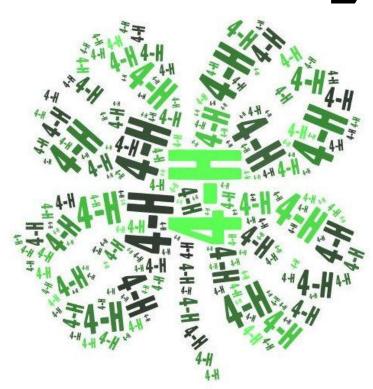
CFAES

2019 Ottawa County

4-H



Handbook ********



2019 Ottawa County 4-H Handbook

Message from Extension Office

The 4-H handbook has been prepared by the Ottawa County 4-H staff to assist you and your family. Please read it carefully and keep in a safe place. You will need this handbook for the entire 4-H year.

If you have any questions or concerns during the year, please feel free to call our office at 419-898-3631.

We cannot wait to see what 2019 has in store for you as you take part in many different activities and programs we have planned for you.

Sincerely, Ottawa County OSU Extension Office Staff



Changes for 2019

We have updated some of the judging requirements (especially for Food and Nutrition) and what dates projects are judged for 2019. Dog projects will all be pre-fair judged this year. Please make sure to look at the requirements closely this year and be aware of the new dates and requirements.

See the Ohio 4-H Family Guide for the new, revised, and discontinued books on the state level.

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4-H Membership

Who Can Join 4-H?

All 4-H programs are co-ed in nature and are open to both boys and girls. Participation is open to all youth of appropriate ages, on a non-discriminatory basis.

Eligibility for 4-H Cloverbud Program begins when a child is in kindergarten and is at least age 5 as of January 1 of the current year. A child is no longer eligible for cloverbuds when he or she qualifies for the

Project Member Program.

Eligibility for the 4-H Project Member Program begins when a child is in third grade and is 8 years old as of January 1 of the current year. Any youth age 9 or above is eligible for project membership, regardless of grade level.

Ohio 4-H membership ends December 31 of the year in which an individual reaches the age of 19 years.

Membership Across County Lines

Youth are required to join the 4-H Program in their county of residence or receive approval ahead of time for membership outside of the county of residence.

- Cross county membership is not permitted when requested for competitive reasons, such as higher livestock sales prices, less competition in classes, etc.
- 4-H membership in two counties simultaneously is not permitted. Youth must choose one county.
- In situations where the county of residence does not have a 4-H program, youth may join in another county.
- If a member is approved for cross county membership, and the 4-H Program in their county of residence ceases to exist for financial reasons, the youth's membership will end on December 31st of that year.

Dual Membership 4-H/FFA

Often older 4-H members are also FFA members, sometimes within the same county and sometimes in an adjacent county. Members may not take the same project in both 4-H and FFA. Separate or different projects must be taken in each organization.

Members may find it easiest to take completely different projects (such as two different species of livestock) However, members may take livestock projects of the same species if they take a breeding project in one organization and a market project in the other.

	4-H	FFA
Allowable	Market Steer	Market Hog
Allowable	Market Steer	Beef Breeding
Not Allowable	Market Steer	Market Steer

Good Standing 4-H Member

- Turn in 4-H Enrollment Form by April 1
- Participate in interview judging (still & small animal projects) and/or skill-a-thon (livestock & horse projects). Interview with an advisor will be acceptable for still projects only if unable to attend regular judging.
- Do not have an outstanding fee with the Extension Office or 4-H Advisory Committee.
- 4-H Member may exhibit and show only in projects in which they are enrolled in the current 4-H year. Likewise, the 4-H Member must be a member in good standing with his/her local club, including attendance to at least half of the club meetings held. Club and Project Leaders will verify a 4-Her's member in good standing status prior to that member entering exhibits or showing at the Fair (verification will be requested from the 4-H Organizational Leader). If you aren't sure about your status, please check with your Club leader.

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4-H Projects

Project Books & Resources

Every 4-H project has a designated project book, which includes background information, activities, and instructions for completing your project. These books are designed for the members to write in and complete as they do their project activities.

The only project without books are the self determined and master projects which instead have outlines for youth, who then design their own project.

Some projects also require a resource manual, which is designed to be used for as many years as you take the project. These are common for animal projects, but are also available for a few non-animal projects. If your project has a resource manual, it will be noted in the project description.

Project Level Description

Each project is assigned a project level. See below for a better understanding of what the levels mean.

<u>Beginner Level</u> projects are designed for members of any age who have little to no experience in the project area.

<u>Intermediate Level</u> projects are designed for those members who have previous experience in the project area, or have completed the beginner level projects.

<u>Advanced Level</u> projects are designed for members who have completed the intermediate level projects and/or have extensive experience in the project area.



Frequently Asked Questions

Can I see the project books ahead of time?

- Yes. Project books can be viewed at the Extension Office during our normal business hours. It often helps to see the books and read through some of the activities. You may also go to www.projectcentral.ohio4h.org to view the project books as well and see reviews from other members who have taken that project before!

Does a member have to do all of the activities in the project book?

- Answers for this question vary based on the project. Some projects are designed to be used for a single year and require all activities to be completed. Others are designed for multiple years and require only 1/2 or 1/3 of the activities to be completed each year. This information will be included in the front section of each project book.

Can I change a project if I decide I don't like it or it's too hard?

- Members may make changes to their projects through <u>May 1st</u> of each year. After May 1st, if a member still wishes to change a project they will not be eligible for awards, state fair participation, and able to exhibit livestock at the fair (if the livestock project was changed).

Multi-Year Projects

Some project books are designed to be used for more than one year. The first section of each book will note if the project is designed for multiple years. These projects may have 12-15 activities instead of the normal 6-8. Members need to read the instructions at the front of their project books to see how they should decide which activities to do each year.

Livestock Record Books

Members taking livestock projects must complete a record book for <u>EACH PROJECT YEAR</u>. These books must be turned in at the county fair. At this time, there are no electronic options for 4-H project books.

Project Judging

Project judging gives members an opportunity to visit with a judge about their project experience. This interview style judging is designed to be a positive experience which teaches youth valuable interview skills, and provides a closure for the project. Judging also serves as a way for youth to be rewarded for their project work through letter grades, placing's, state fair participation opportunities, and other project awards.

Pre-Fair Judging

All non-livestock projects are evaluated at Pre-Fair Judging in July. Food and Nutrition and Clothing projects are judged on July 8 and all other still projects are judged on July 9 at the Ottawa County Fairgrounds. Look for the Summer Newsletter for more information on judging times. Dog Judging will be held on July 8th at the fairgrounds.

Make Up Judging If a member cannot attend the regular pre-fair judging, they can schedule an appointment for the Advanced Judging or can be judged by the club advisor.

- Advanced Judging will take place at the Extension Office on June 13 and June 28. Members who choose this option are eligible for county/state awards.
- Advisor Judging will take place anytime until September 1st. Members who choose this option are not eligible for county/state awards.

Group Projects Group projects may be taken by two (2) or more members. This allows the members to work on the activities together. The members must decide whether to be judged as a group or be judged individually. Taking projects as a group is non-competitive. Contact the Extension office for more information on group projects.

Attire

Members are asked to dress in school appropriate clothing. Jeans or longer shorts. Nice shirts or club shirts. No tank tops or flip flops.

State Fair

Members are selected by judges, at their discretion, for state fair by their participation at the county pre-fair judging. Criteria is different for each project area and not all projects are eligible for the state fair regardless of the number of entries. Check the project requirements for further information.



Club Organization & Volunteers

Club Requirements

To remain in good standing, clubs must meet the following expectations each year:

- Complete club enrollment packet by April 1st
- Have at least 5 members from at least three different families enrolled by April 1st
- Plan and hold a minimum of 6 meetings or activities between February 1st and December 31st.
- Elect an officer team of at least a president, secretary, and treasurer
- 4-H members carrying riding horse projects must belong to a specialized club. 4-H members with horse projects may take unrelated projects.
- Complete at least two educational events each year (ex. project work sessions, guest speakers, tours, demonstrations)
- Following are the requirements for club treasuries:
 - Each club will be required to turn in to the office by January 31 the Ohio 4-H Annual Financial Summary complete with signatures and audit information. This is a university requirement.
 - If a club does not adhere to the treasury policy, their club charter will be suspended.
- Complete IRS and Ohio 4-H required financial reporting:
 - File year end financial report with OSU Extension by January 31st
- PLEASE NOTE: If a deadline falls on a weekend, the deadline will be the Monday immediately following that weekend. If a deadline falls on a day that the office is closed, the deadline will be at the close of the next business day

Individual Club Rules

Clubs are required to adopt a constitution which is provided as a template by Ohio 4-H.

Clubs may also adopt individual rules by creating a By-Laws to attach to their constitution, provided those rules are not in conflict with state guidelines.

Some examples of rules adopted by individual clubs are:

- club dues policies
- maximum number of members
- types of projects permitted & competition policies
- attendance policies (see below)

Clubs are not permitted to vote on accepting or not accepting particular members into their club. This is a clear violation of Ohio and National 4-H Council policy.

Club By Laws (rules) should be provided to every member every year.

New Clubs

New clubs may be formed prior to **March 1** each year. Clubs must meet the following requirements, in this order:

- At least 2 adult volunteers must complete volunteer screening, selection, and training.
- Begin the county 4-H Charter process and repeat annually
- Obtain an EIN number from the IRS (with the assistance of the office)

Volunteers

Volunteers are a vital piece to the success of our overall program. The following are guidelines for individuals to become a volunteer in Ottawa County:

- Individual must be 18 years of age and older. Volunteer must file the potential volunteer application, submit to and pass a fingerprint background check, sign a Standards of Behavior form, and return the forms to the Extension Office. The potential volunteer will cover the fingerprinting expense. Once the application has been filed, the Extension Educator, 4-H Youth Development, must interview the potential volunteer, a reference check must be conducted, and volunteer accepted into the program.
- New volunteers must attend 4-H Volunteer Orientation. Volunteers must follow volunteer guidelines listed above prior to establishing a 4-H Club.
- Cloverbud Advisors must also follow the Potential Volunteer Guidelines (#1 and #2).

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Fair Resources

Special Rules for Livestock Projects

Livestock Quality Assurance - Every member taking livestock (not horses) must attend a county-wide quality assurance training, unless they have previously tested out of their age bracket. There are four options for completing quality assurance training: **(Which must be completed by May 1st)**

- 1. Attend one of the trainings offered in Ottawa County
- 2. Attend a qualified QA training in another Ohio county
- 3. Attend a qualified QA training at an Ohio 4-H approved event (Poultry Clinic, Beef Expo, etc.)
- 4. Testing Out (Members age 15 and older may test out by taking the state quality assurance test and scoring at least 70%.)

Project Book Requirement - Members must submit a completed record book for each project animal being exhibited at the fair. Books are due Saturday, July 13.

Junior Fair Livestock Entries - Jr. Fair entries (along with entry fees) need to be completed through Blue Ribbon online entry program (instructions are located on our website and in the Jr. Fair Handbook, along with a link to the entry site) are required for all animals being exhibited at the fair and are due June 15. If not completed by June 15th, a \$50.00 penalty fee will be added.

Specific Project Requirements - Most livestock projects have additional requirements such as possession dates, tagging/identification, weight limits, age, breeds etc. These requirements can be found in the project descriptions in the Jr. Fair Handbook. Please note that underweight and overweight animals are handled differently for each species.

Drug Use Notification Form (DUNF) - DUNF are required for all market animals (not needed for breeding stock). They are to be turned in on check-in day at the county fair (Sunday, July 14, 2019).

County Fair Requirements - Each livestock committee has "barn rules" in place at the county fair. Please refer to the Jr. Fair Handbook for these details.

55th Annual Ottawa County Fair

July 15-21, 2019



www.ottawacountyfair.org

For more questions please contact:

OSU Extension
Office

Office: 419-898-3631 240 W. Lake St Unit C Oak Harbor, OH 43449

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Grading System for 2019 for Pre-Fair & Miscellaneous Projects

Listed below you will find the grading system for pre-fair and miscellaneous projects. This is not to be compared to the old grading system of A, B, C. We hope this will allow more opportunities to give exhibitors extra recognition when they need encouragement and hope they would try again.

Superior (Dark Purple Ribbon): Exhibitor who went above and beyond the project requirements. They had superior knowledge of project and developed an extensive exhibit.

Outstanding (Light Purple Ribbon): Exhibitor who met all project requirements. They had basic knowledge of subject matter and a nice exhibit.

Good (Green Ribbon): Exhibitor who only met some project requirements. They need more project knowledge and more extensive exhibit.

Needs Improvement (Light Green Ribbon): Exhibitor did not meet project requirements.

When Selecting overall winners, the judges will start with the superior ratings then move onto outstanding members.



Skill-a-Thon Grading

The exhibitors score will be given the day of skill-a-thon judging. A score of superior, outstanding, good, or needs improvement will be given. A test out score is superior. Age groups 10 & under, 11-13, 14 & over. For the following ages, even if you test out, you have to take skill-a-thon again: 11 & 14.

Ottawa County 4-H Activities

There are many county 4-H activities that can add to the fun, learning, and excitement of your 4-H experiences. Of course, your local 4-H club and your project work are your most important responsibilities in 4-H. Hopefully, you can become involved with one or more of the following 4-H activities, along with your local 4-H club activities and project work.

Youth Camping Program

4-H Junior Camp

 Camp is held for youth in grades 3-7 as of January 1 of the current year. Camp is held at the Erie County 4-H Camp on Kelley's Island. Campers participate in crafts, swimming, recreation, campfires, conservation, nutrition, sports, inspiration, and singing. Camp scholarships are available. See enclosed calendar for date.

4-H Cloverbud Camp

 Camp is held for youth in grades K-2 as of January 1 of the current year. Camp is held at Camp Sabroske. Campers participate in crafts, recreation, nutrition, and camp activities. See enclosed calendar for date.

Volunteer Opportunities

- State 4-H Volunteer Workshops and Recognition
- Buckeye Leadership Workshop (also available to older youth)
- Periodic Volunteer Trainings
- 4-H Advisory Committee
- Horse Advisory Committee
- Camp Staff
- · 4-H Endowment Committee

Check the quarterly
4-H Family Newsletter
for up-to-date activities
and opportunities!

Older Youth Opportunities

Junior Leadership Club

- 4-H members between the ages of 13 and 19 have the opportunity to join this leadership club. Members of this club will:
 - · Develop leadership skills
 - Improve the community through service projects
 - Teach skills and develop attitudes that will better prepare them for the responsibilities as productive citizens
 - Provide an opportunity for new acquaintances and friendships
 - Provide training and experience in worthwhile social, civic, and recreational activities

4-H Camp Counselors

- Can be a counselor for Cloverbud or Junior Camp.
- Must attend monthly training sessions and follow minimum age requirements.

4-H Awareness Team

• Will travel to county schools to present a program to 3rd graders.

4-H Advisory Committee

- Will make recommendations regarding the direction of the county 4-H program.
- · Must attend monthly meetings.

Horse Advisory Committee

- Will make educational recommendations regarding the 4-H Horse Program.
- · Must attend scheduled meetings.

Carteens

- Partnership with the Ottawa County
 Juvenile Court to present traffic program
 to first-time traffic offenders.
- Gas cards and scholarship are provided as incentive for the teen instructors.

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OSU Extension Ottawa County

2019 Ottawa County 4-H Achievement Award Application

Due Date: Friday, December 27, 2019 by Noon

Return to: OSU Extension

240 W. Lake St, Unit C Oak Harbor, OH 43449

Full Name:
4-H Age (as of January 1, 2019):
Club Name:
Number of Years in 4-H (including Cloverbud years):
 Group I Requirements: To be eligible for the Ottawa County Achievement Award, members must have completed the following: Traditional 4-H members should complete all items in Group I and complete the number of items in Group II that correspond to your age as of January 1, 2019. 4-H members must fill out the form completely, sign and date it. Have your parent and advisor sign and date it. Submit the COMPLETED form to the OSU Extension Office by mail no later than the due date of Friday, December 27, 2019, by noon or in person during regular office hours of 8:00 a.m. to 4:30 p.m. Monday-Thursday or Friday 8:00 am to noon. **Late forms will not be accepted for awards.
Group II Requirements: New members in 4-H for the first time only, and have not been in 4-H or Cloverbuds before, meet eligibility requirements by completing all of Group I and 4 items in Group II. After your first year, you will be required to follow the regular age based requirements listed in the next column.
4-H Members Age# of items required9-10511-13814-161017-1912
Group I – All five items are required for eligibility. 1. I completed all of my 4-H projects this year. 2. I helped with my clubs community service activity.
 3. I gave a demonstration at my 4-H club meeting. 4. I did not miss more than three of my clubs scheduled 4-H meetings. 5. I know the 4-H pledge, the motto, and colors.
Group II – Check your 4-H age requirements for this category.
1. I completed four or more 4-H projects this year. Please list projects: 1 2 3 4 2. I received an "Superior" grade on all of the 4-H projects I took this year.
3. I received a Superior, Outstanding, or Good for one of my projects this year. Please list project(s)
4. I was an officer in my 4-H club. Please list office

_ 8. I took one of my projects to the Ohio State Fair. Please list project: _

2019 Ottawa County 4-H Achievement Award Application, *continued*

9. I attended Jr. Camp as						
10. I attended 4-H Super	•	at Allow a Troll Brown a				
	11. I helped my 4-H club organize donations for the 4-H Cultivate The Clover Dinner & Auction.					
	 12. I gave a demonstration at the Ottawa County Demonstration Contest. 13. I participated in one of the following Older 4-H Youth Opportunities: (One point for each opportunity) 					
· · · · · · · · · · · · · · · · · · ·	-	4-H Youth Opportunities. (One point for each opportunity)				
Jr. Leade Carteens	•					
Camp Co						
		nal clinic relating to one of my 4-H projects: Please list clinic:				
15. I participated in a non	-4-H community serv	ice event. Please list event:				
16 Lague a talk or get un	a display for 4 H awy	propose at an event, church, echool or organization				
17. I helped my club set up		areness at an event, church, school or organization.				
18. I worked in the Jr. Lea						
19. I completed and subn	-					
•		mmittees. (One point for each committee).				
	sory Committee mem	, ,				
	dvisory Committee me					
	·					
21. I attended one or mor	e of the following trips	s (One point for each trip attended):				
Ohio 4-H						
4-H Lead						
	nip Washington Focus					
	ican Quarter Horse C	-				
•	Leadership Worksho	р				
Ohio 4-H	Sea Camp					
22. I attended Quality Ass	surance training this y	rear.				
23. I participated in one o	f the following Ottaws	a County Fair Activities (One point for each activity):				
Baker's F		dodnity I all Activities (One point for each activity).				
Pie Eatin	-					
Hog Call						
Fishing [
	,					
This portion MUST be comple	ted to be eligible for	an award.				
, , , , , , , , , , , , , , , , , , ,	g					
I certify that the items I have r	narked are my work	and have been completed by me.				
Olemanting of A LLM and an	- -					
Signature of 4-H Member	Date					
Signature of Parent	 Date					
Signature of 4-H Advisory	Date					







OSU Extension Ottawa County

2019 Ottawa County 4-H Cloverbud Achievement Award Application

Full Name: _				
4-H Age (as	of January 1, 2019):			
Club Name: _				
Number of ye	ears in Cloverbuds:			
Due Date: Return to:	Friday, December 2' OSU Extension, 240 W. Lake St., Unit Oak Harbor, OH 434	C		
•	must be completed to be ve been completed by me	•	By signing below, I certify that the ite	ms I have marked are my
Cloverbud Si	gnature	Date	Parent Signature	Date
Signature of 0	Cloverbud Advisor	Date		
Group I: All t1 help2. did	three items must be checomed with my club's comment miss more than three the 4-H pledge, motto	ked to be eligible. nunity service activit e regularly 4-H club		ete the following:
1. I hel 2 I atte 3. I hel	least three of the following ped my club set up a fair ended 4-H Super Saturdated with my clubs fundraticipated in one or more (booth or education ay. aiser this year. List	al display.	
	nded Cloverbud Camp. ou participate in any of t	ne following Ottawa	County Fair activities?	
 7.I gav	Baker's Round Up Hog Calling Contest Horse Races e a demonstration or pre a Cloverbud project on o	k Y sentation at a 4-H n		
	embers should complete ted for awards.**	all items in Group I	and must complete at least (3 items	s) in Group II. **Late forms will





ottawa.osu.edu

Ottawa County 4-H Endowment Fund

A fund has been established for providing financial aid to Ottawa County 4-H members to participate in leadership activities at local, state, and national levels. Gifts, contributions, and bequests are gladly accepted and are a permanent donation to the 4-H youth in Ottawa County. Donations may be made as memorials or gifts to the Ottawa County 4-H Endowment Fund, 240 W. Lake Street, Oak Harbor, OH, 43449.

The following fundraiser will be held to raise funds for YOUR 4-H Program. Please plan to attend and give back to Ottawa County 4-H!

- The Cultivate the Clover Dinner & Auction
- The Ottawa County 4-H Cultivate the Clover Dinner & Auction will be held
 October 26, 2019 at the Camp Perry Clubhouse from 5 9pm.

A silent auction, live auction and various games will take place.

- You can help participate in this event by donating an item to the auction to be bid on, or you can also attend for an evening of fun.
- Along with the fundraising activities, a catered meal will be provided.

We welcome your participation in the Cultivate the Clover Dinner & Auction through your attendance, donations of items, and any assistance you can provide to help further the growth of the 4-H program. Refer to 4-H calendar for date and newsletter for more information!



OSU Extension Ottawa County 240 W. Lake Street Unit C

Oak Harbor, Ohio 43449

Phone: 419-898-3631

Fax: 419-898-3232

Website: ottawa.osu.edu

Facebook: facebook.com/ottawa.4h