

4-H General Leader Handbook



A Month-by-Month Guide to
the General Leader's Role
Through the 4-H Year



4-H Youth Development Programs
UW-Extension, Cooperative Extension

Dear Eau Claire County
4-H Leader:



Thank you for your willingness to serve as a leader of one of our 4-H community clubs.

Whether you are the *General Leader* of your club, or you are serving as a *Co-Leader* or *Assistant Leader*, your contributions are very important and much appreciated. The role you fill makes it possible for us to conduct the 4-H program in Eau Claire County. Your willingness to share your time and talents makes a tremendous difference for youth in our community!

I realize that much is asked of you as a Club Leader - from the Extension Office and from the families in your club. It is my hope that this handbook, which describes the roles and responsibilities of a club leader on a season-by-season and month-by-month basis, will be useful to you in carrying out your role.

However, while I hope this handbook is helpful, I still want to encourage you to ask questions and request help **whenever** you need to. A handbook can never address all of the questions or dilemmas you may encounter. Please feel free to call me at 839-4712 or e-mail me at katy.forsythe@ces.uwex.edu or to stop in at the Extension Office.

In addition, your feedback and comments on this handbook, as well as any other aspects of the 4-H program are always welcome!

Thanks so much for all that you do!

Katy Forsythe
UW-Extension 4-H Youth Development Agent

Fall...

... is an especially busy time for 4-H General Leaders! Your club is wrapping up its previous year and kicking off the new one, which means lots of things need to happen.

Some of the general fall responsibilities/tasks (which do not necessarily fall neatly into a single month) are these**:



****Please note, while the following tasks are considered essential, they do NOT have to be done by ONE person!** Instead, you may want to share responsibilities with Co-Leaders, Assistant Leaders, other volunteers or committees. For example, in many clubs someone besides the General Leader takes responsibility for enrollments, becoming the Enrollment Coordinator. A Banquet Committee often assumes banquet responsibilities, etc. **Don't try to do everything by yourself!!!**

Essential Fall Tasks:

1. Find an adult or youth leader to represent your club at the quarterly meeting of the Parents and Leaders Association which will take place at the Extension Office the first Tuesday in September. It is very important that your club be represented.
2. By the first Tuesday in September, nominate youth leaders from your club (grades 9 and above) for county leadership award consideration. These youth should be identified by the committee that reviews your club's recordbooks. (Leadership awards are explained in detail in the Awards packet that is mailed to you from the Extension Office in August. This packet also includes the form that you need to return with your nominees in rank order.)
3. Provide for recognition of your members and leaders.
 - Most clubs have a recognition/celebration event sometime in the fall. It may be a banquet, potluck, picnic or other type of event of your club's choosing. This is the time to hand out awards and celebrate your club's successes from the previous 4-H year.
 - Recognition materials may include:
 - * Plaques and discs (ordered from the Extension Office on a form sent to you in August)
 - * Certificates that you create or request from the Extension Office. (We can create "customized" certificates to meet your needs.)

- * Other types of recognition your club decides on. Be sure to consider recognizing your adult volunteers and other individuals or groups/businesses that help your club during the year.
- Help with recognition at the annual county Recognition Banquet by:
 - * Providing names of graduates and paying their banquet costs.
 - * Paying the banquet costs of your county leadership award winners (you will receive a list of your club members who are receiving awards after the September award interviews).
 - * Donating door prizes or centerpieces for the Banquet.
4. Enroll 4-H members - new and continuing with the enrollment materials provided by the Extension Office. Enrollments for continuing members should be turned in to the Extension Office by November 30th. New enrollments and those that "filter in" can be turned in any time during the year. Remind members that they can drop and add projects until May 1.
 5. Enroll adult leaders by having them fill out the appropriate forms (provided by the Extension Office): an enrollment form, a behavior agreement, and once every four years a blue form authorizing a background check. Encourage all parents to enroll as Leaders. (If in doubt, code # 108 Activity Leader is a good, generic choice.) When they first become a volunteer they will need to fill out the blue form and participate in an Adult Volunteer Orientation session. Sessions are offered many times during the year and are described in Clover Leaves.
 6. Elect club officers. Clubs use a variety of processes for accomplishing this task. Try to find a method that will work for your club that avoids the trap of the election becoming a "popularity contest," rather than a thoughtful election of youth who really want a leadership role and who will be likely to do a good job. Whatever process you choose, be sure that your youth officers have real and meaningful roles. Train your officers. Materials are available from the Extension Office for officer training and countywide trainings are offered most years. Be sure to continue to advise and support your youth officers throughout the year.

There is no minimum age for officers. However, officers usually come from among your older members. If a young member is filling an officer role, it is good to have a very supportive parent working with that officer to help them learn to carry out their role. This is especially true for the office of Treasurer due to the money handling responsibilities.

7. Inform the Extension Office of any changes in *General Leaders, Co-Leaders, meeting place or times.*
8. Do club program/calendar planning. This should be done with lots of input from youth, and also advice from parents on what is "do-able" for their families. Clubs approach this in a variety of ways. For example, some leaders meet with their club officer team to plan a tentative program that club families can consider. Other clubs have families volunteer to be "in charge" of the program for a specific month or for a specific program. If you aren't sure how to go about program planning for your club, materials and assistance are available from the Extension Office.
9. Share the information in the Music Festival Packet (mailed to you from the Extension Office) with your club. Guide them in deciding whether or not to participate in the festival. The Music Festival is an annual event taking place in mid-November or early December. The festival is a joint Eau Claire and Chippewa County event, hosted by Eau Claire County in odd years. Music performances can be vocal, instrumental, dance or novelty. This event is intended for group/team performances rather than solos or duets. Each group must have at least three performers, and the goal is to involve as many club members as are interested. Entries are due in early to mid-November.
10. Complete the ME-LA supplement form for youth leaders who are applying for trip awards and/or camp counseling. Youth, who are in grades 8-12, may nominate themselves for these awards, but they need a leader recommendation and should provide you with the ME-LA supplement to complete and also give you their completed ME form to read.

(ME stands for Member Evaluation. The ME form is one of the tools we use in the county level 4-H program to decide which youth are deserving of trips, key awards and camp counseling opportunities. Each youth leader who wishes to apply for any of these awards, completes a multi-page ME form in order to describe their involvement, achievement and growth in 4-H. An ME form should represent their 4-H "career" rather than a single year. Sections of the ME form include: leadership, projects or activities, and other 4-H and non-4-H activities.)

Your club may wish to identify a volunteer or volunteers who are willing to advise youth in completing their ME forms, especially the first time. Help, including sample completed forms, are available at the Extension Office. Don't hesitate to refer youth or families to the Office for help.

11. Distribute Family Handbooks provided by the Extension Office.

Optional Fall Tasks to Consider:

1. Promote 4-H and your club. Your club will need to decide how much and what type of promotion you wish to do. (Any promotion of 4-H that you do is greatly appreciated!) The Extension Office can provide you with promotional materials, such as displays, brochures, bookmarks, etc. Some clubs have had success in promotion at events such as school open houses, PTA functions, parent-teacher conferences, community parades, etc. The Extension Office will send Welcome Packets to new families for you, if you provide us with the names and addresses.
2. Encourage your new families to participate in the countywide New Family Night.
3. Provide the Extension Office with the names of your new families if you would like them added to the newsletter mailing list before the enrollments come in at the end of November.
4. Consider forming a Club Advisory Committee of parents or parents and youth leaders to help you with decision-making, policy-setting, and conflict resolution within the club. If you would like more information on establishing an advisory committee, it is available from the Extension Office.
5. Consider forming a Welcome Committee or identifying Buddy/Mentor Families to help your new families feel welcome and answer their questions.
6. Encourage your youth leaders, 8th grade and older, to fill out ME forms to apply for trips and/or camp counseling.
7. Plan to attend countywide officer training as a club team.
8. Determine whether or not your club wishes to apply for county level club awards --
- Super Club, Cloverbud, Community Service, Recreation, Conservation or Health and Safety. Apply by turning in reports or your club's scrapbook by mid-October.
9. Encourage your members, parents and leaders to consider teaching one or more Discovery Day sessions. (Discovery Day is a Saturday afternoon of short hands-on sessions for youth and adults, taking place in February.)
10. Encourage families and volunteer leaders to attend the annual county Leaders Recognition Banquet and consider attending yourself. It is a great way to learn about the larger picture of youth and volunteer recognition in the county.
11. Consider picking up recordbook forms at the Extension Office for your members. Fall is the best time to decide on goals, either individually or in a club session. Encourage members to use forms provided electronically.

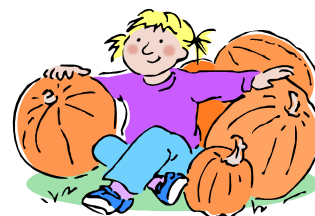
(See the next page for tasks and deadlines by month for September, October, and November)



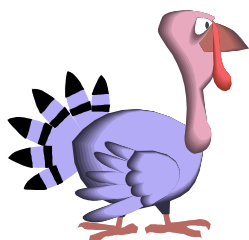
September

- First Tuesday - Recordbooks for Youth Leadership awards are due at the Extension Office by 7:15 pm **and** your club should be represented at the Parents and Leaders Association meeting at 7:15 pm.
- Mid-September - turn in your order forms for plaques, discs, club achievement certificates, list of graduates, and the ranking of your youth leadership award nominees.
- Late September - pick up your enrollment materials. (Call the Extension Office first to make sure they are ready.)

October



- First Monday - ME forms from youth leaders applying for trips, the Key Award and/or camp counseling are due at the Extension Office by 7:15 pm, along with YOUR recommendation on the ME-LA supplement form.
- Early October - attend the annual *General Leader* meeting to receive updates, material, ask questions, etc. You can choose either the morning or the evening session.
- Early October - pick up your enrollment materials, if you have not already done so.
- Early to mid-October - pick up discs and plaques at the Extension Office. (Call first to be sure they are available.)
- Mid-October - deadline to apply for club activity awards - Cloverbuds, Community Service, Recreation, Conservation, Health and Safety and Super Club.
- Late October - send in reservations and payment for your club's graduates and leadership award winners for the annual Recognition Banquet. (The list of award winners will be sent to you in early October.)



November

- Early to mid-November - send in your entry for the Music Festival if your club is participating.
- November 30 - due date for turning in your members' and adult re-enrollments and any new enrollments that you have. Single enrollments may come in all year, but we need the bulk by the end of November in order to get them entered into the 4-H enrollment database. This database is essential for our mailing list for the Clover Leaves newsletter, project and opportunity mailings and more.

Winter

General Leaders get a little "breather" in the winter because there are not nearly so many essential tasks to be completed for the county program. This is not to say that things aren't VERY BUSY in your club and in the rest of your life!



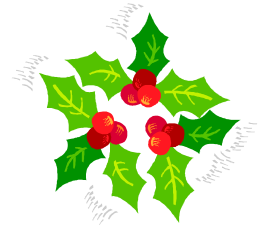
Essential Winter Tasks:

1. Share the information in the Drama Festival Packet (mailed to you from the Extension Office) with your club. Guide them in deciding whether or not to participate in the festival. The Drama Festival is an annual event, taking place the first weekend in March. Your club may enter "Street Corner" Drama, Junior On-Stage Drama, or Senior On-Stage Drama or a combination of these categories. Your club may enter one or multiple plays, but each 4-H member may perform in only one play. As with the Music Festival, the goal is to involve as many club members as are interested. Entries are due in early February. Books of plays and play scripts are available at the Extension Office for check-out. But don't forget the library and other sources.
2. Continue to turn in enrollment forms as you receive them from new and renewing members and adult volunteers.
3. Survey your members to determine how many need hard copy fairbooks and make this request to the Extension Office. Please encourage as many families as possible to use the electronic version of the fairbook to cut down on printing costs.
4. Identify someone to attend the 4-H Parents and Leaders Association meeting the first Monday in March.
5. Make sure your club is "on schedule" for all members to give a talk or demonstration. Remind your members of the four requirements for achievement - attending at least four meetings, giving a talk or demonstration, doing a public exhibit in each project and completing a recordbook.
6. Distribute Family Handbooks provided by the Extension Office, if you haven't already done so.

Optional Winter Tasks to Consider:

1. Encourage your members to enter the Foods Revue (mid-January), Speaking & Demonstration Contest (late January), Arts & Crafts and Photography Show (first Saturday in March) and attend Talent Explosion (mid-March).
2. Remind your families of the May 1st deadline for dropping and adding projects.
3. Encourage your Secretary or Reporter to send their minutes or report to the Extension Office each month. Hard copy or electronic format is fine. E-mail to katy.forsythe@ces.uwex.edu.
4. Remind adults in your club who have not yet become certified 4-H volunteers to complete the screening and orientation by attending one of the adult volunteer orientation sessions detailed in Clover Leaves.
5. If you haven't already done so, consider picking up recordbook forms at the Extension Office for your members. Fall or winter are the best times to decide on goals, either individually or in a club session. Encourage members to use forms provided electronically.

December



- Encourage your members to participate in Foods Revue and the Speaking and Demonstration Contest. Remind them that the due dates for entry are listed in the Clover Leaves.
- Encourage adult volunteers and the parents in your new families to participate in Adult Volunteer Orientation.

January

- Encourage your members to participate in Discovery Day and the Arts & Crafts and Drama Show. Remind them that the due dates for entry are listed in the Clover Leaves.

February

- Early February - turn in your club's entry or entries for the Drama Festival.
- Be sure that you have identified someone to attend the Parents and Leaders Association meeting at the Extension Office at 7:15 pm on the first Monday in March.



Spring



Spring is a time when your club can probably concentrate on the program you have planned because there are NOT a lot of essential tasks for the county level program. Many clubs plan community service projects in the spring. And don't forget about educational programs or speakers for your club meetings. (If you need help finding speakers or programs, be sure to contact the Extension Office for assistance.)

If your club participated in the Music or Drama Festivals, or if you had club members participating in the Speaking & Demonstration Contest or the Arts, Crafts & Photography Show, the District Talent Explosion may be an important spring event for your club. Talent Explosion is an eight county event held in mid March. The purpose of the 4-H Talent Explosion is to recognize and celebrate the artistic accomplishments of 4-H members at the district level. The primary focus is on participation and education. Clubs are selected to go to Talent Explosion in music (mid November or early December) or drama (early March) at the county festivals. Individuals are selected to go to the district event in speaking, demonstrations (late January), arts & crafts or photography at the county event (early March).

Essential Spring Tasks:

1. Make sure that your club is represented at the 4-H Parents and Leaders Association meeting the first Monday evening in March.
2. Your biggest county level task in the spring is to help your club prepare for participation in the county fair. Some aspects of participation are optional, others are required.

Required Fair Participation:

- Inform the Extension Office of the number of hardcopy fairbooks needed by the families in your club. Fairbooks will be made available in a variety of formats - hardcopy, on the UW-Extension website and on CD. In order to keep printing costs down, we are asking families to use an electronic format if they possibly can. Please encourage and help your families to "go electronic". We will provide your club with a master CD of the fairbook, as well as other 4-H documents. Order hard copies only when no other option will work.

- Help in the Fair Foodstand. This is one of two major fundraisers that the Parents and Leaders Association carries out in order to help fund the Eau Claire County 4-H program. Your club needs to help staff the foodstand during the fair. Your club (depending on size) will be assigned from $\frac{1}{2}$ to $1\frac{1}{2}$ shifts in the foodstand. A mailing in the spring will inform you of your assigned shift amount (length of time and number of workers) and how to go about reserving the time that works best for your club. Adults and older youth may fill your staffing requirement.
- Help in the Kids' Days' Tent. Your club is asked to help with staffing the games in the Kids' Days' Tent. This is a very important fundraiser for the County Fair. Both adults and youth can work the games, and youth earn tickets for themselves by working. A spring mailing will tell you how to sign up for the game and the day (either Friday or Saturday or both) that your club chooses to work.

Optional Fair Participation:

- Plant one or more flower barrels to help beautify the fairgrounds. Call the Extension Office to reserve your barrel(s) which are available on a first come, first served basis. (There are usually enough for all clubs that wish to participate.) Call the Fair Director at 839-3755 to make arrangements for a time to plant your barrel(s). Barrels should be planted by June 15th. Once planted, they will be watered by Expo staff.
- Do a fair booth and/or banner. Your club may want to develop a booth as a fair entry. It can be a booth that promotes 4-H, an instructional booth that illustrates a particular issue or project your club has worked on or a booth highlighting your members. You could also choose to create a club banner or a banner promoting 4-H or a banner for one of the fair departments. If you choose to do a banner for a fair department, contact the Extension Office to see which departments are currently in need of a banner. Entries for booths or banners are due from clubs, along with a standard entry fee by June 1.
- Participate in fair entertainment. Performances may be no longer than 10 minutes and must include at least 3 performers. Your club may participate in any of the following categories:
 - Youth lip synch
 - Youth skit or comedy
 - Youth musical
 - Family and adult variety

Inform the Extension Office by June 1st regarding your preliminary decision on whether or not to participate in fair entertainment. This provides us with the information that we need in order to determine if there is enough interest to schedule a show for the Friday evening of the fair. If we do not have an indication that there will be at least three performances, there will be no Fair Entertainment Show. We must know your FINAL decision on participation by 10 am on the Friday of the fair.

- Ask your club if they wish to sponsor one or more special awards for the fair. You will receive a mailing regarding this request from the 4-H Parents and Leaders Association detailing options and the current fee for sponsorship. The special awards are trophies, gift certificates or prizes awarded for outstanding exhibits in the various departments at the fair. The special awards are presented at an afternoon ceremony on the last Sunday of the county fair. Your club's name will be engraved as the sponsor on the trophy or included with any other type of award.
- Ask your club if they wish to help with the promotion of the Eau Claire County Fair. There are a variety of ways to do this - through posters, signage, distributing brochures, asking to do window displays in local businesses, participating in parades, etc. The Extension Office can provide you with promotional materials. If you decide to help promote the fair, be sure to participate in the annual Fair Promotion Contest. Details will be provided in Clover Leaves.
- Ask your club if they wish to become (or renew) membership in the Friends of the Fair organization. The mission of the Friends of the Fair is: *"To secure the resources needed to provide the financial stability that will assure the future of the Eau Claire County Fair as a family and youth focused community event."* The membership fee is whatever size donation your club chooses to give (any amount from \$10 on up).

Essential Spring Tasks (continued):

3. Remind families that projects can only be added or dropped until May 1.
4. Distribute fair entry materials to the families in your club. This includes a form for each member and some way of accessing the fairbook. (See information of above regarding available formats.) Open class materials are included with full fairbook and are also available separately from the Extension Office or on-line. Fair entry forms and fees are due at the Extension Office by June 1. You may either collect the forms and return them all together or you can ask each family to be responsible for getting their forms in to the Extension Office by 5 pm on June 1.
5. Identify someone to represent your club at the 4-H Parents and Leaders Association meeting the first Monday evening in June. This is a critical meeting for signing up for your club's preferred times in the fair foodstand and the Kids' Days Tent.

Optional Spring Tasks to Consider:

1. Remind adults in your club who have not yet become certified 4-H volunteers to complete the screening and orientation by attending one of the adult volunteer orientation sessions detailed in Clover Leaves.
2. Encourage your members to consider participating in 4-H summer camp. Also encourage your youth leaders to get involved as summer camp counselors and adults as helpers.

(See the next page for tasks and deadlines by month for March, April and May)



March

- Be sure that your club is represented at the 4-H Parents and Leaders Association meeting the first Monday evening in March, beginning at 7:15 pm at the Extension Office.
- District Talent Explosion takes place mid-March. Your club or individual members are likely to be participating.
- Remind your families that projects must be added or dropped by May 1.

April

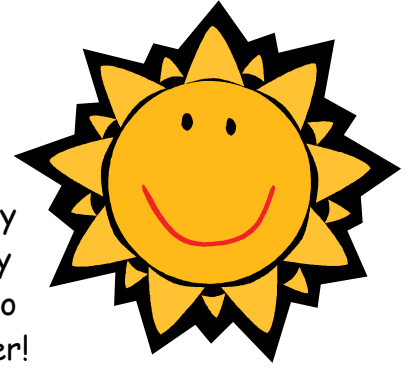
- Again, please remind your families that projects must be added or dropped by May 1. They may make these changes by writing, e-mailing, calling, or stopping in at the Extension Office.
- Early April, pick up fair entry materials at the Extension Office to distribute to your families.
- Encourage your members to attend 4-H summer camp. Remind them that scholarships are available if needed.



May

- Be sure your club has made the decisions for club participation in the county fair which are outlined in the "Essential Spring Tasks" section above. Be prepared to turn in club booth and fair entertainment entries by June 1.
- Identify someone from your club to attend the 4-H Parents and Leaders Association meeting the first Monday evening in June.

Summer



A lot of your work for summer was actually done in the spring as you helped your club make decisions and get ready for the county fair. However, the county fair is still a very busy time for each and every club, and it would be unjust to pretend that this is not a very busy time for you as a leader!

Essential Summer Tasks:

1. Make sure that your club is represented at the 4-H Parents and Leaders Association meeting the first Monday evening in June.
2. Make sure that your club follows through fully on its fair commitments:
 - Turning in the club fair entries by June 1. Turning in the fair entries of your club members or reminding families to do so.
 - Planting the barrel(s) at the fairgrounds if you chose to plant one or more.
 - Working in the fair foodstand for your assigned shift(s) and with the appropriate number of workers.
 - Working in the Kids' Days tent.
 - Reminding families to bring one or more pies to sell by the slice in the fair foodstand.
 - Completing your fair booth or banner if your club made this fair entry.
 - Performing in the fair entertainment show if you chose to enter.
3. Make sure that your club sets a due date for recordbooks. This is most often sometime during the month of August. If your club will be nominating youth leaders for county level leadership awards, their recordbooks must be turned in to the Extension Office by 7:15 pm on the first Tuesday of September (the day after Labor Day). Therefore, an August due date for record books is advised.

4. Recruit a committee of adults/parents to help you review your club's recordbooks. This is beneficial for your members because they receive feedback from several evaluators. It is beneficial for parents because they can learn a lot by reading the recordbooks of members other than their own children. And it is beneficial for you because it lightens your workload.

Some clubs have found ways to make this task easier or more enjoyable by incorporating this task into a special club event like a roller skating and pizza party for the youth while adults review books or a club picnic and games event.

5. Carefully read over the Awards Packet that you will receive in August from the Extension Office. This packet is full of information that you need to know about a variety of awards that are chosen and distributed in the fall. These include:
 - County level youth leadership awards
 - Plaques and discs for achieving members
 - Club achievement certificates
 - Trip awards (based on ME forms)
 - Graduation awards
 - Club activity reports and Super Club awards

There will be a number of forms included in the packet that you will need to complete and return to the Extension Office by the due date listed on each form.

Remember to get your orders for plaques and discs in early. The earlier we receive your disc order, the more likely we are to be able to fill your order from our inventory on hand. There is a lengthy delay for those we have to order. And if you do not turn in your plaque order in a timely manner, it holds up the order for the entire county because we can only have the printing done ONCE each fall.

6. Identify someone to represent your club at the 4-H Parents and Leaders Association meeting that will take place on the evening of the first Tuesday in September (day after Labor Day).
7. If you have not already done so, pick up recordbook forms at the Extension Office for your members. Encourage members to use forms provided electronically.

Optional Summer Tasks to Consider:

1. Encourage your families to participate in 4-H summer camp. While the deadline to sign up for camp before late fees are applied is May 15, we often have openings right up until camp begins!
2. Encourage your youth leaders and parents to take on additional helping roles at the county fair. They could serve as assistants to the department superintendents, work with judges, scribe (write down the judge's comments so that exhibitors receive more information on their exhibit), help with the animal shows, work in the Petting Zoo, help fill in shifts in the foodstand, work in the fair office, help with the Pie Baking Contest, the Silent Auction, etc.
3. Encourage your families to attend the After-the-Fair evaluation meeting. The date, time and location will be announced in the August issue of Clover Leaves.



June

- Fair entries for clubs, individuals and open class are due to the Extension Office by 5:00 pm on June 1. Late entries may be exhibited, but will be for ribbon only (no premium) and they are not eligible for championship awards.
- Preliminary entry (intention) for fair entertainment is also due by June 1.
- Be sure that your club is represented at the 4-H Parents and Leaders Association meeting the first Monday evening in June, beginning at 7:15 pm at the Extension Office. This meeting will be the first opportunity to sign up for your club's preferred shift(s) in the fair foodstand and games and times in the Kids' Days tent.
- Early to mid-June - Camp registrations can still be taken with a late fee.
- Barrels at the fairgrounds should be planted by June 15.

July



- Early July - Encourage your families, especially new families, to read their July Clover Leaves newsletter very carefully. It will contain a lot of specific fair information, as well as tips for new exhibitors.
- Your club may start constructing its fair booth any time after noon on the Wednesday of the fair. The booth must be completed by 7:30 pm on Thursday.
- Fair entry tags may be picked up at the Extension Office approximately the middle of the week prior to the fair. (Call the Office before dropping in to make sure the tags are ready.) Starting Tuesday of fair week, entry tags may be picked up in the Fair Office at the Expo Center.
- Fair entry tags must be picked before 7:30 pm on Thursday of the fair in order to get them attached to the exhibits and the exhibits in place in their respective departments on time. MOST exhibits must be in place by 7:30 pm. There are exceptions with some exhibits that must be in place before, and others, after this deadline. (See the fairbook and July Clover Leaves for details on the exceptions.)



August

- For 11 days beginning the first Thursday in August - the Wisconsin State Fair takes place in West Allis. Some of your members are likely to be involved - in animal projects or Clothing Revue or Demonstrations, Action Centers, Music or having exhibits selected for display and evaluation.
- August or early September - After-the-Fair Evaluation Meeting hosted by the Eau Claire County Fair Committee. Date, time and location will be posted in the August Clover Leaves newsletter. All exhibiting families and leaders are encouraged to attend and provide feedback.
- It is recommended that club recordbook review take place in sometime in August. Form a committee of parents and leaders for this task.
- Carefully review the Awards Packet you receive from the Extension Office.