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# Yankton County 4-H

## Member Handbook

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# What is 4-H?

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4-H is a volunteer-led program that provides opportunities to all rural and urban youth between the ages of 5-18 to participate in innovative, fun programs through which they can develop valuable lifelong skills.

With 540,000 volunteers, 3,500 professionals and more than 60 million alumni, the 4-H movement supports young people from elementary school through high school with programs designed to shape future leaders and innovators. Fueled by research-driven programming, 4-H'ers engage in hands-on learning activities in the areas of science, citizenship and healthy living. 4-H is established in every county of every state in the nation. There are currently nine 4-H clubs in Yankton County.

## History

4-H grew out of the progressive education movement of the late 1800's and early 1900's in America. 4-H was created for two primary reasons: as a means to interest parents in improved and innovative farm and home practices, and as a method to compensate for the school's inability to adequately meet the needs and interests of youth. 4-H was first established as single topic area interest groups, such as corn, beef, sewing, canning or gardening. This idea was conceived on the premise of improving youth skills through hands-on experience, or 'learning by doing' activities. For example, children would learn to read better by reading bulletins about crop production, sharpen mathematical skills by measuring and weighing their yields, and improve their writing skills with the completion of a written project report. This movement encouraged Congress to pass the Smith-Lever Act in 1914, which formed the Cooperative Extension Service as a partnership between the United States Department of Agriculture of the federal government, the state government through Land Grant Universities, and local governments through the County Boards. 4-H has now evolved into the largest youth development program in the United States.

## Pledge

The 4-H Pledge is given at the beginning of every 4-H meeting and event. The Pledge of Allegiance is said first, followed by the 4-H Pledge.

I pledge my HEAD to clearer thinking

my HEART to greater loyalty

my HANDS to larger service,

and my HEALTH to better living

for my club, my community, my country and my world.

## **The 4-H Motto**

"To Make the Best Better."

## **4-H Emblem**

The four h's on the clover stand for: Head, Heart, Hands and Health. The colors of the 4-H clover also have a special meaning. The color green symbolizes nature's most common color and represents life. The color white symbolizes purity.

## **Vision**

South Dakota 4-H will empower youth to become self-reliant, contributing and productive members of society.

## **Mission**

South Dakota 4-H enables youth to be engaged in partnerships with caring adults that foster positive learning environments resulting in youth developing to their fullest potential.

## **Values**

- Youth, families and communities
- Partnerships and coalitions
- Every child's individuality and uniqueness
- Caring adult volunteers who mentor youth
- 6 Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship

## **Benefits**

- Advancing acquisition of positive life skills through experiential learning
- Contributing to the development of critical communication skills including the ability to interact with others, to speak and write with clarity and to utilize technology with competence
- Empowering youth to be independent thinkers who are developing their critical thinking, problem solving and decision-making skills

- Encouraging youth to become good citizens through leadership development, volunteerism and community service
- Promoting the involvement of youth in community-building and equal partnerships of youth working closely with adults

# Enrollment

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4-H is an inclusive organization. No county policy or practice should be used to arbitrarily exclude youth from membership or participation. Youth should participate in 4-H opportunities at levels and times that best suit the youth's growth and development and support family involvement.

## 4-H Year

The South Dakota 4-H year runs from October 1 through September 30.

## Enrollment Timeline

Youth may enroll in 4-H at any time throughout the year. Local 4-H clubs/groups can be formed at anytime during the 4-H year. Likewise, youth may enroll in 4-H projects at any time throughout the year. However, a state enrollment deadline of June 1 does exist for exhibiting and participating in state activities such as South Dakota State Fair, State Horse Show and state livestock events.

Youth may enroll in more than one club and in more than one county. If a child enrolls in clubs in two counties, there should be communication between the county Extension staff and an exchange of information about the child's participation. If a youth enrolls in more than one club, he/she must enroll in different projects in each club. Examples:

- Youth enrolls in a community club and a special interest club (shooting sports).
- Youth enrolls in a community club where he/she attends school. Youth lives in another location during the summer months and enrolls in a club in that location.
- Youth enrolls in a 4-H Afterschool club and a community club.

## Age Eligibility

Youth between the ages of 5 and 18 are eligible for enrollment in 4-H. Youth must be 8 years of age on or before January 1 of the current 4-H year to enroll. Youth turning 19 on or before January 1 of the current 4-H year are no longer eligible for 4-H membership.

- Children with special needs/disabilities are eligible for enrollment with no maximum age limit.
- Youth in kindergarten through 3rd grade (age 5-7) are eligible for enrollment in the South Dakota 4-H Cloverbuds program.

## **Age Divisions for the South Dakota 4-H Program:**

Cloverbuds: Age 5, 6, or 7 on or before January 1 of the current 4-H year.

Beginners: Age 8, 9, or 10 on or before January 1 of the current 4-H year.

Juniors: Age 11, 12, or 13 on or before January 1 of the current 4-H year.

Seniors: Age 14, 15, 16, 17, or 18 on or before January 1 of the current 4-H year and have not turned 19 on or before January 1.

## **Membership Requirements**

In order to be a Yankton County 4-H member in good standing and be eligible for county-based awards, youth must:

- attend 5 club meetings before Achievement Days to be eligible for livestock and static exhibit awards, or attend 5 club meetings per 4-H year (October 1 through September 30) to be eligible for all other awards
  - All clubs will give their meeting dates, times, and locations to the Extension Office by January 1. Additions, subtractions, or changes may be made to meeting dates, times, and locations after this time. However, if a meeting time change or an additional meeting is scheduled and all members AND the Extension Office are not notified at least 3 days in advance, then that 4-H clubs members cannot be held accountable for missing that meeting, as pertaining to the above rule. All members of that club would receive one "free" meeting. This ruling pertains to adding meetings or moving meeting times up. It does not pertain to canceling a meeting.
- submit a completed record book (see pages 35-37 for record book guidelines)

## **4-H Membership Options**

Youth may participate in 4-H through a variety of program delivery modes, including organized 4-H clubs, 4-H special interest or short-term groups, 4-H school enrichment programs, 4-H Afterschool, 4-H camping, or as independent members.

### **Clubs:**

- Community Clubs are often referred to as a "traditional club." This group is made up of varying ages, studying either a variety of things or a specific project area. They usually meet year-round.
- After-school clubs meet regularly during an after-school program. The group has a name, a leadership structure, and studies a variety of project areas.

- Military 4-H clubs resemble community clubs in format and structure but are sponsored by military installations.
- In-school clubs meet as part of the school day and are classroom specific. They most closely resemble after-school clubs.
- Special interest groups are focused on a single project area. They may meet over several months or intensively over a short period of time. Members of these groups are often new to 4-H. This is considered a transitional group. Its members are eligible to participate in specific project-related events and activities but may elect not to follow the traditional approach in regard to record keeping and completion.
- Independent study members are 4-H members who participate in a wide variety of 4-H activities but are not part of a community club, often because of distance or time.

## **Cloverbuds**

4-H Cloverbuds is a non-competitive educational program offering 4-H learning experience/situations for children ages 5-7.

The non-competitive learning environment for 4-H Cloverbuds includes the following:

- developmentally appropriate activities
- cooperation, rather than competition, should be emphasized
- planned learning activities in which children are invited to be active and explore materials and ideas without the pressure of completing a specific product or exhibit
- simple, interesting activities that are fun
- encouragement of children to participate in a group activity by sharing and/or displaying their activity projects
- recognition and incentives are to be presented without rank or placing

In South Dakota, children ages 5 to 7 can participate in Cloverbuds in two ways:

1. Participating in a county Cloverbud program
2. Enrolling in a 4-H community club as a Cloverbud member and participating in the age-appropriate activities of that club

Cloverbud members can participate in most aspects of the 4-H program, except for a few notable exceptions:

- 4-H Cloverbud members cannot participate in large animal livestock projects (i.e. horse, dairy, goats, sheep, swine and beef).
- 4-H Cloverbud members cannot participate in shooting sports at the county level.
- 4-H Cloverbud members cannot exhibit at State Fair, State Horse Show, or State Shooting Sports.
- 4-H Cloverbud members can participate in county Youth in Action events or Achievement Days, but only as a participant. They cannot compete in events or receive ribbon placing of purple, blue, red or white. Cloverbud participation ribbons/certificates are one form of acceptable recognition.



## **Participants with Special Needs**

4-H programs should be designed to consider the needs of participants with special needs/disabilities, and all 4-H programs will comply with current standards under the Americans with Disabilities Act (1990).

Individuals with disabilities needing special assistance should contact their local Extension office by the deadline date of the activity or program. Every effort will be made, without causing undue financial and administrative burdens, to provide reasonable accommodation for the participation of individuals with disabilities.

All 4-H event/activity/program materials should include the question:

"Do you request any accommodation for a disability in order to participate in the program? If so, please explain."

Physical and emotional safety should always be addressed in context with the individual member's ability to participate in said activity. The assessment of reasonable accommodations should include the child, the child's parents, the leader of the activity, and the 4-H program representatives (county 4-H Program Advisor or Program Assistant).

Special safety accommodations may need to be made in advance of situations dealing with certain 4-H project areas, such as animals and shooting sports. Accommodations may include consideration of rules/policies, equipment modification, space needs, architectural barriers, or other unique circumstances.

## **Married Youth**

Married members may continue their membership until they reach their 19th birthday. Married members are eligible for state and national awards, scholarships, and trips. On 4-H trips, married members are required to follow all of the established policies (chaperoning, travel, and lodging) for non-married youth delegates.

## **Change in Residence**

When 4-H members/volunteers move to another county and/or state, enrollment and participation will be transferred promptly to the new Extension unit upon request by the 4-H family. Records transferred into the county will be accepted and considered as a part of the individual's achievement records. 4-H members meeting 4-H enrollment regulations are immediately eligible to participate in county 4-H events and programs.

## **Cross-County and Cross-State-Line Participation**

A 4-H member cannot enroll in the same 4-H project area (e.g. beef, horse, clothing, foods, etc.) in more than one county and/or state in the same year.

Likewise, a member may not duplicate specific 4-H experiences (e.g. public speaking contest or judging team membership) in an attempt to qualify for a state event/contest by enrolling in more than one county.

A 4-H member can participate in a county 4-H club or program on a short-term basis due to family circumstances (e.g. divorce, living with one parent for the summer months) as long as the items noted above are taken into consideration.

The Extension staff of the two counties and/or the two states involved in the youth's uninterrupted and continuous participation in 4-H should communicate regarding project enrollment and activities membership to ensure that duplication does not occur.

## **Member Enrollment Process**

After a club has welcomed the newcomer to join, it is necessary to enroll as an official 4-H member by completing 3 forms:

1. Enrollment form: this form requires club, member and project information.
2. Member Information Sheet: this form requires member information such as address, emergency contacts and health.
3. Code of Conduct Contract: this form requires each 4-H member to adhere to the behavioral expectations of the 4-H club including being trustworthy, responsible, respectful, fair, caring and a good citizen.

## **Standard Calendar**

October            National 4-H Week  
                         Record Books and Award Applications Due

November        Soup Kitchen  
                         Recognition Event

December

January            Western 4-H Roundup & Horse Classic  
                         Sioux Empire Farm Show/4-H Livestock Judging  
                         Black Hills Stock Show  
                         4-H Market Beef Weigh-in  
                         National Trip Application Deadline

February	Watertown Winter Farm Show Fruit Sales
March	
April	State Shoot (Shooting Sports) 4-H Market Beef Affidavits Due
May	Sheep/Swine/Market Goat Weigh-in Enrollment Deadline for Participation in State 4-H Events Project Workshop
June	4-H Camp Special Foods Contest County Horse Show Public Presentations Project Workshop Livestock Judging Contest Teen Leadership Conference 4-H Market & Dairy Goat/Market Swine/Breeding Beef/Market and Breeding Sheep/Horse Affidavits Due
July	Fashion Revue Non-Livestock Judging Contest State Horse Show County Dog Show Project Workshop State 4-H Livestock Judging Contest SD Summer Spotlight Achievement Days Pre-Registration Due
August	Achievement Days State Dog Show State Fair Registration Due
September	South Dakota State Fair AKSARBEN

# 4-H Clubs

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## **Purpose**

4-H clubs are one of the primary ways of involving boys and girls in the 4-H program. It acts as the hub of activity, inducing interest and enthusiasm for involvement in 4-H activities and events outside the local club.

## **Officer Roles**

Successful club meetings depend upon the leadership of club officers. Clubs may include the following officer roles: President, Vice President, Treasurer, Secretary and Reporter.

## **Officer Duties**

President - presides over all meetings, appoints committees when necessary

Vice President - serves in the absence of the president

Secretary - keeps complete and accurate minutes of all meetings and handles correspondence

Treasurer - manages all group finances, collects dues and maintains the treasurer's record book

Reporter - writes interesting reports of meetings and club events for newspapers, radio, television or club community service book/scrapbook

## **Meetings**

Club meetings are scheduled once a month and are conducted by the 4-H leader and the club officers. An agenda is prepared in advance to ensure all items of business are covered and to ensure that all members are engaged in club activities. Meetings typically run from one to two hours long with a definite starting time. Special meetings may be called when necessary. The 4-H club meeting is an important learning device; learning ensues from the moment members arrive to their departure. Involving 4-H members in the organizing and expediting of the program will foster a learning environment, enabling members to develop new skills and knowledge. A typical 4-H meeting may include the following components:

- Opening: the meeting is called to order by the President and commences with the Pledge of Allegiance and the 4-H pledge. At this time you may wish to welcome new members, guests or speakers.

- **Business:** This portion of the meeting is led by club officers covering the following components: roll call, reading of the last meeting's minutes, reading of the treasurer's report, committee, project or activity reports and old and new business.
- **Experiential Learning:** This part of the meeting is reserved for demonstrations, illustrated talks, project whys, public speaking, guest speakers, slide shows, videos, or any other element that is decided upon by the club.
- **Programmatic Activities:** Meetings will sometimes include a recreational activity. 4-H members join a club to have fun and make friends. To provide a well-rounded program, it is best to include activities such as team-builders, games, icebreakers, music or drama that promote youth development and socialization.

## **Parliamentary Procedure for 4-H Clubs**

**Order of Business: Each officer should know the proper order of business.**

1. Call to order
2. Pledge of Allegiance and 4-H Pledge
3. Roll Call
4. Reading of minutes
5. Approving minutes
6. Treasurer's report
7. Committee Reports
8. Accepting the committee reports
9. Unfinished business
10. New business
11. Appointing committees
12. Adjourn

### **Some general rules of order:**

- A member should always rise to make a motion or to address the group
- The president need not rise to recognize a member
- When making a motion, one should say "I move that..." instead of "I make a motion that..."
- A motion must be approved by a second person saying "I second the motion"
- Recognition from the chair is not required to second a motion. (This rule is true in most cases; however some larger, more formal groups do require recognition for seconding a motion.)
- A nomination doesn't require a second
- If there is a motion before the house, no other motion can be made except:
  - a) to adjourn
  - b) to table
  - c) to move the previous question (that means to end discussion and bring up the motion for vote)

- A member may rise to a point of order, meaning if a member observes the violation of a rule, he or she may rise, secure recognition and state the point which is out of order.

## **Minutes of a Meeting**

It is the secretary's job to keep the minutes of each meeting. The minutes should be a record of what is done, not what is said. They should contain:

- date and place of meeting
- names of members and visitors present
- approval of previous minutes
- all reports and what was done about them
- all motions, with the name of the person who made them and whether the motion was carried or lost
- the time the meeting was adjourned
- any programs, refreshments or recreation that happened after the meeting

## **Making and Voting on Motions**

A member who wants the club to vote on something makes a motion. That member raises one hand, or stands, and waits to be recognized by the President. After being recognized, the member says, "I move that..."

Another members says, "I second the motion." This means that at least one other member thinks the club should consider it. (If the motion is not seconded, it is dropped.)

The President then asks for discussion. When discussion stops, the president asks, "Are you ready for the question?" If no one requests more discussion, the club is ready to vote.

The President states the motion so everyone can hear it. The members vote when the president says, "all in favor say 'Aye' and all opposed say 'Nay'."

The motion is passed if more members vote 'aye' than 'nay'. If the president is in doubt about the vote, he should ask for a show of hands or a standing vote.

The president then says, "The motion is carried," or "the motion is lost," according to the vote.

## **Ways to Vote**

Voice Vote: The president says, "All in favor of the motion say 'aye.'" "All opposed, say 'Nay.'"

Standing Vote: The members stand so their votes can be counted.

Show of Hands: The members raise their hands so the president can count their votes.

Ballot: The president and one or more helpers hand out blank slips of paper so the members can write down their vote.

Roll Call: Members vote, one at a time, as their names are called.

Honor System: All members close their eyes and vote by raising one hand.

## **Sample 4-H Meeting**

President: Will the meeting please come to order? John Jones will lead us in the pledge of allegiance and Maria Martinez will lead us in the 4-H pledge.

Member John Jones: Let's all stand and say the pledge of allegiance.

Members: I pledge allegiance...

Member Maria Martinez: Let's all say the 4-H pledge.

Members: I pledge my head...

President: The secretary will call the roll of members.

Secretary: Today we will answer roll by telling what we did on our 4-H projects last week.

Members respond when their name is called.

President: Will the secretary read the minutes of the last meeting?

Secretary reads minutes.

President: Are there any additions or corrections to the minutes? (Pause) If not, they stand approved as read.

President: We will now hear reports from the officers and committee chairs.

After each report, the president asks if there are any questions. If there are no questions, the president says, "The report is accepted as presented." If there are questions and if the report needs something done about it, the president asks for a motion (a request that something be done).

Each motion must be seconded, discussed, and voted on before another motion can be made.

President: Is there any old or unfinished business? (Business left from the last meeting can be discussed at this time.)

Is there any new business? (Club members discuss new business- future plans for club activities, things to be done before the next meeting, etc.)

Are there any announcements? (Club members or leaders make announcements.)

If there is no further business, is there a motion to adjourn?

Member: I move that the business meeting be adjourned.

Member: I second the motion.

President: All those in favor of the motion say "Aye". Those opposed say "Nay". The motion passes (or fails). The Business meeting is adjourned.

# Enrolling in 4-H Projects

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Each 4-H member is required to be enrolled in at least one project area or qualifying 4-H program (e.g. performing arts, 4-H Afterschool Club) as identified by the respective 4-H program.

There is no statewide closing date for enrollment in 4-H projects. However, some projects have an enrollment deadline in order for the 4-H member to participate in statewide events.

4-H members should only enroll in a reasonable number of projects each year. The number of projects carried should be based on the following:

- the ability, interest, and time available to a 4-H member to fully complete the 4-H project experience
- the 4-H member's family environment
- the practicality of the project, such as cost

When considering their project selections, 4-H members should remember that it is better to have a quality experience with a project than to have a quantity of projects. Research has shown that a minimum of 6 hours of contact time (learning) is needed per project area to acquire new knowledge and to achieve skill progression and advancement in the project area.

## Enrollment Deadlines

Enrollment deadline for participation in statewide 4-H events:

- May 31 is the statewide project enrollment deadline for exhibiting and participating in any state events, including State Fair, State Horse Show, 4-H Rodeo, and State 4-H livestock events.

Ownership (livestock affidavits) and/or lease agreements must be on file at the county Extension office each year by the following dates:

- April 1 for market beef
- June 1 for breeding beef, market swine, market and breeding sheep, dairy cattle, market and dairy goats, and horse

## Curriculum for 4-H Projects

Curriculum for most South Dakota 4-H projects is available through one of the sources listed below. Members who use an Extension curriculum have the greatest probability of having a quality learning experience. Most of the curricula are available according to age and/or ability levels.



Sources:

- Cooperative Extension Service, South Dakota State University
- College of Agriculture and Biological Sciences
- College of Family and Consumer Sciences
- National 4-H Curriculum available through National 4-H Headquarters: [www.4-hcurriculum.org](http://www.4-hcurriculum.org)
- National Directory of 4-H Materials (curricula and learning materials from other land-grant university Extension programs): [www.4-hdirectory.org](http://www.4-hdirectory.org)

## **Project Completion**

4-H members must show project completion in order to obtain the yearly Participation Certificate; however, project completion is not required for re-enrollment each year.

In order to document project completion, members need to show growth of knowledge and skills in the respective project area. Not every 4-H project area lends itself to a static or live animal exhibit at Achievement Days. Project completion can be accomplished or achieved in many different ways:

- an interview with an adult leader or parent
- a written report
- teaching a skill to others
- mentoring others in the project area
- exhibition or exhibit at an alternative venue (e.g. library, cultural center)
- relevant technology application
- performance (e.g. recital, clowning, performing arts troupe, miming)

## **Member Recognition**

The 4-H Member Recognition program is designed for the 4-H member and his/her volunteer 4-H leader. To meet recognition criteria, the 4-H member and the 4-H leader discuss the member's participation, learning, and growth/development in their project work. Progress in the knowledge and skills in a project area should be an integral part of the member's goal setting, but the member may also want to set goals toward earning certificates, medals or other recognition awards. 4-H members who achieve the required completion standards or criteria in a project may earn a pin or medal.

## **Starting New 4-H Projects**

Extension educators, 4-H members, parents, leaders or other volunteers may recommend the initiation of a new 4-H project area.

Individuals who are interested in starting a new project area may explore the topic through a special interest club or group. The group needs to research the topic, find curriculum on the topic, and explore various related activities. If there is sufficient interest, the group may approach the county Extension educator to inquire about making their information available to other counties. They may also give the information to the State 4-H Leaders Association. It may take two or three years for interest and the project's foundations to be developed. When there is sufficient interest in three or more counties, the special interest group may present a proposal to state 4-H faculty to review. Educators, specialists and administrators will review the proposal and determine if there is sufficient interest, timeliness, curricula and resources to establish a new 4-H project.

One of the basic philosophies and principles of 4-H is for the 4-H member to learn by doing. This can happen best when parents and other interested adults encourage 4-H members to do their own project work, with the guidance and advice of adults as needed.

## **Ownership:**

All livestock originating from outside South Dakota must have a telephone permit number. The permit number must appear on the health certificate.

All animals exhibited in the 4-H classes must be in the possession of the exhibitor by the closing enrollment date for that animal. An Ownership Verification Affidavit must be filed with the county Extension office by the following dates:

- April 1 for market beef
- June 1 for breeding beef, market swine, market sheep, breeding sheep, dairy cattle, market and dairy goats, and horse

The closing enrollment date for the market beef, both steers and heifers, is April 1 of each current year. The enrollment deadline for all breeding beef, dairy cattle, dairy goats, meat goats, horse, market and breeding sheep, and swine is June 1 of each current year. Participants must have a copy of their registration papers to the Yankton County 4-H Office by July 1.

Ownership verification will be accepted as follows:

1. Animal is registered in the 4-H member's name.
2. To be eligible for all purebred registered breeding shows, beef, swine, sheep, dairy cattle and dairy goat will be required to have registration papers in the exhibitor's name, farm name, family name, or sibling name. The exhibitor must have registration papers to the Yankton County 4-H Office by July 1.
3. Leasing agreements for some animals may be acceptable as per county policy. Lease must be on file in the county Extension office by April 1 for market beef and by June 1 for breeding beef, sheep, swine, dairy cattle, dairy goat and meat goat.
4. In leasing situations, the exhibitor must have registration papers to the Yankton County 4-H Office by July 1.

5. All market beef must be 4-H green-tagged by the ownership deadline of April 1. All market swine must be 4-H green-tagged by the ownership deadline of June 1.
6. Beginning with the 2015-16 program year, South Dakota 4-H will move to completely different tags for market animals. We will begin to use NUES tags (National Unified Ear-Tagging System). These tags are federally required for animals to technically cross state lines.
7. Starting in the 2014-2015 4-H year, market sheep and market meat goats will not be green tagged because they already have a scrapie tag in their ear that is a federal tag. They will still be weighed in, but their identifier will be the scrapie tag. Breeding sheep and breeding meat goats will use the scrapie tag as the official ID. Dairy goats will need either the scrapie tag or tattoo.
8. 4-H horses and 4-H breeding livestock, which include beef, sheep, dairy, cattle, and dairy goats, must be identified and owned by the ownership deadline of June 1.
9. Starting the 2014-2015 4-H year, breeding beef and dairy will need one of the following: a registration tag, registration tattoo, EID tag, complete bangs tag or a 4-H green tag number. No herd tags will be allowed for identification purposes. The following year a NUES tag can be put in as well.
10. Animals that do not meet these deadline requirements will not be allowed to exhibit at state-level 4-H events.

## **Care and Handling of 4-H Animals**

4-H members, parents and leaders are expected to provide proper care and treatment in handling, feeding, watering, transporting, and showing of 4-H animals. All efforts should be made whenever and wherever possible to reduce stressful situations for 4-H animals.

## **Experiential Learning Model**

All 4-H project work should be based on the Experiential Learning Model. Experiential learning should be appropriate to the project area and be designed to be suitable for the age and stage of growth and development of the specific youth audience.

# 4-H Events and Activities

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## Achievement Days

Counties may host an Achievement Days event in their county to provide a forum for youth to share what they have learned in their 4-H project areas. All 4-H members (e.g. community clubs, 4-H Afterschool, school enrichment, military clubs) are eligible to participate. Cloverbuds may enter static and small animal exhibits; however, they do not receive a ribbon placing. Certificates of participation or "Cloverbud ribbons" may be given instead. Cloverbud exhibits are not eligible for the State Fair.

The exhibit lots available and the rules for entry at a county's Achievement Days are determined by the county Extension office, in consultation with the 4-H Leaders Association. 4-H volunteers work with the county Extension office to arrange for exhibits to be judged. The Danish system of judging, consisting of purple, blue, red and white ribbons, is used for awards.

An Achievement Days clean-up will also be held the Sunday before Achievement Days is held. 4-H members are expected to help clean the grounds and set everything up in preparation for Achievement Days.

Parents are asked to help with an Achievement Days Committee. Several Committees are available. Static exhibit committees are responsible for providing general assistance to judges, placing ribbon stickers on exhibits, taking exhibits to county staff to scan, and displaying exhibits in area booth. Static exhibit committees include: agricultural sciences, clothing, cloverbuds, foods & nutrition, home environment/child development, horticulture, industrial arts, miscellaneous, photography, visual arts, scanning/record keeping. Livestock committees are responsible for checking in species exhibits with exhibitors, facilitating clean-up of their area, checking out species exhibits with exhibitors before leaving the fairgrounds, and assisting with weighing exhibits in. Livestock committees include: beef, poultry & eggs, rabbits, sheep, swine, horse, dog. Other committees include: fashion revue style show and pancake breakfast.

## State Fair

The South Dakota State Fair is held each summer in Huron, South Dakota. The State 4-H Office publishes the "South Dakota State Fair 4-H Division Fair Book" each year with guidelines for the schedule of events, registration deadlines, exhibit parameters, member eligibility, Youth in Action events, live animal policies, special awards, sponsors, and other information and regulations. In general, 4-H members are limited in the number of exhibits they may enter in the state fair.

4-H members interested in exhibiting their purple ribbon exhibits must pre-register their exhibits immediately following Achievement Days.

## ***Restriction on Exhibits***

A 4-H member must enter exhibits in a county event (but only one county event) to earn a purple ribbon. A purple ribbon qualifies that exhibit to be entered in the State Fair. Live animal exhibits must have proper ownership documentation or leasing information on file with their local county Extension office by April 1 (market beef) or by June 1 (all other animals) of the year. There is a maximum allowance of 10 exhibits.

## **State Shooting Sports Match**

State 4-H Shooting Sports matches are held each year in the spring and fall in central locations within the state. 4-H members qualify in specific events based on their performances in county trials or contests.

## **Youth in Action Contests**

Youth in Action events are 4-H contests and activities that provide 4-H members with an opportunity for additional educational experience at the club, county, and state level. These events involve the member as an active participant in an activity related to the youth's 4-H project work. Participation is designed to help the youth practice important life skills, such as communication, decision making and time/work management.

## **Fashion Revue**

Fashion Revue is an event that enhances members' skills in clothing selection, coordination and construction. Each participant constructs or buys their own garment to model for a panel of judges. During this process, 4-Hers learn about wardrobe selection, accessorizing, poise and presence, and consumer awareness. A public Fashion Revue Show is held during Achievement Days, where the 4-Her is encouraged to model their garments on stage.

## **Judging Schools**

Judging provides a fun way for 4-Hers to learn more about their projects and how to make decisions. County facilitated judging schools may include the following areas: consumer decision making, horticulture, photography, livestock and horse. 4-Hers must compete in a county contest to be eligible to judge for state judging teams.

## **Public Presentations**

By giving prepared talks in front of judges and audience members, 4-Hers are able to gain knowledge and develop presentation skills. There are four public presentation categories members can choose from:

1. **Demonstrations** - Presented before an audience, a demonstration is an original, true and accurate step-by-step process of actions and explanations that results in a finished product. The audience learns by watching and listening. Individuals or teams use actual products and materials, and may also share personal, family or club experiences. Demonstrations may include charts, illustrations, posters and other types of visual aids.
2. **Illustrated Talk** - Presented before an audience, individuals or teams give original, true and accurate illustrated talks showing how something is accomplished using a combination of speaking about and showing one or more visual aids (charts, pictures, slides, etc.). Personal, family or club experiences may also be shared. In the illustrated talk, there is no finished product; rather an explanation of results that is illustrated with visuals.
3. **Public Speaking** - Public speaking is telling about your experiences or what you learned about the topic. In public speaking, a 4-H member chooses a subject or topic which relates to an aspect of 4-H (project area, 4-H promotion, etc.). Public speaking may or may not use visual aids. It is more formal than other presentation categories, and must deliver a platform during the presentation. Speeches must be original, true and accurate. Participants may use notecards, if desired.
4. **Project 'Why'** - This type of individual presentation teaches the 'why' as well as how to 'use' a specific topic. For the purpose of gaining knowledge and understanding, and through the use of research, facts, principles and experiments, this presentation type informs others of the 'why'. It should encourage, excite and motivate curious minds to study the topic further. 4-H members prepare a 3x3 foot exhibit to use to accurately explain a true 'why' principle. Participants must furnish all equipment, including a card table or stand, and must stay with their exhibit for a one-hour period to present information and answer questions.

## **Special Foods**

This event teaches members skills in food preparation, food safety and nutrition. Members prepare a dish and a table setting to be evaluated by a judge. Nutrition facts are judged through an interview process. This experience helps members learn how to make healthy, nutritious meals and smart food choices.

## **Project Workshops**

Throughout the year there will be a variety of project workshops offered to assist members in the development and preparation of projects to be entered in Achievement Days.

## **Quiz Bowl**

Quiz Bowl helps youth increase their knowledge of the 4-H project area. In addition, the youth practice important life skills, especially learning to organize, learning to access information, and learning to lead. Senior 4-H members may qualify for the national quiz bowl in their subject area.

Teams are made up of four senior 4-H members. Junior 4-H members may be part of a team; however, they are not eligible to attend a national quiz bowl competition.

## **Hippology**

Hippology is a comprehensive contest related to horse science and husbandry. It is held in conjunction with the State 4-H Horse Show in the summer in Huron, South Dakota. Each county may enter one senior team consisting of 3 or 4 members and one junior team consisting of 3 or 4 members. The event consists of four phases: written test, station identification, judging, and a team problem.

## **Skill-a-thon**

A Skill-a-thon is a contest based on knowledge about a specific 4-H project, such as livestock. 4-H members compete by progressing through several stations, where they complete a series of activities related to the project. For example, one station may ask the 4-H member to label or identify parts of an animal or object. Skill-a-thon covers the following areas: livestock, technology, other topics as deemed appropriate.

## **4-H Camp**

Camp is an exciting opportunity for all 4-Hers. It allows members to meet fellow 4-Hers from across the state in a fun and experiential learning environment. The traditional camp is for 4-Hers between the ages of 8-12, and is held outside of Arlington at Camp Poinsett.

## **State 4-H Teen Leadership Conference**

A leadership conference is held every summer, generally at South Dakota State University in June. All youth in the state ages 13 through 18 are eligible to participate. The conference is designed to involve teens in working together, learning new skills and making friends from across the state. The conference is open to all youth, not just 4-H members. The Teen Leadership Conference is planned by the South Dakota 4-H Youth Council, working with 4-H/Youth Development specialists and educators.

## **Performing Arts**

This program is a theater arts educational experience for 4-H members, adult volunteers and paid staff interested in developing skills in drama, music, dance and technical theater. There is a preparatory performing arts camp held in Aberdeen each year to assist 4-Hers in perfecting their performance for the SD State Fair.

## **Trips**

4-H members may be eligible for trips to national conferences or contests based, in part, on their participation in 4-H over a period of several years. For national conferences and contests, applicants must be 4-H members who have passed their 14th birthday by January 1 of the calendar year in which the trip is taken. They must be in at least their third year of 4-H and must have received or be eligible to receive a project medal in the category for which the application is made. They can attend each national event only once. Application deadlines are published by the State 4-H Office.

## **Scholarships**

4-H members are eligible for college scholarships that have been funded by 4-H supporters and donors. There are several scholarships available, ranging from \$100 to \$500. Information about the various scholarships, eligibility and application requirements are published by the State 4-H Office on or before January 1, annually.



# Yankton County 4-H Incentive Program

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Incentives, when used properly, can strengthen the 4-H program and enrich the lives of 4-H youth in Yankton County. The National 4-H Council, the South Dakota 4-H Foundation, the Yankton County 4-H Leaders Association, the Yankton County Cooperative Extension Service and local donors provide many incentives for 4-H members.

4-H Record Books are an organized presentation of what has been learned and accomplished in 4-H. When accurately and carefully assembled, it is a useful tool for determining progress and personal growth. In order to be eligible for county awards and medals, members must exhibit projects at the county level. Applications are required for awards. Careful planning and recording of facts are essential to preparing a neat, complete and organized application.

All incentives and forms of recognition are subject to change, based on current donor participation. Use of out-dated forms may result in an application not being reviewed. Any additions, deletions or changes of support, deadlines or forms will be announced in the county newsletter throughout the year. These changes will replace and nullify any statements in this handbook or other previously printed materials.

This section of the Handbook is designed to provide 4-H members and leaders with information on the incentives available to Yankton County 4-H youth. If you have any questions or need further information regarding the Handbook or any incentive, contact the Yankton County 4-H Office.

The two main goals of the Yankton County 4-H Incentive Program are to:

1. Provide motivation towards excellence.
2. Provide recognition for achievement.

## Awards

To receive a 4-H award, in some areas, it is as simple as assembling your 4-H record book. To receive other awards, an application is required with your record book. For some awards, you need to participate in that specific project and exhibit at Achievement Days. Please read the requirements for each award carefully and follow the directions on the application. Your record books and any applications must be submitted by the last Friday in September each year.

General Eligibility: 4-H members must be enrolled during the current 4-H year in the project or activity with which each specific award is concerned. Remember that a 4-H'er may win a county medal for any area or project only once.

The selection committee will not review applications submitted if:

- The 4-H member does not meet the age requirements
- The 4-H application with signatures is not completed/included

- Someone other than the 4-H member fills out the Record Book. Under certain circumstances, this may not be possible. If this is the case, please indicate why under the additional comment section of the application.

Exhibiting is part of 4-H educational experiences. Judging is based on comparison to a standard, not on comparison to others in the class. Judges may consider skill level based on age and circumstance, and expect a higher performance from older 4-H'ers, so there is some variance within the standard.

Award groups are as follows:

Purple Ribbon: excellent quality

Blue Ribbon: superior quality

Red Ribbon: average - above average quality. Shows signs of quality, but does not completely meet the standards. Some areas need further improvement.

White Ribbon: below average quality. Does not meet standards. Denotes improvement needed.

## **South Dakota 4-H Supported Awards**

### **Membership Year Pins:**

Must give a Demonstration, Illustrated Talk, Public Speech, Project Why?, and/or participate in county or state Special Foods event as a public presentation in the Food and Nutrition project.

1. Attend at least five (5) club meetings
2. Complete current year's Record Book. For Record Book requirements, see pages 30-31.
3. Participate in one or more of the following: complete a project, participate in judging, participate in a county event, or participate in junior leadership.
4. These certificates are based on a report that the leaders submit to the Extension Office. Please make sure that you have reviewed your participation with your leader to ensure that you receive credit for participation.

### **Project Medals**

1. Must be enrolled as a regular 4-H member for at least 3 years.
2. Enrolled and completed 2 years in that project area.

3. Give one county or two club level Demonstrations, Illustrated Talks, Public Speech or Project Why in the designated project area. Participation in a county or state Special Foods contest is accepted as a public presentation in the Foods & Nutrition project.
4. Show project accomplishment as determined by 4-H Leader and/or Extension office staff.
5. Complete current year's Record Book including story, pictures, clippings and financial records.

### **County 4-H Citizenship Medal**

You may receive the 4-H Citizenship Medal at year four and beyond. Being enrolled in the 4-H citizenship project is not a requirement for this award.

To qualify for this award you must have:

1. Served as an active member of a county or community board or committee, an event committee or taskforce for 3-6 months.
2. Planned, organized and implemented a citizenship activity for multiple 4-H club(s) and/or the county.
3. Presented an educational public presentation on flag etiquette, the U.S. Constitution, a patriotic program, or an American history topic for a 4-H club, wrote an editorial on the same topic for the local newspaper (include whether the editorial was published or not) or presented a program to another youth group (club, sports team or classroom).
4. Identified a charity or community need and worked with others to organize efforts to help meet the need.
5. Studied current events and expressed opinions to decision makers at the local, state or national level.

### **County 4-H Leadership Medal**

You may receive the County 4-H Leadership Medal at year four and beyond. Being enrolled in the 4-H Leadership project is not a requirement for this award.

To qualify for this award you must:

1. Assist the 4-H office staff with planning, preparation and implementation of a county or multi-county 4-H event.
2. Be an active member in the county 4-H Junior Leaders Organization. If an organization does not exist in the county, plan, prepare and make every effort to start such an organization by working with other 4-H members, leaders and 4-H office staff.
3. Write or arrange for a newspaper/magazine feature article with a photograph about 4-H at the local club, county, or multi-county area and submit to the local newspaper in the area for publishing. The feature story can be about an individual or group of 4-H member(s) and participation for the program.

4. Attend and participate in a county, area, field education unit or state 4-H educational event or activity and share the knowledge received by presenting a workshop presentation to 4-H club(s) and/or county members.
5. Plan and conduct officer training for a 4-H club or the county. You may work with as many as six other 4-H members to accomplish this task.
6. Help/assist one to six 4-H members plan and implement a community or county 4-H promotion campaign to include posters/signs, main street, school elementary grades, community or county prominent locations, county courthouse, radio, newspaper, television as available. Promotion campaigns can be National Volunteer Week, National 4-H Week, Achievement Days, State Fair, etc.

## **4-H Key Award**

You may receive the 4-H Key Award at year 6 or beyond.

To qualify for this award, you must have:

1. Received the County 4-H Citizenship Medal.
2. Received the County 4-H Leadership Medal.
3. Attended and participated in 3 county, area, or state 4-H educational events/activities and used the knowledge received to plan and conduct 3 different workshop presentations to 4-H club(s) and/or county members.
4. Provided leadership at 3 county, area, or state 4-H educational events/activities.
5. Earned two project medals.
6. Participated for two years in the county public presentation competition.
7. Held two elected club or county offices. If not elected, have been a committee chair or have led a special project for the club, county, area, field education unit or state.
8. Written a letter to the editor of the local newspaper, explaining the impact the 4-H program has had on your life.

## **National 4-H Trips**

Yankton County 4-H members have the opportunity to apply for several National 4-H trips, all requiring those interested to fill out an application. All applications are reviewed and final candidates are interviewed by a statewide committee composed of 4-H/Youth Development Educators and Specialists.

Examples of National Trips include:

- National 4-H Conference
- National 4-H Youth Directions Council
- National 4-H Congress
- Citizenship Washington Focus

To apply for a trip(s), the 4-H member needs to organize and submit the following three items in a folder:

1. Cover letter of one typewritten page (8.5 X 11) with 1 inch margins using 12 font size including:
  - Reason for wanting to attend the event
  - Plan of action following the trip to inform 50 youth and/or adults at one or more of the following: 4-H club(s), county events, state events, etc.
  - Signatures of the 4-H member applying, parent or guardian, local 4-H club leader, and county Program Advisor or Program Assistant.
2. Resume of three or less pages typewritten (8.5 X 11) with 1 inch margins using 12 size font including:
  - 4-H member name, complete address, county, home phone number
  - Size and scope of one, two or three 4-H projects
  - Significant 4-H awards, medals or recognition and year received
  - Learning experiences and participation in 4-H Youth-In-Action, and state number of people informed
  - Knowledge and skills learned in 4-H projects
  - Accomplishments in 4-H achievement, citizenship/community service and leadership projects
  - Volunteering and participating in 4-H and non-4-H experiences such as school, church and community

Three or less pages of photos showing 4-H project work and accomplishments
3. Non-confidential one page letter of recommendation from one of the following:
  - School Teacher, coach, guidance counselor, pastor, employer, 4-H club leader, Program Advisor or Program Assistant, academic advisor, other

## **4-H Scholarships**

Yankton County 4-H members and alumni who have or have not graduated from 4-H, current seniors in high school or enrolled in college, technical institute, etc., are eligible to apply for South Dakota 4-H Scholarships.

Scholarships are awarded based on fulfillment of the following criteria:

- 40% Scholastic
- 40% 4-H project involvement including citizenship/community service and leadership
- 10% Character
- 10% Financial Need

For each State 4-H Scholarship, the applicant needs to submit the following four items in a folder:

1. Cover letter of one typewritten (8.5 X 11) with 1 inch margins using 12 size font including:
  - Name of state 4-H scholarship being applied for
  - Explanation of the career path individual is planning to pursue when education is complete
  - Reflection of 4-H experiences influencing decision to pursue this career
  - Signatures of the applicant, parent or guardian, local 4-H leader and county Program Advisor or Program Assistant

2. Resume of three or less pages typewritten (8.5 X 11) with 1 inch margins using 12 size font including:
  - Name, home address, college address (if applicable), county and day time phone number
  - Size and scope of one, two or three 4-H projects and year of significant awards received
  - Learning experiences and participation in Youth-in-Action events, and state number of people informed
  - Knowledge and skills learned in 4-H projects
  - Accomplishments in 4-H achievement, citizenship/community service and leadership projects
  - Volunteering and participation in 4-H and non-4-H experiences (i.e. school, church or community)
  - Financial information (non-confidential) giving educational costs, personal and family resources, anticipated need for financial assistance and special circumstances to consider. List other scholarships received and educational loans or grants applied for and receivedThree or few pages of photos showing 4-H project work
3. Non-confidential, one-page letter of recommendation supporting applicant's character from:
  - School teacher, coach, guidance counselor, pastor, employer, 4-H club leader, county Program Advisor or Program Assistant, academic advisor, or other
4. Transcript of an original (preferred) or copy of high school, college or technical institute current accumulative semester or quarter grade point average, rank in class, and ACT or SAT test scores.

Do not submit your 4-H Record Book.

For a complete list of current available scholarships, qualifications and deadlines, contact the Yankton County 4-H Office.

## **Yankton County 4-H Awards**

### **Club Awards**

#### **Herdsmanship Award**

Each year a Herdsmanship Award is presented to the Yankton County 4-H Club that does the best job of keeping their barn area clean and presentable to the public during the Yankton County 4-H Achievement Days. An award is given for each large livestock species.

#### **Club Gold Seal**

For a club to earn a Gold Charter Seal, they must meet the following requirements:

- Be a standard club consisting of at least 5 members
- Hold at least 6 meetings a year

- Majority of members exhibit at Achievement Days
- The club program for the year includes demonstrations or illustrated talks and judging on the club level
- At least 75% of the members completed all of their enrolled projects
- Club leaders return completion reports at the end of the club year
- Application is required; the club leader must turn it in with the year-end report

## **Club Participation Award**

To earn this award, a club must fulfill the following requirements:

- At least one member must provide a demonstration at least one time at the club level
- At least one member must have judged at the county or state level
- The club must hold at least six (6) meetings each year
- All members must complete their record books
- Each member must exhibit at Achievement Days
- The club must plan and follow through on a community service project
- Application is required; the club leader must turn it in with the year-end report

## **25% Demonstration Award**

Any club in the county who has encouraged demonstrations and who has 25% of their members give a county level demonstration will receive an appropriate certificate. Application is required; the leader must turn it in with the year-end report.

## **Secretary s Club Award**

Club secretaries are important people in any organized group. They are responsible for the history of the club's activities and provide the means for better decision making. Neatness and completeness are the qualities sought when selecting this award. To apply, simply turn in your secretary book.

## **Treasurer s Book Award**

The treasurers of each club are a vital aspect of the club's day-to-day function. Each treasurer is required by the Internal Revenue Service (IRS) to submit a Treasurer's book to the Extension Office each year (starting in 2008). This award goes to the club whose Treasurer's book is the most neat and complete.

## **Personal Awards**

### **Premiums**

The Yankton County Leaders Association Awards Committee sponsors a Premium Drive fundraising effort each year. With the funds generated through this drive, *cash awards are given to 4-H members who exhibit their projects at the Yankton County 4-H Achievement Days, attend 5 club meetings per year, and submit a completed Record Book.* Cash awards are given according to the following, and are subject to change depending on the availability in the Yankton County Premium Fund:

\$70- exhibiting in the Beef project area

\$40- exhibiting in the Sheep/Swine project areas

\$25- exhibiting in the Horse project area

\$10- exhibiting in the Dog project area

\$5- exhibiting in all other static project areas

\$5- participation in Youth in Action events (public presentations, judging, special foods, etc.)

### **Outstanding Graduating Member**

Requirements:

- Minimum of 10 years as a 4-H member (does not have to be your last eligible year in 4-H)
- Participant has shown overall leadership and participation in the program during their 4-H career
- Application is required along with a 1 page typewritten summary including, but not limited to:
  - favorite projects and why
  - most memorable 4-H moment
  - project highlight
  - how 4-H has influenced your future

### **Outstanding Member Awards**

These awards are given to the member who has shown a total involvement in 4-H. An application must be filled out outlining a member's participation throughout the year, and they must submit a completed Record Book to be eligible, and may only win the award once per age division. The awards are given in the following categories:



- Beginner Boy and Girl (ages 8-10)
- Junior Boy and Girl (ages 11-14)
- Senior Boy and Girl (ages 15-18)

### **Record Book Cash Awards**

These awards are given out to the 4-H members who have completed their Record Books and turned them in by the last Friday in September. The Record Books are judged according to the criteria on the score sheet. Your Record Book must be designated in one of two areas: FCS and Agriculture. Awards are given to the top 3 individuals in the following areas:

- Senior Agriculture
- Junior Agriculture
- Beginner Agriculture
- Senior FCS
- Junior FCS
- Beginner FCS

### **Lorraine Schwarz Eager Beaver Award**

This award is given in memory of Lorraine Schwarz. The recipient of this award is chosen based on the recommendation of club leaders for a 4-H member that has shown hard work on their 4-H achievements.

### **Perseverance Award**

This award is sponsored by Crop Dusters, LLC and is given to the 4-H youth that is hard working and perseveres. Members are considered based on their club leader's recommendation and application, and a recipient is chosen by representatives from Crop Dusters, LLC..

### **Crops Sweepstakes Award**

A trophy will be presented to the junior who showed two (2) crop exhibits at Yankton County 4-H Achievement Days. This trophy can only be won once and is chosen on a point system.

## **Crops Master Sweepstakes Awards**

This award is given to a junior or senior individual who has previously won the crops sweepstakes award. This award can be won every other year and is based on a point system.

## **Yankton County Livestock Feeders Senior 4-H Award**

This award is given out to a graduated senior that is continuing their education at a post-secondary institution focused on studying an agriculture-related field. The award is based on an application and a completed 4-H Record Book. Applications must be submitted with a member's record book by the last Friday in September. The recipient for the Yankton County Livestock Feeders Senior 4-H Award will be announced at the 4-H Recognition Event in November.

## **Citizenship Washington Focus**

Citizenship Washington Focus is a 4-H leadership program for high school youth. For seven weeks of the summer, delegations of 14-19 year olds from across the country attend this 6 day program at the National 4-H Youth Conference Center, located just outside Washington, D.C. The program is aimed at enriching young people's lives by broadening their appreciation and respect for themselves and others in the world by attending workshops, committees, field trips and social events, giving them the hands-on opportunities to learn and grow. Participants learn and practice skills that will make them better citizens and more successful individuals.

The Yankton County 4-H Leaders Association sponsors a portion of the cost for a member to travel on the CWF trip each year. Qualifications of applicants are:

- Must be between the ages of 14 and 19
- Currently enrolled in the Citizenship project area and also enrolled the year they go on the trip
- Must agree to give a county presentation or workshop on the citizenship project area prior to that year's Recognition Event
- Applications are required to be submitted with the 4-H Record Book

# Record Book Guidelines

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Record books are always due to your 4-H Club Leader on the last Friday in September. It is to your benefit to turn them into your leader because he/she/they will look them over and let you know of discrepancies before the record books are judged. Leaders are responsible for turning all of the member's record books into the Extension Office exactly one week after the 4-H member's deadline.

## Record books should be arranged in the following order:

1. Any 4-H award application forms (i.e. Outstanding 4-Her, Livestock Feeders, etc.) included on the inside cover
2. 4-H Member's Annual Report
3. Accumulative Record for Youth-In-Action Activities and All Other Project Areas
4. Financial Summaries
5. 4-H Year In Review (cloverbuds and beginners only) or 4-H Story (juniors and seniors)
6. Photos
7. Clippings

## 4-H Member s Annual Report (15 points)

- A new Annual Report is required each year.
- Annual Reports must be filled out as completely as possible.

## Accumulative Records (20 points)

- An Accumulative Record form is available for Public Presentations, Judging, Special Foods, Fashion Revue, Showmanship, and each project area.
- The same forms are to be used year after year, and should be placed directly behind the Annual Report in your book. When one page is filled, a new one should be started. Both the new and old forms will be kept together.

## **Financial Summaries (10 points)**

- One Livestock Financial Summary is required for each species of livestock. If you entered beef, sheep and horse exhibits, you would need a financial summary for all three projects.
- For all static exhibits, Beginners must submit at least one (1) financial summary, Juniors two (2) and Seniors three (3) for a record book to be considered complete. For example, if a member exhibits a beef exhibit and a visual arts exhibit, a beginner would only need to fill out a financial report for their beef project. A junior, however, would have to fill out financial reports for both their beef and visual arts projects to fulfill the requirements.
- Summaries should be complete and believable.

## **4-H Year in Review/4-H Story (25 points)**

- Use lined or unlined standard 8.5 x 11 paper. Your story may be typed or handwritten, but should be neat and legible with correct spelling and grammar.
- Cloverbuds and Beginners should use the 4-H Year In Review for their story.
- Juniors and Seniors should submit a written story outlining the following:
  - Local Club's activities and member's participation
  - Problems or challenges you encountered in 4-H the past year
  - Successes in 4-H the past year
  - Completion of Goals and learning experiences or what they learned about themselves through 4-H
  - Plans for next year

## **Pictures (10 points)**

- Attach pictures flat to the front side only of a standard 8.5 x 11 paper
- Pictures should pertain to your 4-H projects and activities
- Identify pictures with a short caption or explanation.

## **Clippings (10 points)**

- Attach clippings to a standard 8.5 x 11 paper
- Clipping should be relevant and pertain to your 4-H activities or your club activities
- Club meeting reports or typed meeting reports (optional)
- Underline or highlight your name if it appears in the article
- Photocopies or articles printed from a website are acceptable
- Photocopies can also be made at the Extension Office if families do not receive a specific paper

## Overall Report Summary (10 points)

- A 4-H Record Book Cover should be used
- Record Book should be arranged in the correct order
- Book and reports should be kept neat
- Personal growth and individual participation should be shown throughout the book

## General Guidelines

All sections of your 4-H Record Book must be completed before it will be considered for judging and completion of your 4-H year. An incomplete 4-H Record Book, no 4-H Record Book or a Record Book turned in after the deadline will result in forfeiture of all premiums and all county-level awards, such as the Outstanding Graduating Member Award, Outstanding Member Awards, Record Book Cash Awards, the Lorraine Schwarz Eager Beaver Award, the Perseverance Award, and the Yankton County Livestock Feeders Senior 4-H Award. A Record Book is considered complete if:

1. The Record Book contains all of the appropriate record keeping forms discussed above (Annual Report, Accumulative Records, Financial Summaries, 4-H Year in Review/4-H Story, Pictures, Clippings)
2. The Record Book contains the records of all 4-H years (the current year plus all past years).
3. A legitimate attempt has been made to provide all data and answer all questions.
4. The questions are answered in an age-appropriate manner. It is expected that older 4-H members would answer questions in a more detailed, in-depth and thoughtful manner than younger members.

# Conduct Expectations- Youth and Adults

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To ensure that all youth have equal access to positive learning environments while participating in 4-H related events and activities, South Dakota 4-H members, staff, and volunteers are expected to abide by a code of conduct that ensures that the six pillars of character, as defined by CHARACTER COUNTS!, are followed.

The use or possession of alcohol or tobacco in any form, or any controlled substance (excepting those prescribed by a physician), at any 4-H event by program participants is prohibited. An infraction of this rule may result in dismissal from the event or program, withholding of awards, or other disciplinary action.

## **South Dakota 4-H/Youth Development Behavioral Expectations at County, State and National Events**

The South Dakota 4-H program is designed to provide youth of all ages a positive environment in which to learn and grow. The South Dakota 4-H program also provides opportunities for children and youth to build positive traits of character. The South Dakota 4-H program supports the CHARACTER COUNTS! program and the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. To assure that all youth have equal access to positive learning environments, South Dakota 4-H members, staff and volunteers agree to abide by these expectations of behavior:

*I will be trustworthy.* I will be worthy of trust, honor and confidence. I will be a good role model by doing the right thing at all times. I will be honest in all of my activities. I will be on time for all scheduled events and will attend all of the planned activities. If I am not feeling well or have a schedule conflict, I will inform my chaperone or a person in charge of the event before the activity starts. I will be in the assigned area (i.e. club meeting room, dorm, etc.) at all times. The South Dakota 4-H program will not permit dishonesty by lying or cheating.

*I will be respectful.* I will show respect, courtesy and consideration to everyone, including myself, other participants and those in authority. I will act and speak respectfully. I will treat meeting rooms, lodging areas, personal property and transportation vehicles with respect. I will follow all published dress code guidelines for the event and/or activity. I will respect the personal space and choice of other participants and will not participate in inappropriate displays of affection or physical contact. I will not use vulgar or abusive language, cause physical or emotional harm or create a feeling of fear amongst other participants.

*I will be responsible.* I will be responsible and accountable for my choices and my actions towards myself and other people. I will follow all rules and guidelines established for the activity or event. I will follow the verbal instructions issued by Extension staff, chaperones and/or adult volunteers. I will abide by the established program curfew. I will be responsible for any damage, theft or misconduct that I am involved in or cause.

*I will be fair.* I will participate in events fairly by following the rules, not taking advantage of others and not asking for special help or favors.

*I will be caring.* I will be caring in my relationship with others. I will be kind and show compassion for others. I will treat others the way I want to be treated. I will show appreciation for the efforts of others. I will include all participants in activities and will try to help everyone be involved in the scheduled activities.

*I will be a good citizen.* I will be a contributing and law abiding citizen. I will be respectful to the environment. I will not use illegal substances such as tobacco, alcohol or drugs or be involved in the use or possession of weapons or fireworks. If I am found to have any of these items with me or if I have taken any illegal substances, notification of law enforcement will be conducted by adult staff/volunteers.