



4-H Family Handbook for Washington County

This 4-H Family Handbook belongs to:

the _____ family.

Our club is the _____ 4-H Club

We meet the _____ of each month at _____,
(Day) (Time)

at _____



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Welcome To The Washington County 4-H Program

Dear 4-H Families,

As a 4-H member, parent or leader you will learn more about the 4-H program and the opportunities it has to offer your family. Your 4-H membership is a time for fun, learning, growing and sharing with your family. You will have the opportunity to make projects, meet new friends, develop skills for decision-making and problem solving, gain knowledge about your community, and develop self-confidence.

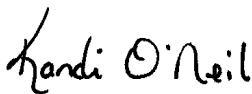
The 4-H program offers many programs at the club, county and state level as well as international opportunities through exchange programs.

The 4-H Office is located in the Public Agency Center, 333 East Washington St., in West Bend. The office hours are Monday through Friday 8:00 a.m. - 4:30 p.m. If you have questions, please feel free to contact the office at (262-335-4478), (711 for Relay), (Fax: 262-335-4863), or visit us at your convenience. For after office hours drop-offs, please use the slot located under the windows to the east of the lower back building entrance at the Public Agency Center.

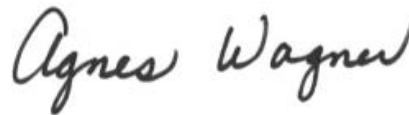
Our website is another good source of information and as well as access to various registration forms. The web site is <http://washington.uwex.edu>

We look forward to a learning and growing experience for you and your family through the Washington County 4-H program.

Learning by Doing and To Make the Best Better,



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Washington County
4-H Youth Development Educator
e-mail: uwxkandi@co.washington.wi.us



Agnes Wagner
Washington County
4-H Youth Development Staff Assistant
e-mail: uwxagnes@co.washington.wi.us

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of the program or activity for which it is needed. Please make such requests as early as possible by contacting the Washington County Office (262) 335-4478 so proper arrangements can be made.

DO YOU KNOW OUR COUNTY EXTENSION STAFF?

ALAN LINNEBUR
Associate Professor
Farm Business-
Agriculture and Ag-Business

Ag Development Educator
B.S. and M.S. from Colorado State University Phone: (262) 335-4477
E-Mail: alan.linnebur@ces.uwex.edu
Major Responsibilities: Provides educational programs and information on agricultural production with a specialized emphasis on farm business management for farm families and agribusiness.
Secretary: Charlotte Bales E-Mail: uwxchar@co.washington.wi.us

KANDI O'NEIL
Professor
4-H Youth Development

4-H Youth Development Educator and Department Head Phone: (262) 335-4478
B.S. South Dakota State University E-Mail: kandi.oneil@ces.uwex.edu
M.S. from UW-Milwaukee
Major Responsibilities: Provides educational programs and information on youth development, peer education, and adult and youth leadership development, and community collaborations.
Staff Assistant: Agnes Wagner E-Mail: uwxagnes@co.washington.wi.us
Secretary: Marge Kufahl E-Mail: uwxmarge@co.washington.wi.us

PAUL ROBACK
Associate Professor
Community Development

Community Development Educator Phone: (262) 335-4480
B.S. from UW-Milwaukee E-Mail: paul.roback@ces.uwex.edu
M.S. Urban Planning - UW-Milwaukee
Major Responsibilities: Provides educational programs and information on revitalizing and improving communities, strengthening non-profit organizations, improving lake water quality and managing shorelines. Also provides education on environmental issues.
Administrative Secretary: Helen Neal E-Mail: uwxhelen@co.washington.wi.us

KEVIN STRUCK
Associate Lecturer
Community Development

Growth Management Educator Phone: (262) 335-4480
B.S. UW-Oshkosh E-Mail: kevin.struck@ces.uwex.edu
Major Responsibilities: Designs and provides educational programs and information on citizen participation in community planning, growth management, "smart growth," comprehensive planning, zoning, and development impacts.
Administrative Secretary: Helen Neal E-Mail: uwxhelen@co.washington.wi.us

MARMA JEAN MCINTEE
Professor
Family Living

Family Living Educator Phone: (262) 335-4479
B.S. UW-Oshkosh E-Mail: marma.mcintee@ces.uwex.edu
Major Responsibilities: Provides educational programs and information on early childhood education and childcare, strengthening families, early childhood education and childcare, nutrition and food safety, consumer decision-making, family financial management, housing, and community collaborations.
Secretary: Christine Larson E-Mail: uwxchristine@co.washington.wi.us

RENEE VERTIN
Lecturer
Registered Dietician
Nutrition Education

Nutrition Education Program Coordinator Phone: (262) 335-4841
B.S. University of Illinois-Chicago E-Mail: renee.vertin@ces.uwex.edu
Major Responsibilities: Provides educational programs targeted to limited resource individuals on the purchase and preparation of nutritious meals and snacks, food safety and food resource management to enhance food security.

PATTIE CARROLL
Nutrition Educator

Nutrition Education Program Assistant Phone: (262) 335-4799
B. A. from Carroll College, Milwaukee E-Mail: pattie.carroll@ces.uwex.edu

EDUCATION AND CULTURE COMMITTEE

Marilyn Merten

Todd Healey

Kenneth Brandt

Bob Adam

Ray Heidtke

WHAT IS 4-H?

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

Four-H is an informal educational program through which parents, other interested adults and youth themselves can help young people develop the confidence, social skills, decision-making abilities and subject matter knowledge which they need to lead a richer, fuller life and to be responsible citizens.

Here in Washington County, the 4-H program begins at the club level, of which you are now a part. 4-H members, parents and leaders have fun, learn and work together in project groups, club activities, special interest groups, and many special events.

Four-H also reaches out to youth who are not involved in the community club program through Day Camps, the 4-H School Age Child Care Program, which incorporates 4-H into the day care setting, and the Friends Helping Friends peer education school program.

Four-H is open to all youth and adults regardless of their ethnic background, race, creed or disability. Most 4-H community clubs have meetings for the entire membership once a month. During these meetings, youth learn the process of decision-making, community service efforts and project opportunities. Four-H helps develop life skills, which will help them become effective citizens and leaders in our community.

How to Find out More visit our website <http://washington.uwex.edu>.
The bimonthly newsletter, the Cloverline, will be available online or by mail.
Please read the newsletter for all updates and programs.



4-H EMBLEMS AND SYMBOLS

Emblem - The 4-H Club emblem is a green four-leaf clover with a white letter “H” on each leaf. The four H’s stand for **Head, Heart, Hands and Health**.

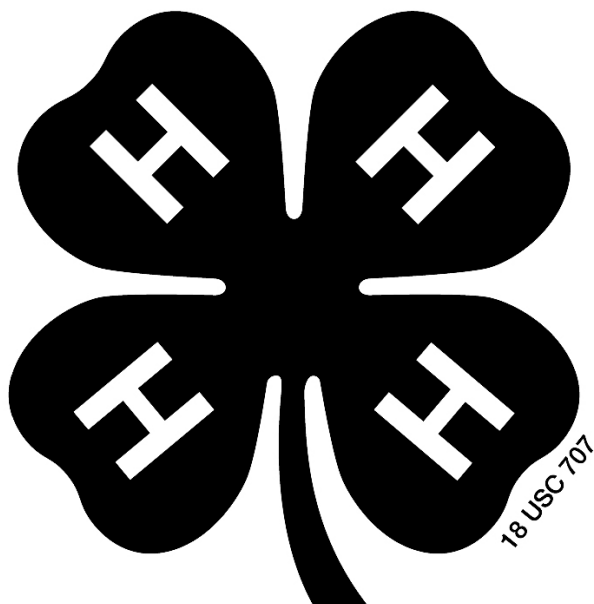
Pledge - 4-H Members will learn the National 4-H pledge.

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.

4-H Colors - Green and White are the 4-H colors. The white in the 4-H flag symbolizes purity. The green, nature’s most common color, represents life, growth, and youth.

Motto - “To Make the Best Better” is the aim of each member in improving project work and in building better clubs and communities.

Slogan - “Learning by Doing” is the 4-H member’s way of acquiring new skills and learning how to get along with others.



4-H RECORD BOOK AND AWARDS



Record keeping is a life skill that can be developed through your 4-H work. Setting your project goals, keeping track of the financial records, and recording your accomplishments is all part of complete record keeping.

The primary purpose of Record Books is to help the 4-Her and the family measure progress. 4-H record books should be filled out completely and accurately. Parents may oversee the member's work, but the member **must do** their own writing or typing. Parents and Project Leaders should encourage each 4-H member to work on their record book throughout the year. 4-H Record Books are handed in at the club level and are evaluated for possible county awards. County project winners are selected based on their record book and are announced at the annual Achievement Program in fall.

Your record book should include the following:

1. Record Book Binder (Green)
Be sure all information on the Summary Page is complete.
2. Introduction of member.
3. Table of Contents or Tabs.
4. 4-H Activities Program (MPE-A Form) - List your Club, County, District and State activities.
5. Project Sheets - Each project you are enrolled in will need a sheet. Pictures and clippings can help tell about your year in 4-H.
6. My 4-H Story - Summary of this year.
7. Parent/Project Leader Comment Page – Required and needs to be signed by parent/guardian. Project Leaders' signatures are optional.
8. "My 4-H Record Book Seal Sheet" (Optional)

Record Book binders and forms can be requested from the General Leader of your club. Forms can also be found at the 4-H Office or on the Washington County 4-H website: <http://washington.uwex.edu>

Reminder that any added sheets must be no larger than 8 ½ x 11 inches.

Record Book Requirements sheet can be helpful for filling out your record book. Contact the general leader of your club or the 4-H office for a copy.

County Awards

To receive a county award you must meet the following requirements:

1. Turn in a completed Record Book to the club and at county level.
2. Include a **completed** project sheet for the award in which a member is applying.
3. Exhibited at County Fair in the project being considered for an award.
4. Participated in two Club and two County programs/activities.
5. Record Book must be completed by the 4-H member.
6. Signed Parent Comment Page must be included in the record book.

4-H members are encouraged to apply for Project and Career Awards to be presented this fall at the 4-H Recognition Celebration. Apply for Project Awards by filling out a Project Award Application. You can apply for **up to five** project awards. Return form to General Leader with record book. Your record book will be returned to you after the evaluation. You will continue to use the record book binder, Project Summary Sheet and the Seal Sheet for your next year. Remove the other old sheets and put in new record book sheets for your new year. We suggest you keep the records for future use at a later date for reference when applying for trips and awards.



RESPONSIBILITIES



AS A MEMBER

- * Attend the monthly club meeting
- * Attend project meetings (be attentive)
- * Complete your projects early and exhibit them at County Fair
- * Explore: demonstrating, judging, speaking, exhibiting, making posters
- * Serve as an officer, committee member or helper in club events
- * Complete end-of-year record book and apply for awards
- * Bring your parents with you to meetings
- * To receive your yearly membership pin, you must meet your club and county's requirements and turn in a completed record book
- * Read the "Clover Line" mailed or e-mailed by UW-Extension

AS A PARENT

- * Attend club meetings with your children --- **DON'T SEND THEM!!!**
- * Serve as an Adult Leader, a Project Leader or Committee Helper
- * Help children begin their projects very early (Nov. - Jan.)
- * See that your children meet their responsibilities in their projects and complete them
- * Encourage your son/daughter to exhibit their projects at County Fair
- * Encourage your son/daughter to complete their record book
- * Read the "Clover Line" mailed by UW-Extension

AS A PROJECT LEADER

- * Complete 4-H Volunteer Orientation Training
- * Set regular meetings (minimum 4-6)
- * Direct members as to where they can obtain the supplies and information needed for their projects
- * Attend project leader training (don't be afraid to ask for outside help)
- * Encourage members to start and complete project early to avoid frustration, and disappointment
- * Encourage members to exhibit their projects at County Fair and complete their record book
- * Encourage, Encourage, Encourage

AS A GENERAL LEADER

- * Complete 4-H Volunteer Orientation Training
- * Guide, Encourage, Teach. . .
- * Encourage parent involvement
- * Plan yearly programs with parent advisory committee and club officers
- * Identify project leaders and co-leaders to help the club
- * Supervise meetings
- * Encourage member input
- * Attend county leader meetings and workshops
- * Attend officer training with officers



WHO'S WHO IN 4-H



Local Club Level Leaders

Activity Leader

A volunteer who is responsible for organizing and conducting special activities.

General Leader or Co Leader

A volunteer who is responsible for the organization of the club.

Project Leader

A volunteer who helps 4-H members as they learn, make and create something in a project area.

Youth Leader

4-H member, Grades 5th – 13th, who is enrolled in the Youth Leadership project. As a youth leader, you can get involved on the club, county and the state level. Youth Leaders are asked to take an active role in teaching younger members as a project leader, a club officer, or committee chairperson.

Membership

Cloverbud Member

Youth, in 5 year old kindergarten through second grade, who is enrolled in a local 4-H club.

4-H Member

Anyone in 3rd grade through one year after they graduate from high school who participates in a local 4-H club.

County Level

4-H Leaders Association

Leaders Association supports the 4-H program in developing, organizing and conducting 4-H programs and events through county committees. All youth and adult leaders are members of the Association.

4-H Leaders Co. of Board Directors

The Board are members elected from the Leaders Association consisting of 8 adults and 8 youth members who will serve a 2 year term. They are the decision-making body of the Association. They help develop policy and give direction to the countywide program.

4-H Youth Development Educator

The Youth Development Educator is the professional who guides, teaches and administers the 4-H program. They are faculty members of the University of Wisconsin.

Key Leaders

An adult leader who works on project program and with committee members to provide educational programs for that project area. A resource for that project area.

County Committee

A county committee is formed to help the 4-H program conduct meetings, workshops, contests, educational programs and other activities for the county. Committees are open to youth and adults.

Resource Leaders

Project leaders who are available to call on with questions. A resource person for 4-H members and leaders.

Fair Superintendent

Adults who work with the youth exhibits at the Washington County Fair.

DISTRICT/ STATE

State Adult and Youth Council - Adult and youth leaders are elected to the State Adult or Youth Council from the Southeast District Council. The councils are involved with State committees, State Leaders Conference and the Youth Conference. It is a three-year term for the State Council.





AWARDS AND TRIPS



Club

Achieving 4-H Member (For Year Membership Pins)

To achieve in 4-H, a member must complete all requirements of 4-H membership in Washington County and local 4-H Club and turn in a completed record book.

Non-Achieving 4-H Members

A non-achieving member receives no membership pin and no credit for the year of 4-H membership being completed. Members not achieving during their final year of 4-H are ineligible to graduate from 4-H or receive a 4-H Scholarship.

County Record Book Awards

Project Discs Awards

A county level program designed to recognize outstanding contributions in a variety of 4-H project areas. Awards are given based on Record Book judging.

Wisconsin Key Award

The highest award a member can receive. Recipients must demonstrate consistent growth in their 4-H program; developed and applied their leadership skills; and been active at a club and community level.

Paul J. Cypher “Golden Hammer Award”

Recognizes a 4-H member who has done an outstanding job on their woodworking projects and has turned in a completed record book. In memory of Paul J. Cypher.

Beder Memorial Award

Recognizes an outstanding 4-Her's in the following projects: gardening and/or flowers. In memory of Alvin and Anita Beder.

County 4-H Career Awards (9-13th grade)

Top county awards presented to a 4-Her's once in their career. Selection is based on the 4-H member's record book. Youth must be in 9th – 13th grade. Showed growth in leadership at club/county level and be enrolled in at least two projects in the area receiving the award. Member must have completed at least three years in one project and at least 10 units total for projects in the area being considered. The Career Awards are: Achievement, Animal Science, Arts/Communications, Family Living, Leadership, Mechanical Science, Natural Science and Plant/Soil Science.

Brenda Oelhafen Memorial Award

Overall award based on involvement in project work, leadership, club, community and county involvement. Youth must be 15 or older. In memory of Brenda Oelhafen.

Agnes Schaefer Award

Fabric Store Gift Certificates of \$25 to the top three (3) clothing project members in Washington County. These youth would be selected based on their county project award application in clothing.

Zuern Woodworking Award

Recognizes an outstanding 4-H member in the woodworking project.

Member Evaluation Forms (M.E.)

I Dare You (11th - 13th grade)

Two members are selected during ME interviews based on outstanding achievement and leadership. Youth are usually 16 and older.

Citizenship Washington Focus (For Youth in 10th - 12th grade)

A week-long conference held in Washington D.C. at the National 4-H Center. The emphasis is on citizenship with visits to many of the centers of our government. Awarded from ME Forms.

Key Awards, National 4-H Congress, National 4-H Conference, National 4-H Dairy Conference (10th - 12th grade as of October 1 of the current year)

All these awards are selected from the 4-H youth M.E. Forms and interviews.

American Spirit (8th - 10th grade)

Four to six youth are selected. A weeklong experience focused on increasing your understanding and appreciation of American Heritage. Youth need to complete an ME Form due in November. Cost to youth – approximately - \$600.

County/State Programs

State 4-H Youth Conference (8th - 10th grade)

A four-day conference held annually at the UW-Madison in June for youth. Selection based on application and interviews.

Space Camp (6th - 8th grade)

A four-day experience in April or May at the U.S. Space & Rocket Center in Alabama. Youth will complete a simulated Space Shuttle mission, experience training simulators, tour the U.S. Space and Rocket Center and learn a lot about becoming an astronaut. Application due in December.

Clothing Revue

4-H Members can receive awards in this program for outstanding projects and workmanship.

Scholarships

4-H Youth Camp Scholarships

A four-day summer camp for youth in 3rd - 8th grade held in June or July at Upham Woods in Wisconsin Dells area in June. Check in the “Clover Line” for information. A total of 40 Camp Scholarships are awarded to reimburse a portion of the camp registration fee. Scholarships are paid after attending 4-H Camp.

Washington County 4-H Trust Fund Scholarships (College or vocational)

The Washington County 4-H Trust Fund and other foundations offer many scholarships for youth that are graduating from 4-H and continuing their education. Eight \$700 scholarships are awarded to 4-H members who have completed at least 5 years of club membership and has achieved as an active 4-H member. Youth can receive the scholarship once. One focuses on youth leadership and one on Shooting Sports. Check with 4-H Office for information. Due March 15th.



4-H ACTIVITIES AND EVENTS



Each club will have special activities throughout the year. In addition, there are countywide activities and events that 4-H members and adults may participate in. The listing below is only a partial listing. Many other project related activities and events are held annually. All events are listed in the “Clover Line.”

CLUB

4-H Week (First full week in October)

Clubs can design a window display, 4-H open house at schools, malls, etc. or any way they may want to promote 4-H and recruit new members.

June Dairy Month

Clubs can plan dairy promotion activities during the month of June. Dairy Window Display contest is one way the club can promote dairy products.

Special Emphasis

A county program with a special theme for the year. Clubs can participate by attending the county training program, plan activities at club meetings, essay writing contest, speaking and poster contest, club booth at fair, and county tours.

Friends Helping Friends (4th - 10th grade)

This is an opportunity for a team of three to four youth from your 4-H club to be selected for a Countywide training with five other teams from Washington/Dodge County. The training is on a Saturday. All club teams learn hands-on activities related to communication, decision-making, teamwork, self-esteem and peer pressure. You are then asked to teach these activities at your club meetings, school, etc. Cost for training program is \$20.

COUNTY

Clothing Revue - Held in May or June (Open to all members enrolled in Clothing Project)

Members enrolled in the Clothing Project can enter the Clothing Revue. Participants are required to model the garment(s) at the Clothing Revue and the County Fair.

County Project Programs - The Washington County 4-H program has many countywide programs for different projects. These programs are to help youth learn more about a project. Leader training is also provided in many areas. Project meetings, workshops and leader training notices are published in the Clover Line.

4-H Camp - Usually held June or July (Open to members 3rd - 8th grade)

4-H camp is a three-day adventure at Camp Upham Woods located in the Wisconsin Dells area. Gives youth a great opportunity to meet new friends, learn new activities, explore nature and much more.

4-H SPRING ARTS FESTIVAL - Includes Arts, Photography, Creative Writing Contest

***Performing Arts Festival** - Held in Spring (Open to all 4-H members)

Festival is open to all 4-H families and club members to come and share their talents. Program is open to Drama, Music, Vocal and more. Fun for families and clubs.

***Speaking and Poster Program** - (Open to all members)

The program gives youth the opportunity to design a poster, give speeches or do interpretive readings. Specific guidelines are printed in the "Clover Line."

***Demonstration Program** - (Open to all members enrolled in 4-H)

Member gives a demonstration related to a project area in which they are enrolled. Demonstrations are also given at County Fair.

Washington County Fair - (Last Full Weekend in July)

4-H members bring projects for display. Judging is done "Face-to-Face", which gives youth an opportunity to tell the judge how they completed their project and what they learned. Each project will receive a ribbon placing. Four-H members will receive premium for their exhibits after they have completed and handed in their record book to the general leader. Cloverbuds receive a special Cloverbud ribbon.

Activities at the Fair:

Meat Animal Sale, Educational Booths, 4-H Volleyball, Refreshments Stand, Action/Promotion Center, Demonstrations, Carcass Contest, Herdsmanship, Showmanship, Animal Shows, and much more.

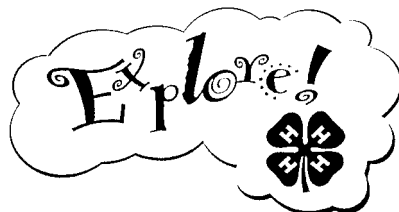
Safety Day Camp – Day Camp for Grades 1 – 6 to attend. Educational programs on safety.

Wild Wacky Weekday - Day Camp

A day camp for youth ages 5 - 9 to attend and experience an educational program.

4-H Achievement and Recognition Program (Held in Fall)

The program is held annually to congratulate, thank, award and encourage 4-H members, leaders, parents, families and guest after an exciting, rewarding and fun filled year.





4-H TERMS



Achievement Achieving in 4-H means a member completes a record book and all membership requirements of the 4-H club for the year.

Cloverbud Youth that are in Cloverbuds are in 5-year-old kindergarten through second grade. Youth enroll in Cloverbuds only, not individual projects.

Clover Line The bimonthly Washington County 4-H newsletter mailed to every 4-H family. The Clover Line gives information about county level 4-H meetings and activities offered to 4-H member, leaders, and parents.

Club

Guidelines/By-Laws All 4-H Clubs have a set of written guidelines/rules for the operation of the club. Be sure you become familiar with your club's guidelines early in the year.

Enrollment Forms/ A computer form you complete at the beginning of the 4-H year to join a 4-H club.

Re-enrollment

Exploring Project First year members are encouraged to take the Exploring Project. Suggested for 3rd to 4th grade youth. Youth may enroll in Exploring for two years if the member is a first year Explorer in 3rd grade and a second year Explorer in 4th grade. (Must be consecutive years of enrollment.)

Fair Entry Blank/Fair Premium Book A form you will receive in May where you list the specific projects you will display at the Washington County Jr. Fair. The Fair Premium Book contains the listing of departments and the entries for the classes. The Fair Premium Book may also be found on the Fair Park website: www.wcfairpark.com. You need to be enrolled in the project to enter a project in that class. Forms are due to your 4-H club leader prior to June 30th. **All Fair entries are due to Fair Park by June 30.**

4-H Grade Some events require grade limits. In that case, grade is determined as of the current year, which begins on October 1.

4-H Year A new 4-H year start October 1 and ends September 30 of the following year.

Leader A youth or adult who has taken on the responsibility for conducting club, project or county meetings or programs.

M.E. Form The Member Evaluation (M.E.) Form is a report of your 4-H accomplishments. 4-H members 8th-13th grade can complete one of these forms to apply for 4-H trips and Awards.

Project Discs Project Discs are awarded to 4-H youth at the county level based on their accomplishments in their projects and activities. Record Books are used to select the award winner. The recipient of county awards are announced at the Achievement and Recognition Program held in the fall.

Project Literature 4-H member and leaders guides which provide you with an outline for you to study your 4-H projects.

Record Book Your record book is a complete record of the 4-H's member accomplishments in project and activities for the current 4-H year. You are required to complete a record book and submit it to your General Leader in August. Record Books are then selected from the club level and sent to county for consideration for county project awards. Project Award Form must be submitted with your Record Book to General Leader.

UWEX The University of Wisconsin Cooperative Extension Service is responsible for the administration of the 4-H Youth Development Program, Family Living Education, Community Resource Development and Farm Business Management.

Units A term used to indicate the number of years you can enroll in a project.



Washington County 4-H Handbook was prepared by

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Revised June 2009 by

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Portions of this handbook were adapted from the following:

- * "A Family Guide to 4-H" - Kansas Cooperative Extension Service
- * "Family Handbook" - Missouri Cooperative Extension Service
Vicky Miserz, 4-H Youth Specialist
- * "Sheboygan County 4-H Family Guide" - Donna Menart
Sheboygan County 4-H Youth Agent & State Staff

All entry dates, age and grade requirements are current as of September 2009. Requirements may change slightly from year to year. The Washington County 4-H Family Handbook will be updated periodically.