

Waukesha County 4-H Family Handbook



This 4-H Family Handbook belongs to the _____ family.

Our 4-H club is the _____ 4-H Club.

The club meets the _____ of the month . _____
(Day) (Time)

at _____
(Place)

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September 2005

Portions of this handbook were adapted from the following:

Explore 4-H. Information Booklet for 4-H Families

Waukesha County 4-H Leadership Committee

Washington County 4-H Family Handbook

Kandi Q'Neil and Agnes Wagner

All entry dates, age and grade requirements are current as of September 2005. Requirements may change slightly from each year-to-year. This handbook will be periodically updated.

To The Waukesha County UWEX 4-H Program

Dear 4-H Families,

As a 4-H member, parent or leader you will learn more about the Waukesha County University of Wisconsin-Extension (UWEX) 4-H Youth Development Program and the opportunities 4-H has to offer. 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, participate in activities, develop skills and problem solving, gain knowledge about your community and develop self-confidence.

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

The Waukesha County UWEX 4-H office is located in the County Administration Center, 1320 Pewaukee Rd, Waukesha. The office hours are Monday- Friday 8:00 AM — 4:30 PM. If you have questions, please feel free to contact the office at 262-548-7774, Fax 262-548-7787, or visit us at your Waukesha County 4-H website is <http://www.uwex.edu/ces/cty/waukesha/4h/index.html>

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

Learning by Doing and To Make the Best Better

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Request for 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 Waukesha County UWEX Office 262-548- 7774 so proper arrangements can be made.



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 for 4-H 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 CSREES (Cooperative State Education, and Extension Service).

4-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 (project) knowledge which they need to lead a richer, fuller life and to be responsible citizens.

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

4-H also reaches out to youth who are not involved in the community club program through Afterschool clubs and school educational programs.

4-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. 4-H helps: develop life skills, which will help them become effective citizens and leaders in our community.

“4-H is a community of young people across America who are learning leadership, citizenship and life skills.”

4-H Emblems and Symbols

Emblem - 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**. The emblem is protected by an act of the United State Congress and has regulations regarding the emblem usage.

Pledge – 4-H members and Leaders will learn the National 4-H pledge.

I pledge **Head** to clearer thinking,
 Heart to greater loyalty,
 Hands to larger service, and
 Health to better living for my Club, my Community,
 Country and my World.

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 to get along with others.





Why 4-H Record Books

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.

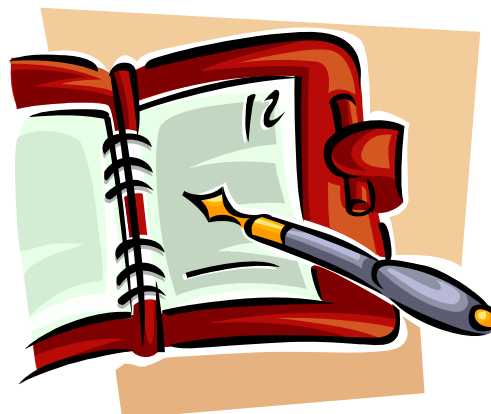
Some 4-H clubs require members to keep Record Books, some clubs do not require Record books. If you want to apply for awards or scholarships for higher education, you do need to make record keeping one of your life skills. Many 4-H members will attest to the benefit and importance of record books and record keeping as they apply for higher education, prepare their Resumes and submit applications for other items.

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 should oversee the member's work, but the member **must do** their writing or keyboarding. 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 awards. If your club does not do anything with awards, then contact the Waukesha County UW-Extension Office and the 4-H Awards committee for assistance with award nomination.

Your record book should include the following:

1. We suggest a 3 ring binder and insert the record book covers (green). Make sure the information is on the covers inside and outside is complete.
2. The permanent record section with tally sheets. You build on this section yearly.
3. Tally sheets from the current year and previous years.
4. Project record sheets (and Financial record sheet if required in that project) for each year you take the project.

Record book sheets are located on the Waukesha County 4-H website:
<http://www.uwex.edu/ces/cty/waukesha/>





Responsibilities



As a Member

- Attend the monthly club meeting meetings
- Attend the project meetings
- Complete your projects early and exhibit them at the Waukesha County Fair
- Meet deadlines for entries, registrations
- Explore: giving a demonstration, speaking, judging, exhibiting, chairing a committee, et
- Serve as an officer, committee member or helper at club events
- Participate in events, activities and projects of the club and Waukesha County 4-H
- Compete 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
- Stay informed by reading the club and County newsletters. County newsletter is sent electronically

As a Parent

- Attend club and project meetings with your children - - **Don't send them!**
- Server as either an adult leader, a project leader, or committee helper at the club and/or county levels
- Help your children begin their projects very early, don't do the work for them (November - April)
- See that your children meet their responsibilities in their projects and complete the project
- Respect the efforts of all the volunteers in 4-H and help out when asked to
- Encourage your son/daughter to exhibit at the Waukesha County Fair, meeting all Fair requirements
- Encourage your son/daughter to complete their Record Book (if club requires it) and to apply for awards
- Read the County electronically sent 4-H newsletter called the Clover Flyer

As a Project, Activity and/or Key Leader

- Complete the required 4-H Volunteer Orientation Leader Training (VOLT)
- Complete required enrollment or reenrollment information
- Set regular meetings (minimum 6 meetings)
- Direct members as to where they can obtain the supplies and information needed for projects
- Attend project leader training (don't be afraid to ask for help) held in the County, regionally or at the state levels
- Encourage and guide members to start and complete project work early to avoid frustration and disappointment
- Encourage members to exhibit at the County Fair, and to complete their Record Books

- Help parents understand what they can do to assist their son/daughter in doing project work
- Get involved at the County, Regional or State level or the Wisconsin 4-H program
- Encourage, Encourage, Encourage

As a Club Organizational Leader

- Complete the required 4-H Volunteer Orientation Leader Training (VOLT)
- Make sure the club has a leadership team of interested adults and youth
- Guide, Encourage, Teach, Advise. Etc...
- Seek parental involvement
- Plan club yearly programs with a parent advisory committee and club officers
- Help volunteers as project, activity or key leaders understand and perform their roles
- Supervise meetings
- Attend County leader meetings and workshops
- Submit required paperwork by deadline dates
- Attend officer training with club officers
- Encourage and support youth in leadership roles in the club



Who's Who in 4-H

Membership

Cloverbud Member Youth in (at least 5 years of age) in K-2nd grade, who is enrolled in a local 4-H club.

4-H Member Anyone in 3rd grade (and 9 years of age) through one year after they have graduated from high school who participates in the local 4-H club.

Local Club Level

Activity Leader A volunteer leader who is responsible for organizing and conducting special activities, such as basketball, drama, music, recreation, fundraising, etc

Cloverbud Leader A volunteer leader who is responsible to work with the Cloverbud members of the club.

Organizational Leader A volunteer leader who is responsible for the organization of the club. Also known as the general leader.

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

Youth Leader A 4-H member, who is involved in sharing information with other members in a project, activity or special event. As a youth leader, one can be involved at the club, County or the state level. Can also be in roles as club officers, committee chairperson or serving on the County Leader Association Executive Board.

County Level

4-H Ambassadors A program for youth to participate in, in which they promote the Waukesha County 4-H program. Ambassador can be any age, need at least one year of 4-H membership experience. Application process.

4-H Leaders' Association All adult volunteer leaders are members. This association of adults and partnering youth supports the 4-H program in developing, organizing and conducting 4-H programs and events through County committees.

4-H Executive Board This is the governing body of the Leaders' Association. Each County 4-H district has an elected adult representative plus youth who serve a term for 2 years. This body also has a director at large and the past president serve on the board. The board develops policy and gives direction to the Countywide program.

4-H Youth Development Educator The 4-H 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/Resource Leaders An adult leader who works on project program and with committee members to provide educational program for project area. They also serve as a resource to project leaders.

County Committee A County committee provides support and guidance to the 4-H program. The committee often provides leadership in conducting meetings, workshops, contests, special events or activities for members, families and leaders. Committees are open to youth and adults who are interested in serving.

District / State

Adult and Youth Leader Councils Adult and youth leaders are elected to the State Adult or the State Youth Leader Council from our UW-Extension Area known as the Quad Counties. The Councils are involved with State committees, State Leaders Conference, and the State Youth Conference.

Waukesha County Fair

Fair Board A Countywide volunteer group that oversees the administration of the Waukesha County Fair.

Fair Association Member A dues paying individual interested in the Waukesha County Fair.

Fair Superintendent An individual who works with youth or open class exhibitors and their families at the Waukesha County Fair.

Fair Volunteers Any individual youth or adult who wishes to assist in the operations of the Waukesha County Fair.



Waukesha County 4-H Program Facts



- 4-H Year** The 4-H year runs from September 1 to August 31.
- 4-H Enrollment** Must be completed annually along with payment of dues. The Waukesha County 4-H program is an open enrollment program (members and leaders accepted throughout the year). Returning Adult volunteer leaders must also sign required volunteer expectation form.
- Enrollment Deadlines** Members and leaders need to complete enrollment forms. Returning members and leaders deadline is November 1. New members and leaders January 1. Last date to make project changes (adds/drops for County Fair Exhibit) and project completion is March 1.
- Maximum Projects** Youth may enroll in as many projects, as they are interested in and will complete the work for. Maximum limit is 24.
- Project Recommendations** Same unit of a project may be repeated for more than one year. Members need to carry at least one project. Youth are expected to exhibit at least one entry at the Waukesha County Fair in each 4-H project; maximum exhibit entry per project is encouraged.
- Age & Animal Rules** 4-H members must be at least 9 years of age to exhibit any animal. In addition youth and leaders enrolled in the 4-H Horse projects are required to wear safety helmet and footwear while riding or driving or working with horses.
- 4-H Age and Grade** 4-H age and grade is the age or grade the member is or in as of January 1 of the current 4-H program year. Years as a member include the years a youth was a Cloverbud member.
- Summer Camp** The Waukesha County 4-H program conducts an annual summer camp program in the July. Members must be at least 9 years of age to attend. This is an overnight camp held at the state 4-H Camp Upham Woods at Wisconsin Dells.
- Financial Aid** If a family needs financial assistance to attend a program or to join the program, please ask your club organizational leader for the form or contact the Waukesha County UWEX Office.
- Recordbooks** In order for a 4-H member to qualify for County Level awards, pins, scholarships or award trips a yearly 4-H recordbook is required. Recordbook forms are located on the County 4-H website or from the club organizational leader. There is additional information available on the member recordbook.
- 4-H Club** A new 4-H club can be started at anytime. A 4-H club needs: at least five (5) 4-H members and families, an adult leadership team of volunteers, a club calendar or yearly program and meets the requirements of the County 4-H program.
- Volunteer Leaders** All adults who volunteer to be leaders in the Waukesha County 4-H program are required to take the Volunteer Orientation Leader Training.
- 4-H District** The Waukesha County 4-H program has seven (7) 4-H districts within the County. Each club is in a district. Each district has an elected representative on the 4-H Executive Board. Each 4-H district rotates in providing leadership to member recognition, leader recognition, annual County fundraiser, 4-H information booth at County Fair, etc.



Awards and Recognition



Club

Achieving 4-H Member (For Member Year Pins)

To achieve in 4-H, a member must complete all the requirements of 4-H membership in the local 4-H club and in the Waukesha County 4-H program.

Recordbook Stickers

If the 4-H club requires recordbooks, then the club organizational leader or leadership team can award a member a recordbook sticker for their book. Stickers = blue, red or white.

County

Participation Pins

The 4-H member must complete a recordbook and attain the required number of participation points to be awarded the bronze, silver or gold participation pin. These awards are handed out at the County Junior or Senior member Recognition events.

Honor Members

Club organizational leaders can nominate members to attend the County member recognition events based upon club policy and recordbooks.

Member Achievements

4-H members can be nominated to attend the County member recognition events based upon earning a Champion Award, Award of Merit or Selected for State Fair award at the Waukesha County Fair.

Project Awards and Honors

Members can be nominated for project awards and honors once they have gotten into the sixth (6) grade. The member must meet the required minimum standards for the award nomination. Review process is conducted to determine recipients.

ME Form Based Awards

State Youth Conference

First time completers of the ME form will be considered for attendance at the State Youth Conference held in June on the UW-Madison campus. Recordbook must be completed and submitted, plus an interview process. Member must have completed the seventh (7) grade.

Citizenship Washington Focus

After 4-H members have participated in the State Youth Conference, they are eligible for this award trip, which is a weeklong experience in Washington DC. Emphasis is on citizenship and US government.

Discover Wisconsin Trip

An award trip for youth focused on education about a Wisconsin geographical area.

National 4-H Conference, National 4-H Congress

Youth are selected for these awards from the ME award process, which includes interviews.

Camp Miniwanca

Two youth are selected each year for this weeklong leadership camp experience held in Michigan. Does have religious overtones.

Wisconsin Key Award

This is the highest state 4-H award a member can receive. Member must have shown consistent growth and leadership in 4-H program.

I Dare You Danforth Award

This is the highest County award two (2) members per year can receive. Must be in the twelfth grade or higher.

Scholarships

County Scholarships

The Waukesha County 4-H Leaders Association does provide scholarships to youth and adults who attend conferences or workshops. Form is available to apply.

County 4-H Higher Education Scholarship

The Waukesha County 4-H Leaders Association provides scholarships to deserving 4-H members. Must be current members. Scholarship form due in April, completed recordbook form in August. Can only be awarded once.

Wisconsin 4-H Foundation Scholarship

The Wisconsin 4-H Foundation also has a scholarship program for 4-H graduating high school members and alumni members. Form must be requested.



Activities and Events

Throughout the year 4-H activities and events are held for the benefit of members and their families. The local 4-H club will have activities and events for club families and members to become more acquainted, to develop fellowship and to strengthen the local community. County held activities and events are conducted to supplement the local club and to offer additional educational training. We encourage you to participate in or attend as many of these activities and events as you can incorporate into your schedule.

Curtain Call (Drama/Music) - A judged drama or music or combination performance of 2 or more members. Selected group(s) represents County at state Fair.

Family Fun Night - A 4-H family night held at the County Expo Center Grounds either the end of December or early January for fun, games, food and fellowship.

Showcase - A morning devoted to individual performances by 4-H members in February, can be spoken word, singing, dance or instrumental. Also has a fun time for member in performing together in the "band jam".

Basketball Tournament - A weekend of basketball games between 4-H club teams. Age specific teams with emphasis on sportsmanship and gamesmanship.

Demonstration Day - A time for members to share about a 4-H project or activity in a show and tell format. This event is part of our County Fair, so it is a judged event; premium money is awarded and is needed to earn project medals and honors.

Other County Fair Related Contests - All these contests or activities are part of the Waukesha County Fair and are held prior to the actual July County Fair dates. **Archery** shoot is for members in the Archery project. **Gun** Shoot is for members in the gun/rifle project. **Clothing** review is for all members in the clothing or consumer savvy projects. **Cat** Show is for members in the Cat project. Skills are involved, premium money is given and entries need to be listed on County Fair entry card.

County Fair - An opportunity for 4-H members and other youth to exhibit what they have created as part of their 4-H projects. Members discuss with the judge what they learned and the steps in the process. Entry to the County Fair is June 1 (follow club deadline requirements.)

Fund Raiser -The County 4-H Leaders Association annually has a fundraiser to support the efforts of the Waukesha County UW-Extension 4-H Youth Development program and the activities of 4-H members, families and volunteer leaders. During the County Fair the Leaders Association also operates and staffs the 4-H Kitchen and Dairy Bar.

Clover Flyer - Is the name of the 4-H Family Newsletter, which is published and distributed bi-monthly electronically. Sent to your family email address and is also posted on the County 4-H website. Look for 4-H information, news, announcements and forms in this electronic tool.

<http://www.uwex.edu/ces/cty/waukesha/>