FOUR LEAF CLOVER WITH THE LETTER "H" ON EACH LEAF.



CLOVER WITH

THE FOUR H'S:

THE FOUR H'S STAND FOR HEAD, HEART, HANDS, & HEALTH. THESE FOUR H'S REPRESENT THE FOUR-FOLD TRAINING AND DEVELOPMENT IN WHICH MEMBERS PARTICIPATE. THIS MEANING OF THE H'S IS GIVEN IN THE 4-H PLEDGE.

4-H PLEDGE:

4-H MEMBERS SHOULD LEARN THE NATIONAL 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.

THE COLORS:

GREEN & WHITE ARE THE 4-H COLORS. THE WHITE BACKGROUND OF THE FLAG SYMBOLIZES PURITY. THE GREEN 4-H EMBLEM IS NATURE'S MOST COMMON COLOR IN THE GREAT OUTDOORS, AND GREEN IS ALSO THE COLOR OF SPRINGTIME, LIFE, AND YOUTH.

MOTTO:

"TO MAKE THE BEST BETTER"

SLOGAN:

"LEARN BY DOING"

Knowing 4-H...

Learning how to do a project is more important than the project itself.

To "learn by doing" through a useful work project is fundamental in any sound education program and is characteristic of the 4-H program.

Generally speaking, there is more than one good way of doing most things.
4-H teaches members how to think not what to think.

Competition is a natural human trait and should be recognized as such in 4-H work. It should be given no more emphasis than other 4-H fundamentals.

Every 4-H member needs to be noticed, to feel important, and to be praised.

No 4-H award is worth sacrificing the reputation of a 4-H member or leader.

Successful 4-H members are evidence of interest from family members.

4-H is not trying to replace the home, church, or school...only supplement them.

4-H'er's should be their own best exhibit.

Good examples and attitudes are the best help members can receive.

Imagination is more important than knowledge.





Who's who in Trempealeau County 4-H?

General Club Leader: an adult volunteer who is responsible for the organizational part of the club.

Project Leader: a volunteer who helps 4-H members as they learn, make, or create something. This person can be a parent who agrees to help with a project, a youth leader, or a person from the community who has knowledge in a particular subject matter area.

Activity Leader: a volunteer who is responsible for organizing and conducting special club activities.

Youth Leader: a 4-H member who is 11 years of age or older and is enrolled in the Youth Leadership project. They take an active part in helping the younger members in their club. By doing this they grow, mature, and learn leadership skills.

Parents: are very important to the success a child will have in the 4-H program. Parents are encouraged to attend monthly meeting and project meetings with their child. All countywide events are open and parents are encouraged to attend them with their children. The parents' key roles are supporting the child's commitments, helping the child think through decisions, and seeing the child reaches his/her goal.

4-H Program Committees: are groups of youth and adult volunteers who's purpose is to meet the educational need of 4-H members in the project or activity area and plan and conduct county level activities and meetings.

4-H Leader's Association: This organization is made up of all 4-H volunteer leaders in Trempealeau County. This is the 4-H policy making group, as well as private funding source for a number of county level 4-H programs. There is an Executive Board for this organization which meets ten times per year.

4-H Youth Development Agent: is a professional who guides, teaches, and administers the 4-H program. A faculty member of the University of Wisconsin.

TREMPEALEAU COUNTY UW-EXTENSION STAFF

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UWEX- Trempealeau County—715-538-2311 208 or Toll Free 877-538-2311

TREMPEALEAU COUNTY 4-H CLUBS 2014-2015

Club Name	Club Location	Leaders	Phone Number	EMAIL
Arcadia Hummingbirds	Arcadia	Rosa Mooney	(608) 863-3483	livebelleacres@yahoo.com
Coulee Clovers	Blair/Taylor	Cindy Peterson	(608) 989-2249	petersoncmg@tcc.coop
Ettrick Eagles	Ettrick	Dawn Corcoran	(608) 525-4200	dmc86@centurytel.net
Frenchville Cloverleaves	Ettrick/Galesville	Heather Olson	(608) 525-2502	heatherolson5@aol.com
G/H Creek Busy Bees	Galesville, Ettrick, Hardies Creek	Heather Smock	(608) 712-0097	smockh@students.western.edu
Hale & Hardy	Pigeon Falls/Pleasantville/Osseo	Lisa Ritter	(715) 538-1366	theritter@tcc.coop
Hegg Happy Harvesters	Blair/Ettrick/Hegg	Corri Tschanz	(608) 989-2223	schtschanz@gmail.com
Lincoln Pioneers	Independence	Kim Przybylla	(715) 985-3902	kingern@yahoo.com
Silver Creek Valley	Galesville	JoAnn Reinholdt	(608) 582-2237	reinholdt@centurytel.net
Sunnyside	Blair	Charlotte Everson	(608) 989-2310	ceverson@centurytel.net
Trempealeau Trusty Workers	Trempealeau	Carol Stankey	(608) 780-1493	cstankey@msn.com
Whitehall Happy Hustlers	Whitehall	Sharon Pederson	(715) 538-4856	none



4-H Dictionary



4-H Year: A new 4-H year starts October 1st.

4-H Age: Clover buds are in Kindergarten and 1st/2nd grades. All youth can be members through one year past high school graduation.

4-H Ambassador: Youth in grades 8-13 are able to participate as a Trempealeau County 4-H Ambassador. They take an active role in promoting 4-H throughout the county at the fair, parades, and other events within the county.

4-H member: any youth in kindergarten through the year after high school graduation who participates in a local 4-H club. Cloverbuds & Explorers are considered 4-H members, but "regular" 4-H members are 3rd grade through grade 13.

Achievement: achieving in 4-H means a member completes all membership requirements of the 4-H club and County 4-H policy during the year, including a record book

Cloverbuds: Cloverbuds, Kindergarten & 1st Graders, are recognized by the state as 4-H activity members, they can participate in designated club and county events and activities.

CLOVER disPatch: The monthly Trempealeau County 4-H newsletter, mailed to each 4-H family. It contains valuable countywide meeting information, project news, educational information, and family fun ideas.

Club: an organization made up of a group of youth who have fun learning and sharing together

Club Rules & By-Laws: Most clubs have a set of written rules for the operation of the club. Be sure you become familiar with your club's rules early in the year. If your club needs help developing or revising by-laws, contact the Extension Office.

County Committees: Volunteers (adults and youth) serve on county committees which determine project area needs, organize and provide leadership for events and workshops and create a yearly plan of action.

Enrollment Forms: A form you fill out at the beginning of every 4-H year to join a 4-H club. The individual projects you select for the year are listed on the form. This form is to be

submitted to your club general leader at your club's deadline, prior to the county-wide deadline for re-enrollments.

Explorer: A first year 4-H member in 2nd/3rd grade who takes the Exploring project, allowing him/her to look at a variety of 4-H projects during the year.

Fair Premium Book: The book that lists the Trempealeau County Fair entry classes and rules for entry. A new book is published annually.

General Club Leaders: Volunteer adults who serve as an advisor, friend, and leader to the local club.

M.E. Form: The Member Evaluation (M.E.) form is a report of your 4-H accomplishments. 4-H members, ages 13 and older, must complete an M.E. form to apply for 4-H trips and awards.

Projects: a unit of 4-H work which is the basis of "learning" experiences which involve learning a skill.

Project Leader: a volunteer (youth & adult) who teaches a particular interest or skill to youth or other adults who may wish to learn about an unknown project.

Project Literature: most projects have valuable information for the 4-H'er to use during the year. The information is written by University specialists and serves as suggested areas to study in your 4-H projects. (This is available for a small fee; most literature is financed by the county.)

Project Meetings: Project leaders (either club or county level) hold meetings for members to come and learn about the project are they have signed up.

Record Books: The record book is an individual report of the 4-H records accomplishments in projects and activities during the current year. Members should complete and submit a record book to be eligible for county awards. Record books are submitted to club leaders in September, and all judging is done at the club level.

Trempealeau County 4-H Leader's Board: County wide adult 4-H volunteer group, whose purpose, is to promote and direct the county 4-H program.

UWEX: The University of Wisconsin Cooperative Extension System is responsible for the administration of the 4-H program in Wisconsin.

Revised and Approved: September 12th, 2001
Effective Date: October 1st, 2001
Review Date: August 27, 2012
Adopted Revision: August 27, 2012

TREMPEALEAU COUNTY 4-H LEADERS' ASSOCIATION BY-LAWS

Article I Name

The name of this organization shall be The Trempealeau County 4-H Leaders' Association.

Article II Purpose

The purpose of this organization shall be to plan, implement, support, and evaluate the Trempealeau County 4-H Program in accordance with the expectations of the Ag and Extension Committee of the Trempealeau County Board of Supervisors. The purpose of the Trempealeau County 4-H Leaders' Association shall include, but not be limited to, the following: 1) provide the funds necessary to carry out the 4-H Program when funding is not otherwise available, primarily through the sale of food at the 4-H Food Stand and the sale of Trempealeau County plat books, 2) establish policies and procedures as needed to most effectively implement and safeguard the 4-H Program, 3) provide an opportunity for concerned adults to be involved in the development of County 4-H youth through the 4-H Program. The Trempealeau County 4-H Leaders' Association shall work in close contact with the University of Wisconsin 4-H Youth Development Agent.

Article III Membership

All youth leaders and certified project and club (general) leaders currently enrolled in the Trempealeau County 4-H program shall be members of the Trempealeau County 4-H Leaders' Association. Membership is neither limited nor prohibited by virtue of a person's race, creed, age, religion, national origin, sex, economic status, sexual orientation, place of residence or disability.

Article IV Meetings

The Trempealeau County 4-H Leaders' Association shall hold its annual meeting in the Fall of each year. Other meetings as deemed necessary by the President of the Trempealeau County 4-H Executive Board shall be called by the President of the Trempealeau County 4-H Executive Board.

Article V Trempealeau County 4-H Executive Board/Leaders' Board

Section 1: The purpose of the Trempealeau County 4-H Executive Board shall be to conduct the normal business affairs of the Trempealeau County 4-H Leaders' Association.

Section 2: The members of the Trempealeau County 4-H Executive Board shall be elected by the membership of the entire Trempealeau County 4-H Leaders' Association at its Annual Meeting; members of the Board serve for a two-year term and may not serve for more than two consecutive terms. Membership on the Board shall be limited to twelve, with no more than six members (5 adult leaders and 1 youth leader) from the Southern District (Glasgow-Hardies Creek Busy Bees, Silver Creek Valley, Frenchville Cloverleaves, Hegg Happy Harvesters, Etrick Eagles and Trempealeau Trusty Workers) and no more than six members (5 adult leaders and 1 youth leader) from the Northern District (Whitehall Happy Hustlers, Lincoln Pioneers, Sunnyside, Hale and Hardy, Arcadia Hummingbirds and Coulee Clovers) as well as 2 at-large leaders. Youth leaders serving on the

Board must be in grades 9 through 13. A Youth Leader will serve for a one-year term and may not serve for more than two consecutive terms.

Section 3: Vacancies on the Board shall be filled by Executive Board appointment to serve the remainder of the vacated term.

Section 4: Officers of the Executive Board shall be elected from the membership of the Executive Board at the first meeting of each new Board; they shall serve for a term of one year.

- A) The President shall prepare the Agenda for and preside over all meetings of the Trempealeau County 4-H Leaders' Association and the Trempealeau County 4-H Executive Board. The President shall preside over County 4-H functions as requested by the Board.
- B) The Vice-President shall assume the role of President in the absence of the President, and shall assist the President in his/her duties when called upon to do so.
- C) The Secretary shall keep accurate minutes of all Board and Association meetings and shall make available such minutes to all members of the Association. The Secretary shall carry out the correspondence of the Board and the Association as directed and shall maintain copies of all such correspondence.
- D) The Treasurer shall maintain accurate and up-to-date financial records, collecting and dispersing funds as directed by the Executive Board. The Treasurer shall present a current financial report at each meeting of the Executive Board and a yearly report at each annual Leaders' Association meeting. The Treasurer shall provide for a yearly auditing of the records of the Association before December 31st, of each year.

Section 5: Meetings of the Executive Board shall be held a minimum of bi-monthly; all meetings of the Board shall be published in advance of the meeting in the *4-H Clover disPatch*. Board members are expected to attend all meetings of the Board and of the Association; if unable to attend a meeting, a Board member shall inform the Board President or the 4-H Agent in advance of the scheduled meeting. Six members of the Executive Board shall constitute a quorum for conducting business.

The Board shall conduct its meetings with a goal toward consensus-building; *Roberts Rules of Order* shall be the guide for conducting business.

Article VI Disbursement of Funds

The Trempealeau County 4-H Leaders Executive Board includes money in their budget to help defray some costs of 4-H educational trips or activities in which Trempealeau County 4-H members and leaders participate. The amount the Association is able to contribute in a given year depends on the success of fund raising efforts, the amounts spent in other budget areas, and the number of applicants and level of requests. Applicants must complete one of the following to be eligible for major trips and awards: Record book, ME form, Video presentation, or Oral presentation. Applicants must have a letter of reference from club leader. A personal interview is required prior to selection for awards (Key Award) or major trips (Citizenship-Washington Focus, State Youth Conference, National Congress, National Conference, Space Camp/Academy, Exchange Trips, and others designated by the Leaders' Board.)

Article VII Committees

Standing and temporary committees shall be organized as deemed necessary by the Board. At the first meeting of each new Board, standing committees shall be reviewed, and the duties and responsibilities of each committee shall be established.

Article VIII Dissolution

If the Trempealeau County 4-H Leaders' Association is to be dissolved, the Executive Board officers are directed to allocate all remaining funds to 4-H or other youth-centered programs.

Article IX Amendments

These By-Laws may be amended or revised by a majority of those members present at a scheduled meeting of the Trempealeau County 4-H Leaders' Association. Notice of proposed change to these By-Laws shall be published at least 15 days prior to the scheduled meeting at which a vote is to be taken. Copies of proposed changes shall be available from the Extension Office at least 15 days prior to the vote.

Trempealeau County 4-H Policy

CLUBS

1. To be officially recognized as a 4-H Club in Wisconsin, the following requirements must be met.
 - Club name
 - Five or more youth
 - Adult leadership that has been approved through the Youth Protection process
 - Educational plan which meets the purposes of the 4-H program
 - Youth involvement in leadership and decision-making
 - Meet on a continuing basis
 - Open to any youth within the age parameter –regardless of race, color, creed, religion,sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.
2. Dues are set at \$2.00 per regular member per year. If member is enrolled in the Horse Project, add an extra \$1.00 per year. Membership dues are payable by the club to the 4-H Leader's Association Treasurer. Dues not received by June 1st will increase by \$.05 per member per additional month until paid. Dues are expected to be paid with enrollments.
3. All 4-H Clubs are required to submit a financial record and audit report to the UWEX office by January 1st. The Treasurer will have books audited by October 1st and turned in to the Extension Office by November 1st.
4. Clubs are expected to meet at least 8 times throughout the year.
5. The State 4-H club year runs from October 1 to September 30.
6. Upon dissolution, any 4-H Club with assets must turn over those funds to a recognized 4-H Club or group with the approval of the Trempealeau County 4-H Leaders Association and the County 4-H Youth Development Agent.
7. Failure of a 4-H Club to meet these requirements may result in the loss of the club charter and the use of the 4-H name and emblem.

MEMBERSHIP GUIDELINES

1. *4-H membership is open to any person in 5 year old Kindergarten through the year following high school graduation. This does not include 4-year-old Kindergarten youth or Pre-Kindergarten youth. Second graders will participate as Explorers. Explorers may also enroll in three other projects. To exhibit animals at any public event as a 4-H member, youth must be in at least 3rd grade during the current 4-H year. This policy is for the safety of the 4-H member and the public at the public exhibition. The developmental ability and maturity level of the exhibitor and the unpredictable behavior of animals should be considered prior to involving a 4-H member in the exhibition of animals.*
2. Eligibility for traditional 4-H membership, 3rd grade through year following high school graduation.
3. Re-enrollment deadline for 4-H is the 1st Friday of November. Enrollment deadline for new members wanting to exhibit at the county fair is April 1st. An individual will be considered a new member if they were not enrolled the previous 4-H year. The Trempealeau County 4-H Program accepts new enrollments throughout the year. Transfer of membership will be accepted when a Trempealeau County enrollment form is on file in the county Extension Office, and is accompanied by a letter of good standing from previous county agent.
4. Youth may participate in the Trempealeau County 4-H Youth Development program through membership in a 4-H club. In order to exhibit at the Trempealeau County Fair and to be eligible for special awards and

trips, 4-H members are required to attend at least 4 club meetings and/or activities during the year-long period beginning with Trempealeau County Fair sign-up deadline and ending with the next year's Trempealeau County Fair sign-up deadline. Club leaders use their discretion regarding this requirement; if a club leader determines that a member has not met this 4 club meeting and/or activity requirement, that member may appeal to the Trempealeau County Leaders' Board. Club leaders also use their discretion regarding attendance requirements for members who are high school graduates away at college.

AWARDS AND TRIPS

A list of awards and trips will be listed in the 4-H newsletter. An application and interview are required for certain awards and trips.

1. Trip payment due 5 working days prior to departure.
2. *Youth who want to participate and/or receive financial assistance for awards/trips must meet the following requirements:*
 - a) *Complete a 4-H Record Book*
 - b) *Help at a county 4-H function for a minimum of 4 hours; examples include: 4-H Food Stand, Performing Arts Festival, 4-H Connection etc. Functions are at the leaders' board disgression.*
 - c) *Be a 4-H member for at least one year in order to receive financial assistance*
 - d) *Attend at least four 4-H meetings or Trempealeau County 4-H activities approved by your 4-H leader and the 4-H Agent.*

SPECIAL ACTIVITIES

1. County Fair
 - a. In order to be eligible to exhibit at the County Fair, a 4-H member must meet the county, club, and project requirements.
 - b. New members must be enrolled by April 1st in order to show at the Trempealeau County Fair as a 4-H member.
2. State Fair Participation
 - a. Clothing Revue participants cannot represent the county 2 years in a row. Participation as an alternate is acceptable.
 - b. Non-livestock projects that are sent to state fair are selected at the county fair. Animal Science project members may exhibit at the state fair. They must meet state fair entry guidelines.
 - c. *The top ranked county 4-H musical group will be invited to participate at the state fair and may seek financial assistance from the Leaders' Association. If that club cannot participate, or if it represented the county the previous year, the 2nd ranked group will be extended financial assistance from the Leaders' Board and will be the representative of Trempealeau County.*

YOUTH PROTECTION

1. The Wisconsin 4-H Youth Development Youth Protection process includes:
 - a. A background records check for arrest and conviction records with the Wisconsin Department of Justice
 - b. Participation in the volunteer orientation program
 - c. Signing the Volunteer Behavior Expectations form. All volunteers, age 18 and over, who work with youth in the 4-H youth program on an ongoing basis will participate in Youth Protection. The Volunteer Behavior Expectations form must be signed annually to continue as a volunteer. Arrest and conviction records will be rechecked every four years for continuing volunteers. 4-H members who serve as youth leaders do not need to go through the process. If they enroll as an adult volunteer, they need to complete the process.
2. *Background checks and attendance at a volunteer orientation program are required for all host parent/guardians who aren't currently certified 4-H Youth Development volunteers. Background checks are required for all other adults (18+) living with host families.*
3. *Returning volunteers who have been absent one to four years need the background records check, signed volunteer expectation form, but are not required to attend the orientation to be reinstated as a volunteer.*

Returning volunteers who have been absent five or more years need to repeat the entire youth protection process.

4. 4-H volunteers who have already had background checks and child abuse training as part of their employment or other volunteer experience will need to complete the 4H Youth Development process.

Program Safety Regulations

1. Adults and youth participating in all high risk programs, including horses, ATV, bicycle, rock climbing/repelling, rollerblading, and ropes adventure courses must wear protective clothing, head and foot gear. Minimum requirements for these programs:

- Protective head gear (SEI approved for the specific activity) which properly fits the participant.*
- Shoes or boots which provide protection from the hazards of said program.*
- Clothing appropriate for the activity which will protect the participants from the elements surrounding the event. The policy means that all 4-H members and leaders (adult or youth) participating in the mentioned projects and/or activities need to use protective or safety equipment while participating. Approved safety helmets need to be worn while mounted or driving a horse, operating a bicycle or ATV, on roller blades, rock climbing or doing a challenge course.*

2. If a 4-H club is listed as a sponsor or co-sponsor of an activity which includes the above listed projects, the helmet and safety equipment requirement applies for all participants. This includes adults as they need to be positive role models. Should people decide not to comply, they need to be disqualified from the competition or asked to at least dismount, if during a non-competitive activity. When adults are serving in a leadership role, they are expected to meet the same safety requirements as the youth. If leaders fail to comply with the safety policy and individuals are participating without proper safety equipment and an injury occurs, the leader may be found negligent and application of liability insurance coverage would be questionable. It is strongly encouraged that 4-H groups set an example of using proper safety equipment and maintaining the highest standards of injury prevention.

Trempealeau County Record Book Guidelines 2014 - 2015



Purpose

- The purpose of a record book is to tell what you did in 4-H this year. (The 4-H year is September 1st thru August 31th).
- Strive for an overall storytelling effect. How well does your record books combination of goals, accomplishments, learning experiences, teaching experiences, pictures, clippings, and activities report your 4-H story?
- To help the 4-H'er learn how important record keeping is in everyday life and their future.
- To help the 4-H'er develop a good habit of record keeping.

Requirements

All members in grades K-13 should complete a record book following these guidelines....

- White paper should be used to print formatted pages. Forms are available on the website.
- All age-appropriate forms should be as complete as possible. It is suggested that members put "n/a" in spaces that do not apply to them. Please do not just leave things blank-it looks incomplete.

Format & Content

Record Books should be assembled in the following order...

- **Cover & Inside Cover**
 - Use the template that is available online
 - Award project examples are beef, sheep, dairy, cultural arts, food, woodworking, etc.
- **Introduction Page** (name, age, grade, club, number of years in 4-H and an optional picture of the member)
There is no form but please complete items listed above. Get creative!!
- **4-H Participation**
- **Other Activities and Achievements**

The next 3 bullets are only if you would like to be considered for an Outstanding Award Project...

- **4-H Award Project Financial Summary (Animal or Non-Animal) – Required on Award Project only**
(3rd & 4th Graders are not required to fill out the 4-H Award Project Financial Summary)
- **Award Project Reflection**
- **Award Project Supporting Documentation** (Photos, news clippings, ribbons, certificates, etc.)
Please try to keep all items fitting within the pages of the record book
- **Non-Award Project Summary**
 - This form must be completed for all other general projects participated in. (*see General Project list below*)
 - Unlimited pages may be used for ribbons, pictures or other non-award project supporting documents.
 - Please make sure pictures and pages are telling a story of different things.
 - Please try to keep all items fitting within the pages of the record book.
- **My 4-H Story** – Monthly record of what you did as a 4-H member.
- **Clubs have their own discretion on what is required for complete record book.**
- **Judging will be done at the club level.**
- County awards that are possible are: Outstanding Record Book & Outstanding Award Project. Clubs are encouraged to provide recognition for record books in a variety of categories.
- Examples of categories: Neatest Record Book, Best Financial Records, Best use of Computer Graphics, Most Organized Record Book, Most Colorful Record Book, Best 4-H Story, Best Display of Supporting Documents, etc.
**Indicates the page can be on any colored paper and customized by the member*

General Projects are “Bolded” and Specific Projects are listed below.

Youth Leadership

Youth Leadership Leader Youth Leadership 1-3

Cloverbuds & Exploring

Exploring Leader Cloverbuds Leader
Exploring Cloverbuds

Special Projects

History & Heritage Self-Determined
Self-Determined Leader Softball

Service Learning & Citizenship

Service Learning Leader Citizenship Leader
Service Learning 1 & 2 Citizenship

International Programs

International Leader International

Animal Sciences

Beef	Model Horse	Pigeons
Dairy Goats	Clothes Horse	Sheep
Meat Goats	Llama	Cats
Pigmy Goats	Swine	Dogs
Dairy	Poultry	Rabbits
Horse	Waterfowl	Veterinary Science
Horseless Horse	Turkeys	Pets
Draft Horse	Bantams	

Arts & Communication

Photography	Metal Enameling
Scrapbooking	Drawing & Painting
Videography	Folk Arts
Communications	Macramé
Sign Language	Creative/Cross Stitchery
Demonstrations	Rubber Stamping
Speaking	Ceramics
Posters	Latino Cultural Arts
Creative Writing	Theatre Arts
Arts and Crafts	Clowning
Leathercraft	Music
Stencil Painting	Computers
Block Printing	Collections

Family, Home & Health

Intergenerational	Personal Finance
Child Development	Entrepreneurship
Clothing	Workforce Readiness
Crocheting	Home Environment
Foods & Nutrition	Knitting
Microwave Cooking	Consumer Savvy
Food Preservation	Health

Mechanical Sciences

Aerospace	Small Engines
Bicycling	Scale Models
Electricity	Tractors
Geospatial	Woodworking
Robotics	

Natural Resources & Environmental Education

Fishing	Rifle	
Birds	Bicycling	Hunting
Wildflowers	Backpacking	Shotgun
Forestry	Hiking	Muzzleloading
Adventures	Entomology	Recycling
Winter Travel	Archery	Water
Canoeing	Air Pistol	Exploring Your Environment

Plant & Soil Sciences

Crops	Fruits	Plant Crafts
Corn	Herbs	Flowers
Forage	Vegetables	Home Grounds
Small Grains	House Plants	

2. Supporting Documents

- Members can include photos, news clippings, ribbons, certificates and other flat items to support their project records.
- If is not necessary to enclose an entire program, just the cover sheet and their name is sufficient
- Captions and labels should be added to all items to increase the value of this section
- It is not necessary to show the same activity picture with a different location, simply state what you were doing and the locations of where you did it.

3. Other Suggestions, Tips, and Hints

- 3-ring binders- 1 ½ rings or smaller are recommended for record books. Older members can continue using the old covers and clips but should consider converting record books when they become worn. All new members should begin their record books in 3 ring binders. Sheet protectors are not required but may be used to preserve the quality of the record book.
- Be sure to read and follow the directions on each form.
- Remember, neatness counts! Members may type or print. However, he/she does not need to type all forms.
- Start your book early! It will be a better record book. It will also be less stressful than waiting until the last minute.

4. Where can I get Record Book Pages?

- Hard copies are available at the Extension Office for each club member
- Record Book pages can be downloaded from the website at <http://www.uwex.edu/ces/cty/trempealeau/4h/index.html>
- Michelle can email a copy to you. Please email your request to michellero@tremplounty.com
-

Pages are available in both Microsoft Word and PDF format. The MS Word Format will allow members to edit the pages on their own computers if they have the software on their computers. PDF files allow members to print the copies and write on them with pen or pencil. You may need to download a free copy of Adobe PDF Viewer to take advantage of this format. Information is available online.

TREMPEALEAU COUNTY 4-H CALENDAR



January

- Art Lab West
- State Fair Beef Weigh-in
- Foods Revue

February

- Beef Weigh-in
- YELL conference
- MAQA Workshop
- County Performing Arts Festival

March

- Area Performing Arts Festival
- MAQA Workshops
- National 4-H Conference

April

- Swine Weigh-in
- Sheep/Goat Weigh-in
- MAQA Workshop
- Space Camp Huntsville, AL

May

- 4-H Roller Skating

June

- Trempealeau County Horse Camp
- Trempealeau County Dairy Breakfast

June cont.

- Showing & Fitting Workshop

- WI 4-H & Youth Conference
- 4-H Camp Kinnissippiwa
- American Spirit Experience
- Clothing Revue
- District Area Animal Science Days

July

- Fair Clean Up
- Trempealeau County Fair
- Citizen Washington Focus Trip

August

- Wisconsin State Fair

September

- Record Books Due
- 4-H Leader's Association Annual Meeting
- World Dairy Expo

October

- National 4-H Week
- Fall Forum
- 4-H Arts Camp
- County Family Halloween Party
- Enrollment Forms due

November

- Officer Training

December

- Badger Kick-off Classic

Check out the Trempealeau County CLOVER disPATCH for specific calendar dates or <http://trempealeau.uwex.edu/4hyd/>

4-H ACTIVITIES & EVENTS

Each 4-H Club will have special activities throughout the year. In addition, there are countywide events that 4-H members may participate in. The listing below is only a partial listing. Many other activities and events are held annually. All events are listed in the monthly newsletter.

- 4-H Camps** Summer Camp is held in June at Camp Kiwanis at Marine at St. Croix. This is a joint camp for Buffalo, Trempealeau and Pierce counties. Camp is open to 3rd- 8th graders, and there are three different options for campers. Grades 3-4 can attend Base Camp 1, 5th & 6th graders can attend Base Camp 2, and 7th & 8th grade campers are able to attend Outpost Adventure Camp.
- Festival of Arts** 4-H members and clubs from throughout the county prepare musical, drama, art, craft, photography, and marketing selections to present at this festival. Judges critique the youth's work with face-to-face interaction. Chosen pieces will advance to Area Festival of Arts. 4-H members can participate in both the speaking and/or demonstration contest. Judges evaluate the presentations and provide feedback. Winners advance to the Area Festival of Arts. The top placings have an opportunity to attend the WI State Fair to represent Trempealeau County.
- Clothing Revue** Members enrolled in the clothing project can enter this event. Judging is held in June and the style show is held at the County Fair in July. Members sew garments for this event and then model them. The top two winners advance to the Wisconsin State Fair to represent Trempealeau County.
- Foods Revue** Youth enrolled in the foods project can enter the Foods Revue. Participants prepare food items, based upon project and grade level, complete with table setting, menu, and face-to-face judging. (Participants who use three or more dairy products to prepare their food items may be selected for dairy promotion awards.) This is usually held in January, with award of excellence projects being displayed at the Trempealeau County Fair
- Trempealeau County Fair** A highlight every year where 4-H members have the opportunity to exhibit and display their project work. The purpose of the fair, however, is for judges to provide valuable evaluations to exhibitors as to how their projects could be improved. The Trempealeau County Fair is held either the 3rd or 4th week of July.
- State Fair** This is an opportunity for youth ages 12 and over to exhibit their project work to a statewide audience. State Fair is held in West Allis during early August.
- C.W.F.** Citizenship Washington Focus is held at the National 4-H Center, near Washington, D.C. for youth ages 15 to 18. Visits to Capitol Hill, government departments, historic sites and memorials are all highlights of this six-day trip. This week of workshops and tours in Washington D.C. is an award based on the M.E. form
- Key Award** The Key Award is given to two outstanding 4-H members each year. The purpose of the Key Award is to provide special recognition to 4-H members who have shown consistent growth in their 4-H program. Recipients will receive a pin and award certificate.
- State Conference** Youth 8th-10th grade, have a chance to learn and exchange ideas from around the state and experience a supervised college setting. This event is held the third full week of June in Madison, WI.
- Other Trips** Other nation travel opportunities include National 4-H Conference in Washington, D.C., and National Congress in Atlanta, Georgia. Both of these trips are award trips based on a completed M.E. form and interview.



Instructions-Funding Request Form

Seth Spencer
36245 Main Street
PO Box 67
Whitehall, WI 54773
715- 538-2311 Ext. 208
877- 538-2311 (Toll Free)
715- 538-4210 (FAX)
800- 947-3529 or 711 (TTY)

The Trempealeau County 4-H Leaders Executive Board includes money in their budget to help defray some costs of 4-H educational trips or activities in which Trempealeau County 4-H members and leaders participate. The amount the Association is able to contribute in a given year depends on the success of fund raising efforts, the amounts spent in other budget areas, and the number of applicants and level of requests.

A “Funding Request Form” has been developed for use when an individual or group is requesting monetary support. Only 4-H Sponsored Events will be considered for reimbursement. Use of the form will provide a consistent, concise approach for obtaining information. Once the Committee engages in discussion relative to the request, the requestor may be asked to leave the meeting and will be notified by phone or mail of the Committee’s decision.

The 4-H Leaders Executive Board will evaluate the request and the applicant is asked to follow the guidelines listed below. Currently, the Leaders Executive Board meets every month except December and July. The form should be completed and turned in to the Extension office prior to the Executive Board meeting and prior to participation in the trip or activity.

Please answer all questions completely so your request receives full attention. Individuals that receive over \$100.00 for a single event are expected to make a live presentation/action center or visual display at one or more of the following events: Performing Arts Festival, Clover College, County Fair and/or Summer Picnic. We would like individuals who receive funding for State Teams or major award trips to help encourage participation in these activities. Participants may be asked to present information about their experience following the trip or activity. The cost of events not specifically sponsored or co-sponsored by 4-H or the Trempealeau County 4-H Leaders Executive Board will not be reimbursed. A general club leader's signature is required before sending in the request form to the extension office. If you should have questions about the form or the dates of the Executive Board meetings, please call the Extension office at 715-538-2311 x210.

For reimbursement of money:

\$30.00 and under ~ Completed “Funding Request Form” sent to the UW-Extension office 1 week prior to Executive Board Meeting and optional in person request at the monthly Leaders Executive Board Meeting.

- 30.01 and above ~ Completed “Funding Request Form” sent to the UW-Extension office 1 week prior to Executive Board Meeting and required personal appearance request at the monthly Leaders Executive Board Meeting.
- A maximum of 50% will be considered for reimbursement of expenses incurred for youth.
- Trempealeau County Certified Chaperones’ expenses will be reimbursed upon completion of the form and if all other requirements have been met.
- All Reimbursement of expenses are at the discretion of the Executive Board

An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements. Please make requests for reasonable accommodations to ensure equal access to educational programs as early as possible preceding the scheduled program, service or activity. The 4-H name and emblem are federally protected under Title 18 US Code 707.

Trempealeau County 4-H Funding Request/Reimbursement Form

Name _____ Club _____ Yrs in 4-H _____
 Address _____ Zip _____ Phone _____
 Name of trip/activity _____ Dates of trip/activity (include travel) _____

Is participation in this trip/activity: (Please check the category that best describes your participation)
 ___ I chose to participate ___ I applied and was selected by _____ ___ I qualified by _____

Are these costs? (Check one)

<u>Budget</u>	<u>Amount (\$)</u>	<u>Actual</u>	<u>Estimated</u>
If you are 4-H Leader on behalf group			
Registration Fees	_____	_____	_____
Transportation Costs	_____	_____	_____
Lodging	_____	_____	_____
Meals	_____	_____	_____
Program materials	_____	_____	_____
Other Costs (Please specify: Do NOT include personal phone calls, snacks, souvenirs etc)	_____	_____	_____

<i>Total</i>	_____		
Amount received/requested from other sources*	_____		
<i>Amount Requested</i>	_____		
State Fair Group Line	_____		

If you are seeking reimbursement, proof of purchase such as receipts or invoices need to accompany this request.

***Additional Funding:** Have you requested or received funding from other sources, such as your 4-H club, other clubs, service organizations, scholarships associated with the trip/activity, fundraising efforts etc.? Please itemize here and place total in the line in the budget above.

<u>Source</u>	<u>Amount (\$)</u>
_____	_____
_____	_____
_____	_____

Wisconsin State Fair Reimbursement:
The 4-H Executive Board has changed the policy to provide funding for individuals and groups that perform, work, or exhibit at the Wisconsin State Fair. Each participant will be reimbursed \$20.00. A form will need to be submitted to initiate reimbursement.

Individual Participant:
 ___ Exhibitor ___ Action Centers or Demonstrations ___ Other
 ___ Participant x \$20.00 = _____ Total

Group Participants:
 ___ Musical ___ Drama ___ Other
 ___ # of participants that performed x \$20.00 = _____ Total

(Please attach a list of names of the individuals that participated)

Please describe your role/involvement in this trip/activity. Attach an agenda or program if possible.

Please describe how your 4-H club, community and county will benefit from your participation in this trip/activity. (You may use the back of this sheet if needed)

Club Leader Complete: Is applicant in good club standing regarding attendance and participation?

___ Yes ___ No Club Leader Signature _____

Youth Signature: _____ **Parent Signature:** _____

Please note: If you feel you have a special need that you believe the committee should be aware of, please attach a sheet describing the need.

WELCOME TO 4-H ENROLLMENT

Guidelines to help families enroll in 4-H

Supplies Needed

Access to <https://www.4honline.com/>

Ages of Enrollment

Regular Members: Are in third grade through the year following high school graduation.

Explorers: Are in second grade.

Cloverbuds: Are in kindergarten or first grade.

Enrollment Deadlines

September Leaders' Meeting: Enrollment supplies are available.

November 1: Deadline for re-enrollment/enrollment forms to be submitted to the Extension Office. After this date there will be a \$5.00 late charge per member or leader for late re-enrollment.

January 1: Last day for members and leaders to change or add a project without \$1.00 per project charge.

April 1: Absolutely no additional projects added after this date.

New members must be enrolled by April 1 to be eligible to show as a Junior Fair entrant. New members who join after this deadline can show in open class.

Please be aware that there is a charge for certain project literature regardless of enrollment dates.

Help! I Don't See the Project I Want!

See the Supplement to Project Guide on page 4 for a list of supplemental projects offered in Trempealeau County. Please use the numbers on the supplement when enrolling in any of the projects listed. Adopt-A-Friend should be a club project and is no longer offered as an individual project.

SUPPLEMENT TO 4-H PROJECT GUIDE

These projects are NOT listed in the 2014-2015 Project Guide, but are offered by the Trempealeau County 4-H program. These numbers are for use by members and leaders. Members must be enrolled in a project to exhibit in that area at the Trempealeau County Fair.

141	History/Heritage 1	535	Computers/Mechanical Science
237	Model Horses	541	Handyman/Maintenance & Repair
239	Llamas	542	Legos
286	Cavies	555	Welding
287	Cage Birds	562	Model Cars
296	Exotic Animals	563	Model Railroad
315	Scrapbooking	591	Snowmobiling
351	Needlepoint	616	Camping
352	Glasswork	626	Conservation
353	Macramé	637	Air Rifle

357	Collections	643	Bees
358	Wood Burning	647	Maple Syrup Making
386	Soap Making	652	Aquatic Science
390	Sand Sculpting	667	Boating
391	Rubber Stamping	668	Geology
438	Candy Making	676	Reptiles
462	Food Preservation 2	691	Astronomy
496	Quilting	704	Soybeans
505	Flying	705	Weeds
510	Automotive Leader	761	Soil Science 1
511	Automotive 1	762	Soil Science 2
512	Automotive 2	763	Soil Science 3
513	Automotive 3		

- The types of projects that would be entered under the project numbers 331A through 332 (arts) are such things as posters, pottery, liquid embroidery, weaving, candle making, rug hooking (latch, yarn), decoupage, jewelry making, quilling, soap carving, **ceramics**, fiber arts, tie tying, string/wire art, calligraphy, basketry, plastercraft, creative/cross stitchery.
- Project #721 also includes herbs.
- Projects #291-293 (Pets) when signing up for this project, indicate **type of pet on your enrollment form.**