

Ogle County 4-H



Family Guide



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The purpose of this booklet 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 Ogle County Extension Office at (815) 732-2191.

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 provided by University of Illinois Extension staff. Support for 4-H programs 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 is open to all youth and adults regardless of their ethnic background, race, creed, or disability. Most 4-H clubs have meetings for the entire membership once a month. During these meetings, decisions are made about group-sponsored activities such as community service efforts, project opportunities, and fund-raising efforts.

Regardless of the structure, a 4-H group may involve families, neighbors, relatives, and others. Participants have fun learning, working, and succeeding together in the home, community, and beyond.



The purpose of 4-H is two-fold:

- To provide an opportunity for parents and other interested adults to work with youth in their development.
- To help youth learn skills for living through a fun, action-oriented, and practical program.

The major focus of 4-H is on the activities of the local 4-H club. Volunteers serve as 4-H leaders who plan and carry out organized learning experiences with youth. The many county and state activities are considered secondary. Their purpose is one of supplementing and supporting local club programs. The 4-H Youth Development Educators & staff are resources for parents and other adults in the 4-H program.

How 4-H Will Benefit Your Family

4-H members will:

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

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.

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 4-H community club member and it applies to both Cloverbuds and regular 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.

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

However, clubs have the right to conduct money-making activities to raise money for local club work. Fundraisers which benefit the county 4-H program may also be conducted, typically at the request of the county 4-H Federation. Members are responsible for costs associated with their individual project work.

EMBLEM:

The national 4-H emblem is a four-leaf clover with the letter “H” on each leaf. The clover’s stem must point to the right. The 4-H emblem should appear in specific colors and in its entirety. No text or graphics may be superimposed over the top of one of the leaves nor may it appear as a watermark behind other information.



A 4-H member or volunteer is permitted to use the 4-H Name & Emblem once a program charter is issued to their recognized 4-H club or group. Commercial vendors, private organizations, and other entities need to contact the Extension office to determine steps necessary to use the 4-H Name & Emblem. Extensive penalties may be given for unauthorized use of the 4-H Name & Emblem.

FACT: The 4-H emblem is federally protected under Section 18 US Code 707 and belongs to the Congress of the United States. The official emblem is green with white H’s - the 4-H colors.

The 4-H Name and Emblem is a highly valued mark within our country’s history. It is a category similar to the Presidential Seal and the Olympic Emblem. It has federal protection deemed higher than a trademark or copyright. The United States Secretary of Agriculture oversees usage of the 4-H Name and Emblem.

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. The meaning of the four H’s is clearly given in the pledge below.

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 and 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:

The national 4-H motto is: "*To Make the Best Better.*" It should be the objective of every member and leader.

The intent of the 4-H motto is to inspire young people to continue to learn and grow, to make their best efforts better through participating in educational experiences where they gain knowledge, values, and skills.

SLOGAN:

"Learn By Doing."

MISSION:

To help youth learn skills for living.

LOCAL CLUB LEVEL

4-H Club/Group

An identifiable group of youth sanctioned by University of Illinois Extension, which has been organized to have similar learning experiences.

4-H Member

Any boy or girl, regardless of race, creed, color, or handicap, who is between the ages of 8 and 18 by September 1 of the current 4-H year

Cloverbud Member

Any boy or girl, regardless of race, creed, color, or handicap, who is between the ages of 5 and 7 by September 1 of the current 4-H year

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 Club Helper

A screened adult volunteer who assists 4-H leaders at specially planned events

4-H Club Driver

A screened adult volunteer who provides transportation for 4-H sponsored trips, tours, and activities

4-H Junior Leader

A 4-H member who 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:

- Take the time to learn about 4-H, what it stands for, and how it operates.

- 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.
- Support the local 4-H club leader by offering their services. (See "Opportunities For Youth & Adults" for specific ideas.)
- Make it possible for their children to participate in a variety of 4-H activities such as camps, fairs, contests and workshops.
- Keep the purpose of 4-H in mind. The project is a teaching tool and method to provide the member a learning experience. It is more important to involve the 4-H member in a learning experience to gain life skills than to prepare a perfect project display for the fair.
- 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. Whatever the rating or score, help the 4-H member see the progress made, things learned, and goals reached.

COUNTY & UNIT LEVEL

Extension Staff

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

County Director: An Extension staff member responsible for program, staff and fiscal considerations within a specific local University of Illinois Extension unit.

Educator: An Extension staff member with specific subject matter responsibility. The educator is responsible for the subject matter programming in the Unit.

Program Coordinator: An Extension staff member who is based in the county. The program coordinator teams up with other Extension staff and local volunteers to plan, promote, and implement educational program.

Extension Unit

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

Extension Unit Council

A volunteer board that cooperates with Extension staff to plan, promote, develop, implement, evaluate, and finance Extension programs designed to meet the needs, interests, and resources of the local communities served

4-H Expansion & Review Unit Committee

A volunteer organization, open to all interested adults and teens, whose purpose is to help Extension staff expand 4-H opportunities to new youth and adult audiences throughout Ogle County

4-H Federation

Open to all Ogle County 4-H'ers (in 8th grade or older), 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 Ambassadors

Ogle County 4-H'ers (16 years or older by September 1) who are selected to serve as the county's youth representatives in 4-H promotional efforts during a one-year time period

4-H Fair Committee

A group of adult and teen volunteers who work together to plan, conduct, and evaluate 4-H departmental shows (general projects show, rabbit show, cat show, foods show, etc.) Open to all interested adults and teens.

4-H Shooting Sports Committee

A group of state certified instructors who volunteer to plan and conduct the Ogle County 4-H Shooting Sports program. The shooting sports coordinator oversees the program.

Ogle County 4-H Foundation

A volunteer organization whose purpose is to promote and support 4-H activities at the local and county level and to promote Ogle County 4-H'ers' participation in state, national, and international activities

Ogle County Fair Association

A volunteer board that cooperates with the local Extension staff and the 4-H Fair Committee to conduct the annual county fair; manages the Ogle County fairgrounds

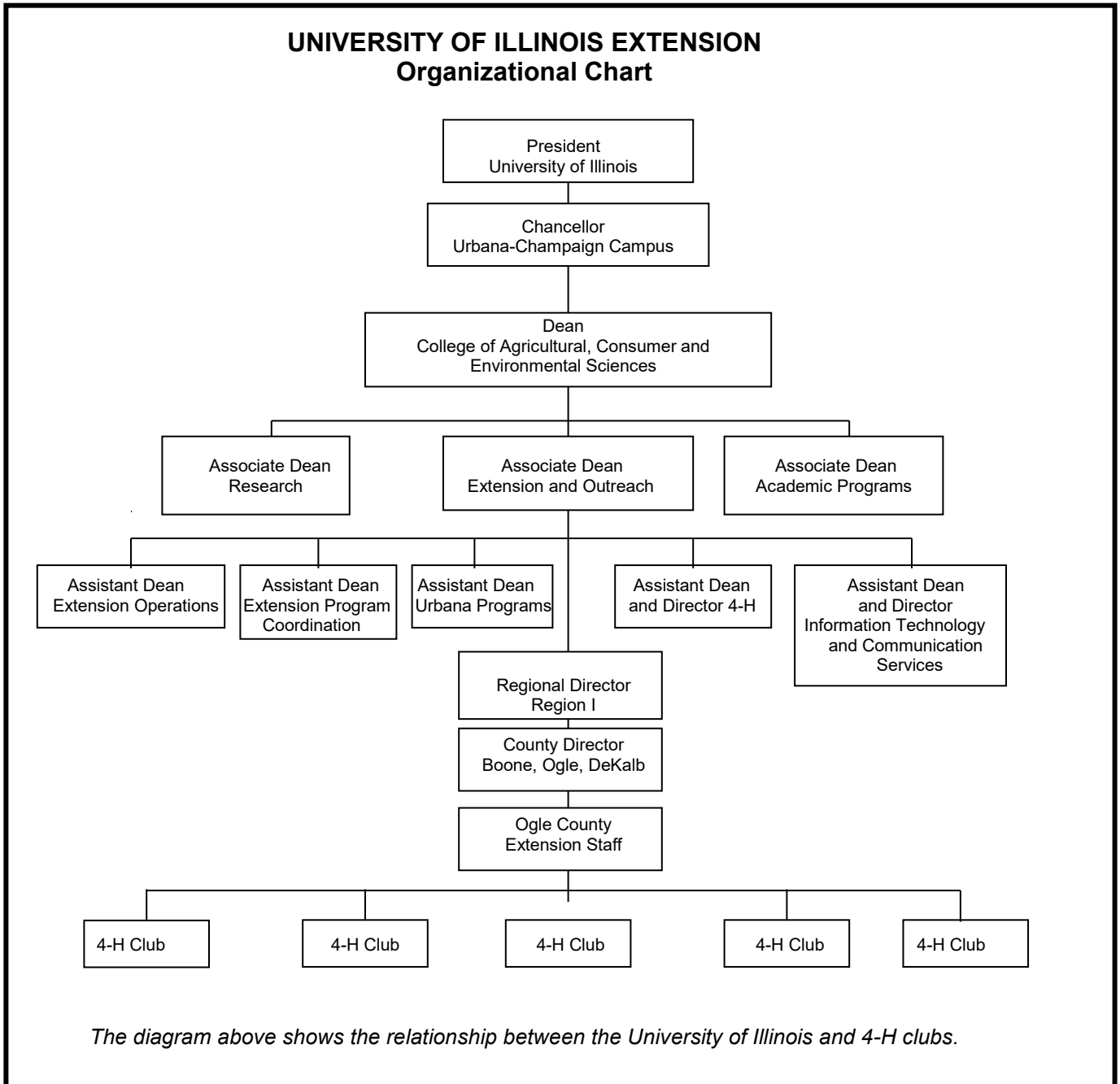
STATE LEVEL

State 4-H Office Staff

A group of academic and support staff who provide 4-H program leadership for the state of Illinois; based at the University of Illinois campus in Urbana-Champaign

Illinois 4-H Foundation

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



A 4-H project is what a 4-H'er learns or does (e.g: learns to grow a vegetable garden, learns to sew, or learns about caring for dogs). Project areas vary from aerospace to woodworking, from guinea pigs to rabbits, and from computers 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 st year members.....	2 projects
2 nd year members	4 projects
3 rd year members & above	6 projects

Illinois 4-H Project Guide

The Illinois 4-H Project Guide is distributed to each 4-H family. This publication identifies:

- What projects are available
- What books or publications you can order to help with each project
- A brief list of possible things to do in each project
- Additional resource material available for some projects
- Additional activities that may be available for some projects
- Resources available on the Illinois 4-H Web Site

Additional Resources

The Extension office has selected several excellent project resources that are available for sale. Watch for a list in your 4-H HOTLINE, or call to see what is available.

Enrollment Tips

The 4-H year begins on September 1st and ends August 31st. 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. 4-H projects are intended to be long-term studies. That is why members are give a full year to complete them!

- **Choose projects thoughtfully.** 4-H'ers should sign up only for the projects they are sure they will have time to finish. Remember, members are expected to complete records and exhibit products for every project they enroll in.
- **Most 4-H manuals are designed to take three years to complete.**

- **The project manual is only one tool 4-H'ers will use to complete corresponding projects.** Project manuals help direct learning. In order to complete them, however, members need to visit the library and talk to experts. They need to attend workshops and take tours. Members are expected to do whatever it takes to prepare them for creating a project exhibit for the fair and expand their knowledge. Being in 4-H is all about figuring out how and where to get the information needed to accomplish the things one sets out to do.
- **Project manuals are not free.** Families are asked to purchase project manuals at the Illinois 4-H Pop Up Shop located at: <https://go.illinois.edu/ILShop4H>. In some cases, 4-Hers may share manuals or use hand-me-down copies. There are only a few exceptions in which 4-H Fair classes require completed project manuals for exhibition. When this is the case, members must have their own, current copy of the manual. Check with your 4-H leader to see if extra copies are available.

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 a portion of the meeting time involved in hands-on educational and recreational activities designed especially for their age group. Like their older counterparts, 4-H Cloverbuds can participate in club and county sponsored events, complete records, and even show at the 4-H Fair.

Policies for Ogle County Cloverbud members are as follows:

- ◆ Cloverbud members must be at least 5 years old by September 1st of the current 4-H year.
- ◆ Cloverbud members should enroll through *4HOnline*, or through the Enrollment form if their family doesn't have an email address. These forms are available through the Extension Office and from club leaders.
- ◆ Cloverbud members may exhibit at the annual County 4-H Fair in the "Cloverbud" division. All exhibits receive special Cloverbud ribbons, 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 are 8 years old by September 1st of the new 4-H year.



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 Fair. This deadline applies to ALL project areas.

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 with enrollment forms. There may also be costs for project manuals or some 4-H activities and events.

All 4-H projects have some cost beyond the project resource book. 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. Your club leader(s) can help you select projects that can interest your child, but stay within your family's budget guidelines.

4-H Contracts

4-H Contracts are available in the Extension office and from local club leaders. They should be used by members who cannot make at least 50% of their club meetings during the year, but who wish to exhibit at the fair. Contracts allow members and leaders to work together to identify things that members can do to make up for missed meetings.

Independent 4-H Member

4-H'ers who are attending college may enroll as independent members of Ogle County 4-H. Participation in this capacity makes it possible for long-term 4-H'ers to complete their 4-H careers and qualify for fair exhibition through county involvement during school breaks and summer months, rather than by attending meetings. Independent members contract with Extension staff to complete 12 hours of service. Contact the Extension office for information.

Fair Exhibition

Ogle County 4-H members who wish to exhibit at the annual Ogle County 4-H Fair must have 1.) attended a minimum of 50% of the club meetings held since joining OR 2.) fulfilled those obligations established and agreed upon in a properly signed and filed 4-H Contract.

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 annual 4-H Fair Book and are available in the Extension office.

Quality Assurance and Ethics

All 4-H members enrolled in cats, dogs, horse, rabbit, and poultry area are required to complete the online Quality Assurance and Ethics course (QAEC) one time in order to stay enrolled in an animal project area.

Members who don't complete the certification before the show will be removed from the project and not be allowed to show. Anyone who has already taken the certification does not need to retake the test. The office has a list of those already certified. The website is located online at: <http://web.extension.illinois.edu/qaec/>.

Youth For the Quality Care of Animals

All 4-H members enrolled in beef, dairy cattle, swine, sheep, and goats are required to complete the in person or online Youth For the Quality Care of Animal (YQCA) training each year in order to stay enrolled in an animal project area.

Members who do not complete the certification before the show will be removed from the project and not be allowed to show. The website is located online at: <http://yqca.org/>. In person, training will be set each year for the winter.

Beef Weigh-In

All 4-H'ers who intend to exhibit beef market animals (heifers, steers, or carcass animals) at the annual 4-H 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.

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 May 1st.

Illinois 4-H Code of Conduct

The opportunity to participate in or attend 4-H activities is a privilege and not a right. All 4-H participants – youth, families, volunteers, and Extension staff – who participate in or attend any activity or event sponsored by the University of Illinois Extension 4-H Youth Development Program are expected to uphold the values of the Illinois 4-H program and conduct themselves according to the following standards. These standards also apply to online 4-H activity, including social media and internet presence.

Our first priority is to create a safe, inclusive space for learning, sharing and collaboration that is welcoming to people from diverse backgrounds, cultures, and perspectives. Diversity includes, but is not limited to: race, color, religion, political beliefs, national or ethnic origin, immigration or citizenship status, sex, gender identity and expression, transgender status, sexual orientation, age, marital or family status, educational level, learning style, pregnancy, physical appearance, body size, and individuals with disabilities.

- **Create a Welcoming Environment for All.** Encourage everyone to fully participate in 4-H. Recognize that all people have skills and talents that can help others and improve the community. Though we will not always agree, we must disagree respectfully. When we disagree, try to understand why.
- **Bring Your Best Self.** Conduct yourself in a manner that reflects honesty, integrity, self-control, and self-direction. Accept the results and outcomes of 4-H contests with grace and empathy for other participants. Accept the final opinions of judges and evaluators. Be open to new ideas, suggestions, and opinions of others.
- **Obey the Law.** Commit no illegal acts. Do not possess, offer to others, or use alcohol, illegal drugs, or tobacco products. Do not possess or use weapons or firearms except as expressly permitted as part of supervised 4-H shooting sports programming. Do not attend 4-H activities under the influence of alcohol or illegal substances.
- **Honor Diversity – Yours and Others’.** Respect and uphold the rights and dignity of all persons who participate in 4-H programs.
- **Create a Safe Environment.** Do not carelessly or intentionally harm or intimidate anyone in any way (verbally, mentally, physically, or emotionally). Do not engage in romantic displays or sexual activities in either public or private situations. Be kind and compassionate toward others. Do not insult, harass, or bully others or engage in other hostile behaviors. Be considerate and courteous of all persons and their property.
- **Be a Team Player.** Work cooperatively with all individuals involved in 4-H programs and activities. Be responsive to the reasonable requests of the person in charge. Respect the integrity of the group and the group’s decisions.
- **Participate Fully.** Participate in and contribute to planned programs, be on time and follow through on assigned tasks/responsibilities in a manner that fosters the safety, well-being, and quality of the educational experience for self and others. Have fun!
- **Watch What You Wear.** Use good judgment. Wear clothing suited for the activity in which you will participate. Dress in a manner that is respectful to yourself and others. Clothing that displays or promotes violence, obscenity, illegal activities, discrimination, or intimidation is prohibited. Do not wear revealing clothing, such as short skirts or shorts, midriff-baring tops, or anything showing undergarments.

- **Be a Positive Role Model.** Act in a mature, responsible manner, recognizing you are role models for others and that you are representing both yourself and the University of Illinois Extension 4-H Youth Development Program. Be responsible for your behavior, use positive and affirming language, and uphold exemplary standards of conduct at all 4-H activities.

CONSEQUENCES

Any of the following may be used, depending on severity of the situation:

- Participant will receive a verbal warning.
- Participant may remain at the event/activity, but may be barred from future events.
- Participant may be asked to leave the event/activity. If the participant is a youth, the parent(s) will be called and the youth will be sent home at family's expense.

Talks & Demonstrations

Each year all 4-H members are expected to give a 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, but not stiff. You don't want to look like a stick person. Relax your back and arms.
- Try to look at the people listening to you—the audience. Unless they are lying on the floor, you should not be looking at your feet. Try to look members of the audience in the eyes, or focus on a spot on the wall just a bit above their heads (they'll still think you're staring right at them).
- If you write your speech out on note cards, be sure you don't read the whole speech off the cards without looking up at the audience. ...And definitely don't read your entire speech off a sheet of paper. Speeches that are read usually turn out to be very boring to the audience.

Record Book Completion

All 4-H'ers are expected to complete an activity record form and project record form (for each project they enroll in) annually. Members receive their record forms when they get their project manuals. Records should be kept up-to-date throughout the 4-H year. They are reviewed by club leaders each fall. See "Award Areas Available In 4-H" and "4-H Record Books" for further information.

The 4-H program strives to make young people into self-directing, productive, and contributing members of society. One way that this is achieved is through the use of the Recognition for Excellence Award program. Recognition is provided in four areas: Participation, Progress, Achievement of Standards, and Competition. A brief description of these levels follows.

Participation

Members are recognized annually for active participation in club work.

Progress

Members set goals for each project they enroll in. In so doing, they identify what they hope to learn and accomplish in that project during the 4-H year. At the end of the 4-H year, members who demonstrate progress towards meeting their goals in at least one project area are recognized.

Three Areas of Recognition

ENGAGE...is the basic recognition a member receives just by being part of the program. There isn't any application process to win... you simply get it for being you! This recognition happens at your club and county program and might include things such as a welcoming message in the newsletter, a shout out on social media, a 4-H membership card, t-shirt, or other special treat.

EXPERIENCE...offers recognition for members who participate in activities and events. There is always lots you can do as a 4-H member ranging from club activities to national events. There is no limit to the number of members who can achieve each level... if you do the work, you get the award.

EXCEL...is where competition kicks in. At this level, you will be competing against other 4-H members for a very limited number of top awards. There is a chance you may win, and there is a chance you may not win. Be sure you understand that before you apply.

Competition

Members can decide if they would like to compete with other 4-H'ers for further recognition. Members who decide to compete need to complete award applications. See "4-H Record Books" for more information.

All 4-H members are encouraged to keep on-going records of their project work and 4-H club activities. 4-H record forms 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. Additionally, they are a wonderful source of childhood memories.

Types of Record Forms:

County Project Honor Form

All 4-H'ers receive one activity record 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.

Attachment A for Ogle County Project Honor Award Records

All 4-H'ers receive one project record for every project they enroll in annually. Project records provide places for members to set learning goals, track project-related learning experiences, list the things they learn, and identify project achievements. It is critical that members date these forms for easy reference.

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 Binders

4-H'ers should bind their record forms in accordance with county record book guidelines. Members may use any type of binder they choose. Members who are looking for binders for their record forms can purchase inexpensive, expanding 4-H record covers at the Extension office, or they can pick up a three-ring binder of their choice at a local discount or office supply store.

Record Keeping Recognition

Annual club level recognition is provided to members who keep and submit completed record forms. By setting and achieving learning goals in at least one project annually, 4-H'ers qualify for the 4-H "Progress Award." 4-H'ers who complete their activity record and at least one project record each year may qualify for club recognition as well. See "Award Areas Available in 4-H" for more details. Additional record keeping recognition is available through competition for county awards. Members may submit their completed record books, along with specific award applications in order to qualify for project medals, certificates, cash awards, and state level competition or trips. County award applications and

information are mailed directly to 4-H families each summer. They are also available from club leaders.

Record Book Guidelines

4-H Record Books should be bound so that record forms appear in the following order:

- ❑ **This year's Ogle County Project Honor Award Application.**
- ❑ **This year's news clippings.**
- ❑ **This year's project records – Attachment A.**
Project records should be bound in alphabetical order by project area. Project areas are things like: aerospace, beef, clothing, foods, small engines, and visual arts. Do not alphabetize specific project units. As an example, the foods project "Cooking 101" would not be alphabetized under "C." It would be alphabetized under "F" for "Foods.")

If animal production record forms are completed, they should be placed right behind the corresponding project record.

- ❑ **Last Year's Records**
 - ❑ **Last Year's Ogle County Project Honor Award Application**
 - ❑ **Last Year's News Clippings**
 - ❑ **Last Year's Project Records** (filed in alphabetical order. Animal record completed behind the corresponding project record. Any photos should be kept behind the year's project and animal record.)
- ❑ **Previous Year Records** File by year, following the order for last year's records.

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:

- 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.
- Recreation (15-20 minutes)
- Refreshments (optional)

Officers & Duties

- **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**—Keeps 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.

(A club may elect additional officers or combine offices to reflect the needs, interests, and ages of club members. It is desirable for each of the members to have responsibilities in the club. However, serving on a committee may be the best learning experience for many beginning members.)

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."

FALL

What members do:

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

Major events:

4-H Achievement Program, National 4-H Week, Officer Training

WINTER

What members do:

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

Major events:

Bowling Tournament, Ogle County Fundraiser, Beef Weigh-in, Speaking For Illinois 4-H

SPRING

What members do:

Members make progress towards accomplishing their project goals.

Major events:

Judging Teams Form, Day of Dabbling

SUMMER

What members do:

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

Major events:

4-H Camp, 4-H Fair, Illinois State Fair, Illini Summer Academies, Citizenship Washington Focus (every other year)

The 4-H HOTLINE is your family's news source about 4-H activities, events, procedures, and deadlines throughout the year. The 4-H HOTLINE is mailed at a rate of one per household to members and volunteers. As soon as members enroll in projects, their families are added to the mailing list.

4-H Camp

A five day resident camp program for youth (ages 8-15) conducted at Rock River Christian Camp, Polo, IL with Extension staff, 4-H counselors, Camp staff, and the Camp Director cooperating

4-H Club Competition

Sponsored by 4-H Federation, this 4-H club spirit contest awards points to 4-H clubs for participation in a variety of activities which occur throughout the 4-H year; rules are provided to club leaders when available; awards are provided to the top three clubs at the county Achievement Program each fall

4-H 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

Achievement Program

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

Beef Weigh-in

An event held each winter during which all market beef animals are weighed and tattooed

Bowling Tournament

Held each winter, this event allows 4-H member teams to bowl at locations throughout the county for individual and team recognition

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 Fundraiser

This annual winter money-maker is organized by 4-H Federation and allows members to earn money for their clubs while building county 4-H funds

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

Day of Dabbling

An annual hands-on event featuring a variety of project-related workshops

Drill Team

Youth team that rides in parades, participates in drill competitions, and other related activities.

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 in the winter to compete at the Regional Contest in the spring, where they take a written test.

Horse Bowl

Horse bowl is very similar to scholastic bowl, but 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;

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 each February, 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 Week

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

Penny Carnival

Held each winter, this Federation-sponsored fun fair event features game booths created and run by clubs; special awards are offered for booths showing outstanding creativity, originality, etc.

Speaking For Illinois 4-H

The Speaking For Illinois 4-H (*SFI4-H*) program was developed to provide older 4-H teens an advanced leadership opportunity focused on utilizing and enhancing their public presentation skills. It was also designed to assist local Extension staff by providing them with a cadre of trained teens who can provide presentations to elected officials (i.e. county board members and state legislators), civic groups, and potential donors and supporters.

The possibilities for youth and adult involvement in the 4-H club program are almost limitless. There is a leadership role for everyone. The key to happiness in a leadership role is simply finding the right fit. 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 Leader**
Assist with overall club plans and support club officers in meeting facilitation. *(At least one organizational leader should be present at every club meeting.)*
- ❑ **Enrollment Leaders**
Manage member/volunteer enrollment and distribute project manuals. *(Busiest months: October – December)*
- ❑ **Recognition Leaders**
Assist with member goal-setting, record books, award applications; prepare member recognition ceremonies. *(Busiest months: January, August, November)*
- ❑ **Fair Coordinators**
Manage 4-H fair registration for club members; and recognize club exhibitors. *(Busiest months: May, June, July, August)*
- ❑ **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.

OTHER LEADERSHIP ROLES

- ❑ **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.
- ❑ **Monthly Program/Activity Coordinators**
Work with member committees to coordinate guest presentations and other special club activities.

- ❑ **Refreshments Coordinators**
Determine who will bring refreshments to meetings, when they'll be responsible, whether or not refreshments will follow a theme, etc. Provide members with reminders of their responsibilities at monthly meetings or through personal contact.
- ❑ **Talks/Demonstrations Coordinators**
Assist members with presentation preparations. Determine presentation scheduling and provide members with reminders of their assigned times at monthly meetings or through personal contact.
- ❑ **Junior Leader Coordinators**
Manage junior leader activities. Help junior leaders determine responsibilities, monitor progress towards goals, and process outcomes of assigned tasks to enhance junior leaders' leadership growth.
- ❑ **Trips/Tours Coordinators**
Assist member committees with plans for group trips and tours.

Volunteer Screening Policies

In accordance with Illinois 4-H policies, all new 4-H volunteers are required to be screened. The screening process involves three steps.

- 1.) The new volunteer must successfully complete an Extension Volunteer Screening Application, Background Check, Sex Offender Website check, and DCFS CANTS check.
- 2.) The new volunteer must participate in an interview with Extension staff or other volunteer interviewer.
- 3.) The new volunteer must submit references and successfully complete a reference check.
- 4.) The new volunteer must complete the Child Protection Training, per the Abused and Neglected Child Reporting Act (ANCRA) at <https://web.extension.illinois.edu/extensionprotection/index.cfm>.

While the process appears daunting, it really isn't. It is conducted in an effort to protect the youth involved in the program, as well as the volunteers who lead them. More information is available from club leaders and in the Extension office. The screening process applies to new club leaders, club drivers, club helpers, and 4-H chaperons.

Once volunteers have completed the screening process, they must maintain current files in the Extension office in order to avoid complete rescreening. A reenrollment form is required of all volunteers every year. A new DCFS CANTS check is required of all volunteers every five years. Volunteers will be notified by the Extension office when their files need to be updated.

Adult Volunteer Behavior Guidelines

Volunteers are valued members of the University of Illinois Extension 4-H Youth Program staff. A volunteer is any staff members who gives time and expertise without expecting monetary compensation. Volunteers contribute their skills, talents, and experiences to strengthen all aspects of the program and support its mission. They work with salaried staff as members of a team to help Extension make better use of limited resources and reach more youth and adults.

Families and other youth-serving programs place trust in University of Illinois Extension to provide quality leadership and care for participating youth. The opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to

demonstrate behaviors that fulfill this trust. For these reasons, the following behavior guidelines are provided for volunteers working in the University of Illinois Extension Youth Program.

- 1.) Treat others in a courteous, respectful manner demonstrating behaviors appropriate to a positive role model for youth.
- 2.) Obey the laws of the locality, state, and nation.
- 3.) Make all reasonable effort to assure that 4-H youth programs are accessible to youth without regard to race, color, national origin, sex, or disability.
- 4.) Recognize that verbal and/or physical abuse and/or neglect of youth is unacceptable in 4-H youth programs and report suspected abuse to the authorities.
- 5.) Do not participate in or condone neglect or abuse which happens outside the program to 4-H youth participants and report suspected abuse to authorities.
- 6.) Treat animals humanely and teach 4-H youth to provide appropriate animal care.
- 7.) Operate motor vehicles (including machines or equipment) in a safe and reliable manner when working with 4-H youth, and only with a valid operator's license and the legally required insurance coverage.
- 8.) Do not consume alcohol or illegal substances while responsible for youth in 4-H activities, or allow 4-H youth participants under supervision to do so.

Failure to comply with any of these guidelines may be reason for termination of a volunteer.

4-H had its national beginnings around the turn of the century, and Illinois was there from the start! The groundwork that led to 4-H, as we know it today, was laid by pioneers in educational work and leaders of farm organizations who realized the value of leisure-time group activities for young people.

In 1899, W. B. Otwell, Secretary of the Macoupin County Illinois Farmer's Institute, furnished small packages of seed corn to 500 boys who were to grow corn and make an exhibit for the next gathering of the Farmer's Institute. This resulted in the organization of the first boys' corn club. In 1904, at the Louisiana Purchase Exposition in St. Louis, Missouri, 8,000 Illinois farm boys contributed to the corn exhibit at the Palace of Agriculture under the direction of Mr. Otwell.

The first Illinois 4-H Club was the Union Pig Club organized by C. C. Coots in Macoupin County, in the spring of 1915. By 1917, over fifteen thousand members were enrolled in Illinois.

Ogle County 4-H began in the 1920's. Like their counterparts statewide, most early clubs followed a particular project theme: canning, corn, pigs, beef, or sewing. As one example, the Ogle County Dairy Calf Club, Oregon, was organized in May, 1927 exclusively for youth interested in expanding their knowledge about dairy. Additionally, the Lucky 4-H Club, Mt. Morris, was established in 1929 with sewing as its sole project.

4-H has evolved over the years to match the changing needs of the children it serves. Today, community clubs offer youth opportunities to expand their knowledge in a multitude of project areas ranging from rabbits to rockets. Emphasis is placed on helping members develop communication, decision-making, community service, citizenship, and leadership skills while building friendships that will last a lifetime.

EXTENSION/4-H ON THE WEB

Visit University of Illinois Extension & 4-H on-line at the following web addresses:

University of Illinois Extension <https://extension.illinois.edu/>

National 4-H Web Site: <http://www.4-H.org/>

Illinois 4-H Website: <https://4h.extension.illinois.edu>

Ogle County 4-H Website: <https://extension.illinois.edu/bdo/4-h-ogle-county>

Examples of 4-H Members Achieving Leadership Positions

Albert Gore, Jr.

Vice President of the United States of America

Howard Baker, Jr.

Chief of Staff during the Bush Administration

Harold A. Poling

Vice Chairman & Chief Operating Officer
Ford Motor Company

Orville Redenbacher

Founder
Orville Redenbacher Popcorn Company

Senator Sam Nunn

U. S. Senator (Georgia)

Jim Davis

Creator of "Garfield"

Johnny Bench

Pro Baseball Player

Johnny Cash

Country Western Music

Florence Henderson

Actress

Reba McEntire

Country Western Music

Dolly Parton

Country Western Music

Don Meredith

Pro Football/TV Sports

Joe Robbie

General Manager and Owner
Miami Dolphins

Herschel Walker

Pro Football/Heisman Trophy Winner

Bob Pritchard

Illinois Representative

"I was a 4-H member ... and I know that 4-H influenced my career direction. One of my first experiences of competing and winning was the Scott County 4-H public speaking contest."

- **Howard Baker, Jr.**

Chief of Staff during the George Bush Sr. Administration

University of Illinois Extension --Ogle County Office--

Ogle County 4-H

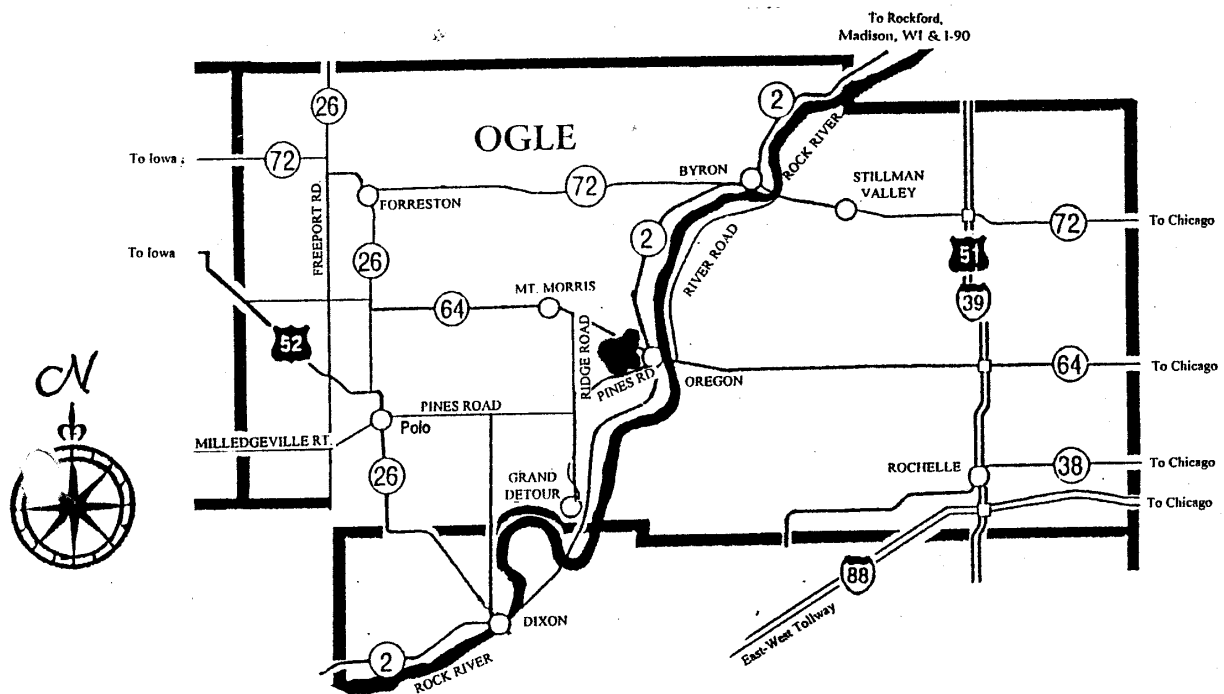
Family Guide

University of Illinois Extension - Ogle County
421 West Pines Road, Suite #10
Oregon, IL 61061

Phone: 815/732-2191

Website: <https://extension.illinois.edu/bdo/4-h-ogle-county>

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



Entering Oregon from the North (Route 2)

- Go through Oregon to SW edge of town
- Turn right onto Pines Road (blacktop)
- Office is .3 miles on the left (look for sign)

Entering Oregon from the East (Route 64)

- Make left turn at 2nd stop light (4th Street)
- Proceed through town to SW edge of Oregon to Pines Road
- Turn right onto Pines Road
- Office is .3 miles on the left (look for sign)

Entering Oregon from the South (Route 2)

- Make left turn onto Pines Road after you go over railroad overpass (at bottom of hill)
- Office is .3 miles on the left (look for sign)

Entering Oregon from the West (Route 64)

- Turn right onto 10th Street as you enter the city
- Proceed 5-6 blocks to Pines road (road ends)
- Turn right onto Pines Road
- Office is .1 mile on the left (look for sign)

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

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

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Illinois Extension

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

College of Agricultural, Consumer & Environmental Sciences
University of Illinois | U.S. Department of Agriculture | Local Extension Councils Cooperating
University of Illinois Extension provides equal opportunities in programs and employment.

If you need a reasonable accommodation to participate in any program, please contact the Ogle County Extension Office at 815-732-2191. Early requests are strongly encouraged to allow sufficient time for meeting your access needs.