

4-H

Club Advisor

Handbook

Morrow

County



Getting Started

Enrollment

Club Meetings

Planning

Resources

Notes

Appendix



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



MORROW COUNTY

morrow.osu.edu

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information, visit cfaesdiversity.osu.edu. For an accessible format of this publication, visit cfaes.osu.edu/accessibility.

Table of Contents

Message from your Professionals	3
Annual Volunteer Requirements	4
Enrollment To-Do List	5
Charter Checklist	6
Minimum Guidelines	7
Activity Fees	8
Club Finances	9-10
Club Meetings Matter	11-12
4-H Calendar	13
Virtual Meeting Help	14-15
App/Website	16
Cloverbud Resources	17
Insurance	18
Projects	19
Special Consideration Projects	20
Community Service	21
Club Fundraising	22
Ohio 4-H Achievement Form	23
Member Awards	24
Teen Opportunities	25
Honor Club	26
Helping Hands	27
Camp	28
Other Resources	29
Social Media	30
4-H Lingo	31
Staff	32
Notes	33
Appendix	34

Compiled By: Becky Barker
Extension Educator,
4-H Youth Development
Morrow County

Sara Deakin
OSU Student Intern

Updated 1-2021



A Message From Your Professionals

Dear 4-H Volunteer:

It is our hope that you will find much of the information needed for a successful 4-H club year in this handbook. We know that being a club advisor often seems like a difficult and thankless task. Please know that we greatly appreciate all the hard work and dedication that you put in to make your club successful. You truly are setting our future generation up for success!

Along with the information in this handbook, on our website, your Morrow County 4-H professionals are only a phone call or email away. We are here to help you, answer your questions, support your work and help meet your needs with programming.

Sincerely,

Becky Barker

Becky Barker
Extension Educator,
4-H Youth Development

Amanda Staley

Amanda Staley
Extension Educator,
4-H Youth Development



Annual Volunteer Requirements

1. 4-HOnline Enrollment

In order to be considered a volunteer in good standing you must re-enroll in the 4-HOnline database **every** year. <http://v2.4honline.com>

2. Standards of Behavior Signed (4-HOnline)

These Standards of Behavior are accepted by volunteers who commit to an Ohio State University Extension (“OSUE” or “Extension”) program as a condition of their volunteer status. The Standards of Behavior shall guide volunteer’s behavior during their involvement in Extension programs. Just as it is a privilege for Ohio State University to work with individuals who volunteer their time and energies to the organization, a volunteer’s involvement with OSUE is a privilege and a responsibility, not a right.

OSUE provides quality educational programs accessible to all Ohio citizens. The primary purpose of this Standard of Behavior is to ensure the safety and well-being of all Extension program participants (i.e., members, their parents and families, professionals, and volunteers). Volunteers are expected to function within the guidelines of OSUE and the individual program area (4-H, Agricultural & Natural Resources, Family & Consumer Sciences, and Community Development). Extension volunteers shall act with personal integrity.

3. Protecting Minors from Abuse Training (Policy 1.50)

Volunteers working with minors entrusted to the university’s care play an important role in protecting minors from abuse.

The purpose of this policy is to promote the safety and welfare of minors who participate in these activities and programs. To support the protection of minors, this policy outlines what is required of personnel and volunteers who work in activities and programs with minors and informs individuals of their reporting obligations in instances of known or suspected abuse or neglect of minors.

Policy Requirements:

- Individuals working in 4-H activities and programs must receive training annually, know reporting obligations, and sign standards of behavior, all of which are included here; and
- Those with care, custody, or control of minors must successfully complete a background check every four years.

The policy includes an important focus on reporting obligations in instances of known or suspected abuse or neglect of minors.



2021 Enrollment To-Do List

To-Do List must complete by April 30, 2021!

All members and volunteers enroll online

Club Charter Checklist – signed & submitted

Project Book Order Form (No later than May 1)

Annual Volunteer Training

Any Tax-Exempt/EIN Paperwork-Check with Barb

W-9 to Participate in Trash Bash



Getting Started



Charter Checklist

- 4-H National Headquarters and Ohio 4-H Youth Development require that all clubs be chartered.
- Complete the checklist to determine whether your club has met the Ohio 4-H Club charter requirements. This checklist will be reviewed by your County 4-H Extension Professional. Chartered 4-H clubs are permitted to use the 4-H Name and Emblem according to 4-H National Headquarter guidelines. Clubs that meet these minimum requirements will be granted/continue a charter. The charter checklist must be reviewed every year to assure a club's continued compliance with the 4-H Club criteria.

OHIO STATE UNIVERSITY EXTENSION

2021 Ohio 4-H Charter Checklist

4-H National Headquarters and Ohio 4-H Youth Development require that all clubs be chartered. Please complete this checklist to determine whether your club has met the Ohio 4-H Club charter requirements. This checklist will be reviewed by your County 4-H Extension Professional. Chartered 4-H clubs are permitted to use the 4-H Name and Emblem according to 4-H National Headquarter guidelines. Clubs that meet these minimum requirements will be granted/continue a charter. The charter checklist must be reviewed every year to assure a club's continued compliance with the 4-H Club criteria.

EIN # _____ (9 digits)

Name of 4-H Club _____

Name of Contact Advisor _____

Address of Contact Advisor _____

Criteria - Advisors to mark (x) the appropriate box:	Requirements Met	Not Met
All of our adult club volunteers are approved through the Ohio 4-H Volunteer Selection Process.		
Our 4-H club has at least five youth members from three different families.		
The name of our 4-H club was approved through the County Extension Office.		
Our club plans to conduct a minimum of six regular club meetings per year.		
Our club has a current 4-H club constitution.		
Our club has elected officers.		
Our 4-H club agrees to provide a welcoming and safe environment for all club members.		
Our 4-H club plans a series of experiential learning experiences for club members.		
Our 4-H club agrees to follow all national, state and county 4-H policies and procedures.		
Our 4-H club agrees to follow the national and state 4-H guidelines for the use of the 4-H Name and Emblem.		
Our club agrees to follow national and state 4-H guidelines for fundraising.		
Our club agrees to submit the Ohio 4-H Yearly Financial Summary at the end of each club program year.		

ohio4h.org

THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL
AND ENVIRONMENTAL SCIENCES



Minimum Guidelines

All 4-H clubs should strive to meet minimum guidelines; a standard intended to encourage excellence and continuity among Morrow County 4-H Clubs. These guidelines, set forth by the OSU Extension, Morrow County 4-H Youth Development Program, give 4-H clubs a tool by which to measure their annual performance as well as a list of suggested activities to include as part of their 4-H program plan.

MINIMUM GUIDELINES FOR A 4-H CLUB

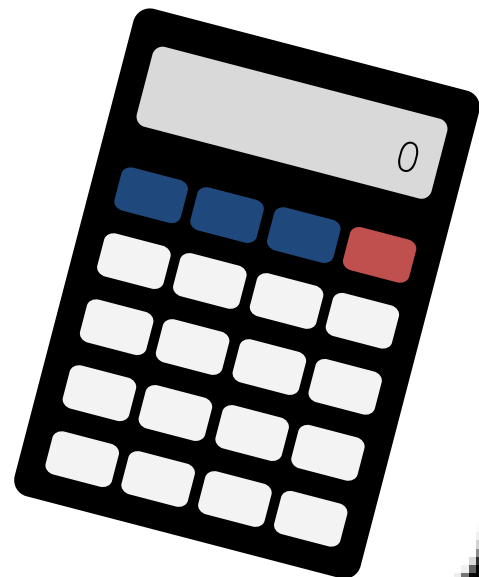
- A membership of five or more Cloverbuds/members and one or more adult advisors. This is a suggested minimum.
- Hold at least six meetings per year that include education, business, citizenship, social, health, safety, environmental, and leadership components.
- Elect officers. Election of officers is needed to teach parliamentary procedure and to provide a leadership opportunity to members.
- Conduct one health and one safety program during the year or give short health and safety talks at a minimum of six 4-H meetings.
- Participate in at least one community service project.
- Complete at least three of the following:
 - A. All club members gave a demonstration, talk or speech at the club level.
 - B. One or more members participated in county 4-H evaluations and/or Junior Fair.
 - C. Club participated in a group 4-H project.
 - D. Recruited three or more new 4-H members.
 - E. Held a club 4-H recognition program.
 - F. Conducted a 4-H awareness program to increase 4-H's visibility
 - G. Club participated in an educational tour.
 - H. Club had an educational program with a guest speaker



Activity Fees and Books

No 4-H pin and activity fees will be collected for 2021! All pins will be given free of charge at the end of the year for members who complete at least one project and meet club guidelines you may have.

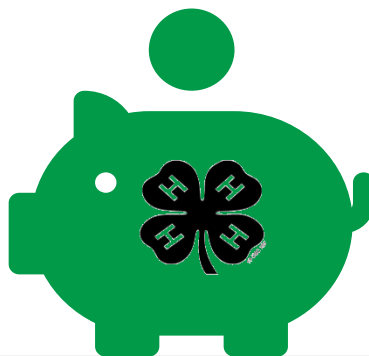
Member's will receive 3 free project books. Extra books will cost a discounted \$3 per book and resource books for livestock projects, if needed, will cost \$10 across the board.



Club Finances Continued

- Bills should be approved for payment by the 4-H club members before checks are written. When a check is written, it should be correctly recorded in the Treasurer's records and Secretary's minutes. The Treasurer should keep copies of documents supporting expenditures (cash register receipt, invoice, etc.).
- All income should be documented by prenumbered receipts, with appropriate copies kept with the Treasurer's records. All income should be deposited in the club's checking account as soon as possible upon receipt.
- The Treasurer must keep accurate records and report the status of the treasury at each meeting. The Secretary's minutes should reflect financial actions and/or account balances. This should be done for each business meeting.
- The club treasury should be audited annually and prior to a new treasurer assuming office. The President should appoint a committee from the club, made up of persons not directly associated with the Treasurer. The OSU Extension office has the authority to ask for a club's financial statement that itemizes receipts and expenses and copy of the audit.
- The Morrow County Extension Office files a Form 990-Series return with the Internal Revenue Service annually. The club advisor should not file a 990N on behalf of the club.

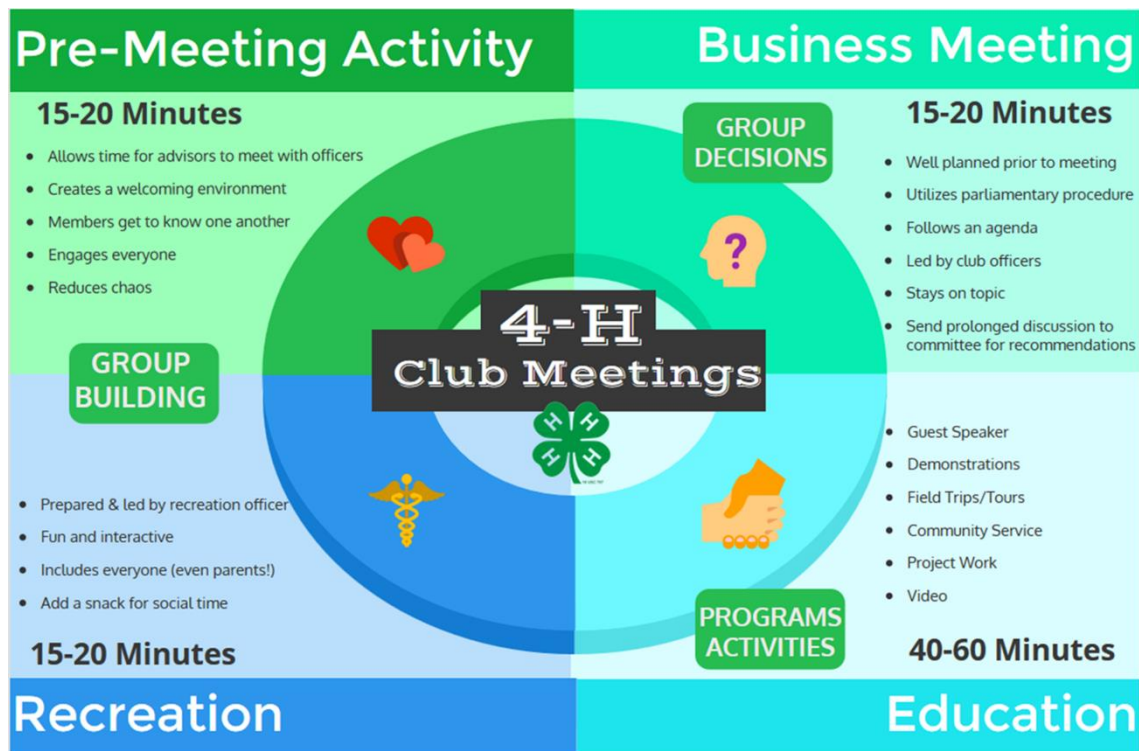
The Ohio 4-H Financial Summary must be completed and submitted to the Morrow County Extension office by January 31, for the previous year.



Club Meetings Matter

All club meetings should last less than two hours and contain all four components of the graphic below.

Other resources for improving your club environment can be found by visiting <https://morrow.osu.edu/program-areas/4-h-youth-development/volunteer-information>



Club Meetings Matter

Club Officers are elected annually to lead 4-H Club Meetings. Books are printed for your youths needs!

Officer positions should include:

- President
- Vice –President
- Secretary
- Treasurer
- News Reporter
- Health Officer
- Safety Officer
- Recreation Leader
- Community Service



Great educational videos are posted at the above site!



Morrow County

2021-2022 4-H Calendar

January 2021							February 2021							March 2021						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

April 2021							May 2021							June 2021						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3						1			1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

July 2021							August 2021							September 2021						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		

October 2021							November 2021							December 2021						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

- Cloverbot Challenge
 - Junior Fair Board Meetings
 - Horse Committee Meetings
 - Livestock Quality Assurance TBA
 - Possession Deadline
 - Advisor Training Nights
 - Cloverbud Fun Day
 - Public Speaking - LEGO Edition
 - Horse Forms Due
 - Junior Leadership Meetings
 - 4-H Camp - 4-H Camp Ohio
 - CARTEENS
 - PAS Horse Shows
 - Ohio State Fair
 - Illustrated Talks and Health and Safety Public Speaking Contest
 - Morrow County Fair
 - Livestock Skillathon
 - Horse Safety & Ethics TBA
 - New Volunteer Orientation
 - Enrollment Deadline
 - State Achievement Form Due
 - Youth Fitness Quest
- Dates To Be Announce
- Career Exploration Workshops
- New Day Camps
- Quality Assurance
- Still Project Judging

Planning



Morrow County 4-H Virtual Club Meeting Help Sheet

What's happens at a virtual club meeting?

The elements of a virtual club meeting are very similar to an in-person club meeting. All four of the main components should be addressed in every virtual meeting.

• Pre-Meeting Activities

- As members are joining the virtual meeting, keep the atmosphere upbeat and welcoming. This could include playing fun music or assigning an advisor or older member the role of greeter.

• Business Meeting

- Keep the business portion as short as possible to maintain member engagement and avoid boredom. If important decisions need to be made, use the breakout rooms or have committees meet at separate times.

• Education

- Try to keep the education portion inclusive so that members can participate. Things like guest speakers, virtual field trips, and project demonstrations are encouraged.

• Recreation

- This is portion of your virtual meeting is arguably the most important part. Members need the opportunity to socialize and take part in fun activities. This will help ensure they will remain interested in club activities.



Task-Oriented Programs for Committee Work

- **Slack** is a free collaboration program that divides work into channels, allows for video calls and instant messaging. It is available on laptop/desktop computers and mobile devices. Find it at: [Slack.com](https://slack.com)
- **Trello** is a free collaboration program available on laptop/desktop computers and any mobile device. Find it at [Trello.com](https://trello.com)
- **Google Drive** can be used collaboratively by sharing files between members. A Gmail account is required. Find it at [Drive.Google.com](https://drive.google.com)



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



Morrow.osu.edu



Virtual Recreation Resources

Mentimeter [mentimeter.com](https://www.mentimeter.com) (requires a second device)

- An easy-to-use presentation software used to create fun and interactive presentations. This tool engage participants in word clouds, quizzes, and contests. Along with recreation, clubs can use this tool to vote on things such as t-shirt design or colors.



Kahoot! [kahoot.com](https://www.kahoot.com) (requires a second device)

- Kahoot! is a game-based learning platform that makes it easy to create, share and play learning games or trivia quizzes in minutes. Clubs can use Kahoot! to vote on club decisions or play a trivia game amongst members.

Jeopardy [jeopardylabs.com](https://www.jeopardylabs.com)

- Jeopardy Labs allows you to create a customized jeopardy template. The games you make can be played online from anywhere in the world. Building your own jeopardy template is easy. Just use the simple editor to get your game up and running.



Escape Rooms



- An easy-to-use google survey that your club members can work through together. There are several options that are available free, just search them on google.

- Harry Potter
- Greek Mythology
- Space
- Animal

Family Feud Download Family Feud

- An easy to edit PowerPoint presentation that can be played in multiple different ways to encourage members engagement. Just follow the link above to download the presentation.

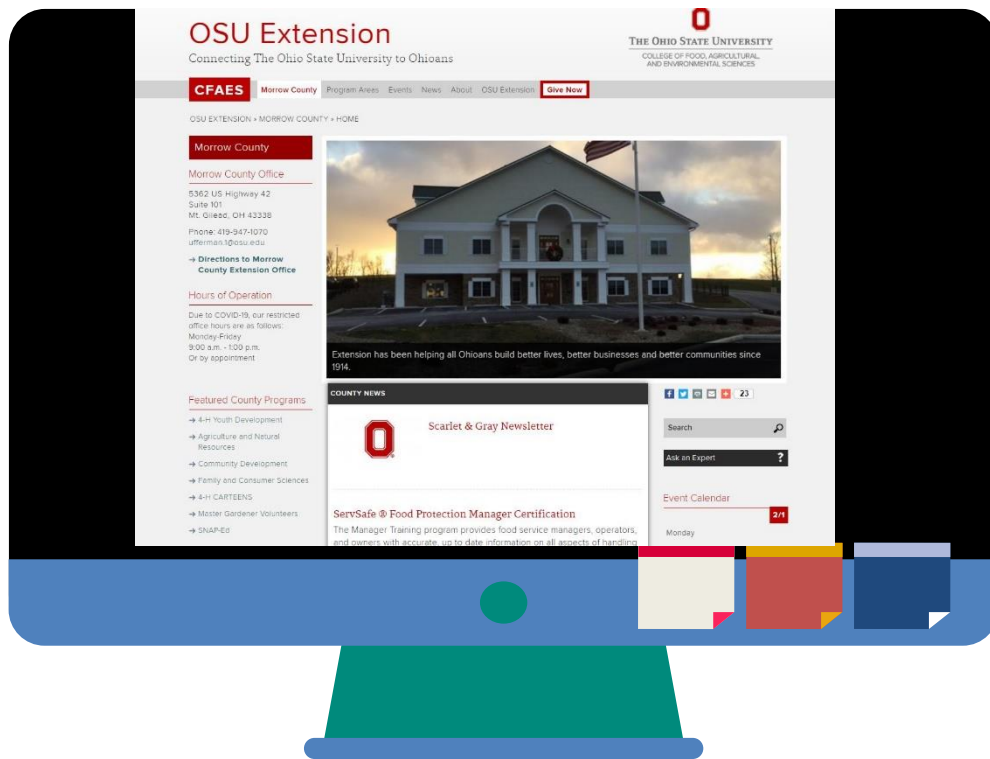


CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information, visit cfaesdiversity.osu.edu. For an accessible format of this publication, visit cfaes.osu.edu/accessibility.



Get the Latest 4-H Info on...

- On our website
morrow.osu.edu
- Facebook
Morrow.extension



Cloverbud Resources

4-H Cloverbud Connections

Subscribe to this very informative electronic newsletter with great activities and guidance on leading Cloverbuds. You can also search archived newsletters.

<https://u.osu.edu/cloverbudconnections/>

Time Capsule Activity

This activity can be used at a meeting early in the year to help Cloverbuds process the unusual circumstances that they experience in 2021.

<https://ohio4h.org/sites/ohio4h/files/imce/Families/2020%20Cloverbud%20Time%20Capsule.pdf>

Click It, Print It, Do It Website

Cloverbud volunteers can access over 30 on-line, printable lessons that are fun and challenging for Cloverbud members. Topics range from recycling and community service to exercise and gardening.

<https://ohio4h.org/volunteers/cloverbud-leaders/click-it-print-it-do-it-activity-pages>

The Big Book of 4-H Cloverbud Activities

This classic includes hundreds of activities for 4-H Cloverbuds in lots of topic areas.

Free Version: <http://go.osu.edu/CloverbudBigBook>

Ohio 4-H Cloverbot Challenge

The Ohio 4-H Cloverbot Challenge gives 4-H Cloverbuds the opportunity to work cooperatively in teams to problem-solve using STEM skills. A new theme is selected each year and teams research a topic, build a working model of their solution to the Challenge issue and create a poster to illustrate their findings. The annual challenge is posted to the website each year sometime in February.

<https://ohio4h.org/families/cloverbuds/cloverbot-challenge>

Bioenergy Curriculum

This web-based resource will help our next generation of leaders develop an awareness and appreciation for a sustainable energy future. It is leader-directed curriculum, targeting 4-H Cloverbuds. Each curriculum piece contains about nine educational activities.

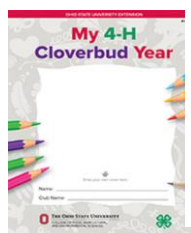
- [Bioenergy Sources \(PDF\)](#)
- [Bioenergy Conversion \(PDF\)](#)
- [Bioproducts \(PDF\)](#)

Other Information for Cloverbud Leaders

- Get other information and ideas from the Ohio 4-H Cloverbud Leader Page
- <https://ohio4h.org/forcloverbudleaders>

Other Cloverbud Resources from Extension Publications

<https://extensionpubs.osu.edu/> Order these through your Morrow County 4-H book order for discounted prices!




Insurance


American Income Life offers accident insurance coverage for both clubs and events. Morrow County 4-H pays for accident insurance for clubs. This insurance is secondary to the parents' insurance. It is not liability insurance. <https://www.ailife.com/specialriskdivision>

What is the difference between accident and liability insurance?


- Accident Insurance may cover injuries or illness incurred while participating in a 4-H event or activity. To receive coverage, accident insurance must be purchased.
- Liability Insurance is coverage protecting approved volunteers in good standing from loss due to litigation. The insurance is provided through OSU Extension and is secondary to the individual's personal insurance. Coverage applies to approved and screen volunteers taking appropriate actions during a 4-H event or activity.



AMERICAN INCOME LIFE
Insurance Company



SPECIAL RISK
DIVISION



Annual Accident Insurance for Extension Groups

WHO: The American Income Life Special Risk Division (AIL SRD) has a full time staff of five who are personally dedicated to serving customer needs from the initial application for coverage to the end of the claims process. This gives us a great advantage of having the authority of a large company but the feeling of a local business. We are the largest blanket insurer of 4-H and Extension groups and programs nationwide and because of this specialization; we understand your unique needs and are constantly striving to meet them.

WHAT: Our Annual policies can cover all members of organized Clubs/Groups for as little as \$1/person/year for regular members and \$2/person/year for horse members. Coverage for Volunteers is optional, but recommended.

WHY:

1. Because with AIL SRD, you work directly with the people making decisions, not someone in a huge corporate office.
2. This also means that we are able to provide lower costs, quick decisions, and cut out red tape and middlemen and eliminate the long and frustrating process of dealing with Insurance.
3. Our Annual Policies provide primary benefits and have no deductible for covered individuals.
4. Running a successful and safe Extension Program requires a lot of time and energy throughout the year; and unexpected complications can happen in almost any situation. Choosing this coverage can help reduce stress for staff, volunteers, and the families of your participants if or when an injury occurs.

As Low as \$1.00 Per Person Per Year!

Provides Maximum Benefits of:

- \$5,000.00 – Medical and hospital expenses resulting from injuries
- \$5,000.00 – Loss of life
- \$500.00 – Dental expense due to injury of sound, natural teeth
- \$10,000.00 – Loss of any two: arms, legs, feet, hands, or sight of both eyes.**
- \$ 5,000.00 – Loss of any one arm, leg, foot, or hand.**
- \$ 3,000.00 – Loss of sight of one eye.**

***When injury does not result in loss of life but does result in any of these losses within 100 days of the accident, one of these maximum benefits will be paid in addition to any other covered expenses.*

ALL MEMBERS MUST BE INSURED

Covers each registered member (leaders optional) while participating in or attending regularly approved and adult supervised group activities. FULL coverage while traveling directly to and from the member's home and the meeting place for the purpose of participating in scheduled group activity

SPECIAL FEATURES

- Optional coverage for adult leaders.
- Automatic coverage of new members.
- Prompt claim service.
- Covered expenses incurred within 52 weeks from the date of accident.
- Full coverage – no deductible.
- Rough Stock Rodeo coverage available – Call for quote!

NOT COVERED

- Eyeglass replacement
- Denture replacement or repair
- Suicide
- Illness
- Hernia in any form
- Losses covered under Medicare or Workman's Compensation
- Injuries sustained during downhill winter sports
- Air Travel
- Children under the age of 5

Apply Today!

www.AILspecialrisk.com



Projects

Ohio 4-H Family Guide: Your place to connect to our entire collection of Ohio 4-H project books for the year. Each project book contains information and activities for members to explore as an organized group project or at home under the guidance of a parent or interested adult. When choosing a project, consider your interests, background, what is necessary to start the project, and the resources available to help you complete it. <https://ohio4h.org/familyguide>

Project Central: An easy way for 4-H members and project helpers to preview Ohio 4-H project books and resources. Take a closer look at a book, find out what others have to say, and share your experiences. <https://ohio4h.org/books-and-resources/project-central>

Project Requirement Summary: A project specific handout that shares all of the county and Ohio State Fair project requirements for completion is available on the county website. <https://morrow.osu.edu/program-areas/4-h-youth-development/project-information-judging-requirements>



Special Consideration Projects

Livestock

Information regarding 4-H Livestock projects that are exhibited at the Morrow County Fair can be found by visiting <https://morrow.osu.edu/program-areas/4-h-youth-development/livestock-project-record-book> Members taking livestock projects will want to pay close attention the livestock requirement summary.



Horses

Information regarding 4-H Horse projects that are exhibited at the Morrow County Fair can be found by visiting <https://morrow.osu.edu/program-areas/4-h-youth-development/horse-information>.



Dogs

Members completing a dog 4-H project are encouraged to work with the specialized dog 4-H club in Morrow County. This is not required but the dog project usually entails extra project experiences that can be obtained in a dog club.



Shooting Sports

The Ohio 4-H Shooting Sports program teaches young people the safe and responsible use of archery equipment, including the fundamentals of firing air guns, .22 caliber and muzzleloading rifles, pistols, and shotguns; the basic principles of hunting; and the value of studying historic lifestyles and heritage crafts. The 4-H Shooting Sports program only is administered through certified shooting sports instructors, and members may only take shooting sports projects if their instructor has been certified in that specific discipline. For 2021 Morrow County 4-H members interested in taking a shooting sport projects should contact the OSU Extension-Morrow County office for details. As of 1/30/21 the county shooting sports program is on hold.



Community Service

Community Service is a part of 4-H, beginning with pledging our hands to larger service. 4-H members and volunteers have historically given back to their community through a variety of volunteer efforts and serving others should still be a part of each 4-H club's yearly plan. Every 4-H participant is encouraged to take part in community service that fits his/her areas of learning, as an important feature of 4-H youth development." This type of experiential learning will allow members to explore a variety of career options.

Getting Started

It is important to make sure all members are involved when deciding and implementing a community service project. Start with a brainstorming session where all ideas can be discussed, helping to give all members a sense of ownership. This process also allows for diverse ideas, viewpoints, and experiences to be discussed.



Community Service Activities

The best community service activities for youth are centered around a common interest shared by members of the group. One easy way to identify a common interest is to review the 4-H projects youth are enrolled in. Look for service projects that relate to members' projects. For example, members of a dog group could become trained in pet therapy and work with a retirement center. A photography club could stage an art exhibit to beautify the Courthouse. Or a bicycle group could put on a safety demonstration at a local shopping center or store.

The following are a few ideas that may spark an interest for 4-H members:

- Clean up a local vacant lot that is overgrown with weeds and debris.
- Adopt a highway or street to keep a section of roadside free of litter. Safety first. Make sure members know what to pick up and what not to pick up.
- Provide recycling bins at various points throughout your community to collect newspaper, plastic, or aluminum.
- Support a local animal shelter by providing blankets, food, cleaning cages, or exercising animals.
- Set up and maintain an aquarium or library in a retirement center or hospital.
- Coordinate a food or clothing drive to support local shelters for the homeless.
- Plant and maintain flowers and shrubbery in parks, schools, or downtown areas.
- Conduct a petting zoo with small animals to expose children to animals.
- Work with "Meals on Wheels" to provide food to shut-ins.
- Donation drive for local "backpack pal" programs that provide food to students on weekends and over school breaks or a school backpack filled with supplies for those in need.



There are any number of ideas. The list is limited only by the imaginations of the 4-H members and their volunteers. Contact a local Extension Office or civic organizations for additional ideas, input, or assistance. These groups are always looking for more help in the completion of their mission.



Club Fundraising



Steps to Conduct a Successful Fundraiser

1. Seek approval for the fundraiser from the County 4-H Youth Development Extension Educator. No raffles.
2. Motivate your group. Help members understand the importance of the fundraiser. If age-appropriate, consider making the sales into a competitive situation.
3. Help the members set clear goals for the fundraiser. Make sure everyone knows WHY you are raising funds. (Those involved with the club should be able to communicate the club's goals for the fundraiser.)
4. Limit the time period in which the fundraiser is held. (e.g., if selling items, limit sales to three weeks.)
5. Involve the whole club. The fundraiser profit can exceed expectations if everyone does their part.
6. Advertise the fundraiser to members of the community, businesses, family, and friends.

Ideas for Club Fundraisers:

Value Card	Pizza Card
Auction	Silent Auction
Dinner (chicken & noodles, chili, & spaghetti)	T-Shirt
Ice Cream Social	Candle Sale
Food/Drink Stands	Car Wash
Setting up/Cleaning up for event	Snow Shoveling
Skating	Flower Sale
Homemade Craft Sale	Lawn Mowing
Rummage Sale	Walk-a-Thon



Fund Raising and Use of the 4-H Clover

There are federal regulations that govern the use of the 4-H Clover. Any use of the 4-H Club Name or Emblem is forbidden if it exploits the 4-H program, its volunteers or 4-H participants, the United States Department of Agriculture, the Cooperative Extension Service, or the land grant institution and its employees. Fundraising programs using the 4-H Name or Emblem may be carried out for specific educational purposes. Such fundraising activities should be approved by a county 4-H professional.

Under no circumstances may the 4-H Name or Emblem be used for fundraising purposes in any games of chance including bingo. It is the responsibility of the youth educator to inform 4-H organizations of this policy. For a complete set of guidelines for your club's financial records, please contact your 4-H Youth Development Extension Educator.

4-H fundraisers or activities that include the consumption of food made by 4-H members and volunteers should follow [The Ohio State University Extension Food Preparation/Service Policy and Procedures](#). Individuals providing to the on-site preparation and service of food for sale or giving away (not including carry-in, covered dish, pot-luck dinners, or bake sales) must complete the [Occasional Quantity Cook Training](#) prior to the event.



Member Award Opportunities

Due Every September 30

Achievement Member Award (project members only)

These simple award forms are easy to fill out. Just mark off the activities that you've participated in this year, add up your points, and find out if you've qualified for a Gold, Silver, or Bronze Clover Pin Award.

Project Area Awards (project members only)

These award forms recognize members for outstanding project work. Winning project members receive a project pin recognizing the top county project winner.

Top Officer Book Awards

Secretary, Treasurer, and News Reporter Books can be turned in for judging for overall county books! Awesome awards for top 3 books in each category.

First Year 4-H Project Members

We like to recognize 4-H members completing their first year of project work with an extra award. Please fill this out for those members who have completed at least one project and your club guidelines.

Cloverbud 4-H Year of Completion Pin Award (Cloverbud members only)

Our youngest members in Kindergarten through second grade can complete this form to receive their 4-H year of completion pin.



Teen Opportunities

4-H Older Youth Opportunities Descriptions – Applications Due October <https://morrow.osu.edu/node/358>

Opportunity	Age/Grade Requirements on January 1 st , 2021	Description	Costs/Donors
State Leadership Camp June 1-5, 2021 Where: 4-H Camp Ohio	14 years or older & have completed at least one year of 4-H	The focus of the five-day leadership experience is the development of concrete peer leadership skills that will enable participants to have an immediate impact in their home 4-H club, county, community, or school.	Cost to Member: Free Donors: Nationwide Insurance & Ohio Farm Bureau '19 Donation \$375
4-H Shooting Ed. Camps Jr. Camp - June Sr. Camp - July	Jr. Camp: 9-11 years old Sr. Camp: 12-18 years old	Fun filled learning experience camp focusing on the safe, responsible, and ethical use of firearms and archery equipment.	Cost to Member: Approximately \$200
Camp Canopy (Forestry Camp & Wildlife Conservation Camp) June 2020 Where: Camp Muskingum	Completed 8 th grade and older by camp	One, possibly two 4-H members will be selected to participate in this exciting and fun camp dealing with forestry. Program focuses on tree identification, silviculture, ecology, and forestry projects.	Cost to Member: Free Donor: Morrow County 4-H Endowment
CARTEENS	16 years or older	Six times a year, 4-H teens and the State Highway Patrol, present a driver education program to teens. 4-H teens can introduce speakers, present material, and work with presenters. Earn \$5 gas cards per session. Most sessions are the 4 th Tuesday of each month from 6:15-8:30 p.m.	
Junior Fair Board Selection Complete for 2021	15 years or a freshman in high school or older	Ten 4-H members will be chosen to represent the 4-H program on the Junior Fairboard. Member's chosen will take part in making decisions, planning, and working the fair. Members are required to attend monthly meetings (1 st Monday of month), attend workdays, and the fair.	
4-H Advisory Board	15 years or older or a freshman in high school	Among adult advisors serving on the 4-H Advisory Board – 4-H teens will join them in making county 4-H decisions. Meetings are in March, May, October, November.	
Buckeye Leadership Workshop March Recreation Unlimited	15 years or older or a freshman in high school	Buckeye Leadership Workshop held annually at Recreation Unlimited, provides sessions that strengthen participants' leadership skills within a recreation setting.	Cost: Depending on scholarship dollars awarded
Sea Camp July Where: Kelleys Island	Teens ages 15 to 17 (as of the first day of camp)	Campers learn about one of Ohio's most important resources: Lake Erie! You'll be in, on, and around the water as you explore the science of the lake, learn marine-related skills, and discover the history and recreational uses of our great lake. Also learn about safe boating in Ohio.	Cost to Member: Free Donor: Advisory Committee



Teen Opportunities

4-H Camp Counselor July 9-13, 2021 Where: Camp Ohio	A freshman in high school or older	This year, we will be selecting several boys and girls to be counselors for the Morrow County 4-H Camp. Counselors are required to attend 15-hours of training meetings, will be given a large amount of responsibility with youth ages 8-14, and attend Counselors Camp in April as a 1 st year counselor.	
Food & Fashion Board	13 years or older or at least in the 7 th grade	Food & Fashion Board gives leadership to Morrow County projects and activities related to food and clothing. Past activities include a fun and educational trip, making quilts, canoeing, style show, and judging.	
State 4-H Teen Leadership Council	Age 14 to 18 years old	TLC is a statewide group of 4-H teens that provide a teen perspective in the planning, implementation, and evaluation of Ohio 4-H programming.	
State 4-H Achievement Awards & Scholarship	14 years or older and at least 4 years of project work in one area.	Members must show involvement in the county and state 4-H program activities, as well as increased knowledge and work in their 4-H project(s). Interested members should check the appropriate box on the application.	
Teen Leaders Group	In the 7 th grade or older	Teens across Morrow county meet for fun, community service, and learning how to be a leader. Meetings are held the last Monday of the month. Activities from 18-19 – Halloween movie night, Momazing Race, Petting Zoo for Lutheran Camp, Helped at 4-H Camp 5 K race.	
Ohio Military Kids Camp Counselor August	16 years or older	Teen leaders needed for camps and other events with an interest. This program supports children and families of National Guard, Reserve, and Active Duty Service.	
Citizenship Washington Focus Virtual Event	Current Freshman in High School and older	4-H'ers learn essential civic leadership skills and leave with the tools that will allow them to bring about real change in their communities	Cost to Member: Free Donor: Morrow County 4-H Advisory
Leadership Washington Focus, Virtual Event	7 th -9 th Grades	Leadership skill development in Washington D.C.	
Ohio 4-H Health Hero	Must be in grades 9-12	Teens promote healthy living through group activities and presentations.	
STEM Ambassador	14 years or older	Do you have a passion for STEM? We are looking for teens to attend and help with local, state and national programs and events.	
International Programs	Depends on age	Teens can host international youth or travel.	
State 4-H Youth Assistant	13-18 years old, must have been in 4-H for 1 year	This groups of teens assists with 3 or more state fair events. Selected individuals must attend a training in July.	



Honor Club Requirements

HONOR CLUB SCORE SHEET

Due: September 30

	<u>MAX POINTS</u>	<u>POINTS</u>
1. Our club members and advisors planned the meetings and program for the whole 4-H year when we began meeting and our club distributed a list of their programs.	<u>50 pts.</u>	_____
2. 10 pts. per meeting held throughout the year.	<u>120 pts.</u>	_____
3. Our club enrolled new members (who had never been in 4-H before). (10 pts. per member)	<u>50 pts. max</u>	_____
4. We said the Pledge of Allegiance to the Flag and the 4-H Pledge at every meeting.	<u>100 pts.</u>	_____
5. Our news reporter <u>submitted</u> news articles to be printed in the newspaper or posted club news on social media. (25 pts. each)	<u>100 pts.</u>	_____
6. Our club had safety and/or health tips or programs at club meetings. (20 pts. per meeting)	<u>200 pts.</u>	_____
7. Club members gave a demonstration <u>or</u> illustrated talk at one of our meetings. (20 pts. per member or 1,000 pts if all members completed)	<u>1,000 pts.</u>	_____
8. All club members completed at least one project. Remember completion is, significant progress made in the project book and an interview with an adult. Judging is not required.	<u>100 pts.</u>	_____
9. Our club planned and conducted an educational tour, had an outside speaker, skillathon practice, or educational video at our 4-H club meetings. (50 pts. each occurrence)	<u>200 pts. max</u>	_____
10. Our club had or will have an achievement or recognition meeting to distribute completion certificates, year of membership awards, club awards, etc. Date: _____	<u>100 pts.</u>	_____
11. Our club conducted a community service or community beautification project. Score = 100 pts. /project. 1. _____ 2. _____	<u>200 pts.</u>	_____
12. Our club had members participate in the following: Health and Safety Speaking Contest _____ Demonstration-County Level _____ Any Specie Knowledge Bowl _____ Hippology _____ Groom & Clean _____ State Judging Contests _____ State Fair Skillathon _____ 4-H Camp _____ Attended a State 4-H Award Trip _____ Ohio 4-H Conference _____ King & Queen Contest _____ Shooting Sports Camp _____	<u>50 pts/activity/member</u>	_____



Honor Club Requirements

- | | | |
|--|-----------------|-------|
| 13. Club members attended 4-H clinics and workshops.
(25 pts. each educational program attended) | <u>150 pts.</u> | _____ |
| 14. Advisors attended at least one advisor-training meeting seminar.
(New Volunteer Training, Ohio 4-H Conference, Kick-Off Training)
(20 pts. Each) | | _____ |
| 15. Our club put up a booth or display board at the Morrow County Fair. | <u>200 pts.</u> | _____ |
| 16. Our club has a constitution on file at Extension Office | <u>50 pts.</u> | _____ |
| 17. One or more members completed the Morrow County Achievement Form
Or Project Award Form (25 pts. per member) | <u>200 pts.</u> | _____ |
| 18. Our club planned and implemented an educational 4-H
promotion or participated in 4-H Week to recruit new members
to the 4-H program. What: _____ | <u>200 pts.</u> | _____ |
| 19. Our club participated in a county led fundraiser or
July 3 rd 4-H Food Booth. | <u>50 pts.</u> | _____ |
| 20. Our club had 4-H members serving as 4-H Camp
Counselors, State 4-H Ambassadors, Food & Fashion
Board Members, Junior Fair Board Members, 4-H Advisory
Committee, Jr. Leader Club Members, or 4-H CARTEens
(25 pts. each leadership role) | <u>150 pts.</u> | _____ |
| 21. Our club audited our Treasurer's Book. When: _____ | <u>100 pts.</u> | _____ |
| 22. Attached is our Treasurer, Secretary & News Reporter
Books (25 pts. Each) | <u>75 pts.</u> | _____ |
| 23. Our club completed & turned in the "Charter Club" form by
April 30 th . | <u>100 pts.</u> | _____ |
| 24. Our club held a meeting about 4-H camp. | <u>100 pts.</u> | _____ |
| | Total | _____ |

If your total is 1,500 points or more, **CONGRATULATIONS!** You are a Gold Honor Club.
Submit this form to the 4-H office by September 30th.

Club Name _____

Advisor Name _____

Address _____

City State Zip _____

Created 1/08; Updated 1/21

Award (Circle One):
Pledge Banner; Gavel; 4-H Soccer Ball; (15) 4-H Pens,
4-H Square Duffle Bag (16" L x 11" H x 9" D) OR \$20

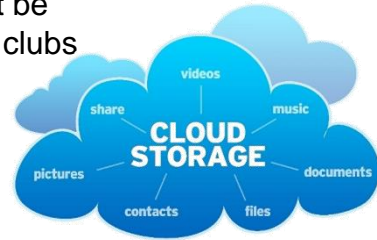


Other Resources

Club File Storage

Using the cloud to store club documents like photos, officer reports, historical club information, or anything that might be useful to future club members is encouraged. Some 4-H clubs might like to use:

- Box
- Google Drive
- iCloud
- Microsoft Teams
- Dropbox
- One Drive



Morrow County Fair Website

This website is a resource Sr. Fair and schedules.

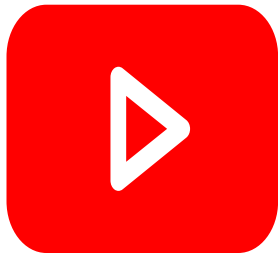
<https://www.morrowcountyfair.org/>



Follow Us on Social Media



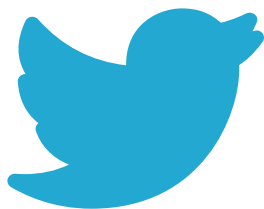
Facebook
Morrow.extension



YouTube
OSU Extension – Morrow County



Instagram
morrowoh4h



Twitter
morrowcounty4h



4-H Lingo

4-H Enrollment. Your child must enroll in 4-H using the 4-H online data base to join 4-H by April 30th to be eligible for 4-H competition including fair participation.

Achievement Medal Awards. 4-H members may apply for this participation achievement award based on individual achievements not competition. Members should use it as a guide for 4-H year goals and an evaluation of your accomplishments.

Camp. Members enjoy outdoor fun and adventure while learning and making new friends at 4-H Camp. Camping opportunities are available for project members. 4-H Camp is July 9-13!

DUNF – Drug Use Notification Form. This form indicates your project animal has met all drug withdrawal periods at time of exhibition. ODA and Morrow Co. requires this form for exhibition of market beef and feeders, market hogs, market lambs, market goats, market poultry, market rabbits, lactating dairy goats or dairy cows. One per animal/pen.

Jr. Fair Entry. Your child must turn in a Junior Fair Entry Form by June 7th in order to participate in the Morrow County Jr. Fair.

Jr. Fair Premium. Paid by the Agricultural Society for completed projects based on participation and Fair exhibition. Paid during fair, look for scheduled times.

Fashion Review/Style Show. Clothing project members model outfit sewn and/or purchased through their Clothing project experience at judging and at fair. Outfit must include garment(s) sewn and/or purchased and selected accessories for a Total Look Outfit. This is a requirement for State Fair Selection.

Horse Safety/Equestrian/QA. 4-H horse project members and their parent/guardian must complete this program to be eligible for participation in the 4-H Horse Program. Member and his/her parent/guardian must annually sign the Permission to Participate in Ohio 4-H Activities Form and file with the Extension Office.

Teen Leaders. Teens may serve as junior leaders within a club as officers and peer mentors and at the county level as members of the Jr. Leaders Club, Jr. Fair Boards, Fashion Board, Advisory Committees, CARTEENS, Ambassadors, Camp Counselors and others.

Livestock Seller Card. Fill out a Seller Card during your show at the fair in order to sell that market project in the Livestock Sale.

Livestock Sale Check. Paid by the Junior Fair Livestock Sales Committee for premium and packer bids received with animals sold through the Jr. Fair Livestock Auction. Paid several weeks after the sale. Youth are required to turn in Thank You Card to the Jr. Fair/Extension Office for their buyer before their check will be mailed.

PAS. Horse project members may choose to participate in Performance Against Standards (PAS) Show(s) to qualify to participate in the State Fair Horse Show. A member may show only one horse in a maximum of four classes and must qualify in two classes to show at the State Fair.

Project. The members use to explore a topic or interest area through hands-on activities, sequential learning experiences, goal setting and evaluation. 4-H'ers keep records and documentation of project experiences in a Project Book.

Project Judging. Evaluation of a project member's knowledge through interview with an adult judge, review of project book records and exhibit of project item and/or educational display.

Project Requirements. Outlines possession dates, deadlines, project judging/skillathon guidelines, resources, Fair rules, judging dates, county and beyond county opportunities and much more.

Quality Assurance. (QA) Annual program required for members exhibiting project animals by the Ohio Department of Agriculture. Members can meet this requirement by attending a quality assurance program focusing on the 10 Good Production Practices. Youth, age 12 to 18 and with more than 2 years with a project, have the option to test out of QA attendance. Extension Educators in cooperation with local Agriculture Societies determine county QA delivery and completion requirements within the State's minimum standards.

Skillathon. Evaluation of livestock, llama and alpaca, horse and dog member's project knowledge through participating in hands-on skill stations that allow the member to apply knowledge/skill to real word situations. Mandatory and held in August each year.

State Fair Selection. Member(s) selected to represent the county at the Ohio State Fair for a given still project or project area. Most projects may select one member per project to represent the county. Non-state fair projects will be awarded county awards. Animal projects can enter to attend the Ohio State Fair by June 20th.

Tag-In/Weigh-In/I.D. Days. Dates required to tag-in, weigh-in and/or identify your project animal for Junior Fair participation.

Volunteer or Club Advisor. Dedicated, enthusiastic, caring adults that have completed a selection, screening and orientation process by OSU Extension. The current Ohio 4-H Volunteer Selection process includes a written application, reference checks, BCI background check, interview with Extension Educator, volunteer orientation and annual trainings.

1/21



4-H STAFF



Becky Barker

4-H Educator
Barker.157@osu.edu
Office: 419-947-1070

Fun Facts about Becky...

- She grew up on a dairy farm in Trumbull County, Ohio.
- My favorite 4-H activities are fair and camp!



Amanda Staley

4-H Educator
Staley.35@osu.edu
Office: 419-947-1070

Fun Facts about Amanda...

- She grew up in Morrow County on a grain and livestock farm.
- My favorite part of 4-H is the career exploration workshops and when I take youth on a science related trip each year!



Appendix

Forms and Supplemental Documents

Club Enrollment Paperwork

- [Charter Checklist](#)
- [Minimum Guidelines](#)
- [Project Book Order Form](#)
- [Annual Financial Summary](#)
- [Club Constitution Guidelines](#)
- [Cross-County Line Form](#)
- [Winning 4-H Plan](#)
- [Food Safety Information](#)

4-HOnline Enrollment Help Guides

- [New Family](#)
- [Returning Families](#)
- [Returning Volunteer](#)

Standards of Behavior (For reference only – completed in 4-HOnline)

- [Member](#)
- [Volunteer](#)

Horse

- [Horse ID Form](#)
- [Horse Lease Guidelines](#)

Dog

- [Vaccination Form](#)

