

Douglas County



4-H Handbook

MY PERSONAL 4-H INFORMATION

NAME: _____

CLUB NAME: _____

GENERAL LEADER(S) NAME: _____

LEADERS PHONE NUMBER: _____

MEETING TIME: _____

MEETING DAY: _____

MEETING LOCATION: _____

CLUB PRESIDENT: _____

MY PROJECT LEADERS:

Name _____

Phone _____

Name _____

Phone _____

Name _____

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Cooperative Extension
Douglas County Extension Office

Dear 4-H Family,

Welcome to Douglas County 4-H! We are pleased to have you as a part of our wonderful organization. 4-H is a hands-on educational program offered through the University of Wisconsin-Extension. It provides an opportunity for youth and adults to work together to learn the life skills necessary to become responsible, successful citizens.

4-H gives youth the opportunity to grow and get involved in a number of projects and activities. 4-H is many things to many different people.

4-H is cooperation. This could mean lending a helping hand at meetings or events, paying attention and being courteous to others, or volunteering and working together on committees.

4-H is family involvement. While it is not required that a 4-H member involve the rest of the family, it is strongly encouraged. Clubs are often seeking family members to help by being project leaders, chaperones, committee advisors, and more. Families are welcome at all meetings and activities.

4-H is sharing. At some time you will be asked to share. 4-H leaders as well as 4-H'ers share time, talents, abilities and knowledge. Sharing might include doing a demonstration, community service, bringing a treat, or just being there for someone.

4-H is responsibility and commitment. It will be your responsibility to conduct yourself in an appropriate manner at all times.

4-H is fun! You will have the opportunity to meet new friends while attending activities designed to be interesting and exciting for all involved. You get out of 4-H what you put into 4-H. Give it your all and you'll be amazed at what you can accomplish!

This handbook is designed to provide you with the basic knowledge needed to become an active member of the 4-H program. Other sources for answers could be your general leader or the Extension Office.

Good luck with your 4-H experience and remember to call if you have questions. My numbers are: phone, 395-1365; fax, 395-1399. My e-mail address is: sharon.krause@ces.uwex.edu.

University of Wisconsin-Cooperative Extension

University of Wisconsin-Extension (UWEX) is responsible for the educational administration of the 4-H program in Wisconsin. The mission of UWEX is to extend the resources and knowledge of the University of Wisconsin system to the people of Douglas County.

In addition to providing educational support to 4-H, UWEX also has a variety of educational programs in Family Living, Agriculture, Community Resource Development and Community Youth Development.

Douglas County Extension Office Employees

Sharon Krause - 4-H Youth Development Educator

The 4-H Youth Development Educator works closely with all the 4-H clubs in Douglas County serving as an advisor and educator to them. She works with the 4-H Leaders Association, Youth Leaders Association, and Board of Directors to plan, carry out, and evaluate programs at the county level. She also serves as coordinator and educator for the 4-H afterschool programs in the elementary schools.

The Community Youth Development Educator works collaboratively with area organizations to provide opportunities for youth and their families in the Douglas County area. The educator works with youth in governance, civic engagement, youth/adult partnerships and other educational programs.

James Anderson- Community Resource Development Educator

The Community Resource Development Educator works to strengthen the abilities of citizens, community leaders, and local officials to identify and resolve critical community needs and issues.

Julie Montgomery - Wisconsin Nutrition Education Program Coordinator

The Wisconsin Nutrition Education Program Coordinator works with low income families to provide financial counseling and nutrition information.

Tarah Nichols - Nutrition Educator

The Nutrition Educator works with area agencies to provide nutrition education to people of all ages.

Virginia Leith - Program Assistant, Wisconsin Nutrition Education Program

Virginia is responsible for clerical assistance to the Wisconsin Nutrition Education Program. Her responsibilities include database management, budget management, client/phone call direction, and secretarial support.

Cheryl Shockley - Program Assistant/Office Manager

Responsible for coordinating member and leader literature orders, collecting and entering enrollment data and dues, coordinating 4-H fair entry registration, coordinating the county 4-H banquet and compiling statistical reports. In addition, she provides support to the Family Living Program Educator, Home and Community Education members (HCE) and is responsible for the Douglas County UW-Extension Office budget, ordering supplies, revenue and expenses as the office manager.

4-H TRADITIONS

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.

HEAD stands for clearer thinking and decision-making. Knowledge that is useful throughout life.

HEART stands for greater loyalty, strong personal values, positive self-concept, and concern for others.

HANDS stand for larger service, workforce preparedness, useful skills, science and technology literacy.

HEALTH stands for better living and healthy lifestyles.

4-H Motto

“To make the best better”



4-H Emblem

The first emblem design was a three-leaf clover, introduced by O.H. Benson, sometime between 1907-08. From the beginning, the three H s signified Head, Heart, and Hands. A four-leaf clover design with H s appeared around 1908. In 1911, Benson referred to the need for four H s suggesting that they stand for Head, Heart, Hands, and Hustle.” In 1911, 4-H club leaders approved the present 4-H design. O.B. Martin is credited with suggesting that the H s signify Head, Heart, Hands and Health -- universally used since then.

Did You Know? The 4-H Name & Emblem is a highly valued mark within our country’s history. As such, it was granted a very unique and special status; it is in a category similar to the Presidential Seal and the Olympic Emblem. This federal protection makes it a mark into and of itself with protection that supersedes the limited authorities of both a trademark and a copyright. The Secretary of Agriculture has responsibility for the 4-H Name and Emblem, at the direct request of Congress. The “18 USC 707” is the statement in the United States Code that outlines the protection of the 4-H Name & Emblem. The official 4-H emblem (above) must be used by 4-H clubs. Private organizations and commercial vendors can only use the emblem with the permission of the local Extension Office.

More information about 4-H can be found at www.uwex.edu/ces/4h/about/.

HOW YOUR CHILD WILL BENEFIT FROM 4-H

Through the eyes of a youngster a 4-H'er will:

- Learn, make, or do things that are meaningful and appeal to them.
- Make friends, belong to a group, and give and receive acceptance and affection.
- Have a good time, which makes learning fun and enjoyable.

Through the eyes of an adult, each 4-H'er will one day become a contributing and caring adult in his/her community because of the knowledge and life skills he/she learned in 4-H. Youngsters will learn how to:

- Develop an inquiring mind and a desire to learn.
- Learn practical life skills such as decision making, self-confidence, and problem solving.
- Relate to and work with other people.
- Develop a concern for their community and the people in it.

Each club may want to develop their own mission statement or goals that further define their own specific club objectives.

IF YOU JOIN A DOUGLAS COUNTY 4-H CLUB, WHAT MIGHT YOU DO?

1. Choose a club that interests you in an area that interests you and call the leader about joining. See Appendix A for a list of clubs and leaders.
2. Select one or more projects suited to your interest, abilities and age. (There are over 80 projects to choose from.)
3. Do project work according to the best information available.
4. Attend and share in club meetings.
5. Take part in club activities.
6. Participate in countywide events such as summer camp, winter camp, cultural arts festival and trips.
7. Serve on a committee(s) of your choice.
8. Keep a record book of what you do in 4-H each year.
9. Give a club talk or demonstration.
10. Make a public exhibit in each of your projects at the Head of the Lakes Fair.

HELPFUL INFORMATION FROM 4-H MEMBERS AND ADULTS

If I Had Only Known...

(from a member)

-I can go to any county activity that is listed in the 4-H newsletter (depending on ageor specific requirements).
-I should read the 4-H newsletter each month.
-I should keep records of activities such as -- speeches, demonstrations, involvement in community, school, church and other organizations in a file for later reference when applying for trips and awards.
-I should invite my friends to join 4-H.
-I do not need to own an animal or live in the country to be part of 4-H.

If I Had Only Known...

(from an adult)

-I should bring a calendar to meetings to mark down club and county events.
-I need to keep a drawer or shelf for 4-H newsletters, mailings and record books.
-I, as a parent(s) or guardian(s), can encourage grandparent(s) to attend and participate in 4-H events with our youth. Everyone's help is needed to make the program strong. 4-H is a family organization.
-I should read my newsletter and call the Extension Office, or club leader(s) and other 4-H parents with any question (however small I think it might be).
-I can take pictures of my children at their 4-H events. Photos are great ways to
 - record experiences and are especially helpful at record book time.
 - I need to be enrolled as a volunteer leader if I ever take responsibility for other 4-H ..children, even providing transportation to and from a club or county event.
 - I can get leader materials from the University Extension Office to help me with my child's project work.

QUESTIONS ABOUT 4-H

What is a 4-H club?

A 4-H club is an organized group of boys and/or girls or a family. The members elect their own officers and operate as a democracy in action. Most 4-H clubs hold monthly meetings in homes or in a central meeting place, such as a school, town hall or church. Through 4-H clubs, boys and girls have fun together, do service projects for their community and participate in many 4-H events and activities. 4-H club members are involved in projects as well as monthly meetings.

How do you join 4-H?

The 4-H membership enrollment year begins on October 1st. Although we encourage you to join then, youth can join anytime throughout the year. New members who wish to exhibit projects in the fair must be enrolled in the projects by May 1st. Returning members must be re-enrolled by December 31 to exhibit at the fair. Any girl or boy, who is in grades 3 and above by January 1 of the 4-H year or up to one year past graduation from high school, may be a member of a club. Youth in grades K-2 may be involved in club work by becoming Cloverbud members.

How much does 4-H cost?

County dues for the 4-H year are as follows:

K - 2 nd Grade	Cloverbuds: \$3.00
3 rd Grade and up	Members: \$5.00

Dues should be turned in with enrollment forms to the club general leader or the Extension Office in October of each year. Some clubs may choose to also have club dues to cover the cost of club functions. The cost of project work is the responsibility of each individual member, not the club or project leader.

How can adults be involved in 4-H?

Adults may participate in 4-H by becoming project leaders, activity leaders or general club leaders. Adult volunteers are expected to do three things before volunteering with 4-H: complete a behavior expectations form, complete a consent form to have a background check, and participate in a Volunteer Certification Training at the Extension Office to learn about the 4-H organization and working with children.

What is a 4-H after school club?

A 4-H after school club is a club that meets once a month at local elementary schools. The club is run by the 4-H Youth Development Educator or local college and high school volunteers and is free of charge to kids in grades K-5. Currently 4-H after school clubs is held at Four Corners Elementary and Great Lakes Elementary. As a partnership with the School District of Superior, 4-H after school educational programs is held once a week at Bryant, Lake Superior and Northern Lights Elementary Schools. These students are also enrolled in 4-H free of charge.

Can I join any 4-H club?

You can join any club in Douglas County regardless of where you live. You may also join more than one club if you would like. See Appendix A for a list of clubs.

What are the life skills 4-H aims to teach?

The life skills that 4-H helps teach youth might include communicating with others, leading self and others, learning to learn, working and relating to others, planning and organizing, problem solving, decision making, relating to change, applying science and technology, developing self, and improving mental and physical health.

CIVIL RIGHTS COMPLIANCE

The University of Wisconsin-Extension does not discriminate in the treatment of individuals, in the admission or access to its programs and activities, in the provision of services, or in employment.

Further, UW-Extension will not participate with organizations or in activities which discriminate on the basis of any of the legally prohibited categories of discrimination. Categories of prohibited discrimination include race, color, gender/sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, arrest or conviction record, or membership in the national guard, state defense force or any other reserve component of the military service.

Consistent with the Americans With Disabilities Act, persons who need materials in an alternative format or other accommodations must write or call the UW-Extension contact person for the specific program or call the main telephone number of the Douglas County Extension Office, 715-395-1363 at least ten working days prior to the event.

Individuals who need TTY access may contact the Douglas County Extension Office by dialing 711 for the Wisconsin Telecommunications Relay System.

THE 4-H MEETING

A typical 4-H club will meet monthly and the meeting may consist of the following format:

- A) The business part of most club meetings generally follows Robert's Rules of Order:
- ***Call the meeting to order** ***Pledges to American and 4-H flags**
 - ***Roll Call**
 - ***Secretary's Report:** The secretary will read the minutes from the last meeting. A motion and vote to approve the minutes shall follow after any corrections are made.
 - ***Treasurer's report:** The treasurer will report the beginning balance, income, bills paid, and the ending balance and will then ask that any outstanding bills be turned in for payment. A motion and vote to approve the treasurer's report shall follow after any corrections are made.
 - ***Old business:** Items carried over for discussion from last month shall be included here. Example: If your club is planning an event and has set up committees, the committees might report here. You might also report on the results of an event. Example: Someone could report on what happened at camp.
 - ***New business:** This is the time to plan upcoming events, read communications, and make announcements.
 - ***Motion to adjourn the meeting**
 - ***Adjourn the business meeting:** It is good to keep the business portion of the meeting about 20 minutes long so you will have time for other activities.
- B) The educational part of a club meeting might include any of the following:
- ***demonstrations** ***field trips** ***guest speakers**
 - ***video tapes** ***educational instruction**
- C) The activity part of a club meeting could include:
- ***games** ***project work** ***snacks** ***songs**
- D) Some clubs have a **Family of the Month** program. Families choose a month to be responsible for:
1. An activity (a short game, song, or craft)
 2. The treat
 3. The 4-H'er could do a brief project demonstration
 4. Other options could include arranging for guest speakers or field trips

More resources on how to start a new club or renew your existing club are available from the Extension Office or the 4-H "Community Club Central" website: <http://www.uwex.edu/ces/4h/clubs/>.

YOUTH LEADERSHIP

Being a leader involves commitment and responsibility. As a leader, it is your duty to follow through on what you start.

Many types of leadership opportunities are available in 4-H:

CLUB OFFICERS (ages vary by club)

All officers will be expected to work together with their club leaders in establishing their specific roles and responsibilities. Clubs usually have a President, Vice President, Secretary, Treasurer, and Historian/Reporter. Some of the main responsibilities are as follows:

President

- Planning is everything!
- Your tasks will include making a written agenda and conducting the meetings.
- You will work together with adult leaders to plan and carry out the goals of the club.

Vice President

- In the president's absence, you will run the meeting.
- A good vice president also supports the president by bringing up items the president may have forgotten.

Secretary

- Responsibilities include taking roll call and recording the minutes of each meeting.
- Minutes are the record of what happened at each meeting and must be written neatly in the secretary's book.
- Usually it is a good idea to take the minutes during the meeting and transcribe them to the secretary's book later to keep it neat. This is a permanent record of your club's business meetings.
- You should also read the last meeting's minutes at each meeting for club approval.

Treasurer

- It will be your job to collect the dues, pay the bills, make bank deposits, and keep financial records.
- Each month during the meeting you will read the treasurer's report.
- Your club is responsible for turning in the financial report at the end of the 4-H year to the County Extension Office.

Historian

- You create a permanent record of your club's activities in a scrapbook.
- Enter the year's activities and events, newspaper clippings, and photographs as they happen.

Reporter

- It is your responsibility to report the happenings and upcoming events of your club by sending information to newspapers, newsletters, radio, TV, and school newspapers.

Other officer positions your club might consider are roll call chairperson, recreation leader, flag holder, song leader, or any other position you might want to create. All officers are expected to attend the Club Officer's Training at the Extension Office in November. If your club chooses to elect younger officers, you might consider having a non-related adult mentor guide them.

AMBASSADORS (any grade)

The job of an ambassador is to promote the 4-H program on a local level while developing leadership and communication skills. Any adult or child affiliated with the Douglas County 4-H program can apply to be an ambassador. Twelve to fifteen people are chosen by the 4-H Youth Development Educator each September to make a one-year commitment to this position. Ambassadors' duties may include: encouraging families to get involved in 4-H, seeking support for 4-H from the community, and promoting 4-H at county-wide events and at the Head of the Lakes Fair. By fulfilling their obligations as ambassadors, 4-H'ers will increase their knowledge of 4-H, improve their self-confidence, and get others excited about joining 4-H.

YOUTH LEADERS (grades 8 and above)

4-H'ers are eligible for a variety of leadership positions when they are in grade 8 (or in some cases ages 14). They may enroll in the Youth Leadership project (4-H'ers in grades 3 and older can also enroll in this project) and learn valuable skills that will enhance their abilities to excel in various leadership positions. 4-H'ers in grades 8 and above may participate in the county Youth Leaders Association which meets once a month. They learn leadership skills by planning and executing a variety of community service and social activities. At the club level, youth leaders may volunteer for leadership roles within the club such as club officer, youth project leader, Cloverbud helper, mentor, or club activity coordinator.

STATE AND NATIONAL TRIPS (grades 8 and above)

These trips are described in more detail on pages 22-24 of this manual.

CAMP COUNSELORS (ages 14 and older)

Youth ages 14 and older are eligible to apply for various positions at a overnight 4-H camp. Depending on age and experience, positions include assistant camp director, camp counselor, kitchen aid or lifeguard. 4-H'ers fills out an application in March. Counselors must attend two face-to-face training sessions before attending camp. Counselors are selected by the 4-H Youth Development Educator and will be recognized at the county banquet in October.

COUNTY-WIDE ACTIVITY COORDINATORS (grades 8 and above)

Adult and youth partnerships are the key to planning a successful 4-H event. Youth may volunteer to be part of a planning committee for any of the county-wide 4-H events. Responsibilities include attending planning meetings, volunteering for various jobs to prepare for the event, helping out the day of the event, and cleaning up after the event.

DAY CAMP COUNSELORS (ages 12 and older)

Older 4-H youth can provide leadership to younger youth at a one-day camp at either Lucius Woods or Pattison Park. Youth will work with adult volunteers to provide fun games and activities that will keep Cloverbud and Exploring members busy all day.

SUPERIOR DAYS PARTICIPANTS (grades 11-13)

Juniors and seniors will have the opportunity to team with other concerned community members to form a lobbying committee to represent our region. The trip includes legislative leadership, breakfast with the Governor, and the opportunity to be in groups discussing the concerns and successes of our region with legislators. Youth are selected by the 4-H Board of Directors as part of the M.E. process (see Appendix C) or they can complete an application form that comes in the mail in October.

WOW!



Clover Protected
Under 18 U.S.C. 707

4-H DOES THAT?

ADULT LEADERSHIP

General Leaders

General leaders provide overall club leadership. They are responsible for the organizational aspects of the club and serve as liaisons to the county 4-H Leaders Association. They also coordinate members, parents, and volunteers and advise youth in making decisions for the club. General leaders should attend bi-monthly county Leaders Association meetings and are responsible for keeping club members informed.

Project Leaders

Adults are asked to share their skills by offering to be project leaders. Being an adult project leader in 4-H simply means being willing to spend a couple of hours each month leading a project meeting. The leader helps youth acquire skills and knowledge in their area of interest through hands-on experiences. A list is available at the Extension Office of people who provide county-wide project leader support.

Project leaders do not have to be an expert in the project but should be willing to share what they know and help members find additional project resources through the Extension Office, the library, the Internet, books, or from community members. At the Extension Office, a variety of leader guides are available to help leaders with project meetings and many resources are also available at www.uwex.edu/ces/4h/clubs/. The cost of project work is not the responsibility of the project leader but rather the individual members, but some clubs choose to help defray costs.

Committees

Committees are made up of adult and youth volunteers who are responsible for planning and conducting events at the county level. The 4-H Youth Development Educator serves as an advisor to committees. Volunteers may sign up each year in October to be on committees and will usually have two or three meetings per year. New committees will be designed based on need. The existing committees include:

- Leadership
- Cultural Arts
- Banquet and Awards
- Premium List
- Jump Start 4-H
- Shooting Sports
- Expansion and Review
- Family, Home & Health
- Fair
- Nominating

Board of Directors

The Board of Directors is composed of leaders elected by the 4-H Adult Leaders Association. Any involved adult volunteer can run for a position on the board. Elections take place in October and elected members serve a two-year term. The board is responsible for the final decision-making process for the county 4-H program. The board meets bi-monthly and is advised by the 4-H Youth Development Educator.

Adult Leaders Association

General leaders, project leaders, parents, adult committee members, and the Board of Directors are all part of the Adult Leaders Association. This association meets bi-monthly, on the month opposite the Board of Directors meeting.

Open Door Policy

All 4-H meetings operate under the assumption of an open door policy. This means that any individual that is interested in attending a meeting may do so regardless of whether or not he/she is part of a particular committee or association.

Leading 4-H as an Adult

The idea of getting kids and adults involved together is one of the basic tenets of 4-H. Parents have the opportunity to share their experiences and knowledge with 4-H members. A home can become a school, laboratory or meeting place in various ways.

For every successful 4-H'er, there is a caring and supportive adult available (often a parent). In the same manner, for every strong 4-H club, there are parents who feel strongly about being a part of the club operation. Parents can participate in the following ways:

- Assisting members in selecting 4-H projects
- Helping members with project activities
- Attending club meetings
- Having fun with 4-H'ers
- Being supportive and showing interest in member and club activities
- Providing assistance to the general and project leaders
- Serving on a club committee of your choice
- Offering your skill(s) and talent(s).

Parents make great project leaders!

- Providing transportation
- The sky is the limit -- talk to the club general leader about ways in which you can help.

4-H is a Family Affair!

The most important role of adults in 4-H is to support their children in the commitments they make, help them think through decisions, and assist them in reaching their goals.

By making 4-H a family affair, parents and adults can assist the youth of today to become tomorrow's leaders.

4-H YOUTH PROTECTION PROGRAM

Since 1994, the Wisconsin 4-H program has mandated that all counties implement the Youth Protection Program. The purpose of the program is to help guarantee the safety and well-being of youth and to provide information to all adult 4-H volunteers.

Components of the Youth Protection Program

Step 1 - Volunteer Certification Training

All volunteers must attend one annual volunteer certification training. A training session will cover the following topics:

- 4-H program philosophy
- Role of the 4-H volunteer
- How to work with 4-H youth
- Safe practices for 4-H youth and adult volunteers

Two sessions are usually scheduled each year and last less than two hours.

Step 2 - Volunteer Background Check

All volunteers must complete the 4-H volunteer application form. This form will be used to conduct background checks through the Department of Justice every four years. These checks will be conducted in the strictest of confidence and filed in a locked cabinet.

Step 3 - Volunteer Behavior Expectations Form

All volunteers must sign a Volunteer Behavior Expectations Form every year. The form outlines appropriate conduct for volunteers. It should be turned in to the Extension Office with enrollment forms and is due December 31 of each year.

What's in it for Volunteers?

Insurance Coverage - County liability insurance and accident insurance is only available to volunteers who have completed the Youth Protection Program.

Peace of Mind - As a parent, leader, or concerned adult you will know that all volunteers working with 4-H children have gone through the Youth Protection Program.

A Better Understanding - Volunteers will become familiar with the 4-H program through the certification process.

Support and Recognition - Volunteers have access to support, training and free literature from the Extension Office that will assist them in their roles. Certified volunteers may chaperone trips, camps or host a 4-H exchange student. Cumulative years of volunteer service are recognized at the annual banquet in October.

4-H EVENTS AND OPPORTUNITIES

The opportunities for 4-H members are endless. There are club, county, state, national, and international events in which to participate. The 4-H year runs from October 1st to

September 30th. Calendar dates are set at the October Adult Leaders Association meeting and the calendar is distributed with the November newsletter. Be sure to read your monthly 4-H newsletter and yearly calendar or call the Extension Office at 395-1363 to keep informed.

COUNTY-WIDE EVENTS

Each club will be asked and encouraged to help organize and sponsor at least one county-wide event during the year. If a club wants to include an event on the county calendar it needs to be mentioned at the October leaders meeting so it can be put on the calendar.

Specific dates for the following events vary from year to year but approximate months are listed below:

Jump Start 4-H National 4-H Week Celebration event. All community youth are invited to a day long, hands-on, educational event that will give youth an idea of what 4-H is like.
(October)

Awards Banquet This is a special time to honor 4-H members, volunteers and friends of Douglas County 4-H. Various awards, scholarships and trips are presented at this time to members 14 and older who filled out ME (Member Evaluation) forms. Club general and project leaders and the 4-H Family of the Year are also recognized.
(October)

Project Night This 4-H event, held in the Maple area, gives 4-H'ers the chance to give attention to a particular 4-H project or try a new one. 4-H'ers can attend two 45-minute sessions of their choice.
Northwestern High School (January)

4-H Family Overnight_YMCA This is an overnight experience for 4-H'ers and their families during which members and adults can participate in educational sessions and recreational activities of many kinds.
(January)

Ski & Snowboard Night Mont Du Lac (February)	This is a night of fun on the slopes for all 4-H families. 4-H'ers are invited to bring their friends and families and join in the festivities of skiing, snowboarding, tubing and eating.
Cross-Country Ski (February)	Learn to cross-country ski and take in some great scenery along the way.
Cultural Arts Festival _(April)	The Cultural Arts Festival gives members a chance to perform and exhibit. Clubs and individuals can perform in drama, music or speech, or exhibit crafts, posters or photography.
Demonstration Contest (April)	This event, held during the Cultural Arts Festival, gives 4-H'ers a chance to demonstrate anything from baking cookies to setting up a tent. Ideas are limitless. Be creative! Participants will be expected to repeat their demonstrations at the Head of the Lakes Fair. Members ages 14 and older may be selected to give their demonstrations at the Wisconsin State Fair.
Clothing Revue (April & July)	The Clothing Revue is open to members enrolled in the clothing, clothes horse, consumer savvy, crocheting or knitting projects. It gives 4-H'ers a chance to model their garments and be judged on garment construction and modeling techniques. Members ages 14 and over have their revue in April and may be selected to model their garments at the Wisconsin State Fair.
Junior Camp (June)	Leisure Lake Youth Camp in Washburn County is the site of this fun 3-day 4-H activity for youth ages 8 - 13. Older youth are eligible to be counselors. While making new friends and having fun, 4-H'ers will enjoy learning new games, swimming and taking night hikes through the woods.
Exploring/Cloverbud Camp (June)	Youth in grades K-3 can enjoy a day of games and crafts at the Pattison Park or Lucius Woods Day Camp. Adult and youth leaders work together to bring younger 4-H'ers the opportunity to learn new skills while making 4-H friends.

Head of the Lakes Fair (July or August)

The Head of the Lakes Fair is held in July/August each year. All 4-H members are encouraged to enter at least one exhibit from each project in which they are enrolled. Premium money is awarded. Volunteers are always needed to set up displays and work with the judges.

Dairy bar (July)

This is the part of the fair where clubs receive hands-on, real-life experience in running a food stand. Every club participates and profits are used to fund some of the county 4-H activities mentioned in this section.

Foods Revue
(July)

Members in the foods and nutrition projects are encouraged to participate in this event. Members prepare a food item, and then show it off with an appropriate table setting at the Head of the Lakes Fair. 4-H'ers discuss their display with a judge and receive a premium money. You may participate in the foods revue by listing it on your fair entry blank.

Newsletter Assembly
(Monthly)

Each club will be assigned a month for which they are responsible for assembling the monthly newsletter. Look for which month your club has been assigned in the yearly 4-H calendar that comes out in November.

STATE-WIDE EVENTS

At the state level youth have the chance to meet 4-H members from other counties. The following events may be awarded to members 14 and older who fill out ME forms. They may also be attended by some members who do not receive the award but are willing to pay their own expenses.

Arts Leadership Lab (December) This is open to adults and youth in grades 9-12 who are interested in leading arts activities in their clubs and counties. Participants develop a plan of action to carry out in their local areas. Workshops include communication, music, photography, theater arts, video and visual arts. A total of six youth may attend from our county.

Winter Camp (January) Members in grades 8 and above may attend this district-wide camp to meet youth from other northern counties. Activities include snowshoeing, skiing, inner tubing, hiking, music and leadership activities.

Co-op Youth Educational Summit (April) This is a youth leadership conference designed to provide members with a better understanding of the scope and role of business cooperatives in Wisconsin and the United States. A combination of speakers, role plays, cooperative games, small group sessions, case studies and panels will be used to present information to students. Youth in grades 10-12 are eligible to attend.

Wisconsin 4-H and Youth Conference (June) Over 700 4-H members attend this educational event in Madison each summer. Participants take part in educational seminars and assemblies. They are encouraged to take what they learn and share it with others in their home communities. Youth must be in grades 8-10 to attend.

State Fair (August) The Wisconsin State Fair is held in West Allis, near Milwaukee. 4-H'ers must be 14 years of age to attend. 4-H members can participate only if they are selected to represent Douglas County. This selection is not based on ME (Member Evaluation Form) performance, but rather on their 4-H performance in county events, such as the Demonstration Contest. The following activities are not awarded trips, but rather youth may apply for a position in these groups:

Showcase Singers Showcase Singers is one of Wisconsin's premier youth performing organizations. They perform at the State Fair and Wisconsin 4-H Youth Conference after practicing for a weekend in April. High school youth are eligible to apply for positions as singers/dancers, instrumentalists and choreographers.

State Art Team This is an exciting leadership opportunity for high school youth and adults interested in learning more about leadership in the visual arts and crafts. 4-H'ers meet four times a year to work with a professional artist in designing public art pieces, tour museums and interview curators, and teach art sessions to other youth.

State Drama Company The 4-H Drama Company is made up of adults and high school teens from all over Wisconsin. Included in the Team are Actors, Adult Members and Assistants to the Director. Youth and adults will work with the Extension Youth Theatre Specialist to learn directing and teaching techniques for utilizing curriculum as well as improvising a show around the theme of leadership to be performed for delegates attending State Conference. Members will be strongly encouraged to share their knowledge at local club and county levels.

NATIONAL EVENTS

At the national level opportunities include the following awarded trips:

Citizenship Washington Focus Over 200 Wisconsin 4-H youth in grades 10-12 are selected to attend this leadership program held at the National 4-H Center in Washington, D.C. Participants learn the importance of civic and social responsibilities related to the development of better citizens and leaders. The week consists of participatory workshops, speakers, committee work, field trips, and social events.

National 4-H Congress This national trip uses seminars and hands-on experiences to provide an intense national leadership forum with a cross-cultural experience for 4-H youth. It is a chance for universities to expose youth to current leadership philosophy and research in critical areas such as agriculture, environment, community, families, and communications. This trip is the flagship event of the 4-H program, awarded to 4-H youth in grades 10-12 for their outstanding accomplishments in 4-H.

National 4-H Conference Six youth in grades 10-12 from across the state attend a working conference held at the National 4-H Center in Washington, D.C. Each participant selects an issue and works with other youth from across the country to develop plans to help direct future 4-H programming. Delegates spend the majority of time contributing to stimulating, task-oriented groups and one day at Capitol Hill meeting with legislators. One delegate may be chosen at the county level and his or her name is submitted to the state office.

U.S. Space Camp The 4-H Missions in Space program gives 4-H'ers in Grades 6 - 8 the opportunity to learn about aerospace, astronomy and technology at the U.S. Space and Rocket Center in Huntsville, Alabama. Participants complete a simulated space shuttle mission, experience training simulators and learn about becoming an astronaut. Cost is approximately \$500 and applications are due January 1.

INTERNATIONAL EVENTS

At the international level the Global Exchange Program will bring you in touch with 4-H members in other countries. Depending on interests, families may apply for these programs:

Host Families Hosting is a unique opportunity for both rural and urban 4-H families to host a visitor from another country. Host family opportunities are offered in conjunction with Wisconsin 4-H Finland, Japan, Korea, Mexico and International 4-H Youth Exchange (IFYE) Ambassadors. Most visits are three or four weeks in summer. Opportunities also exist for hosting Japanese or Eurasian students for the school year.

Wisconsin 4-H Outbound Programs to Australia and Finland 4-H'ers between the ages of 16-19 travel to Australia while those between 15-19 can travel to Finland for one month (June-July). Anticipate a farm experience!

Wisconsin 4-H Japan, Korea and Mexico Exchanges Wisconsin 4-H families welcome 12-17 year old Japanese, Korean and Mexican delegates or their chaperones into their homes for one month (July-August). In turn, Wisconsin 4-H youth have an opportunity to make a visit to Mexico, Japan or Korea for one month. An optional 4-week intensive Nihongo (Japanese language) program can be included. Year-long internships in Japan exist for young adult leaders who are exchange alumni.

IFYE Ambassador Ambassadors ages 16-19 live with host families in another country for six weeks during the summer. Ambassadors share their experiences with their community through song, games, dances, foods or slide presentations about their host country.

If you see an event that you want more information about, please do not hesitate to ask! You could miss a great opportunity!

COMMUNITY SERVICE OPPORTUNITIES

As you grow, we hope you learn to care about people in your **community** and give without expecting anything in return. Some ways 4-H clubs can show they care are:

- * Plant flowers in city parks or at the fairgrounds
- * Adopt a trail and do maintenance or cleanup
- * Ring bells for the Salvation Army
- * Visit nursing homes
- * Help neighbors
- * Volunteer at the Humane Society
- * Serve meals to the homeless
- * Volunteer for North Country R.I.D.E. (Therapeutic horse riding)
- * Collect clothing for those in need
- * Help the elderly or disabled by volunteering with Interfaith Care Givers
- * Participate in the annual Relay for Life for the American Cancer Society
- * Hold a club recycling drive
- * Your ideas!

The list of community service projects your club can do is extensive. Your 4-H club can determine the type of service you want to perform, plan it, and carry it out. Call the Extension Office if you want more details about any of these opportunities.

Remember, YOU can make a difference!

“Learning by Doing” is the 4-H slogan. New skills come from working with the hands. The ability to get along with others comes from working and playing with a group.

4-H PROJECT WORK

4-H isn't just for learning about agriculture anymore. It gives young people an opportunity to explore many different project areas, over 80 in all. There are projects for animal lovers, plant lovers, cooks, carpenters, scientists, tailors, photographers, and many more. The Extension Office offers a handout called the "4-H Project Guide" that describes all the projects available. The projects are selected during enrollment time in October. Please make your project selections then so you have ample time to complete your projects before the fair. However, new members may change or add projects up until May 1st. The cost of project work is the responsibility of each individual member, not the club or project leader, although some clubs may choose to defray costs.

Cloverbuds are children in grades K - 2nd. Cloverbuds can be a separate group by themselves or they can be a project group within a 4-H club. They may meet at different times than the club or at the same time as the rest of the club. They participate with the rest of the club activities at club discretion. Cloverbuds must enroll in the Cloverbud project and may enroll in one additional project that interests them. Cloverbuds can participate in the Head of the Lakes Fair, however, they may only exhibit in the Cloverbud project area.

First year members ages 8-10, as well as members making the transition out of Cloverbuds, are encouraged to take the Exploring project along with 1-2 other projects that interest them. The emphasis in Exploring is on sampling available 4-H projects to determine interests and talents for more in-depth learning in future years. Exploring can only be taken for one year. (Exceptions can be made for special circumstances.) Members in grade 3 and higher can enter in the fair under each project they are enrolled in.

4-H RECOGNITION

RECORD BOOKS

Club leaders should request that members keep a record book of their year's activities. The importance of keeping your record book cannot be stressed enough! A record book is simply a record of your accomplishments for the year. In your record book you are encouraged to include photos, awards, ribbons, certificates, stories, project work, and information from events you attended. This will help you cherish the memories for years to come. Save your record books from year-to-year. This is your permanent 4-H record! Project leaders, group leaders and parents should actively help a child keep his/her record book up to date.

At the beginning of the first year, members should designate a 3-ring notebook that will be kept as long as the member is in 4-H. Members can receive the project record sheets with their project material from their club leader. The basic parts of the 4-H Record Book include:

- 1) Picture and Identification Sheet -- You may choose to make an introductory page that includes your picture, name, age (as of January 1st of the 4-H year, which starts in October), club name, and number of years in 4-H.
- 2) Table of Contents -- You may choose to include a page that lists each section of your record book and the page number it starts on.



- 3) My 4-H Activity Program (MPE-A) -- In this record list activities that you took part in during the year at the local, county, district, state, and national level.
- 4) Supporting Activity Materials -- Include pictures and clippings for every different activity you participated in that is recorded on your 4-H activity program.
- 5) 4-H Member's Project Plan and Evaluation Form (MPE) -- Complete one of these records for each individual project in which you are enrolled. A new form should be filled out for each project every year. A few projects will not use this particular form because they have special record sheets which you should use instead.

Your past records are the basis for filling out ME (member evaluation) forms. Member evaluation forms are used by members 14 and older as a record of their 4-H accomplishments. An ME workshop is held each summer to help members fill out their forms. A sample ME form can be found in Appendix C.

THE HEAD OF THE LAKES FAIR

Fair time is an exciting and fun way to show what you have learned throughout the year. A “Fair Premium List” is published every other year in April by the Superior Daily Telegram. It can also be found at www.holfair.com. This list is your rule book. Read it carefully as you prepare your exhibits. Only the items listed can be entered. Save your premium list so you can work on project entries all year long, but remember the premium list does change slightly from year to year.

To enter an item in the Junior Fair, you must be enrolled in that 4-H project with the Extension Office. For new members, the deadline for changing or adding projects is May 1 of each year. If you plan on taking an animal to the fair, you may also have other pre-registration deadlines. Make sure you open all letters from the Extension Office promptly to avoid missing deadlines. All 4-H entries must be pre-registered on a Fair Entry Blank and submitted to the Extension Office by the published deadline date (late June).

Entry day is Tuesday of fair week, usually between 12:00 noon and 6:30 p.m. This is when you bring your exhibits to the fair. Make sure you have read the premium list carefully so you have your exhibit complete and ready for judging.

The judging schedule is also listed in the premium list. Some projects are judged face-to-face. You must be there! Together, you and the judge will examine your work. You will be asked questions, and the judge will give you hints to improve your work. This is a valuable experience for everyone.

4-H judging is Danish judging unless specified. This means 4-H members are not competing against each other, but rather their items are judged by how they measure up to the judge’s standards. There are four group placings: blue, red, white, and pink. All 4-H exhibits get a placing under Danish judging. Cloverbuds and Exploring members get a participation ribbon for their efforts. Each placing is assigned a monetary value or premium. See the fair premium list for premium values. Exhibitors usually receive their premium checks in the mail in October.

Open class judging is another option for entering projects in the fair. Adults or children, including 4-H members, may enter items in Open Class. In Open Class you are not limited to entering items from only those projects in which you are enrolled. Open class judging is not Danish judging. For each category, there will be only one blue, red, white and pink placing. This class is not a 4-H class. Although youth are competing against adults, ages are not listed and therefore projects are judged solely on quality.

Fair week is also a time for your club to take its turn working at the Dairy Bar. Each club will be assigned a shift to work at the Dairy Bar and will be responsible for recruiting club and family members to help.

POINTS AWARD PROGRAM

This program rewards and encourages youth participation in various 4-H activities. Youth earn points for participation in 4-H, community, school and church activities. Depending on the number of points youth earn, they receive financial support towards attending a 4-H event of their choice.

Junior members can receive up to \$100 and older members can receive up to \$200.

The Points form is available from your club leader or the Extension Office and is due December 15.

RECOGNITION

Junior Member & Cloverbud Awards

Each fall most clubs have an awards banquet where they recognize their club members' achievements. Clubs are encouraged to honor their junior members (ages 5-13) with project pins provided by the Extension Office when the leader fills out the order form in September. A sample of the order form is included in this booklet as Appendix B.

Your club may choose to give awards on a different basis. Besides projects, you may chose to give awards for:

- *Friendly attitude/cooperative spirit
- *Helpfulness/leadership skills
- *Outstanding attendance at meetings
- *Neat record keeping
- *Youth leader of the year
- *Good citizenship
- *Any other achievement you think deserves recognition

Throughout the year at various county events, awards for achievement may also be earned. Examples include: the fair, cultural arts festival, demonstration contest, foods revue, and clothing revue.



Member Evaluation for Older Youth

Members in 8th grade or older may complete a ME (member evaluation) packet in August. Interviews are scheduled with the Board of Directors in September where members answer questions about their ME forms and their 4-H year. These forms and interviews are the basis for the county award selection process. A sample form can be found in Appendix C. At the County Awards Banquet in October, project awards and trips are awarded to these older members. Some of the trips that are awarded include:

- *Wisconsin 4-H and Youth Conference in Madison
- *Winter Camp
- *Arts Leadership Lab
- *Citizenship Washington Focus, Washington D.C.
- *Co-op Y.E.S.
- * National 4-H Congress
- * Superior Days
- * Wisconsin 4-H Horse Leaders Conference

Family of Year

Each year a 4-H Family of the Year is recognized for all of their hard work and accomplishments in previous 4-H years. All clubs are asked to submit their nominations in September and the Board of Directors chooses the family in October. The family is recognized with a trophy at the County Awards Banquet held in October.

Banner Club Award

Each year 4-H clubs are asked to write about their proudest achievement of the 4-H year. They are then recognized at the County Awards Banquet for their hard work and dedication toward this accomplishment.

It is great to be recognized!

DOUGLAS COUNTY 4-H CLUBS

Douglas County 4-H Clubs

For more information about Douglas County 4-H, contact the general leader of the 4-H club in the location where you are interested in joining or call the UW-Extension Office at 715-395-1363.

4-H CLUBS LOCATIONS LEADERS

4-H Afterschool Clubs:	Sharon Krause	715-395-1365
Bit N' Spur 4-H (South Range)	Nola Stenroos	715-399-0319
Clover Country (Maple)	Pat Luostari	715-363-2456
Horses 'R' Us (Lake Nebagamon)	Laresha Connors Rachael Lind	715-372-4353 281-491-3846
Lakeland Riders (Superior)	Lynn Pearson	715-394-3731
Northern Lights (Superior)	Dan Klarner Brooke Johnstad	715-392-9263 715-398-7578
Pony Express (Superior)	Michelle Kimmes Kelly Carlson	715-399-3056 715-399-2291
Puppy Pals 4-H Dog Club (Superior) 715-399-3067	Vicki Garro	
Tiger's Pride (Hawthorne)	Patti Lier	715-364-8529

Join a club listed on the left or start your own club!

It's easy, low-cost!!!

(Fees \$3 or \$5 per year/per child), fun and everyone gets to learn about something! Any youth in grades K-13 can belong to 4-H. Any adult can be a volunteer!

**Contact Sharon Krause, 4-H Youth Development Educator
at 715-395-1365!**

MY NOTES



The following people contributed to this manual:

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Naomi Musch - Eagles 4-H Club
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Darla Rochefort - Barn Buddies 4-H Club
Pat Luostari - Clover Country 4-H Club
Brenda Drury - Extension Office
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Anna Hansen - Extension Office
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**Sources: Sheboygan County Handbook
Portage County Handbook
Grant County Handbook
Vernon County Handbook
Adams County Handbook
Douglas County Leaders Training Handbook
Douglas County Handbook**

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