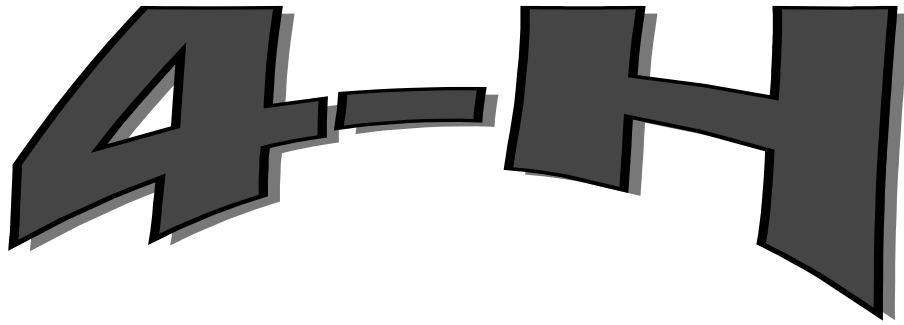


MARINETTE COUNTY



**Family Resource Guide**  
**4-H Youth Development Program**

*Revised Oct., 2014*

# 4-H IDEAS AND SYMBOLS

## THE 4-H EMBLEM

The national 4-H club emblem is the four-leaf clover with the letter "H" on each leaf. The four H's stand for *Head, Heart, Hands, and Health*. These four H's represent the fourfold training and development in which members participate. The 4-H emblem is the symbol of the 4-H Youth Development Program and is protected by an act of the U.S. Congress (18 U.S.C. 707). The U.S. Department of Agriculture (USDA) regulations and guidelines govern its use. More information regarding the proper use of the 4-H emblem can be obtained from the 4-H office or by visiting: [http://www.national4-headquarters.gov/emblem/4h\\_name.htm](http://www.national4-headquarters.gov/emblem/4h_name.htm).

## NATIONAL 4-H PLEDGE

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

## NATIONAL 4-H MOTTO

*"To Make the Best Better"*

## NATIONAL 4-H SLOGAN

*"Learn by Doing"*

## THE 4-H YOUTH DEVELOPMENT MISSION

"4-H empowers youth to reach their full potential working and learning in partnership with caring adults."

**4-H Office Location: Third Floor of Courthouse, Rm C325  
1926 Hall Avenue, Marinette, WI (715)732-7514 / toll-free (877) 884-4408 / fax (715) 732-7513**

**Mailing Address: 1926 Hall Avenue, Marinette, WI 54143-1717**

**4-H Youth Development Educator: Lisa Devine-Barribeau (e-mail: [lisa.devine-barribeau@ces.uwex.edu](mailto:lisa.devine-barribeau@ces.uwex.edu))**

**4-H Secretary: Nancy Servais (e-mail: [nancy.servais@ces.uwex.edu](mailto:nancy.servais@ces.uwex.edu))**

**Hours: 8:30 am - 4:30 pm, Monday through Friday**

**Weather Cancellation Policy:** When Marinette County public schools are cancelled due to weather, all 4-H activities are cancelled. When there is an EARLY dismissal due to inclement weather, 4-H activities are cancelled. The 4-H office will also attempt to notify registrants of any specific programs.

*Special note to parents: Behind each successful 4-H boy and girl stands a 4-H parent who encouraged, guided, and backed him or her. We hope you will become interested in the 4-H program by helping your child. Make 4-H a family affair and use this booklet as a resource.*

## TABLE OF CONTENTS

<b>4-H Ideas and Symbols</b> .....	<b>1</b>
<b>Cancellation Policy</b> .....	<b>2</b>
<b>What is 4-H?</b> .....	<b>3</b>
<b>Cloverbuds</b> .....	<b>5</b>
<b>4-H Terms</b> .....	<b>5</b>
<b>4-H Projects</b> .....	<b>7</b>
<b>Enrollment Information</b> .....	<b>8</b>
<b>Record Book Information</b> .....	<b>8</b>
<b>County Awards Based on Record Books</b> .....	<b>10</b>
<b>County 4-H Awards &amp; Trips Based on County Sponsored Events Application Form</b> .....	<b>11</b>
<b>Other County Opportunities</b> .....	<b>11</b>
<b>Event Rules</b>	
# <b>Demonstration Contest</b> .....	<b>12</b>
# <b>Drama &amp; Variety Festival</b> .....	<b>12</b>
# <b>Music Festival</b> .....	<b>13</b>
# <b>Speaking Contest</b> .....	<b>13</b>
<b>District Opportunities</b> .....	<b>13</b>
<b>State Opportunities</b> .....	<b>13</b>
<b>International Opportunities</b> .....	<b>14</b>
<b>Scholarships</b> .....	<b>15</b>
<b>Adult Opportunities</b> .....	<b>15</b>
<b>Leader Job Descriptions</b>	
# <b>Activity Leader</b> .....	<b>16</b>
# <b>Club Organizational Leader</b> .....	<b>16</b>
# <b>Key Resource Leader</b> .....	<b>17</b>
# <b>Project Leader</b> .....	<b>17</b>
# <b>New Family Coordinator</b> .....	<b>18</b>
<b>Marinette County 4-H Leaders Association Constitution</b> .....	<b>18</b>
<b>Leader Recognition Brick for Camp Bird</b> .....	<b>22</b>
<b>4-H Calendar</b> .....	<b>22</b>
<b>Resources, Equipment &amp; Helpful Websites</b> .....	<b>23</b>
<b>Marinette County 4-H Club Directory</b> .....	<b>24</b>

# WHAT IS 4-H?

4-H is a dynamic, non-formal educational program, organized around youth. Parents, family members, and adult leaders who create a supportive environment for youth to learn and practice leadership skills, and explore their interests. Professional leadership is given by Extension faculty of the University of Wisconsin. Support for 4-H Youth Development programs is a joint effort of local county government, the University of Wisconsin, and the United States Department of Agriculture.

4-H provides an opportunity for young people to develop the confidence, social skills, decision-making abilities and subject matter knowledge which they need to lead a richer, fuller life and to be responsible citizens.

One of the ways that youth can belong to the 4-H program here in Marinette County is by joining a 4-H community club. 4-H members, parents and leaders have fun, learn and work together in project groups, club activities, and many special events.

4-H also reaches out to youth who are not involved in the community club program in many ways. In Marinette County, 4-H includes 4-H Afterschool, 4-H Camp and Teen Court.

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

## **Purpose of 4-H**

The purpose of 4-H is twofold:

- To assist youth in acquiring knowledge, developing life skills, and forming attitudes that will enable them to become self-directed, productive members of society. This is accomplished through member involvement in various projects, events, and activities that fit them and the places where they live. Group activities and events such as drama, trips, camps, fairs, shows, and conferences provide additional learning experiences and opportunities.
- To provide the opportunity for parents and other interested adults to work with youth in their development under the guidance of their parents and other volunteer adult leaders.

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

## **Who May Join 4-H?**

The 4-H program is open to all interested youth and adults, regardless of race, color, income, creed, national origin, religion, ancestry, gender, place of residence or handicap. Youth in Kindergarten through second grade may participate as Cloverbuds. Youth in grades three through the 4-H year following their graduation from high school may participate as 4-H members. After that, youth may participate as adult volunteers.

## **What Is a 4-H Club?**

It's an organized group of five or more youth members from at least three families. The members elect their own youth officers and operate as a democracy in action. 4-H Clubs meet regularly in their homes or in a central meeting place. Each meeting usually includes some kind of special program. This can be demonstrations or talks by members, parents, or a resource person, recreation or indoor games, family sharing nights, or a field trip. Clubs charge minimal dues and/or hold fund raising activities to raise money for their club events.

Through their 4-H club, members get instruction in educational projects, have fun together, conduct business meetings, and do service projects for their community.

## What Does It Cost To Join 4-H?

There is no cost to join 4-H. 4-H clubs may charge dues. However, that decision is made by members of the club. Project materials, such as fabric, wood, food, etc. are obtained by the members.

Clubs are charged a \$4.00 fee per member for newsletter and other administrative costs, and a \$1.00 fee for accident insurance (if enrolled in a horse project, accident insurance is \$2.00). Leaders pay \$1.

## Charter

University of Wisconsin-Extension grants 4-H Charters. To be a chartered 4-H Club in Wisconsin, the following requirements are needed:

- Club name
- Five or more youth from at least three families
- Adult leadership that has been approved through the Youth Protection process
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by members to govern the club
- Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, and marital or parental status

## Who's Who in Marinette County 4-H

Cloverbuds	Members in five year-old kindergarten, first and second grade participate in an introductory 4-H program and are part of a 4-H club. Cloverbuds enroll only in the Cloverbuds project, and exhibit in a special category in the Fair.
Exploring Project	An individual 4-H project recommended as a beginning 4-H project. The 4-H member can "explore" other 4-H projects and activities during the year to learn more about 4-H. First-year members in third grade may enroll in Exploring.
Member	Anyone in third grade through one year past high school graduation ( <i>as of October 1 of 4-H year</i> ) who participates in a local 4-H group.
Youth Leader	A 4-H member who is enrolled in the Youth Leadership project or provides county or club leadership. A youth leader takes an active part in helping younger members in the club. By doing this, youth grow, mature, and learn leadership skills.
Project Leader	A volunteer who helps 4-H members as they learn, make, or do something. This person can be a 4-H parent who agrees to help with a project. It may also be a youth leader or a person from the community who has knowledge in a particular subject matter area. NOTE: Any person who works with 4-H youth on an ongoing basis must complete 4-H Volunteer Orientation/Youth Protection Process.
General or Organizational Leader	A volunteer who is responsible for the organizational part of the club such as securing enrollments, helps members use parliamentary procedure, helps members plan the program year, helps officers understand their roles and duties; involves parents in the club; recruits members and leaders; encourages recognition and appreciation; and facilitates the club's connection to the county program. This leadership role may be shared among two or more leaders.
Activity Leader	A volunteer who helps the 4-H club by serving as a leader for a variety of activities, such as drama, music, fund raising or teams.

## CLOVERBUDS

1. Cloverbuds include youth Kindergarten (age 5) through second grade.
2. Clubs are not required to have a Cloverbud Project Leader, but must allow Cloverbuds to join the club. Cloverbuds do not enroll in 4-H projects, but enroll as a Cloverbud.
3. Cloverbud parental supervision requirements at club meetings and activities are established at each club's discretion. At county 4-H events there will be a **maximum** of 10 Cloverbuds per designated adult supervisor.
4. Cloverbuds are covered by accident insurance for which they pay \$1 per year per member, along with another \$4 per year membership fee at the county level.
5. Cloverbuds can participate in regular county 4-H activities including: music, drama, speech, demonstration, food and fashion revues, cloverbud camp, and the county fair. At these events they will receive a ribbon only and they are not eligible to be selected as Best of Show unless they are participating as part of a regular 4-H group.
6. At the county fair, Cloverbuds receive ribbons only, will be judged face to face, and may bring up to **eight non-animal exhibits**. See fair premium book for details of exhibiting. Cloverbuds may receive Best of Show ribbon, but no money.

## 4-H TERMS

4-H Age - Cloverbuds must in five-year-old kindergarten, first, or second grade. All youth can be members through one year following high school graduation. (*As of October 1 of the enrolling year.*)

4-H Emblem - A four-leaf clover with an "H" in each leaf, standing for Head, Heart, Hands, and Health.

4-H Leaders Association - All enrolled leaders automatically become members of this group. Purpose is to provide leadership to and facilitate the county 4-H program. Group determines policy, supports and conducts educational programs, and manages an annual budget. Association elects officers, including two youth members, to give leadership to the group. Meetings at 6:30 pm, 3<sup>rd</sup> Monday of each month, except August and December.

4-H Member - Anyone grade three through the year following their graduation from high school who participates in a local 4-H group or activity. These members are invited to participate in all county level 4-H activities and events.

4-H Motto - "To make the best better."

4-H Pledge - "I pledge my **HEAD** to clearer thinking, my **HEART** to greater loyalty, my **HANDS** to larger service, my **HEALTH** to better living for my club, my community, my country, and my world." Members and leaders recite this pledge at each meeting or event.

4-H Slogan - "Learn by Doing."

4-H Year - A new 4-H year starts on October 1<sup>st</sup> and ends on September 30<sup>th</sup> of the following year.

4-H Youth Development Agent/Educator - Provides educational leadership for program management, program curriculum, and program instruction.

Achievement - Achievement in 4-H means a member completes all the membership requirements of the 4-H club and County 4-H policy for the year, including exhibiting project work and turning in a record book or other form to the club at the end of the 4-H year.

**Club** - An organized group of at least five youth from three families who take part in an ongoing 4-H program. They meet regularly throughout the year and have adult interaction and family involvement. A club is to turn in a financial form each year, must have a club checkbook or savings account, apply for an EIN (Employer Identification Number for tax exempt purposes) and file a Form 990-N on a yearly basis.

**Club or County Committees** - Groups of members with a specific purpose. Usually adult and youth partnerships. County Committees include: Awards and Trips, Royalty, Food Stand, Raffle/Fund Raising, and Scholarship.

**Club Charter** - 4-H Charters formally recognize a group's affiliation with 4-H and grants that group permission to use the 4-H name and emblem. Charters are issued at the time a new 4-H club is formed and renewed each following year by meeting and maintaining several requirements. Call the UW Extension office for details.

**Club Officers** - Youth who serve in a leadership role in the 4-H club, including president, vice president, secretary, treasurer, and others as elected by the membership.

**Club Rules/By-Laws** - 4-H clubs have a set of written rules for the operation of the club. Be sure you become familiar with your club's rules early in the year. If your club needs help developing or revising by-laws, contact the Extension Office.

**County 4-H Sponsored Events Application** - Form completed by 4-H members in grades 6 and up when competing for exchanges, county, state and national trips, Key Award and Golden Clover and **due in the 4-H Office by October 1<sup>st</sup> or February 1<sup>st</sup>.**

**Enrollment Form** - A form you fill out at the beginning of every 4-H year to join a 4-H club. The individual 4-H projects you select for the year are listed on this form. This form is to be submitted on-line. For new members and leaders, the enrollment deadline is May 1 to exhibit at the county fair. You may join any time during the year. Re-enrollments for returning members are due December 1. On-line enrollment and re-enrollment: <http://wi.4honline.com>

**Executive Board of the County 4-H Leaders Association** - The elected officers, county representatives, and youth which establish policy and direction for the county 4-H programs.

**Fair Entry Blank** - A form where the member lists the specific classes for display of projects at the Marinette County Fair. (It is found in the Fair Premium Book which contains the listing of the possible classes). (Check 4-H newsletter to confirm due date of entry forms). **Deadlines enforced.**

**Fair Premium Book** - A booklet which lists the Marinette County Fair entry classes and rules for entry. A new book is published every one or two years. Marinette County Fair is responsible for the premium book.

**Graduation from 4-H** - Graduation from 4-H signifies that a member has successfully completed their career as a 4-H member. Can graduate year of high school graduation or one year afterwards.

**Key/Resource Leader** - A volunteer who is a resource, willing to share knowledge, talents, skills or expertise in a particular project with youth and adults county wide. He or she must be Child Protection certified.

**Marinette County 4-H Newsletter** - The monthly Marinette County 4-H newsletter is mailed to every 4-H family. This gives information about county level 4-H meetings and activities offered to 4-H members, leaders, and parents. For most events, this will be your main source of information. The 4-H newsletter is also available to view on the Marinette County UWEX website: <http://marinette.uwex.edu/4-h-youth-development/4h-newsletter/>

**New Family Coordinator** - Experienced person in a club who helps new families understand 4-H and what to do. Explain 4-H terms, events, projects, record books.

**Organizational Leader/General Leader** - Provides overall club leadership. Also assists youth officers in coordinating members, parents, and involvement of other leaders. Can be an individual, a team or a group of people. Leaders must attend mandatory leaders meetings once each year. Serves as contact person with UWEX office.

**Parents** - Parents are very important to the success their child will have in 4-H. Their role is to support the child's commitments, help the child think through decisions, and help the child reach his/her goals. They are encouraged to attend the scheduled club meetings and project meetings. All county wide events are open and parents are encouraged to attend them.

**Project Leader** - A volunteer (youth or adult) who has the knowledge to coordinate and teach 4-H members to learn, make, or create something within a specific project area.

**Project Literature** - 4-H member and Leader Guides, written by University Specialists, serve as suggestions of areas to study in your 4-H projects.

**Project Meetings** - Project leaders (either club, or county level) hold meetings for members to come and learn about their project areas.

**Projects** - A unit of 4-H work which is the basis of "learning" experiences. Youth select a project or projects based on the interests and skills they wish to attain. See 4-H Project Guide for a listing.

**Record Book** - The record book is a report of 4-H accomplishments in projects and activities during the current year. Members may complete a record book and submit it to their general leader in September or October. Record books are evaluated for consideration of most county awards.

**Special Interest** - Not a regular 4-H Club. Group targeted to a particular topic, location and/or time of year; volunteers teaching a short or long term series.

**State Adult and Youth Leaders Councils** - Two state wide councils whose members are elected from each county. These two groups establish policy and provide leadership to state-sponsored 4-H programs.

**UW Extension (UWEX)** - The **U**niversity of **W**isconsin (*Cooperative*) Extension (*System*) is responsible for the administration of the 4-H program in Wisconsin.

**WisLine** - Marinette County UW Extension is linked to all county offices in the state via teleconferencing equipment. The system allows two-way communication which enables you to listen and ask questions. Meetings and training sessions are often held over the WisLine system. Call **(715)732-7510 to register** to attend.

**Youth Protection Trainings** - All 4-H leaders go through the child protection process before they can volunteer, which includes: [1] attending a face-to-face training provided by UWEX staff; [2] completing the behavior expectation form on the enrollment form; and [3] background check.

**Youth Leader** - A 4-H member who is in grade 6 or older and is enrolled in the Youth Leadership project. They take an active part in helping, leading and teaching the younger members in the club.

## 4-H PROJECTS

4-H offers hundreds of projects.

A 4-H project is what a 4-H'er learns, makes, or does. For example: Learn to grow a vegetable garden, sew a dress, or train a dog. Projects vary from aerospace to woodworking, from birds to rabbits, and from clothing to small engines.

4-H members should take at least one project each year and complete the records for that project. The recommended maximum number of projects a member should take the first 4-H year is two or three.

Each 4-H club will try to locate a Project Leader when there are three or more members enrolled in a project. The Project Leader will notify members when and where the project meetings will be held. Most projects will require at least three project meetings and often more are held (numbers are set by individual clubs). When there is no Project Leader, the member will be expected to work individually. The 4-H websites and 4-H project literature can be used to guide your learning.

The family of a 4-H'er should take an active interest in the 4-H'ers project. Assist, encourage, offer advice, but remember, **the 4-H'er learns by doing.**



## ENROLLMENT INFORMATION

1. Name an enrollment coordinator, possibly an experienced teen.
2. Set re-enrollment early. **County deadline is December 1<sup>st</sup>** of the current year. Projects may be added or dropped until May 1st of the current 4-H year. New members may enroll at any time during the year unless otherwise noted for specific projects and by fair deadline date to exhibit.
3. Everyone associated with 4-H must complete an enrollment or re-enrollment on-line each year (password protected) including organizational leaders, co-leaders, project leaders, members, and Cloverbuds. Complete all areas. If re-enrolling, make sure all information is correct. Parents/Guardians should double-check all information on the member enrollment form before submitting it for approval. Read the current year Project Enrollment Guide before completing the form. **The Fair Premium List may be used as a guide in choosing a Project.**
4. 4-H members must be in grade three (3) or above during the 4-H year (Oct. 1 - Sept. 30).
5. Cloverbuds are pre-4-H children from 5-yr. Kindergarten through grade two. They do not take projects. Cloverbuds may be a separate group or a project group within a 4-H club. They may participate in county 4-H activities such as drama, music, demonstration and speech contests, and other activities with the rest of the club. Cloverbuds compete at the fair in the Cloverbuds category for ribbons only; they do not earn premiums.
6. The cost to join for 4-H members is \$4/person for newsletter and other administrative costs & \$1 for insurance (\$2 if enrolled in Horse & Pony or Horseless Horse projects). Leaders pay \$1. The insurance covers all 4-H sponsored events, as well as travel.
7. All first year members regardless of grade, are recommended not to take more than three projects.
8. All 4-H members are encouraged to exhibit a minimum of one article for each project enrolled in for the current 4-H project year at the county fair.
9. Each 4-H member is encouraged to complete a 4-H record book or short form, which summarizes their year-long efforts in their 4-H club and project work. If you do a short form, you are not considered for 4-H awards.
10. Youth may graduate from 4-H the year of high school graduation and are required to graduate from 4-H one year following High School graduation.

**Enrollment suggestions:** In new clubs, & in some established clubs, it has helped to limit enrollments to the projects in which there are leaders. Project leaders may be shared with neighboring clubs. Have the members vote for a project or two that all or most would enroll in for the coming year, then plan some project lessons. This could be before or after a regular club meeting (or a separate meeting). There is more interest, fun, & enthusiasm when working on a project in common with fellow members.

**Leader enrollments:** Leaders should be sure to list all areas they are involved in as leader to be on the mailing list for that project since letters are sent only to leaders and members enrolled in that particular project. **All leaders must be Child Protection certified before they can start volunteering.**

**4-H Literature: The 4-H Office recycles.** 4-H literature you no longer use should be shared or used again another year. Increasing costs require us to conserve. Please indicate when enrolling if you need literature. Members should complete 2/3's of a project book before advancing to the next level. Leaders to gather literature for their club members at the Extension Office. There is usually a charge for literature.

## RECORD BOOK INFORMATION

*(See inside record book cover for instructions.)*

The purpose of completing a record book is to: 1.) set goals for yourself 2.) share & record what you've learned 3.) reflect on accomplishments or give thought to how you may or may not do something differently next time. Completing a record book involves learning about and practicing many life/work skills such as communication, record keeping, organization and creativity. You will use these skills throughout your entire life.

Submitting a record book is also the current way to apply for several county-wide awards. The book should be a reflection of you and your 4-H year. Get started early, take time each month to keep up your book and do your best to keep the book neat while being creative and having fun. Record books are not associated with fair checks in any way.

1. Read the forms so that you know what information you need to collect.
2. Record books should be accurate records, but may include pictures and articles in each project. They should be neat and concise. Creative members can decorate dividers between projects.
3. Records should be for the current project year. (Lifetime Dairy Record Sheet is the only exception.)
4. Records may be handwritten or done on the computer. Informational pages (Table of Contents, 4-H Activity Sheet, Project Record Sheets) must be in one color. Other pages may be decorative and use a variety of colors/media. You may ask your parents to help you, but the work must be your own. Members in grades 3 to 7 may do records in pencil or computer. Members in grades 8 and up are encouraged to use ink or computer. Use ink on front (outside & inside) cover of all record books no matter what grade.
5. Any part of the record which "does not apply," leave it blank.
6. The number of years in 4-H listed on the "My 4-H Activity Sheet" should be the same as listed on the front inside cover.
7. On the "My 4-H Activity Sheet," it is important to fill out the number of club meetings held by your club and how many you attended.
8. Keep track of your time, expenses, work record and income. Can write daily notes on your calendar or on a separate sheet and keep it with your record book to use as a reference when doing the final copy. Take your record book with to club and projects meetings and have your leader help you.
9. All members are encouraged to do a speech or demonstration at a club meeting and be active in their club, county and beyond.
10. The 4-H year is October 1 - September 30. You will need to complete some of your records after the fair.
11. If competing for county awards, all record books must be handed in to your General Leader by the specified date. **All books are to be in the 4-H office by the date specified in the 4-H newsletter. See August / September newsletter.** Usually the 2<sup>nd</sup> week of October.
12. Items **NOT** to include in your record book are:
  - ! Fair ribbons
  - ! Programs for events
  - ! Project literature
  - ! Any material not related to your project
  - ! Last year's records unless requested
13. Keep all records for future reference when completing the County-Sponsored Event Form or County 4-H Scholarship, etc.
14. Members may drop projects by notifying the 4-H office and their General Leader by May 1. Otherwise, all project sheets should be in the record book.

#### **PLACE PROJECT RECORD SHEETS IN THIS ORDER:**

1. *Table of Contents* - list projects in alphabetical order with title (Example: Art 1 or Horse 1) and page numbers.
2. *Optional*...a picture of yourself and a short paragraph about yourself.
3. *My 4-H Activity* (list title or explanation, and month) - Write the number of **club meetings** you attended.
4. For each project that you are enrolled in for the current 4-H year, put in the following order to be nominated for that project award.

- a. *Project Record Sheets* in alphabetical order.
  - b. *Project Information Sheet*
  - c. *Project Pictures and/or Clippings*. Must submit one picture per project with caption. Clippings should pertain solely to your project and your **name** should be **underlined** or **highlighted** in the clippings. Pictures/clippings page may be decorative.
5. *Club Pictures and/or Clippings*.
  6. *County, District and/or State Pictures and/or Clippings*.  
 PICTURE AND/OR CLIPPINGS SHEETS ARE THE PLAIN WHITE SHEETS OF PAPER. YOU MUST TITLE THE PAGE AND TITLE EACH CLIPPING. May add decorative additions and use of color.
  7. After completing your record book, give it to your club's general leader. He or she will complete a "Member/Leader Record Book Check Sheet" and turn your book along with the sheet into the 4-H office.

## COUNTY AWARDS BASED ON RECORD BOOKS

By submitting a record book, you are competing for the following awards.

**# Rookie Boy:**

Outstanding achievement in overall club work for a first year member. Member can be in any grade. (First year members are recommended to take up to three projects.)

**#Rookie Girl:**

Outstanding achievement in overall club work for a first year member. Member can be in any grade. (First year members are recommended to take up to three projects.)

**#4-H Achievement Award:**

The Marinette County 4-H High Achievement Award is open to any member except the Rookie Award recipients. It is for a member who is very active in club and county activities and submits an exceptional record book. Based on overall book information. May receive award only once in each grade division: Beginner (Grades 3-5), Junior (Grades 6-7), Intermediate (Grades 8-9), and Senior (Grades 10+).

**#Project Achievement Awards:**

As evidenced through the member's record book, member has shown growth and achieved or excelled in a project.

**Q 5 Year Project Award:**

As marked in front cover, member has achieved five (5) times in one (1) project.

**Q 10 Year Project Award:**

As marked in front cover, member has achieved ten (10) times in one (1) project.

**#Golden Book Award:**

Excellence in record keeping, neatness, accuracy and content. Decorative additions will not affect judging. Up to three (3) awards given each year.

**Q Outstanding Reporter:**

Based on reports submitted to newspapers and put in the Reporter's Book. Articles submitted only by **your club reporter**. Date and name of paper must be included.

**Q Outstanding Secretary:**

Based on completion of record pages in Secretary's Book and minutes of meetings.

**Q Outstanding Club:**

Based on scrapbook submitted by members and/or leaders. To include 4-H activities the club or representative of the club has participated in. The number of members participating in each activity should be listed. Must fill out judging form. Three levels depending on the size of the club.

# COUNTY 4-H AWARDS AND TRIPS

## Based on County Sponsored Events Application form.

Each club will have special activities throughout the year. In addition there are county-wide activities and events in which 4-H members may participate. The listing below is only a partial listing.

4-H members grade 6 and older fill out the County 4-H Sponsored Events Application and attend an interview to compete for awards and scholarships for county, state and national trips.

### Trip & Award Criteria

1. For enrolled 4-H members.
2. Must obtain a release from school and/or work, if needed.
3. Must maintain good standing through time of award/trip.
4. Must adhere to any and all additional requirements.
5. Must report back to Association and club or county on trip or award.

### How to Apply:

1. Fill out a County 4-H Sponsored Events Application. Available from UWEX office or on-line at <http://marinette.uwex.edu/>.
2. Attend an interview with Trips and Awards Committee.
3. Be selected as a county nominee.
4. Satisfactorily complete additional forms as required.

Any members or adults who receive financial assistance for county, district, state, national and internationally sponsored trips or conferences are expected to send a thank you letter and give a brief report at an Association meeting, and, if possible, to offer an educational talk/clinic/or other activity to youth and/or adults or at County Achievement Day in Fall. See application for criteria.

### Trips and Awards Available to Apply For:

Citizenship Washington Focus (CWF)  
National 4-H Congress, Atlanta  
National 4-H Conference, Washington DC  
Space Camp, Huntsville, AL

Co-Op Yes!, Eau Claire  
Wisconsin 4-H & Youth Conference, Madison  
National 4-H Dairy Conference, Madison  
Winter Leadership Camp, near Mishicot

WI 4-H Key Award

Golden Clover Award

**Note:** Anyone not able to attend a trip/event for which they are registered must call the 4-H office at least one month before the event. The alternate will be notified by phone and mail by the 4-H office.

## OTHER COUNTY OPPORTUNITIES

**Achievement Day:** Held in January to recognize outstanding 4-H members, clubs, and county project award winners.

**Camp Bird: Youth Camp and Adventure Camp:** Grades 3-6 for Youth Camp; grades 7-8 for Adventure Camp. Scheduled in June; application **deadline is the middle of May**. Costs vary. Scholarships are available. Must fill out an application, **due in April**. (Check 4-H newsletter for deadline.) The 4-H Association pays \$50.00 for every 4-H camper who wants to attend camp.

**Camp Counselors:** Open to teens, ages 15 and over as of June 1. In charge of 7-8 campers, and helps to plan and conduct the camp program. Required to attend trainings. Camp is held for four days. Youth camp is for grades 3-6; Adventure Camp is for grades 7+. **Applications available at the UWEX office in February/March. Interviews will be conducted in March/April.**

**Camp Dishwashers:** Open to members age 14 by June 1, responsible for doing dishes after each meal and cleaning the dishwashing area. Camp is four days. Some must attend workshop in spring. May be moved up to counselor position if needed. **Applications available at the UWEX office in February/March. Interviews will be conducted in March/April.**

**County Trip:** Destination varies. Partly paid for by the Association; one per year, for one day. Held during summer. Need to fill out a sign-up slip from the office to participate.

**Countywide Fundraiser-Raffle:** Each club is responsible for selling tickets. This is our county 4-H main money source. All clubs must provide a minimum of one raffle prize. Profits are shared with clubs.

**Crowley Dairy Award:** Applications sent to eligible youth each fall.

**Dairy Bowl:** Learn about dairy, health care, etc. Compete at State event.

**Dairy Judging:** If there is enough interest, members learn dairy cattle evaluation skills at county wide project meeting held throughout the year. Final teams are selected and represent Marinette County at Northeast District Livestock Days.

**Demonstration Contest:** A demonstration is telling and showing how to do something by explaining each step and by actually doing part or all of it before an audience. An illustrated talk is telling about something with the aide of charts, pictures, posters and/or flannel board. Members participate as a team or individually. Intermediate or senior division winners may participate at the state fair. Ribbons and cash prizes awarded. Depending on numbers, event could be cancelled. Watch newsletter for date and rules.

**Display Booth:** Clubs may fill out a fair entry form to put up an educational booth at the fair. Size is a standard card table (34" square). Ribbons and premiums awarded. One per club.

**Dog Bowl** - learn all aspects of dogs and compete at the District and at the State Dog Show.

**Drama and Variety Festival:** Usually held in April. The Drama portion of the Festival has two components: **PLAYS** and **DRAMA GAMES**. Plays are a memorized, rehearsed ensemble presentation consisting of 2 or more people. Drama Games are improvisations (unrehearsed) done by teams consisting of 3 players. Or can do a talent presentation. All participants receive ribbons. Depending on numbers, event could be cancelled. Watch newsletter for date and rules.

**Fair:** Held mid to late August at Wausaukee. Members exhibit projects they made during the year for ribbons and premiums. This completes their project for the year. Premiums may not be paid out until after January 1 per the Marinette County Fair Board.

**Fair Food Stand:** Major fund raiser for the Marinette County 4-H Leaders Association. Operated by leaders and all members. Clubs are expected to work at least one shift during the county fair. A small club can "team up" with other small clubs. **Must** work a regular shift to attend trips, as well as clean up, set up or take down. All clubs are encouraged to donate non-perishable items as needed.

**4-H Royalty Contest:** For 4-Hers grade 9 and above, open to males and females, mainly based on 4-H participation. Must give talk or provide other talent. Members of the royalty traditionally assist with handing out awards, etc. at fair and county contests; promote 4-H; and should be present at county 4-H events for one year. Chosen prior to and crowned at the fair.

**Horse Bowl:** Must attend county training and be a member of team to compete at State Horse Bowl (one day event). Learn about horses, health, care, etc. questions.

**4-H Promotions:** May be held to inform the public about what 4-H does.

**June Dairy Month:** All clubs receive cash awards for creating June Dairy Month window displays. Clubs may submit scrapbooks and winners advance to district competition.

**Leaders' Recognition:** To give recognition to active leaders, key leaders, friends of 4-H, outstanding 4-H alumni, and outstanding youth leaders.

**Marinette County 4-H Dog Project:** Members from all other county 4-H clubs can participate in the county wide project meetings which teach dog and/or puppy obedience, anatomy, care, and showmanship. Dog project members are **selected** to represent Marinette county at the State Dog Show.

**Marinette County Horse Association:** Members from county 4-H clubs can participate in this county wide horse group. Project members are groomed for fair and other county and possible state competitions.

**Music Festival:** Competition is grouped as follows: Solos; Ensembles: duets, trios or quartets; Groups: five or more individuals; or Cloverbuds. Performances may be vocal or instrumental or a combination of vocal and instrumental. Performances may include a costume change limited to the stage area. Watch newsletter for date. Ribbons only. Depending on numbers, event could be cancelled.

**National 4-H Week:** Held in October. Activities include **Window Display and 4-H Promotion**. All clubs which create window displays receive \$10.00 and the winner is recognized at Achievement Day. Their name is added to the Window Display plaque which is on display at the Extension Office.

**Officer Training:** Offered to newly elected officers at a scheduled meeting usually in Fall. Officers will receive training and hand-out information to help in serving their offices.

**Premium:** A check issued for exhibit placings, i.e. at the fair or poster contest. See Fair Premium Book provided by Marinette County Fair Board.

**Project Contests/Events:** Can be set up for any project. Dates and details usually announced in the 4-H Newsletter. Try to attend, these events are planned for you!

**Shooting Sports:** Safety is the number one concern with the goal to train youth in proper use of firearms and to create appreciation of natural resources.

**Speaking Contest: Choices:** A. Original Speech: 1. Use notes, 2. Memorized; no notes; B. Reading (poem, story, etc.) - must use book; C. Tell a story; or D. Impromptu speech. Presentations in all categories must be in good taste and include an introduction written and presented by the participant. It must include the presenter's name, club, title of the piece being presented, type of material (poem, story, etc.) and it's source. See more contest rules and date in newsletter. Earn ribbons and cash prizes (\$5, \$4, \$3). Depending on numbers, event could be cancelled.

**State Fair:** Members can display project work and/or have the opportunity to work in various project activity centers. Watch the 4-H Newsletter for details.

**Winter Leadership Camp:** Grades 6 through 8. Friday through Sunday morning in early February at Camp TaPaWingo, in Mishicot. With hands-on, interactive leadership sessions, youth will gain a better understanding of what it means to be a leader and how to apply being a leader in their club, county and school. Youth will also have opportunities to participate in a variety of outdoor recreational activities. Cost is approximately \$60 and county refunds \$10 after event.

## DISTRICT OPPORTUNITIES

**Area Animal Science Days:** Held one day in June. Dairy, Horse, Rabbits, Poultry and usually dogs are some of the judging experiences offered. Also, poster, bowl, photo and skill-a-thon contests in these areas.

## STATE OPPORTUNITIES

**MEMBERS MAY APPLY FOR PARTIAL FUNDING FROM LEADERS ASSOCIATION FOR TRIPS/EVENTS.  
FOR FUNDING, MUST FILL OUT COUNTY 4-H SPONSORED EVENTS APPLICATION FORM  
AND BE INTERVIEWED  
(Except for State Fair Opportunities.)**

**Co-Op Youth Educational Summit:** Grades 10-12 at time of selection in fall-winter. A fun conference which focuses on basic cooperative principles and practices. Held in Spring for two days. Possibility of partial cost paid by Cooperative.

**Gymkhana:** Riders must be a 4-H horse/pony project member. These horse games provide lifetime skills and learning experiences. (Must meet county requirements to get \$10.00 entry fee and partial reimbursement from the Association.)

**National 4-H Conference:** Open to youths in grade 10-12 at time of selection. Maximum age 18 on Jan. 1 of travel year. Gives members the opportunity to meet with 4-H members, leaders and staff from throughout the country as well as federal staff to make suggestions for future 4-H programming. Held in Washington, DC for one week. Cost approx. \$1,100; half reimbursed by the 4-H Leaders Association.

**National 4-H Congress:** Grades 10-12 at time of selection. Maximum age 18 on Jan. 1 of travel year. A 5-day event that recognizes the nation's most outstanding 4-H youth. More than 1,500 youths and 500 adults from all 50 states and Puerto Rico attend. Thirty 4-Hers are selected to represent Wisconsin and participate in the career workshops and educational field trips. Cost approx. \$1,100. Some scholarships are awarded.

**Showcase Singers:** Grades 9 through 12. An all-state performance group of 4-H members who perform at State Conference and other touring performances (such as the state fair) during the summer. Association reimburses half of the travel expenses to Madison in June. **Apply by February 1.**

**State Dog Show:** Held in different counties each year. Dog members can attend if they have met county guidelines (on page 4 and pages 8 & 9 of the 4-H Dog Project Handbook). Also have photo, poster, demo, speech and dog bowl contests. Photos and posters can be sent to the show without attending. Association reimburses \$10.00 entry fee and \$10 per day. (Must meet county requirements for Association payment). Non-animal exhibitor who must attend are reimbursed \$3/fee and \$5/meal.

**State Drama Company:** Grades 9 through 12. Made up of youth and adults who perform an original play for State 4-H Conference delegates. Plans of action are developed through which all share Drama Company experiences in their local clubs and counties. Half of other expenses and travel is reimbursed by the Association, if travel is with other delegates.

**State Fair Centers and Contests:** Grades 9 through 12. Gives members a chance to display blue ribbon projects and work in project activity centers, such as Mechanical Science Activity Center, and Dog Project Activity Center. 4-H members may participate in various contests, such as Tractor Contest, Small Engine Contest, Bicycle Contest, and Model Rocket Contest. Type of center/contests will vary. Held at State Fair in West Allis in August. **Apply by June 1.** State reimburses some of the cost. 2-4 days.

**State 4-H Photography Display:** The Best of Show and two Reserve Best of Shows at the Marinette County Fair in Junior Fair Photography will be selected to represent Marinette County at the State 4-H Photography Display, which hangs in the Youth Expo Building during State Fair. The top four photos in this display are sent to represent Wisconsin at National 4-H Congress. Each county may submit a maximum of 3 photo entries from youth ages 9 to 19 as of January 1. Photo requirements: one unmounted color print or black-and-white print made from a negative, slide or digital image. Photos become part of a permanent display.

**State Horse Show:** This year's county fair blue ribbon winners may compete at their own expense with over 600 other winners. Also photo, poster, horse bowl, demonstration, speech, horse judging and hippology contests. (Must meet county requirements to be partially reimbursed by the Association.) Non-animal exhibitors who must attend are partially reimbursed.

**U.S. Space Camp:** Grades 6-8; maximum age 15 at time of trip. At Huntsville, AL Space Center. Simulates space adventures, hands-on learning. State bus. Cost approximately \$525.

**Wisconsin Farm Technology Days:** Allows youth to participate in farm activities such as tractor safety, sheep herding and clipping, dog herding, and horse shows. Schools and 4-H clubs present entertainment at the Youth Tent Stage.

## INTERNATIONAL OPPORTUNITIES

MEMBERS MAY APPLY FOR PARTIAL FUNDING FROM LEADERS ASSOCIATION FOR TRIPS/EVENTS.  
FOR FUNDING, MUST FILL OUT COUNTY 4-H SPONSORED EVENTS APPLICATION FORM  
AND BE INTERVIEWED. FOR MORE INFORMATION, VISIT:

<http://www.uwex.edu/ces/4h/onlinpro/international.cfm#events>

**Australia, Finland, Norway or Tanzania:** Ages 15-18. Held in summer for four weeks, except Tanzania (two weeks). A two-way host family cultural exchange, where 4-Hers are placed with host families. Even years are host years; odd years are travel years. **Apply by December 1.** Cost: approximately \$2,800-\$4,900 depending on location.

**4-H Youth Exchange Programs:** For one month in the summer. Ages 12-18 (15-18 for Argentina). Experience new cultures as they live with host families, learn languages and pursue interests. Travel is possible to Argentina, Mexico, Japan or Korea. **Apply by October 1.** Cost: approximately \$2,800-\$4,900. Year-long internships in Japan also exist for young adult leaders who are exchange alumni.

## SCHOLARSHIPS

**ALL SCHOLARSHIP INFORMATION AND FORMS AVAILABLE ON-LINE OR THROUGH EXTENSION OFFICE.**

### **County Scholarship Criteria:**

1. Open to full time High School Senior, College Freshmen, and Sophomore students. Scholarship can be received only once. If not granted a scholarship, you may apply again up to a Sophomore in college.
2. Must be a 4-H graduate of Marinette County or eligible to graduate and must have been involved in 4-H at least four (4) years.
3. Awarded on merit and 4-H involvement, not financial needs.
4. Complete an application form and two (2) letters of recommendation (prefer typed).
5. **Application deadline - see newsletter for date.**

**Note:** Each year, the scholarship committee will select scholarship winners. The committee will report to the 4-H Leaders Association and 4-H Youth Development Educator.

**State Scholarship** - Call the UW Extension Office for information

**National and Regional Scholarships Criteria** - Call the UW Extension Office for information

*(Call the UW Extension office for other scholarship ideas.)*

## ADULT OPPORTUNITIES

**Chaperone Opportunities:** Persons interested in being a chaperone should contact UWEX office. Must complete Youth Protection Process.

**State and National 4-H Volunteer Forums:** Workshops, presentations and field trips are led by experts in extension work, business, and education. Attendees will learn about career opportunities, share ideas with volunteers from across the country, explore current research, and 4-H project trends, develop an action plan to implement back home. Must be a leader in good standing, and you must request support from the 4-H Leaders Association. Must be child protection certified.

**Program Assistant Openings:** College Age: Each year the 4-H Extension and National 4-H Council recruit top college-aged 4-H alumni for exciting, paid positions as Program Assistants (PAs). PAs live at the National 4-H Center in Chevy Chase, Maryland at a heavily subsidized rate. They earn wages, overtime, ten meals per week, insurance, and other benefits. Since very few students can fit a fall/spring assignment into their college schedules, more positions are available in this time period than in the summer. Must be child protection certified.

*(See monthly newsletter for other volunteer opportunities.)*



## LEADER JOB DESCRIPTIONS

***ALL LEADERS MUST GO THROUGH THE 4-H YOUTH PROTECTION PROCESS BEFORE THEY CAN VOLUNTEER (SEE PAGE 7).***

### ACTIVITY LEADER

PURPOSE:	Organize member learning through involvement in an activity.
TIME REQUIRED:	Time varies per month and type of activity.
RESPONSIBILITIES:	Plan related learning opportunities. Inform members of 4-H activities. Secure resource for learning. Guide learning in activity. Help members evaluate their work. Inform parents and other adults as to how they can assist members in the activity. Assist members in record keeping. Update own skills and knowledge. Help members participate in county, district and state activities. Delegate tasks to youth leaders and other adults.
QUALIFICATIONS:	Interest in young people. Ability to communicate to members, leaders, and other adults. Enthusiasm. Patience. Knowledge of community resources. Ability to cooperate and organize.

### CLUB ORGANIZATIONAL/GENERAL LEADER

PURPOSE:	Oversee club leadership; coordinate members, parents, and other leaders; serve as liaison between club and the county University of Wisconsin office. Charter responsibilities.
TIME REQUIRED:	Time needed varies.
RESPONSIBILITIES:	Coordinate 4-H club leadership. Coordinate yearly program. Responsible for completion of yearly charter. Supervise election of and guide officers. Encourage all members to participate. Provide positive learning environment. Communicate and inform members, parents, and leaders. Guide members in project and activity involvement. Guide members in awards and recognition program. Recruit and guide other club leaders. Recruit, counsel and relay communications to project and activity leaders. Assist members in record keeping. Attend county leader workshops. Promote 4-H program in the community. Inform families of opportunities to guide members and participate in activities on the club, county, district, and state levels. Refer youth/teen leaders to project or activity leaders.
QUALIFICATIONS:	Willingness to work with any 4-H member, leader, or parent. Ability to relate to others. Enjoy working with people. Enthusiasm. Able to delegate to others.

Willingness to work as a member of the club organizational team. Willingness to listen and guide others.

## **KEY/RESOURCE LEADER**

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

**TIME REQUIRED:** Commitment will vary during different times of the year. Average time will vary for a specific activity.

**RESPONSIBILITIES:** Help design and teach project training meeting(s) for leaders or members.  
Serve as a telephone resource in project or activity area.  
Follow-up on inquiries or suggestions.  
Attend training on the county, district, and state levels.  
Participate in annual county 4-H calendar planning process.  
Keep up-to-date in project or activity area.  
Communicate one-on-one with new project leaders.  
Be a resource to county 4-H committee in project or activity area.  
Help with project or activity promotion.  
Utilize the talents of youth and teen leaders in project or activity.  
May contribute articles to the county family newsletter.

**QUALIFICATIONS:** Willingness to work with any 4-H member or leader. Interest and basic knowledge of a project or activity area. Enjoy working with people. Ability to relate well to others. Enthusiasm. Willingness to keep current and active. Ability to delegate tasks to others. Organized. Be trustworthy and dependable.

## **PROJECT LEADER**

**PURPOSE:** Guide and support 4-H members in project learning experiences.

**TIME REQUIRED:** Approximately three to six meetings, time varies.

**RESPONSIBILITIES:** Continue updating own skills.  
Share knowledge of project area.  
Guide learning of members.  
Offer parents suggestions on how they can assist member's learning experiences.  
Provide interesting learning opportunities.  
Relate learning to life skills.  
Help members decide project direction.  
Be sensitive to individual needs.  
Help members prepare for county fair and the judging experience. Assist member record keeping.  
Communicate with the club organizational leaders.  
Delegate tasks to youth/teen leaders.

**QUALIFICATIONS:** Interest in young people. Ability to communicate with youth, parents, and other leaders. Knowledge of the project area and willingness to update skills. Patience. Willingness to listen and share. Enthusiasm. Ability to cooperate and organize. Willingness to delegate tasks to others/teen leaders.

### **HINTS FOR PROJECT LEADERS**

- ☉ Keep meetings short
- ☉ Plan activities so 4-H members are involved in "doing", not just listening
- ☉ Suggest things that kids can do with family members at home and in the community
- ☉ Let your members know they are doing a good job. Recognize them!
- ☉ Encourage members to help each other, especially older members helping younger members.
- ☉ Be a shadow helper - help members but don't do their work for them
- ☉ Listen to members - both what they say and what they do

## **YOUR FIRST PROJECT MEETINGS**

- 1) Help members get to know each other.
- 2) Help members know what the project is all about.
- 3) Review project materials - discuss ideas for things to do in the project, at meetings and at home. Use project materials, your ideas, member ideas and project literature.
- 4) Help members know the kinds of help you will give them.
- 5) Help members set realistic goals for doing and learning.
- 6) Include a short project-related activity that involves members in doing (and/or a demonstration by you or the teen leader).
- 7) Involve youth leaders with project work.
- 8) Discuss things members can do at home before the next meeting.
- 9) Set time, place and things to bring to the next meeting.

\*\* Taken in part from -- "Getting Started in 4-H Leadership" #4-H350

## **4-H NEW FAMILY COORDINATOR**

1. Introduce yourself and get to know the new family.
2. Explain your role is to answer questions and help them understand the 4-H program.
3. Talk with them about projects — that the family pays for supplies, etc. You may make project suggestions to help them select projects — projects other members may be taking and ones with project leaders.
  - a. Explain about project leaders, who they are and how to request help.
  - b. Explain about parents as home helpers, but not to do the work for the member.
4. Look over the calendar of 4-H events for the year. Explain about deadlines and what each event is. Encourage participation in events that fit their interests.
5. Show the family a copy of the 4-H newsletter and what events, activities and contests members can enter. Encourage them to participate.
6. Explain about ribbons and contests; that the project (activity) is a means to develop the youth...it is the youth and not the project (activity) that is the most important. Be supportive and tell the members not to feel bad about not getting a blue ribbon...keep the focus on learning and improving their skills.
7. Do talk to the family on occasion (e.g., call to remind them of the first meeting). See how things are going, especially if they miss a meeting.
8. Talk to the new family about record books. Show them an example.
9. At fair entry time, help them with filling out the form so that they enter the correct class(es) and lot number(s).

# **MARINETTE COUNTY 4-H LEADERS ASSOCIATION CONSTITUTION**

## **MISSION STATEMENT**

Young people are our most important natural resource. Using fun learning experiences, 4-H makes youth into productive, competent, caring citizens, able to be a positive influence in society.

## **ARTICLE I - NAME AND PURPOSE**

Section 1 – The name of the organization shall be the Marinette County 4-H Leaders Association.

Section 2 – The purpose of the Leaders Association shall be:

- 1) To work with University Extension Staff in determining 4-H policies and goals as well as to plan, implement and evaluate the county 4-H program.
- 2) To serve as an outlet for discussion and exchange of ideas among the county 4-H leaders.
- 3) To assist in the recruitment of the 4-H leaders and members.

- 4) To advise the Marinette County University Extension Committee and staff on the educational needs of leaders and members.
- 5) To further 4-H in Marinette County in all other possible ways.
- 6) To generate financial and other support for Marinette County 4-H programs.
- 7) To carry out all necessary business of Marinette County 4-H programs.
- 8) To determine the need for leader and/or member training and then make arrangements to meet the needs expressed.

Section 3 – The Leaders Association shall be non-profit in nature.

## **ARTICLE II - MEMBERSHIP**

Section 1 – Membership shall consist of 4-H leaders, parents of 4-H members, Marinette County UW-Extension Staff and any others demonstrating an interest in the Marinette County 4-H Program.

## **ARTICLE III - COUNTY ASSOCIATION**

Section 1 – **Membership:** The voting membership will consist of one adult and one youth member, age twelve or older, per club.

Section 2 – **Elections:** Officers will be elected from the club representatives by the club representatives and as officers they will maintain their club voting privileges. Elections will be held bi-annually for President, Vice President, Secretary, and Treasurer for no more than two terms. Elections for President and Secretary to be held in odd years; Vice President and Treasurer in even years. Said elections will take place in Fall. Elected officers will assume their duties in January. Vacancies in office may be filled at a regular Association meeting, providing notice to this effect has been given to members prior to the meeting. No club may have more than one officer in the Association at one time, i.e., President, Vice President, Secretary or Treasurer. New officers must update bank documents.

Section 3 – **State Adult:** State Adult Leader Council Representatives are elected on two (2) year terms same as elected alternates, with no limit to time served.

Section 4 – **Meetings:** The County 4-H Leaders Association meetings shall be held at 6:30 pm the 3rd Monday of each month with the exceptions of August (County Fair) and December unless decided otherwise by the Board and Marinette County 4-H Agent. Meetings will rotate among Marinette, Crivitz and Coleman. All other 4-H volunteers are welcome and are encouraged to attend. In case of inclement weather whereby schools are closed, the meeting(s) will be rescheduled.

## **ARTICLE IV - BOARD OF DIRECTORS**

Section 1 - **Membership:** President, Vice President, Secretary, Treasurer, State Adult Leader Council Representatives, two youth representatives, and past President and past Treasurer of the 4-H Leaders Association.

Section 2 - **Responsibilities of the Board of Directors:**

- a) The Board of Directors shall carry on all necessary business of the 4-H Leaders Association during the interim between county 4-H Leaders Association meetings.
- b) The State Adult Leader Council Representatives shall attend the State Council meetings as a representative of Marinette County 4-H, keep the members of the Marinette County 4-H Leaders Association informed of the activities and policies, share resources and concerns of the Leaders Association with the State Council.
- c) The Young Adult Council Advisor will counsel, advise, help and oversee YAC activities. The Advisor will keep records of each YAC member's fund account.
- d) Appoint committees, if necessary.
- e) Develop yearly calendar.
- f) Oversee the preparation of the yearly budget.

- g) Nominate individuals for director positions.
- h) Schedule programs for the Leaders Association meetings.
- i) Act upon matters referred to it by the Leaders Association, Committees, Extension Agents, or outside sources.
- j) Report to the Leaders Association at its meetings.
- k) Any other responsibilities not listed above.

Section 3 - **Duties of the Officers:**

- a) **President** - shall preside at all meetings of the Leaders Association. Shall act as Chairman of the Executive Board meetings. President and County Extension 4-H Agent shall decide club problems which in their judgment would not require an Executive Board meeting. Signs any document as required by law, including updating bank documents.
- b) **Vice President** - Shall preside in the absence of the President and take care of all the President's duties during the absence.
- c) **Secretary** - Shall keep minutes of all meetings of the Leaders Association and turn them into the UWEX Office as soon as possible. Hard copy of minutes shall be brought to each meeting and sent to office for newsletter. Shall work with the Extension Office in getting out correspondence and communications when necessary. **Signs any documents required by law or as approved by the Board.**
- d) **Treasurer** - Shall collect and care for all money of the Leaders Association, including camp account. Shall pay bills of the Leaders Association as approved by the board of directors. Shall serve on the Budget Planning Committee.

Section 4 - **Meetings:** The Board of Directors shall meet at such times as the President and the County Extension Agent deem necessary.

Section 5 - The Board of Directors will serve as part of the 4-H Expansion and Review Committee in an effort to make 4-H accessible to all youth.

Section 6 - The chair and recorder of each committee are to be elected by the Committee at the first meeting of the year.

Section 7 - Committee membership is open to any voting member.

Section 8 - Special Committees may be appointed by the President

Section 9 - **Tenure of Office** - an officer may be re-elected to the same office once for a total of four years (two consecutive terms) and will be eligible for re-election after an absence of one term.

**ARTICLE V - STANDING COMMITTEES - COUNTY WIDE**

Section 1 - There shall be the following committees:

- a) Royalty Committee to deal with matters relating to 4-H royalty.
- b) Awards and Trips Committee to deal with matters relating to 4-H awards and trips.
- c) Raffle/Fund Raising Committee to deal with matters relating to 4-H fund raising.
- d) Scholarship Committee to deal with matters related to 4-H scholarships.
- e) Food Stand Committee to deal with matters relating to the Marinette County Fair food stand.

Section 2 - The responsibilities of the committees are to:

- a) Appoint it's own chair.
- b) Meet at least once yearly.
- c) Identify leadership and program area training needed and desired by leaders.

- d) Provide a means for feedback from leaders and members on relevancy of materials, events, etc.
- e) Determine and provide leadership for development of 4-H members involvement activities that will supplement those experiences provided by local 4-H units.
- f) Identify and secure the necessary resources to implement the programs the committee develops.
- g) Report back to the Leaders Association and 4-H Youth Development Educator for voting or implementing any changes.

Section 3 - Membership

- a) The Committees shall consist of all 4-H participants, youth and adult, who wish to participate.

**ARTICLE VI - CAPITAL STRUCTURES**

Section 1 - There shall be no dues.

Section 2 - All contributions shall be income to the Leaders Association.

Section 3 - Audit - At the close of each fiscal year, or at such time as the officers of the Leaders Association shall determine, the books and accounts of the Leaders Association shall be carefully examined by the Board of Directors or a committee who shall report thereon.

Section 4 - Fiscal year of the Leaders Association shall end on June 30.

Section 5 - Upon **liquidation or dissolution**, the liabilities and obligations of the Leaders Association shall be paid, and any remaining assets shall be conveyed to the 4-H Youth Development Program or 4-H Youth Development Foundation as selected by a vote of the majority of the Leaders Association members or the Board of Directors entitled to vote.

**ARTICLE VII - AMENDMENTS**

Section 1 - All proposed Constitutional Amendments shall be voted on the meeting following their proposal after written notification to all clubs prior to the actual vote. Changes will be made by 2/3's majority vote of those members eligible to vote at the Leaders Association meeting.

**ARTICLE VIII - QUORUM**

Section 1 - A quorum at a 4-H Leaders Association or Board of Directors meeting shall consist of those members present.

**AMENDMENT 1:**

The University of Wisconsin Extension provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender/sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental, arrest or conviction record or veteran status.

Updated 1981  
 Revised 1987  
 Revised 1992  
 Revised 1998  
 Updated 2012  
 Updated 2014

**BY-LAWS**

**Marinette County 4-H Leaders Association**

**BY-LAW 1 - MEETINGS**

Section 1 - Roberts Rules of Order, supplemented by the Wisconsin 4-H bulletin "How to Conduct a Meeting" shall serve as guidance.

## **BY-LAW 2 - OFFICERS AND EXECUTIVE BOARD**

Section 1 - **Method of Nomination** - Candidates shall be nominated from the floor, or by a nominating committee appointed by the Board of Directors prior to the election.

Section 2 - **Termination** - Memberships on the Board of Directors shall be terminated by death, resignation, misconduct or failure to perform duties, including excessive absenteeism.

## **BY-LAW 3 - LIABILITY**

Section 1 - Neither the Board of Directors nor the Leaders Association members shall become legally liable for decisions rendered, put into effect or published, or for any action taken pertaining to the same.

Section 2 - Drivers must be over the age of 21 and have proof of auto insurance on file with the Extension Office.

## **LEADER RECOGNITION BRICK FOR CAMP BIRD**

*Please contact the 4-H Leaders Association to request a brick.*

1. Any leader that dies while they are actively enrolled in 4-H with at least five (5) years as a leader.
2. Any past leader who dies, with at least ten (10) years enrolled in 4-H.
3. Both name, years as leader, and club will be on brick, maybe year, depending on how big their name or club name is.
4. Only one name per brick.
5. Each brick will cost around \$25. Cost of brick (\$5) and engraving (\$20). Prices subject to change.
6. Two (2) rows with twelve (12) letters each row.

## **4-H CALENDAR**

***See the 4-H newsletter for additional events or date changes.***

<b>January</b>	Leaders Association meeting, 3 <sup>rd</sup> Monday
<b>February</b>	Camp Youth Staff Applications Due County Scholarship Applications <b>deadline February 1</b> District Winter Leadership Camp Leaders Association meeting, 3 <sup>rd</sup> Monday Speaking Contest State scholarship application due
<b>March</b>	Leaders Association meeting, 3 <sup>rd</sup> Monday
<b>April</b>	Leaders Association meeting, 3 <sup>rd</sup> Monday Drama/Variety Festival and Demonstration Contest Midwest Horse Fair, Dane County Expo Center, Madison National 4-H Conference
<b>May</b>	Leaders Association meeting, 3 <sup>rd</sup> Monday Camp Counselor Training Deadline to add/drop projects Enrollment deadline for members entering County Fair Horse Bowl

<b>June</b>	Leaders Association meeting, 3 <sup>rd</sup> Monday 4-H Youth Camp, Camp Bird, Crivitz June Dairy Month activities (may be held all during year) Area Animal Science Day 4-H Youth Conference, UW-Campus - Madison Washington Focus trip, Washington, DC
<b>July</b>	Leaders Association meeting, 3 <sup>rd</sup> Monday (if needed) County Fair entry form deadline State Fair activities deadline Start of 4-H Fiscal Year
<b>August</b>	Cat, Dog & Vet Science judging a Saturday before the county fair Food Stand clean-up, set-up, take-down Leaders Association meeting, 3 <sup>rd</sup> Monday Marinette County Fair, Wausaukee State 4-H Dog Bowl Wisconsin State Fair, West Allis
<b>September</b>	Leaders Association meeting, 3 <sup>rd</sup> Monday National 4-H Dairy Conference, Madison State 4-H Horse Expo, Wisconsin State Fairgrounds, West Allis State Gymkhana - location varies
<b>October</b>	Start of New 4-H Year All record books <b>due to 4-H Office</b> Leaders Association meeting, 3 <sup>rd</sup> Monday Music and Dance Festival National 4-H Week Promotion
<b>November</b>	4-H Club/Project Charters Due Achievement Day Activity Leadership Lab Club Officer Training Leaders Association meeting, 3 <sup>rd</sup> Monday State 4-H Photography Exhibit entries due (selected at fair)
<b>December</b>	4-H re-enrollment forms due National 4-H Congress (late November or early December)

## RESOURCES, EQUIPMENT & HELPFUL WEBSITES

### Equipment to Take Out Through UWEX Office

(2) Sewing Machines	Flag Belts and Carriers for horse back
Button Maker	4-H Promotional Materials (stickers, buttons, posters)
4-H & US Flags (12"x12" and 3'x5')	

Other resources can be found at the **Wisconsin 4-H website**: <http://www.uwex.edu/ces/4h/>

### County

<http://www.uwex.edu/ces/cty/marinette/4h/index.html>

### From National 4-H Supply Service

[http://www.4-hmall.org/4H\\_Mall/Home/Default.asp](http://www.4-hmall.org/4H_Mall/Home/Default.asp)

4-H supplies, clothing and products may be purchased by members, families and leaders. Catalogs are available from the 4-H Office and each club leader receives a catalog yearly.



# MARINETTE COUNTY 4-H CLUB DIRECTORY

## 4-H Mane Events Club

Jackie Devcich (715) 735-3785  
W2065 Rader Road, Marinette, WI 54143  
Email: [someplacespecial@new.rr.com](mailto:someplacespecial@new.rr.com)

## Beaver Four-Leaf Clover 4-H Club

Jennie Pillath (715) 938-2271  
N3899 County Rd W, Peshtigo 54157  
Email: [kjpillath64@hotmail.com](mailto:kjpillath64@hotmail.com)

## Country Reins 4-H Club

Melissa Chmela (715) 923-1502  
W4470 Schonfeld Ln, Peshtigo, WI 54157-9698  
Email: [mlchmela@yahoo.com](mailto:mlchmela@yahoo.com)

## End Of The Trail 4-H Club

Julia Lepinski (920) 897-3439  
N2928 N. 1st Road, Pound 54161  
Email: [jdlstables@centurylink.net](mailto:jdlstables@centurylink.net)

## Forever Green 4-H Club

Dorothy Kaminski (920) 897-2316  
PO Box 218, Coleman 54112  
Email: [dkaminski5@yahoo.com](mailto:dkaminski5@yahoo.com)

## Golden Opportunity 4-H Club

Ember Rickaby (715) 732-6986  
N10416 Migas Road, Wausaukee 54177  
Email: [winterset@cybrzn.com](mailto:winterset@cybrzn.com)

## Kountry Kids 4-H Club

Anne Biernasz (715) 732-6409  
W3151 Hwy 180, Wausaukee 54177  
Email: [Biernasza@yahoo.com](mailto:Biernasza@yahoo.com)

## Lucky Dogs 4-H Club

Sue Cota (715) 582-4376  
520 Meadow Ln, Peshtigo 54157  
Email: [dakotas@new.rr.com](mailto:dakotas@new.rr.com)

## Merry Go Getters 4-H Club

Laura Finger (920) 834-9663  
8836 Old 41 Rd, Oconto 54153  
Email: [fingerfamilyfarm@hotmail.com](mailto:fingerfamilyfarm@hotmail.com)

## Middle Inlet Moonshiners 4-H Club

Suz Deschane (715) 927-2646  
N7320 Birchwood, Crivitz 54114  
Email: [daisylady4h@hotmail.com](mailto:daisylady4h@hotmail.com)

## Nelligan Lake 4-H Club

Rich and Sandy Kempka (920) 897-2070  
N5120 47th Rd, Pound 54161  
Email: [sandysangelfish@yahoo.com](mailto:sandysangelfish@yahoo.com)

## Pike River 4-H Club

Barb Kolosowski (715) 759-5747  
W7107 Marquis Road, Amberg 54102  
Email: [barbmiraclell@yahoo.com](mailto:barbmiraclell@yahoo.com)

## Other Opportunities:

Marinette Middle School 4-H Afterschool Club  
Meets 2<sup>nd</sup> Tuesday, October - May  
Contact 4-H Office: 715-732-7514

## Key Project Contacts:

### DOG PROJECT:

(Southern Marinette Co.) Sue Cota (715) 582-4376  
(Northern Marinette Co.) Anne Biernasz (715) 732-6409

### HORSE PROJECT:

Melissa Drees (715) 938-1398

## ***2013-2014 Board of Directors***

President . . . . . Jennie Pillath (715) 938-2271  
Vice President . . . . Sandra Brumbaugh (715) 735-7120  
Secretary . . . . . Noel Hoffeller (715) 759-5206  
Treasurer . . . . . Suz Deschane (715) 927-2646  
State Representative. . . . Anne Biernasz (715) 732-6409  
Youth Representative . . . . . Open  
Youth Representative . . . . . Open