

Dane County 4-H



New Family Handbook

2017-2018



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Welcome to Dane County 4-H! We are so excited that you have joined and hope that you enjoy exploring everything that 4-H has to offer, making new friends and having fun along the way.

There are over 40 different 4-H clubs in Dane County involving over 750 different families. These families help make up the 150,000 4-H participants in Wisconsin. 4-H is not confined to this country's borders. More than 80 countries around the world have a 4-H program. Each club is as unique and special as your own family.

This handbook is designed to help you have a meaningful and enjoyable 4-H experience. Reviewing this handbook with the 4-H members in your household would be an excellent opportunity for everyone to become familiar with the 4-H program in Dane County.

There is a very important role for family members in 4-H: family involvement is what strengthens this program. We encourage the entire family to get involved in 4-H. The 4-H program realizes families have many demands on their time. That is why we support one another with information, encouragement, etc. No matter how much time is available to you, make that time valuable by offering genuine interest and guidance when needed. Make 4-H an important and respected activity in your family. This will help your family benefit from this wonderful youth program.

Remember, without YOU, there can be no 4-H!

Sincerely,

The Dane County 4-H Youth Development Staff Team

Jess Guffey Calkins

Kathy Ottem

Tracy Smith

Brianna Stapleton Welch

WHAT IS 4-H?

4-H is the nation's largest youth development and empowerment organization. In Wisconsin, more than 150,000 young people in urban, suburban and rural settings are involved with 4-H programs. Youth ages 5-19 can learn important life skills like leadership, teamwork, critical thinking and communication to help prepare them for successful futures – and they do it while engaging in fun, hands-on 4-H activities!

MISSION OF 4-H YOUTH DEVELOPMENT

The mission of the 4-H Youth Development program is to engage youth, in partnership with adults, in quality learning opportunities that enable them to shape and reach their full potential as active citizens in a global community.

WHAT MAKES 4-H DIFFERENT?

4-H is unique because it is the only youth organization tied to the research base of our nation's land-grant university system. This connection allows the University of Wisconsin Extension staff, and the volunteers they work with, to receive training based on the most up-to-date research on youth development theory and practice.

WHO OWNS 4-H?

4-H is a public organization owned by the USDA – United States Department of Agriculture. 4-H is part of the University of Wisconsin Extension. The University, USDA, the National 4-H Council, and the Dane County government sponsor it jointly. The University provides faculty, staff leadership and resources. Extension educators and county coordinators join with a strong corps of adult and teen volunteers to conduct local programs. Private support forms a partnership with public funds to support Wisconsin 4-H.

WHO CAN JOIN 4-H?

4-H is open to all youth in 5K through one year after high school regardless of race, color, sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status.

HOW MUCH DOES 4-H COST?

The Dane County 4-H Leaders Association Board of Directors has determined that for the 2017-18 club year, members will be assessed fees as follows:

- \$20 for members in grades 3-13
- \$21 for members enrolling in the horse and pony projects (including Horseless Horse) not to include model horse.
- \$3 for Cloverbuds (grades 5K – 2)
- \$6 for adult volunteers enrolled as leaders in the Horse/Horseless Horse projects.
- \$5 for all other enrolled adult volunteers

Some clubs may cover the cost of these enrollment fees through fundraising efforts. Clubs may also charge additional fees to cover local activities. Please check with the club leader to learn more about what each club charges for participation. Additional fees may apply for 4-H workshops, camps, or programs that youth can choose to participate in.

In the event that a member or volunteer is unable to pay the club enrollment fee or a specific program fee, please contact the Dane County 4-H Office. The Dane County 4-H Youth Development Program is open to all regardless of the ability to pay.

4-H EMBLEMS AND SYMBOLS

EMBLEM: The 4-H emblem is a green four-leaf clover with a white letter “H” on each leaf. The four H’s stand for **Head, Heart, Hands** and **Health**. These four H’s represent the four-fold training and development offered in the program.

The 4-H emblem is federally protected. When displaying or using the 4-H emblem there are specific guidelines. The stem of the clover must always point to the right. The trademark numbers “18 U.S.C. 707” should appear with the emblem. No part of the emblem may be obscured, no leaves may be removed, and no graphics or text may be superimposed on top of the emblem. The emblem may be displayed in black and white for copying purposes. For complete guidelines concerning the use of the emblem you can contact the UW - Extension Office or visit <https://nifa.usda.gov/4-h-name-and-emblem>



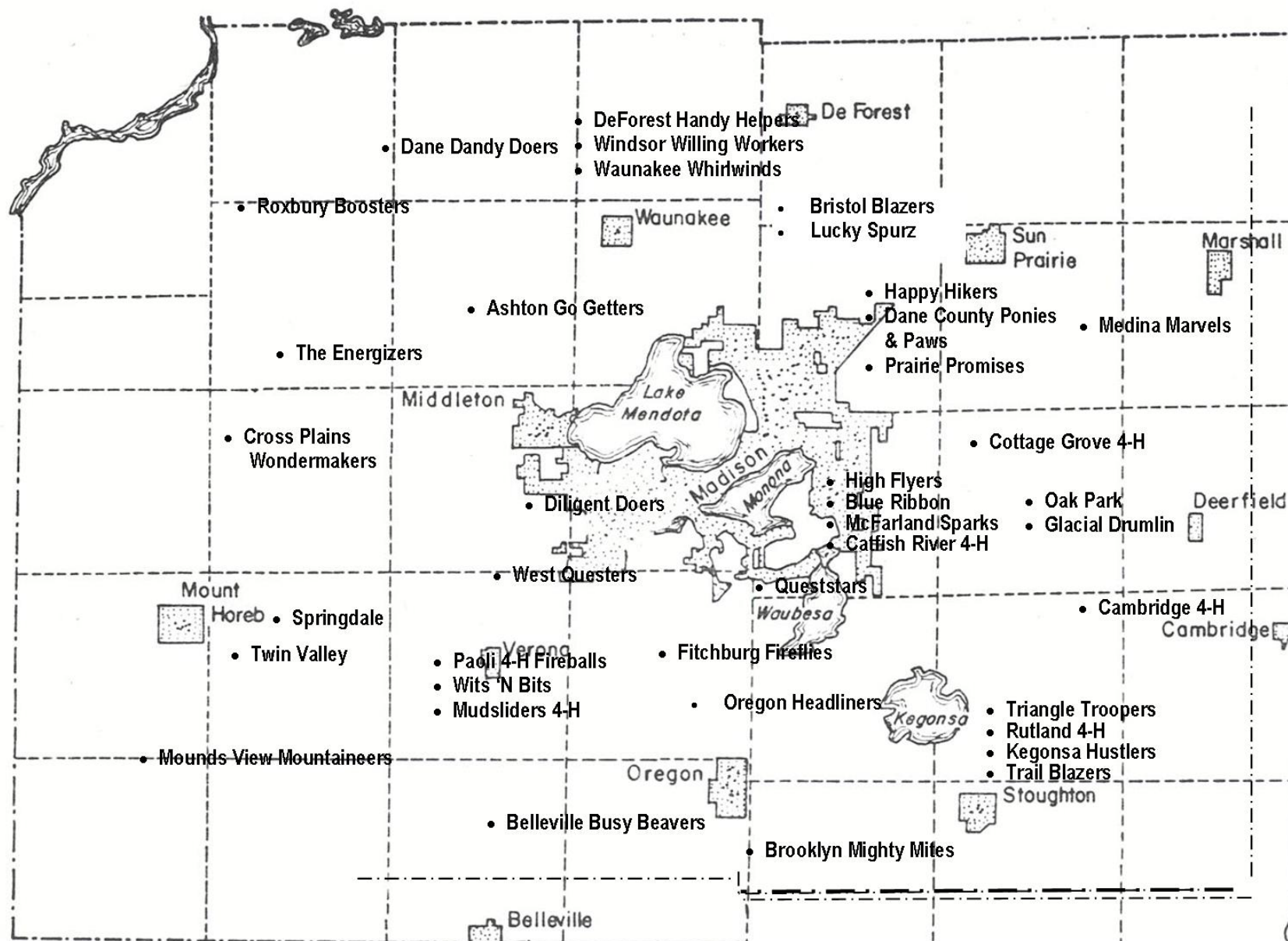
COLORS: Green and white are the 4-H colors. The white background of the flag symbolizes purity. The green, nature’s most common color, represents life, growth, and youth.

SLOGAN: *"Learn by Doing"* is the 4-H member’s way of growing new skills and learning how to get along with others.

PLEDGE: The Pledge of Allegiance and the 4-H Pledge are recited at the beginning of all 4-H club meetings.

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.

DANE COUNTY 4-H CLUBS



WHAT IS A 4-H CLUB?

A 4-H club is a group of youth and adults who meet on a regular basis and together practice positive youth development and cooperative learning.

4-H Clubs strive to create, within their group, a quality learning environment that gives members a chance to be an active part of the decision making process; values and respects the voices of all; provides members an opportunity to reflect on and demonstrate their learning; connects members to their community through service; encourages the development of positive relationships with peers and adults; is welcoming and accessible to all; celebrates individual and group achievements; challenges youth to establish and meet individual goals; and provides for the physical and emotional safety of all.



Questions to Ask Right Away When Joining a Club:

- Who is the adult organizational leader and how do I contact them?
- When, where, and how frequently does the club meet?
- How does the club handle fees? Do they charge fees in addition to the Dane County 4-H Leaders Association enrollment fees?
- What are the club goals and planned activities for the year?

WHAT HAPPENS AT A 4-H CLUB MEETING?

A 4-H club meeting is run by youth leaders or youth officers. The meetings usually include three types of activities.

- **Business/Group Decisions:** This is where youth get to practice democracy in action. Members learn how to express themselves in a group, listen to the views of others, come to a decision either through consensus or parliamentary procedure, and abide by majority rule.
- **Group Building/Recreation:** A variety of activities add enjoyment to the meeting. This could include icebreakers, organized games, refreshments, and celebrations.
- **Education:** “Learning by doing” is one of the key elements of 4-H. Youth can do demonstrations at club meetings to teach skills to others. Clubs may also bring in guest speakers or do service learning activities.

WHAT ARE 4-H PROJECTS?

A project may be a topic like geology, photography, poultry, food and nutrition, horses, or bicycling. It can be almost any subject that young people are interested in. Each club offers different projects depending on the needs and interests of youth and availability of caring adults to lead the project. Projects are experiences that help 4-H'ers learn to make decisions. Projects are the “foundation tool” for helping young people develop life skills.

WHAT ARE LIFE SKILLS?

Life skills are the long-range benefits youth gain from participating in 4-H. The term “skill” here means more than physical abilities such as writing, sewing, and athletic achievement. It includes a combination of behaviors, communication styles, and thinking skills.

Remember:

When selecting a project, the member should talk it over with their parent(s) or caregiver. Parents, do not decide for your children, but help them decide. Remember, decision making is one of the many important life skills young people can develop in 4-H.

Questions to Ask Yourself When Selecting Project(s) to Enroll in:

- Is it a project I like or think I will like?
- How much is this project going to cost?
- Is the space and equipment I will need to complete this project available?
- How much time will it take?
- Is there someone who can help me if I need it?



At 4-H project meetings, youth will practice skills related to a topic of interest with guidance from an adult volunteer.

WHAT IS EXPECTED OF A 4-H FAMILY?

4-H Youth...

- Complete your enrollment steps through 4HOnline.com as soon as possible.
- Participate in club meetings, events, and service projects.
- Set and strive to complete 4-H goals.
- Help to share your knowledge with other club members.

4-H Parents and Caregivers...

- Advise your child in the selection of projects.
- Show your interest and enthusiasm for the projects they selected.
- Help guide your child with their projects, but do not do it for them.
- Assist your child in getting to meetings or other events. Parents and caregivers are encouraged to attend local club meetings and county-wide events with their children.
- Be informed by reading the 4-H information sent to your family and asking questions when unclear.
- Ask for a copy of your club's bylaws and constitution or operating guidelines and yearly calendar of events.
- Be a role model of a good sport so that children will learn to celebrate and appreciate the successes of others.
- Check the Dane County UW-Extension 4-H Youth Development website for the latest updates on 4-H programs and opportunities.
- Volunteer to assist with club events and activities when possible.

HOW DO I BECOME AN ADULT VOLUNTEER?

Volunteers are the key to successful experiences for 4-H members. Adults who volunteer also reap the benefits of interacting with youth and other adults. There are many ways adults and older youth can participate as volunteers. Volunteers might share knowledge and skills gained through work or hobbies or chaperone at camps and retreats. Many opportunities arise throughout the year. Check with your club leader or your County Extension Office for specific information.

All 4-H Youth Development staff and adult volunteers are required to be trained and screened for the protection of our youth and volunteers. The volunteer enrollment process includes the following steps:

- Enroll in 4HOnline
- Complete an online mandated reporter training through 4HOnline
 - This provides valuable information about how to recognize signs of child abuse and will provide the background for some conversations at the in-person VIP training
- Register and attend an in-person UW-Extension Volunteers in Preparation (VIP) training
 - These trainings are held several times each year and are facilitated by UW-Extension 4-H Youth Development staff
- Pass a national criminal background check

Screened and trained volunteers are covered under the University of Wisconsin-Extension liability insurance, as long as they are acting within the scope of their duties as a volunteer.

WHO'S WHO AND WHAT THEY DO

Club Organizational Leader

- Gives guidance
- Works with youth to guide successful meetings
- Helps plan yearly club program
- Guides club officers with responsibilities
- Keeps club informed of general club matters
- Informs parents/caregivers and youth of 4-H activities
- Attends leader meetings and training
- Assists in recruiting new members
- Serves as a liaison to the County UW-Extension Office

Enrollment Coordinator

- Assists with 4-H enrollment paperwork and processes
- Verifies information and confirms enrollments using the 4HOnline system

Project Leader

- Plans, coordinates, publicizes, and conducts project meetings or trainings
- Provide encouragement, guidance, and evaluation on project-related topics

Activity Leader

- Organizes and guides youth in conducting special activities (music or drama, dairy promotion committee, parade committee, chaperoning camp, etc.)

Cloverbud

- Any youth in 5K – 2nd grade who enrolls in 4-H is in the Cloverbud project.
- Explore 4-H through fun, non-competitive, activity-centered learning experiences

Youth Leader

- Share experience or knowledge in a project to help younger members learn and grow
- Take an active role in teaching younger members or serving as a club officer or committee chairperson
- Youth leaders are encouraged to enroll in the Youth Leadership project

4-H Leaders Association

- Composed of all adult volunteers, enrolled youth members, and their parents/caregivers
- Promote better understanding of the 4-H program
- Encourage family involvement in 4-H programming
- Meet three times per year in order to plan and provide training to enhance local work
- Led by a Board of Directors who meet monthly to support the work of the Association

UW-Extension Staff

- Serve as a resource
- Help plan, conduct, and evaluate the 4-H program
- Assist club organizational and project leaders by providing training and research-based resources
- Advise the public about 4-H opportunities
- Recruit, screen, and train volunteers
- Work with county and state decision-makers to build public support for 4-H

HOW 4-H BENEFITS YOUTH

4-H Members:

- Gain new skills while they learn.
- Complete projects that are appealing and meaningful to them.
- Make friends and belong to a group.
- Give and receive acceptance and affection.
- Enjoy themselves while learning.

The 4-H Study of Positive Youth Development defined and measured positive youth development among 4-H participants over ten years. Compared to their peers, the report shows that youth involved in 4-H programs excel in several areas:

4-H'ers are...



**more likely to
give back to their
communities**



**more likely to
make healthier
choices**



**more likely to
participate in
STEM activities**

HOW DOES LEARNING HAPPEN IN 4-H?

The 4-H Slogan: “Learn by Doing”

The 4-H slogan is the educational philosophy of the 4-H program. Since young people learn best when they are actively involved in the learning process, 4-H programs are designed to provide hands-on experiences that are reinforced through personal and group reflection and application “do-reflect-apply.” This research-based educational methodology is called “Experiential Learning.” The model below illustrates how 4-H experiences are intentionally developed to optimize learning.



4-H RECORD BOOKS

Records are a way of recording a 4-H member's growth through learning and experience. Reflection is a very important part of the Experiential Learning Model we use in 4-H. Reflection allows you to think about the how's and why's of an experience or activity to identify what you learned through the experience, enabling you to then apply that learning in other situations.

4-H record keeping is helpful in teaching important life skills, such as self-discipline, decision making, goal setting, wise use of resources, communication, sharing, etc. Accurate and up-to-date records and portfolio not only provide a history of your 4-H experience, they are also helpful in successfully completing applications to colleges and universities, scholarships, awards, and employment.

The Dane County 4-H Record Book and Awards Packet is available online:

<http://fyi.uwex.edu/dane4hyouth/awards/>

A Look at the 4-H Year

The schedule below provides an overview of county and state events and due dates. Remember to visit the Dane County 4-H website for specific dates and new opportunities throughout the year:

<https://fyi.uwex.edu/dane4hyouth/>

September

- Re-enrollment Begins
- State 4-H Horse Expo
- Record Book Review & Award Applications Due

October

- National 4-H Week
- National Youth Science Day
- 4-H Arts Camp
- Officer Training
- Wreath & Roping Orders Due
- Youth as Partners in Civic Leadership Conference (YPCL)

November

- Enrollments Due November 1
- Club/Group Charter Renewal Due November 1
- 4-H Fall Forum
- New Family Orientation
- National 4-H Congress
- Dane County 4-H Leaders Association Meeting
- Wreath & Roping Order Pickup
- Endowment Applications Due

January

- New Family Orientation
- Beef Weigh In
- Deadline to enroll in a large animal project to determine eligibility for showing at Dane County Fair

February

- Enrollment Fees Due to UW-Extension Office (Club Leaders will collect)

March

- 4-H Scholarship Applications Due
- Enroll in Projects by March 1 to Exhibit at Dane County Fair

April

- Dane County 4-H Leaders Association Meeting
- 4-H Performer's Festival
- Swine Check In for Dane County Fair
- National 4-H Conference
- Space Camp

May

- Sheep Check In for Dane County Fair

June

- Wisconsin 4-H & Youth Conference

July

- Citizenship Washington Focus (CWF)
- Dane County 4-H Summer Camp at Upham Woods
- Dane County Fair

August

- Wisconsin State Fair
- State 4-H Dog Show
- Dane County 4-H Leaders Association Meeting

EXHIBITING AT THE FAIR

Fairs provide many opportunities for youth involved in 4-H to learn and grow. Exhibiting 4-H projects at the fair is a wonderful way for young people to showcase and receive feedback and recognition for their work. Visit with your club leader or project leader to learn more about 4-H opportunities at the fairs in Dane County.

Youth in Dane County can exhibit at the following local fairs:

Dane County Fair: <http://www.danecountyfair.com/>

Stoughton Fair: <https://www.stoughtonfair.com/>

Lodi Agricultural Fair: <http://www.lodiagfair.com/>

These fairs are not run by Dane County 4-H. Be sure to visit the website of the fair you want to exhibit at to get the necessary forms. Members are responsible for turning in their entries on time. It is the member's responsibility to find out the rules of a fair and follow them, while representing Dane County 4-H and following the Wisconsin 4-H Code of Conduct.



Taking Care of Business: Contacting the UW-Extension Office

Yes, we like to hear from you! Here are a few tips to help us communicate effectively:

Emailing

- Type “4-H” and the topic you are communicating about in the subject line.
- If you want confirmation that an email message was received, please indicate so in the body of the e-mail.

Calling

- Use the UW-Extension phone numbers listed on the next page.
- Talk with Kathy, who supports the 4-H program. Kathy can answer many 4-H questions or she will connect you with the person who can provide a response.
- We have a voicemail service, so messages may be left in the evening, weekends, or when a particular staff member isn’t available.

In Person

- Schedule an appointment if you would like to talk specifically with Jess, Tracy, or Brianna to ensure that our schedules work with your schedule.
- Office hours are 7:45 am to 4:30 pm Monday through Friday.
- If you are stopping by during office hours to turn in items or pick up items, please let staff know ahead of time so that we can gather materials for you.

Sources:

This handbook was adapted from the following sources:

- 4-H Youth Development Family Handbook from University of Minnesota Extension
- What happens at 4-H Club Meetings? By Janelle Stewart, Michigan State University
- Washington County 4-H Youth Development Enrollment Guide and Family Handbook from Washington County UW-Extension
- Handbook for New Families from University of California 4-H

University of Wisconsin-Extension Dane County Office (see map below)

Lyman F. Anderson Agriculture and Conservation Center
5201 Fen Oak Drive, Suite 138
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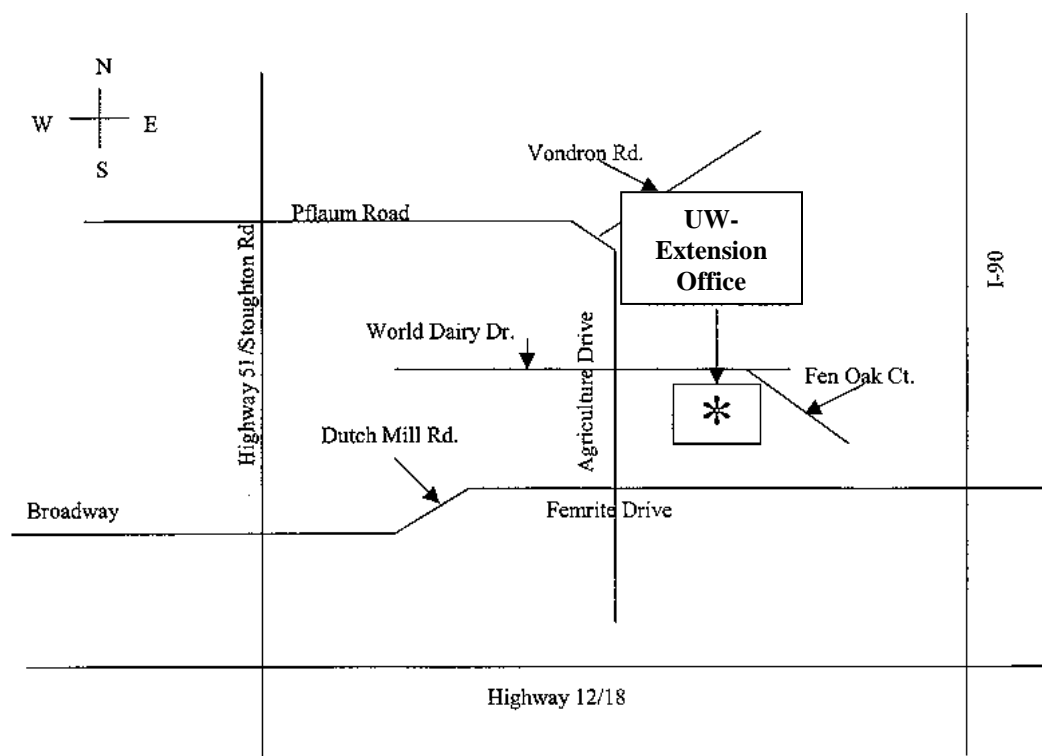
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University of Wisconsin Extension - Dane County

<http://fyi.uwex.edu/dane4hyouth/>



Lyman F. Anderson Agriculture & Conservation Center

The facility is located at the southeast corner of Agriculture Drive and World Dairy Drive.

To find our offices from the Beltline, take the highway 51-exit north. Turn right at the lights onto Broadway East. Follow this road as it becomes Dutch Mill Road and then Femrite Drive. At the intersection of Agriculture Drive, turn left. As you drive up Agriculture Drive, on your right you will see a 2-story brick building. Turn right onto World Dairy Drive and then right again onto Fen Oak Ct. and into our parking lot.

To find our offices coming from the north on Highway 51, turn left at the lights on Pflaum Road. This road will curve right, or south, and become Agriculture Drive. Follow this to World Dairy Drive and turn left onto Fen Oak Drive.