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TO: 2026 Licking County Organizational Advisors

FROM: Lisa D. McCutcheon – Educator, 4-H Youth Development
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DATE: January 2026

RE: Club Resource Book Materials

Welcome to 2026! How does it feel to be a 4-H Club Advisor working with the LARGEST 4-H Membership in the State of Ohio? =)

Yes, it's true! Licking County 4-H was honored to say that they had the LARGEST 4-H Club Enrollment within the state of Ohio during 2023, 2024 and 2025… How is that possible? YOU! Quite simply, YOU make that possible! We are dearly appreciative of your time, efforts and expertise in working with the many youth within Licking County who have chosen to enroll in Licking County 4-H!

Within the enclosed packet, we have included a few materials to get you started for 2026! Please know that ALL of these materials are also available online on the website... You can find them through the Advisor Resources page (licking.osu.edu > 4-H Youth Development > 4-H Club Advisor Resources > Club Resource Book Supplemental Materials). As you review 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!

Below I have noted information of which you should be aware. Please read the following information carefully and then locate the materials referred to within your Resource Book, Licking County 4-H website or 4-H blog...

ADVISOR TRAINING REQUIREMENT: All Licking County 4-H Club Advisors must attend an Advisor Training Update and complete the Youth & Minors Protection Policy training. Advisor Training Updates will be held January 24th, January 29th, February 11th and February 26th. All Advisors must complete training by no later than March 1st, so please do follow up with fellow club advisors to ensure that everyone has a plan in place. As you have questions, please reach out to Lisa.

ADVISOR ENROLLMENT. Advisors are reminded that they must re-enroll in 4-HOnline, 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 15th. *NOTE: We sometimes do not receive notice of your background check until 30-45 days after it has been completed – please have your background check done as soon as possible to avoid a long delay in accessing member materials online!*

ENROLLMENT ENTRY DUE APRIL 1st. All club members AND Advisors must complete their online enrollment on or by April 1st each year. All enrollment instructions, and support materials, are posted online behind the "How To Join 4-H" tab on the website.

LATE ENROLLMENT. It never fails that as soon as enrollments are submitted, we begin receiving calls from advisors who have had additional youth contact them about joining their club. Late enrollments may be

submitted through Friday, April 10th. After April 10th, you may continue to accept youth into your club, but they will not enroll online and will not be eligible for project judging awards or junior fair participation.

CLUB ROSTER. A complimentary club roster has been included in your packet, but you also have access to your club member's information through 4-HOnline (after your re-enrollment is approved). If you need assistance or want to request that Adrienne run a club roster for you, please reach out to her directly. 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 4-HOnline version 2.0 is set up such that members who choose those projects will automatically be asked to sign the related permission form(s) 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 of the website.

CLUB PARTICIPATION FEES. Don't forget that Club Participation fees are due by no later than May 1st. Those should be sent, in the form of a check or money order, to Tim Beltz, the Licking County 4-H Committee Treasurer. You will find his contact information on the Club Participation Fee reminder included in this packet, as well as on the Club Resource Book Supplemental Materials page of the website.

CLOVERBUDS. If you have Cloverbuds enrolled in your club, you need to be aware that they may ONLY list CLOVERBUDS as their "project" and enroll online in 710 Cloverbud Activities. This is the case for youths ages 5 (and in kindergarten) through second grade (01/01/2026). Please be aware that we have a project-like manual, #715 My 4-H Cloverbud Year, available to Cloverbuds and it 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 are already available! You receive one copy in your packet – and they are also posted online. 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.

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, organized by title or project number, on our website, on the Club Resource Book Supplemental Materials page.

MEMBER AND ADVISOR INSURANCE POLICY. Beginning in 2026, Ohio 4-H has negotiated with American Income Life (AIL) to have ONE POLICY to cover all 4-H Clubs in Ohio. Clubs will no longer purchase their own policy, and will receive a pro-rated refund of fees that had already been submitted that covered any of 2026. A packet is included in your club materials, and located online, to explain what to do in case a member or advisor is injured during a 4-H event: (1) take care of the individual, (2) submit an accident / injury report, and (3) file a claim with AIL. All documents are provided in the packet. Please know that if a claim must be filed, it's important that you copy LISA on all submissions. This will allow her to assist you throughout the process.

QUALITY ASSURANCE GUIDELINES. Please be sure that each of your members who are affected by these guidelines is made aware of session dates and times. This requirement applies to all youth taking animals to the fair, except for only horse and dog exhibitors. Please realize that all QA guidelines must be met by no later than June 1st. Don't forget – clubs with livestock projects are also expected to have at least one advisor attend a training, in order to be kept up to date on information.

EquiSTEP TRAINING for Equine Members. All Ohio 4-H members enrolled in equine projects are required to complete the EquiSTEP training online. This will be completed annually, with members completing a different level of training each year. An instructional page is provided online, as well as in your packet (NOT YET AVAILABLE AS OF 1/22). Most critical aspect, youth must have individual email addresses – and they cannot be school accounts.

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 the essential information and put it into a "summary" sheet. The 2026 Hartford Fair Livestock / Animal Requirement Summary sheet is ready and you are welcome to reference it as questions arise.

HARTFORD FAIR ENTRIES & IDS. Thank you for patience and grace over the past few years as we navigate the FairEntry entry system. The learning process will continue in 2025, but we've all learned a lot! Entries will continue to be made online through FairEntry. Instructions will continue to be provided, one advisor per club will have the ability to view entries, families will be responsible for accuracy and can view entries at any time – no verification forms will be mailed. We are planning to continue with ID Cards, and everyone will need to upload photos by a date, yet to be announced.

2026 4-H PROGRAM CALENDAR. The 4-H Calendar for 2026 is updated regularly (sometimes hourly) and appears on the website – please check it often! 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.

HONOR CLUB APPLICATION. The 2026 application is included and also 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 online. 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" the 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.

BLOG / FAMILY EMAILS. Each Saturday, an email is distributed to all families connected to Licking County 4-H – advisors, members, volunteers, etc. The materials shared in that email are also available online at any time on the Licking County 4-H Blog – which is located at https://u.osu.edu/licking4h. This site is very searchable and has archives from past years.

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. We are here to assist you in any way that we can and want you to feel comfortable so that you can contact us as needed.

Wishing you the very best in 2026!