

2022 Wayne County 4-H Member and Volunteer Handbook

Version 2022-1



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This handbook is originally adapted from Tuscarawas and Muskingum Counties 4-H Member and Volunteer Handbooks.



THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



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OSU Extension – Wayne County Office Location, Hours, Contact Information, and 4-H Professionals

Office Location:

428 W. Liberty Street, Suite 12 Wooster, OH 44691

We are located in the Wayne County Administration Building in downtown Wooster, which is a large brown brick building just up the hill from the fairgrounds. Our office is located on the 2nd floor (top floor) and there is a large OSU Extension sign on the outside of our office suite.

Office Hours:

Monday through Friday 8 am – 4:30 pm.

Contact Information:

Phone: 330-264-8722

FAX: 330-263-7696

Web Address: <http://wayne.osu.edu>

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Important Note About this Handbook

This Wayne County 4-H Member and Volunteer Handbook is a living document that will be updated as needed throughout the year. The most current version of the handbook is published on the Wayne County Extension Office website at: <https://wayne.osu.edu/program-areas/4-h-youth-development/useful-links-and-resources>. Please be advised that the information contained within this handbook is subject to change at any time and Extension staff will make every effort to communicate changes or updates to this handbook via the 4-H News and Notes E-mail Updates and/or other communication channels when possible. Also, please be aware that while this handbook covers many topics it is not all encompassing of everything that Wayne County 4-H offers and is meant to be a resource guide and provide background information on many topics, policies, and procedures – but you will likely need to consult our website, 4-H news and notes e-mail updates, project guidelines, the Jr. Fair Book, and other sources for additional information.

Introduction to Wayne County 4-H

4-H youth are involved in hands-on activities that allow learning by doing. All 4-H programs focus on active involvement and quality experiences which stimulate lifelong learning of values and skills. Wayne County 4-H offers approximately 200 different state approved 4-H projects for youth to choose from. In addition, Wayne County 4-H has active programming in the areas of Animal Science, Cloverbuds, Camping, Teen Leadership Development, Volunteer Development and much more.

4-H Membership Eligibility

Ohio 4-H membership is based on a child's age and grade as of January 1 of the current project year. Eligibility for Cloverbud participation begins when a child is enrolled in Kindergarten and is five years old. Eligibility for participation in 4-H projects and competitive events begins when a child is age 8 and in the 3rd grade. Any youth age 9 or above is eligible for project membership, regardless of grade level. Membership requires enrollment in an authorized Ohio 4-H club or group under the direction of an OSU Extension professional or an approved adult volunteer. A youth's 4-H eligibility ends December 31 the year he or she turns 19. Joining Ohio 4-H is a privilege and responsibility for individuals and is subject to the Ohio 4-H Code of Conduct and applicable policies of The Ohio State University.

Wayne County 4-H Statistics

(Based on 2021 data)

- Number of clubs – 47
- Advisors and Key Leaders – 378
- Enrolled Members – 1,386
- Total Projects – 3,326
- Wayne Co. Jr. Camp at 4-H Camp Ohio – 129 campers, 38 counselors, 16 adult staff
- Cloverbud Camp – 68 campers, 16 counselors, and 13 adult staff
- Junior Fair Board – 54 members, 9 advisors
- Wayne County Jr. Fair: 6,000+ entries, 1,000+ special awards, 21 livestock shows, 7 animal species auctions set all-time record of \$1.45 million in sales, first-ever showman of showen contest debuted in 2021.
- CARTEENS: 10 classes in 2021 reaching 185 first-time juvenile traffic offenders
- TEAM FAIR Clean Up Nights: more than 100 volunteers over two nights
- Recognition Banquet: 350 guests, more than 150 awards presented

The 4-H Motto

“To Make the Best Better”

The 4-H motto refers to each member. It means that each member will do the “best” that he/she possibly can in whatever is attempted. The member will then strive to improve the next time so his or her initial “best” becomes “better.” The 4-H motto encourages members to stretch their abilities and capacities to reach greater achievement within their own potential.

The 4-H Emblem

The 4-H emblem is a highly valued mark within our country's history. As such it was granted a very unique status; it is in a category similar to the Presidential Seal and the Olympic emblem. It is protected by the federal government and is under the responsibility and stewardship of the Secretary of Agriculture with authority for local approval of use delegated to the County Extension Educator, 4-H Youth Development. The "18 USC 707" marking that appears along the lower right is coding that protects the use of the clover. Rules governing the use of the clover emblem are available online at: <https://nifa.usda.gov/4-h-name-and-emblem>.



The 4-H Colors

Green and White

Green is nature's most common color and represents youth, life, and growth. White symbolizes purity and high ideals.

The 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 Membership, Wayne County Extension Policies, and Risk Management

Types of Eligible 4-H Membership

- **4-H Community Club Program** – An organized group of at least five youth from at least three different families, at least age 8 **and** enrolled in the 3rd grade (as of January 1 of the current year), led by an approved adult volunteer, with an approved club charter, and planned program that is carried on throughout the year. 4-H clubs may meet in a variety of locations and must have elected officers and a constitution, approved by the membership, to govern the club. 4-H club programs should include goal-setting, community service, public speaking, leadership and decision making, fundraising, teambuilding, social and recreational activities and a variety of hands-on learning experiences. 4-H community clubs have well-balanced meetings that include business (15-20 minutes), hands-on learning (30-45 minutes), and recreation and social activities (15-25 minutes). Project learning is conducted in a variety of subject matter areas and on a self-study basis or in project groups where instruction is provided to either direct or supplement the project experience.
- **4-H Cloverbud Club Program** – Ohio youth, age 5 **and** in kindergarten (as of January 1 of the current year) until they reach age 8 **and** 3rd grade may enroll in the Ohio 4-H Cloverbud Program. Through the 4-H Cloverbud Program children develop life skills of self-understanding, social interaction, decision making, learning how to learn, and physical

mastery. State approved curriculum provides developmentally appropriate, activity-based lessons for approved adult volunteers to use during meetings.

- **4-H Special Emphasis Program** – A series of experiential learning activities that are delivered in a group setting for youth who are at least age 8 **and** enrolled in the 3rd grade (as of January 1 of the current year), are not tied to any school curriculum, and focus on a topic of particular need, issue, or interest. This includes youth involved in 4-H day camp programs, 4-H interstate exchanges, 4-H international study tours, 4-H Shooting Sports programs, and so forth.
- **4-H Overnight Camping Program** – Extension planned educational experience of group living in the outdoors, which includes being away from home at least one night (resident, primitive, or travel camping) and is not restricted to members of organized 4-H clubs.
- **4-H School Enrichment Group** – Series of experiential learning activities that are delivered in a classroom or other educational setting and provided to achieve selected 4-H learning outcomes as well as enrich the classroom curriculum.
- **4-H Participants** – Youth enrolled in a one time Extension based program such as a workshop, clinic, or seminar. This is particularly true for youth participating in one time programs that are organized and resourced by Extension personnel.
- **4-H After School** – Educational programs offered to youth outside of school hours, usually in a school or other community center and incorporating 4-H curricula.
- **4-H Individual Study/Family Learning Programs** – Planned learning which occurs independently of a formal group setting such as a club, as an individual, paired or family learning effort under the direction of an adult or a parent (at least one adult must meet the requirements to be a 4-H volunteer leader). Examples include self-study, home study courses, mentoring or shadowing with an expert, and 4-H international host family experiences.

Cross-County Lines Membership Policy and Procedures

Policy: Youth are expected to affiliate with the 4-H program in their county of residence. However, in some circumstances, it is appropriate for a youth to participate in a county other than their county of residence. This can be done with the approval of the 4-H professionals in both the county of residence and the county of request. Once granted, the permission for membership across county lines shall be permanent and stable for the duration of the youth's 4-H membership. If the youth's circumstances change (e.g., residence, school, or custody), the cross county lines membership can be reevaluated. This privilege is extended only to those youth who maintain membership in good standing.

Procedures: Ohio State University Extension administers the Ohio 4-H Youth Development program. Our mission is to enable youth to reach their full potential as capable, competent, caring, and contributing citizens. Each county in Ohio conducts the 4-H Youth Development program to accomplish this mission. In order to affirm Ohio State University Extension's position concerning

4-H cross county lines (and/or cross state lines) membership, the following philosophy and process statements are provided:

1. 4-H membership in two counties (and/or two states) is not permitted.
2. Cross state lines membership has the same considerations as cross county lines membership.
3. When the county of residence does not have a 4-H program (due to financial or other reasons), youth may not join 4-H in another county. Previously approved cross county lines or cross state lines memberships are revoked.
4. In situations where membership in a county other than the county of residence is desired, the 4-H professionals in both counties must be in agreement regarding the application. The agreement, based on their professional judgment in accord with the mission, does not supersede item 3 above.
5. Consideration for membership may not be motivated by perceived competitive or sale advantage in another county, any change due to controversial issues, or other similar motivations.
6. Should families own residences in more than one county, the county of residence is determined by the public school system in which the youth would be enrolled, regardless of actual attendance.
7. Parents, guardians, and youth should become familiar with all policies, procedures, and guidelines for the county in which membership is requested. Some Ohio counties limit participation in the county junior fair to those who reside in the county.
8. Any consideration for membership in a county other than the county of residence, within the limits of this policy and not addressed by the above statements, should be brought to the attention of the Ohio 4-H Youth Development assistant director or associate state leader to identify a course of action in these special situations.
9. The decision to allow or deny cross county lines membership is made by the county 4-H professionals in the county of request and the county of residence, and is fully supported by the state organization.

Why Request 4-H Membership in Another County? Youth are expected to affiliate with the 4-H program in their county of residence. OSU Extension programs are typically supported at the local level by taxes, so it makes good sense that a child participate in the county program supported with taxes from parents or guardians. However, there are circumstances in which membership in a county other than where one lives is a practical and reasonable request. The request for cross county membership must be made 30 days prior to the 4-H membership enrollment deadline of the county being requested.

Common situations or conditions acceptable for asking such a transfer of membership include:

- The school district in which the child attends is located across two counties. The child's school friends may therefore be members in a county other than where the child resides.
- The county of residence does not offer the specific 4-H program being sought, such as shooting sports. In such cases, a youth can request membership across the county lines to participate in a program not available in the county of residence.
- The parents of a child are legally separated or no longer married to each other and live in two different counties. A request for membership in the county in which the 4-H project work will be completed is reasonable. Parents may be asked to provide court documentation which verifies custody agreements.

Reasons that are not acceptable for granting a transfer of membership include:

- The Junior Fair Livestock auction prices are typically higher in the other county.
- The parents or guardians of the 4-H members were members of the club in the other county so it is hoped the youth can have membership offering the same family legacy.

- The camp or county fair schedule in the other county better fits the family's vacation plans.
- The county fair schedule in the other county better fits the youth's school schedule.
- If animal projects are involved, the animal is housed on someone else's property in the other county. If this is the case, the 4-H member is encouraged to select an entirely different project. 4-H membership is based on the residence of the child, not the residence of the animal.
- The 4-H member is banned or suspended in the county of residence. Suspended membership is suspension of Ohio 4-H membership, and thus the suspended member is not eligible to transfer membership to another county.

How to Request Cross County Lines Membership?

Parents seeking 4-H membership for their child in a county in which they do not reside should complete the Request for 4-H Membership Across County Lines form. It must be submitted to the county Extension 4-H professional in the county of request no later than 30 days prior to their 4-H membership enrollment deadline. That professional then contacts the 4-H professional in the county of residence, discusses the request, and makes a final decision. Please allow 30 days from submission for final notification.

For Wayne County – Across County Lines Membership Requests should be submitted to the Wayne County Extension Office by March 1st. The Across County Lines Request form is available on our website at: <https://wayne.osu.edu/program-areas/4-h-youth-development/forms-and-applications>.

Alcohol Policy

- Alcohol is prohibited at all 4-H sponsored activities.
- Complete details of policy may be requested at the Extension office.

Illegal Drug Policy

- Possession or use of illegal drugs at 4-H sponsored activities is prohibited.
- Complete details of policy may be requested at the Extension office.

Tobacco Policy

- Tobacco product possession and use by 4-H youth participants is prohibited at all 4-H sponsored activities.
- Tobacco use by adults during 4-H sponsored events is discouraged and should only be done in designated areas and not in view of youth participants.
- Complete details of policy may be requested at the Extension office.

Deadlines Policy

- OSU Extension Wayne County expects everyone – members, parents, and volunteers to be aware of, adhere to, and respect published deadlines for all types of registrations, enrollments, entries, etc. including all forms, applications, and other documents whether in hard copy or electronic format.
- Deadlines are automatically extended to the next business day when a published deadline falls on a weekend or federally recognized holiday unless otherwise specified.
- All deadlines are strictly enforced. Grace periods or extensions of deadlines are rarely given and usually are only extended for everyone – not specific individuals.

- Individuals that wish to appeal any decision not to grant an extension for a published deadline may submit a letter to the 4-H Educator stating their reasons for needing to submit their document, form, registration, etc. after the published deadline. The 4-H Educator will review the request and may make a decision and/or consult the 4-H Advisory Committee's Executive Committee for input in making the decision. All decisions are final and not subject to further appeal. Decisions regarding Jr. Fair deadlines will be reviewed by the Jr. Fair Liaison Committee and again all decisions are final and not subject to further appeal.

Managing Risks

Select portions taken from the *Ohio 4-H Volunteer Handbook*. This and more information can be found at <http://www.ohio4h.org/volunteers/volunteers/club-leaders/ohio-4-h-volunteer-handbook>.

4-H clubs are about fun, friendship, and learning. They can also be high risk if you are not following standard practices or taking precautions to protect yourselves as a club. Here is a list to help your club determine what risks you may be taking.

Clubs need to consider the following topics relevant to risk management and the questions posed within each topic's section below:

- Club insurance
- Planning a 4-H meeting
- Finance and fundraising
- Healthcare in the 4-H club
- Transportation
- Volunteer expectations
- Behavior management for youth
- Food handling
- Social media
- Protecting 4-H privacy
- Specific risk management

Club Risks

Insurance

- Does your club purchase the supplemental insurance offered to clubs for minimal cost per member? (Typically the cost is \$1 per member, \$2 per horse project member.)
- Does your club purchase special activity insurance to cover special club events? (Typically the cost is 15 to 23 cents per participant per day.)
- Do club parents and volunteers understand that these policies are secondary to their personal policies?
- What is the difference between accident and liability insurance?
 - Accident Insurance may cover injuries or illness incurred while participating in a 4-H event or activity. To receive coverage, accident insurance must be purchased.

- Liability Insurance is coverage protecting approved volunteers in good standing from loss due to litigation. The insurance is provided through OSU Extension and is secondary to the individual's personal insurance. Coverage applies to approved and appropriate actions during a 4-H event or activity.

Planning a 4-H Meeting

- Does your meeting site offer adequate and appropriate access to all members and other family members of all abilities?
- Does your meeting site have proper safety precautions, such as smoke detectors, fire extinguishers, and posted escape routes in place?
- Is your meeting site safe and 4-H appropriate? Consider how you will manage potential risks.
- If in a private home, does your club urge meeting hosts to check their home-owner policy for proper protection in case of injury?
- Does your club provide adequate supervision of members before, during, and after meetings?
- Does your club have appropriate adult to youth ratios?
 - Ages 6-8: 1 adult for 8 youth
 - Ages 9-14: 1 adult for 10 youth
 - Ages 15-18: 1 adult for 12 youth
- Does your club properly use the 4-H emblem on materials and products?

4-H Finances

(Adapted from *Managing 4-H Finances, Ohio 4-H Development*, by R. J. Schmiesing, C. Crawford, B. Henderson, and L. Johnson, February 2000.)

Accurate financial management is critical for Ohio 4-H clubs regardless of the amount of money or its intended purpose. The following practices should be reviewed prior to establishing club treasuries and as a reference for managing club finances.

- **4-H club or group checking accounts must be established for each club** in the club or group name, not an individual's name. Two to three signatures should be provided for each account, with two signatures recommended on all checks. Signatures must be approved 4-H volunteers and members, if permitted by the financial institution. Signers must not be related or family members and must include at least one non-family member.
- A minimum of two signatures should be required to write a check. Under guidance from adult volunteers, a suggested practice for checks is to have the Treasurer and Secretary as signatories.
- Bank statements should be sent to a 4-H club volunteer or group leader, or someone who does not have authority to sign checks. After review (i.e. correct number of deposits, checks, and balance), statements should be given to Treasurer, reconciled, and included in the official records. If possible, 4-H clubs should request actual cancelled checks or copies from their bank.
- Bills should be approved for payment by the 4-H club or group members before checks are written. When a check is written, it is to be correctly recorded in the Treasurer's records

and Secretary's minutes. The Treasurer is to keep copies of documents supporting expenditures (cash register receipt, invoice, etc.).

- All income should be documented in the Treasurer's records and deposited immediately into the club's checking account.
- The Treasurer must keep accurate records and report the status of the treasury at each meeting. The Secretary's minutes should reflect financial actions and/or account balances. This should be done for each business meeting. The Ohio 4-H Treasurer's Record Book should be used to maintain accurate records.
- No club funds are permitted to be distributed to club members or volunteers unless for reimbursement for an approved club expense.
- Member fair premiums are to be paid directly to club members after receiving club premium check from Wayne County Agricultural Society.
- The club treasury should be audited annually by a committee from the club, appointed by the President, or by someone not directly associated with the Treasurer. This audit should occur prior to a new treasurer assuming office. Following the review, the club must submit their Yearly Financial Summary for the current year's records, January 1– December 31, by January 31st of the year after the records conclude. The final bank statement of the year, which must include activity through December 31, must also be submitted.
- Employee Identification Number (EIN) – An EIN is required when a 4-H club or group opens an account at a bank. Clubs or groups need to apply for their own number by completing an SS-4 form. These forms are available through the Extension office. For additional information, please contact the Extension office.
- 4-H organizations have an obligation to file with the Internal Revenue Service and Annual Information Return, Form 990 ePostcard. Until further notice, the 4-H educator will file each club's return.
- Local 4-H Club or group treasuries should have a minimum carry over from year to year. Those that raise money should spend the money. If the treasury is saving for a major project, the money should be given to the project annually.
- If a 4-H club or group disbands, the funds in the treasury should be given to a worthy cause. If possible, the club should decide on the cause. Examples: 4-H Committee, 4-H Endowment Account, 4-H Camp Ohio, Wayne County 4-H Youth Development Fund, charity, etc. If a club or group votes to divide, the treasury should be divided upon membership with equal shares per member going to the member's new club treasury. If a club or group is divided without mutual agreement and cannot decide on division of the treasury, the problem should be referred to 4-H Committee. Money **cannot** be given to the club members.
- 4-H educators and other Extension staff are not to be responsible for handling 4-H club or group monies and are not to have signature authority on 4-H club or group bank accounts.
- 4-H professional staff have the right to request any and all financial information for your club as needed.
- Financial records should be kept for 7 years before being destroyed.

4-H Fundraising

- Fundraising for club treasuries must go through the club checking account.

- Clubs are not permitted to fundraise using games of chance, such as raffles. Rather, plan a 4-H fundraiser so the public or customer will receive full value.
- Keep fundraising to a minimum. One or two special fundraisers per year. Remember the basic purpose of 4-H is education.
- Funds must be raised for a specific worthy project and inform the general public of how the funds will be used and controlled. Fundraising to give money to your members is not a worthy project and is prohibited by the Ohio 4-H Club Constitution.

Healthcare in the 4-H Club

As a volunteer leader, it is beneficial for you to have some basic medical and emergency contact information for your club members whose parents might not be present. You should review these forms and flag any relevant information before a club outing or trip. Any information collected for health care reasons within a 4-H setting shall be protected and not shared. In case of an emergency, always call 911 first!

- Does your club have each member complete a health form? Do volunteers review these annually and have them accessible at club events?
- Do your club volunteers have emergency information, including contact numbers, for each member?
- Does your club have basic health information for each member—including allergies, special dietary needs, and/or medications?
- Does your club have access to basic first aid supplies?
- Does your club follow-up with parents on all injury/health concerns, even the little bumps and scrapes? Do you complete incident reports?
- Do club volunteers know how to protect themselves when dealing with injuries/illnesses involving bodily fluids?

Transportation

Whenever possible it is best if 4-H clubs simply rely on the youth's parents to provide their child's transportation to and from club meetings, activities, and events. However, on some occasions such as field trips or other special events club advisors may find it necessary to transport 4-H youth that are not their own children. When transporting 4-H youth as a club activity and part of a volunteer's care, custody, and control of 4-H youth the following requirements must be met:

- Require informed consent / permission to transport forms for all members participating
- Require and bring with the volunteer on the trip - members' health and emergency information forms
- Share important information with families such as schedule for the day, behavioral expectations, appropriate attire, money needed, or other items to bring along
- All drivers must be adults and be able to show a valid driver's license and proof of insurance if requested
- Require that a seat belt be available to each person in the vehicle and worn by all at all times while the vehicle is in motion.
- Provide an emergency contact number for parents to reach the advisor / driver while on the trip
- Provide adequate adult supervision / chaperones

4-H and Food Service

OSU Extension Food Service / Preparation Policy

- 4-H clubs and committees who prepare and serve food at 4-H related events or fundraisers must have at least one volunteer certified in the *Occasional Quantity Cook* Program. The individual who will provide leadership to the onsite preparation and service of food for sale or to be given away (not including carry-in, covered dish, pot-luck dinners, or bake sales) will be required to complete the training and obtain a minimum score on the post-program test prior to engaging in the food preparation or service. The certification is valid for three years and a certificate of completion must be submitted to the Extension office. An online training module is now available to obtain the training and certification. Individuals needing to obtain certification should contact the Extension office.
- 4-H clubs or groups selling prepared food must apply for and secure a food license from the appropriate health department at least two weeks prior to the sale of food. For sales in Wayne County contact the Wayne County Health Department at 330-264-9590.
- All clubs selling or providing baked goods for donation must make a list of ingredients and location of production available for clientele to view in case of potential food allergies

Minimum Membership Guideline Statement

4-H community clubs led by adult 4-H volunteers are the main method of program delivery for the 4-H Youth Development Program in Wayne County. The Wayne County 4-H Committee has established minimum guidelines for community clubs, members, Cloverbuds, and volunteers so that individuals and families know what their minimum commitment must be when they participate in 4-H community clubs. Most of our clubs, members, Cloverbuds, and volunteers greatly exceed these minimum guidelines and we applaud efforts of volunteers and members who achieve results that exceed these standards. If you need to reach the minimum guidelines in certain areas, please contact us.

Community Club Guidelines

- Clubs will consist of a minimum of five members from three different families and at least two approved adult volunteers. It is recommended that two adults be present at all activities and meeting with youth even if only one adult is an approved volunteer.
- Clubs must apply for and receive a club charter from the 4-H Youth Development educator in order to be a recognized community club in the county, state, and national 4-H programs. Club charters are valid for one year. Clubs must reapply for their charter each year by April 1.
- Each club must have a club checking account with at least two approved volunteers as signers. Youth members are permitted as signers if your financial institution allows them.
- Club meetings should be held between January through September.
- A club will meet a minimum of six times from January through September.
- 4-H community club enrollment is open all year. To exhibit at the county fair, final member and project enrollment is due to the Extension office by April 1 of the current year. The official Ohio 4-H Member/Cloverbud Enrollment Form must be completed in the 4-H ONLINE database and approved volunteers must also submit an official Ohio 4-H

Volunteer Enrollment Form through the 4-HONLINE database to remain an active volunteer.

- Clubs will elect members to fill the positions of President, Vice-President, Secretary, and Treasurer. Other optional offices include: News Reporter, Health Leader, Safety Leader, and Recreational Leader. Officer books are available online at: <https://ohio4h.org/officerresources>.
- Club members should begin each meeting by reciting the Pledge of Allegiance and the 4-H Pledge.
- Each 4-H club shall have a constitution, approved by the members of the club, which shall provide the guidelines and structure for their club, beyond the guidelines above. Clubs may approve stricter guidelines for their own use through their club by-laws as long as those rules do not constitute discrimination. A copy of the approved constitution and by-laws needs submitted to the Extension office by April 1 for the club's file.
- Clubs must submit their Annual Financial Summary for the current year's records, January 1 – December 31, by January 31 of the year after the records conclude.
- Clubs must have at least two Cloverbud members to offer Cloverbuds within the club.
- Clubs must be in good standing with the Extension Office. Clubs that are not in good standing are subject to sanctions including ineligibility for 4-H and Jr. Fair programs, events, exhibitions, etc. until such time that they are deemed to be in good standing.

4-H Membership Participation Guidelines

A 4-H member in good standing:

- Must be enrolled in a club and have project(s) for the current year submitted to the Extension office by April 1 of the current year to receive credit for the 4-H year and exhibit at the county fair.
- Must attend an Interview Judging process – such as Early or Late Project Judging or Skillathon Interviews.
- Must follow club constitution guidelines for local club completion.
- Must attend a minimum of six meetings from January through September. Attendance at more meetings is encouraged and may be required in the club by-laws. Extenuating circumstances preventing attendance at 4-H meetings can be reviewed by the 4-H organizational advisor if a written request describing the circumstances is presented. If the case cannot be resolved in the local club, the member and advisor can present the case to the county 4-H professional staff for review.
- Must follow the Ohio 4-H Code of Conduct as agreed to on the enrollment form.

Cloverbud Membership Guidelines

See the Cloverbud Section on page 18 for membership details.

Volunteer Membership Guidelines

There are many ways you can serve as a volunteer including: club volunteer, Cloverbud volunteer, committee volunteer, short term or special emphasis volunteer, and teen volunteer.

- Adults who desire to volunteer their time, energy, and talents to Ohio State University Extension and the Wayne County 4-H program must complete the volunteer selection process.

- All steps of the volunteer selection process must be completed by April 1 of the current year to begin volunteer service. Potential volunteers must also attend an orientation, complete an interview, have reference forms on file, and complete a background check.
- The first step in the Volunteer Selection Process is completing the volunteer application. The application is an online form available on the Extension Office website at <https://wayne.osu.edu/program-areas/4-h-youth-development/volunteers/new-4-h-volunteers>.
- 4-H club volunteers must attend a minimum of six meetings from January through September unless otherwise indicated by the volunteer's club by-laws. Attendance at more meetings is encouraged and may be required in the club by-laws. Extenuating circumstances preventing attendance at 4-H meetings can be reviewed by the 4-H organizational advisor if a written request describing the circumstances is presented. If the case cannot be resolved in the local club, the member and advisor can present the case to the county 4-H professional staff for review.
- The Ohio State University requires all volunteers to self-disclose criminal convictions that occur within three business days of the conviction. 4-H volunteers are required to disclose their convictions to the county Extension Educator, 4-H Youth Development.
- Volunteers who have a break of 12 months or more in volunteer service will be required to complete the Volunteer Selection Process prior to working with 4-H members in the future.
- The Ohio State University Policy 1.50 requires all volunteers to complete a fingerprint rescreening process every four years and complete the **annual** child neglect and abuse training to maintain their approved volunteer status.
- Volunteers must also accept and abide by the Ohio State University Extension Volunteer Standards of Behavior which they digitally sign and agree to each year during the annual 4-HONLINE enrollment process.

Wayne County 4-H Camping Program

Wayne County 4-H offers both day camping and overnight residential camping programs. Our day camp is called Cloverbud Day Camp and is for our Cloverbud youth and non-members when space permits. Cloverbud Day Camp is for youth ages 5-8 years old and is staffed by 4-H professionals, adult volunteers and teenagers that apply and complete our camp counselor training program. Our overnight residential camping program called Jr. Camp is for youth ages 8-13 years old and currently is conducted in conjunction with Ashland County 4-H. Our Ashland-Wayne County 4-H Jr. Camp is held at 4-H Camp Ohio and is also staffed by 4-H professionals, adult volunteers, and teenagers that apply and complete the camp counselor training program.

Adult staff and camp counselors that turn 18 two months or more before camp must complete the OSU Extension New Volunteer application, interview, and background check process. Adult staff are welcome to bring their minor children to camp at no-charge provided there is enough space, arrangements for care will not detract from the adult staff member's responsibilities at camp, and they have the approval of the 4-H professional(s) serving as Camp Director.

Selecting a 4-H Project

With 200+ projects listed in the *Family Guide*, <http://www.ohio4h.org> (4-H Bulletin #1000), members, parents, and advisors find project selection difficult. There are several very important factors that should be considered by 4-H advisors and Junior Leaders as they help members select projects.

- Help members discover projects that meet their interest and needs. Guide members into developing their interest through their project. Encourage them to progress and advance in the project area of their interest. Challenge older members to explore related projects such as: livestock and veterinary science; conservation and photography; nutrition and management; woodworking and home environment.
- Make sure members know and understand project requirements. Use the project guidelines handouts as members select projects. Have Junior Leaders share their project experiences with members.
- Help members realize the costs involved in their project (materials, animals, feed, etc.) as well as availability of project materials.
- Involve parents in project selection. This is very important with young members. Invite parents to a meeting and make sure they understand the project expectations and requirements.
- If necessary, limit the number of projects a member takes. New or young members should take no more than two projects. Be sure older members do not take more projects than they can successfully complete.
- Club or group projects can be excellent experiences for 4-H members. Several projects make good club projects; reach out to a 4-H professional for guidance. Including the entire club in the same project helps develop club unity as members learn to work together.
- What is a club project?
 - Everyone in the club is enrolled in the project. (Needs to be indicated on member's 4-H ONLINE enrollment.)
 - One project book (depending on project). One appointed recorder completes the book.

Wondering what projects are new, revised, or discontinued? See the current year's edition of the *Ohio 4-H Family Guide* for these revisions.

4-H Projects Overview

County specific Project Guidelines are available for all approved Ohio 4-H projects. The project guidelines are available on our website at <http://wayne.osu.edu/projectinfo>.

Individual Project Guidelines appear in the front of each 4-H member's livestock project book. These County Guidelines will appear on a separate sheet stuffed inside the livestock book. **Project guidelines for Still, FCS, and all other non-livestock projects can be viewed and printed on our website.** If there are no guidelines with your livestock book – or if they are lost during the course of the project – obtain a replacement copy from our website <http://wayne.osu.edu/projectinfo> or from the OSU Extension Wayne County office.

For a member to achieve the progression of goals needed for development, 4-H projects must be separate and different from those carried in other organizations such as FHA/HERO, FFA, Scouts, Camp Fire, grange, church, and school (including industrial arts class, science fairs, etc.).

Members taking more than one project in the same interest area need to complete guidelines for each project and cannot use the same items to support both projects.

Project Completion – Project Judging, Skillathon Interviews, and Outstanding Exhibitor Exam

Completion of a 4-H project may be achieved by:

- **Still, FCS, and non-livestock 4-H Project Interview Judging** – All members taking Still, Family & Consumer Sciences (FCS), and other non-livestock projects (except Dogs 201-Showmanship and 201-Obedience) are required to attend an Interview Judging evaluation to receive a project grade. All projects are evaluated using individual project guidelines and requirements set forth in the project books. Individuals may sign up for a time-slot. **Early Project Judging is July 7, 2022 and Late Judging is August 9, 2022 both from 6-9 pm at the Wayne County Fair Event Center.** Anyone that is not able to attend judging on one of these dates may contact the Extension Office prior to August 1st to set up an alternative time for judging. Individuals interested in qualifying to represent Wayne County at the Ohio State Fair must participate in the July 7th Early Project Judging event.
- **Livestock, Dairy, Dog, and Horse Skillathon Interviews** – for 2022 is a new twist on Skillathon as it blends components from traditional in-person Skillathon with Livestock Project Interview Judging. In order to exhibit Livestock, Dairy, Dogs, and Horses youth must complete either the Wayne County Skillathon Interviews, State Fair Skillathon for the respective specie(s) the youth wishes to exhibit, or the Wayne County Jr. Fair Outstanding Exhibitor Exam. If youth choose to complete the State Fair Skillathon – proof of completion must be presented to the Wayne County Extension Office by **August 8, 2022**. The format for Skillathon Interviews will consist of three parts 1) youth drops their book off to be graded / reviewed, 2) youth completes one hands-on universal Skillathon station (Feed Identification for 2022), and 3) youth completes an interview with a judge who will ask them questions about their animal / livestock project(s). **Skillathon Interviews will take place on the evenings of July 11th and 12th 2022 6:30 – 9 pm at the Wayne County Fair Event Center.** Similar to Quality Assurance – youth will only need to complete the process once per year regardless of how many different animal projects they're planning to exhibit at the fair. Youth that are not able to attend in person on July 11th or 12th may record and submit a video. Additional instructions regarding the video content, duration, and details for submitting them will be sent out in the 4-H News and Notes email updates this spring.
- **Outstanding Exhibitor Exam will be held July 7, 2022 at the Wayne County Fair Event Center from 5-9 pm.** Youth participating in the Wayne County Jr. Fair Outstanding Exhibitor Awards program must complete a test for each livestock / animal species they're

competing in. Completion of this test counts for project completion credit just the same as if they did the Skillathon Interviews.

Dress Code

Clothing and footwear needs to be neat, clean, and school appropriate for 4-H project judging / skillathon interviews, outstanding exhibitor exams, and all other 4-H activities, programs, and events unless otherwise specified.

State Fair Eligibility

A 4-H member taking non-livestock projects must attend the July 7th Early Project Judging to be eligible to place in the county or be eligible to go to State Fair. No pre-judging participants will be considered. For more Ohio State Fair competition or entry deadline information visit: <http://www.ohiostatefair.com>.

4-H Cloverbuds



The 4-H Cloverbud program is geared toward activity based learning. Curriculum is based on age appropriate research and involves cooperative, experiential, and non-competitive activities.

Cloverbuds are children who explore areas of healthy lifestyles, earth/environment, citizenship, plants and animals, consumerism and family science, science and technology, personal development, and community expressive arts.

Members participate in activities at 4-H Cloverbud meetings that are planned by their adult leaders. They can also complete community service projects and exhibit one of their activities in a booth at the fair.

Cloverbud Membership Guidelines

- 4-H Cloverbud membership begins when a child has reach age 5 and is enrolled in kindergarten as of January 1 of the current year.
- A Cloverbud may join any time during the year.
- Cloverbud members must attend a minimum of six meetings from January through September to obtain credit for one year in 4-H. Attendance at more meetings is encouraged and may be required by the club. Extenuating circumstances preventing attendance at Cloverbud meetings can be reviewed by the Cloverbud organizational advisor if a written request describing the circumstances is presented. If the case cannot be resolved in the local club, the member and advisor can present the case to the county 4-H professional staff for review.
- Cloverbud members who meet the Cloverbud Membership Guidelines may exhibit one item created at a Cloverbud club meeting at the Wayne County Fair.
- Cloverbud members are not eligible for any competitive 4-H events or activities such as participation in projects, residential camps, and fundraisers.

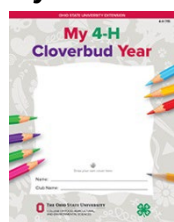
Cloverbud Resources

- **Choose & Tell Cards** - Help your Cloverbuds with their public speaking skills. There are four levels from easy to difficult. Supply list and directions are included on each card for fun and easy Cloverbud activities. Choose & Tell Cards are available for purchase from the Extension Office.
- **Cloverbud Connections Blog** - This blog was developed in response to requests from 4-H volunteers for more information and support in working with Cloverbud members. It is published regularly and provides a unique blend of education, activities, and fun to build and challenge Cloverbud volunteers as they lead kindergarten through second grade youth. Check it out online at the website below: <http://www.ohio4h.org/volunteers/cloverbud-leaders>.

Click it, Print it, Do it...Activity Pages

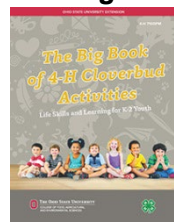
Cloverbud volunteers can access over 30 on-line, printable lessons that are fun and challenging for Cloverbud members. Click it, Print it, Do it! – was developed in response to volunteer requests for more information and support in working with young 4-H members. Topics range from recycling and community service to exercise and gardening. Available online at: <http://www.ohio4h.org/volunteers/cloverbud-leaders>.

My 4-H Cloverbud Year



This brand new not-quite-a-project book is a fun way for Cloverbuds to learn the basics of 4-H and keep track of their activities and events. It is intended for Cloverbuds who are able to write about themselves and their experiences, with or without the support of an adult leader. It is an optional item, and it can be repeated each year a child is a Cloverbud. It is especially appropriate for older Cloverbuds as they prepare to transition to regular membership.

The Big Book of 4-H Cloverbud Activities



This revised classic includes updated versions of hundreds of activities for 4-H Cloverbuds in these topics areas: science and technology, communications/expressive arts, healthy lifestyle, environmental/earth science, personal development, citizenship/civic education, consumerism and family science, and plants and animals. Redesigned in an easier-to-manage, spiral-bound book.

Many more Cloverbud Leader resources are available at:

<http://www.ohio4h.org/volunteers/cloverbud-leaders>.

Communications / Resources

Newsletters

The county volunteer newsletter, *The Link*, is available to all volunteers, parents, and members. Past Issues can be accessed on our website. The Special Fair Edition is currently our only planned edition for 2022 and is mailed via U.S. Postal Service to all 4-H volunteers and families in early to mid-August.

Wayne County 4-H News and Notes E-Mail Updates

Our Wayne County 4-H News and Notes E-mail Updates are generally sent weekly or every other week. All 4-H volunteers, members, and parents/guardians are encouraged to sign up for the News and Notes E-mail Updates and to read them thoroughly and regularly. These updates contain lots of important announcements, reminders, and links to information and forms.

You can subscribe to News and Notes and view past issues on our website at:

<https://go.osu.edu/wc4hnewsandnotes>.

Wayne County 4-H Website

The OSU Extension Office website (wayne.osu.edu) has a 4-H section under “program areas” with several 4-H web pages contained within. The website is updated regularly throughout the year with information that is useful for 4-H youth, parents/guardians, volunteers, alumni, and anyone interested in Wayne County 4-H. Please be sure to check the website regularly for information including the 4-H calendar of events, project guidelines, access to current and past news and notes email updates, information about how to join and how to start a new 4-H club, 4-H forms and applications, the Jr. Fair Book and other Jr. Fair resources, and much more.

Wayne County 4-H Mobile App

Our Wayne County 4-H mobile app is also updated regularly and contains much of the same information as our website but in a more mobile friendly format. The app is especially helpful during the fair with links to show bills, auction sale orders, the fair schedule, and much more but also contains good content and resources for use throughout the year including the 4-H calendar of events. The app is available for free download from the Apple App Store and Google Play App Store. Simply go to your device’s respective app store and search “Wayne County 4-H.”

4-H Books / Publications

Members / parents can place orders for 4-H books through their club advisor or may stop into purchase the books at the Wayne County Extension Office. Our office maintains an inventory of most OSU Extension books and resources – however, occasionally we run out of a particular item and may need to order it in. You are welcome to call ahead to check to make sure the item you would like is in stock and we would be happy to hold it for up to one week for you. The Extension Office will accept cash, check, and most major credit cards for payment. However, only 4-H clubs or individuals that present appropriate tax-exempt documentation will receive their orders tax exempt. 4-H books and resources can also be ordered and shipped directly to you by placing your order and payment online at <http://extensionpubs.osu.edu>.

Club Officer Resources

Officer handbooks and related materials are available on the Club Officer Resources page at: <https://ohio4h.org/officerresources>.

Other Advisor Resources

Other advisor resources are available from the Ohio 4-H Youth Development page at: <https://ohio4h.org/volunteers/volunteers/club-leaders>.

What's Due When?

Most forms and applications are available on our website under the 4-H program area – forms and applications page, which can be accessed at <https://wayne.osu.edu/program-areas/4-h-youth-development/forms-and-applications>. All forms are due to the Wayne County Extension Office by 4:30 pm unless otherwise noted. When form due date falls on a weekend, forms are due by 4:30 pm on the next business day. Forms due in 4-HOnline, FairEntry, and/or via other online submissions are due at 11:59 pm on the due date unless otherwise noted.

On our website as forms are updated and published for the year - the name of the form will change from black text to a teal hyperlink. Click on the form name to view / download the form. Note: additional forms / applications may be added throughout the year as need arises. Please be sure to check our 4-H news and notes email updates and the website regularly for the latest updates.

January

- Beef Bred, Born, and Raised Form - Due January 15th at Steer Weigh-In
- Market Steer Weigh-In / Tagging Form - Due January 15th at Steer Weigh-In (This form is only available at Weigh-In)
- State 4-H Horse Advisor's Training Registration - Due January 15th
- Annual Club / Committee Financial Summary Report Form - Due January 31st
- MXC - Making eXtreme Camp Counselors Statewide Counselor Workshop Registration - Due January 28th (Counselors - contact 4-H Program Assistant Diane Johnson to register)

February

- Annual Club Survey to be completed by Organizational (Head) Advisor - Due February 1st
- Ohio 4-H Conference Registration Form - Submit Registration to County Extension Office by February 9th, Click here for more information about the Ohio 4-H Conference
- Wayne County Dairy Service Unit Outstanding Dairy Youth Award Application - Due February 15th
- Wayne County Dairy Service Unit College Scholarship Application - Due February 15th
- Wayne County 4-H Food and Fashion Board Application - Due February 15th
- Ohio 4-H Scholarship Applications - Due February 15th via online submission, Click here for more information about Ohio 4-H Scholarships
- Wayne County 4-H Scholarship Application Form - Due February 15th

March

- Request for Across County Lines 4-H Membership Form - Due March 1st (30 days prior to county 4-H membership enrollment deadline, may be earlier if seeking membership in a county outside of Wayne County)
- 4-H Activity Fee Scholarship Application Form - Due March 15th

April

- 4-H Activity Fee Payment Form - Due April 1st

- 4-H Member and Volunteer Enrollment - Due April 1st in 4-HOnline
- New 4-H Advisor / Volunteer Application Form - Due April 1st

May

- 4-H Project Book Order Form (Books Listed Alphabetically) or same form (Books Listed Numerically) - Due May 1st
- Horse Special Request Form - Due May 1st
- Market Poultry Order - Due May 1st

June

- Animal ID for All Livestock (except Market Poultry and Market Rabbits) submitted in 4-HOnline - Due June 1st
- Cloverbud Day Camp Registration Form - Due June 1st
- Cloverbud Day Camp Health Form - Due June 1st
- Cloverbud Day Camp Restricted Release Form - Due when dropping your child off at Fisher Auditorium
- Dog Health / Vaccination Certificate Form submit via 4-HOnline Animal ID - Due June 1st
- Horse Identification Form submit via 4-HOnline Animal ID - Due June 1st
- Hugh Kline Endowment Fund Grant Application Form - Due June 1st
- Junior Camp Registration Form - Due June 1st
- Junior Camp Health Form - Due June 1st
- Junior Camp Scholarship Application Form - Due June 1st
- Junior Fair Board Bus Trip Registration Form - Due June 1st
- Market Goat Born and Raised Form (submit in 4-H Online) - Due June 1st
- Market Lamb Born and Raised Form (submit in 4-H Online) - Due June 1st
- Market Swine Born and Raised Breeder Declaration Form (submit in 4-H Online) - Due June 1st
- Ohio State Fair Livestock Entries - Due June 20th

July

- As of February 9, 2022 – no forms due, check website to make sure

August

- Junior Fair Class Entries - Submit Online at waynejrfair.fairentry.com - Due by 11:59 pm August 1
- Market Rabbit Bred Born & Raised Form - Due August 1
- Junior Fair King / Queen Application Form (only for top 10 candidates selected by the Junior Fair Board) - Due August 1
- Fair Booth Application - Due August 1
- Group Judging Form - Due August 1
- Junior Fair Board Bus Trip Information Packet and Permission to Transport / Health Forms - Due August 1 (or Bring with you when you board the bus)
- Ohio 4-H Teen Leadership Council Applications - Due in Columbus early August

September

- Excellence in 4-H Award Nomination Form - Due September 1st
- Junior Fair Baking Contest Entry Form - Due September 9th
- Livestock Judging Contest Entry Form - Due September 9th

October

- Junior Leaders Membership Form - Due October 5th
- 4-H / FFA / Jr. Fair Action Committees Application Form - Due October 5th
- Extension 4-H Advisory Committee Application Form - Due October 5th
- 4-H Club STAR Award Application Form - Due October 5th

- 4-H County Award Medal Application Form - Due October 5th
- Excellence in 4-H Award Application Form - Due October 5th
- 4-H Meritorious Service Award Nomination Form - Due October 5th
- 4-H Action and Advisory Committee Ballots - Due October 30th (Active 4-H Advisors/Volunteers may cast ballots via online submission (individualized links emailed to eligible volunteers) or by voting in person at the Extension Office, voting will begin in early October and ends on October 30th.

November

- 4-H Recognition Banquet Reservation Form - Due November 1st

December

- Ohio 4-H Achievement Record Application for Teen Leadership Activities such as Junior Fair Board, Camp Counselors, CARTEENS Leaders, Food and Fashion Board Members, 4-H Awareness Team and more - Due December 1st