

Tuscarawas County 4-H Member and Volunteer Handbook



OSU Extension Tuscarawas County
Crossroads Extension Education & Research Area
419 16th Street SW
New Philadelphia, OH 44663-6403
Phone: 330-339-2337

<http://tuscarawas.osu.edu>



OSUETuscarawas



TuskytheHuskies



Contents

Office Location, Hours, Contact Information, Staff	4
Introduction to Tuscarawas County 4-H	5
Tuscarawas County 4-H Statistics	5
The 4-H Motto.....	6
The 4-H Emblem.....	6
The 4-H Colors.....	6
The 4-H Pledge	6
4-H Membership, Extension Policies for Tuscarawas County, and Managing Risks.....	7
Member Eligibility Policy.....	7
Types of Eligible 4-H Membership	7
Cross-County Lines Membership Policy and Procedures.....	8
Alcohol Policy	9
Illegal Drug Policy	9
Tobacco Policy.....	9
Ohio 4-H Guidelines for Social Networking‡	10
Ohio 4-H Youth Development Program Complaint, Protest and Grievance Review Process**	12
Managing Risks	13
4-H Finances‡‡	14
4-H Fundraising+	16
Healthcare in the 4-H Club.....	16
Transportation	16
4-H and Food Service	17
Minimum Membership Guideline Statement.....	18
Community Club Guidelines.....	18
4-H Membership Guidelines	19
Cloverbud Membership Guidelines	19
Volunteer Membership Guidelines.....	19
Key Leader/Resource Leader	21
Selecting a 4-H Project	22
4-H Projects Overview	24
Project Completion and Interview Judging.....	24
4-H Club Completion Sheets	26
Ohio State University Extension and the County Junior Fair: Partners and their Respective Roles*	26
4-H Cloverbuds.....	29
Cloverbud Membership Guidelines	29

Cloverbud Resources	29
Advisor Resources.....	31
Bi-Weekly Update	31
Publications.....	31
What's Due When?	32
Premium Payments.....	33
4-H Quick Reference Sheet	35

Handbook Revised 2024

Adapted from 2016 Muskingum County 4-H Member and Volunteer Handbook.

‡ Compiled and adapted by Travis West, Extension Educator, 4-H Youth Development, Ohio State University Extension. Reviewed by Mark Light and Annie Davis, Extension Educators, Ohio State University Extension. Resources: *Guidelines for Utilizing Social Networking Pages in 4-H Youth Development Programs* - Christopher K. Simeral, Dana R. Anderson, Roy Turley, Sherri L. Farley, Cooperative Extension Agents, 4-H Youth Development, University of Kentucky—Cooperative Extension Service. *Social Networks & Ohio 4-H* - Mark Light, Extension Educator, 4-H Youth Development, Ohio State University Extension.

** Developed by Tom Archer, Kathy Booher, Jeff Dick, Jayne Roth, and Vicki Schwartz 2/13/2013. Revised December 2021 by Hannah Epley.

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

+Adapted from *Guideline for Raising Funds for Local 4-H Clubs – Appendix H*, from the Ohio 4-H Program Agent's Handbook, 1995.

*Created for the OFMA Convention on January 4, 2005, by Keith L. Smith, Director of OSU Extension, and Jeff King, State 4-H Leader at the time. Updated by Tom Archer for OFMA on January 8, 2016. Roger Rennekamp, Associate Vice President, Agricultural Administration and Director, Ohio State University Extension. Tom Archer, State 4-H Leader and Assistant Director, 4-H Youth Development. Kirk Bloir, Associate State 4-H Leader.

Office Location, Hours, Contact Information, Staff

Office Location:

419 16th Street SW, New Philadelphia, OH 44663-6403

We are in the Job and Family Services building complex on County Road 21. Our office is located on the far end and it has a lot of windows facing the large parking lot, bricks are painted red, and a ramp to the front entrance. There is a large OSU Extension sign by the road.

Office Hours:

Monday – Friday, 9:00 a.m. – 4:00 p.m., Closed Noon – 1:00 p.m.

Locked Drop Box located at front entrance available 24/7

Contact Information:

Phone: 330-339-2337

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

Facebook: OSUETuscarawas

Instagram: TuskytheHuskies

Staff:

Chris Kendle, MS, RD, LD, Area Leader, Area 14, Extension Educator,
4-H Youth Development

kendle.4@osu.edu, Direct phone: 330-365-8157

Michelle Moon, Program Assistant, 4-H

moon.317@osu.edu, Direct phone: 330-365-8158

Chris Zoller, Associate Professor, Interim Assistant Director, Agriculture and
Natural Resources, Extension Educator, Agriculture and Natural Resources

zoller.1@osu.edu, Direct phone: 330-365-8159

Renée Clark, Program Assistant, Horticulture

clark.471@osu.edu, Direct phone: 330-365-8154

Astra Armstrong, Office Associate

armstrong.133@osu.edu, Direct phone: 330-365-8045

Amy Vargo, Office Associate

vargo.201@osu.edu, Direct phone: 330-365-8161

CFAES provides research and related education programs to clients on a nondiscriminatory basis. For more information visit cfaesdiversity.osu.edu.

Introduction to Tuscarawas 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.

Ohio 4-H membership is based on a child's age AND grade as of January 1 of the current calendar year. Eligibility for Cloverbud participation begins when a child is age 5 and enrolled in kindergarten. Eligibility for participation in 4-H projects and competitive events begins when a child is age 8 and in third 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.

Tuscarawas County 4-H Statistics

(Based on 2023 data)

- Number of clubs – 48
- Advisors and Key Leaders – 178
- Enrolled Members – 898 (159 are Cloverbuds)
- Total Projects – 1,319
- 4-H Camp (Piedmont) – 118 campers, 33 counselors, 11 adult staff
- Cloverbud Day Camp – 43
- Junior Fair Board – 38 members, 6 adult staff
- County Fair Livestock Exhibitors – 589

State Fair Participants:

- Miscellaneous/FCS projects – 96
- Outstanding of the Day Winners – 16
- Clock Trophy Winners – 8
- Livestock – 17

For more county programming information, visit tuscarawas.osu.edu/about

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 unique status; it is in a category like 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. The “18 USC 707” marking that appears along the lower right is coding that protects the use of the clover.



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, Extension Policies for Tuscarawas County, and Managing Risks

Member Eligibility Policy

Ohio 4-H membership is based on a child's age AND grade as of January 1 of the current calendar year. Eligibility for Cloverbud participation begins when a child is age 5 and enrolled in kindergarten. Eligibility for participation in 4-H projects and competitive events begins when a child is age 8 and in third 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.

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, age 8 **and** enrolled in the third grade (as of January 1 of the current year), led by an approved adult volunteer, with a 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** third 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 third grade (as of January 1 of the current year), are not tied to any school curriculum, and focus on a topic of 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

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.

Ohio State University Extension administers the 4-H Youth Development program. Our mission is to enable youth to reach their full potential as capable, caring, and contributing citizens. Each county in Ohio conducts the 4-H Youth Development program to accomplish this mission.

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) simultaneously 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 agree 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.

Forms can be obtained at our office for youth wanting to join the Tuscarawas County 4-H program. **Forms are due to the Tuscarawas County office on or before March 15. The decision shall be final and not subject to appeal.**

For more information, visit ohio4h.org/policies.

Alcohol Policy

- Alcohol is prohibited at all 4-H sponsored activities.
- Complete details of policy may be requested at the Extension office or viewed online at ohio4h.org/policies.

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 or viewed online at ohio4h.org/policies.

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 or viewed online at ohio4h.org/policies.

Ohio 4-H Guidelines for Social Networking‡

Technological communication (also known as social networking) is becoming increasingly popular today. This is the way young people communicate, relate to others, and share information.

The reasons for 4-H groups to become more involved in social networking are compelling. Let's get some facts:

- Only 8% of students agreed that administrations (adults) should stay out of social networking sites and that they are for youth only.
- Facebook has more than 800 million active users.
- The average Facebook user has about 130 friends.
- The average social networker spends approximately 55 minutes on a site per day.
- Privacy and user controls are readily available.

These statements support the idea that social networking and web sites are highly effective ways of communication among clubs, members, and administrations. Although this all seems promising, social networking and web sites also pose potential risks. To ensure safety and effectiveness, note these suggestions:

1. An advisor and/or 4-H professional should be a member of the group.
2. The group needs a monitor to encourage and monitor dialogue.
3. Sites must provide settings that require comments to be approved before they are posted
4. No negative comments, articles, or pictures against the club, county program, or people should be allowed on the site.
5. Currently social networks are open only to youth ages 13 and above. By law youth ages 12 and under are not permitted to be on a social network. Instead, members under 13 years old should use a parent's profile.

The suggestions above really are just suggestions, not fixed rules. The idea is for a site to balance safety and effectiveness with openness. Otherwise, it loses its appeal to youth and is not used.

That said, a few fixed rules are also in order:

1. All photos on the site must be accompanied by signed photo release forms. Youth should not be tagged or otherwise identified in photos on websites.
2. The social network cannot be the only means of communication among group members.
3. The group must have a written policy that deals with youth who post inappropriate material on the 4-H page.
4. 4-H professionals control only who and what goes on the county 4-H page.
5. When using the 4-H emblem and other logos, groups must follow the established state and federal guidelines.

It is important to be aware of what youth in America are interested in and to seize opportunities to connect with them. Guiding youth through these new paths is critical; left to forge the paths on their own, youth can quickly get into trouble. Participating in social networking sites allows

4-H professionals and volunteers to connect with youth members and, potentially, to gain more members. Following are some ideas for connecting with youth online:

1. Collaborate with other groups such as camp counselors and junior fair board.
2. Show youth how social networks can be used by employers as an online resume.
3. Create project support groups that enhance current project books and allow youth across Ohio to share with each other and project experts.

Other examples include posting meeting minutes so that members who must miss a meeting can stay in touch and be informed; and posting news and reminders, in combination with email, so the club can save money, give members convenient access to current information, and operate in a way that is environmentally friendly. All these steps lead to better communication and make for better clubs and community.

If your club has a Facebook page, please make Chris Kendle an administrator.

Ohio 4-H Youth Development Program Complaint, Protest and Grievance Review Process**

The purpose of this document is to provide a systematic and consistent process for reviewing a complaint, protest, or grievance. This process is applicable to any complaint, protest or grievance related to 4-H rules, including county 4-H program participation and 4-H Code of Conduct violation allegations. These procedures are not applicable to challenge county, independent or state fair rules or placements.

NOTE: At no time should any OSU Extension employee respond to a 4-H related complaint, protest, or grievance unless they are the county or state 4-H professional or have assisted the 4-H professional in the appropriate process listed above regarding the specific complaint, protest or grievance being referenced.

Complaint, Protest or Grievance Process:

Step One – Written Complaint, Protest or Grievance to the County 4-H Professional:

The individual(s) filing a complaint, protest or grievance shall file a formal written statement to the county 4-H professional or the state 4-H professional in charge of said event. The statement must be filed no more than fourteen (14) days after the alleged incident. No OSU Extension employee should address a complaint until the written copy of the complaint, protest or grievance is filed with the county 4-H professional. The 4-H professional should review the complaint, protest, or grievance to determine if it is a 4-H, county fair or other concern. County fair or other concerns should be turned over to the appropriate officials immediately. If a 4-H related complaint, protest or grievance is received at any level including (but not limited to) local 4-H Advisory Council, County Commissioners, Regional Directors, State 4-H Staff, legislators, or university officials, it should immediately without comment be forwarded to the appropriate county/state 4-H professional.

The written statement must contain the following information, at a minimum:

1. The date of the incident.
2. A complete statement of all relevant known facts.
3. List of names, addresses, and, if available, telephone numbers of people who were involved.
4. Any rules, regulations, policies and/or procedures allegedly violated or misapplied.
5. A proposed resolution.
6. Printed names(s) and signatures(s) of the individual(s) filing the complaint, protest, or grievance.

The 4-H professional will allow the interested parties an opportunity to provide information, analyze the facts and provide a written response to the parties within fourteen (14) calendar days. County Directors, Regional Directors and the Ohio 4-H Assistant Director should receive a copy of the initial filing and be copied on all correspondence related to the filed complaint, protest, or grievance.

Step Two – The 4-H professional will investigate the complaint, protest, or grievance thoroughly and submit a decision to all parties involved and the State 4-H Administration as soon as reasonably possible.

Step Three – A grievant may submit an appeal of the decision to the State 4-H Youth Development Administration as appropriate. The appeal should include copies of the original grievance and the county or state 4-H professional's response. The administrator will review facts from knowledgeable parties and issue a response within fourteen (14) calendar days following receipt of the appeal. This decision will be final.

Managing Risks

Select portions taken from the *Ohio 4-H Volunteer Handbook*. This and more information can be found at <http://www.ohio4h.org/volunteerhandbook>.

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:

- 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††

Accurate monetary 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 required 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 Tuscarawas 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 the Friday before Martin Luther King Day 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 Piedmont, Ohio 4-H Foundation, 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 has the right to request 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 fundraising 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 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.

Good rule of thumb – have enough carry-over at the end of the year to get through the following year in case a fundraiser does poorly.

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

- Does your club require informed consent forms for all members participating?
- Does your club travel with your members' health and emergency information?
- Does your club share important information with families such as schedule for the day, behavioral expectations, appropriate attire, money needed, or other items to bring along?
- Does your club require that all drivers be adults?
- Does your club require that all drivers show a valid driver's license and proof of insurance if requested?
- Does your club require that a seat belt be available to each person in the vehicle and worn by all?
- Does your club provide an emergency contact number for parents to reach you while on the trip?
- Does your club 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. 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 New Philadelphia contact the New Philadelphia Health Department at 330-364-4491. For those outside of New Philadelphia contact the Tuscarawas County Health Department at 330-343-5555.
- 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 Tuscarawas County. The Tuscarawas County 4-H Committee has established minimum guidelines for community clubs, members, Cloverbuds, and volunteers so individuals and families know the minimum commitment when participating in 4-H community clubs. Most of our participants exceed these minimum guidelines and we applaud efforts of volunteers and members who achieve results that exceed these standards. Please contact us if you need to reach minimum guidelines in certain areas.

Community Club Guidelines

- Any individuals interested in starting up a new club **must** meet with Chris **prior to** the annual advisor trainings (held each year at the end of January, beginning of February).
- 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 meetings 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 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 15.
- 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 organizational 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 participate in Interview Judging and to exhibit at the county fair, final member and project enrollment is due to the Extension office by April 14 of the current year. The official Ohio 4-H Member Enrollment Form must be used to submit member and project enrollment. Approved volunteers must also submit an official Ohio 4-H Volunteer Enrollment Form.
- 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.
- 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 14 for the club's file.
- Clubs must submit their Secretary Book, Treasurer Book, and Ohio 4-H Club Yearly Financial Summary for the current year's records, January 1 – December 31, by the Friday before Martin Luther King Day 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.
- Members must attend a minimum of six (6) meetings.

4-H Membership Guidelines

- Ohio 4-H membership is based on a child's age AND grade as of January 1 of the current calendar year. Eligibility for participation in 4-H projects and competitive events begins when a child is age 8 and in third grade and ends December 31 the year they turn 19.
- 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 14 of the current year to participate in Interview Judging, receive credit for the 4-H year, and exhibit at the county fair.
 - Must attend an Interview Judging process.
 - 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 29 for membership requirements.

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 Tuscarawas County 4-H program must complete the volunteer selection process.
- All steps of the volunteer selection process must be completed by March 31 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. Application packets are available at the Extension office.
- 4-H club volunteers 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.
- The Ohio State University requires all volunteers to self-disclose criminal convictions that occur on or after July 1, 2011, within three business days of the conviction. 4-H

volunteers are required to disclose their convictions to the county 4-H 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.
- In 2022, Ohio State began a new advisor training requirement. To remain active and in good standing, all current Ohio 4-H volunteers must attend one of the annual county updates, this includes the Policy 1.50 training. These trainings are typically held at the end of January/beginning of February.

Key Leader/Resource Leader

Some volunteers prefer to give leadership/guidance to a certain project area rather than work with a specific club. These volunteers are required to undergo the same screening process as club leaders (application, references, BCI, interview, and orientation) and to adhere to university Policy 1.50 (annual child abuse and prevention training and a new BCI done every four years.)

Purpose

Broaden and strengthen the county 4-H program in terms of projects and/or activities.

Responsibilities

- Work cooperatively with project leaders and 4-H staff in designing and teaching project training meeting(s) for leaders or members
- Serve as a resource in project area
- Attend 4-H leader training meetings
- Keep up to date in project area
- Serve as the communications link between project leaders and 4-H staff in the exchange of ideas, needs, and evaluation of programs
- Help with project promotion
- Serve as a positive role model for youth
- Possibly chair special programs for a specific period
- Possibly teach a special project
- Possibly serve on 4-H Committee
- Follow-up on inquiries or suggestions
- Participate in annual county 4-H calendar planning process
- Be a resource to county 4-H committee in project or activity area

Benefits

- Leadership training opportunities and recognition
- Opportunities to meet and share ideas with other leaders
- Contribution as a positive youth development volunteer

Time Commitment

- Varies with specific project, special program, and time of year. An average of 2-3 hours per week or one day per month can be used as a general estimate

Qualifications

- Interest in sharing knowledge and special subject matter with others
- Ability to relate well and communicate with a wide variety of people
- Willingness to work with any 4-H member or leader
- Knowledge of special project area and willingness to update skills
- Enthusiasm
- Enjoy working with people
- Enrolled 4-H adult leader who has completed the 4-H Volunteer screening process

Selecting a 4-H Project

With more than 150 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 especially crucial factors that should be considered by 4-H advisors and Junior Leaders as they help members select projects.

- Do not hesitate to limit the types of projects taken by members in your club. 4-H members need help and assistance with their projects. Be sure that an advisor, Junior Leader, or parent can provide the guidance members will need as they work on their projects. By limiting the types of projects taken by members in a club, you as an advisor will be able to effectively teach project subjects at club meetings.
- 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 requirement 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 particularly important with young members. Invite parents to a meeting and make sure they understand the project expectations and requirements.
- 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; discuss a selection with Kiersten. 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 enrollment form.)
 - One project book (depending on project). One appointed recorder completes the book.

Wondering what projects are new, revised, or discontinued? See the current *Family Guide* for these revisions.

This page intentionally left blank.

4-H Projects Overview

This information is available to all members with their project guidelines. All county project guidelines can be accessed at <http://go.osu.edu/tusc4-hguidelines>.

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 and Interview Judging

Completion of a 4-H project may be achieved in one of two methods. Members must choose one of the following for evaluation, based on the completion of project guidelines and knowledge gained. **All projects must be judged no later than August 4.**

- 4-H Project Interview Judging – All members are required to attend an Interview Judging evaluation to receive a project grade. All projects are evaluated using individual project guidelines. Club times will be assigned, and advisors will be notified of their club's judging times. Members are strongly encouraged to attend at their club's scheduled time.
- Pre-Judging – Pre-Judging is arranged in advance for members unable to participate in 4-H Project Interview Judging due to an acceptable reason. Participants will be ineligible for county awards and state fair participation. Appointment times will open **June 1** and will be scheduled online only through SignUp Genius. Link will be announced in Kiersten's Bi-Weekly Update. Post-Judging arrangements will be reviewed on a case-by-case basis if a member misses Interview Judging due to extenuating circumstances.
Dairy exhibitors only: Please be aware the Jr. Fair Dairy Committee has a rule in place that if a member completes pre-judging and does not attend regular judging, the member will only receive half of a share for their judging grade.

Dress Code

Clothing and footwear need to be neat, clean, and appropriate for a professional office interview. No blue jeans or shorts. Shirts/tops should be conservative. Shirts/tops, skirt length should be conservative. Wear appropriate shoes (no flip flops).

Dog Projects - #2010 Obedience and #2015 Showmanship

Judging dates are determined by the key leaders and will be distributed at the dog project information meeting.

Writing Project - #588 The Writer in You

Writings are due to the OSU Extension Tuscarawas County office before Noon on July 3.

Shooting Sports Projects (#700-Series)

The Shooting Sports program is designed for 4-H members ages 9 to 18 (4-H age). Visit go.osu.edu/tusc4hshootingsports for more information. Judging dates are determined by the key leaders and will be distributed at the mandatory Shooting Sports safety meeting.

Llamas/Alpacas Projects

Tuscarawas County does not currently have a program in place for llamas/alpacas.

Precise schedules will be announced in the Bi-Weekly Update and online at http://go.osu.edu/tusc4-hjudging .				
Monday July 8	Tuesday July 9	Wednesday July 10	Thursday July 11	Thursday July 18
Equine (includes Horseless Horse)	FCS Related	Small Livestock (all goats, poultry, rabbits)	Dairy	Clothing* & Style Review
Swine	Food and Nutrition		Beef	
	Miscellaneous (includes #200 All About Dogs, #201D You and Your Dog)		Sheep	
*Members enrolled in clothing projects are mailed directly with their judging times and other important clothing judging information.				

Member Evaluation Form

This form is available from the organizational advisor or online at <http://go.osu.edu/tusc4-hjudging> and is to be **completed by the 4-H Advisor and parent/guardian** if they feel it is necessary that the judge should use special consideration concerning a 4-H member during Interview Judging. **This form is due no later than June 17, 2024**, to the Extension office.

State Fair Eligibility

A 4-H member taking non-livestock projects must attend regularly scheduled judging to be eligible to place in the county or be eligible to go to State Fair. No pre-judging participants will be considered. NOTE: 4-H members in clothing projects must participate in the county 4-H Style Review to be eligible to be selected for State Fair competition. For more State Fair competition or entry deadline information, visit <http://www.ohiostatefair.com>.

4-H Club Completion Sheets

Organizational Advisors are asked to verify members' project(s) and club completion. This is the form that specifies if members are exhibiting their project(s) and have completed everything necessary for the club to receive a fair wristband. **These sheets determine wristband distribution and need to be completed by the September deadline** (as stated on the September 4-H Calendar). This allows us enough time to get these ready for wristband distribution so no members are left waiting for an advisor to verify their enrollment.

Ohio State University Extension and the County Junior Fair: Partners and their Respective Roles*

Ohio State University Extension and Junior Fair Overview

Young people want to be engaged in positive activity that helps them develop a sense of responsibility and build self-esteem. The Junior Fair is a successful learning laboratory that enhances youth development using a hands-on approach. Ohio State University Extension is committed to continued 4-H member participation in Junior Fairs because of the opportunities to:

- Extend each 4-H member's (and volunteer's) learning opportunities related to the specific project and development/enhancement of life skills;
- Evaluate the level of each 4-H member's accomplishments in both competitive and non-competitive events;
- Recognize 4-H members; and
- Showcase Ohio State University Extension and Ohio 4-H Youth Development.

Junior Fair is one of the major components of most county and independent fairs. 4-H Youth Development is one of several youth organizations involved or potentially involved in junior fairs. Furthermore, we all recognize the Agricultural Society does not manage or conduct the Ohio State University Extension 4-H program nor does Ohio State University Extension 4-H manage the Agricultural Society or conduct junior fairs. Ohio State University Extension personnel serve as a resource for the total fair, as well as leadership for 4-H's involvement in junior fairs.

Partner Roles

There is no one OSU Extension/4-H Youth Development and Agricultural Society agreement that applies to all county and independent fairs. However, the following description of partner roles regarding junior fairs was developed to strengthen working relationships and ensure positive experiences for youth participants and their families. A Junior Fair Committee and Junior Fair Board are also included as critical partners for an effective junior fair program.

Roles of Ohio State University Extension/4-H Youth Development

1. Provide support of and a positive attitude toward fairs.
2. Design educational opportunities for 4-H members.
3. Maximize the opportunities of the junior fair environment to teach and demonstrate improved ideas and practices related to specific project areas and leadership development.
4. Provide leadership and organizational counsel/advice on:
 - a. Ideas and organizational guidelines for the Agricultural Society.
 - b. Junior Fair Committee and assisting with Junior Fair Board.

- c. Adult and youth training in leadership skills, organization, communications, and public relations, etc.
- d. Designing and managing programs to encourage 4-H members and volunteers to excel, learn, grow, and have fun through:
 - i. Non-competitive and competitive events.
 - ii. Incentives for youth to develop desire, confidence, new knowledge and skills, and personal development.
 - iii. Involvement of volunteers, Junior Leaders, and Junior Fair Board members.
- 5. Serve as one of the advisors to the Junior Fair Board and serve on the Junior Fair Committee of the Senior Fair Board.
- 6. Be responsible for the 4-H portion of the junior fair program book including appropriate classes and activities which meet the objectives of the 4-H program but are conducted at the fair. This portion of the book will be submitted to the Senior Fair Board for approval.
- 7. Recommend judges and types of recognition such as ribbons, trophies, and trips.
- 8. Assist with preparing the junior fair budget request, and guidance on monetary management and accountability; however, this should not include custodial responsibility for any funds generated in support of junior fair activities.
- 9. Work with the Junior Fair Board members to fulfill their leadership responsibilities.
- 10. Communicate information to members, volunteers, and parents.
- 11. Organize and manage the program specifically for 4-H and assist through leadership and guidance with those events.
- 12. Assist as appropriate with other junior fair and/or senior fair activities as time and expertise permit.

Role of Senior Fair Board/Agricultural Societies

- 1. Provide support of and a positive attitude toward the objectives of the different junior fair youth programs.
- 2. Responsible for the overall management for the county fair.
- 3. Appoint and maintain a Junior Fair Committee to work with all youth groups involved in fair activities through an active Junior Fair Board.
- 4. Provide monetary management of all activities related to the junior fair including collection, deposit, and payment of any funds as appropriate for:
 - a. Judges and other junior fair employees.
 - b. Ribbons, trophies, premiums, and other awards.
 - c. Junior fair sales.
 - d. Facilities and maintenance.
 - e. Monetary management of the junior fair.
- 5. Final approval of all rules (in alignment with respective youth organizations) related to junior fair activities, shows, and sales, etc., as recommended by the Junior Fair Committee and Junior Fair Board.
- 6. Approve and support junior fair activities.
- 7. Involve Ohio State University Extension personnel in decisions that affect participation of 4-H youth and adults such as fair passes, premiums, exhibit housing, show schedules, and facility usage.
- 8. Provide and maintain adequate facilities for junior fair events.
- 9. Maintain control of scheduling, maintenance, and improvements of the fair facilities on a year-round basis even though 4-H members and adults may have been instrumental in constructing or improving those facilities.
- 10. Employ or recruit a volunteer to serve as a junior fair coordinator to assist in the management and implementation of the junior fair program.

Role of Junior Fair Committee

The Junior Fair Advisory Committee is appointed by the Senior Fair Board and includes Senior Fair Board members, Ohio State University Extension personnel, the county school superintendent, and representatives of other youth programs who participate in the Junior Fair Division.

1. Provide support of and a positive attitude toward the objectives of the different junior fair youth programs, including effective leadership development opportunities for Junior Fair Board members.
2. Committee members work with the Junior Fair Board to develop the Junior Fair Division of the fair and report directly to the county of independent Senior Fair Board.
3. Junior Fair Committee works cooperatively with all youth groups participating in the Junior Fair Division.
4. The Junior Fair Committee should work closely with the Junior Fair Board to develop recommendations for all operations of the Junior Fair Division.
5. Provide support to Junior Fair Board and serve as liaison with Senior Fair Board.

Role of County Junior Fair Board

1. Provide support of and a positive attitude toward the objectives of the different junior fair youth programs.
2. Provide leadership to the development and implementation of the junior fair program.
3. The Junior Fair Board is organized with representation from junior fair youth group participants.
4. The Junior Fair Board in consultation with the Junior Fair Committee will submit plans, budget, and financial accounting for audit to the Senior Fair Board.
5. The Junior Fair Board is responsible and accountable to the Senior Fair Board.

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 is age 5 and 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 Tuscarawas 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

4-H Cloverbud Kits

If you are interested in using these kits, please contact the office in advance for availability.

Are you looking for a fun activity to do at your next club meeting? Are you looking for something educational and fun? Then check out these kits from the office. Each kit contains several activities and a notebook full of curriculum and can be signed out one at a time for a two-week period.

- **Our Country** – Cloverbuds will learn about our country and how to fold a flag, put together a floor puzzle of the United States, learn about the history of the 4-H flag, weave a 4-H flag, sing patriotic songs with a CD, learn fun facts about Ohio, and enjoy a children's book about *America Is*.
- **The Science of Sound** – Cloverbuds will learn all about sound with sound experiments, participate in sound matching activities, play music on pipe chimes, color their way through

a listening skills activity, play games, learn about *Sounds All Around* from a children's book, and have fun with sound clips on a CD.

- **Food Fun** – Cloverbuds will play food bingo, enjoy a music CD, read about *Eating the Alphabet* from a children's book, experience healthy snack ideas, and understand serving sizes using food models.
- **Sports Fun** – Cloverbuds will learn about different sporting activities, play Sports Bingo, read several books related to sports, learn about good sportsmanship, sing classic sporting songs such as *Take me out to the Ballgame*, and create their own sports pennant.
- **Fitness is Fun** - Get your Cloverbuds moving with *Halfpint Skillastics™*, follow along to *bean bag activities & coordination skills*, and read *Get Up and Go!*
- **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.

Cloverbud Connections Blog

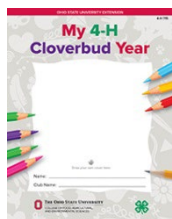
This was originally developed as a newsletter in response to requests from 4-H volunteers for more information and support in working with Cloverbud members. It has since moved to a blog format and can be found at <https://u.osu.edu/cloverbudconnections>. It provides a unique blend of education, activities, and fun to build and challenge Cloverbud volunteers as they lead kindergarten through second grade youth.

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.

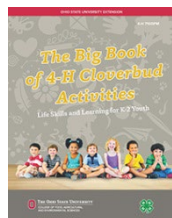
<https://u.osu.edu/cloverbudconnections>

My 4-H Cloverbud Year



This book is a fun way for Cloverbuds to learn the basics of 4-H and keep track of their activities and events. Completion of this book is optional and can be done with or without the help of an adult leader. 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. 2017.

The Big Book of 4-H Cloverbud Activities



This revised classic includes updated versions of hundreds of activities for 4-H Cloverbuds in these topic 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. 2016.

Many more Cloverbud Leader resources are available at:

ohio4h.org/volunteers/cloverbud-leaders.

Advisor Resources

Bi-Weekly Update

At the request of our volunteers, we started sending a Bi-Weekly Update to all volunteers through 4-H Online. Although it is only emailed to volunteers, the Bi-Weekly Update is also available to all parents and members. It is posted on our web site at go.osu.edu/tusc4hnews.

Publications

Due to the costs associated with having an inventory of 4-H publications, we no longer carry a supply of books. Therefore, clubs will need to complete and submit a Project Book and Resources Order Form. Orders will be filled on a first-come, first-serve basis. **Advisors are not limited to one order.** Orders are due by noon on Thursdays. Once the club's order has arrived and completed, we will contact the individual listed on the form for pick up. Complete payment is due at that time; prepayments will not be accepted. Only **one club check** made payable to OSU Extension or cash will be accepted; multiple checks will not be accepted.

Individuals wanting to pick up 4-H publications will also need to complete a Project Book and Resources Order Form. Again, orders are due by noon on Thursdays, and will be completed on a first-come, first-serve basis. **However, no individual orders will be accepted during peak ordering season** (February through May 1). Individuals may order through their club advisor or online at <https://extensionpubs.osu.edu>. (Receive free standard shipping when your product total is \$40 or more; use coupon code FREE2024.)

NOTE: The deadline for all publication orders is May 1. No full club orders will be accepted after that date as all members should have enough time after enrolling to complete the project requirements before Interview Judging. **Orders are to be picked up no later than one week after being contacted.**

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?

The following should be entered in 4-H Online on or before April 14:

- ☐ Member Enrollment – including project selections
- ☐ Advisor Enrollment (returning only)

The following forms are due to the Extension office no later than April 14.

Notice: Fair wristbands will not be issued until all documents have been received.

- ☐ Completed Enrollment Forms with signed Standards of Behavior/Code of Conduct/Release Form for all advisors and members
- ☐ Copy of signed Club Constitution
- ☐ Copy of signed Club By-laws
- ☐ Completed Club Charter Checklist
- ☐ Club calendar of events

These materials are due to the Extension office by the Friday before Martin Luther King Day of the year after the records conclude:

- ☐ Secretary Book
- ☐ Treasurer Book
 - Yearly Summary and Audit Form – fully completed including the audit section
 - Ohio 4-H Club Yearly Financial Summary – fully completed

This is separate from the Yearly Summary and Audit Form, above. Advisors should work on this even though it's due at the same time. **This is a state required document and must be turned in before the next year's enrollment will be accepted.**
- ☐ Community Service Reports (if your club has any)

Please note that Community Service Reports can be turned in throughout the year. These reports are used to select the Four H's Community Service Awards (Head, Heart, Hands, and Health).
- ☐ Honor Club Score Sheet (**only** if your club is eligible)

Premium Payments

Members who exhibited an animal or placed an exhibit in a fair booth will receive a project premium. Premiums are calculated after Interview Judging grades are received and distributed after county fair using the Enrollment Sheets (used for wristband distribution). The information provided here is to inform advisors as to how club completions are calculated.

Interview Judging premiums for FCS, FCS Related, Livestock, and Miscellaneous projects are paid by the Tuscarawas County Agricultural Society (Fair Board), not OSU Extension. Members are only paid on a total of three projects. Premium amounts are based on grade received at Interview Judging as follows:

- Gold \$8
- Silver \$7
- Bronze \$6
- Participation – No premium awarded

Club Awards:

- Booth Award: \$10

Club Project: One premium per club based on grade

Club Completion - 80% of the projects must have been completed and clubs will receive \$5 for completion. Example: X club has 50 projects taken by 20 members. 80% of 50 is 40 projects that must have been completed by 20 members.

The Fair Board requests that all checks be cashed when they are received. This helps in finalizing their year-end records.

It is recommended that premiums be distributed to members in the form of checks written from the club's account – not cash – as soon as possible after the club check is cashed. If cash is used, a paper trail should be created (i.e., member receives cash, advisor and member signs a receipt of cash disbursement).

Please contact the Extension office if there are any discrepancies in premiums.

This page intentionally left blank.

4-H Quick Reference Sheet – 2024 Program Year

- ☐ Web site – www.tuscarawas.osu.edu
- ☐ Social Media – “Like” our county Facebook page OSUTuscarawas (@OSUETuscarawas) which is open to anyone and OlderYouth Tuscarawas which is only open to current advisors, Older Youth (grades 8-12) and their parents. We’re on Instagram, too – TuskytheHuskies
- ☐ State 4-H web site – www.ohio4h.org
- ☐ Ohio 4-H Conference – March 9, 2024. Visit go.osu.edu/ohio4hconference for details, link to registration form and program booklet
- ☐ Advisor & Volunteer Training – All advisors/volunteers are required to attend one session
- ☐ Child Abuse and Neglect Training – All advisors required to complete
- ☐ Volunteer Competency Training – All advisors required to complete
- ☐ Quality Assurance (QA) – Required for all Tuscarawas County Fair livestock exhibitors (visit go.osu.edu/tusc4-hqa for mor info)
- ☐ Tuscarawas County Fair Book – visit <https://www.tusccountyfairgrounds.com/> for information
- ☐ New Advisor Application – Screening process needs to be completed no later than March 31 of the current membership year
- ☐ Across County Line Request – **Needs submitted for approval before March 15**
- ☐ **Enrollment Deadline** – All new members are required to return complete original enrollment form to the Extension office by April 15. All returning members and advisors: Entered into 4-H Online by April 15 (can be submitted online ANY time before then!)
- ☐ Livestock Requirement Summary – Important dates for all livestock projects
- ☐ Horse Registrations – Due by June 17, 2024
- ☐ Tuscarawas County Livestock Registrations – forms due in 4-H Online by June 17, 2024
- ☐ Ohio State Fair Livestock Registrations – due June 20, 2024
- ☐ 4-H Camp – June 23-29, 2024, see web sit for more details (go.osu.edu/tusc4-hcamp)
- ☐ Interview Judging – July 8-11 at Midvale Elementary; Clothing Judging & Style Review – July 18 at Broadway Global Methodist Church in New Philadelphia
- ☐ Judging Results – All Miscellaneous, Food and Nutrition, Clothing, and FCS Related results posted on our web site Thursday (late) afternoon of judging week. **Due to limited staff, please do not call the office for results**
- ☐ Ohio State Fair Orientation – July 17, location TBD
- ☐ Ohio State Fair – July 24-August 4 – For more information, visit www.ohiostatefair.com. For the Non-Livestock Guidebook, visit www.ohio4h.org/families/ohio-state-fair/state-fair-4-h-non-livestock-guidebook

- ☐ Ohio State Fair 4-H Project Representation – Check Family Guide
- ☐ Cloverbud Camp – TBD, Clover Café, Fairgrounds
- ☐ 4-H Committee Scholarship – Check web site for availability and due date
<https://go.osu.edu/olderyouth>
- ☐ Tuscarawas County Fair Entries – ONLINE ONLY - Due no later than August 7
- ☐ Awards Presentation for Miscellaneous and FCS projects – September 15, 6:30 PM, Main Show Arena, Tuscarawas County Fairgrounds
- ☐ Fair Project Exhibits – Check Fair Book and guidelines
- ☐ Clover Café – Tuscarawas County 4-H's Only Fundraiser – Volunteer to help by clubs donating pop and workers needed before, during, and after fair
- ☐ Fair Booth Set-up/Tear-down – September 4 and 25 - volunteers are needed to help with each event. Fair booths promote your club and exhibits members' projects – check project guidelines for requirements
- ☐ Livestock Check Pick-up – TBA
- ☐ Remind members of thank you notes throughout the year!
- ☐ 4-H Advisor Banquet – TBA

Check our web site (<https://tuscarawas.osu.edu>) and social media sites (Facebook and Instagram) – for 4-H programming updates and announcements.