Isanti County 4-H Family Handbook

And Club Program Book

Includes General Information, Projects, County and State Events Rules, Regulations, and Deadline

Protected Under 18 U.S.C. 707

UNIVERSITY OF MINNESOTA Extension SERVICE

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Please Keep this Handbook in an important place.
They will no longer be distributed each year.

Revised November 2005

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, and....

My *HEALTH* to better living....

For my family, my club, my community, my country and my world.

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What is 4-H?

Minnesota 4-H is the state's largest out-of-school youth education program. Its mission is to help young people acquire knowledge, develop life skills, and form attitudes that will enable them to become self-directing, productive, contributing members of society. 4-H accomplishes this through direct involvement of youth, adults, and the community. In 4-H, youth and families work and learn together.

Who Sponsors 4-H?

4-H is a part of the University of Minnesota's Extension Service. The University of Minnesota, Isanti County, the U.S. Department of Agriculture, and the National 4-H Council sponsor it jointly. The University provides state specialist staff leadership and resources, and county extension staff to conduct local programs, together with a strong corps of adults and teen volunteers. Private support – through business and corporations, foundations, and individual donors – forms a partnership with public funds to support 4-H.

4-H Colors

The 4-H colors are green and white. Green symbolizes nature's most common color and represents life, spring-time, and youth. White symbolizes purity.

Emblem

The 4-H emblem is the four-leaf clover with the letter "H" on each leaf. The "H's" stand for Head, Heart, Health, and Hands.

Examples of 4-H Projects And Programs

4-H members may choose from over 60 projects and programs. Some are for individual learning, some are family projects, others are leader-led group learning.

Projects
Here is a brief sample of a few popular projects in Isanti County:

***Food & Nutrition*: Nutrition, meal planning, food preparation skills**

***Shooting Sports/Wildlife:* Safety, ethics, wildlife, target skills. Summer weekly practices in archery, air guns, Black Powder, .22, trap. Wildlife Project Bowl, wildlife training, State 4-H Shooting Sports Invitational.**

***Horse Program:* Monthly classroom sessions in winter, weekly sessions in the arena in summer. The Emphasis is on safety, riding skills, horse care and management. The project includes horse judging and knowledge bowl teams, hippology, roping, clinics, and more. The Horseless Project is available to members whose families do not own or lease a horse. It includes classroom, seminars, and presentations.**

***Dog Project:* Dog obedience and ability training held weekly from late April until county fair. Blue ribbon winners participate in State Dog Show in September. The Puppy Paws project teaches showmanship skills to Cloverbud members.**

***Leadership Skills:* Members and leaders learn leadership skills as club officers, county 4-H Ambassadors, county committees, and other opportunities.**

***Arts In:* A summer theater arts and dance experience for you.**

***Projects and Programs are available* in the areas of: animal, science, expressive arts, family consumer sciences, mechanical sciences, natural sciences, plant sciences, personal growth, and development.**

4-H Ages

Cloverbud Members:
Cloverbuds are members in Kindergarten to 2nd or 3rd grades. (3rd graders have the choice to be a Cloverbud or regular member - not both)

4-H Members:
In 3rd or 4th grade, through one year after high school graduation. Families of 3rd graders, it's your choice if you enroll your child as a Cloverbud or regular member. State Trips: Completed at least 6th grade in the current year; see specific event rules for variations.

What is Expected of You, the Member?

- **✓ Participate in club activities**
- **✓ Attend as many club meetings as possible**
- **✓ Learn the 4-H pledge**
- **✓ Participate in county 4-H activities**
- **✓ Complete and turn in all registration forms on time**
- **✓ Complete and turn in your records on time**
- **✓ Complete your projects**
- **✓ Participate in the county fair if possible**
- ***✓And Most of all, HAVE FUN, while you learn!***

What is Expected of You, The Parent?
The most successful 4-H members have the interest and support of their parents. If you are wondering just how you can help in 4-H, here are some suggestions.

- **✣ Participate in club activities with your 4-H member**
- **✣ Don't use 4-H as a babysitter**
- **✣ Assist with project selection, learn what is required**
- **✣ Help guide your child but don't do the project for him or her**
- **✣ Encourage record keeping**
- **✣ Serve as project leaders when you have a skill to share**
- **✣ Serve on a committee for your club or the county**
- **✣ Encourage your child/children and give them confidence**
- **✣ Keep informed on 4-H information that comes to members of your family - READ YOUR NEWSLETTER**
- **✣ Volunteer to host meetings or serve lunch**

***Curfews*:**
All Isanti County 4-H events/programs will follow a 12:00 am to 4:00 am curfew. If an event or program organized by another group (either 4-H or another organization) has a curfew, then we will follow that unless the Isanti Leadership/Chaperone team decides to set an earlier curfew for special reasons.

Isanti County 4-H Program Funding

Clover Family Café

Our 4-H Clover Family Café directed by the Clover Family Café committee, serves everything from snacks to complete meals all during the county fair. An outside window provides quick service. Inside, there is a full service area. Who provides all of the needed labor? YOU DO!! EVERY 4-H member is expected to work a shift at the Clover Family Café. WHY? The Clover Family Café is an important fundraiser for our annual 4-H budget. Without your help, there aren't enough workers to keep all the lines running smoothly. Without the financial support of the Clover Family Café, there wouldn't be money to help send 4-H members to the State Fair, Livestock weekend and other special events many of you like to attend. The Clover Family Café is also open occasionally for special events on the fairgrounds. Work credits are available for members who volunteer to work at events such as the Dog Show, Antique Show and other events the Clover Family Café could be open for.

Platbooks

Selling platbooks is the other major source of funding. Platbooks are a series of very detailed maps showing all of Isanti County. These books are sold at the Extension Office and are revised every few years.

4-H Leadership

Extension Service

The University of Minnesota Extension Service is a three-way partnership with the Federal Cooperative Extension Service, the University of Minnesota, and all Minnesota Counties. Field and campus based faculty work in teams to bring educational programs to communities. The 4-H youth development program is one of many educational programs available through the Extension Service

County Extension Committee

The purpose of the County Extension (1) is to coordinate the work of federal, state and county government along with the University of Minnesota Extension Service to maintain county extension work. (2) The committee within each county is appointed by the County Board of Commissioners. (3) Guidelines of the committee are within the Minnesota State Statues 38.33 through 38.38. The Extension Committee has eight members of which two (2) are County Commissioners.

Executive Board

The Executive Board is made up of five 4-H youth leaders and five 4-H adult leaders who also represent each of the county's five districts. The Board studies issues important to 4-H and advises 4-H Council. The Board meets the third Tuesday of each month.

4-H Council

The 4-H Council is made up of all adult and youth leaders representing their clubs. ANYONE involved in 4-H can attend Council meetings. This is the decision making group for Isanti County 4-H. The Council meets the last Monday in October, January, June and September with their annual meeting in October.

Club Leaders

Each 4-H Club decides what leadership positions it needs such as: Key Leaders, Treasurer, Secretary, President, Project Leaders, Activity Leaders, Special Event Leaders, other adult volunteers, teen leaders, etc.

Project Development Committees

Project Development Committees are established for special interest areas in 4-H. Examples of some of those committees are: Dog, Shooting Sports, Horse, Animal Science, Livestock Improvements, etc.

Isanti County 4-H Committee Guidelines

Committee Participants

Set a goal to have at least 50% of the committee members to be youth. It is recommended that all adults on a committee or in a volunteer position be a "screened volunteer". Adults doing direct work with the youth MUST be screened.

Officers

Officers should be elected at the first meeting of the year. At least one officer should be a youth.

✤***Chair***

- **Conduct the meetings**
- **Consult with Extension Educator for agenda items**
- **Provide Leadership to the committee**
- **Support the Vice-Chair and Secretary in their Duties**

✤***Vice-Chair***

- **Assume the Chair's duties if they are not available**
- **Support any sub-committees in their work**

✤***Secretary***

- **Take accurate minutes of all meetings. Minutes should include date, time and location of meeting, persons in attendance, detailed notes on topics of discussion, actions taken, plans made, upcoming dates, names of who is responsible, etc. They should be reported on or attached to an Isanti County 4-H committee report form.**
- **Keep records of committee business maintaining one copy for the committee and turning in one copy to the Extension Office - <u>preferably within one week.</u>**
- **Keep attendance lists.**
- **Manage any correspondence for the committee.**
- **Draft any articles the committee needs published in the 4-H newsletter.**
- **Provide information on upcoming meetings to the Extension Office**

✤ ***Treasurer***

- **(When applicable) Usually only in larger committees or project groups (i.e.: Clover Family Café, Horse Project)**
- **When no treasurer is elected, the secretary will perform these duties**
- **Manage financial activities of the committee**
- **Balance regularly with the Isanti County 4-H treasurer reports**
- **In some cases the treasurer will serve as the only designated purchaser within the committee allowed to charge expenses directly to an Isanti County 4-H charge account. (If this duty is not performed by the treasurer, the committee must elect a purchaser for it.)**
- **Report to committee on income and expense.**

✤ ***Animal Science Committee Representatives***

(1 youth , 1 adult, for animal committees only)

- **Represent your committee at the winter and July animal science committee meetings.**

✤ ***Meetings***

- **Notify the Extension Office of all meeting dates and times so they can be placed on the County 4-H master calendar (for communications and to ensure 4-H liability insurance coverage for volunteers).**
- **If a public meeting location (a school, library, government center) is required to conduct a meeting, a request must be made with the Extension Office at least one month prior to the meeting date. All meetings at the Government Center require an Extension Office staff person to be present.**
- **When possible, schedule meetings far enough in advance so they may be published in the newsletter.**

✤ ***Communications***

- **Submit any newsletter articles to the Extension Office at the earliest possible time, before the 10th of every month.**
- **Send minutes (preferably via e-mail) to the county Extension Office within one week following the meeting.**
- **Give a report at the next Executive Board and 4-H Council meetings (in person preferred; written accepted).**

✤**Policies**

- **Isanti County 4-H Committees are expected to follow the policies of the Isanti County 4-H Council.**
- **If a committee is anticipating an action that affects (or has the potential to affect) other committees or areas, it must be brought before, and discussed by, the Isanti County 4-H Executive Board BEFORE the committee takes action. This includes, but is not limited to topics such as fees, event registration requirements, project rules, County Fair rules, etc.**
- **All committees are expected to have Youth Development as the top priority, all activities should relate to positive youth development.**

✤**Budget**

Funding

- **Committees may request funds from the Isanti County 4-H Council General Fund. Budget request forms are provided to committees in December of each year. The Annual Budget is set at the January 4-H Council Meeting.**

- Funds raised by a committee are retained by the committee and held in the 4-H account at the Extension Office.
- All funds raised or taken in by a committee must be turned into the Extension Office within one week unless special arrangements have been made with the Extension Office. This is for the protection of the volunteers handling the money as well as the 4-H program.
- If a committee needs additional funds or funds for a new purpose, they must submit a request for approval to the Isanti County 4-H Executive Board.
- Request a print out from the Extension Office itemizing committee income and expenses
  - Please allow office staff up to one week to process your request.

✤ *Purchasing and Expenses*

- Each committee shall have one designated purchaser (treasurer or other elected person but not chairperson) allowed to charge purchases to Isanti County 4-H accounts
- When charging to an account it should be charged to Isanti County 4-H _____ committee (insert committee name).
- Turn invoice into the Extension Office with a payment form (available from office) indicating the event or committee it was for, within one week or as soon as possible.
- Other committee members may make cash purchases only when authorized by the committees designated purchaser.
- Turn receipts along with a payment form to the committees designated purchaser to be processed for reimbursement within one week (or as soon as possible) of the purchase
- No funds can be spent unless they are listed as a budgeted item by the committee or an approved motion was made at a committee meeting.
- All reimbursements will be processed through the Isanti County 4-H Treasurer and paid within one month.

✤ Committees may allocate use of funds they have raised

✤ Committees may allocate the use of funds from the County 4-H general fund that have been budgeted to that committee, by the council only when used for the purpose in which they were budgeted.

✤All committees are expected to follow the guidelines in the State 4-H Youth Development financial handbook

Membership

Dues/Costs

Isanti County 4-H dues are $10 per family per year. Dues are paid to the club; clubs pay for entire membership. Independent families pay the Extension Office. All dues are due by June 30. Dues must be paid before receiving a County Fair premium check. Other expenses including small club dues and project costs (ex: Shooting Sports user/discipline fees, 4-H bulletins, supplies, and materials).

Cloverbuds

Cloverbud members must enroll in the Cloverbud project on the 4-H enrollment card. Cloverbuds are youth in Kindergarten through 2nd or 3rd grades. Families may decide if their 3rd grader should be in Cloverbuds or the regular 4-H program. The Cloverbud program is not competitive - Cloverbuds have the opportunity to practice talking to adults and teens in their judging experiences, they receive participation ribbons, premiums, but no competitive judging is done and no trophies given. There are a few limits, Cloverbuds may not exhibit large animals, due to safety and insurance concerns. The animals not allowed are: horse, dairy, beef, and swine. Cloverbuds with an animal interest are encouraged to take pet, cat, dog, sheep, goat, poultry, and rabbit. Cloverbuds showing an animal at a 4-H event must have a mentor in control of the animal at all times. The dog project has Puppy Paws as part of the 4-H Dog Program. Cloverbuds attend the weekly dog training sessions and learn showmanship skills. Youth must be in at least 3rd grade to participate in the 4-H Shooting Sports program.

Cloverbuds may also participate in County 4-H events. Some examples are: Food Review, Fashion Review, Demonstration Day, and Communications Arts Contest. Cloverbuds would receive a participation ribbon only for each event, they would not be judged competitively.

Due Dates and Deadlines

Due dates are used for most events. We use pre-registrations to be sure we have adequate facilities or enough judges. A due date or deadline means all requirements and registrations for that event must be turned into the Extension Office or postmarked (postage meter stamp not accepted) by 4:30 pm of that day. Deadlines are FIRM, dates we must follow, such as the July 1st County Fair registration deadline, the April 30th enrollment deadline, or state events deadlines.

Registration Date

February 15	**Market Beef and Dairy Steer affidavits due**
April 30	**Members may exhibit, demonstrate, or take part only in projects in which they are enrolled in 4-H with the Extension Office by April 30th. If a first time 4-H member enrolls in 4-H after April 30th at the Extension Office, they may register to exhibit at the fair in the 4-H building, Pet/Cat show for ribbon only by July 1st. No premiums or trips. No other animal entries allowed. Ribbon only means highest placing possible is a blue.** **Transfer - 4-H member transferring from another county must meet all Isanti County Fair eligibility and project requirements by July 1st.**
May 15	**Animal Affidavit/ID Deadline (Swine, Rabbit, Sheep, Goat, Horse, Breeding Beef, & Cow/Calf, Dairy, Dog)** **Animal Leases Deadline** **Horse Coggins Deadline**
June 30	**Dues $10 per family per year**
July 1	**Dairy Goat Jr. Doe Kid Affidavits are due**
July 1	**Deadline for County Fair registration. All county fair entries (animal & non-animal including showmanship classes) must be registered by 4:30 pm. July 1 at the Extension Office and have met appropriate, specific requirements for each project. 4-H transfers from another county must meet all Isanti County fair eligibility requirements. Members may exhibit, demonstrate, or take part only in projects in which they are enrolled in 4-H after April 30th at the Extension Office, they may register to**

exhibit at the fair in the 4-H building, or pet/cat show or ribbon only by July 1st. No premiums or trips. No other animal entries allowed. Ribbon only means highest placing possible is a blue.

Transfer **- 4-H member transferring from another County must meet all Isanti County Fair eligibility and project requirements by July 1st.**

September 30 **- Ambassador Applications Due**

Enrollment Exceptions:

Shooting Sports/Wildlife

Isanti County 4-H allows youth to enroll in Shooting sports after the April 30th deadline and still participate in the State Shoot if they meet the project requirement.

4-H Clubs in Isanti County

Dalbo Patriots	*Roxanne Carlson*	*763-689-5487*
EverReady	*Valerie Prax*	*320-679-5207*
Frontline	*Tami Bagley*	*763-434-7859*
Lakeside Victory	*Jody Moulzolf*	*763-444-7005*
Long Lake Leaders	*Marcy Stoeckel*	*763-444-4829*
Lucky Tri-Ats	*Cherri Carpenter*	*763-689-3978*
North Ridge Rangers	*Penny Hagfors*	*320-396-2004*
Northern Lights	*Mary Lou Holt*	*763-444-8375*
Northern Stars	*Rachel Johnson*	*763-444-5477*
Rum River Oaks	*Jim Frost*	*763-689-0618*
Shadywood Voyageurs	*Bets Carpentier*	*763-689-3801*
Strike the Gold	*Robin Schulz*	*763-444-9563*
Sugar Maple Kids	*Wendy Moe*	*763-444-5839*
Sunrise Scholars	*Beth Knutson-Spears*	*763-689-9697*
Wild River Pioneers	*Lynelle Lewey*	*763-689-4661*

Isanti County 4-H Code of Conduct

Parents or guardians of 4-H youth, and the youth themselves participating in 4-H activities assume full responsibility for their child(s) health, safety and actions. The University of Minnesota Extension Service, Isanti County; Isanti County 4-H Council; and Isanti County Agricultural Society do not assume any responsibility for 4-H members. 4-H strives to provide a safe, positive learning environment for youth and adults. This includes expectations for conduct and behavior. Following standards of behavior allows everyone to have fun, participate fully and take advantage of the educational and fun activities 4-H has to offer. Therefore, we ask all members and parents/guardians to sign the form and return with their 4-H enrollment card. 4-H members agree to abide by 4-H rules of conduct. General Rules governing 4-Hers at all fairs, camps, retreats, project days, and all other 4-H events (county, cluster, regional, state and national.):

" Refrain from the use of and/or possession of alcoholic beverages, tobacco products or other chemical substances at all times. (Includes members over 18; smoking will not be allowed at 4-H functions).

" Recognize the rights of others with respect to noise, language and conduct

" I will not exhibit disruptive behavior such as verbal abuse, physical actions (violence).

" I will not use or possess weapons.

" I will not exhibit sexual harassment or public display of sexual affection.

" I understand that theft and vandalism will be treated as a serious action.

" I will refrain from boisterous behavior, which may infringe on the rights of others, and refrain from throwing objects that could cause injury to others.

" I will respect the property of other including clothing, personal items, equipment and facilities. (Damaged property will be billed to families where members are implicated.)

4-H Exhibits, Shows, Public Events

(Including State Fair, County Fair and all Livestock shows):

I will demonstrate good sportsmanship like qualities showing courtesy to all, encouraging and uplifting all, never making hurtful comments to anyone about anyone, during all 4-H events.

I will be punctual for judging schedules, meetings, and scheduled activities.

I will honor a dress code in all exhibitions, Livestock Auction, and livestock shows, dressing as is appropriate for my show, and grooming my animal for a show.

I am responsible for full care and exhibition of my projects. If I have an animal at County Fair, and at a state or regional event, I understand I am solely responsible for its care. If I do not care for and exhibit my own animal at County Fair, I understand I will forfeit any State or Regional trips this year.

If I do not care for and exhibit my own animal at State or Regional event, I understand I will forfeit any trips next year.

I understand that if I have an automobile at this activity, I will turn in my keys to the "adult in charge" during my stay at the event. I understand that I will obey the established curfew.

Camping at the Isanti County Fair

Including Curfew for ALL 4-Hers:

There is a curfew of 12:00 am for all 4-H youth - camping or not. No 4-H youth has a reason to be on the county fairgrounds after 12:00 am and before 4:00 am, all 4-H members camping on the grounds must be at their tent or camper. All 4-Hers not camping on grounds must have left the fairgrounds unless accompanied by an appropriate guardian.

The curfew will be enforced by the 4-H security patrol. Youth planning to camp must return the camping form in their county fair registration packet by July 1. A parent MUST agree to stay in the camper or tent with the 4-H member. If another parent has assumed responsibility for a 4-H member, the adult's signature must be on the camping form.

I understand that ONLY Isanti County 4-H members exhibiting animals at the fair, and their immediate family are allowed to camp.

Camping is allowed only in campers or tents in assigned spots, with a parent in each unit.

Security is provided by Isanti County 4-H each night. Security staff will be identified by a 4-H name tag and hat. The security staff has authority to enforce all camping rules.

Consequences:

Violation of these rules will result in the 4-H member(s) parents/guardian being contacted immediately and member sent home, premium checks and/or trips could be withheld in the current and/or future years at the discretion of the 4-H Executive Board and the Extension Educator and/or Program Coordinator.

Selecting a Project

Most of the 4-H Program centers around projects. Projects help members "learn by doing" and help them develop life skills. Life skills are the long-range benefits youth gain from participating in 4-H, including thinking, acting, and feeling.

The most important factor in selecting a project is the interest of the 4-H member. The leader may stimulate interest in a project by their own enthusiasm, and by discussing possibilities with the members.

Questions members and parents should ask

- ✓What do you do in this project?
- ✓What costs are involved?
- ✓Is any special equipment needed?
- ✓If so, can it be borrowed or rented the first year, until the member is sure they wish to continue?
- ✓How much help will be needed from parents and leaders?
- ✓How much can the member do on their own?
- ✓Is this project appropriate for the member's age?
- ✓Are others in the club participating in the project?
- ✓Is there leader help available in the club and/or county?
- ✓How much time will this project take?

There are no rules limiting the number of projects a member can take. We do suggest the first and second year members take no more than one or two projects. Cloverbuds can exhibit up to five projects.

A Matter of Record: 4-H Records

How can we help members see records as a positive part of their 4-H experience? 4-H records are, among other things, a treasury of memories, a lesson in economics, a monitor of growth, and a reminder of great people.

Project Records and Workbooks

We use "generic" 4-H records; one type for animal projects, and one for all others. All records follow a basic format of three parts.

1-Planning

What I want to learn and do this year (my goals)

2-Reporting

What I did and learned

3-Evaluation
Reflections of what I did, and what I would like to do next year

Some projects use a workbook format, either in addition to, or in place of a record. Members are not expected to complete the workbook in one year, two or three years is realistic. See specific project rules for details.

Participation Summary
This is a record of everything a member does in 4-H in a year. Make sure members keep these for a complete history of their 4-H experiences.

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4-H Events and Activities

Many events are offered throughout the year. Members are able to choose things of interest to them. Watch the newsletter for details. Here are some examples of things that happen at the club, county, and state levels. Some events change from time to time, so keep in touch with your club and watch the newsletter for information.

Club Fun

Share the Fun
Clubs may perform an act lasting up to 6 minutes. The event is on a Friday evening in late March or early April. The winning club is able to perform at the State Fair.

Window Displays
This allows clubs to promote National 4-H Week, the first week in October. Displays are judged.

Club Floats
Some clubs promote 4-H with a float in local parades, such as the Isanti Rodeo Parade, the Cambridge Snowflake Parade or the Braham Appreciation Day Parade. These floats are judged and ribbons are given.

Clubs also plan and do many other activities at the club level to have fun and learn through the year.

County Programs

In some projects and programs the majority of learning takes place in organized county programs, rather than in the club. Adult volunteers serve as the trainers and coaches.

Ambassadors
A group of teens selected through an application process to help plan and conduct county events and promote 4-H.

Arts-In
Arts-In is an experience for youth (do not have to be a 4-H member) in performing arts. The groups perform daily at the county fair, after 3 weeks of rehearsals and much fun. Arts-In performs a short musical.

Dog Training and Dog Agility
Dog project members meet weekly from May to county fair for dog obedience, showmanship and dog agility training.

Horse Project Training
The county horse project conducts monthly training sessions, classroom in winter months, and in the arena in nice weather.

Judging Teams
Judging team is another team experience for members in dairy, general livestock, horse, and consumer choices. Teams compete at the State Fair and State Horse Show.

Project Bowls
These provide a fun team experience to help members learn about their project. County teams compete at the regional and state level; some national competitions are held. Bowl teams are available for dairy, general livestock, horse, rabbit, poultry and dog.

Shooting Sports/Wildlife Project
Weekly practices are held in the spring and summer for members in the shooting sports disciplines. Some winter shooting is held plus wildlife learning activities.

County Events

Members are encouraged to participate in various events. Most are a learning experience for a project; members must be enrolled in the project to enter.

Awards Night
Held in October, our annual celebration of member and leader accomplishments.

County Fair
Usually held in July, this is the public showcase for members' accomplishments. Members receive ribbons and a premium check for their exhibits. The premium book and registration form are sent to families in early June. Registration forms are also available on the web. Registrations forms are due in the office by July 1st.

Communications Contest
This is a county cluster contest, with several counties participating, held in the winter, for public speaking, creative writing, interpretive reading and photojournalism. State contest held in June.

Day Camps
All youth in Isanti county are invited to 4-H Day Camps, when planned by committees.

Demonstration Day
During summer, for members to practice speaking skills. State Fair trips are available.

Fashion Review
Clothing project members may participate in constructed and purchased categories. Judging is held in mid-July, public review is at the County Fair.

Food Review
Held at a regional event in the winter or early spring each year. You may choose to also exhibit a food review entry at the county fair in the food category.

Livestock Auction
The purpose is to offer 4-H members an opportunity to sell one market animal (steer, lamb, hog, poultry, rabbit, goat) at the County Fair and to encourage participation in the 4-H livestock market projects. Ten percent of the auction proceeds go to Isanti County 4-H for livestock education and County Fair improvements.

Project Workshop, Leader Training
Workshops are offered periodically throughout the year. Watch the newsletter for details.

Out-Of-County Events

State Fair, State Horse Show, State Dog Show
Members earn trips to these events by winning at County Fair. State Fair and horse show winners must have completed the 6th grade at the County Fair; State Dog Show winners must have completed the 4th grade at County Fair. Northeast Livestock Show is another event in which members can earn a trip to participate. Senior shooting sports members have an opportunity to attend the National 4-H Shooting Sports Competition.

NOTE: Members must have completed the quality assurance training to show beef, sheep swine, dairy, rabbit, and goat to qualify for the State Fair and NE Livestock Show.

Youth Leadership Workshop (YELLO)
Providing training for teen leaders, in a four-day program held in June.

Dairy Days
Held in June, opportunities for youth to exhibit their animals.

National 4-H Dairy Conference
One three-day event for dairy members to learn more about production and marketing held at the World Dairy Expo in Madison. Trip winners are chosen by interview at the State Fair.

Citizenship Washington Focus
A one-week long citizenship experience in Washington D. C. for members completing at least 9th grade. Participants tour historical sites and see government in action, while staying at the National 4-H Center.

State Arts-In
Performing arts experience for youth completing the 9th grade. After a one-week retreat, Arts-In performs daily at the State Fair.

Exchanges, International Opportunities
Families have the opportunity to host international visitors, or to send children and parents to other countries. Countries include Russia, Japan, Norway, Finland, and many others.

Competition or Cooperation?

Is winning the only thing when you participate in competitive activities? Vince Lombardi, the Green Bay Packers most winning coach, once had this to say, "Winning isn't everything; it's the only thing!" Maybe that applies to football, but what about the other competitive activities for youth? The summer season brings out a new wave of competitive or cooperative possibilities for youth of all ages – summer athletics, special camps, 4-H events at the County Fairs, contest and other community programs.

What does competition really mean? Competition involves an individual's performance or finished product in comparison to the performances or products of others. Excessive competition without cooperation creates undesirable results in children. They learn the most important thing in life is winning. This can lead to breaking the law or being dishonest to win, for those who don't win, it develops an attitude of failure. If children feel they have to be constantly competitive, they can lose interest in learning new things because they will only do the things they are best at doing. Children can learn not to trust others when working in a group or as a team member, and there can even be more fights and violence among very competitive young people. This "I win, you lose" attitude can create hard feelings, loss of self-esteem, and a change in expectations fo self.

Competition can create these negative outcomes, but it doesn't have to. It is important to know how competition motivates a young person to do their best, and to know how to cooperate with the other young people who are also competing. Competition should not be excessive, but rather where children learn to compete or participate for the sake of becoming good at a skill or ability, not to get ahead of others to get the "award." Marie Lee-Rude, Extension Educator gives these ideas for the healthiest ways to look at competition:

1. Compete against your own accomplishments, not other youth. It is important to recognize when trying to do your best is good enough, make goals realistic.

2. Focus on the idea "We all can win." This concept takes an effort for all members of a club or team to achieve their group and individual goals so everyone receives rewards.

3. Try not to focus on "I win, you lose" because this kind of competition is based on the comparison of the performance between competitors. It can be a motivator, but does not focus on good sportsmanship.

Adult, volunteer leaders, and parents who are working with youth in highly competitive events need to step back occasionally and examine their own attitudes toward competition. Educator Marie Lee-Rude advises asking these questions, "Is too much emphasis being placed on winning? Is having fun and learning being lost in the shuffle? Are we putting down the young person when they don't achieve "first place." Do we ask the young person returning from a competitive event, "Did you win?" instead of "How did you do, what did you learn, and did you have fun?"

Here are a few ways to put competition into perspective:

1. Encourage youth with sincere praise for a specific task or a great effort. The idea is to focus more on the process and less on the final performance or product.

2. Promote the idea of treating others as you want them to treat you. Help others win and you win too.

3. Keep competition fun. Encourage everyone to relax and enjoy the experience as it happens.

4. Remind youth and adults of the personal goals children have achieved in the competition. Even though they may not have won, perhaps they achieved something for which they have been striving for a long time.

Competition will always be with us. Real winning is doing one's best! In the long run, emphasis on doing one's best will help young people develop a healthy attitude about competition in personal and future professional experiences.

Protected Under 18 U.S.C. 707

Basic Order of a 4-H Meeting

This is the basic order in which all 4-H meetings are conducted. All committees, clubs, or groups within 4-H that are holding a meeting to conduct business or planning events should follow this guideline.

Call to Order: The president gets everyone's attention and starts the meeting.

Flag Pledges: Pledge of allegiance and the 4-H pledge are recited by all.

Roll Call: Attendance is taken and recorded so there is a record of who was at the meeting.

Secretary's Report: The secretary reads the minutes from the last meeting as a review of what was done and to check accuracy.

Treasurer's Report: The treasurer reports on the beginning balance for the month (usually last months closing balance), any income or expenses since that time and what the current balance is.

Correspondence: The president opens the floor for everyone to report or share information or letters that have been received by the club or its members that would be of use to the club members.

Committee Reports: Some times there are a smaller group of members within the club working on a specific thing, like a fundraiser or organizing event. That would be a committee for the event. This is when they would report on their activities or progress.

Unfinished Business: (old business) Things that are ongoing or items in progress and are not yet finished.

New Business: This is the time to bring up and discuss new things. New events the club may want to do, new issues that need to be brought before the club or committee.

Announcements: Reminders about upcoming events, other members, and points of interest.

Adjourn: Once the meeting is adjourned all official business is done.

***Demonstrations*: This would be the time for a member to give a project demonstration, to split into groups for specific project talks, have a guest speaker, conduct a short program or activity, have a lunch or snack, and provide some recreation time for everyone to interact.**

Isanti County 4-H Grievance Policy

Purpose

The grievance process provides an opportunity for 4-H members, adults and general public to bring forward concerns relating to all 4-H projects including, but not limited to animal care, behavior and conduct, and ethics. This process is meant to be an alternate avenue for resolution when other means are not available or have been exhausted. The committee will make every effort to come to a fair and reasonable resolution to any and all concerns brought to its attention.

Who receives Grievance?

The grievance committee will consist of 5-6 people chosen by the Isanti County 4-H Executive Board. In case of a conflict of interest, the involved party(s) will be asked to stand down for that hearing. Committee members will serve a one (1) year term and not more than two (2) consecutive terms. Members will be selected with the goal of balancing representation with the following in mind: geography, project interest, experience, gender, age, etc.

Process For Filing A Grievance:

A grievance must be filed at the 4-H Extension Office or 4-H office in the 4-H exhibit building on the fairgrounds (during the fair) in writing on the appropriate form (provided by the office) listing the reasons for the grievance.

A deposit of $10.00 (cash or money order only) must be paid at the time of submitting the grievance. The money will be returned only if the decision is ruled in favor of the person(s) filing the grievance, otherwise it will be turned over to the 4-H account.

The person (or all persons) filing the complaint must sign the grievance form. (There is no limit as to the number of individuals who can sign a grievance.)

Once a grievance has been properly filed, the 4-H Extension staff will schedule a hearing with the 4-H grievance committee.

At the Grievance Hearing:

Only those individuals who have signed the grievance, those indicated on the grievance (in addition to those individuals parents/guardians), and those with knowledge concerning the grievance will be asked to speak at the hearing. 4-H members are strongly encouraged to voice their own views at the hearing. Parents/guardians are encouraged to allow the 4-H members to represent themselves.

Grievance Hearing Times

During the County Fair (if needed)

- **✓ Thursday: 7:00 pm Saturday: 4:00 pm**
- **✓ Friday: 4:00 pm Sunday: 3:00 pm**
- **✓ Committee could be convened at other times during the year if called for by the 4-H Executive Board.**

Participants in the hearing are expected to act in a civil manner. Use of profanity or other inappropriate behavior by either party will not be accepted and may result in terminating the hearing and removal from the fairgrounds.

The individual(s) filing the grievance will have the opportunity to express their view to the committee. If the grievance is against another party, they will be invited to attend, by the 4-H staff, to provide an opportunity to defend their position.

All parties are expected to provide appropriate documentation/evidence upon request. If individuals are uncooperative and refuse to provide/bring requested information, the grievance committee may terminate the process or the grievance may not be determined in the favor of the uncooperative party.

After all information is presented, the committee will meet privately to discuss the issue and come to a decision. Decisions will be based on majority rule. Committee members are expected to keep discussions confidential.

Once a decision is determined, the two parties will be notified of the decisions of the committee. <u>Decisions made by the committee will be final and may, include by not to be limited to, warning, probation, formal apology, removal of awards and/or premiums, denial of a state trip, removal of person(s) and/or project for the duration of the County Fair and other 4-H event.</u>

What is the Role of the 4-H Educator

An Extension Educator will attend all meetings at which appeals are heard, to ensure that all sides are heard and all options/alternatives are considered. The 4-H Extension Educator will facilitate the meeting but will not have a vote in the final decision.

Isanti County 4-H Grievance Committee Job Description

Purpose:

The grievance process provides an opportunity for 4-H members, adults and general public to bring forward concerns relating to rules, animal care, behavior and conduct, and ethics.

Responsibilities/Duties:

-Attend all meetings scheduled
-Listen to the grievances presented with an open mind
-Ask appropriate questions to ensure all relevant information is presented
-After conferring with the rest of the committee, make a decision regarding the grievance
-Keep information presented during the grievance hearing and the discussions held during the decision-making time confidential

Necessary Skills:

-The ability to remain impartial
-The ability to keep information confidential
-The ability to be consistent with decisions

Time Commitment:

Participate in 1-4 meetings during the fair to hear appeals.
Check at 4-H desk daily for meeting times.

Relationships:

The task is accomplished by working with:

Other committee members
4-H members and parents/guardians
Extension Office staff

Expectations of Working with Extension:

The Isanti County 4-H Executive Board appoints the Grievance Committee members. Committee members will serve a one (1) year term and not more than two (2) consecutive terms. An Extension Educator will attend all meetings at which appeals are heard to ensure that all sides are heard and all options/alternatives are considered. The Extension Educator will facilitate the meeting but will not have a vote in the final decision.

Returned Check Policy

In the event a check is returned from the bank unpaid for any reason, the following steps will be taken to correct the situation.

The person who issued the check is sent a standard form letter via certified mail with return receipt request. The letter will also include a copy of this policy.

The letter requests the person to pay the amount of the check, plus postage cost of mailing the certified letter, plus bank fees charged to 4-H for the returned check.

This total amount due must be paid at the Isanti County Extension Office within ten (10) business days of the date of postmark.

In the event of hardship, the person who issued the check must contact the County Extension Office within the ten (10) days to make arrangements for settling the matter.

If after the ten (10) days, no payments or other arrangements have been made, the person's name will be placed on the "DO NOT ACCEPT CHECKS list" posted by all Isanti County 4-H cash registers or cash boxes.

Persons will remain on the "DO NOT ACCEPT CHECKS list" until the total amount due is paid or other arrangements have been made with the Isanti County Extension Office staff.

Showing Livestock at the County Fair when Exhibitor is Unable to Attend

1. Event must be a state or national 4-H event. School, church, family, or other events do not qualify

2. Event must only occur during the Isanti County Fair - there are no other options to participate during the year.

3. The following projects are eligible for this policy: dairy, beef, sheep swine, poultry, rabbit and dairy goat. Because both horse and dog are dependent on the relationship between 4-H member and the animal, these projects are not eligible.

4. A 4-H member must notify the Extension Office before leaving for the event.

5. A 4-H member must make these arrangements prior to leaving:

A. Arrange to have a livestock interview before leaving for the event

B. Arrange with another 4-H member to care for your animal(s) at the fair, including cleaning the stalls. (Not parents, other adults, or youth who are not Isanti County 4-H members). Barn superintendent and show manager must be notified.

C. Arrange with another 4-H member to exhibit your animals in the class(es). Your animals may not be entered in a showmanship class. (However, they may be used for the Round Robin class.)

D. Write a paragraph about your experiences this year in your project, and information about your animal. Have the person exhibiting your animal give this to the judge.

E. The exhibitor may NOT participate in the 4-H Livestock Auction, if not present.

F. The exhibitor may take any State Fair or NE Livestock Show trip earned by the animal, provided paper work is completed by the deadlines.

6. This opportunity is only available to exhibitors once in their 4-H career.

State Dog Show

The State Dog Show is available to all exhibitors earning blue ribbons at the County Fair 4-H Dog Show. There is no quota system. The policy of the dog project is to allow the 4-H member to participate in the 4-H Dog Shows in neighboring counties to qualify for state if the member is unable to participate in the Isanti County 4-H Dog Show. They receive Isanti County ribbons and premiums. They are not eligible for trophies and any other awards in the county they visit.

Northeast Livestock Show

The Northeast Livestock Show is held the second weekend after Labor Day every year. This is an open show for all 4-Hers with market and breeding class animals. They must have won a blue ribbon at the County Fair with the animal they went to show but DID NOT take that animal to State Fair or did not go to auction.

4-H Glossary

APRIL 30 - Last day to enroll in 4-H, add or change projects.
Members enrolling after this date exhibit are not eligible to exhibit at the fair (unless the member is a first time 4-H enrollee). Members transferring from other counties are welcome anytime with full benefits.

***AWARDS* - Many awards are given at the end of the year, for 4-H records and outstanding achievement. One leader in each club has a copy of the Isanti County 4-H Awards Handbook. Copies are available in the Extension Office.**

***CLOVER FAMILY CAFÉ* - THE 4-H Clover Family Café at the County Fair is an important fundraiser for 4-H. All clubs and independent families are expected to working during assigned shifts at the County Fair and other events.**

***COMMUNITY PRIDE* - Service activities done by the 4-H Club, to make your community a better place to live. Clubs should try to do at least one community pride activity each year. Clubs bring scrapbooks to the County Fair to be judged. The winning club may send two eligible members to the State Fair competition.**

***COUNCIL* - All members, volunteers and parents are part of the council. This is the decision making group for Isanti County 4-H. The Council meets the last Monday in October, January, March, June, and September.**

***DEMONSTRATIONS AND PROJECT TALKS* - These give members an opportunity to share what they know about a project. For information, ask the Extension Office for a copy of "Communications Primer" for members and leaders.**

***DUE DATES AND DEADLINES* - Watch your family newsletter for all due dates and deadlines. Due dates are used for most events. We use pre-registrations to be sure we have adequate facilities, enough judges or instructors and enough supplies. Deadlines are firm dates we must follow, such as the July 1 County Fair registration deadline, the April 30 enrollment deadline, or state event deadlines**

***DUES* - Each club and independent family pays $10 per family to the 4-H Council. 45¢ goes to the State 4-H Federation. Clubs charge different rates for club dues, depending on other methods of fund-raising. Other county fundraisers include the 4-H Clover Family Café at the County Fair, and platbooks.**

***EXECUTIVE BOARD* - An adult and junior leader are elected to represent each of the five districts. The board serves as an advisor to the 4-H Council. Executive Board meets the third Tuesday of each month.**

***JULY 1 DEADLINE* - July 1 is the deadline for County Fair registration. This is a firm deadline! Members will not be allowed to exhibit at the fair if the registration form is not in the office by 4:30 pm on July 1.**

***LEADER* - Anyone who helps with the club, a county committee, a project or an activity. All adults helping with the 4-H program, in direct contact with youth must be screened. Club Key Leaders and the Extension Office have the application and other materials.**

***KEY LEADER* - Each club has a Key Leader, who is the main organizational leader, and the contact with the Extension Office.**

***JUNIOR LEADER* - A teen, age 11 and older, that helps in the club and/or at the county level.**

***PROJECT LEADER* - Part of the club or county leadership team. They work with members in a project area, either within the club, or at the county level, (or both).**

***ACTIVITY LEADER* - Works with an activity or event at the club or county.**

***PARENT HELPER* - Parents involved with 4-H help with leadership and program tasks, many on a short-term basis. Parents provide at home guidance and give support needed for members to carry out their 4-H responsibilities.**

***LIVESTOCK LEASE PROGRAMS* - Lease programs are available in horse, dairy, breeding beef, breeding sheep, goats, poultry, rabbit and small animals. The animal owner and 4-H family negotiates the terms such as where the animal is housed, vet bills, etc. Some projects have more specific requirements and rules.**

***LIVESTOCK OWNERSHIP DATES* - All animal projects have beginning dates, by when all members should have their animals. Watch your December or January newsletter for a chart with details for each animal project.**

***MINNESOTA ADULT VOLUNTEER ASSOCIATION (MAVA)* - An association of 4-H leaders throughout Minnesota**

MINNESOTA 4-H FOUNDATION **- This non-profit organization works to provide resources for 4-H. They sponsor grant programs and fund state events.**

NEWSLETTER **- Sent out bi-monthly to each family. Check this for news on events, dates, and other information. Some projects, such as horse and shooting sports/wildlife receive special newsletters periodically.**

PICKM **- Pine, Isanti, Chisago, Kanabec, and Mille Lacs Counties. Several 4-H programs are done jointly by these counties.**

PREMIUM LIST **- Lists what you can exhibit at the County Fair. This is sent to each family early in June, it includes the County Fair registration forms. This registration form must be in the Extension Office no later than July 1 to exhibit at the County Fair.**

RECORD JUDGING **- A member's records should be judged at the club level in August. Club leaders submit records for county judging in early September. Watch your newsletter for dates. Record judging is held in September. Certificate winners are selected for presentation at Awards Night.**

RIBBONS **- 4-H uses the Danish system of ribbon awards. In this system, the ribbon placing is defined as follows:**

White **- below average**
Red **- average**
Blue **- above average of the group**
Straight Champion (purple) **- outstanding. At County Fair, only 1 per project phase (beginner foods, etc.)**
Straight Reserve (pink) **- second best in a project phase**
Grand Champion Rosette (purple) **- first best overall in the project (ex: Champion photography)**
Reserve Rosette (pink) **- second best overall in the project (ex. Reserve Champion, shop)**
Green **- participation and Cloverbud**
Yellow **- Court of Honor, given in Fashion Review and Creative Arts for the top group of exhibits.**

WORK CREDITS **- Members and parents may work in the 4-H Clover Family Café at times other than County Fair for work credits. These credits remain in the 4-H Council treasury, and may be used for 4-H trips and project expenses. Paid receipts need to be turned into the Extension Office for reimbursement.**

Basic Parliamentary Rules

Parliamentary procedures are the rules that clubs use in conducting their business. These rules provide courtesy and justice for each member. They bring order to the meeting and help the club make decision. These are some common rules of order.

How to Bring Up Business:
Before a member can bring any business before the club, it is necessary to "obtain the floor". To do this, the member should stand and say "Mr. President" or "Madame President." The president then recognizes the member. To maintain order, the president recognizes one member at a time.

> ***PARLIAMENTARY RULE:***
> Only one member speaks at a time, after being recognized by the President

How to Pass a Motion:

1. **To make a motion, a member must first "obtain the floor." Then, the member states a motion: "I move that..."**
2. **A motion cannot be discussed or voted upon unless another member has seconded it. It is not necessary to "obtain the floor" to second a motion. The member says "I second the motion." If a motion is not seconded, it is declared lost without a vote by the president.**
3. **The president generally repeats the motion and asks if there is any discussion. During the discussion time, the members may wish to change the motion. The member making the motion with the agreement of the member seconding the motion can do this.**
4. **After a reasonable length of time for discussion, the president calls for the vote. The president repeats the motion.**
5. **The president asks "all in favor to say 'aye'." All opposed the same sign."**

The president then indicates whether the motion has been passed or defeated.

PARLIAMENTARY RULE:
There can only be one motion before the group at a time. Steps to pass a motion are:
1. Member is recognized and makes motion. ("I move...")
2. Another member seconds the motion.
3. Discussion guided by president
4. President restates the motion.

How to Amend a Motion

When members decide to add more information to the original motion, they will need to amend the motion. Steps to amend a motion are:

1. Original motion is made and seconded.
2. Discussion.
3. Amendment to original motion is made and seconded.
4. Discussion on amendment.
5. Vote on amendment.
6. If amendment passes, original motion as amended is voted on.

PARLIAMENTARY RULE:
Vote on the amendment before voting on the original motion. Then, vote on the original motion as amended.

How to End the Meeting

When the business meeting agenda is complete and the president hears of no further business, he calls for a motion to adjourn. Steps to adjourn or end the meeting are:

1. Member is recognized by the president and says "I move that the meeting be adjourned."
2. Another member says, "I second the motion."
3. The president says the following: "A motion has been made and seconded to adjourn the meeting. All in favor, say yes. (Waiting for response.) All opposed, say no, " (Wait for response.) If the motion passes, the president says, "The meeting is adjourned."

PARLIAMENTARY RULE:
A motion to adjourn is a privileged motion, which means that it cannot be discussed. It requires a majority vote to pass.

Program/Theme	***Demonstrations, Project Talks***	

NOTES

NOTES

Club Officers and Leaders

President _____

Vice President _____

Secretary _____

Treasurer _____

Historian _____

Recreation Leader _____

Adult Volunteers _____

Key Leader _____

Records and Enrollment _____

Fair _____

Project Leaders: _____

_____

_____

Youth Leaders: _____

CLUB GOALS

What would your club like to accomplish this year?

Club Program Schedule

Month	Date	Time	Place	Lunch
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
July				
August				

NOTES

Children Learn What They Live

If a child lives with criticism
He learns to condemn.
If a child lives with hostility,
He learns to fight.
If a child lives with ridicule,
He learns to be shy.
If a child lives with shame,
He learns to be guilty.
If a child lives with tolerance,
He learns to be patient.
If a child lives with encouragement,
He learns confidence.
If a child lives with praise,
He learns to appreciate.
If a child lives with fairness,
He learns justice.
If a child life with security,
He learns to have faith.
If a child lives with honesty,
He learns what truth is.
If a child lives with acceptance and friendship,
He learns to love in the world.

Parents 4-H Pledge

I pledge my HEAD to give my child the information I can, to help him see things clearly and to make wise decisions.

I pledge my HEART to encourage and support my child, no matter whether he has success or disappointments.

I pledge my HANDS to help my child's club; if I cannot be a leader, I can help in many equally important ways.

I pledge my HEALTH to keep my child strong and well for a better world through 4-H, for our home, my child's club, our community, our country, and our world.