

Waukesha County 4-H Family Handbook



This 4-H Family Handbook belongs to the _____ family.

Our 4-H club is the _____ 4-H Club.

The club meets the _____ of the month, at _____
(Day) (Time)

at _____.
(Place)

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Welcome To the Waukesha County UW-Extension 4-H Program

Dear 4-H Families,

This New Family Handbook is designed to give you fundamental knowledge of 4-H; including the opportunities within 4-H, the purpose of 4-H, and the structure of 4-H.

We acknowledge that no booklet can answer all of your questions, so if questions come to mind after reading this, please use the following guidelines to determine whom to call:

- Questions relating to the Club you have joined – your club “Organizational Leader,” the leader in charge of your club (who is likely the person who helped you enroll). If you are unsure who that is in your club, call the 4-H office for their contact information
- Questions relating to a project you have signed up for – your Club Organizational Leader
- Questions relating to a county-wide project (a project offered to all 4-H members in the county) – the County-wide Project leader who advertised in the Clover Flyer (bi-monthly 4-H newsletter) or contacted you about the project
- Questions relating to project literature – your Club Organizational Leader
- Questions relating to County-wide activities (basketball, curtain call, showcase, etc.) – your Club Organizational Leader or the volunteer in charge of the activity
- Questions your Organization Leader was unable to answer – the 4-H office

The Waukesha County 4-H Youth program is run entirely by volunteers; the only exceptions are the 4-H Youth Development Educator, Cindy Sarkady, and the part time support-staff person working at the Waukesha County UW-Extension office. Please keep this in mind as you work with and encounter volunteers in the program, realizing that these are unpaid people who have offered their time and expertise to serve and help develop youth. The 4-H program is supported by the University of Wisconsin Extension, through the county-based UW-Extension office.

The Waukesha County 4-H is part of the UW-Extension office located in the County Administration Center of the Courthouse building, 515 W. Moreland Boulevard Room AC-G22, Waukesha, WI 53188. The UW-Extension office hours are Monday-Friday, 8:00 a.m. - 4:30 p.m.

Cindy Sarkady, the 4-H Youth Development Educator, can be reached by phone at 262-548-7784 or by e-mail at cindy.sarkady@ces.uwex.edu.

Teri Bull, the 4-H Support Staff, can be reached at 262-548-7774 or by e-mail at tbull@waukeshacounty.gov. Her office hours are 12:30 – 4:30 p.m. Monday through Friday, and the office fax number is 262-548-7787.

Cindy Sarkady
Waukesha County UW-Extension
4-H Youth Development Educator

Requests for accommodations for disabilities or limitations should be made prior to the date of the program or activity for which it is needed. Please make such requests as early as possible by contacting the Waukesha County UW-Extension Office 262-548-7774 so proper arrangements can be made.



WHAT IS 4-H?



4-H is an informal educational program through which parents, other interested adults and youth can help young people develop confidence, social skills and decision-making abilities. These skills, along with learning additional subject matter and project knowledge, will help them to become responsible citizens who live full and rich lives.

The 4-H program and experience begins at the club level. 4-H members, parents and leaders have fun, learn and work together in project groups, club activities, with special interest groups and special events/activities.

4-H is open to youth (K-5 thru grade 13) and adults regardless of race, ethnicity, creed or disability.

4-H is a youth organization that belongs to the members, their families and other interested adults who serve as volunteer leaders. Support for 4-H programs is a joint effort of local County government, the University of Wisconsin and the United States Department of Agriculture CSREES (Cooperative State Research, Education, and Extension Service). Professional leadership for 4-H is provided by Extension faculty of the University of Wisconsin.

4-H EMBLEMS AND SYMBOLS:

Emblem – The 4-H club 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**.

Pledge – All 4-H members and leaders learn the National 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.



Colors – **Green and White** are the 4-H colors. The white in the 4-H flag symbolizes purity. The green (nature’s most common color), represents life, growth and youth.

Motto – “**To make the best better**” is the aim of each member in improving project work and in building better clubs and communities.

Slogan – “**Learning by Doing**” is the 4-H member’s way of acquiring new skills and learning to get along with others.



ENROLLING



The 4-H club year runs October 1 to September 30, however youth may enroll in Waukesha County 4-H at any time during the 4-H club year. Youth enrolling in the Waukesha County 4-H program after March 1st will not be able to show their projects at that year's Waukesha County Fair.

To enroll in 4-H, members complete an online enrollment form and turn county and club dues to the leader of the club they have chosen to join. The online enrollment forms can be accessed at <http://4h.uwex.edu/resources/mgt/4honline.cfm>

Youth in 3rd grade through one year after high school graduation who enroll in a 4-H Club are *4-H Members*. Youth in Kindergarten (K-5) through 2nd grade are *Cloverbud Members*. Besides age, the projects available for 4-H Members and Cloverbud Members are the main difference between the two. Details of what Cloverbud members can show at the Fair can be found at <http://www.waukeshacountyfair.com/wp-content/uploads/2012/04/217-Jr-Cloverbuds.pdf>

On the online enrollment forms you select the type of member and the projects you are enrolling in. To exhibit a project at county fair you must enroll in the project. See the enrollment guide for a listing of available projects.

In 4-H, "Age" and "Grade" are defined as the age or grade a member is as of January 1 of the current 4-H program year. Years as a member include the years a youth was a Cloverbud member.

If a family needs financial assistance to attend or join the program, please contact the Waukesha County UW-Extension Office.

RESPONSIBILITIES:

Now that members are enrolled there are responsibilities as a member and as a parent. There are also responsibilities of the leaders.

As a Member:

- Attend the monthly club meetings
- Attend project meetings
- Complete your projects early and exhibit them at the Waukesha County Fair
- Meet deadlines for entries and registrations
- Explore: give a demonstration, oral presentation/speech, judging, exhibit, or chair a committee, etc.
- Serve as an officer, committee member or helper at club events
- Participate in events, activities, and projects of the club and Waukesha County 4-H
- Compete end-of-year Record Book and apply for awards
- Encourage parents to attend meetings
- To receive a yearly membership pin, club and county requirements must be met
- Stay informed by reading the "Clover Flyer" the 4-H newsletter posted bi-monthly at the Waukesha County 4-H website: <http://waukesha.uwex.edu/4-h-youth-development/4-h-clover-flyer/>

 **As a Parent:**

- Participate in the 4-H program with your children and attend club and project meetings
- Serve as either an adult leader, a project leader or committee helper at the club and/or county level
- Help your children begin their projects very early (November-April), assist them as needed, but do not do the work for them
- See that your children meet their responsibilities and complete their projects
- Respect the efforts of all the volunteers in 4-H and help out when asked
- Encourage your child to exhibit at the Waukesha County Fair. Be sure to meet all Fair requirements
- Encourage your child to complete his or her Record Book and to apply for awards
- Read Waukesha County 4-H's electronic newsletter, the *Clover Flyer*

 **As a Project, Activity and / or Key Leader**

- Complete the required 4-H Volunteer Orientation Leader Training (VOLT)
- Complete required annual re-enrollment form
- Set regular meetings (minimum 6 meetings per year)
- Direct members to resources where they can obtain the supplies and information needed for projects
- Attend project leader training held at the county, regional and state levels (*don't* be afraid to ask for help)
- Encourage and guide members to start and complete project work early to avoid frustration and disappointment
- Encourage members to exhibit at the County Fair and to complete their Record Books
- Help parents understand what they can do to assist their child's project work
- Get involved at the County, Regional or State 4-H program
- Encourage, Encourage, Encourage

 **As a Club Organizational Leader**

- Complete the required 4-H Volunteer Orientation Leader Training (VOLT)
- Make sure the club has a leadership team of interested adults and youth
- Guide, Encourage, Teach, Advise, etc...
- Seek parental involvement
- Plan club yearly programs with a parent advisory committee and club officers
- Help volunteer project, activity and key leaders understand and perform their roles
- Supervise meetings
- Attend county leader meetings and workshops
- Submit required paperwork by deadline dates
- Attend officer training with club officers
- Encourage and support youth in leadership roles within the club



PROJECTS



Definition:

A "project" is a topic that you can explore. In the Waukesha County Project Enrollment Guide, you will find a listing of projects available and the type of leadership support available (county wide, self-taught, etc.). Descriptions of what you can do on a wide variety of topics can be found in the Wisconsin Enrollment Guide . . . from art to woodworking, from computers to rabbits, from clothing to small engines. You can choose to take any project listed in the Project Enrollment Guide, however, the amount of leadership provided by 4-H varies by project.

There are three different types of projects:

- *County-wide projects* are organized by 4-H leaders for the benefit of all 4-H youth in Waukesha County. Their meetings are open to everyone. E-mails with project information and meetings are sent to youth who sign up for a county-wide project when they enroll in 4-H. The meetings are usually published in the Clover Flyer and listed on the 4-H Calendar.
- *Club projects* are organized by a leader within a 4-H club for youth in that 4-H club. The meetings for those projects are only promoted within the club.
- As no club or even county can possibly offer all the 4-H projects available, most projects can be taken as *independent study*. The youth would use 4-H literature and other resources to learn about and complete their project without meetings and 4-H leadership.

No matter what type of leadership is provided, each 4-H member must work on and complete his or her own project.

Enrolling:

If you want to exhibit a project at county fair, it is not enough just to show interest in a project, you must enroll in the project. A basic suggestion for beginners is to only enroll in as many projects as the years you have been in 4-H. Feel free to enroll in as many projects as you want, but it would be smart to stay safe and only enroll in one or two projects your first year. The final date to make project changes (adds/drops for County Fair Exhibit) and project completion is March 1.

When you enroll in a project, you are strongly encouraged to finish the project for the year by entering at least one exhibit in the fair. The possibility of obtaining future awards, trips, and scholarships is dependent upon finishing all of your projects that you have enrolled.

A youth may enroll in as many projects as they desire, up to a maximum of 24. A complete list of projects offered within the county are listed in the enrollment guide, available online and from your organizational leader.

At minimum, 4-H members must be in 3rd grade to exhibit any animal. In addition, youth and leaders enrolled in the 4-H Horse projects are required to wear safety helmet and footwear while riding, driving, or working with horses.

Cost:

The cost of a 4-H project varies. A member enrolled in visual arts might use supplies from around the house to practice the skills he or she is learning and have no additional expense. A member who buys and keeps a saddle horse might invest hundreds of dollars. Members should consider cost as they select a project. It should be realistic to the family situation.

☘ *Project Leaders:*

A project leader is a volunteer leader who helps 4-H members as they plan, create, and learn within a project area. He or she holds project meetings, and serves as a guide to youth as they construct and explore their projects.

Your child may have a project leader in your club for any given project. Although this is not always the case, some project leaders are shared between different clubs. Additionally some projects do not have any project leaders within the county. These projects are self-led, and the youth learn and experience the project through their own review of the 4-H literature, additional related resources, and with the assistance of their parents. It is best to contact your own club leader to determine which projects have leaders at the club and county level.

☘ *Youth Leader*

A 4-H member, who is involved in sharing information with other members in a project, activity or special event. As a youth leader, one can be involved at the club, county or the state level. Youth leaders can also serve in roles as club officers, committee chairpersons, or representatives on the Executive Board.

☘ *Resource / Key Leader*

Resource and Key Leaders are available for anyone in the county. These leaders have a great deal of experience and expertise in projects, and may serve as a valuable resource to project leaders. They are available for individual meetings, county project meetings, and workshops. Not all projects have Key Leaders available to them.

☘ *Project Meetings:*

Each project leader determines the time and date of a project meeting. There is no definite time for any project meeting, except the one set by an individual project leader.

☘ *4-H Club Projects:*

The Wisconsin Enrollment Guide lists all 4-H projects. The format of project listings in the guide is as below.

DOGS 1

What you can do in this project:

- Learn basic skills for dog care and training
- Discover different dog breeds
- Study and identify dog body parts
- Learn how to keep a dog healthy and groomed

Grades: 3-5

Resources: 166, *Wiggles and Wags*
H436, *The Basics of Training Your Dog*



 *County Level Projects Include:*

- | | | |
|-------------------|------------------------------|------------------|
| - Dog Obedience | - Photography | - Scale Models |
| - Shooting Sports | - Cats | - Clogging |
| - Clowning | - Crocheting | - Dairy |
| - Goats | - Horse & Horseless Horse | - International |
| - Knitting | - Model Trains | - Rabbit Hopping |
| - Fishing | - FIRST Lego League Robotics | - Rabbits |

Please see the enrollment guide for a detailed description of what you would learn by joining these projects. Some of these county level projects have their own specific rules, such as Dog Obedience and Horses.

 *Project Literature / Materials*

Every fall, project lists are available from the UW-Extension Office for all club organizational leaders. Leaders then request materials and the county will send the appropriate 4-H literature as soon as it is available. Leaders will then send literature to the families. 4-H literature is not mandatory, but rather is supplementary material to the expertise of your project leader. Its purpose is to assist youth and serve as a reference for potential project and county fair exhibit ideas. Literature distribution usually occurs sometime between December and February. The time it takes to receive your literature differs club to club and depends on its availability from the National 4-H.

The internet is also a great place to search for information and starter guides. You may also want to check with your local library for resources relating to the project.

“Learning by Doing...To Make the Best Better”



The Waukesha County 4-H program has six (6) 4-H districts within the County. Each club is located within a district. The district names and clubs in them are as follows.

North-East	South-East	South-West
Brookfield Blazers Falls Busy Beavers New Berlin	Cleveland Challengers Muckey Washington	Kettle Moraine Eagles Prairie Pioneers West Vernon
West	North-West	Central
Kettle Moraine Livestock Moriah Ottawa Zion	Center Oak Clever Clovers Cooney Clovers Green N Growing	4-Leaf K-9 Connection LaTEENo Leadership Meadowbrook Minooka Saylesville Sparks

An updated directory of clubs, their meeting schedule, and place of meeting can be found on the Waukesha County 4-H website at: <http://waukesha.uwex.edu/4-h-youth-development/4h-clubs/>



4-H CLUBS



A 4-H club needs at least five (5) 4-H members from three (3) different families, an adult leadership team of volunteers who have successfully completed Volunteer Orientation Leader Training (VOLT), and a club calendar or yearly educational program that meets the requirements of the Waukesha County 4-H program. The youth of the club must be involved in leadership & decision making. A new 4-H club may be started at anytime.

An updated directory of clubs, their meeting schedule, and place of meeting can be found on the Waukesha County 4-H website at: <http://waukesha.uwex.edu/files/2010/05/2013-Club-Information3.pdf>

Meetings

Most 4-H community clubs hold meetings once a month. At meetings, youth learn the process of decision-making, community-service efforts, and project opportunities. The 4-H program helps youth develop life skills to help them become effective citizens and leaders in our community.

Officers

Officers are regular members elected by clubs to serve the club in some aspect for the duration of the 4-H year. Some clubs elect officers at the beginning of the year, while others may elect officers at the end of the year. Most clubs make use of the following officers: President, Vice President, Treasurer, Secretary, Corresponding Secretary, Historian, Activity Leader, and Hall Monitor.

4-H clubs may have officers and whatever committees they need to conduct their business. 4-H has instructional materials available for presidents, vice presidents, secretaries, treasurers, news reporters, recreation leaders, and song leaders. The club may have any number of officers, depending on its needs. Additionally at the beginning of the 4-H year, there is county level training available for all new and returning officers. The Executive Board of the Leader's Association conducts this training.



An activity leader is a volunteer leader who is responsible for organizing and conducting club activities such as basketball, drama, fundraising, potlucks, bonfires, music, recreation, and picnics. A Cloverbud leader is a volunteer leader who is responsible to work with the Cloverbud members of the club. An organizational leader or general leader is a volunteer leader who is responsible for the organization of the club. This leader helps introduce new members to 4-H, coordinates meetings and activities, and sends and receives information from the County 4-H office.



The Waukesha County Fair is an event to support and celebrate the youth of the 4-H program in their growth, achievements, and endeavors. Along with hosting the 4-H program, the County Fair exhibits various commercial vendors, businesses, family activities, food vendors, and musical shows.

The Waukesha County Fair provides an opportunity for 4-H youth to exhibit items that demonstrate the hard work and growth of an individual as it relates to 4-H projects. Members discuss with a judge what they have learned and the process of the creation of their exhibit. The placing of an entry is based not only on the quality of the entry, but also on how much the youth learned in the process. The Fair is also a place for youth and adults to serve as 4-H volunteers. Help is needed to run the Dairy Bar, 4-H Kitchen, 4-H Information Booth, Activity Center, and the Silent Auction. The 4-H Forum and Expo Center Building are rented out by 4-H during the course of the Fair and during other days of the year for special events. The Fair usually takes place sometime around mid July.

The Waukesha County Fair is run by the Waukesha Fair Association, any inquires about the fair or fair related activities or complaints should be addressed to the Fair Association. More information can be found at <http://www.waukeshaountyfair.com> Fair premium books are available online.

Leaders of Fair

The Fair Board is a countywide volunteer group that oversees the administration of the Waukesha County Fair. A dues-paying individual interested in the Waukesha County Fair is called a Fair Association Member. The Fair Superintendent who oversees a project department and works with youth or open class exhibitors and their families at the Waukesha County Fair. Any individual youth or adult who wishes to assist in the operations of the Waukesha County Fair is a Fair Volunteer.

Fair Exhibit

A fair exhibit is a singular item that was made by a youth. The 4-H youth create exhibits using the skills and knowledge pertaining to a particular project. Youth may then enter exhibits into the county or state fair. Each project allows numerous exhibits to be entered in the county fair. Each project also has its own rules and regulations' concerning what constitutes a valid fair exhibit and the number that may be entered

Fair exhibits made from kits do not receive the same treatment as normal exhibits. Such exhibits will not receive a blue ribbon, and often receive very low ribbons. It is in the youth's best interest to create an original exhibit, foregoing the use of a kit.

Youth may only exhibit an item if they are currently enrolled in its respective project. For example, you cannot submit a photograph in the fair as an exhibit if you are not currently enrolled in photography.

Fair Process

1. In order to show at the fair, each youth must enroll online on the County Fair website, before the fair entry deadline. Specific information is available via the County Fair Rule Book for the current year. Your club Organizational Leader will help you with this.

2. After they have enrolled and before the fair starts, each family should receive all of their **fair entry tags (see below)**. These tags need to be attached to each exhibit. Remove your **claim checks (see below)** from each entry tag. Write a description on the back of the claim check that will help you identify the item at pick-up time. Keep all of your claim checks together in a safe place, such as an envelope (labeled for each child) in Mom's purse, or in the glove box of the car. This will help you find them easily on Sunday night for exhibit release.
3. The weekend before the fair opens to the public, it will open for 4-H exhibits judging. Different projects have judging on different days.

For Fair Judging:

- Bring all of your exhibits, with entry tags attached, to the fair
- Check in at the main information booth and receive a color coded card for each set of projects in a department, for all needed departments
- Check in with each department at which you need to be judged
- Wait for your number to be called and have your exhibits judged for that department
- Continue to next department(s) until all exhibits are judged
- If desired, wait until the evening when exhibits are selected for special awards
 - Exhibits that are being considered for special awards are marked in some fashion

For specifics, see the Clover Flyer, ask your Club leader or any other experienced member/family.

 *Fair entry tags / claim tickets*

Fair entry tags are small stubs of paper that **must be attached** to every fair exhibit in order for it to be judged. The fair office uses entry tags to record all exhibits entered in the fair. This is done for distribution of fair premium checks in the fall. After each exhibit is judged, the bottom portion of the entry tag is torn off. The tag then becomes a claim ticket to be used at the end of the fair so that exhibits may be picked up properly and by the correct persons.

Fair tags are distributed to each club before the fair begins. Each youth must be properly enrolled in a project and signed up for his or her respective fair entries in order to receive fair entry tags.

 *Dairy Bar / Kitchen*

The 4-H Dairy Bar sells ice cream and other frozen treats at the Waukesha County Fair, and is run by the youth of 4-H with adult supervision. It is part of the 4-H fundraiser, and is located in the area adjacent to the kitchen in the 4-H Forum building at the county fair. The kitchen is a food stand, also run by 4-H youth with adult supervision. The 4-H uses the money raised to cover literature costs, awards, scholarships, trips, etc.

 *Fair Enrollment Numbers*

Fair enrollment numbers are the code that the Waukesha County Fair Association uses in conjunction with the Waukesha County Fair entries at the fair. The Fair Premium book is available online at the Waukesha County Fair website and lists the classes and their entry numbers, along with all the fair entry rules pertinent to each class. <http://www.waukeshacountyfair.com>.



4-H ACTIVITIES



The Waukesha County 4-H holds many activities and events for members and their families throughout the year. Local 4-H clubs hold activities and events for club families and members to become better acquainted, to develop fellowship, and to strengthen the local community. County-held activities and events are conducted to supplement the local club and offer additional educational training. We encourage you to participate in as many of these activities and events as you can incorporate into your schedule. The following is not an exhausted list of countywide activities and events, but is a helpful guide to what is offered. For specific times and dates for all events, please see the Clover Flyer.

4-H Summer Camp

There is an overnight summer camp for 4-H members at Upham Woods, Environmental Education Center in Wisconsin Dells. Junior 4-H Camp is for youth ages 9 – 15. Senior 4-H camp is for youth ages 14 and older. The Senior 4-H Camps location and date change annually. All 4-H members arrive at camp via bus that leaves from the Waukesha County Courthouse Parking Lot.



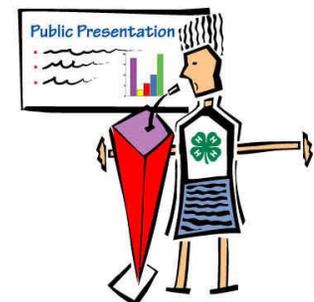
At Junior and Wilderness Camp there is swimming, boating, canoeing, archery, volleyball, crafts, hiking, and teambuilding activities. Evening campfires, songs, skits and a special theme program complete the days. Junior camp attendees stay in cabins and activities are geared to be age appropriate. At the 4-H Wilderness Camp 4-H members will be sleeping in tents, cooking camp food and enjoy a ‘rustic’ camping experience. The camp program is developed & led entirely by older 4-H youth under the supervision of the 4-H Camp Committee. Leadership development is a central element in the mission of our county 4H camp program.

Senior Campers will enjoy camping, canoeing, swimming, hiking, making their own meals, and great times spent with 4-H friends from Waukesha County. The Senior Camp Outpost is led and chaperoned by Waukesha County 4-H Adult Volunteers. Senior Camp is offered only if enough youth register.

Additional information, photos and contact information for Upham Woods Camp in Wisconsin Dells is available at their website <http://www.uwex.edu/ces/4h/uphamwoods/>

All adults and youth are welcome to become members of the Camp Committee. These adults must be VOLT trained & must attend all the meetings of the Camp Committee that are held from October through June. *Only members of the camp committee can serve as chaperones for 4-H camp.*

While the Waukesha County 4H Camp is designed for 4H members, non 4-H youth are welcome to attend camp also as space permits. However, non-4-H members will not receive the subsidy offered to 4-H members by the Waukesha County 4-H Leader’s Association.



ReDiscover 4-H

The ReDiscover 4-H is an opportunity to showcase 4-H, the activities, opportunities and projects as well as each individual 4-H club. The members exhibit their club’s activities and use the night to promote 4-H to prospective families.

Basketball Tournament

This tournament includes a weekend of basketball games between 4-H club teams. There are age-specific teams, with an emphasis on sportsmanship and competition. Every registered player plays on a team and the younger teams are coed. Teams practice together and the tournament is on one weekend in spring. There are five divisions based on grade.

County Fair

The County Fair is a place to exhibit items to demonstrate the hard work and growth of an individual in his or her 4-H project(s). Members discuss with a judge what they have learned and the process of the creation of their exhibits. Also during the Fair, both youth and adults may serve as volunteers as they run the Dairy Bar, 4-H Kitchen, 4-H Information Booth, Activity Center, and the Silent Auction. The deadline of entry to the County Fair is June 1, but be sure to also follow individual club deadline requirements.

Curtain Call (Drama / Music)

Clubs and individuals perform skits, one act plays, musicals and dance routines. The performances are critiqued by judges. They may also choose to perform again at the County Fair. Two performances are selected to perform at the Wisconsin State Fair

Demonstration Day

Demonstration Day offers 4-H members the opportunity to share a project or activity in a “show and tell” format. This event takes place during other county 4-H events (i.e. Family Fun Night, Basketball Tournament, etc.) It is an opportunity to have projects judged by fair officials. In this event, premium money and project medals/honors are awarded. Youth may also give demonstrations during the County Fair at the Youth in Action stage and during ReDiscover 4-H. These are critiqued and the youth can gain recognition for the demonstration in the Record Book, but will not be eligible for a premium.

Family Fun Night

The 4-H clubs of Waukesha County hosts a family night at the Waukesha County Expo Center grounds in the spring of the year. The purpose of the night is for 4-H members to gather for fun, games, food and fellowship.

Fund Raisers

The Waukesha County 4-H Leaders Association has an annual fundraiser to support the efforts of the Waukesha County UW-Extension 4-H Youth Development program and the activities of 4-H members, families and volunteer leaders. During the County Fair, the Leaders Association also operates and staffs the 4-H Kitchen, Dairy Bar, and Silent Auction.

Other County Fair Related Contests

The following contests and activities are part of the Waukesha County Fair, but are held in spring or summer prior to the actual Waukesha County Fair date which is July. The Archery Shoot is for members in the Archery project, the Rifle Shoot is for members in the rifle project, the Style Revue is for all members in the clothing or consumer savvy projects, the Cat Show is for members in the Cat project, and the Dog Show is for members Dog Obedience project. For all of the events, project skills are involved, premium money is awarded, and youth need to enroll for the events as per regular Fair enrollment.

 *Rocket Launch*

The Waukesha County 4-H Rocket Launch is an annual event each summer. The Waukesha County Rocketry project leaders and other adult volunteers assist interested 4-H youth launch their model rockets.

 *Showcase*

The 4-H Showcase event every spring is a morning devoted to individual performances by 4-H members. Performances can be spoken word, singing, dance or instrumental. A group of 4-H members will provide additional entertainment as they perform together in the “band jam”.

 *County Wide Project Workshops*

Workshops are county level events, organized and run by project leaders at the county level. The purpose of a workshop is to assist youth in exploring a specific 4-H project. Workshops are a one-time, annual event for youth to gather information and try the project without having to commit. More information is available in the Clover Flyer: <http://waukesha.uwex.edu/4-h-youth-development/4-h-clover-flyer/> or the 4-H calendar online at: <http://waukesha.uwex.edu/4-h-youth-development/4-h-calendar/>



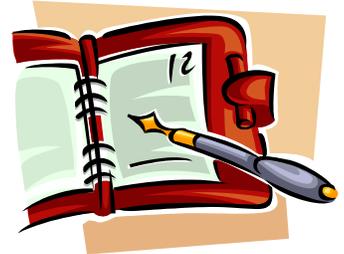


RECORD BOOKKEEPING



Record keeping is a life skill that can be developed through your 4-H work. Setting project goals, keeping track of the financial records, and recording accomplishments is all part of complete record keeping.

Some 4-H clubs require members to keep Record Books, while some clubs do not. If you want to apply for awards or scholarships for higher education, you need to make record keeping one of your life skills. Many 4-H members will attest to the benefit and importance of Record Books and record keeping as they apply for higher education, prepare their resume, and submit applications for jobs.



A 4-H record book is a recording of all activities, skills, and knowledge learned through community life, leadership, and 4-H projects and activities. Specifically, a record book is documentation of all 4-H activities at the club, county, and state level, in which a youth has attended and participated. This also includes community activities and the progress of a youth in each respective 4-H project. 4-H Record Books should be filled out completely and accurately. Parents should oversee the member's work, but the member **must do** his or her own writing or typing. Parents and project leaders should encourage each 4-H member to work on his or her Record Book throughout the year. A yearly 4-H Record Book is required in order for a 4-H member to qualify for County Level awards, pins, scholarships, or award trips. If your club is not involved in awards recognition, please contact the Waukesha County UW-Extension Office and the 4-H Awards committee for assistance with award nomination.

Filling out a record book for the first time can be quite confusing, which is why youth should ask their club leader or another senior families for assistance. Leaders may hold workshops at the club and county level to teach the correct way of filling out record books.

Your record book should include the following:

1. We suggest a 3-ring binder. You can insert the record book covers (green) in the front pocket of the binder. Make sure the information on the inside and outside covers is complete.
2. The permanent record section with tally sheets. You build on this section yearly.
3. Tally sheets from the current year and previous years.
4. Project record sheets (and financial record sheet if required in that project) for each year you take the project. Record book sheets are located on the Waukesha County 4-H website: <http://waukesha.uwex.edu/4-h-youth-development/4-h-record-book-pages/>

Membership Evaluation (ME) Form

ME forms are used to evaluate a member's entire career in 4-H and their community. ME forms are designed so the reviewers can see strengths and areas of growth of a particular member, and also so the member can chronicle his or her achievements and successes. ME forms request information that is easily accessible if a member has been diligently recording activities, achievements, and growth in the record book each year. ME forms are required to be filled out in order to receive scholarships and certain awards and trips. ME forms are normally completed starting in High School. Information and details can be found online at the address: <http://waukesha.uwex.edu/4-h-youth-development/4-h-forms/>



AWARDS / RECOGNITION SCHOLARSHIPS



Club Level

Achieving 4-H Member (For Member Year Pins)

To achieve in 4-H, a member must complete all the responsibilities of 4-H membership in the local 4-H club and in the Waukesha County 4-H program.

Record Book Stickers

If the 4-H club requires record books, then the club organizational leader or leadership team can award a member a Record Book sticker for his or her book. Sticker colors are blue, red, and white.

County Level

Participation Pins

The 4-H member must complete a record book and attain the required number of participation points to be awarded the bronze, silver, or gold participation pin. Recipients receive their awards at the County Junior or Senior Recognition events.

Honor Members

Club organizational leaders can nominate members to attend the County member recognition events based upon club policy and record books.

Member Achievements

4-H members can be nominated to attend the County member recognition events based upon earning a Champion Award, Award of Merit or Selected for State Fair award at the Waukesha County Fair.

Project Awards and Honors

Project awards and honors are given to youth who have shown exceptional quality project work, and who have improved their skills and knowledge of a project over the years. Members can be nominated for project awards and honors once they have entered the sixth (6th) grade. Members must meet the required minimum standards for the award nomination. Once nominated, a review process is conducted by the Awards Committee to determine recipients. Nomination forms and guidelines are available from: <http://waukesha.uwex.edu/4-h-youth-development/4-h-forms/>

Senior and Junior Recognition Event

The Senior and Junior recognition events are annual events held to recognize those youth in the 4-H program who have shown exceptional progress in the program and their 4-H projects. Youth who receive bronze, silver, gold, and project medals; special ribbons and awards such as the Award of Merit, Grand Champion, and State Fair award; or who have been awarded a trip via ME forms, such as the State 4-H conference or Washington Focus trip are eligible to attend the Junior or Senior Recognition events.

The Junior recognition event is for youth ages nine through 8th grade, and the Senior recognition event is for high school-aged youth and above. The events are usually held in January.

ME Form Based Awards

Wisconsin State 4-H and Youth Conference

Approximately 700 youth from around the State attend this educational event in Madison each summer. Participants take part in educational seminars and assemblies, and meet people from across Wisconsin. They are encouraged to take what they learn and share it with others in their home community. First time attendees of the ME Form will be considered for attendance at the State Youth Conference held in June on the UW-Madison campus. Youth must have submitted their Record Books and completed the seventh (7th) grade. Members will also need to participate in an interview process. 4-H members may attend the conference twice; however, first-time attendees will be given preference in the selection process. Please note that only 9th graders are eligible to attend for a second time. Forms are available from <http://waukesha.uwex.edu/4-h-youth-development/4-h-forms/>



Citizenship Washington Focus

After 4-H members have participated in the State Youth Conference, they are eligible for the Citizenship Washington trip, which is a weeklong experience in Washington, D.C., with an emphasis on citizenship and U.S. government.

National 4-H Conference

Youth are selected for this award from the ME award process, which includes interviews. The National 4-H Conference is the Secretary of Agriculture's premier youth development opportunity. National 4-H Conference is directly administered by National 4-H Headquarters within USDA on behalf of the Secretary of Agriculture. The event offers an experience specifically for 4-H program participants, 15-19 years old. The National 4-H Conference expands on 4-H's essential elements of Independence, Belonging, Mastery and Generosity by allowing youth to master skills to make positive life choices; participate in decision-making processes; act responsibly; positively influence their communities; and develop into informed, active, engaged citizens.

National 4-H Congress

Youth are selected for this award from the ME award process, which includes interviews. The National 4-H Congress is a four and a half day event for 4-H Youth, Extension staff, volunteers, and community partners. The Congress features a variety of workshop sessions, speakers, assemblies, and special events. The purpose of the congress is to exchange ideas, learn from each other, and recognize attendees for their achievements and community service. For this award, the County sends the names the two youth to State, and the final selection is made at the State level.

Leadership Camp: Miniwanca

Two youth are selected each year for this weeklong youth leadership camp experience held in Shelby, Michigan. The camp does have religious overtones. It is open to high school sophomores and juniors to explore and expand their capabilities for leadership and service.

Wisconsin Key Award

This is the highest state award a member can receive. The Wisconsin 4-H Key Award Program annually recognizes an outstanding group of 4-H participants who have demonstrated significant and consistent growth in their 4-H involvement, developed and productively applied their leadership skills, and actively participated in the functions of their 4-H club and community.

 *I Dare You Danforth Award*

This is the highest county award, which two members per year can receive. Members must be in the twelfth grade or higher to receive this award. Youth will receive \$100, a certificate of the award, and the book *I Dare You* by William H. Danforth.

Scholarships

 *County Scholarships*

The Waukesha County 4-H Leaders Association provides scholarships to youth and adults who attend conferences or workshops. The money must be used to cover registration costs and not toward food, travel, etc. The purpose of the scholarship is to provide up to \$100 of reimbursement funds for those who attend conferences and workshops benefiting an individual's knowledge and performance in the 4-H program. Applications available here: <http://waukesha.uwex.edu/4-h-youth-development/4-h-scholarships/>

 *County 4-H Higher Education Scholarship*

The Waukesha County 4-H Leaders Association provides scholarships to qualified and deserving 4-H members. Applications are evaluated by a selection committee based on: Scholastic Achievement, 4-H Club Achievement, 4-H County Achievement, 4-H State & National Achievement, and for Community and non 4-H Achievement. Applicants must be current Waukesha County 4-H members. Scholarship forms are due in April and completed Record Book forms in August. This scholarship can only be awarded once. Qualifications and application information are located on the following website: <http://waukesha.uwex.edu/4-h-youth-development/4-h-scholarships/>

 *Wisconsin 4-H Foundation Scholarships*

The Wisconsin 4-H Foundation has a scholarship program for 4-H graduating high school and alumni members. Scholarships include: Community Service; Agricultural; Dairy; Leadership; Betty Krueger Memorial; Family, Home, & Health; Natural Resources and Environmental Education; Animal Sciences; and Horse. Forms are located on the following website: <http://wis4hfoundation.org/>



What are the county level committees?

- Activities / Events
- Awards / Recognition
- Camp
- Endowment Fund
- Expansion, Promotion, Review
- Finance
- Food Stand
- Fundraising
- Leadership

Purpose statement: The Standing Committees of the Waukesha County 4-H Leaders' Association Executive Board are ongoing committees that exist to help support the 4-H Youth Development Program. The Standing Committees provide and oversee many activities and events, in addition to providing educational/informational meetings, sessions, and workshops, fundraising activities, and recognition of youth members and volunteer leaders. The goal with all committees is to continue to improve the Waukesha County 4-H Youth Development Program as well as to increase membership and expand the program.

Activities / Events

This committee serves to promote 4-H within the Waukesha County 4-H program and to further relationships amongst members through providing various activities and events. This committee oversees separate subcommittees for each activity/event and works toward recruiting volunteers for each.

Awards / Recognition

This committee is responsible for the oversight and management of the member and leader recognition awards programs. The committee strives to offer clarification on awards, record books, award trips, and ways to encourage both members and volunteers. The committee meets as needed. The committee also has an Awards Handbook which is given to each club and is periodically updated by the committee.

Camp

This committee is responsible for the 4-H summer camps. The summer camp program has evolved into the Junior Base Camp, Wilderness Outpost (camp) for mixed-age youth, and Senior (high school-aged) Camp. The two junior camps are held at Camp Upham Woods in the Wisconsin Dells. The senior camp is usually held away from Camp Upham Woods. The Camp Committee is responsible for the educational program that trains the youth staff and the adult staff who are delivering the camp program. The committee is responsible for recruiting applicants and selecting the staff. The committee starts up in fall and runs through the camp sessions and the camp wrap-up meeting in August.

Endowment Fund

Expansion, Promotion, Review

This committee exists to work toward meeting Federal requirements for programming and membership. In addition, this committee oversees subcommittees that support the overall goal of increasing membership and improving retention. This committee is also responsible for review of the Business Capstone Project Report

Finance

The Finance Committee, a standing committee of the Waukesha County 4-H Leaders' Association Executive Board, is responsible for the financial processing and record keeping of the Association. The Executive Board, and primarily its officers, have the fiduciary responsibility of the Association and have all final decision making authority on all financial matters of the Association (Art. III of the By-Laws). The Executive Board also has the responsibility, per our 4-H organization's charter agreement with the Wisconsin Extension system, to be in compliance with federal, state, and county financial laws and policies.

Food Stand / County Fair

This committee's main responsibility is the operation of the Waukesha County 4-H Food Stand at the Waukesha County Fair. This is the major annual fundraiser for the Waukesha County 4-H Leaders' Association. Youth participation on the committee is important as it provides an opportunity for the county 4-H youth members to prepare for their future. Youth members experience aspects of the food industry; learn how to work, interact, and communicate with others; and participate in a fundraiser event. Club members will be able to work with several different individuals from their club, the Food Stand Committee, and interact directly with customers.

Fundraising

Fundraising is a key element in operating a non-profit organization such as the 4-H Leaders' Association for the benefit of the Waukesha County 4-H Youth Development Program. The Fundraising Committee oversees separate subcommittees for each fundraiser activity/event and works toward recruiting volunteers for each. Volunteers may choose any number of subcommittees in which they would like to participate. The committee oversees and coordinates the schedule of fundraiser events and submits information for the Clover Flyer calendar. The committee also explores new ideas for fundraising. Ideally, the fundraising events will not only generate funding for the Waukesha County 4-H Youth Development Program, but would also increase awareness and visibility of the 4-H Youth Program in the community and establish supporting relationships with the business community.

Leadership

This committee is responsible for overseeing leadership activities, events, and training for both adult leader volunteers and youth members. The goal is to increase leader education and training as well as to provide youth with additional leadership opportunities. This committee works in conjunction with the 4-H Youth Educator to coordinate leadership activities, events, and programs.





OTHER INFORMATION



Other Important Leaders

At the County Level:

The 4-H Youth Development Educator is the professional who guides, teaches, and administers the 4-H program. The educator is a faculty member of the University of Wisconsin. The Waukesha County 4-H Youth Development Educator is Cindy Sarkady.

At the District / State Level:

Adult and youth leaders are elected to the State Adult or the State Youth Leader Council from our UW-Extension area known as the Eastern District Counties. The Councils are involved with state committees, state leaders' conference and the state youth conference.

Volunteer Orientation Leader Training

Volunteer Orientation Leader Training (VOLT) is for our adult 4-H volunteers. It is *required* of all club organizational leaders, project leaders, activity leaders, and any other adult leadership positions to take the VOLT training for child safety & insurance reasons. VOLT training is available at the beginning and end of the 4-H year. Check the Clover Flyer for specific times when VOLT is offered online at:

<http://waukesha.uwex.edu/4-h-youth-development/4-h-clover-flyer/>