



# THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

Ohio State University Extension  
Wayne County

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Wooster, OH 44691-5092

330-264-8722 Phone  
330-263-7696 Fax

<http://wayne.osu.edu>

October 1, 2023

Dear 4-H Member:

There are many opportunities available to 4-H teens. You could:

- Serve as a counselor for ***Cloverbud Day Camp***
- Be a counselor at ***4-H Camp Ohio***
- Become a leader on ***Junior Fair Board***
- Get involved in ***Food and Fashion Board***
- Recruit new 4-H members through ***4-H Awareness Team***
- Help save a life as a ***4-H CARTEENS Leader***

There are also opportunities to participate in amazing state and national camps and conferences such as:

- ***National 4-H Citizenship Washington Focus***
- ***National 4-H Congress***
- ***National Dairy Conference***
- ***Buckeye Leadership Workshop***
- ***Ohio 4-H Leadership Camp***
- ***Ohio 4-H Sea Camp***

All of these activities and trips are fun and rewarding, but first you must apply and be selected. Completing the Ohio 4-H Achievement Record application form is the first step in getting started with all of the exciting teen leadership opportunities available to you through 4-H in 2024. ***Most of the trips and activities above require you to be 14 as of January 1, 2024. To serve on Junior Fair Board you must be 13 and in the 8<sup>th</sup> grade as of January 1, 2024.***

Please read over and download the Achievement Record application, instructions, and additional details available on our Wayne County Extension website at <https://go.osu.edu/2024wcachievementrecord>.

The Achievement Record application is comprehensive and may seem overwhelming at first. Please know that there is help available to you. Please feel free to come visit me at the Extension Office. You may want to call ahead to make sure I'm available on the day you'd like to stop in. ***Completed Achievement Records are due to the Extension Office by 4:30 pm on November 3, 2023.***

Best wishes,

4-H Program Assistant  
Junior Fair Board Superintendent

# IMPORTANT – PLEASE READ THIS

## Attention All Achievement Record Applicants

**Please read through all of the pages in this packet. Please do not be overwhelmed.** If you have questions or need help completing any of the forms contained in this application – please contact Diane Johnson by e-mail at [johnson.9505@osu.edu](mailto:johnson.9505@osu.edu) or by calling the Extension Office at 330-264-8722.

## Attention Jr. Fair Board, Cloverbud Day Camp Counselor, Jr. Camp Counselor-In-Training, and Jr. Camp Counselor Applicants

**In addition to completing your Achievement Record,** you must also complete and submit the following items to the Extension Office by November 3, 2023:

### All Junior Fair Board Applicants:

- ✓ Junior Fair Board Department Preference Form
- ✓ Junior Fair Board Code of Conduct and Attendance Policy Form

### All Camp Counselor / CIT Applicants:

- ✓ Camp Counselor Application
- ✓ OSU Policy 1.50 Standards of Behavior Form
- ✓ Camp Counselor Code of Conduct Form
- ✓ **2 – Reference Forms** should be filled out by non-family members. ***Please fill your name in at the top of the reference form and then give it to the people who will be your references.*** The people completing the reference forms should mail, e-mail, fax, or drop off the forms directly to the Extension Office.

### **First-Year Counselor / CIT Applicants and First-Year Junior Fair Board Applicants:**

- ✓ You must also complete a short 10-minute IN-PERSON interview with the selections committee. Interviews will be held on the **evenings of November 13<sup>th</sup> and 14<sup>th</sup>** at the Extension Office.
- ✓ ***Please be sure to schedule a time-slot for your IN-PERSON interview on one of these nights at the following web link: <https://go.osu.edu/nov2023wc4hinterviews>.***



OHIO STATE UNIVERSITY EXTENSION  
2024 OHIO 4-H ACHIEVEMENT RECORD

NAME \_\_\_\_\_ AGE (1/1/24) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ GENDER \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
CITY \_\_\_\_\_ STATE OH ZIP \_\_\_\_\_  
COUNTY \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_  
PLANNED CAREER \_\_\_\_\_  
CLUB/GROUP NAME \_\_\_\_\_ YEARS IN 4-H \_\_\_\_\_ GRADE IN SCHOOL \_\_\_\_\_

Complete Achievement Records  
Due at the Wayne County  
Extension Office by 4:30 pm on  
Friday, November 3, 2023.

**STATE OPPORTUNITIES:** Check your choices. See State Achievement Record Instructions for further details.

State Junior Fair Board	National 4-H Dairy Conference	Ohio 4-H Scholarships♣
Ohio 4-H Teen Leadership Council♣	OTA Local Government Award	International Programs♣

♣ - Requires completion of separate, specialized application form. Ohio 4-H Achievement Record not required for eligibility.)

**National 4-H Congress/State Achievement Award:**

Beef	CARTEENS	Citizenship & Community Service
Clothing & Textiles	Communications	Companion Animals
Creative Arts	Dairy	Environmental Sciences
Family Life & Child Develop.	Foods & Nutrition	Gardening & Horticulture
Goats	Health & Safety	Horse
Leadership	Llama	Mechanical & Engineering Science
Personal Development	Photography	Poultry
Rabbits	Sheep	Shooting Sports
Swine	Veterinary Science	Woodworking

**Trips:** Please rank your interest (1,2,etc)

**COUNTY OPPORTUNITIES:** See County instructions for additional details.

**Activities:** Please select the activities you would like to apply for:

4-H Awareness Teams	Junior Fair Board**	_____ Ohio 4-H Sea Camp
4-H CARTEENS Leader	Junior Camp Counselor**	_____ Buckeye Leadership Workshop
Cloverbud Day Camp Counselor	Junior Camp Counselor in Training**	_____ Ohio 4-H Leadership Camp
Food and Fashion Board	** = Must Complete additional Application Forms	_____ 4-H Citizenship Washington Focus

\*\* = First Year Counselor / CIT & Junior Fair Board applicants must also complete a short interview.

**APPROVAL OF THIS RECORD**

*I personally have prepared this record and certify that it accurately reflects my work:*

Date \_\_\_\_\_, \_\_\_\_\_ Signature of 4-H member: \_\_\_\_\_

*We have reviewed this record and believe it to be correct:*

Date \_\_\_\_\_, \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_

Date \_\_\_\_\_, \_\_\_\_\_ Signature of 4-H Advisor/Volunteer: \_\_\_\_\_

Date \_\_\_\_\_, \_\_\_\_\_ Signature of Extension Educator, 4-H: \_\_\_\_\_



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**Ohio4h.org**  
CFAES provides research and related educational  
programs to clientele on a nondiscriminatory basis. For  
more information: go.osu.edu/cfaesdiversity.

**A. 4-H PROJECT WORK** (20 points): List by major projects and/or program areas. Use numbers when appropriate to show size, extent, growth, number of items, savings, etc. over time.

<u>Year</u>	<u>Project name</u>	<u>Things made, produced, learned, etc.</u>
2021	Woodworking	made a martin house, painted it, learned to use a miter saw

DO NOT ADD ADDITIONAL PAGES

**B. 4-H PARTICIPATION** (20 points): List 4-H activities, field trips, tours, workshops, camps, judging events, contests, exhibits.

Year      Event      What I did; where event took place; including demonstrations and talks given.

2021      Field Trip      Went with 4-H group to the Ohio Dairy Research Center; gave two talks to 4-H dairy clubs.

DO NOT ADD ADDITIONAL PAGES

C. MAJOR 4-H HONORS (10 points): Include 4-H awards, recognition, and other sources of pride and self-esteem.

<u>Year</u>	<u>Honor</u>	<u>For what accomplishment</u>
2021	1st Place Trophy	State Fair Model Rocketry Evaluation

D. 4-H COMMUNITY SERVICE/CITIZENSHIP (10 points): Activities performed through 4-H to benefit community.

<u>Year</u>	<u>Name of Activity</u>	<u>What I did, accomplished, or learned</u>
2021	"Adopt-a-Road"	Picked up trash two times along a 2 mile stretch of a township road.

DO NOT ADD ADDITIONAL PAGES

E. 4-H LEADERSHIP: EDUCATIONAL/PROMOTIONAL (15 points): Activities performed to benefit and strengthen 4-H.

Year      What I did, organized, taught or accomplished

2021      *Taught 10 members how to properly construct a birdhouse at our club meeting.*

DO NOT ADD ADDITIONAL PAGES

**F. 4-H LEADERSHIP: OFFICE/COMMITTEE (10 points):**

<u>Year</u>	<u>Office/Committee (elected/appointed)</u>	<u>What I did and/or learned</u>
2021	<i>Treasurer, Splashers 4-H Club</i>	<i>Kept list of dues, wrote checks and gave reports.</i>

**G. NON 4-H EXPERIENCES IN SCHOOL, CHURCH AND COMMUNITY (5 points):**

<u>Year</u>	<u>List your most meaningful participation in school, church and community organizations.</u>
2021	<i>Directed senior class play including a cast of 30 members.</i>

**DO NOT ADD ADDITIONAL PAGES**



### 4-H Story (5 points)

Share how 4-H contributed to your personal development, leadership skills, and/or career plans. Limited to 2 pages (single-sided, double spaced)

**4-H Photo Page-Include ONLY 1 PAGE! (in place of this page!) (5 points)**

-Limited to one 8 ½ by 11 inch page, one side only

*Points to Remember When Working on your Photo Page  
(Developed by Lisa McCutcheon, 4-H Educator in Licking County)*

- ◆ You want to choose only a few photos. No fewer than four or five should be used. There is no maximum number, but use common sense. Do not use a collage of photos—it just isn't professional.
- ◆ The photos that you choose should represent your entire tenure within 4-H project work. Choose a few from your younger years, and a few that are recent. Just be sure that the photos relate DIRECTLY to the project area that you are applying to receive recognition.
- ◆ You want the judge to be able to see photos clearly, and color is best if possible. You can either have reprints made, or simply have color copies made of original photos. Also remember to trim photos when appropriate.
- ◆ Remember to label the photos so the judge will understand what is being done in the photo. It is important they realize what the award was you were presented, or how old the member was you were mentoring, or that you are feeding a flock of animals that you have purchased and cared for yourself. Details help the judge to understand the breadth of your involvement.
- ◆ There are obviously a number of ways that are appropriate to arrange photos on a photo page. Just be sure they are displayed neatly, in color, with labels, and are easy to see (not too dark, too bright, or blurry), and that they relate to your 4-H project work.
- ◆ Do not include photos that depict you doing Girl Scout/Boy Scout/FFA/etc. Remember that we want your photo page to portray your accomplishments and growth through 4-H Youth Development programs.

**Wayne County Junior Fair Board  
Member Position Description**

**DATE / DEADLINE:** 2024 Applications / Achievement Records are due to the Wayne County OSU Extension Office on or before **November 3, 2023 at 4:30 pm.**

**PROGRAM DESCRIPTION:**

The Wayne County Junior Fair Board (JFB) is a group of 4-H and FFA teens selected to be responsible for helping to plan and conduct the Wayne County Junior Fair and assist with certain pre-fair events such as Quality Assurance, Skillathon, and Project Judging. As a result of participation, Junior Fair Board members will develop knowledge, skills, attitudes and aspirations needed for adult success, and the Wayne County 4-H program and Wayne County Fair will be strengthened and expanded. Roles and Responsibilities of Jr. Fair Board Members include but are not limited to:

- Attend meetings and actively participate throughout the year and during the fair **September 7-12, 2024.**
- Assist with marketing and promoting the Wayne County Fair.
- Serve in a leadership and teaching role to other Jr. Fair Board Members and youth exhibitors.
- Serve on committees or other groups to plan programs, shows, and other special Jr. Fair related events.
- Conduct self in an appropriate manner before, during, and after the fair while serving as a role model to 4-H / FFA members and peers.
- Assist Extension and Jr. Fair staff, other JFB members, adult committee members, Senior Fair Board, Judges, and others with fair activities; work as a team to implement the various livestock shows and special events.
- Learn and understand all safety guidelines, including emergency procedures, associated with the Fair and assigned department / committee areas.
- Follow and assist in enforcing Jr. Fair, 4-H, and FFA rules
- Assist with specific assigned duties and pitch in where needed to help prior to, during, and after the fair. Examples of such duties include, but are not limited to, announcing at livestock shows or other events, moving livestock in and out of show arenas / barns, assisting with set up and tear down of shows and events, passing out ribbons or awards at shows and events, hosting visiting dignitaries, representing Wayne County at the Ohio Fair Managers Convention and in visits to other Fairs.

**REQUIREMENTS:**

- Must be and remain throughout the year a Wayne County 4-H or FFA member in good standing.
- Must be at least 13 years old and in the 8<sup>th</sup> grade as of Jan. 1, 2024 and not yet age 19 as of Jan. 1, 2024
- Must be able to get transportation to meetings and events as needed.
- Must read, understand, agree to, and sign the Wayne County JFB Code of Conduct and Attendance Policy.
- First-year applicants must complete a short in-person interview with the selections committee.

**SELECTION PROCESS:**

- Individuals who complete the application and fulfill application requirements will be contacted regarding the selection process in mid to late November.

**MEETING DATES / TRAINING:**

2024 Junior Fair Board meeting dates will be announced in late 2023 – however, Junior Fair Board typically meets about every other month in the Winter / Spring and then at least monthly through the summer leading up to fair.

JFB members are expected to notify the Extension Office via an Excused Absence Request Web Form if an absence is unavoidable.

- JFB members will be trained on topics such as announcing / public speaking, leadership, risk management, emergency protocols, how to complete various Fair-related tasks such as sorting ribbons, and other topics as determined appropriate by Extension Staff and JFB Officers.

**TO APPLY:**

- ☐ Complete the application in its entirety.
- ☐ Read and sign the JFB Code of Conduct and Attendance Policy forms.
- ☐ Return all materials to the Wayne County Extension Office by **4:30 pm on November 3, 2023.**
- ☐ First-Year Applicants – schedule an interview with the selections committee by going to: <https://go.osu.edu/nov2023wc4hinterviews>

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more information, visit [cfaesdiversity.osu.edu](https://cfaesdiversity.osu.edu).

**WAYNE COUNTY JUNIOR FAIR BOARD  
CODE OF CONDUCT**

I, \_\_\_\_\_ agree that if selected, I will actively participate in Junior Fair Board (JFB) meetings and activities before and during the fair. I understand that I am taking on a different role at the fair. I am applying to serve others, not to go purely for my own enjoyment.

I will be expected to:

- ✓ Regularly attend JFB meetings and submit an excused absence request via the Extension Office online web form if I have an unavoidable conflict such as work, band, sports, etc.
- ✓ Treat other peers with respect.
- ✓ Not bully fellow JFB members or participate in roughhousing, hazing, or other dangerous behaviors.
- ✓ Conduct myself as a positive role model and be responsible.
- ✓ Set a good example by not using profanity or telling off-color jokes, and stories.
- ✓ Not consume or have in my possession alcohol or illegal drugs.
- ✓ Not have possession of harmful objects without specific authorization from Extension Staff or the Senior Fair Board, including but not limited to: fireworks, explosives, firearms, weapons, etc.
- ✓ Not view or share pornography or other sexually oriented materials including nudity in visual or written materials including similar content.
- ✓ Work as a team to plan, organize and conduct all JFB related activities.
- ✓ Be flexible with and accept supervision and support from Extension and Jr. Fair staff, adult committee volunteers, and Senior Fair Board officials.
- ✓ Participate actively with assigned JFB departments / committees.
- ✓ Not post or share inappropriate content via social media
- ✓ Be respectful of Extension, Jr. and Sr. Fair owned property, materials, and supplies.
- ✓ Operate automobiles, utility vehicles and/or other equipment in a responsible manner.

**ATTENDANCE POLICY**

Junior Fair Board members are allowed a maximum of five (5) **excused** absences. **In order to receive an excused absence, the member must complete the on-line excused absence request form available at <https://go.osu.edu/2024attendanceform>.** Excused absences will generally be granted for school, work, 4-H, and FFA conflicts.

After the 2nd excused absence, members may receive a warning letter that reminds them that if they miss any more meetings (3,4, and 5) they will have to make those meetings up through additional work days. All make-up work days must be completed prior to the annual Labor Day work day. It is the member's responsibility to contact Mr. Foxx to make arrangements to make-up the missed meeting(s).

Members that do not complete the web-form prior to missing a meeting will receive an unexcused absence. ***Members receiving two unexcused absences will be dismissed from the Junior Fair Board.*** Members should be aware that if they miss three or more meetings in a year - that information may be considered by the Junior Fair Board selections committee in determining if they will be invited back on the board for the next year.

As a Junior Fair Board member, *I have read, understand, and agree to the attendance policy stated above.* I further understand that it is my responsibility to personally sign my name on the sign in sheet at every Junior Fair Board meeting or event and that it is my responsibility to complete the on-line excused absence request web form prior to missing any Junior Fair Board meeting or event. I understand that if I receive two unexcused absences – I will be dismissed from the Junior Fair Board. I also understand that if I have three or more unexcused absences and do not make those meetings up – I will be dismissed from the Junior Fair Board.

I certify that all the information contained within my application / achievement record being submitted is correct, and understand that failure to comply with these rules could result in probation, loss of JFB position for the year, and/or other penalties as determined by Extension Staff, Jr. Fair Staff, Senior Fair Board or other relevant officials.

By signing below, I acknowledge that I have read and agree to abide by the responsibilities outlined in the JFB Code of Conduct and Attendance Policy if selected as a JFB member.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**2024 Wayne County Junior Fair Board**  
**4-H Representative**  
**Department Preference Form**

Please complete the form below and return it with your Achievement Record by:

**November 3, 2023**

To: Diane Johnson, OSU Extension-Wayne Co. | 428 W. Liberty St. | Wooster, OH 44691

Phone: 330-264-8722

Fax: 330-263-7696

Email: johnson.9505@osu.edu

NAME \_\_\_\_\_ AGE (as of 1/1/24) \_\_\_\_\_

PHONE \_\_\_\_\_ May we text you at this number? Yes No

4-H CLUB \_\_\_\_\_ E-MAIL \_\_\_\_\_

**JUNIOR FAIR BOARD DEPARTMENTS**

Rank your department preference (1 being your most preferred - 9 being least preferred)

___ Beef	___ Dairy	___ Goat	___ Poultry / Rabbit	___ Swine
___ Building 10	___ Dog	___ Horse	___ Sheep	___ No Preference

\*Building 10 includes still projects, small animals, gardening and Family & Consumer Science projects

How many years have you been on JFB? \_\_\_\_\_ With which department(s)? \_\_\_\_\_

What is your main Jr. Fair project area? \_\_\_\_\_

What other projects do you exhibit? \_\_\_\_\_

Why do you want to be on the Department that you ranked #1 above?

Are you interested in being a Superintendent for your assigned Department? \_\_\_Yes \_\_\_No

*(Superintendents provide leadership to department members and work closely with adult committee members)*

If yes, why do you feel like you should be a Department Superintendent? What leadership qualities would you contribute to the committee?

During the week of the fair, do you have any conflicting non-Junior Fair activities? (sports, band, work, etc.) \_\_\_ Yes \_\_\_ No If yes, what? \_\_\_\_\_

How will you work around these conflicts?

***I agree, as a Junior Fair Board member, to support the Senior Fair and Junior Fair regulations and department rules. I understand that I am representing 4-H, Junior Fair Board, and the entire Wayne County Fair and will behave in a way that enhances the images of these organizations. I understand that failure to conduct myself in a mature and ethical manner may result in my removal from the Board.***

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**2024 WAYNE COUNTY 4-H CAMP COUNSELOR APPLICATION**

Name \_\_\_\_\_

Age (January 1, 2024) \_\_\_\_\_ Date of Birth \_\_\_\_\_ (00/00/0000)

4-H Club \_\_\_\_\_ Number of Years in 4-H (not including 2024) \_\_\_\_\_

Number of Years as a 4-H Camper \_\_\_\_\_ Number of Years as a 4-H Counselor / CIT \_\_\_\_\_

Home Address \_\_\_\_\_ **OH**  
(Street) (City) (State) (Zip)

Email \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Is texting an option? (circle) Yes No

*In case of injury or accident, notify:*

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Why do you want to be a camp counselor?

What traits, skills, or special experiences do you have that would benefit you in this position? (Please include experiences working with children and youth.)

What skills or contributions will you add to the counselor team in making sure camp is successful? (such as First Aid, Babysitter's Course, Recreation, etc.)

What hobbies and/or special interests do you have that you would like to share?

Please list 2 of your strengths.

**4-H EVENT/OPPORTUNITY:** 4-H Camp Counselor

**DATE / DEADLINE:** Applications are due to the OSU Extension Office no later than **November 3rd by 4:30 pm.**

**PROGRAM DESCRIPTION:**

The 4-H Camp Counselors are a group of 4-H teens selected to assist in being responsible for campers ages 8-13 during 4-H camp. As a result of participation, counselors will develop knowledge, skills, attitudes and aspirations needed for adult success, and the Wayne County 4-H program will be strengthened and expanded. Roles and Responsibilities of 4-H Camp Counselors include:

- Attend required trainings prior to camp
- Market and promote camp
- Serve in a leadership and teaching role to other counselors
- Serve on committees or other groups to plan programs at camp
- Conduct self in an appropriate manner before, during, and after camp while serving as a role model to campers and peers
- Assist staff and other counselors with camp activities; work as a team to implement the activities
- Know and understand all safety guidelines, including emergency procedures, associated with the camp and program areas
- Follow and enforce camp rules
- Assure for safety of campers at all times including in cabins, sessions, and large group activities
- Be aware of child protection regulations and report any child abuse, sexual abuse, or neglect in accordance with university policy
- Identify and respond to camper behavior issues
- Ensure campers' health and hygiene, e.g., brushing teeth, eating meals, taking medication, etc.
- Promote camper participation during camp
- Lead and supervise campers in activities at camp including but not limited to songs, teambuilding challenges, group activities, challenges, etc.
- Teach and lead campers at workshops or during other components at camp (table setting, song leading, etc.)
- Mentor and give guidance to campers to encourage positive youth development and enhancement of life skills

**REQUIREMENTS:**

- Must be at least 14 years old by the start of camp.
- Must be able to get transportation to meetings and events as needed.
- Must complete a minimum of 18 hours of training. (2 of these hours must be on-sight for first time counselors).
- Must complete Child Abuse Awareness training.
- Must Sign Standards of Behaviors, complete the Code of Conduct form, and have a current Ohio 4-H Health History form on file.
- All applicants must provide two references.
- If the individual is 18+ year old at least two months prior to camp, the individual must have their background check conducted.

**SELECTION PROCESS:**

- Individuals who complete the application and fulfill application requirements will be contacted regarding the selection process.

**MEETING DATES/TIME/FREQUENCY/TRAINING**

- 4-H Camp Counselors meet throughout the year from March through July. A full list of dates will be available in early 2024. Counselors are expected to notify the Extension Office via the online excused absence web-form if an absence is unavoidable.
- 4-H Camp Counselors will be trained on topics such as the camp counselor core competencies; risk management, including active shooter guidelines, emergency protocols, and child abuse recognition.

**TO APPLY:**

- ☐ Complete the application in its entirety.
- ☐ Turn in reference forms from two non-family members.
- ☐ Read and sign the Standards of Behavior and Camp Counselor Code of Conduct forms.
- ☐ Return all materials to the Wayne County Extension Office by 4:30 pm on November 3, 2023.

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Last Updated by H.K. Epley, 12/2018 (added photo option)



**Standards of Behavior for Employees and Volunteers Working in  
Youth Activities and Programs**

**This Standards of Behavior is an agreement accepted by employees/volunteers who work in a youth activity or program. The primary purpose of these standards is to promote the safety and wellbeing of all activity/program participants. Employees/volunteers are expected to function within these standards.**

**I will:**

- Accept supervision and support from professional staff while involved in the activity/program.
- Accept the responsibility to professionally represent the activity/program and The Ohio State University.
- Conduct myself in a courteous and respectful manner, exhibit good sportsmanship and be a positive role model for youth.
- Respect, adhere to and enforce the rules, policies and guidelines established by the activity or program and the university.
- Refrain from engaging in any criminal conduct.
- Comply with all applicable civil rights laws and policies, including and not limited to Ohio State equal opportunity and nondiscrimination policies.
- Perform duties in a responsible and timely manner as outlined in the position description.
- Report any child abuse or neglect in accordance with university policy.
- Self-disclose felony or misdemeanor convictions that occur within three days of pleading guilty or being convicted.
  - If I have been background checked and have had a break of service for less than 12 months, I will disclose any convictions that occurred during the break within three business days of commencement of participation in youth activities and programs. If the break in service is longer than 12 months, I must be background checked again.
- Not intentionally or purposefully place myself in a situation where I am alone with a youth unless authorized by the dean/vice president (or designee). Approved one-on-one interactions may only take place in open, well-illuminated spaces or rooms observable by other adults from the activity or program. If the dean/vice president (or designee) determines that meeting in this manner is not practicable and approves other arrangements, an exemption request form must be submitted following the exemption process outlined in the policy.
- Not, under any circumstances, physically, sexually, verbally, or emotionally abuse or fail to provide the basic necessities of care applicable to the activity/program, such as food or shelter, to participants.
- Endeavor to provide a safe and healthy experience for all participants.
- Report red-flag behaviors to the activity or program administrator of the youth activity or program that I am working or volunteering in. If I am an activity or program administrator, I will review red flag behaviors and work with those working and volunteering in my activity or program to correct these behaviors.
- Read and uphold the [Youth Privacy Principles](https://go.osu.edu/youthprivacy) located at [go.osu.edu/youthprivacy](https://go.osu.edu/youthprivacy)

I have read and understand the standards of behavior outlined above. I understand and agree that any act or omission on my part that contradicts any portion of these standards may be grounds for immediate suspension and/or termination of my employee/volunteer status with The Ohio State University.

Employee/volunteer printed name	Date
Employee/volunteer signature	Date
Parent/guardian signature if employee/volunteer under 18	Date



#### 4-H CAMP COUNSELOR CODE OF CONDUCT

I, \_\_\_\_\_ agree that if selected, I will participate in the 4-H Camp Counselor Training Program. I understand that this is a training period and only once I complete my certification am I permitted to be a counselor at 4-H Camp.

I understand that I am taking on a different role at camp. I am applying to serve others, not to go purely for my own enjoyment. By signing below, I acknowledge that I have read and agree to abide by the above responsibilities if selected as a camp counselor. I understand and agree that I will be asked to call my parents/guardian immediately to pick me up if I conduct myself in an irresponsible manner, which includes being out of my cabin after hours and/or the possession or use of tobacco, alcohol, illegal drugs or fireworks.

I will be expected to:

- ✓ Attend the required number of counselor training sessions. I understand I will be dismissed if I am not able to complete the required training.
- ✓ Abide by the No Cell Phones at Camp Policy (note: unless otherwise authorized by Extension staff)
- ✓ Treat other peers with respect.
- ✓ Not bully fellow counselors or participate in roughhousing, horse-play, or hazing.
- ✓ Conduct myself as a positive role model and be responsible.
- ✓ Set a good example by not using profanity or telling off-color jokes, and stories.
- ✓ As a 4-H member, not have in my possession tobacco, alcohol or illegal drugs.
- ✓ Not have possession of harmful objects without specific authorization from the camp director, including but not limited to: knives of any kind (pocket, utility, etc.), lighters, matches, fireworks, explosives, firearms, weapons, etc.
- ✓ No pornography or other sexually oriented materials including nudity in visual or written materials including similar content.
- ✓ Be a responsible cabin counselor and ensure campers are provided guidance towards a safe and fun week.
- ✓ Ensure that all campers are supervised by counselor staff at all times. Be sure that all campers know that they must remain on the camp grounds at all times and are responsible for their behavior at all times.
  - Get to know each of the campers personally and by name.
  - Have all campers, including myself check in any of their medications with the nurse.
  - Make sure each camper uses personal hygiene.
  - Make sure that all of my campers are familiar with camp facilities and camp rules
  - See that all campers are involved in all activities. Make sure no one is excluded.
- ✓ Check for illness or injury, but don't make much of a "fuss" about minor things. Go with hurt or sick campers to the nurse no matter how minor the ailment.
- ✓ Follow guidelines for lights out, and cabin supervision. Be in my cabin with my campers at all times between the hours of "Lights Out" and "Rise and Shine."
- ✓ Never discipline a camper by ridicule or physical punishment; patience and understanding works best.
- ✓ Urge safety at all time. Take time to explain how and why to do something safely.
- ✓ Work as a team to plan, organize and conduct all camp activities.
- ✓ Be flexible with counseling and adult staff.
- ✓ Participate in camp promotion.
- ✓ Follow leadership of camping program through adult advisors/volunteers/staff.

I certify that the all the information being submitted is correct, and understand that failure to comply with these rules could result in probation, or loss of counseling position for the year.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## REFERENCE FORM

Counselor Applicant's Name: \_\_\_\_\_

The camp counselor selection committee would like your input about the qualities and ability to fulfill the responsibilities of a counselor. The information you include will not be shared with the applicant. Please complete this reference form based on *your* knowledge and/or observations. Thank you for your help.

1. Please mark how you would evaluate the applicant's qualities, using this scale:

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Not Known</b>
Responsibility					
Communication skills					
Respect for others					
Dependability					
Enthusiasm					
Flexibility					
Patience					
Initiative					
Resourcefulness					
Ability to work with children (age 5-10)					
Ability to work with children (ages 11-14)					
Ability to work with other teens					
Ability to work with adults					

2. Please write any additional comments here:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please return no later than November 3, 2023**

OSU Extension Wayne County

428 W. Liberty Street

Wooster, OH 44691

Phone: 330-264-8722 Fax: 330-263-7696

E-mail: johnson.9505@osu.edu

**Please note:** Please submit reference form in a sealed envelope. For questions contact the OSU Extension Office.

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Ability to work with other teens					
Ability to work with adults					

2. Please write any additional comments here:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

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## COUNTY 4-H ACHIEVEMENT OPPORTUNITIES INSTRUCTIONS



To be eligible for all county opportunities/scholarships listed on the cover sheet of this form (not marked with a ♣ symbol), members need to complete this "Ohio 4-H Achievement Record" and meet all of the criteria listed below. County selections are based upon program and/or project work, participation in 4-H events, exhibited leadership, community service, 4-H Story, and degree of interest described by applicant. The "Ohio 4-H Achievement Record" is comprehensive in nature and may take some time to complete. Work on it should be started as soon as possible. The completed form is due at your county Extension office by the deadline listed on the cover sheet of this form.

### COUNTY ELIGIBILITY DETAILS

1. Applicants must be currently enrolled 4-H members who have reached their 14th birthday (13th for Junior Fair Board), but have not yet reached their 19th birthday, sometime before January 1, 2023.
2. Limit type/print to no more than 15 characters per inch (including 4-H personal story).
3. No additional pages may be added to any section (A through G) of the "Ohio 4-H Achievement Record."

### COUNTY REQUIREMENT CHECKLIST

When applying for COUNTY 4-H ACHIEVEMENT OPPORTUNITIES, please submit the following items:

- ☐ Your completed "Ohio 4-H Achievement Record" (single-sided); stapled in the upper left-hand corner. No tabbed dividers, coversheets, or any type of folder or binder.
- A Personal 4-H Story: Share how 4-H contributed to your personal development, leadership skills and/or career plans. Limit of two pages (single-sided, double-spaced).

### STATE ELIGIBILITY REQUIREMENTS

To be eligible for all state opportunities listed on the cover sheet (not marked with a ♣ symbol), members need to complete this "Ohio 4-H Achievement Record" and meet all of the criteria listed below. The "Ohio 4-H Achievement Record" is comprehensive in nature and may take some time to complete. Work on it should be started as soon as possible. The completed form is due at your county OSU Extension office by the deadline listed on the cover sheet of this form.

- 1) Applicants must have at least reached their 14th birthday, but not have reached their 19th birthday, sometime before January 1, 2024. (Note: 4-H membership ends December 31 of the year in which an individual attains the age of 19).
- 2) Applicants must be currently enrolled as an Ohio 4-H member.
- 3) The Achievement Record (including the 4-H Story) should be typewritten using Arial 11 point font. You must maintain the ½ inch left and right margins. (Note: 10 points will be deducted if this requirement is not followed.)
- 4) No additional pages may be added to any section (A through G) of the "Ohio 4-H Achievement Record." (Note: 10 points will be deducted if this requirement is not followed.)
- 6) Your "Ohio 4-H Achievement Record" should be stapled in the upper left hand corner. Do not use tabbed dividers, coversheets, or any type of folder/binder. (Note: 2 points will be deducted if this requirement is not followed.)

### STATE REQUIREMENT CHECKLIST

When applying for (OHIO) 4-H ACHIEVEMENT OPPORTUNITIES, please submit the following items:

- ☐ Your completed "Ohio 4-H Achievement Record" (each page single-sided). Stapled in the upper left hand corner. No tabbed dividers, coversheets, or any type of folder/binder. (90 points)
- ☐ A Personal 4-H Story: Share how 4-H contributed to your personal development, leadership skills, and/or career plans. Limited to two pages (single-sided, double-spaced). (5 points)
- ☐ Activity and project photos sheet: Limited to one 8 ½ x 11 inch page, one side only. (5 points)

<p style="text-align: center;"><b>WAYNE COUNTY DETAILS FOR: ACTIVITIES, TRIPS,* and SCHOLARSHIPS</b></p>
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(\* May only receive once) **Trips range in cost from \$25 to \$100**

**TRIPS:**

**Buckeye Leadership Workshop\*** (16 & older) - Learn recreational leadership skills at this outstanding event held at Recreation Unlimited Camp in Delaware, Ohio.

**Ohio 4-H Leadership Camp\*** - A five-day camp held at Camp Ohio, Utica. This program focuses on helping youth develop leadership by actually planning, conducting, and evaluating major parts of the camp program.

**National 4-H Citizenship Washington Focus\*** is a leadership program conducted by the National 4-H Council for high school youth. During the summer, delegations of 14 - 19-year-olds from across the country attend this 6-day program held in late June or early July at the National 4-H Conference Center, just outside Washington, D.C. This program gives participants hands-on opportunities to learn and practice skills that promote "Better Citizens Today, Better Leaders Tomorrow." Participants learn by attending workshops, committees, field trips and social events.

**ACTIVITIES:**

**4-H Awareness Team** - Individuals will visit elementary schools as a team of 2 or 3 to introduce and promote the 4-H program to elementary students and teachers. This is done in **January, February and early March**.

**4-H CARTEENS Leader** - 4-H CARTEENS is a traffic safety program for first-time juvenile traffic offenders. Individuals will assist in teaching their teen peers about safe driving and the dangers of texting and driving, drinking and driving, and other vehicular safety issues. Teens participating as CARTEENS leaders will have the opportunity to gain and enhance their public speaking, leadership, and teaching skills.

**Cloverbud Day Camp Counselor** - Individuals will be expected to participate in regular training sessions and help plan and conduct a program for 5 - 8-year-olds. You will lead activities and see that campers are supervised. Camp will be held in **June 2024**.

**Food and Fashion Board** - Individuals will be expected to attend regular meetings of the Food and Fashion Board as well as assist with food and clothing related 4-H activities such as the Beginner Sewing Camp and Style Revue.

**Junior Fair Board** - Individuals will be expected to attend all meetings of the Junior Fair Board and the Adult Action Committee meetings for your committee area. Help plan and carry out the Junior Fair program. You will need to spend considerable time at the fairgrounds during fair week. Approximately forty members will be selected at large from the Junior Fair youth organizations. Members are elected for a one-year term and must re-apply each year.

**Junior Camp Counselor** - A five-day resident camp at Camp Ohio, Utica. Counselors are expected to attend all trainings and help plan and conduct county camp for 9 - 13-year-olds. Counselors pay approximately \$50. Counselors lead camp activities, supervise, and actively engage campers (must be 16 or over). ***More information will be available in January 2024 regarding camp dates and counselor training details.***

**Junior Camp Counselor In Training (CIT)** - An opportunity for teens, 14 and 15 years old, to be a camp counselor at the 5 day resident camp. CITs are expected to attend all trainings and help plan camp for 9-13 yr olds. CITs pay approximately \$50. Responsible for assisting counselors in conducting activities and supervising campers. ***More information will be available in January 2024 regarding camp dates and counselor training details.***

## STATE DETAILS FOR AWARDS, TRIPS, SCHOLARSHIPS, HONORS, AND INTERNATIONAL PROGRAMS

(\* - May receive only once)

(♣ - Requires completion of separate, specialized application form. 4-H Achievement Record not required for eligibility.)

**State Junior Fair Board\*** - Is comprised of representatives from several different youth organizations in Ohio including 4-H Youth Development. State Junior Fair Board members help strengthen and coordinate State Fair activities in a fast-paced, action-packed Ohio State Fair. Junior Fair Board members are expected to attend meetings and stay at the fair for the entire 12 days.

**National 4-H Dairy Conference\*** - This national event provides delegates with an opportunity to learn more about the dairy industry and observe new dairy industry developments. The conference is scheduled to be held at the University of Wisconsin (located in Madison, Wisconsin) in **September**.

**OTA Local Government Award\*** - Two \$1,500 awards are available to any 4-H high school senior that has completed a local government-type activity that has had significant impact on the applicant's community, township or county.

**State Achievement Awards\*** - These 27 awards recognize a 4-H member's achievement in a specific area. Areas include: Beef, CARTEENS, Citizenship & Community Service, Clothing & Textiles, Companion Animals, Dairy, Dairy Goat, Environmental Sciences, Family Life & Child Development, Foods & Nutrition, Gardening & Horticulture, Health & Safety, Horse, Leadership, Meat Goat, Mechanical & Engineering Sciences, Personal Development, Photography, Poultry, Rabbits, Sheep, Shooting Sports, Swine, Woodworking and Veterinary Science. Each achievement award winner will receive a trip to National 4-H Congress that is scheduled to be held in Atlanta, Georgia.

♣ **Ohio 4-H Scholarships\*** - There are state 4-H scholarships available and each has its own description and its own list of eligibility requirements. Completion of an Ohio 4-H Achievement Record is not necessary to be eligible for this award/opportunity. Instead, a separate, specialized on-line application form is required to be completed. You should indicate your interest in this award/opportunity on the front page of the Achievement Record.

♣ **Ohio 4-H Teen Leadership Council** -- The Ohio 4-H Teen Advisory Council is a statewide group of 4-H teens and young 4-H alumni selected to provide a youth stakeholder perspective in the planning, implementation, and evaluation of Ohio 4-H programming. As a result of participation, Council members develop knowledge, skills, attitudes and aspirations needed for adult success, and the Ohio 4-H program is strengthened and expanded.

♣ **International Programs** - These programs allow 4-H'ers and alumni ages 14-30 to serve as a host to a youth from another country or to travel abroad as a 4-H representative to more than 30 countries around the world. Some scholarships are available for travel. Completion of an Ohio 4-H Achievement Record is not necessary to be eligible for these awards/opportunities. Instead, a separate, specialized application form is required to be completed. You should indicate your interest in this award/opportunity on the front page of the Achievement Record and an International Programs packet can then be given to you by your County 4-H Professional.

# **SUGGESTIONS FOR COMPLETING THE OHIO 4-H ACHIEVEMENT RECORD FORM (REPORT FORM)**

1. Items should be listed once in the appropriate section.
2. If you do not have something to put in a particular section, put "none" on the report form.

## **A. 4-H Work** (explain knowledge gained in 4-H projects)

- completed at least one 4-H project
- demonstration on project at club meeting
- cite examples of knowledge gained by participating in a workshop or clinic about the project
- mentored 4-H'er with his/her project
- participated in tour or field trip related to project
- had project judged at county judging or county fair
- took project to State Fair
- completed a "club project" along with other members of the club
- participated in county/district/state: Hippology Contest, Horse Judging, Horse Bowl, Bake-In or Shopping Bag
- participated in Skillathon
- Club "practice judging "activity

## **B. 4-H Participation**

- contribution at 4-H meetings (voting, special things done by club)
- completed a report form (Ohio 4-H Achievement Record)
- participated in County Health & Safety Skit/Speaking (give title)
- participated in out-of-county (or state) event
- participated in camp: Camp Graham, Horse or Sewing Camp (state a memorable camp experience)
- participated in Species Queen or Jr. Fair Queen & King
- created a club booth at the fair
- participated in fund raisers - candy/flower
- received training for club office(s)

## **C. Major 4-H Honors**

- project awards - ribbons and trophies (list highest honors for each project)
- won 4-H scholarship: 4-H Committee, Township Association, Horse Advisors, or State 4-H award/scholarship
- County Award medals
- Clover awards
- trips (county, state, national)
- \$25 cash and plaque award
- Honors Night award

## **D. Community Service**

- Club community service efforts
- volunteering with a county 4-H activity (ex: a 4-H clinic, dance, etc.)
- donated items made at a sewing camp
- helping out at the Extension Office
- volunteering to work the paging system at the county fair
- individual community service (ex: donating eyeglasses to Lions' Club, Feeding The Hungry, reading a storybook to children in a daycare center)

**E. Leadership/Promotional**

- served as camp counselor
- applied and/or selected to serve on Junior Fair Board
- applied and/or selected to serve as Junior Fair Superintendent
- provided leadership for a program for the club
- served as a Teen Leader for the club
- recruited new members
- participated in a poster contest
- newspaper articles or radio promotions
- served on Food and Fashion Board
- taught at a summer day camp
- taught at 4-H CarTeens

**F. Leadership: Office/Committee**

- served as club officer
- club committee involvement
- county committee participation (ex: 4-H Committee, Horse Committee, etc.)
- Junior Fair Board officer or committee chair

**G. Non-4-H Experience**

- school
- church
- music
- sports
- community
- other youth organizations

**H. 4-H Story**

- how 4-H has benefited individual
- experiences
- growth
- degree of participation
- community service

**Suggestions for story strength:**

- find a memorable experience that appears in your report form and focus your story on this experience
- create an outline for story flow
- conclude with "future plan"