

Licking County 4-H Youth Development Program



Community Club Advisor HANDBOOK

INTRODUCTION

Whether you are a new 4-H community club advisor or you have several years of experience, we extend a welcome to you on behalf of The Ohio State University Extension 4-H Youth Development program in Licking County.

This handbook should serve as a ready reference for you in carrying out your responsibilities as a 4-H Youth Development community club advisor. We trust that your experiences will be rewarding and that should you have questions regarding the 4-H program you will contact the Licking County Extension Office.

The Licking County 4-H Community Club Advisor's Handbook, Licking County 4-H Project Requirements Handbook and appropriate supplements, Family Guide to 4-H, and The Source Book should serve as basic reference materials for 4-H volunteers in building meaningful 4-H youth programs throughout Licking County

Thanks for working to build stronger youth in our communities!



THE OHIO STATE UNIVERSITY

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RESPONSIBILITIES OF 4-H VOLUNTEERS

Your most important role as a 4-H volunteer is to help young people learn, develop, cooperate, and understand themselves and others. Guide them, teach them, and counsel them. They are the reason there is a 4-H program.

We have not attempted to list every duty you will have as a 4-H Volunteer but, if you can accomplish these in your first year or two you are doing your job and doing it well. Remember, "Those who can - do. Those who can do more - volunteer."

There are three basic types of advisors in the 4-H program: organizational, activity, and project. In many groups one person handles all three and in some cases there are advisors for each area.

The number of adult volunteers that a 4-H group requires is determined by the size of the group, the project enrollment, and the planned programs. A 4-H group may need additional help to meet its program needs. Other sources of leadership include teen leaders, key leaders, resource persons, and county Extension Educators.

THE JOB OF AN ORGANIZATIONAL ADVISOR

- Publicize the 4-H program; make others in your area aware of it.
- Acquaint boys and girls with 4-H. Assist members and parents as young people enroll in 4-H.
- Assist members, officers, and parents, in planning a program.
- Help group officers to know their jobs and know how to conduct a meeting so that they may follow through.
- Know member's parents and keep them informed. Invite them to attend group meetings.
- Take part in county/state advisor training meetings.
- Cooperate with members of the county Extension staff and serve as group contact.
- Encourage members to participate in local, county, and state activities.
- Coordinate efforts of other group volunteers, teen leaders, and members in group activities.
- Allow members to run their own meetings, develop committees, and plan activities.
- Help members plan a group program that includes business, project work, social, recreational activities, and community service.
- Follow the guidelines of the Licking County 4-H program and the Ohio State University Extension.
- Complete enrollment forms, applications, and other materials requested by the Extension Office.
- Work with each member in developing their personal and project goals and keep members informed of all 4-H activities and opportunities.
- Publicize the 4-H club's events and accomplishments through the club's reporter with the local news media.
- Encourage parents to assist with specific activities, projects, and programs.
- Develop an active 4-H member and volunteer recruitment program for your 4-H group.
- Understand the 4-H awards and leadership opportunities program and encourage members to apply and participate.
- Work with other volunteers, members, and parents in providing appropriate recognition within the local group and community.

THE JOB OF A PROJECT ADVISOR

- Help members decide which project(s) they should take.
- Understand as much as possible about the project(s) with which you are working.
- Help members understand project requirements.
- Teach members different skills related to their projects. Use various teaching methods such as discussions, exhibits, judging, educational tours, and demonstrations.
- Arrange project meetings and events with the organizational advisor.
- Inform parents about project needs, requirements, deadlines, and changes when necessary.
- Help members plan and prepare exhibits and demonstrations.
- Attend county project volunteer training meetings that pertain to your projects.
- Encourage members to participate in 4-H project events.
- Attend or assist with local and county events related to the project.
- Visit members enrolled in projects or arrange for another project leader or teen leader to visit them.
- Encourage members to participate in county project training meeting.

THE JOB OF AN ACTIVITY ADVISOR

- Cooperate with advisors, members, and parents in planning and conducting club activities such as demonstrations, group tours and field trips, health and safety activities, community service projects, and any other group-related activities.
- Work with communities on special activity assignments such as safety campaigns, health programs, window displays, fair exhibits, 4-H week events, and other activities.
- Suggest resource people who may give ideas and/or assistance to the group.
- Plan ways in which members may work together in an activity.
- Arrange the activity so that each member may have a part in it.
- Plan to recognize each member for the work done in the activity during the year.

REWARDS OF SERVING AS A 4-H VOLUNTEER

Most volunteers agree that the real rewards of being a 4-H volunteer are the satisfactions that come from providing meaningful experiences for boys and girls while serving as a positive role model..

Other rewards of 4-H leadership include:

- The pride and satisfaction of giving time and energy to serve the community.
- The pleasure of meeting people and making new friends.
- The joy of learning new and approved methods in agriculture or family and consumer sciences.
- The opportunity of growing personally through leadership experiences and training programs offered by OSU Extension.
- The honor of being recognized at county awards functions and at the annual State 4-H Volunteers' Recognition Banquet.
- Clover pins and certificates are awarded to volunteers for each five years they have served the 4-H program.
- The satisfaction of seeing boys and girls develop in skills, attitudes, knowledge, and new interests and helping them grow in confidence, poise, and the ability to assume responsibility and leadership.

EXTENSION PROVIDES ASSISTANCE TO VOLUNTEERS

OSU Extension's Licking County Staff will help 4-H Volunteers by:

- Providing youth development and project training for volunteers and members.
- Distributing project literature and advisor resource materials as requested.
- Providing orientation for new volunteers and continuing education for experienced volunteers.
- Providing resources for volunteers to do their job; i.e. enrollment materials, advisor handbooks, officer materials, and other group support materials.
- Providing guidelines for exhibits and member/project evaluations
- Assisting with expansion of the 4-H program by:
 - Recruiting youth for membership through awareness programs and public awareness
 - Recruiting new advisors to assist with existing clubs or organizing and leading new groups
- Providing current information on county 4-H program through:
 - 4-H volunteer newsletter
 - Website materials
 - Information in newspapers and on the radio
 - 4-H volunteer training meetings
- Providing assistance, as requested by volunteers in the areas of:
 - Group program planning
 - Demonstrations
 - Health and safety ideas
 - Conducting meetings
 - Fair ideas and suggestions
 - Member/project evaluations
 - Community service projects
 - Getting parents involved in 4-H
 - Recreation ideas for group meetings

- Self esteem
- Team work
- Decision-making
- Conflict resolution
- Providing appropriate volunteer recognition
- Organizing county 4-H activities including:
 - Junior fair
 - Members/project evaluations
 - Demonstrations
 - Member recognition
- Other activities to help meet the needs of youth
- Seeking ideas from volunteers to improve the overall 4-H program.
- Providing assistance in solving problems and available to assist on a one-to-one basis.
- Providing project training for volunteers and members.
- Providing appropriate information to volunteers and members on 4-H awards, scholarships, and other leadership opportunities.

4-H VOLUNTEER STANDARDS OF BEHAVIOR

As recommended by the State and County 4-H Program, all adults who assist with the 4-H Youth Education Program as volunteers will have on file with the County Extension Office a signed 4-H Volunteer Standards of Behavior and application. Only those adults with 4-H Volunteer Applications and the Standards of Behavior form on file will be recognized as 4-H volunteers.

RESPONSIBILITIES

As a 4-H Volunteer Club Advisor I agree to:

1. Be committed to young people and to their growth in all areas, and to be concerned with the youth first and projects second.
2. Provide leadership for youth within county and state 4-H guidelines in an educational 4-H club setting and have their health, safety, and welfare in mind at all times.
3. Involve members in making decisions, in planning the club program that includes project work, community service, social events, and participation in county, district, and state programs.
4. Provide 4-H members with learning experiences which help them develop standards and values, good moral character, and help them grow into productive leaders and good citizens.
5. Support the 4-H organization, its goals and philosophies, and be a role model to 4-H members, both morally and emotionally, and will not demean the 4-H program by my actions.
6. Recruit new 4-H members and inform the local community about 4-H program opportunities.
7. Provide recognition for 4-H members, continually evaluate members, praise them when they do a job well, and provide constructive criticism in a private setting.
8. Serve as a link between OSU Extension, 4-H members, and parents.
9. Keep members informed about all county programs and activities, and all 4-H requirements.
10. Practice a nondiscriminatory membership policy in the 4-H club, with membership open to all youth 5 years old and in Kindergarten up to 18 years old (as of January 1st of the current year), without regard to race, color, creed, sex, handicap or national origin.
11. Participate in one or more volunteer education programs each year, and work with the 4-H Agent, Extension Staff, and Key leaders for additional help.

12. Inform or contact the Extension Office regarding programs or needs that arise while carrying out my duties as a 4-H Volunteer.
13. Be aware of available programs and help members participate in realistic ones. Encourage parents to support their child's work without doing it for them. Encourage parent participation. 4-H is a family affair.

QUALIFICATIONS AND ABILITIES NEEDED

1. Knowledge and appreciation of the needs of young people, ages 5-19.
2. General organizational and leadership skills.
3. Ability to work effectively with members, parents, other volunteers and Extension Office Staff.
4. An open mind, and a willingness to listen to young people -- a willingness to let them make their own decisions.
5. Flexibility and willingness to try new programs and activities.
6. Time, interest, and a commitment to work toward the total development of youth and the mission of 4-H youth educational programs.

YOUTH PROTECTION POLICY AND GUIDELINES

1. Volunteers (ages 18 and over) working directly with youth and having two or more contacts per year with youth will acknowledge by signing the Ohio 4-H Volunteer Standards of Behavior that they have read, understand, and agree to abide by the Youth Protection Policy and Guidelines.
2. Extension personnel, staff and volunteers will endeavor to provide safe and healthy programs for youth. In cases of illness or injury, youth will be treated on site by an appropriate health care provider or taken to an appropriate health care provider if necessary, when a parent or guardian is not available for consultation.
3. Extension personnel, staff and volunteers are encouraged to avoid, where possible, being alone with a single youth, including sharing sleeping quarters with non-related youth.
4. Extension personnel, staff and volunteers will not, under any circumstances, discipline youth by the use of physical punishment or by failure to provide the basic necessities of care, such as food or shelter.
5. Ohio State University Extension encourages all Extension personnel, staff and volunteers to report forthwith, either by telephone or in person, suspected cases to Licking County Children's Services, 349-6333. Ohio law provides that anyone reporting suspected child abuse or participating in a judicial proceeding resulting from such reports, is immune from any civil or criminal liability that otherwise might be imposed as a result of such actions when taken in good faith.
6. Extension personnel, staff and volunteers will handle suspected child abuse information in a confidential manner. Involved Extension personnel, staff and volunteers will discuss matters pertaining to suspected abuse with only the immediate supervisor and the Children Services Board, the County Department of Human Services exercising the Children Services function, or the appropriate Municipal or County Peace Officer

EXTENSION RESPONSIBILITIES

1. Provide helpful relevant educational opportunities that strive to meet the needs of 4-H members and volunteers.
2. Provide resources applicable to the job including books, pamphlets, audio-visual materials, newsletters, and others.
3. Be available to visit with volunteers and help on a one-to-one basis.
4. Seek out and consider ideas from volunteers to help improve the total 4-H youth education program.
5. Provide appropriate and significant recognition.

VOLUNTEERS ARE RESPONSIBLE TO...

The County Extension Educator responsible for the 4-H program and the County Extension 4-H Youth Advisory Committee. I have read, and I understand, the Youth Protection Guidelines and the responsibilities which I will be expected to fulfill as a 4-H Volunteer Club Advisor. I also understand that this agreement may be terminated by either party.

4-H KEY LEADERS

An important component of the 4-H Volunteer "team" in Licking County is the 4-H Key Leader (middle management) Program. 4-H Key Leaders are a ready source of information and help to the 4-H volunteer.

4-H PROJECT KEY LEADERS

Several project (subject matter) areas have been identified as priority areas due to current enrollment and potential for growth. Project Key Leaders serve as subject matter specialists for 4-H members and advisors throughout the county and serve as a liaison with the 4-H Office.

Project areas identified include:

Horse	Dairy	Dog	Rabbits
Food & Nutrition	Speaking	Shooting Sports	Clothing
General Livestock	Leadership		

Others may be added as experienced volunteers are identified.

Specific tasks of Project Key Leaders include:

1. Answering questions by advisors who have members taking projects in the subject matter area.
2. Coordinating advisor and member subject matter workshops in their project areas.
3. Maintaining liaison with the 4-H Office.
4. Identifying resources and making them available to local 4-H advisors (materials, resource people, other volunteers, etc.).
5. Assisting with multi-club or project activities.
6. Getting information from Extension 4-H Agents and County 4-H Advisory Committees on policies and procedures.

Volunteer advisors are encouraged to work closely with their project key leaders throughout the 4-H program year.

4-H GUIDELINES

4-H MISSION

The overall mission of the 4-H Youth Development Program is to provide informal, supplemental education for youth within the areas of leadership skills, positive living skills, citizenship skills, social development, decision-making skills, self-esteem, career choices, and cultural awareness.

MEMBERSHIP

Open to all children from age 5 (and in Kindergarten) up through those teens who have not passed their 18th birthday as of January 1 of the current year.

CLOVERBUD

As adopted by the 4-H Advisory Committee is as follows:

- Ages 5 (and in kindergarten) through 2nd grade as of January 1 of the current year.
- Not eligible for youth programs that have the guidelines of 8 years old (and in the 3rd grade) through 18 years of age as of January 1 of the current year. This includes project evaluations, junior fair competition, etc.
- Materials and programs are to be cooperative not competitive, and introduce youth to 4-H's "learn by doing" philosophy and be the basis for future positive learning experiences.
- May not use project materials designed/developed for youth in the 3rd grade or older.
- It is the individual option of 4-H volunteers whether they have them in their local 4-H group or work with this age group.

4-H CLUB MINIMUM GUIDELINES

In order to assist new volunteers as well as experienced volunteers in planning their program for the year, and to provide some continuity to 4-H Clubs throughout Licking County, the following minimum guidelines have been set for a 4-H Group. All 4-H Groups are expected to meet these guidelines. Most groups already meet and exceed them and are to be commended for their efforts. It is the hope of OSU Extension Licking County and the County 4-H Committee, that all groups will meet these guidelines on an annual basis.

Purpose:

To provide 4-H groups with guidelines by which to measure their performance as a group.

To provide suggested activities that should be a part of a 4-H group's yearly, planned program.

- Hold at least six regular meetings per year with a minimum of five members that include education, business, citizenship, social, health & safety and leadership.
- Elect Officers, teach Parliamentary Procedure in the group, and teach officers their responsibilities.
- Devote at least one meeting to health and safety discussions or presentations. (Note: Groups are encouraged to incorporate health and safety subjects into each meeting, however, one meeting devoted to health and safety is acceptable.)
- Participate in at least one major community service project.
- Citizenship is an important skill to teach young people and therefore 4-H groups should incorporate citizenship activities in their program. The activity can be as simple as visiting a nursing home, but should be geared toward community service.
- Complete four (4) of the following:
 - a. All members in the group give a demonstration, talk or speech at the local group level.
 - b. One or more members participate in the Junior Fair or other display/exhibit.
 - c. Hold a meeting emphasizing one or more of the following: 4-H county & state awards, 4-H camping opportunities, or leadership opportunities
 - d. Have group complete one of the leadership-related books as a group activity, dividing by age groups as needed.
 - e. Group recruits three new members into their group.
 - f. Hold a local recognition program - recognize individual achievement for all youth in group.
 - g. Conduct 4-H awareness program, display or other appropriate activity to increase 4-H visibility within the local community.
- Clubs will be expected to submit a Charter Checklist every third year. The club will receive an official charter at that time that is valid for a period of three years. (As of 01.01.2008) All clubs active in 2008 submitted during that year and will submit again in 2011.

4-H CLUB GUIDELINES

Once 4-H groups are formally organized, they may want to write some guidelines so all members know the basic foundation on which the group will function. The following is only a guide. Any guidelines established should be adapted by the group and they should fit the needs of the group. Each member should receive a copy for their reference.

SAMPLE 4-H CLUB GUIDELINES

Section I - The name of this group shall be _____.

Section II - The purpose of this group shall be to help members develop the four H's through projects, activities, and other recognized learning experiences.

Section III- All youth 5 years of age (and in Kindergarten) to 18 years of age as of January 1 of the current year shall be eligible for membership.

Section IV- Officers for the group shall be president, vice-president, secretary, treasurer, news reporter, health and safety, recreation and song. Other officers may be elected /appointed to fit the needs of the group i.e., litter, energy, historian. They shall perform the usual duties of each office as outlined in the 4-H Officers Guides.

Section V - There shall be at least ____ meetings of this group with the dates and locations to be outlined at the organizational meeting.

Section VI - The order of business for regular meetings shall be:

- A. Business
 - Call to Order
 - Pledges
 - Roll Call
 - Secretary's Report
 - Treasurer's Report
 - Committee Reports
 - Unfinished (Old) Business
 - New Business
 - Adjournment of Business portion of meeting

- B. Educational
 - Guest Program
 - Project Work
 - Health & Safety

- C. Recreation
 - Social
 - Activities
 - Refreshments

Section VII - Committees may be appointed by the group chairman at any time: i.e. membership, program, budget, audit, community service, fund raising, etc.

Section VIII- Guidelines may be revised by 2/3 vote of members present at any regular meeting of the group.

Other items that may be included in the group's guidelines:

- Election of officer procedures
- Group treasury procedures
- Member attendance expectations
- Robert's Rules of Order
- Others that help to clarify the groups operating procedures

The guidelines should be general enough so as to not restrict the effectiveness of the 4-H group in carrying out its objectives and purposes. Questions regarding 4-H Club Guidelines should be directed to the County Extension Office.

4-H CLUB TREASURY GUIDELINES

1. There must be a real need and purpose for developing a group or club treasury. The group should understand and support this. All club money should go through the Treasurer. The club should establish a budget for the year.

2. Local 4-H Club treasuries should have a minimum carry-over from year to year. Those that raise the money should spend the money. If the treasury is saving for a major project the money should be given to the project annually.

3. The treasurer should keep accurate records and report the status of the treasury at each meeting and be reflected in the Secretary's minutes. The Ohio 4-H Treasurer's Record Book, 4-H Circular #935, should be used to maintain accurate records.
4. The club treasury should be audited annually by a committee from the club, appointed by the President, or by someone not directly associated with the Treasurer. Annually, a financial statement itemizing receipts and expenses should be prepared and a copy of the audit report submitted as a part of the club's annual report.
5. Money should be deposited in a local bank. Withdrawal and/or payment of bills should be by approval of the club and executive committee.
6. If a 4-H Club disbands, the funds in the club treasury should be given to a worthy cause as determined by the group.
7. If a club agrees to mutually divide because of size, the treasury should be divided based upon membership with equal shares going to the respective club treasury.
8. If a 4-H member leaves current club, regardless of the reason, the club treasury shall remain in current club.
9. Questions regarding 4-H club treasuries should be directed to your County Extension Office.

4-H AND THE INTERNAL REVENUE SERVICE (IRS)

4-H Clubs are exempt from federal income tax, but groups that have gross receipts in a tax year that exceed \$25,000.00 must complete Form 990 on an annual basis. All 4-H clubs will be expected to file an e-postcard annually beginning in April of 2010.

Employee Identification Number - Clubs need to apply for their own number by completing an SS-4 form. These forms are available through any local social security office or from the internal revenue service. The number assigned to the 4-H club must be reported to the OSU Extension Office (as of 01.01.08). For additional information on tax-exempt status or filing tax forms please refer to the *Tax-Exempt Status of 4-H Organizations Authorized to Use the 4-H Name and Emblem*.

4-H CLUB PROGRAM AND RECOGNITION PLANNING

As a 4-H advisor, you have the responsibility to see that the members have the best possible learning experiences. You have the challenge of working with your members to plan effective, meaningful programs for your members. Make sure your program is a good example of what 4-H does for our young people!

PROGRAM PLANNING

The basic steps in 4-H club program planning include:

1. Select a Planning Committee from your club membership along with some parents. Committee size should be five to seven people. If you have a small club, the entire group can be a committee.
2. The second step is to survey the club membership, parents, and advisors regarding what they would like to do. This could be done at a regular meeting through brainstorming, roll call, answering with one program idea, completing survey sheet, or any number of other ways.
3. Now the committee or club must develop a plan:
 - A. Summarize survey results
 - B. Review last year's program
 - C. Decide on goals for the year
 - a. What do you want to accomplish?
 - D. Make an outline and schedule for the year.
4. Present the plan to the club and have it approved or adjusted.

5. Get volunteers to help with each part of the program, meetings, activities, project education and any other part of the plan.
6. Evaluate throughout the year on how you are doing. Evaluate each meeting and activity. Make some notes or have others make notes and keep these for next year's planning meeting.
7. Distribute a written program and calendar to all members and parents once the plan is completed. The plan should include who is responsible for each part of the year's program.

There is no question that an effective program just doesn't happen, it must be planned. Good 4-H programs with members and parents involved both in planning and participation helps to keep 4-Hers in 4-H clubs and makes the job of a 4-H advisor a lot easier. With a yearly plan that has been developed by members, parents, and advisors, everyone can adjust their personal schedule and can make their plans early.

CHECKLIST FOR 4-H MEETINGS

Business

- Correct order of business followed.
- Motions made and presented properly.
- Committee reports complete but brief
- Minutes well written.
- Officers' reports complete but brief.
- All officers reporting
- President conducted meeting with dispatch.
- Correct parliamentary procedure observed.
- Meeting started promptly and ended at scheduled time.

Program

- Will vary considering time to work on project or educational program.
- Program well balanced.
- Project information presented.
- Activity information presented.
- Demonstrations or talks.
- Variety of methods used to make meeting interesting.
- Program arranged to capture and hold interest.

Member Participation

- All members present.
- All or most of the members participated in the meeting.
- Interested, attentive and enthusiastic.
- Courteous to guests, advisors and club officers.
- Spoke clearly and distinctly.
- Arrived on time.

Recreation

- At least two games. Snappy, well organized.

Ceremonies

- Use 4-H Pledge, Pledge of Allegiance.
- Special ceremonies used such as initiation, installation, citizenship.

General

- Did the meeting offer a variety of activities--mental, physical, social, and inspirational?
- Did the meeting give each individual a chance to participate?
- Did the meeting provide opportunity for teaching and learning?
- Did the meeting provide for fun and satisfaction for all members?
- Did parents attend the meeting?

Advisor Participation

- Brief statements and guidance given.

CHECK SHEET FOR RECOGNITION PROGRAM PLANNING

- Set date
- Arrange for banquet room/meeting location.
- Publish date
- Secure sponsors or local support if necessary
- Plan Program
- Plan meal if it is to be included as a part of the program format
- Secure certificates, pins and other recognition awards
- Publicize date
- Make up guest list
- Send invitations/calling committee
- Make reservations
- Finalize planning details
- Arrange for reception committee
- Complete certificates
- Print program/agenda
- Make sure pins, certificates, other awards are in hand
- Make table decorations and arrangements
- Make sure decorating is done
- Make sure all needed equipment is operating satisfactorily
- Make sure all supplies are at the meeting site
- Be warm, welcome people, and enjoy the program
- Write down ideas for next year
- Send "Thank You" notes
- Send news release to local news media

ORGANIZATIONAL INFORMATION: 4-H ENROLLMENT AND RECORD KEEPING

1. 4-H clubs must complete the Licking County 4-H Enrollment Form.
2. For existing 4-H groups to re-enroll and update their membership, each group should note additions, deletions and changes on current 4-H computer printout.
3. Submit 4-H group enrollment forms or updated club computer printout to the County Extension Office by April 1st, of the current year.
4. 4-H Project Books for Members (most books cost \$5.00 each, tax included)
 - Complete 4-H Publication Order Form
 - Send one request per 4-H group if possible.
 - Make one check payable to "OSU Extension - Licking County".
 - Allow 7 to 10 days for processing all requests.
5. Other notes regarding 4-H enrollment procedures:
 - a. To add / change / delete 4-H members / projects and / or advisors after club enrollment materials have been sent into the office, please call or stop in with the appropriate changes. Only during the period of time between April 1 and April 30 can a project change be made. During that time, one project may be switched for another. Projects can be dropped from an enrollment record at any time during the year. Projects may not be added after April 1.

- b. Members can join 4-H at any time providing they can meet club, county 4-H and/or fair guidelines. Those youth joining a 4-H club after April 1 are not eligible for exhibition in the Junior Fair program, but can benefit from club involvement and activities.
- c. Project possession for junior fair participation is noted on the Hartford Fair Livestock Requirement Summary.
- d. Contact the Licking County Extension Office if you have any questions.

Record Keeping

Records are an integral part of the overall 4-H program. Advisors are encouraged to work closely with their members to help use good record keeping practices, to help them understand the purpose and value of records, and to keep appropriate accumulative records for future scholarship, award, and report form applications.

PUBLIC SPEAKING PRESENTATIONS & DEMONSTRATIONS

Public presentations/demonstrations are simply opportunities to share something one knows with others. They are excellent ways to share information and skills. In 4-H, public presentations/demonstrations help members develop poise and confidence and prepare youth with a high quality experience that will help them throughout life; thinking, acting, talking and being before a group!

Members have the opportunity to give a public presentation/demonstration in their club, community, county, state and many other opportunities. Encourage members to do a public presentation that is simple, practical, and timely within the subject of his/her experiences.

Points that should be emphasized in a public presentation/demonstration include: originality, appearance, introduction, information, delivery, materials, and conclusion. [4-H Circular #909R, Demonstrations for 4-H Members](#), is an excellent reference and is available through the County Extension Office. Each member should have a copy for his/her own use. Planning is the key to a successful public presentation / demonstration as an integral part of the 4-H learning experiences.

4-H GROUP / CLUB LEADERSHIP

A 4-H club may need additional help to meet its program needs; possible sources of leadership include: teen leaders, junior/senior fair boards, advisory committees, parents, community resources, and key leaders.

TEEN LEADERS

Teen Leaders are 14 years of age or older and usually experienced 4-Hers who want to expand their experiences and leadership skills. Teen leaders may work in the local 4-H club assisting the 4-H advisor and teaching younger members. It is the responsibility of the 4-H advisor to plan with each older 4-H member their areas of increased leadership opportunities and help the teens realize their potential. Get members involved in the local club and at the county level.

JUNIOR FAIR BOARD

The Junior Fair Board is composed of older youth representing 4-H, FFA, and other youth organizations within the county for the purposes of promoting youth activities, events, and interests at the Hartford Independent Fair. The Junior Fair Board is under the direction of the Hartford Independent Agricultural Society and Lisa McCutcheon, Licking County 4-H Youth Development Educator. Older 4-Hers may complete an application to be considered for membership on the Junior Fair Board. Applications are due November 15 each year.

FOOD AND FASHION BOARD

The Food and Fashion Board is comprised of older youth representing 4-H clubs who have excelled in either foods and nutrition or clothing and textiles related projects. The Food and Fashion Board is under the direction of 4-H Program Coordinator Sally McClaskey. Older 4-H members may complete an application to be considered for membership on the Food and Fashion Board. Applications are due in the fall each year.

SENIOR FAIR BOARD

The Senior Fair Board is under the direction of the Ohio Department of Agriculture, and is responsible for the overall management and operation of the Hartford Independent Fair, facilities, grounds, and programs. Members of the Senior Fair Board are elected by members of the Independent Agricultural Society. To be members of the society, county residents may purchase an annual membership. This membership entitles one to vote for representatives to the senior fair board and admission to the annual fair held at the Fairgrounds in Croton.

COUNTY EXTENSION ADVISORY COMMITTEE

This advisory committee is made up of volunteers representing the broad areas of 4-H, family and consumer sciences, agriculture, horticulture, agri-business, business, industry, government, and others, interested in informal youth and adult educational program efforts. Committee members assist the county Extension staff in planning, conducting, and evaluating overall educational programs within the scope of the Licking County Extension Service. Meetings of the committee are held quarterly.

COUNTY 4-H COMMITTEE

The County 4-H Committee assists the 4-H staff in determining the needs and direction of the total county 4-H program. The committee helps analyze the interests and needs of youth, ages 5-19, and assists, plans, evaluates and recommends methods of maintaining a quality program and finding ways to attract new members and volunteers. The committee provides resources for the county 4-H awards and recognition program in addition to support for ongoing 4-H programs and activities. Committee membership may be comprised of either youth or adult representatives in the county. Ten meetings are held throughout the year to conduct the business of the committee.

4-H HORSE & PONY COUNCIL

4-H Horse Advisors meets eleven times each year to plan, conduct, and evaluate educational programs for advisors and youth involved in the 4-H Horse Program; i.e. clinics, judging teams, fair shows, and qualifying shows. All horse advisors are strongly encouraged to participate in these meetings.

4-H RABBIT & POULTRY COMMITTEE

4-H Rabbit and Poultry Advisors meet throughout the year to plan, conduct, and evaluate educational programs for advisors and youth involved in the 4-H Program; i.e. clinics, county fair shows, etc. All rabbit and poultry advisors are encouraged to participate in these meetings.

PARENT INVOLVEMENT AND SUPPORT

Youth gain most from 4-H when they have the support and interest of their parents. Often, parents are willing to help, but are not sure how, when, or where they may get involved. Some suggestions for how parents can help with 4-H include:

- Learn about 4-H and what it stands for.
- Help your child choose a 4-H project.
- Show that you are interested and enthusiastic about your child's project.
- Find out what the member should do or learn in the project.
- See that your child not only starts the project, but also completes it.
- Encourage your 4-Her when they succeed and even more when they fail. Help them see progress, not just the end result.
- Be an example! Help your 4-Her be a good sport and appreciate the success of others.
- Provide transportation to local meetings and county events for your child and others in the club. Or, provide refreshments for meetings or other special 4-H functions. Don't wait to be asked - volunteer!
- Attend 4-H meetings and other special events.
- Help your 4-Her find a way to participate in special events of interest such as county events, camps, fairs, displays, or shows.
- Be up-to-date on the 4-H information that comes to your home. Be a 4-H booster in your community.
- Support your local 4-H advisors. Get to know them, and let them know you appreciate their efforts.
- Offer to help the 4-H advisor. You have knowledge and skills that are needed in 4-H.
- If the need arises, help find advisors for your 4-H club. Several kinds of advisors are needed: organizational, project, and activity advisors. Consider helping in one of these ways yourself.
- Make 4-H work "family work." But, let your child do their own jobs. Be a guide only.
- Remember that the objective of 4-H is to build your sons and daughters into better citizens. The way they do their work, complete projects, conduct meetings, and participate in competitive events will help set work and character patterns and standards for the remainder of their lives.

COMMUNITY RESOURCES

There is a world of resources right in your community which you can use with your local 4-H programs.

Some examples include:

- For audiovisual materials: Contact local universities, public libraries, the health department, the state department of natural resources, the parks and recreation department.
- For educational programs and tours: Contact local speakers bureau, historical society, mental health department, large and small local industries, local farmers and breeders, local government officials, the league of women voters.
- For educational materials: Go to the public library, department of health, council on aging, breed associations, department of natural resources.
- For community service project ideas: Contact the council on aging, local hospitals, Ohio Department of Transportation, nursing homes, and children's homes.
- The yellow pages of the telephone directory contain a wealth of resources in communities which you can use in helping youth improve their skills and abilities.

4-H AWARDS, SCHOLARSHIPS, LEADERSHIP OPPORTUNITIES

4-H CLUB AWARDS

Honor Clubs

4-H Honor Club Guidelines provide 4-H groups with standards for which to measure their performance and provide suggested activities that should be a part of a 4-H group's program. 4-H Honor Club Guidelines encourage member participation in activities and programs beyond the local club level, the inclusion of certain activities and programs in the local group's program, and the maintenance of accurate records of activities by the group. Honor Club applications are outlined in the Club Resource Book. Clubs that meet honor club guidelines are recognized at during the Hartford Independent Fair in the 4-H Center.

Colgate "Youth for America"

This is a program of financial grants to youth groups for their best community service projects. Entry forms are due in mid-March of each year and may be obtained through the County Extension Office.

COLLEGIATE SCHOLARSHIPS

- COUNTY
 - One thousand six hundred dollars worth of college scholarships are given annually. Applications are due to the Extension Office in October.
- STATE
 - There are many scholarships available to Ohio 4-Hers who plan to attend college or a technical school. Each scholarship has varying eligibility requirements. Applicants must submit a completed Ohio 4-H Scholarship Application Form to the County Extension Office by the deadline for the current year. Ohio 4-H Scholarship application forms are available through the County Extension Office and due in January each year.
- HARTFORD FAIR
 - Beginning with the 2004 Program year, the Hartford Independent Fair awards two or more scholarships annually to deserving seniors from throughout the county. Applications are available through the Fair office as well as the Licking County Extension Office and are due March 1st each year.

COUNTY AWARDS OPPORTUNITIES

Interested 4-Hers must submit a completed Ohio 4-H Achievement Award Form in September of the current year to be considered as county representatives for the below listed leadership opportunities:

- Citizenship Washington Focus: Applicants should be 16-19 years of age, active in 4-H and demonstrated leadership ability. 4-Hers, join other youth from 18 Ohio Counties, for a week in Washington, D.C., for in-depth citizenship, leadership, study of government, meeting with elected officials and visits the nation's Capitol.

- **State 4-H Leadership Camp:** Applicants must be 15-19 years of age with demonstrated leadership potential, personal development, and communications abilities. The camp is held at 4-H Camp Ohio near Utica for a five day period in June/July of each year. Four county delegates may be selected to meet with 4-Hers from throughout the state.
- **State 4-H Sea Camp:** Applicants must be 14-19 years of age with demonstrated leadership potential, personal development, and communications abilities. The camp is held at Kelly's Island near Lake Erie for a five day period in June/July of each year. Two county delegates may be selected to meet with 4-Hers from throughout the state.
- **State 4-H Shooting Sports Camp:** Applicants must be 14-19 years of age with demonstrated leadership potential, personal development, and communications abilities. The camp is held at Canter's Cave 4-H Camp near Jackson for a five day period in June/July of each year. Two county delegates may be selected to meet with 4-Hers from throughout the state.
- **"I Dare You" Leadership Award:** Two or more outstanding older 4-H members are selected each year for this award based upon their demonstrated leadership, character, personal growth, and overall achievements. Recipients are selected by 4-H Youth Development professionals.
- **Ohio Teen Conference:** Applicants must be 14-19 years of age and interested in participating in one day educational conference. The conference is held at the Greater Columbus Convention Center, for delegates from around Ohio. Four or more county delegates may be selected to participate in the conference held in February of each year. Registration is open to any interested teen.
- **Junior Fair Queen and King:** Older 4-H members interested in participating in the Junior Fair Queen and King Contest may submit the appropriate application. Application deadline corresponds with Junior Fair entry deadline for Hartford Fair.
- **Junior Fair Board 4-H Representatives:** Interested 4-Hers who wish to be considered for the Hartford Junior Fair Board as 4-H representatives must be 15 years or older and be willing to attend all regular and special meetings of the board and carry out the basic responsibilities of the Junior Fair Board. Completed applications are due in November of each year. The Junior Fair Board is responsible for planning, conducting, and evaluating the youth component of the Hartford Independent Fair in cooperation with the Hartford Senior Fair Board.
- **County 4-H Project Pin Awards:** Each year 4-H pins are provided to outstanding 4-Hers, ages 14 to 19 in various project areas. Pin award recipients are announced at the annual 4-H Member/Volunteer Recognition Program. Recipients of the project pin awards are selected on the basis of their achievements and leadership within the respective project area for the current 4-H year.
- **County 4-H Camp Counselors:** Camp Counselors should be at least 14 years of age. A special camp counselor application must be completed and submitted to the County Extension Office. Counselors are selected after a review of their application. Interviews may also be used for final selection of those to fill various counselor positions.
- **County 4-H Member & Volunteer Recognition:** A county-wide 4-H Member & Volunteer Recognition Program for 4-Hers, families, volunteers, and friends is held each year. County pin awards, honor clubs and outstanding 4-Hers are recognized and announced at this program. 4-H volunteers are presented with recognition and appreciation for their years of service.

NATIONAL OPPORTUNITIES

- **International 4-H Youth Exchange – IFYE:** 4-H families may host IFYE representatives from May through December and provide a variety of living experiences for the exchangees for about one month during the above time period. Host Family applications are due in February to the State 4-H Office. Each year Ohio sends 3-5 young adults, ages 19-25, to other countries for 6 months. Ohio representatives are selected in October, with applications due in September to the State 4-H Office.
- **IFYE Ambassadors:** IFYE opportunities are available to 4-Hers, ages 15-19, through this program. Teens travel with a group leader, enjoy host family visits, and group travel. For more information and applications, contact the County Extension Office.
- **LABO/4-H Japanese Exchange:** Applicants must be 13 years of age or older and interested in learning a new way of life for a month in Japan. Individuals will need to study language, country, and culture prior to participating. You and your family

can host a Japanese youth for a month during the summer; or you can travel to Japan for a visit. Completed applications are due to the State 4-H Office by February of the current year.

RESOURCES FROM THE COUNTY EXTENSION OFFICE

OSU EXTENSION

Ohio State University Extension Licking County is cooperatively funded by the Licking County Board of Commissioners, State of Ohio, (The Ohio State University), and the United States Department of Agriculture. The office has Extension Educators, who conduct educational programs in 4-H and Youth, Agriculture & Natural Resources, Family & Consumer Sciences, and Community and Economic Development. In addition, a professional staff conducts adult and youth educational programs through the federally funded Food and Nutrition Program (FNP) primarily for audiences on limited budgets and financial resources. The County Extension Service has a variety of resources available to assist 4-H Volunteers with their 4-H club work. Following are some of the major educational aids to help you carry out your roles as an advisor.

Please keep in mind that many resources are available 24-7-365 through state and county OSU Extension websites.

Our county Extension website may be found at <http://licking.osu.edu>.

4-H NEWSLETTER

The county 4-H Newsletter is mailed to all 4-H volunteers on a bi-monthly basis. The newsletter contains information on upcoming 4-H activities and events. It also includes advisor education information that may be helpful to volunteer adults and their clubs. Volunteers are requested to share the "4-H News" with their members and families. The newsletter is also available at the county 4-H website.

4-H PROJECT BOOKS

4-H project books are available for members and provide them with suggested project activities, learning experiences and appropriate subject matter information related to the specific project area. 4-H project books are on a "for sale basis" thus a small fee is charged for each 4-H member project book. To order 4-H project books, the 4-H advisor will need to complete the 4-H Publications Advisor Order Form. The completed order form and a check payable to the Licking County Extension Service and mailed to the office is required to receive your members' project books.

4-H ADMINISTRATIVE - SUPPORT MATERIALS

These materials are provided at no charge to 4-H Advisors and include officer materials, health and safety materials, litter education materials, leader's project guides, and other general 4-H information and materials needed for 4-H club work. Available at no cost on state website.

4-H PILOT PROJECTS

Youth or advisors interested in a subject matter area not currently offered in 4-H may choose to "pilot" a project. The youth and advisor must meet with the County Extension Educator for approval. Copies of materials, including a formal evaluation, should be provided to the 4-H Educator. Projects should not be piloted for more than two years.

SELF-DETERMINED PROJECTS

Youth who wish to learn more about an existing project area in greater depth or to learn about a new area may take the Self-Determined Project, #365. This project serves as a guide for the member in determining what they want to accomplish, how to achieve their objectives, and an evaluation of their achievements. The self-determined project is an excellent way for youth to explore areas of interest beyond the existing project literature levels.

4-H MEMBER/ADVISOR CARDS

4-H Member and Volunteer membership cards are available upon request from the County Extension Office. Special 4-H Horse Membership cards are also available. Membership cards may be ordered at the time other 4-H administrative-support materials and project materials are ordered.

4-H MEMBER PINS AND CERTIFICATES

4-H members who satisfactorily meet the requirements outlined for their 4-H experiences may receive a 4-H certificate for their years as a 4-H member. Local 4-H clubs have the option of purchasing member pins. 4-H clubs are encouraged to conduct local 4-H Recognition/ Achievement programs at which time pins, certificates, and other awards may be presented to members.

4-H VOLUNTEER PINS AND CERTIFICATES

4-H volunteer certificates are provided to volunteers for their years of service to the 4-H program. Tenure certificates of 5, 10, 15, etc. years are provided by a state sponsor and presented at the State 4-H Advisor's Recognition luncheon in March of each year. The 4-H Committee sponsors first year advisor pins presented each year and pins for advisors celebrating year of tenure on five year increments..

ACCIDENT/HEALTH INSURANCE

Special 4-H group activities insurance coverage for accident or illness may be obtained through American Income Life (AIL). The coverage may be purchased for each activity/event or for the full club year. The cost is very reasonable whether by the activity or by the year. Forms are available in Club Resource Book.

NATIONAL 4-H SUPPLY SERVICE

4-H Supply Catalogs are provided to 4-H advisors each year. The National 4-H Supply Service is the official source of "4-H Materials," i.e. T-shirts, flags, banners, jewelry, note books, and much more. With a few exceptions, items may be ordered from the supply service without County Extension Office approval. These items are excellent ways to recognize and reward 4-Hers and others and to promote 4-H at the same time.

OTHER RESOURCES

The County Extension Office has numerous other references and resources available for advisors in the area of agriculture, family and consumer sciences, horticulture, health and safety, and community natural resource development. These fact sheets, bulletins and brochures are available, upon request, for advisors to use with their local clubs. To find out what's available, contact the County Extension Office.

NATIONAL 4-H CENTER

Located outside of Washington, D.C. in Chevy Chase, Maryland; the center serves as the focal point for creative learning and study of governmental processes and resources. The center is used for National 4-H programs such as Washington Focus, Leaders Forums, National 4-H Conference and others. The National 4-H Council and National 4-H Supply Service is headquartered at the center. 4-H clubs and 4-H families visiting Washington and the surrounding area may stay at the center. For information contact: Reservations and Services, National 4-H Council, 7100 Connecticut Avenue, Chevy Chase, Maryland; 20815.

OHIO 4-H CENTER

Ohio was the first state in the nation to establish a "4-H Center" on their land-grant university campus (The Ohio State University). The center is available for groups to use for conferences or just to visit and learn about the past, present, and future of 4-H. Educational displays and audio-visuals depict the rich heritage of 4-H in Ohio.

NATIONAL 4-H WEEK

The first full week of October is designated as National 4-H Week to emphasize the importance of 4-H and the accomplishments of 4-Hers throughout the country. The week is an opportune time to tell others about 4-H, recruit members and volunteers, and to promote 4-H in local communities.

OHIO 4-H WEEK

The first full week in March is designated as Ohio 4-H Week. Local 4-H clubs are encouraged to participate in Ohio 4-H Week activities through window displays, newspaper articles, exhibits, 4-H awareness and informational meetings, and more.

4-H CAMPING OPPORTUNITIES

Each summer 4-Hers have the opportunity to participate in a creative, educational experience in group living in the out-of-doors. This experience is called camping and supplements and compliments the local 4-H club program and the individual 4-H projects. Youth ages 8 (and in the 3rd grade)-19 may participate in the Licking County 4-H Summer Camp. Camp is held at 4-H Camp Ohio located near St. Louisville in Licking County. Campers participate in a variety of social and educational activities. Other camping opportunities include Go-Pher It! Camp, Safety Day Camp, Cloverbud Day Camp, Mini Camp, and Teen Leader Retreat.

EVALUATION AND 4-H

Evaluation is a basic component of any educational program, including 4-H. Evaluation must always be a teaching/learning process. In 4-H there are two methods of evaluation that seem especially important.

1. **Member Progress** - is a counseling process in which the advisor and the member discuss goals and determine progress toward these goals. Discuss what the member would like to gain through 4-H, what he or she wants to do, and how he or she can do it. The emphasis in evaluating member progress is on self-improvement rather than being better than someone else. Counseling and discussion should be in the areas of project learning and personal growth of the member. Determining progress is a continuous process that involves both the member (learner) and advisor (teacher).
2. **Competitive Judging** - is a competitive event and is based upon recognized standards. Judges are competent and qualified. They examine the product or observe the skill and decide (a) how it compares with a standard of quality, (b) which of several is most like the ideal, or (c) the place of rating according to quality. 4-H activities and programs which provide opportunities for competitive judging include pet or livestock shows, showmanship contests, style revues, food bake-offs, demonstration and safety speaking contests, project interviews, and national awards programs. Competitive judging awards are primarily extrinsic awards such as trophies, merchandise, money, grades, and scholarships. Member progress awards are primarily intrinsic in that a member gets personal satisfaction in self improvement. A 4-H member should be able to complete and have a most worthwhile 4-H experience without being involved in competitive judging.

Here are some principles that may help you to better understand member evaluation and competition:

- Every boy and girl needs:
 - **Belonging** - a feeling of acceptance and being a part of a group.
 - **Independence** - standing on his or her own feet, with help close by.
 - **New experiences** - challenges that help him or her grow.
 - **Affection and recognition** - a feeling of being liked and wanted.
 - **Achievement and success** - reaching set goals.

Principles of Evaluation

- Every 4-H member needs attention.
- Every member deserves recognition (attention with approval) and should receive it.
- The ten year old's span of interest is short. Attention and recognition are needed often.
- Determination of progress is basic to the educational process:
 - Evaluation only at the end does not contribute a measurable amount.
 - When results of evaluation are used in competitive situations, the evaluation is not likely to be valid.
- Personal growth and achievement can be measured:
 - Against one's self (especially 9- to 12-year-olds).
 - By comparing one's own competence against a group standard (this standard to be adjusted to group with whom you are working). Competition can be good when members are approximately equal in ability; otherwise, beat-your-own record is best.
- Member (learner) progress should be determined jointly by the advisor (teacher) and the member (learner).
- The advisor must create a situation in which the member feels worthy and realizes his abilities.
- People grow most when they have maximum self-examination.
- The most effective award is satisfaction.
- The consistent winner and/or loser is not likely to be a successful adult. Youth should have a balance of winning and losing.
- Younger children look to adults for approval more than teenagers.

- Shy and timid boys and girls can grow more through group participation than through individual participation.

Beliefs About Evaluation for Maximum 4-H Educational Experience

- Every member should have an opportunity to learn standards of quality and where he stands in relation to these standards.
- Every member should have the opportunity to know the progress he is making.
- Evaluation is continuous and can be informal.
- Four-H project books are designed for educational tools and not for grading.
- Grading should occur only in relation to competitive judging activities, not in relation to member progress determination.
- Competitive judging activities should offer a variety of options and be available to all those who want these experiences.

COMPETITION AND 4-H How the Two Can Work Together

Competition through awards can encourage both youth and adults, to work harder or to excel in 4-H work, in sports, in school and in other ways. The use of competition can play an important part in encouraging 4-H members and others toward achievement. But some problems can also be centered around excessive emphasis on competition.

Let's look at some aspects of competition:

1. Competition is a motivating force primarily for those who think they have a chance to win. Most people, on the other hand, will not work for those things they think they cannot achieve.
2. People who are forced to compete, but think they cannot win, are threatened. They tend to become frustrated, discouraged, and disillusioned. Left to themselves, people will compete only when they think they have a chance to win.
3. When competition becomes too important, then any means is justified to accomplish the end. Win at any cost may result in cheating, playing dirty, lying, and dishonesty. The price tag is read in terms of lower human values, physical violence, broken spirits, and disheartened people.

What are the implications for 4-H?

1. Research shows that awards are not the most important factor to encourage participation in groups such as 4-H. More important, are experiences that include getting acquainted, associations, working together, and the fun of group accomplishments. Competition through awards can encourage longer membership and greater completion in some instances.
2. Use some system of 4-H member progress evaluation, rather than competition, to encourage individual achievement toward realistic and challenging goals for each member. These goals should be based upon accomplishments of working with the project. For example, a better trained or groomed animal, a completed project book, a 4-H camping experience, a demonstration, tour, or other activity.
3. Use awards as an incentive to do better, to improve quality.
4. Keep in mind that all 4-H members, as well as all human beings, need to have some degree of success. This means that we need a system of recognizing progress, regardless of where a youngster may fall in a judging experience in some competitive class.

5. Competitive activities, when held, must be fairly judged. We should use qualified, unbiased judges in all situations.
6. 4-H members taking part in competitive activities must know why they have won and why they have lost. Otherwise, little learning will take place.
7. 4-H members should not be forced to compete when they are not interested or do not want to be a part of a particular competitive activity. To be forced to compete becomes a threat.
8. The emotions of adults and parents need to be kept out of any competitive program. Given the opportunity, most youth will demonstrate sportsmanship and accept winning and losing gracefully. Too often, we find some adults who want to dominate the activities with their attitude of "winning at all costs."

Use competition for the motivating force it can be in 4-H and recognize the hazards involved in making winning the primary objective. Use a system of progress evaluation, which is a basic step in the educational process. Progress evaluation begins with realistic challenges for each member and is a continuous process with each evaluation creating new goals. 4-H members can then use their individual accomplishments and feel more worthwhile.

Encourage cooperation rather than competition and recognize the accomplishments made by each individual member within your group, as well as the accomplishments of your club as a whole.

FAIRS AND EXHIBITS

Exhibits and fairs are learning/educational experiences for 4-Hers who wish to participate. Licking County 4-Hers may participate in the Hartford Independent Fair/Junior Fair and the Ohio State Fair if they are interested. There are various opportunities, exhibits, activities, events, and programs in the county fair and state fair designed for youth to gain additional experiences.

Members may exhibit, in a number of other ways, their achievements and what they have learned in their 4-H experiences. Some of these exhibit opportunities include: local school, community, library exhibits; mall shows and exhibits; exhibits at local civic groups, businesses, and other types of fairs and shows.

Effective exhibits require careful planning to arouse interest, stimulate thought, and get action. Since exhibits/ displays are teaching/learning experiences, decide on the purpose for the exhibit, consider those who will see the exhibit and aim at their interests, select a subject that will cause people to stop and learn the message you are trying to convey, and decide how to attract the audience's attention to the exhibit.

The Hartford Independent Fair is held in August of each year, at the Fairgrounds in Croton. There are many exhibit and display opportunities available to 4-H members who wish to participate. For complete details regarding fair participation, advisors should refer to the Junior Fair Section of the Hartford Fair Book which is available in late May / early June. Members participating in the county fair are eligible for various awards and premiums.

4-H Members may represent Licking County at the Ohio State Fair in any number of categories, classes, activities, and contests. Interested youth who wish to be considered for state fair participation should check with their 4-H advisors and the County Extension Office.

In many cases, such as general livestock, State Fair participation is open to any 4-Her enrolled in the appropriate livestock class; in other words, entries are open and due to the State Fair Office by June 20. Interested members should check with the County Extension Office for more information.

4-H Colors
Green and White



4-H Motto
“To Make the Best Better”

4-H Pledge
I pledge...
My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
My Health to better living, for
My Club, my Community, my Country,
and my World.

Should you have additional questions, or be in need of additional resources discussed or referred to within this document, please do not hesitate to contact us at your convenience. We look forward to working with you to serve the youth of Licking County.

Sincerely,

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Keith L. Smith, Associate Vice President for Agricultural Administration; Associate Dean, College of Food, Agricultural, and Environmental Sciences; Director, Ohio State University Extension; and Gist Chair in Extension Education and Leadership.

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