

TO: 2021 Licking County Organizational Advisors

FROM: Lisa D. McCutcheon – Educator, 4-H Youth Development
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DATE: February 2021

RE: Club Resource Book Materials

As we move to a more online presence for the typical “Club Resource Book” materials in 2021, you will find that many of the materials that you reference during enrollment (as well as throughout the year) are now available to you online at licking.osu.edu > 4-H Youth Development > 4-H Club Advisor Resources > Club Resource Book Supplemental Materials. As you review all of the materials, consider if there are any items that you need in print form. We realize that not everyone has access to a printer at home, and we’re more than happy to provide copies as needed - just make us a list of what you need, and how many copies! If you are working with a club that is new to Licking County in 2021, you will receive key materials in a three-ring binder.

Below I have noted particular information of which you should be aware. Please read the following information carefully and then locate the materials referred to within your Resource Book. In order for this information to be useful, you - and your fellow advisors - must first realize that you have it.

ADVISOR TRAINING REQUIREMENT: All Licking County 4-H Club Advisors must attend an Advisor Training Update and complete the online Policy 1.50 Youth Protection Policy training. Advisor Training Updates conclude on February 24th, while the Policy 1.50 training may be completed through March 31st. As you have questions, please reach out to me (Lisa).

ENROLLMENT ENTRY DUE APRIL 1st. All club members must complete their online enrollment on or by April 1st each year. Any enrollments not entered online by 11:59 p.m. on April 1st will need to be completed in hard-copy form and submitted to the Extension Office. All enrollment instructions, and support materials, are posted online behind the How To Join 4-H tab.

LATE ENROLLMENT. It never fails that as soon as enrollments are submitted, we begin receiving calls from advisors who have had youth contact them about joining their club. Late enrollments may be submitted through Friday, April 16th, but must be done in HARD-COPY. Online enrollment will not be an option for late enrollments. We would expect to only receive one or two hard-copy enrollment forms from a club between the deadline and April 16th.

ADVISOR ENROLLMENT. Advisors are reminded that they must re-enroll in 4-Online, and allow time to be approved, before they will have access to information related to their club members. If the advisor is due to have a BCI background check completed this year, access to member information is not available until the background check has been received by OSU Human Resources. All background checks should be completed by no later than February 28th.

CLUB ROSTER. You have access to your club member's information through 4-HOnline. If you need assistance, or want to request that Adrienne run a club roster for you, please reach out to her directly. There is no easy way to run reports for each club at the county level, so she will continue to offer that on a club-by-club basis. Please be sure to contact all members from last year who are still eligible to re-enroll as you begin meetings.

SPECIAL FORMS. If you work with Shooting Sports, Horse or Dog projects, you will find that the new 4-HOnline 2.0 is set up such that members who choose those projects will automatically be asked to sign the related permission forms as a part of their enrollment process. This is very helpful! However, if you are working with Shooting Sports and need Handgun Consent forms to keep on-hand during range time, please know that this form is handled separately, and is available on the Club Resource Book Supplemental Materials page.

CLUB MEETING INFORMATION SHEET. This form requests information concerning where your club holds meetings and when your meetings will be held. This form must be completed and returned to the Extension Office. If your meetings are held in a variety of locations, note that and specify the area of the county in which they are held. This form can be found on the Club Resource Book Supplemental Materials page.

CLUB PARTICIPATION FEES. Don't forget that Club Participate fees are due May 1st. Those should be sent, in the form of a check, to Sally Schadt, the Licking County 4-H Committee Treasurer. You will find her contact information on the Club Participation Fee reminder on the Club Resource Book Supplemental Materials page.

CLOVERBUDS. If you have Cloverbuds enrolled in your club, you need to be aware that they may ONLY list CLOVERBUDS as their "project". This is the case for youths ages 5 (and in Kindergarten) through second grade (01/01/2021). Please be aware that #715 My 4-H Cloverbud Year is available to Cloverbuds and provides an opportunity for the member to explain their involvement in club meetings, what they've learned about 4-H programs, and other experiences during their year in 4-H. This is an especially good option for the second graders who are anxious to make the transition to project work!

PROJECT REQUIREMENTS. The updated Project Requirements will be available shortly! They will be posted to the Licking County 4-H website. Please ensure that your 4-H families know where to find them and are aware of the information pertaining to the projects in which their child is enrolled. As an advisor, if you need a print copy, please reach out to us, as we're more than happy to provide that for you, as needed.

ORDERING BOOKS. In order for us to meet your needs promptly, I encourage you to email your book order to us (Lisa or Adrienne) a few days in advance of when you might need them. This will allow us time to process your order and have it prepared when you need to pick it up, and order any books which we do not have in stock without you making an extra trip to the office. You'll notice that the order form has all materials listed by project name. You can find copies of the order form on our website, on the Club Resource Book Supplemental Materials page.

QUALITY ASSURANCE GUIDELINES. Please be sure that each of your members who are affected by these guidelines are aware of session dates and times as they are announced. This requirement applies to all youth taking animals to the fair, with the exception of only horse, llama and dog exhibits. Please realize that all QA guidelines must be met by no later than June 1st. Don't forget – clubs with livestock project are also required to have at least one advisor attend a training, as well.

EQUINE SAFETY AND ETHICS TRAINING. All 1st year horse project members, along with a parent/guardian are required to participate in the trainings - but only one time. This also applies to all new horse project advisors. These programs will be offered online, likely during the month of May, with all affected club members being contacted directly by our office.

HARTFORD FAIR LIVESTOCK REQUIREMENTS. Many of you contact the Extension Office during the year to discuss requirements for animals exhibited during the fair. The questions most often focus on possession dates, weight requirements, and health requirements. We have taken all of the essential information and put it into a “summary” sheet. The 2021 Hartford Fair Livestock / Animal Requirement Summary sheet is ready and is posted online for your reference.

2021 4-H PROGRAM CALENDAR. The 4-H Calendar for 2021 is updated regularly and appears on the website. Please check the calendar posted on the website REGULARLY! While dates, times, and locations may change, rarely do we need to make changes in the last two weeks prior to an event. Each time you access the calendar, be sure to check the date listed on website and calendar pages, as that will tell you when it was last updated.

“WHAT’S NEW” LINK. When you go to the Licking County 4-H website (www.licking.osu.edu > 4-H Youth Development), be sure to click on the “What’s New” link. This will quickly, and easily, give you a glimpse in to what has been added to the website over recent months. Items loaded to the website are listed by date that they were added, and offer a link that will take you directly to the item. No need to look around on the site!

HONOR CLUB APPLICATION. The 2021 application is posted online. We would strongly encourage each club to consider submitting an application. As you review the items for which a club can earn points, you will see that they represent qualities that each club should strive to achieve. This form will be due on September 1st with clubs being recognized during the Member & Advisor Recognition program in November.

PROJECT CENTRAL. Project Central is intended for both current and prospective 4-H members. Those who are new to 4-H will appreciate the opportunity to view project book offerings, which they can search by keyword, skill level or topic area. Once they choose a book to review, visitors to Project Central can view actual pages from their chosen book and get an idea of what will be asked of them during the completion process. Those who are returning members, who may not need help in choosing a project, can use Project Central to review and provide feedback about a project that they have completed. Current project members are asked to complete a survey about their project and explain what they liked or disliked about it. This is a fabulous resource for our current and prospective 4-H families. Be sure to encourage families to visit the website during the project selection process...

24 / 7 / 365 ACCESS. Please remember that you can access 4-H Youth Development Program information around the clock by logging on to the internet. You will find county-specific materials at www.licking.osu.edu and state materials can be found at www.ohio4h.org. We are continually working to expand the types of information included on the sites and hope that you will be pleased with your access to up-to-date information. We would also encourage you to “Like” Licking County 4-H Program and Hartford Fair Facebook pages. Reminders and announcements are shared there as a means of reaching our larger 4-H community.

Again, I hope that you will find the enclosed materials to be helpful to you as your club year gets underway. Should there be any materials that you need or questions that you have, please feel free to contact me at the Extension Office. I am here to assist you in any way that I can and want you to feel comfortable that you can contact me as needed.