



**LEWIS & CLARK
COUNTY 4-H**

MONTANA STATE UNIVERSITY EXTENSION

#LEWISCLARK4H | #MONTANA4H | #4HGROWSHERE

New 4-H Family Handbook

We are so pleased to have you and your family involved in the program! We look forward to getting to know you and sharing in your 4-H experience.

Revised: Thursday, August 20, 2020

4-H PLEDGE

I pledge my **H**  **AD** to clearer thinking,

my **HE**  **RT** to greater loyalty,

my **H**  **ND** **S** to larger service,

and my **HE**  **LTH** to better living,

for my club, my community, my country,

and my world. 



EXTENSION

Lewis & Clark County

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Closed for lunch (12-1 PM) and federal holidays

Website: <https://www.lccountymt.gov/extension/4-h.html>

Kara Bates Tangedal - 4-H/Youth Development

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4-H Motto

“To Make the Best Better”

4-H Colors

Green and White

4-H Mission

“In 4-H we believe in the power of young people. We see that every child has valuable strength and real influence to improve the world around us.”

4-H Values

Diversity, Inclusion, and Positive Youth Development

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How We Communicate in Lewis & Clark County 4-H

Newsletter

- Has ALL important dates for events and deadlines and information regarding changes and opportunities.
- E-mailed out to enrolled members at the beginning of each month (except August)
- Also available online at <https://www.lccountymt.gov/4-h.html>

Website

- **Visit Member Resources:** <https://www.lccountymt.gov/extension/4-h/member-resources.html>
 - Has important forms (like record books), helpful guides, scholarship and award applications, county and state opportunities and event information
- **Visit Adult Resources:** <https://www.lccountymt.gov/extension/4-h/adult-resources.html>
 - Learn about volunteering, find volunteer/parent/guardian resources and forms.
- **Visit Projects:** <https://www.lccountymt.gov/extension/4-h/projects.html>
 - Has specific project pages and information

Social Media

- Facebook: <https://www.facebook.com/lewisclark4h/>
- Instagram: <https://www.instagram.com/lewisclark4h/>

E-mails/ZSuites - You will receive e-mails from us through ZSuites

Committee Meetings and Minutes - <https://www.lccountymt.gov/extension/4-h/about/4-h-council.html>

Getting Involved with Lewis & Clark County 4-H

4-H age is always calculated using October 1 of the current 4-H year.

Example: if a 4-H member turns 14 on December 15, their 4-H age is still 13 years old until the next 4-H year.

Ages 5-8: Cloverbuds is for you!

- Cloverbuds is a 4-H discovery program
- Structured curriculum that is fun!
- Hands-on and discovery-oriented
- All activities are non-competitive

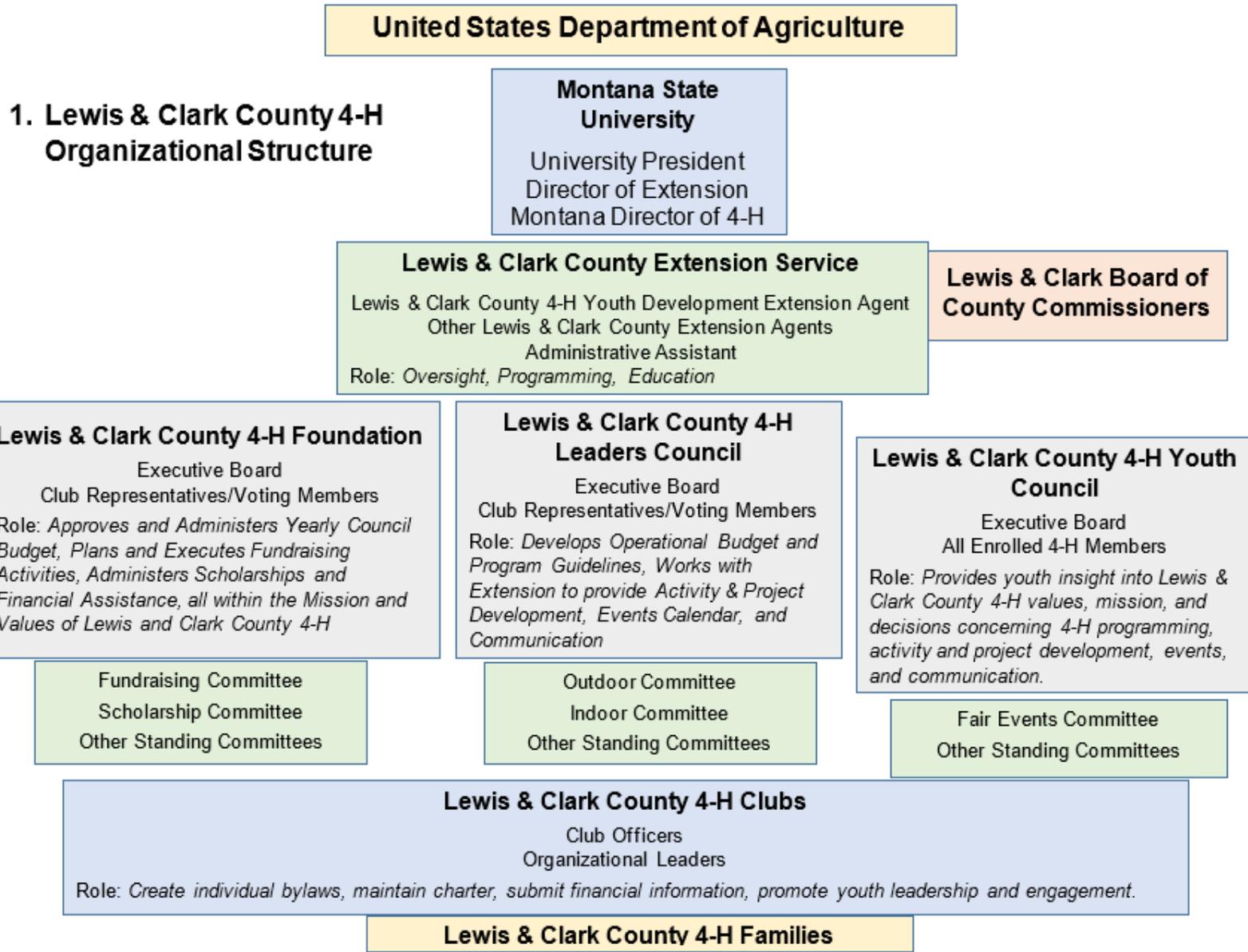
Ages 8-19: 4-H Membership is your path to success!

- **Junior 4-H Member** - Members who are 8-13 years old (as of October 1).
- **Senior 4-H Member** - Members who are 14-19 years old (as of October 1)
 - *Youth who are 19 must be enrolled in high school to participate in 4-H.*
- **Complete seven activities for your project per year**
 - Projects must be added/dropped by May 1st to compete at Fair
- **Attend club meetings**
 - See a full list of clubs at <https://www.lccountymt.gov/extension/4-h/member-resources/joining-4-h.html>
- **4-H Enrichment Programs**
 - 4-H youth can attend 4-H programs such as:
 - Winter Teen Retreat (Feb)
 - Montana 4-H Rec Lab (March)
 - 4-H Summer Camp (June)
 - 4-H Congress (July)

Ages 19 and Older: Be a 4-H Volunteer!

Share your talents and exert a positive influence on your community and the lives of youth! Adults have the opportunity to:

- **Be a 4-H Organizational Leader** – organize and lead a club
- **Be a Project Leader** – oversee student work and organize workshops in their project area
- **Be a Financial Sponsor** – monetary support is necessary for supplies, equipment, facilities, awards, and recognition.
- **Be an Event Volunteer** – coordinate a county 4-H event, assist with event set-up, judge a contest, or act as a chaperone.
- **Be a Council Officer** – serve on the 4-H leadership and advisory Council as an officer.
- **Be a Foundation Board Member** – serve on the Lewis & Clark County Foundation to support fundraising efforts and public relations.
- **General Support** – assist the Extension Office with promotion, bookkeeping, Bill Hamilton Building maintenance, and more.
- **See all opportunities at:** <https://forms.gle/EioDid218CGT11di9>



Lewis & Clark County 4-H Year Timeline

October

- ✿ 4-H Year begins (4-H age is determined by your age on October 1).
- ✿ Enrollment and re-enrollment begins
- ✿ Clubs hold their first official meeting of the year. Be sure to attend
- ✿ National 4-H Week (always 1st full week in October) and Open House
- ✿ Applications due for Alberta Leaders' Forum
- ✿ Ambassador Fall Training
- ✿ County Awards Night
- ✿ County Foundation Annual Meeting
- ✿ National 4-H Science Day

November

- ✿ Enrollment continues
- ✿ This is a good time to order project books. Find out more at <http://www.montana4h.org/projects/>
- ✿ National 4-H Congress in Atlanta (always Thanksgiving weekend)

December

- ✿ Club Holiday activities
- ✿ 4-H gift wrapping at Murdochs

January

- ✿ IFYE (International 4-H Youth Exchange) applications are due for delegates
- ✿ Camp Counselor applications due for Lewis & Clark County 4-H Camp
- ✿ Market Beef deadlines for possession and tagging
- ✿ Citizenship Washington Focus applications due
- ✿ 4-H Legislative Breakfast and Citizenship Seminar (Legislative years only)
- ✿ Lewis & Clark County 4-H Shooting Sports Invitational

February

- ✿ People Partner Grant applications due to the Montana 4-H Foundation
- ✿ Western Regional Leaders Forum, location and month varies every year
- ✿ County Grand Foods & Stirups Contest
- ✿ Winter Teen Retreat

The Newsletter

Be sure to read the Lewis & Clark 4-H newsletter each month for information about state and county 4-H events and deadlines!

Please call the Lewis & Clark County Extension Office if you do not receive a newsletter soon after you enroll. We send it out as an e-mail each month, or you can access it at <https://www.lccounty.mt.gov/4-h.html>

We want YOU to take advantage of all there is to do in 4-H!





March

- ✿ National 4-H Conference, D.C.
- ✿ Montana 4-H Rec Lab, location varies
- ✿ County 4-H Communications Day

April

- ✿ Host Family Applications due for Japanese and FLEX/IFYE.
- ✿ LCC 4-H Camper Registration
- ✿ County Ambassador Applications due
- ✿ State Award Selection Committee Applications due
- ✿ Fashion & Handiwork Revue
- ✿ Market Swine Possession and Tagging
- ✿ County 4-H Scholarship Applications due
- ✿ Volunteer Appreciation Event

May

- ✿ County Photo Show
- ✿ Senior Night
- ✿ State Award Applications due
- ✿ Market Lamb/Goat Possession & Tagging
- ✿ Horse Paperwork Due

June

- ✿ Citizenship Washington Focus in D.C.
- ✿ Montana 4-H Congress Registration due
- ✿ IFYE's arrive & depart
- ✿ Lewis & Clark County 4-H Camp
- ✿ Record books checked by project leaders
- ✿ Fair Entries Due on June 15
- ✿ Helena Jackpot Show
- ✿ LCC 4-H Practice Horse Show

July

- ✿ Montana 4-H Congress
- ✿ Last Chance Stampede & Fair

August

- ✿ Carcass Evaluation
- ✿ Record Books due August 31 to Club Leaders

September

- ✿ End of the 4-H Year
- ✿ County Award Applications Due

4-H Clubs

4-H Clubs are the backbone of the 4-H program! You must be an active part of a 4-H club to participate in 4-H activities and events. The entire family should be attending and participating in club meetings and activities.

This is your opportunity to learn about parliamentary procedure and experience youth in action. You will get updates on club and county activities and reminders about deadlines.



Clubs have varying expectations for members and their parents; be sure you know what those expectations are in your club.

Improve your community!

Every club generally has at least one community service project they complete each year. Members and their families take pride in seeing the results of this project and enjoy the teamwork required to complete it.

Have fun!

Games and activities are generally part of every club meeting; clubs will have special fun events throughout the year.

Meet new friends!

You will truly get to know your fellow members that can create lifelong friendships with entire families.

Youth/Adult Partnerships!

Members learn to appreciate their fellow 4-H members of all ages, working with them as partners on a team.

Family Opportunity!

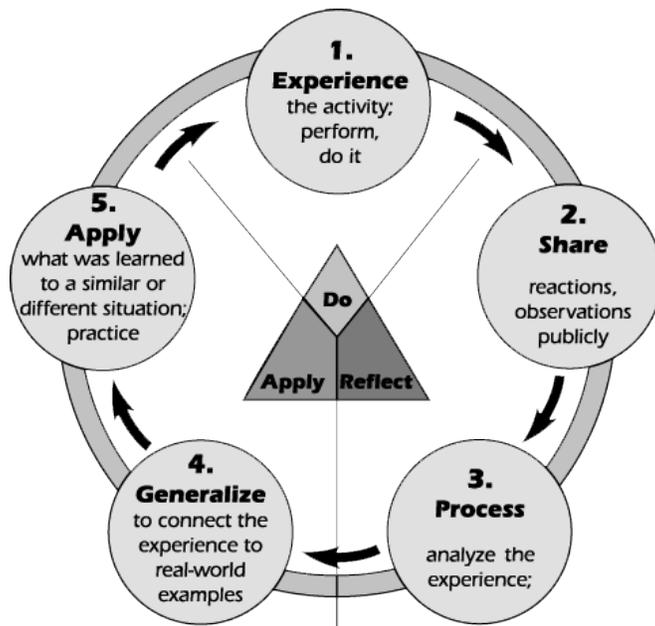
Whole families can be involved in 4-H together. While each member can pursue their own special interests and set their individual goals.

Fundraising!

Most clubs have at least one fundraiser per year. Members learn that working together toward a common goal can be fun and fulfilling.

4-H Projects

- ✿ Every member must enroll in and complete a minimum of one project per year.
- ✿ 4-H is based on the **Experiential Learning Model**. Projects are hands-on educational activities.



- ✿ Although members can choose any number of projects, please encourage them to enroll in a realistic number of projects that they can complete each year.

- ✿ **Project Workshops** are conducted by club or county leaders. These opportunities are created to enhance and expand the learning opportunities of 4-H youth. Time and dates vary throughout the year depending on the project area. Please check the website and newsletter.

- ✿ There is huge variety of projects for members to choose from and they can be viewed in the **Clover publication, updated each year at <http://www.montana4h.org/projects/clover.html>**

- ✿ **Project Requirements:** Due to safety concerns, some project have age limitations. The following project areas follow different age guidelines:
 - **Green Horse and Colt-to-Maturity** (Horse) – Must be at least 12 years old (and completed levels 1-3 of Horsemanship)
 - **Shooting Sports** – Must be at least 9 years old (as of October 1)

- ✿ **Project books** are available for purchase at <https://store.msuextension.org> and <https://shop4-h.org/>



Record Keeping

Record keeping is required to complete the 4-H year. Records books are checked by your Project Leaders before Fair (check the newsletter and calendar for specific dates) and Club Organizational Leaders on August 31st each year.

If a member wants to advance to higher levels in a project they must complete the records and project requirements for that project. Please see *Record Book and Project Book Guidelines* for more information.

Green 4-H folders or binders can be purchased at the Extension Office to keep your records organized. It is not required to have your records in one of these specific binders, but they do need to be kept in some kind of folder and kept organized.



Record books consist of three types of forms:

| My 4-H Year | Non-Animal Project | Animal Project |
|---|---|---|
| <p>My 4-H Year MONTANA STATE UNIVERSITY EXTENSION</p> <p>4-H Year: _____</p> <p>This Record Belongs to County _____ Club _____ Age _____ Years In 4-H _____ Grade In School _____</p> <p>These are my projects for this year</p> <p>My Photo</p> <p>These are my goals for this year <small>Briefly describe your goals for the coming year. Use only the space provided. Use your tab key to move to the next line.</small></p> <p>Did you reach your goals? <small>Briefly describe what happened throughout the year as you attempted to reach your goals. Use your tab key to move to the next line.</small></p> | <p>Non-Animal Project Journal & Financial Record MONTANA STATE UNIVERSITY EXTENSION</p> <p>4-H Year: _____</p> <p>This Record Belongs to County _____ Project Name _____ Years In the Project _____</p> <p>My Photo</p> <p>These are my project goals for this year. <small>Briefly describe your project goals for the coming year. Use only the space provided. Use your tab key to move to the next line.</small></p> <p>Did you reach your project goals? <small>Briefly describe what happened throughout the year as you attempted to reach your goals. Use your tab key to move to the next line.</small></p> | <p>Animal Project Journal & Financial Record MONTANA STATE UNIVERSITY EXTENSION</p> <p>4-H Year: _____</p> <p>This Record Belongs to County _____ Project Name _____ Years In the Project _____</p> <p>My Photo</p> <p>These are my project goals for this year. <small>Briefly describe your project goals for the coming year. Use only the space provided. Use your tab key to move to the next line.</small></p> <p>Did you reach your project goals? <small>Briefly describe what happened throughout the year as you attempted to reach your goals. Use your tab key to move to the next line.</small></p> |
| <p>-Complete one per year -Focus on club and extracurricular, non-4-H project activities</p> | <p>-Complete one per year per non-animal project -Record any goals & activities directly related to your project</p> | <p>-Complete one per year per animal project -Record and goals & activities directly related to your project</p> |

Helpful Hints for Project Books & Record Book Forms

- Take 10 minutes each month to keep them updated.
- Keep a family calendar on which you record ALL activities; use it as a reference when updating your record books.
- Members should take record books at club meetings and project workshops.
- ZSuites is a great online record book option. Check it out at 4h.zsuite.org

Completing a 4-H Project: Record Book and Project Book Guidelines

- ✿ Completing a project is a combination of your record book forms and project books.
- ✿ The following chart is meant to help you determine what needs to be turned in for each project to complete a 4-H year or move to the next level of the project in Lewis & Clark County.

| Record Book + Workshops (Project Book Optional**) | Record Book + Project Book (Required) |
|---|--|
| <ul style="list-style-type: none"> • Beef • Dairy • Dog • Foods & Nutrition • Goat • Livestock Judging • Sewing <ul style="list-style-type: none"> ○ Crochet ○ Embroidery ○ Quilting • Sheep • Shooting Sports | <ul style="list-style-type: none"> • Aerospace • Bicycle • Cat • Child Development • Citizenship • Electricity • Entomology • Forestry • Home Environment • Horse • Leadership • Leathercraft • Outdoor Adventures • Photography (level 1 only) • Plant Sciences • Pocket Pets • Poultry • Rabbit • Robotics • Small Engines • Sport Fishing • Swine (level 1 only) • Visual Arts • Welding • Wildlife • Woodworking |

**Please note, if you do not attend at least one workshop in your project area during the 4-H year, you will be required to complete activities in your project book and turn it in with your record book. The number of activities required to complete a 4-H year in each project book can be found at http://www.montana4h.org/projects/support/record_books/by_project.html

Criteria for Complete 4-H Record Book Sheets

- _____ Enroll in and complete at least one project (check project book requirements).
- _____ Identify and achieve at least 3 goals in “My 4-H Year” and your projects.
- _____ Complete all sections of the “My 4-H Year” journal form.
- _____ Participate in at least three additional learning activities during the 4-H year and record them in your journal (i.e. speeches, demonstrations, judging, public presentations, etc.).
- _____ List any awards and honors received both in 4-H and outside of 4-H.
- _____ Complete the “Project and Financial Journal” for each project in which you are enrolled.
- _____ If an animal is owned, keep records for it on the “Animal Journal” according to the type of project carried (i.e. breeding, market, companion animal, etc.)
- _____ You may include other things to personalize your book (i.e. photos, articles, ribbons, memorabilia).

Criteria for Complete 4-H Project Books

Each 4-H project has unique and specific guidelines for project completion. **Read the Clover project selection guide or the beginning of your project book to find out more.** For most, the following general guidelines apply:

- Complete a minimum of seven activities found in the project book within the 4-H year.
- Complete the appropriate minimum number of required and optional activities in each level within at least three years.

Many will move along more quickly, which is great!

- If there is no project book, complete **an Independent Study Form** available online or from the Extension Office. The project will be completed when the goals and activities set by the youth are complete.

What Happens if I Do Not Complete My Project?

- We aim for youth to self-motivate to complete a project by offering incentives and opportunities to succeed.
- If a project is not completed within the appropriate timeframe, members may retake the project another year to try to complete it.
- **Project books and record book forms must be complete in order to be eligible for county 4-H awards and scholarships.**

Market Animal Projects



4-H members are allowed to sell a total of two (2) animals at the Lewis & Clark County Fair but only one animal per species.

Please make a careful note of the possession and tagging deadlines for each species. They will be listed in the 4-H newsletter. These events and deadlines must be followed to enter Fair.

Thank You Notes : All members that sell an animal at the Lewis & Clark County Fair are expected to write their buyer(s) a thank you note. You may have the note ready and give it to your buyer at the livestock sale or send it to them.

Market Animal Payments: You must pick your check up from the Extension Office. Club leaders and families are notified by e-mail, social media, and the newsletter when they are available. Checks are not provided until the buyers have paid the bank for the animals. Checks are typically available in September.

Promotion & Marketing: The Outdoor Committee asks that market animal owners contact potential buyers prior to the fair and that they help promote the 4-H Livestock Sale which begins on Saturday morning of the Lewis & Clark County Fair.

Quality Assurance: This training helps ensure that you are providing a high quality product to consumers. All 4-H animal project members (except horse, cat, dog, and pocket pets) must complete this training every three years in order to sell an animal at the Lewis & Clark County Fair. Updated lists are e-mailed to club leaders and families and posted to the Project page on the website.

Public Speaking

4-H has a reputation of producing members that are fluent speakers and great communicators. Members learn this skill by participating in their club business meetings, club speeches or demonstrations, Fair interviews, and county competitions like Communications Day. Cloverbuds can begin this tradition with a show and tell at Communications Day and entering the Fair.

County Demonstration Day is held each spring, usually March. Look for dates and resources in the newsletter and online at <https://www.lccountymt.gov/extension/4-h/member-resources/county-opportunities-events.html>



Fair Time

- ✿ Preparation will reduce stress.
 - Keep your record book up-to-date.
 - Work on your project books throughout the year.
 - Practice with your animals – Unruly animals can be asked to leave Fair.
 - Attend workshops and clinics to get all the information and advice you can.
 - Read the 4-H Newsletter and Fair Exhibitor’s Handbook so you understand schedules and policies.

Read the Fair Exhibitor’s Handbook

- ✿ Copies of the current Lewis & Clark County Fair Exhibitor’s Handbook are available at the Lewis & Clark County Extension Office in May or you can go online to <https://www.lccountymt.gov/extension/4-h/member-resources/county-opportunities-events/fair.html>
- ✿ All schedules and rules are in the Exhibitor’s Handbook.
 - The 4-H schedule should be referred to for 4-H activities, not the general fair schedule in the front of the book.
- ✿ Be sure you know the dress codes for animal shows.
- ✿ Be sure to refer to the 4-H Department, not Open Class for 4-H entry information.

Fair Entries

- ✿ Entries are due to the Extension Office on June 15. LATE ENTRIES NOT ACCEPTED.
- ✿ We use Fair Entry, an online service to do Fair registrations. Please call the office if you have questions, and watch for communications on how to complete your entries.
- ✿ ALL pen and cage numbers will be assigned by the Animal Superintendents.
- ✿ All indoor entries are judged by interviews during the week of Fair. Please watch for communications on how to sign up for your interview time.

General Fair Hints

- ✿ There is a huge demand for camping spots on the fairgrounds. Watch for communications on camping spot sign-ups and sign up ASAP.
- ✿ All 4-H members are issued green wristbands. These wristbands DO NOT grant you free entry onto the grounds. They only grant you into the 4-H parking area and as a security measure during late nights.

Have Fun! Fair time should be a positive learning experience that your entire family enjoys and shares.