

# Illinois Extension

University of Illinois  
Extension  
Wabash County  
738 N Market  
Mt. Carmel, IL 62863  
Phone: 618-262-5725

Office Hours:  
Tuesday-Thursday  
8:00 a.m. to 4:30 p.m.  
Closed 12 p.m. to 1:00 p.m.

## Extension Staff:

Tara Buerster  
County Extension Director

Samantha Gaither  
4-H Youth  
Development Educator

Logan Kennard  
4-H Program Coordinator

Alizah Harper  
Office Support Assistant

Find us on   
4-H Wabash County, Illinois



# Wabash County 4-H NEWSLETTER



## November 2024

### CLUB MEETINGS & EVENTS:

- 4th - Club Leader Training
- \*18th - Town & Country 6:00 p.m.\*
- 20th - Twisters 6:00 p.m.
- 20th - Sprouts 6:00 p.m.
- 28th - Extension office closed

**VOLUNTEER TRAINING FOR CLUB LEADERS WILL BE HELD AT THE ANDERSON BUILDING ON NOVEMBER 4TH FROM 5:30 - 8:30 PM**

If you are interested in joining the Livestock Judging Team in 2025, there will be a meeting tentatively scheduled for December 17th at 5:30 PM at the 4-H Extension Office to talk about practice times and go over contest dates. More information to come at a later date.



## ENROLLMENT



- **Returning members must be re-enrolled by January 1st**
  - Returning members will not create a new account
  - You can change your projects in ZSuite after enrolling up until March 1st
- New members have until March 1st to enroll
- If you have questions while going through the enrollment process, please call our office at 618-262-5725.

## PUBLICATIONS

### What are publications?

- Publications are guidebooks that allow you to gain skills on your projects. Some projects require the publication to complete your project for fair but for other projects the publications aren't really needed. If you need help making this decision please talk to your club leader or reach out to the Extension office.

### Please only order the books you NEED!

- If you have books from the past couple of years that you would like to donate back to the Extension office so we can re-use them please drop them by!

### To request an order:

- This year we will be using the same online form to order your publications. Everyone needs to have their publication orders in by **January 1, 2024**. Once the publications arrive at our office we will deliver them to your club meetings or they can be picked up at our office.

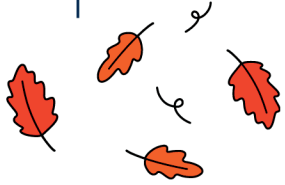
Scan  
to  
order





**Illinois Extension**

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN



# November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 5:30 pm Leader's Training	5	6	7	8	9
10	11	12	13	14	15	16
17	18 6:00 pm Town & Country 4-H Club Meeting	19	20 6:00 pm Twisters 4-H Club Meeting 6:00 pm Sprouts Cloverbud Meeting	21	22	23
24	25	26	27	28 <i>HAPPY thanks giving</i> Office Closed	29	30



# November 2024

## NEW 4-H YEAR



The new 4-H year is upon us! Included in this newsletter are step-by-step instructions on how to re-enroll in the 4-H enrollment system, Zsuite. Please follow these instructions.

Once you get a confirmation email you will know that your child(ren) is ready for the new year! Again this year, the local donor will be paying for your \$20 program fee so there will not be a fee for you to enroll. When you get to the payment page it should total \$0 and you will "checkout" and your enrollment will be sent to our office for approval. If you have any further questions, please let us know. We look forward to starting this new 4-H year with you! We have some fun things in store for the year and can't wait to see you all!



In addition to the step-by-step instructions included in this newsletter, the state office has also put a YouTube video together outlining each step that you can access by scanning the video QR Code to the left.

If you would like to take a look at all the different projects 4-H has to offer before you sign up you can see a complete project guide by scanning the Find Your Spark QR Code to the right.



**FIND  
YOUR  
SPARK**  
Illinois 4-H Project Guide

## NEW 4-H PROJECTS

### COSTUME DESIGN

- Use creativity, along with sewing & construction skills, to design and create costumes for yourself, or others!

### CLOTHING EMBELLISHMENT

- Decorate or modify your clothing and clothing accessories using embellishment methods like dyeing, painting, embroidery, beading, distressing, and more.

### GLOBAL GOURMET

- Create rich and delicious meals from Mexico, Africa, Japan, India, Italy, Greece, and Germany as you explore food history, customs, and nutrition to better understand our world.

### KITCHEN BOSS

- Kitchen Boss is designed for advanced-level youth interested in developing cooking skills at home or exploring cooking as a profession!

### EVERYDAY FOOD & FITNESS

- Learn how to prepare healthy and hearty snacks using MyPlate as a guide, and discover how powerful healthy food can be for your body and mind.

### SCIENCE FUN WITH DAIRY FOODS

- In this project, your kitchen will become a laboratory as you observe and experiment with dairy products.

### SCIENCE FUN WITH KITCHEN CHEMISTRY

- Join the Terrestrial Alien Defense Academy and figure out how to outsmart the aliens by doing experiments in your kitchen!

### YOUR FEELINGS MATTER

- This project lets you explore what emotions are, how to express them, and how to react to them positively. After this project, you'll have tools and techniques to help you through any emotional situation.

### HEALTH EXPLORATION & INNOVATION

- Health Project Learning for topics not covered in the project offerings. Use the NEW Project Learning Resource and the Activities for ideas.



**Illinois Extension**  
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

A few projects have also been renamed:  
Child Development is now Babysitting and  
Natural Resources is now Exploring Your Environment.



# ZSUITE ENROLLMENT INSTRUCTIONS

<https://4h.zsuite.org/>

**NEW MEMBER(S)**

## Step 1: Create a Household/ Family Account

1. Click on SIGN UP
2. Select ILLINOIS from the state drop-down menu
3. Select your county of residence in the next drop-down.
4. Enter your preferred email address and confirm it. News & updates are communicated primarily by email.
5. Enter the last name of the primary household member who will be responsible for the 4-H youth information entered into the system.
6. Create and confirm a password that is easily remembered. The password needs to be at least 6 characters in length.
7. Create a 4-character PIN. This PIN allows the primary adult household member to electronically sign documents for enrollment.
8. Select LET'S GO.

Your family account has now been created! Continue to Step 2.

### ZSUITE (4-H ENROLLMENT SYSTEM)

The website to enroll and change projects. This will also be a place you can register for State or county events.

[4h.zsuite.org](https://4h.zsuite.org)

USER NAME: \_\_\_\_\_ PIN: \_\_\_\_\_

PASSWORD: \_\_\_\_\_

**SAVE**

Continued on the next page





## Step 2: Enroll each volunteer and 4-H club member:

1. From your family account dashboard click on the +HOUSEHOLD MEMBER button.
2. Enter the member or volunteer's name, role, and birth date for the youth. Click CONTINUE.
3. Then you will enter the requested member or volunteer personal information. Required fields are starred. When you are done with that, click NEXT.
4. Next, you will read and electronically sign the 4-H participation waivers and releases. When you are done, click NEXT.
5. Then you will get a club screen where you will select if you're there to enroll in a club or not. Select "I AM signing up for a club", then you'll get options to select your club(s) and desired project(s).
6. Start by hitting the +ADD CLUB button.
7. On the window that pops up, first select your county. This defaults to the county submitted when you created your account. You may need to select another county to find your desired club.
8. Then select your club from the drop-down list. When you select a club, you'll see a club description that will tell you more about your selected group. If you are happy with your selection, finalize it by hitting the ADD CLUB button.
9. Select +ADD PROJECT for the club selected. Select the desired project from the drop-down menu. Select ADD PROJECT and your selection will be added to the club. Feel free to add additional clubs or projects. If you make a mistake or wish to remove a project, select the X next to the project name and confirm you wish to delete the project.
10. When done, click ADD TO CART.
11. You will be taken to the cart checkout. If you want to add additional family members click ADD ENROLLMENT.
12. Once you have added all participating family members (youth & volunteers), click pay for enrollments on the main screen.
13. The cart should say \$0 as our donor is paying your fee, however, you still need to click checkout for your enrollment to be submitted.

Once that is complete, your enrollment will be submitted to our office where we will review it and approve your enrollment. Once you're approved, you're ready to explore all that 4-H has to offer!





# ZSUITE RE-ENROLLMENT INSTRUCTIONS

<https://4h.zsuite.org/>



RETURNING  
MEMBER(S)

## Re-enroll each volunteer and 4-H club member:

1. Login with your family's email address and password.
2. Click on the primary profile and enter your 4-character PIN.
3. From the Family Dashboard, click on the name of the youth member you wish to re-enroll.
4. Click on ENROLL MEMBER NOW.
5. Review/update the requested member information. When you are done with that, click NEXT
6. Here you will read and electronically sign the 4-H participation waiver(s), click NEXT
7. Here is where you will select your club or clubs and desired projects. There may be clubs listed that carried over from your enrollment during the last program year.
8. To add clubs, select your county. This defaults to the county submitted when you created your account. You may need to select another county to find your desired club.
9. Select your Club from the drop-down menu. Select ADD CLUB.
10. To add projects for any of the clubs, select ADD PROJECT for the desired clubs. Select the desired project from the drop-down menu. Select ADD PROJECT and the selection will be added to the club. Feel free to add additional clubs or projects. If you make a mistake or wish to remove a project, select the X and confirm you wish to delete the project.
11. When done making your selections, click ADD TO CART.
12. You will be taken to the cart checkout. If you need to add additional family members click ADD ENROLLMENT.
13. Once you have added all family members (youth & volunteers), click pay for enrollments on the main screen.
14. The cart should say \$0 as our donor is paying your fee, however, you still need to click checkout for your enrollment to be submitted.

Once that is complete, your enrollment will be submitted to our office where we will review it and approve your enrollment. Once you're approved, you're ready to explore all that 4-H has to offer!

