



# **DEKALB COUNTY** *New 4-H Family* **GUIDE**



**Illinois  
Extension**



**You have  
questions?  
We have  
answers!**



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The purpose of this guide is to help you learn more about 4-H and how to help your child have a positive experience in 4-H. Use this booklet as a tool to familiarize yourself with the 4-H youth development program.

As your family goes through the 4-H year, you may find you have questions about specific activities or events, or expectations of your family. Please be sure to keep the lines of communication open with your 4-H club/group volunteer leader(s) and/or contact the DeKalb County Extension Office at (815) 758-8194.

## 4-H At a Glance

- 4-H is a youth organization that is comprised of members, their families, and other interested adults who serve as volunteer leaders.
- Professional leadership is provided by University of Illinois Extension staff.
- Support for the 4-H program is a joint effort of local organizations, county government, the University of Illinois, and the United States Department of Agriculture.
- In 4-H, young people share, grow, and learn together from various projects, events, and activities in informal situations under the guidance of their families and other volunteer adult leaders.
- Members can choose projects that fit them and the places where they live
- Group activities and events such as trips, camps, fairs, shows, and workshops provide additional learning experiences and opportunities.

4-H, along with the University of Illinois, will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and Civil Rights laws, orders and regulations. If you need reasonable accommodation to participate in any of the 4-H programs, events or activities, please contact the DeKalb County Extension Office at (815) 758-8194.

## Our Mission

To help youth learn skills for living

## Our Values

Because we value youth and their families, we believe in lifelong learning, research based education and diversity.

## How will 4-H benefit your family?

### **4-H members will:**

- Learn, make, and do things that appeal and are meaningful to them
- Make friends, belong to a group, and give and receive acceptance
- Have fun, so that learning is appealing and enjoyable

### **4-H members develop and practice important life skills. Specifically, they...**

- Develop inquiring minds and a desire to learn
- Make decisions and solve problems
- Relate to and work with other people
- Develop concern for their communities and the people in them
- Build their self-confidence
- Accept responsibility

### **Your family will benefit from 4-H involvement in a number of ways, too. You will:**

- Meet families from across the county who have interests similar to yours
- Have numerous opportunities to work and play together at 4-H events held locally and beyond
- Grow as a family while expanding your knowledge about a variety of project areas through fun, hands-on experiences



## Frequently asked Questions:

### What is a 4-H project?

A 4-H project is what a 4-Her learns or does

- Learns to sew
- Learns to grow a vegetable garden.
- Learns about caring for dogs



### What do I need to know about 4-H projects?

4-H projects are intended to be **long-term** studies. That's why members are given a full year to complete them!

4-H'ers should sign up only for the projects they're sure they'll have time to finish.

### How long do we have to sign up?

The sooner you sign up, the sooner you'll get your project manuals. ...And the sooner you can get to work on them.

If you're planning to show at the fair (and we hope you are), you must have all of your project choices done in 4-H online by **April 15**.

### Who can Join 4-H?

4-H is open to all youth, ages 8-18 by the start of the 4-H year (Sept. 1).

Younger children can participate in the Cloverbud program. Cloverbuds are youth, ages 5-7, by the start of the 4-H year (Sept. 1).

Local clubs throughout the county offer both 4-H and Cloverbud membership options.

### Where do we order 4-H Projects Books?

Members (or parents) can request a project book for each of their projects by downloading the "Project Request Form" located on the DeKalb County 4-H website at: <https://go.illinois.edu/4-Hwebsite> Then turn it into your leader or to the Extension office.

Resource Bank covers the cost of all project books. Be sure to send them a thank you note!

### Do Cloverbuds participate in projects too?

No, but they take something they made or learned at their club meeting to show at the General Project Show.

Research indicates that these young members aren't quite ready for the traditional 4-H project format.

## All About 4-H

### EMBLEM:

The national 4-H emblem is a four-leaf clover with the letter “H” on each leaf.



### THE FOUR H's:

The four H's stand for **Head, Heart, Hands, and Health**. These four H's represent the four-fold training and development in which members participate.

### PLEDGE:

4-H members should learn the national 4-H pledge. The pledge tells what 4-H is all about. Saying the pledge has prominent place in 4-H activities, at regular 4-H meetings, achievement days, other club events and county, state, and national events.

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.



### MOTTO

The national 4-H motto is: “*To Make the Best Better.*” This means that each person will do the “best” that he or she possibly can and then try to improve on that effort the next time the project or task is attempted.



## Cost of 4-H

### *What will your 4-H membership cost?*

In compliance with state 4-H policy, University of Illinois Extension will assess an annual 4-H program fee. The fee will be \$20 per member and it applies to Cloverbud, Community Club and Special Interest 4-H members. Thirteen dollars will remain at the local office. Seven dollars will be forwarded to the State 4-H office for Illinois 4-H programming efforts. Also to help support the DeKalb County program we ask that members pay \$5 each. Checks for the program & project fees should be made out to: DeKalb County 4-H Foundation; or paid with a credit card online at the time of enrollment.

For the past several years, Resource Bank has been gracious enough to sponsor our 4-H project manuals. Once members are enrolled in a project, they will receive a project manual. All 4-H projects have some cost beyond the project manuals. For some projects, this cost may be supplies and materials that the 4-H member and family already have. For other projects, your child may need to buy supplies not readily available. Please keep the cost in mind when selecting a project(s) with your child. Members are responsible for cost associated with their individual project work.

Financial assistance is available from the DeKalb County 4-H Foundation based on need. 4-H families who are interested in receiving assistance should contact Nicole Groezinger, Program Coordinator. No individual will be denied participation in 4-H due to the inability to pay.



**4-H LEVELS****4-H Club/Group**

An identifiable group of youth sanctioned by University of Illinois Extension, which has been organized to have similar learning experiences. The club consists of five or more youth with at least one volunteer leader. The club meets at least six times during the year; has a planned program; elects officers or youth in a leadership role, and each member selects one or more projects.

**4-H Member**

A youth who is 8-18 years old as of September 1 and has completed an individual enrollment and attended at least one meeting of an organized ongoing local 4-H club or group and is aware of their involvement in 4-H.

**Cloverbud Member**

A youth that is 5-7 years of age as of September 1 and are enrolled in a 4-H Cloverbud group. Cloverbud groups participate in unique 4-H projects that are age appropriate. Volunteer leaders help coordinate activities and the program for Cloverbuds.

**4-H Leader**

A screened adult volunteer who assumes responsibility for 4-H club management. A club may have any number of leaders, each with specific duties (see "Opportunities for Youth & Adults" for specific leader titles and job descriptions).

**4-H Junior Leader**

A 4-H member that works closely with adult leaders to manage club responsibilities.

**Parents**

Parents are very important to the success children will have in the 4-H program. Parents are encouraged to attend monthly meetings and project meetings with their children. Additionally, all countywide events are open, and parents are invited to attend *them* with their children. The parents' key roles are supporting their children's commitments, helping their children think through decisions, and seeing their children reach the goals they've set. To maximize their children's 4-H experience, parents should:

- Attend 4-H meetings and other special events.
- Guide their children's project work and encourage completion without doing the work for them.
- Show an interest and enthusiasm for the 4-H member's selected 4-H projects. Plan project work throughout the year, rather than waiting until the last minute.
- Make it possible for their children to participate in a variety of 4-H activities such as camps, fairs, contests and workshops.
- Model good sportsmanship so their children will learn to appreciate and celebrate the successes of others.
- Celebrate the 4-H members' successes, and learn from their mistakes.



**COUNTY LEVEL****Extension Staff**

Employed by University of Illinois Extension, these Educators and support staff guide, coordinate, and administer the 4-H program.

**Extension Unit**

One or more counties that work together to provide University of Illinois Extension programming to local citizens. DeKalb County is a part of Unit 2 and includes Boone, DeKalb, and Ogle Counties.

**4-H Federation**

Open to all DeKalb County 4-H'ers, who are in at least 8<sup>th</sup> grade, this youth organization meets monthly to develop, plan, conduct, and evaluate county 4-H activities while finessing members' leadership and communication skills and establishing cross-county friendships.

**4-H Science Ambassadors**

DeKalb County 4-H'ers who share their knowledge of science with other youth by leading hands on activities. They also serve as the county's youth representatives and spokespeople for 4-H promotional efforts within 4-H clubs, schools, the community and the state.

**4-H Shooting Sports Committee**

A group of volunteers who are state certified instructors, who plan and conduct the DeKalb County 4-H Shooting Sports program. The shooting sports coordinator oversees the program. Open to all interested adults.

**DeKalb County 4-H Foundation**

A group of volunteers chartered to raise funds from individuals, businesses, corporations, and organizations to provide financial support to the DeKalb County 4-H program. They conduct the following fundraisers: Drive through Pork Chop BBQ, 4-H Silent Auction and the 4-H Dine to Donate.

**State Level****University of Illinois Extension**

Extension provides practical, research-based information and programs to help individuals, families, farms, businesses and communities in Illinois.

**Illinois 4-H Foundation**

A non-profit organization that generates private sector funds for Illinois 4-H programs.

## 4-H Projects

A 4-H project is what a 4-H'er learns or does. Project areas vary from aerospace to woodworking, from birds to rabbits, and from clothing to small engines.

4-H members should take at least one project each year and complete the records for that project. The recommended maximum number of projects a member should take during the 4-H year is:

1 <sup>st</sup> year members.....	2 projects
2 <sup>nd</sup> year members .....	4 projects
3 <sup>rd</sup> year members & above .....	6 projects

### Enrollment Tips

The 4-H year begins on September 1<sup>st</sup> and ends August 31<sup>st</sup>. Between those dates 4-H'ers have the opportunity to sign up for projects, work through the activities in the corresponding project manuals, create project exhibits for the fair, and complete records telling what they learned.

- **Choose projects thoughtfully.** 4-H'ers should sign up only for the projects they're sure they'll have time to finish. Remember, members are expected to complete records and exhibit products for every project they enroll in.
- **Project manuals help direct learning.** Project books are distributed at monthly 4-H meetings within the beginning of the new 4-H year.

### Cloverbud Program

The 4-H Cloverbud Program offers youth, ages 5-7, the opportunity to enjoy the many benefits of 4-H. Cloverbuds attend club meetings with older 4-H'ers, but spend the majority of the meeting time involved in hands-on educational and recreational activities designed especially for their age group.

Policies for DeKalb County Cloverbud members are as follows:

- Cloverbud members must be at least 5 years old by September 1<sup>st</sup> of the current 4-H year.
- Cloverbud members should enroll through 4-H online.
- Cloverbud members may exhibit at the annual County General Project Show with their group. All exhibitors receive a special Cloverbud ribbon, but are not eligible for premium monies.
- Cloverbud members are not expected to give talks and demonstrations like their older 4-H counterparts.
- Cloverbud members will become official "4-H'ers" when they turn 8 years old as of September 1<sup>st</sup> of the **new** 4-H year.

## Membership Expectations

### Enrollment Deadlines

Youth may join 4-H at any time of the year, but must be enrolled in the projects of their choice by April 15 of the current 4-H year if they intend to exhibit at the 4-H General Project Show and/or Fair. This deadline applies to ALL project areas. We ask that everyone that is re-enrolling in 4-H to complete that process by January 15.

### Cost of 4-H

4-H has a \$20 Program Fee for all 4-H Cloverbud, Community Club, and Special Interest 4-H members. This fee will be collected annually during registration. There is also a \$5/member cost. Checks for these fees should be written to: DeKalb County 4-H Foundation or paid with a credit card online at the time of enrollment.

### Fair Livestock Auction Requirements

DeKalb County 4-H members who wish to sell at the annual Blue Ribbon Auction Livestock Auction must 1.) Attend at least 6 of their 4-H club's meetings. 2.) Do presentation/demonstration at a club meeting. 3.) Develop a project plan and discuss it with their 4-H club leader.

### Ownership Deadlines

All 4-H'ers who intend to exhibit animals at the annual 4-H Fair must abide by specific animal ownership deadlines. These ownership deadlines vary by animal species and type. They are listed in the 4-H Flashes newsletter and the 4-H Fair Book and are available in the Extension office.

### Beef Weigh-In

All 4-H'ers who are enrolled in beef efficiency and anyone planning on exhibiting a steer at the Illinois State Fair must have their animals weighed and tattooed at the county 4-H Beef Weigh-in held each year during late winter. Beef project members will be notified of the exact date, time, and location by mail.

### YQCA

All 4-H'ers who intend to exhibit swine, beef, sheep, goats and dairy at the annual 4-H Fair must become YQCA certified. This is also a requirement for participation at the Illinois State Fair. Certification can be completed online or by attending an in-person training.

### Horse Agreements

4-H'ers who intend to participate in the horse show at the annual 4-H Fair must complete ownership or lease agreements for each horse they plan to exhibit. New agreement forms must be completed each year. Blank agreement forms are mailed to horse project members during late winter and must be returned to the Extension office by the deadline date provided.



## Talks & Demonstrations

Each year all 4-H members are expected to give one talk or demonstration about at least one of their projects. Some guidelines for organizing talks and demonstrations follow.

When organizing a presentation, remember these three important parts:

- 1.) Beginning
- 2.) Middle
- 3.) End

### The Beginning...

You can begin your speech or demonstration any way you want to. You may think you have to start by saying your name, age, project, or presentation title. Those are all important things to share during your speech, but why not say something funny, exciting, unusual, scary or amazing about your subject first? Then, give your name, etc. The beginning of your speech should accomplish two major things -- get people listening and give them a clue about what your topic is.

### The Middle...

The middle of your presentation includes all the gooey stuff you know about your topic. It is all of the different, neat things you want to tell (and/or show) people about your topic. People can only remember 3-5 main points, so narrow your presentation down to that.

### The End...

When ending your presentation, do not say:

- "That's it."
- "Goodbye."
- "I don't have anything else to say."

End as neatly as you began by saying something interesting, scary, or funny about your topic. Tell a short, personal story that goes along with everything you've said, review the main points you covered during the middle, or recite a quote from a famous person.

### In general ....

When you give a talk or demonstration, remember these tips:

- Take a couple of deep breaths before you start.
- Stand tall and straight.
- Keep your eyes attentive to the audience.
- If you write your speech out on note cards, be sure you do not look down at them the whole time.

## 4-H Record Books

All 4-H members are encouraged to keep on-going records of their project work and 4-H club activities. 4-H record sheets are provided to members annually in conjunction with project manual distribution at the local club.

4-H record keeping provides members with a unique opportunity to set goals and monitor their learning and growth as their 4-H careers progress. Ultimately, the resulting record books can provide a basis for completing college scholarship applications and developing job resumes.

### **Types of Record Forms:**

#### **Record Sheets**

All 4-H'ers receive one record sheet form annually. This form provides places for members to list their participation and leadership in local, county, multi-county, state, national and international events and activities. It also provides a space for members to set learning goals, track project-related learning experiences, list the things they learn, and identify project achievements. Forms can be handwritten or typed additional spaces and pages may be added. A fillable record sheet can be found at: <https://go.illinois.edu/recordsheets>.

#### **Animal Records**

4-H'ers who produce, raise, or care for animals are encouraged to complete additional record forms which are appropriate for their species. Animal records provide youth with places to document income and expenses, summarize breeding data, keep inventory of equipment, and determine overall project profit or loss.

#### **Record Folders/Binders**

4-H'ers may use their own binder or after their first year filling out records they will receive a green 4-H folder. It is recommended to keep all your years of records in one folder/binder for easy access when filling out award, college and scholarship applications during high school.

#### **Setting Goals**

By now, you may have received your first project manuals from your club leader. Use the record sheets as a place to write down what you'd like to learn this year. Research says that people who write their goals down are more likely to achieve them!

A sample goal for an interior design project might be:  
Learn how to sponge paint and use the technique to decorate my bedroom.



## 4-H Meetings

### Club Meetings

Scheduled times of club meetings can be found through this link. Contact a club leader for specific meeting location details: <https://go.illinois.edu/dekalbclublist>.

### A Typical 4-H Meeting

The mechanics and procedures of meetings are not complicated. A good local 4-H club meeting usually lasts 1-2 hours and consists of the following parts:

- Recreation (15-20 minutes)
- Business meeting (15-20 minutes)  
(Carried out by officers using parliamentary procedure.)
  - Call to order
  - 4-H and American pledges
  - Roll call
  - Reading and adoption of minutes of the last meeting
  - Reading and adoption of the treasurer's report
  - A report of standing and/or special committees
  - Transaction of old business
  - Transaction of new business
- Program (30-45 minutes)
  - Talks and demonstrations
  - Special activity, guest speaker, community service project, etc.
- Refreshments (optional)

### How To Make A Motion

Having obtained recognition from the President, the member should state his motion as follows: "I move that ...." (It is *not* proper to say, "I make a motion that...") Motions must be seconded or they are ineligible for further discussion. To second a motion, the member simply says, "I second the motion."



## 4-H Year Overview



## FALL

### What members do:

The 4-H year begins September 1.  
4-H member records (from the previous year) are submitted, reviewed, and judged.  
Members enroll in 4-H projects.

### Major events:

National 4-H Week, Recognition Program, Discover 4-H



## WINTER

### What members do:

Members receive project manuals and records.  
Members set goals for their projects.

### Major events:

8-12 Year Old Holiday Fest, Super Saturday, Officer Training, Beef Weigh-ins, Jr. Leadership Conference



## SPRING

### What members do:

Members make progress towards accomplishing their project goals.

### Major events:

Project Days, Public Speaking Contest, YQCA



## SUMMER

### What members do:

Members complete projects.  
Members complete fair entry information and exhibit at the 4-H General Project Show and 4-H Fair.  
Members complete 4-H records.  
The 4-H year ends on August 31.

### Major events:

4-H Camp, General Project Show, Livestock Fair, State Fair, Illini Academies

## 4-H Activities and Events

### 4-H Camp(s)

A five day resident camp program for youth (ages 8-15) conducted in Northern Illinois and/or Camp Shaw in Monticello, IL with Extension staff, 4-H counselors, Camp staff, and the Camp Director cooperating.

### 4-H General Project Show & Fair

An annual county level event at which 4-H'ers exhibit products of their project work, talk with judges about their learning experiences, and gather ideas for future project expansion; a celebration of member learning.

### 4-H Recognition Night

A recognition ceremony held at the county level for clubs, volunteers and 4-H'ers who submitted winning award applications and record books.

### Beef Weigh-in

An event held each winter to weigh and tattoo animals in beef efficiency and any steer showing at the Illinois State Fair.

### Blue Ribbon Livestock Auction

The auction financially supports 4-H and encourages the growth and expansion of livestock projects. The auction trains youth in the proper handling, fitting and showing of livestock. To be eligible 4-H'ers must conform to the show rules and following auction rules:

- Exhibitor must have attended at least six 4-H club meetings
- Exhibitor must have completed a 4-H project plan and have it signed by the 4-H club leader
- Exhibitor must have given a talk or demonstration at a 4-H club meeting

4-H club leaders must verify this participation prior to the 4-H Fair and 4-H members should have a club leader sign off on the appropriate entry form and turn it into the Extension office by the fair entry form deadline in June.

### Citizenship Washington Focus (CWF)

Offered every other year to teen 4-H'ers, this trip to Washington D.C. provides a unique opportunity for participants to learn about the United States government and the role they can play in it; the Illinois delegation is organized by the State 4-H Office.

### Conference Judging

A method of judging used to evaluate a majority of project exhibits; during a face-to-face visit, a conference judge talks to 4-H'ers to learn about their project experiences, provide feedback about exhibits, answer project-related questions, and challenge them for future project expansion.

### County Judging Teams

Youth teams that learn about and compete by evaluating show ring animals of various species at specially planned events; teams for non-animal judging areas (meats, horticulture, etc.) are sometimes formed as well.

**Hippology Judging Team**

Hippology is the study of horses. Members do not need a horse to participate, just a love of learning. The team meets to study on a regular basis beginning in the fall. The regional & state contests are in the spring, where participants take a written test.

**Horse Bowl**

Horse bowl is very similar to scholastic bowl with the questions being about horse knowledge. Members do not need a horse to participate, just a love of learning. The team meets in the winter to compete at the Regional Contest in the spring.

**International 4-H Youth Exchanges**

Travel and hosting opportunities for youth; applications are typically due during late autumn; information is available in the Extension office.

**Illinois State Fair**

Held each August, this state event showcases 4-H exhibits specially selected at the county level for state competition; 4-H'ers, ages 8 and older by September 1 of the current 4-H year, are eligible to compete.

**Illini Summer Academies**

A statewide conference held each summer for teen youth providing participants with theme-related educational and recreational workshop opportunities.

**Junior Leadership Conference**

Held annually, the Illinois 4-H Jr. Leadership Conference, JLC, is a fun filled overnight weekend event that provides junior high delegates with a look into leadership development and opportunities within the 4-H program.

**National 4-H Conference**

National 4-H Conference is a week-long program that will provide delegates an opportunity to provide input into youth development programming at the federal and state levels. National 4-H Conference is open to a limited number of 4-H and Extension-related youth delegates ages 15-18 by January 1.

**National 4-H Congress**

Approximately 1,000 4-H delegates from across the nation gather in Atlanta, Georgia for National 4-H Congress each November. Illinois is represented by teens each year as the Illinois 4-H Foundation provides award trips to our 30 State 4-H Award Winners to this national event. National 4-H Congress offers states an opportunity to send outstanding 4-H youth to this event and provide them with an expanded educational experience through seminars, community service projects, and tours sponsored by local and national 4-H program donors.

**National 4-H Week**

A week devoted to recognizing and promoting 4-H membership; usually the first week in October.

**Officer Training**

This annual workshop is conducted to help club officers get more comfortable with their roles. Oftentimes, team-building and parliamentary procedure is covered.

**Youth for the Quality Care of Animals (YQCA)**

Youth for the Quality Care of Animals (YQCA) is a national multi-species quality assurance program for youth ages 8 to 21 with a focus on three core pillars: food safety, animal well-being, and character development.

**Public Speaking Contest**

4-H'ers can deliver demonstrations or speeches at this contest. The topics of these speeches vary depending on the member's interests. Winners, who are 10 years old or older, can advance to the State Fair to compete.

**Quality Assurance & Ethics Certification (QAEC)**

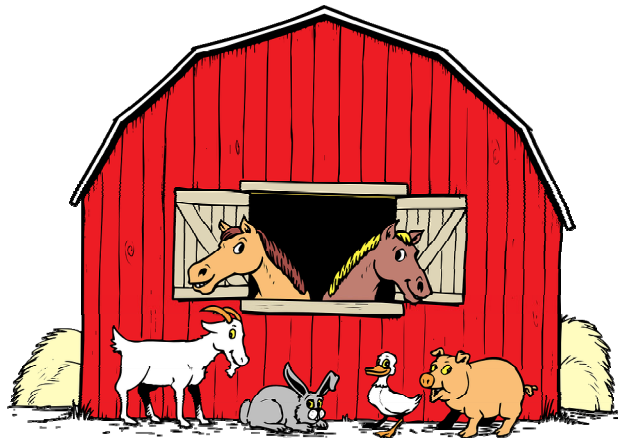
All 4-H Youth enrolled in an animal project area will be required to complete this online course one time in order to stay enrolled in an animal project area. The Quality Assurance and Ethics Certification has been developed to review what is expected of youth when preparing for and exhibiting animals in competition. Once you complete this program, you will earn your certificate of completion for the Quality Assurance and Ethics Certification requirement and will be eligible to show your animal or poster and stay in your 4-H project area.

**State 4-H Youth Leadership Team**

The *Illinois State 4-H Youth Leadership Team* (YLT) involves 15-20 older 4-H members and recent 4-H alumni in coordinating and assisting with various regional and statewide 4-H activities. The *Illinois State 4-H YLT* offers older 4-H members and recent 4-H alumni an opportunity to give back to the 4-H program while further enhancing their leadership skills. Applications are available the spring of each year and are due around mid-June for interviews at the Illini Summer Academies or August for interviews at Illinois State Fair.

**Super Saturday**

An annual hands-on event featuring a variety of workshops.



## Leadership Opportunities for Youth/Adults

The possibilities for youth and adult involvement in the 4-H club program are almost limitless. There is a leadership role for everyone. The following list of opportunities is provided as a starting point for determining roles that may be right for you. Talk with your club leaders to identify other roles which may aid in making your 4-H club experience all that it can be.

❑ **Organizational Leaders**

Assist with overall club plans and support club officers in meeting facilitation. *(At least one organizational leader should be present at every club meeting.)*

❑ **Recognition Leaders**

Assist with member goal-setting, record books, award applications; prepare member recognition ceremonies. *(Busiest months: January, August, November)*

❑ **Cloverbud Leaders**

Recruit members and volunteers; plan and conduct Cloverbud meetings/activities; provide on-going recognition of members; and help transition Cloverbuds into the regular 4-H program.

### **LEADERSHIP ROLES FOR YOUTH MEMBERS**

❑ **Project Leaders**

Plan and conduct workshops for local project members; assist members with project completion; provide telephone assistance to members.

❑ **Junior Leaders**

Work closely with adult leaders on mutually agreed upon tasks; help younger members with projects, activities, and programs

❑ **Club Positions**

- **President**– Presides at all meetings. Manages the business of the club meeting. Appoints committees. Helps keep order during the meeting.
- **Vice-President**–Takes charge of the meeting in the absence of the president. Serves as chairman of the program committee. Is responsible for the program portion of the club meeting.
- **Secretary**– Keep's written minutes of all meetings in the Secretary's Record Book. Keeps a record of attendance of all members.
- **Treasurer**- Takes care of all club funds. Keeps an accurate record of club funds in the Treasurer's Record Book.
- **Reporter**- Writes interesting and accurate reports of club meetings and special club activities and sends them to the local newspaper. Helps keep local people informed of 4-H activities.
- **Recreation Chairman** -Plans and conducts recreational activities.



## Information Guide

**University of Illinois Extension - DeKalb County**  
**1350 West Prairie Drive**  
**Sycamore, IL 60178**

**Phone: 815/758-8194**

**Fax: 217/244-5666**

**Website: <https://go.illinois.edu/4-Hwebsite>**

**Office Hours: Monday – Friday**  
**8:00 a.m. – 4:30 p.m.**

**Closed for lunch at Noon – 1:00 p.m.**



Entrance just north of Peace & Bethany intersection on Prairie Drive. (Sycamore Prairie Business Park entrance)

### DeKalb County Office Extension Staff:

**Nicole Groezinger:** Program Coordinator, 4-H Youth Development Email: [groezing@illinois.edu](mailto:groezing@illinois.edu)

**Johnna B. Jennings:** Extension Educator, 4-H Youth Development Email: [bjennin@illinois.edu](mailto:bjennin@illinois.edu)

**Kathy Dombek:** Program Coordinator, 4-H School & New Audiences: [kdombek@illinois.edu](mailto:kdombek@illinois.edu)

**Lydia Nickels:** Office Support Assistant: [lydian@illinois.edu](mailto:lydian@illinois.edu)

### DeKalb County 4-H Leaders List:

To access the DeKalb County leaders list use the link below.

<https://go.illinois.edu/dekalbclublist>



**Follow these ten easy steps to make the most of your 4-H experience:**

Learn the 4-H pledge, emblem, motto, and slogan. If you've been involved with 4-H for a while, help newcomers learn these things.

Attend local 4-H club meetings and activities. If you must miss a meeting, call a club leader beforehand to find out what you'll be missing.

1. Complete at least one project each year.
2. Ask questions and stay informed. Share your ideas with club members and leaders.
3. Volunteer to serve on committees in your club; then, follow through with what you commit to doing.
4. Arrive at meetings on time.
5. Read the 4-H correspondence and respond to the things that need your action in a timely manner.
6. Attend one or more county workshops or activities.
7. Invite your friends to get involved in 4-H.
8. HAVE FUN!

You will only get out of 4-H what you put into it...



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