

# CARTER COUNTY 4-H HANDBOOK

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The Fallon/Carter Extension Service reserves the final and absolute right to interpret these 4-H rules and regulations and settle and determine all matters, questions and differences in regard to 4-H.

**Be sure to look for Fallon/Carter Extension on facebook for up to date notices and other valuable information.**

<http://www.facebook.com/pages/FallonCarter-County-Extension/125447870879423>.



# **CONSTITUTION**

## **CARTER COUNTY 4-H CLUB COUNCIL**

(Updated Jan 2013)

### **ARTICLE I**

The name of this organization shall be the CARTER COUNTY 4-H COUNCIL.

### **ARTICLE II**

The object of this organization shall be to promote 4-H Club Work in the County through:

- A. Meetings of the County Council for the purpose of discussing the affairs and problems of the 4-H clubs in the county and outlining a program of work that will assist in stimulating greater interest in, and raising the standards of 4-H Club Work.
- B. Cooperation with the County Extension Agents and other agencies interested in assisting in the development of the 4-H Club Program.
- C. Informing 4-H Leaders and Members in order that the 4-H Club Program may be more effectively serving the county.

### **ARTICLE III**

The membership of this organization shall be composed of:

1. Two 4-H Club members and all leaders from each club.
2. Council members to be chosen by their club leaders to serve a period of two years. Thus, half of the council will change at one time. (At first council meetings drawings will be held to determine who shall serve only one year.)
3. No age limit.

### **ARTICLE IV – OFFICERS**

The officers of this organization shall be the President, Vice President, Secretary, and Treasurer.

Nominations of officers to be made at the January meeting.

All Council members shall be eligible to hold an office and to vote.

All votes for officers shall be by ballot.

Whenever there is but one nominee or but one that it is possible to elect, it shall be the duty of the secretary to cast an elective ballot for the nominee.

## **ARTICLE V – DUTIES OF OFFICERS**

Section 1: The duties of the President shall be to preside at all meetings, appoint committees, and to perform such duties as may be prescribed by the By-Laws.

Section 2: The duties of the Vice-President shall be to act for the President whenever the latter is unable to attend to his duties, and to vote off ties.

Section 3: The duties of the Secretary-Treasurer shall be to keep a record of the minutes of all meetings, call the roll, and keep a record of the activities of each meeting, and report all meetings to the local paper.

As Treasurer, he (or she) shall care for all money that may come into the Council, and make a report of the same at each meeting.

## **ARTICLE VI – COMMITTEES**

The standing committees of the County 4-H Council shall be:

Section 1: EXECUTIVE - The Executive Committee shall be the President, Vice-President, Secretary, and Treasurer.

This committee shall have supervision over matters of general interest to the organization, shall act as a Planning Committee in the preparation of the county 4-H yearly program work, and may meet to attend to Council business between the regular meetings for the Council.

Section 2: PROGRAM - The Program Committee shall consist of the Vice-President and two other members of the Council appointed by the President.

This committee shall be responsible for the planning of a yearly program for the club meetings.

Section 3: FAIR - The Fair Committee shall be appointed by the President. The duties of this committee shall be to help plan and coordinate the 4-H activities and aid in the educational exhibits at the Fair.

Section 4: The President may appoint special committees from time to time to facilitate the working of the County 4-H Council.

Section 5: 4-H members and leaders who are not Council members may be appointed to committees.

Section 6: County Extension Agents and the President are ex-officio members of all committees.

## **ARTICLE VII – MEETINGS**

There shall be four regular meetings of the County 4-H Council each year. Meetings to be held on the 3<sup>rd</sup> Thursday in January, April, June, and September.

## **ARTICLE VIII – PLACE OF MEETINGS**

The regular meeting place of the County 4-H Council shall be in Ekalaka.

## **ARTICLE IX – AMENDMENTS**

This Constitution may be amended at any regular meeting of the Council provided the amendment is passed by a two-thirds vote of council members present.

## **ARTICLE X**

This Constitution shall be read at the January Meeting.

## **ARTICLE XI**

### **Compensation and Conflicts of Interest:**

- All persons associated with this chartered group are volunteers.
- No adult or youth will use their position with 4-H or the knowledge gained from their position in 4-H for personal financial benefit.

## **ARTICLE XII**

**Whistleblowers Protection:** To maintain the highest standards of conduct and ethics, the Carter County 4-H Council and 4-H Program will investigate any suspected fraudulent or dishonest use or misuse of resources. Any allegations of dishonesty will be handled with sensitivity, discretion and confidentiality to the extent allowed for by law. The 4-H organization will use its best efforts to protect whistleblowers against retaliation.

## **ARTICLE XIII**

**Document retention and destruction:** The following procedures for the retention and destruction of Records will be followed.

- |   |                          |
|---|--------------------------|
| • Charter                                   | permanent                |
| • By-Laws                                   | permanent                |
| • EIN Paperwork                             | permanent                |
| • 990 tax returns                           | 7 years                  |
| • Annual and Audits                         | 7years                   |
| • Bank Records                              | 3 years                  |
| • Donor Records and Acknowledgement Letters | 3 years                  |
| • Grant paperwork                           | 3 years after completion |
| • Minutes                                   | 3 years                  |
| • Correspondence                            | 3 years                  |
| • Yearly Program Plans                      | 3 years                  |

Copies of all permanent records will be kept on file at the local Extension office. The Extension offices in collaboration with the organizational leader are the designated persons to identify the records that have met their required retention time and will oversee the destruction. All destruction will be by shredding.

### ARTICLE XV

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### ARTICLE XVI

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### ARTICLE XVII

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### ARTICLE XIV

**Dissolution:** If this chartered group disbands, **all assets**, and club materials will be turned over to the County Extension Office.



# **CARTER COUNTY 4-H COUNCIL NON-LIVESTOCK RULES**

## **(Updated April 2015)**

### **THE COUNCIL**

1. The Carter County 4-H Council will hold four meetings annually on the 3<sup>rd</sup> Thursday of January, April, June and September.
2. The Executive Committee is to take care of any special problems that come up between meetings.
3. The Council will pay toward expenses to each 4-H member going on trips other than congress. The Council will pay all registration fees for members and leaders to attend 4-H Congress.
4. The election of Council Officers will be at the January meeting.
5. The Carter County 4-H Council will auction two spaces on a Friends of 4-H Donor Plaque during the Livestock Sale at the fair. The Council will donate to the MT 4-H Foundation using the proceeds of the plaque sales with the guidance of the current years budget.
6. The Carter County 4-H Council will insure the Carter County members with 4-H member insurance which will cover them at any 4-H related event at a premium of \$1.00/member and \$2.00/member in a Horse Project. Insurance not to be reconsidered until premium would increase.
7. Friend of 4-H and Alumni recipients will be selected at the June Council meeting and awards will be given out at the fair awards ceremony. Any awards that can be done at the fair will be given and all other awards will be the responsibility of each club in the fall.

### **MEMBERS & CLUBS**

1. There was to be no limit to the number of leaders in a club. However, leaders should be very active before they are given credit for being leaders. In other words, if someone signs up as a leader and does not show up he should be dropped from the list.
2. Any 4-H member going on an exchange trip must be 14 (the 4-H Senior age division) by October 1<sup>st</sup>, which is the beginning of the 4-H year.
3. Leaders dues are due by January 1. Dues are \$5.00 per leader payable to the Council Treasurer.
4. The 4-H scholarship recipient is to receive \$200.00 when he enrolls in the second quarter of college, or has completed three months of vocational school. If more than one applicant is eligible and deserving, more than one will be given. The 4-H scholarship recipient must be a member of a Carter County 4-H Club.
5. It is recommended that each club give a donation of time or money to Camp Needmore.
6. The third Wednesday in September is the annual deadline date set for Record Books to be turned in to the Carter-Fallon Extension Office or your Organizational Leader. If journals are not turned in by the due date, members will not receive project awards, project completion, 4-H year completion discs, activities... etc. (October 2012)

7. 4-H Journals and Project Records must be completed by the third Wednesday in September and be reviewed in order to sell anything at the Carter County Fair the following year. This includes both livestock and non-livestock items. (October 2012)
8. Plaques and discs will now take the place of pins for project awards. 4-H leaders will receive discs instead of pins.
9. It is not necessary to exhibit at the fair to complete projects, but it is recommended for members to do so.
10. Members who receive non-project county awards will be recognized at the Fair Awards Ceremony.
11. There will be a Shooting Sports Club for those members not enrolled in any other project. All Shooting Sports members must be enrolled prior to taking part in the project.
12. Each club will pay a flat fee of \$5.00 per member to the Extension Office for project manuals.

## **FAIR**

1. 4-H members from the bordering counties, including Fallon, will be allowed to exhibit at the Carter County Fair.
2. Premiums are not to be paid if articles on exhibit were removed before the deadline set by the fair, exceptions to be approved by the fair board.
3. Kits will be allowed for fair exhibits in all categories, but they need to be labeled as such.
4. Best of Class at the fair is to receive a ribbon.
5. The size of a fair poster must be no larger than 14" X 22".
6. An ice cream social will follow the market livestock sale. It will be for everyone, not just the buyers.
7. The 4-H/FFA Fair Awards Program will be held at 1:00 p.m. on Sunday of the Fair.
8. Fair awards will be cash with option to buy a trophy. The money will be figured according to the points in the fair book for grand and reserve champions. FFA will be responsible to donate to the fair trophy fund.
9. A 4-H Cake Auction will be held during the Carter County Fair. All 4-H members, who completed their record book the previous year, are eligible to participate. The cakes will be decorated according to the fair theme. (January 2013)



## **COUNTY EVENTS**

1. Public Speaking will be included in All Events Day.
2. As many members that can, should be allowed to go to Congress.
3. Judges for All Events Day will be paid \$15.00 as a token of appreciation.
4. Judges for All Events Day will judge, then another person will compile the final scores for the results.
5. Members attending Congress will be responsible for transportation costs. The Council will pay the registration fee for each delegate and the chaperones.

## **FINANCIAL**

1. The Carter County 4-H Council will pay the Montana 4-H Foundation each year to be the GEN holder in which all Carter County 4-H Clubs will be under the umbrella of. The amount paid will be an annual fee of 1% of the total financial balances of the 4-H Council and active 4-H Clubs in Carter County. (Oct 2009)
2. All bank statements for 4-H Club accounts will be sent to the Fallon-Carter Extension Office. (Jan 2011)
3. The \$12.00 fee for all new Carter County 4-H Leaders for background checks is to be paid by the Carter County 4-H Council. (Oct 2009)

# CARTER COUNTY LIVESTOCK RULES

## (Updated April 2015)

### GENERAL

1. Market Livestock

<b>Animal</b>	<b>Possession Date</b>	<b>Minimum Fair Weight</b>
Steer/Spayed Heifer	February 1	None as of 02-01-2013
Miniature Beef	February 1	500 pounds
Market Lamb	June 1	90 pounds
Market Hog	June 1	200 pounds
Market Goat	June 1	No minimum Weight
Poultry and Rabbits	July 1	No Minimum Weight

2. Any member taking the horse, sheep or beef project must be able to tie a bowline knot. If they don't know how, they cannot show their animals at the fair.
3. 4-H Market Beef should not be grass fattened and must be owned by February 1<sup>st</sup>. A county Market Beef weigh-in and frame scoring will be held in February. (01-12)
4. All 4-H members must have completed the Montana 4-H record book to be eligible for an award in all livestock projects.
5. If a project animal dies or is judged unsound, the council will decide what or when it should be replaced. (10-86)
6. A joint committee of FFA and 4-H, consisting of three adults and three members from each organization, and one additional joint member (to serve as chairman) be appointed to make final and last minute decisions. The committee will be appointed each year and has authority to make decisions without general council approval. (10-89)
7. 4-Hers attending the NILE judging will foot their own bills. This is not an event that our county sponsors and there are no qualifications for going to NILE. (8-92)
8. Calves that are to be shown in the cow/calf pair class must be born on or after January 1 of the current calendar year. (5-93)
9. If animals have health problems, the livestock superintendent should request a veterinarian give the animal a clean bill of health prior to it being entered in the fair, exhibited or sold. (6-96)
10. All 4-H and FFA members are required to attend the Market Quality Assurance Program and sign a contract before being allowed to sell a Market Beef, Market Sheep, Market Swine, Market Goat, Market Rabbit or Market Poultry at the fair. (12-00)

11. Members have to take the Market Quality Assurance Program once as a junior member and once as a senior member and then every other year to be qualified for Symbol of Excellence, Steer of Merit Awards or to sell their Market Animal during the fair sale. (6-06)
12. The livestock exhibitor must be properly enrolled in the livestock project that he/she exhibits. (2003 fair book)
13. Livestock exhibitors are not permitted to use tranquilizers for livestock within 30 days prior to the fair. Any drug used at the fair must be administered by or under the direct supervision of a veterinarian. (2003 fairbook)
14. February 1<sup>st</sup> is the acquisition date for Market Beef projects. The council can make exceptions when necessary. A Market Beef acquired in February can't be shown and pens of 3 cannot be combined 4-H and FFA animals. (All three must be 4-H or FFA) (6-87)
15. An appropriate award will be presented to Beef Breeding Project members after 4 years in the project with the same animal/s. An appropriate award will be presented to Horse Training members after 5 years in the project with the same animal. (6-06)
16. A member must be enrolled in the sheep-breeding project to show a ewe lamb. This same lamb cannot be shown as a fat or feeder lamb. (10-86)
17. 4-H members will not have a bum lamb class. (10-86)
18. Each member showing an aged ewe should have an index card with lambing birth dates and weaning dates (as all breeding ewes must have produced a lamb). This card must have the livestock leaders signature. (2-89)

## **SHOW**

19. 4-H and FFA livestock is to be judged before the Open Class livestock. (10-55)
20. Only in case of illness, emergency absence, or valid reason may a 4-H or FFA member NOT be at the fair to show their own project animals. (6-86)
21. Fallon County will be allowed to exhibit at our fair. The top 2 Market Beef from Carter County will be eligible to go to the Show of Champions in Miles City. (10-86)
22. FFA and 4-H will show together in the same classes. Trophies will be given to overall champions and reserve champions. Sponsorship will be joint. (10-89)
23. The champion and reserve champion showman in each category will be allowed to compete in the Round Robin contest. If a contestant wins with two different animals, each animal will be used in the contest, using a holder. (8-88)
24. Grand Champion animals should be identified with show card, brand or mark on sheep. (10-86)

25. Market Classes are open to Carter County 4-H & FFA members only. Please note that OPEN CLASS market classes are open to both non Carter County 4-H & FFA members and Carter County 4-H & FFA members. The same animals may not be used in the open and 4-H & FFA market classes. (Fairbook 2006)

## **SALE**

26. Market animals will be weighed at a specified time, set by the livestock committee. (10-86)
27. Market goats must be under one year of age, but have no weight restrictions. Goats will sell by the head at the livestock sale. (12-99)
28. All blue, red and white ribbon market animals can sell at the livestock sale. (5-93)
29. Market chickens must be at least eight weeks old, but not over one year in age and weigh at least four pounds. (12-99)
30. All Market Beef, Market Sheep, Market Swine and Market Goats should be ear tagged in some way prior to the fair for identification purposes. (12-99)
31. The beef livestock barn will be closed to the public during the beef judging and the market sale to protect the public. (7-00)
32. The Livestock Sale will be held Saturday of the fair, at a time specified by the fairboard. (5-02)
33. All Market Beef entries are required to have a Bill of Sale. The Bill of Sale must be turned in at the time of weigh in. (2003 fairbook)
34. Competitive prices will be sought out prior to the fair livestock sale. These floor prices will be set approximately one week in advance of the fair, and be printed on the sale flyer. (12-99)
35. Market animal buyers will be notified of the established current market price and have the option to buy the animal at selling bid price to take possession. Or, they may pay a premium price (the difference between the market price and the bid price) and allow the seller to retain ownership of the animal. (6-96)
36. Whichever livestock barn gives the bid on livestock for the fair livestock sale, will have first option of providing the auctioneer. (Oct 2012)
37. At the livestock sale, the Grand and Reserve Champions sell in the middle, regardless of the number of white, red and blue ribbon entries. The new sale order will pertain to all market animals except rabbits, poultry and goats. Each member can sell only one of each kind of animal. The livestock committee sets the sale order. (12-00)

38. Commission paid by the youth on market animals will be 2.5% (it may be less, based on need) for each sale. This commission will insure all expenses accrued will be covered. Commissions are withheld from each check and will include the beef check-off amount. (12-99)
39. Sellers will be required to fill out and display exhibitor cards near their market animals. These cards should contain the sale weight, the buyer, and the selling price. (6-96)

**SALE CLERKING RESPONSIBILTIES** (June 24, 2010) Being reviewed at this time.

1. The purpose of this position is to administer the Carter County 4-H and FFA Livestock sale at the county fair.
2. Account for all sale receipts.
3. Disperse sale checks to members after the approval of record books and be responsible for withholding any monies; check off, commission etc...
4. Be responsible for all collections and deposits including buyers and donations.
5. Be responsible to line up all help and equipment to run the administrative side of the sale; sale clerks, runners, etc....
6. This person shall answer directly to the Carter County 4-H Council.
7. Be responsible for check ordering and check book account management.
8. Will turn over books/accounting each year to Carter County 4-h Council Treasurer for audit/reconciliation.
9. Create a final owner/destination sheet for load out purposes, including bill of sales and brand inspections.
10. Disperse all Friends of 4-H plaque monies.
11. Mail buyer invoices and handle all collections, requesting payment by September 1.
12. Be present for sale animal load out and verify destinations.
13. Be responsible to/for all aspects of clerking the sale.
14. All sellers will receive a sellers receipt by fair closing.
15. All buyers will receive a buyers receipt at the sale.



# **CARTER COUNTY HORSE PROJECT GUIDELINES**

## **(Updated April 2015)**

1. All 4-H members interested in the horse projects have to be enrolled and complete Horsemanship Levels 1, 2, 3 before they can enroll in other horse projects. Members may request an assessment of their horsemanship level for placement in project areas. If you require a placement assessment contact the County 4-H Council by May 1<sup>st</sup>.
2. The member must own all animals shown by 4-H members in 4-H classes or in partnership with immediate family or the member have access to the horse through the county fair.
3. Horse assessments of members will be done before June 1<sup>st</sup> of the current 4-H year.
4. All horses carried as 4-H projects must be in the continual care of the 4-H member by June 1<sup>st</sup>. Project animals may not be trained by a professional trainer (excluding immediate family and 4-H leaders.) To be in the Horse Training Project a member must own or have possession of the horse from the yearling to five-year-old age. If a member feels that it is necessary to change horses, permission may be granted by the Carter County Horse Committee.
5. Stallions may not be shown in any class with the only exception being a yearling in the Horse Training Project.
6. Western dress code: White or solid colored long sleeved blouse or shirt; dark blue, black or brown tie (any style); dark blue, brown or black pants of western type blue jean; western hat that is clean and in good condition (felt or straw) or a safety helmet; and western style boots that are clean and polished. No vests or sweaters.
7. One horse can be shown by two members if in different classes.
8. Members may repeat a Horsemanship Level if not completed to the county horse committee's satisfaction.
9. Members must compete in the most advanced level of the horse project they are taking.
10. Members may be entered in both Western and English with the same horse but only be one level lower or higher. If with different horses, the levels can have a greater spread.
11. Members winning a Horsemanship level at the county fair or State Horse Show must advance to the next level if using the same horse. Any variations of this must be approved by the County Horse Committee.
12. It is suggested that horses three and over, shall be ridden using a bridle and bit. A flat curb chain may be used, but not a twisted chain curb strap.

13. Members must be 12 years old or older during the current 4-H year (October 1 through September 30) and have at least completed three levels of the Horsemanship Project to be able to enroll in the Yearling to Five-year-old Training Project and the Green Horse Project. The Carter County Horse Committee shall have the option of giving anyone under 12 years old permission to carry a Training Project. You must contact the Carter County Horse Committee before May 1<sup>st</sup> if you desire this permission. A member under 12 years old and taking the Training Project, would be allowed to exhibit the horse only in the Carter County Fair.
14. Training yearlings to five-year-old project horses cannot be cross-entered in Horsemanship while enrolled in the training project.
15. Showmanship, Bareback Equitation and Trail classes will be open to all horse project members at the Fair. Members must use one of their project horses in these classes.
16. Green Horse animals can show in the respective colt-to-maturity classes: i.e. two-year-old green horse shows with the two-year-old colt-to-maturity horses; three-year-olds with the three-year-olds, etc. A five-year-old horse would be the oldest age of horse taken as a green horse.



## **SPECIAL AWARDS**

**The following awards can only be received by 4-H members who have been nominated by leaders based on the information found in their 4-H Record Journals.**

### **Definitions of special awards:**

Achievement: To complete projects with a good understanding of success in the overall 4-H program. Members should have completed goals beyond the basic minimum requirements.

Agriculture: Members complete projects in agriculture area gaining a good understanding of success as well as failure in agriculture.

Citizenship: Members demonstrate being not only a good citizen but a role model and shows good conduct both in 4-H and in other activities. Must be a positive role model at all times.

Community Service: Member not only takes part in club community service but does extra volunteering to benefit the community. Suggested members are involved in more than one organization, club or service group

Communications: Member promotes 4-H and exhibits good communication skills using a variety of media/ways in 4-H and in other activities.

Family and Consumer Science: Members complete projects that have proven to enhance the atmosphere of the home.

Leadership: Member demonstrates leadership in and out of 4-H Activities. Member shares knowledge and skills in a positive manner with youth and adults.

## **Carter County Awards and Recognition**

1. Council will give a 7 year and 10 year gift to eligible members, if member's club wants to do more they may.
2. The date for Achievement Day will be set at the autumn 4-H Council Meeting.
3. Discs will be given as County Project Awards for members.
4. Discs will be given for participation in County Events and Special Activities and Awards like 4-H Camp, 4-H Congress and being an Ambassador etc...
5. The Extension Office will print certificates for Project Completion recognition, Project Awards and Special Awards.
6. Special Awards will be determined at the 4-H Journal Review meeting held as close to the third Wednesday in September as can be scheduled.
7. Carter County 4-H Council will pay for all discs and disc plates awarded to all eligible 4-H members. This will include the name plate and engraving)
8. Carter County 4-H Leaders will receive discs and disc plates for years volunteering. This will include the name plate and engraving.
9. All metal extensions to the disc plates are the responsibility of the members and leaders to purchase from the Extension Office.
10. 4-H Journals and Project Records must be submitted to your Organizational Leader or the Fallon/Carter Extension Office by the 3<sup>rd</sup> Wednesday in September to be eligible for any discs given for project awards, activities, 4-H year completion and project completion. 4-H Journals must also be completed by the 3<sup>rd</sup> Wednesday in September in order to sell anything at the Carter County Fair the following year and receive your sale check from the current year's fair. This includes both livestock and non-livestock items.

## **CARTER COUNTY REQUIREMENTS TO ATTEND CURRENT 4-H CONGRESS AT MSU**

### **MEMBER REQUIREMENTS**

1. Carter County 4-H member must be 14 before October 1 of the current 4-H year and be a member in good standing.
2. 4-H member must fill out the County 4-H Congress Application form, making sure it is complete with two leader recommendations. Leaders, parents, and member must all sign the application, thereby agreeing to all terms of member requirements and selection criteria.
3. Application forms are to convince the committee of the member's true interest in attending Congress as a learning tool for the future.
4. Delegate applicants must attend the All Events Day(s) appropriate to their application (Livestock Day and/or Fashion Review-Communications Day) and fill out Congress registration forms at that time.
5. Delegates to Congress agree to attend all workshops and meetings to which they are assigned until the said event is finished.
6. Delegates will report back to the 4-H clubs, and council and help train others in the areas they attended at Congress.

### **CONTEST AREA QUALIFICATIONS**

Carter County will require the same contest area qualifications as the State of Montana to attend Montana State 4-H Congress. 4-H members need not be enrolled in specific projects to compete at 4-H Congress. (April 2012)

#### **1. LIVESTOCK OR HORSE JUDGING**

Must attend the All Events Day Judging or a substitute accepted by the Congress Selection Committee. Please include this in your qualifications section. Up to four members can be sent to Livestock Judging. Up to four members can be sent for Horse Judging.

#### **2. FASHION REVUE**

Member must attend the county Fashion Revue, receive a blue ribbon and be old enough to be eligible to apply to go to Congress. There is no limit on the number of participants a county may send.

#### **3. DEMONSTRATIONS AND ILLUSTRATED TALKS**

Demonstration or Illustrated talk recommended to be given twice before and at All Events Day. Please include this in your qualifications section. (Suggested demonstration events are 4-H meeting, school, Homemakers, or other group or organization.) The winner at All Events Day may attend Congress if the Congress Application requirements have been met. The

Council has the option to send more blue ribbon winners if their score is within 5% of the top score. Any number can be sent in this area.

4. PUBLIC SPEAKING

Same qualifications apply as for demonstrations and illustrated talks

5. STIR-UPS COOKING CONTEST

Blue ribbon winning senior 4-H members entering the local Stir-Ups competition who wishes to attend Congress.

6. QUILT SHOW

4-H member must attend the county 4-H Quilt Contest, be a Senior Member and receive a blue ribbon. There is no limit on the number of participants a county may send.

7. GAVEL GAMES

Senior members may make up a team of four (4) to compete at congress. Local requirements are established on the county level.

8. HORSE SKILL-A-THON

Senior members may make up a team of four (4) to compete at congress. Local requirements are established on the county level.

FOR MORE INFORMATION ON CONGRESS CONTESTS, CONTACT YOUR LOCAL EXTENSION OFFICE

SELECTION CRITERIA:

1. The Carter County 4-H Council will appoint a committee to select Congress Delegates. Committee will meet at All Events Day to select delegates.
2. Year will run from June 15 to June 15 to meet the requirements for Congress.
3. Applications will be read at All Events Day.
4. Delegates will not be selected in the same area for more than two consecutive years, unless no one else applies.
5. Performance of 4-H members on previous Congress trips and the use of past Congress experience will be considered by the committee.

ADDITIONAL INFORMATION:

A group Congress picture will be awarded to each Congress Delegate>

Additional copies of Congress Application forms may be obtained from your Fallon/Carter Extension Office, P.O. Box 850, Baker, MT 59313

**CARTER COUNTY APPLICATION TO ATTEND CONGRESS**

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Phone # \_\_\_\_\_ Years in 4-H \_\_\_\_\_ Club \_\_\_\_\_

Members must be 14 years of age or older as of October 1 of the current 4-H year to be eligible to attend Montana 4-H Congress.

1. Number the areas that you have pre-qualified in by listing in order of preference.

_____ Demonstrations	_____ Public Speaking	_____ Fashion Review
_____ Stir-ups Competition	_____ Quilt Contest	_____ Horse Judging
_____ Livestock Judging	_____ Gavel Games	_____ Horse Skill-A-Thon

2. Qualifications and experiences you have in the listed order of preference.

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3. What are your goals in attending Congress?

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4. To what groups and when will you present a summary of your Congress experience?

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5. Have you been to Congress before? If so, list the events you competed in, any awards you received, and how you shared your Congress experience with other 4-H members after returning home.

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6. What are your future plans and goals for 4-H?

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7. How have you contributed in Council fund raising activities?

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8. Leader recommendation: (two required and not from a parent)

A. \_\_\_\_\_

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Leader Signature \_\_\_\_\_

B. \_\_\_\_\_

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Leader Signature \_\_\_\_\_

*I accept and agree to all requirements to attend Montana 4-H Congress.*

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Must be completed and submitted on or before All Events Day.**

## Carter County Ambassador Guidelines

A 4-H Ambassador is an official envoy, an authorized representative of the Montana State 4-H Program. A 4-H Ambassador is a self-motivated enthusiastic leader who promotes 4-H using skill, knowledge and leadership abilities acquired in 4-H with 4-H members, area residents, community leaders, elected officials and non-4-H youth. A 4-H Ambassador serves to strengthen the 4-H program through public relations.

Being an Ambassador is an honor and a privilege. Being chosen as an Ambassador entails the acceptance of “great” responsibility and total commitment to the Montana State 4-H Ambassador program. Two outstanding members from each county are chosen. These guidelines were voted into place by the Fallon County 4-H Council in April of 2001.

### Ambassador Qualifications

1. Must be 14 years of age by October of the current 4-H year.
2. Must be enrolled in 4-H for at least two years, must be enrolled in 4-H for the current year and be a member in good standing.
3. Must be or have been a Junior Leader or Club Officer.
4. Must submit an application and be interviewed.
5. Must be enthusiastic about 4-H as demonstrated by participation, leadership, example and other similar experiences.
6. Must have the time available to fulfill the role of an Ambassador. Ambassadors must be willing to make the Ambassador program a top priority.
7. Must be responsible.
8. Must be willing to attend Ambassador meetings and training sessions offered by the state and county. These include Fall Training and Congress.
9. Must be willing to serve in Ambassador roles when asked.
10. Must have a minimum overall high school GPA of 2.5. This GPA or equivalent of must be maintained during their term as an Ambassador. High School GPA needs to be reported to the advisor(s) at the beginning of each year or when interviews for selection are held.
11. Must have parent and/or guardian support.
12. Must have County Agent staff support.
13. Must be capable and willing to get out of school on a limited basis for special programs. Some school rules are binding and this will be taken into account for events/activities the Ambassador can't attend.
14. Must be willing to submit to the application process that includes the completion of the application and an interview.
15. Must be willing to serve out the Ambassador term which is from one 4-H Congress to the 4-H Congress held the following year.

## Ambassadors

- represent 4-H in public relations role
- promote 4-H with potential members, parents and the general public
- help conduct 4-H events
- organize 4-H promotional activities
- develop personal leadership skills and self-confidence
- serve as the 4-H representative to other organizations
- recruit new members
- encourage financial support for 4-H
- help organize new clubs
- work directly with county, district and state 4-H leaders
- may be discharged at any time if their behavior is not becoming of Ambassador ideals  
(any dismissal will be approved by the 4-H Executive Council)

## Ambassador Leader(s)

### Qualifications

- enthusiastic, dedicated volunteer leader
- knows the needs of teens today
- can communicate with youth
- has leadership abilities
- has time to make the program work effectively
- has the knowledge and capability to work with the public
- is able and willing to attend area Ambassador meetings and training
- must be at least 21 years of age
- must have skills in advising, coaching and teaching teens

### Duties

- assist with Ambassador selection and recruitment
- meet with the county 4-H Assistant and Ambassadors to identify county needs
- assist in identifying opportunities for Ambassador(s) to speak on behalf of 4-H
  - assist the Ambassadors in developing and writing a plan of action for their activities. This includes a time line.
  - assist the Ambassador in establishing and attaining goals that are realistic and tailored to individual abilities and talents.
- assist your Ambassadors in attending training to help make them successful in their role
  - keep the County Agent & 4-H Assistant informed on what is happening with the Ambassador program
  - work with the Extension Office and Council in keeping the Ambassador program a high priority for visibility
- assist Ambassadors in completing reports due at the State Office
- assist with the recruitment and selection of the next Ambassador





# MONTANA 4-H AMBASSADOR APPLICATION



Name: \_\_\_\_\_

County: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Parents: \_\_\_\_\_

Grade: \_\_\_\_\_ GPA: \_\_\_\_\_ High School: \_\_\_\_\_

Major 4-H Projects and Activities: (Only include those which you feel competent in conducting workshops and giving instructions to others. Include the specific skill you could teach in each project or activity.)

Major 4-H and other accomplishments: (Examples – offices held, awards, etc.)

Leadership Abilities: (Examples – record keeping, demonstrations, modeling, camp counselor, assist with workshops, talent, etc.)

On back please indicate why you want to be a 4-H Ambassador.

Parent or guardian signature of approval: \_\_\_\_\_ Date: \_\_\_\_\_



**MEDICAL RELEASE FORM FOR 4-H MEMBERS/ADULTS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Birth Date: \_\_\_\_\_ SSN: \_\_\_\_\_

Name of Parent or Legal Guardian: \_\_\_\_\_

Physician \_\_\_\_\_ Phone \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone \_\_\_\_\_

In Case Of Emergency - - Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Alternate Contact if Emergency: \_\_\_\_\_

**Date of Last**      Tetanus Shot \_\_\_\_\_      Polio Shot \_\_\_\_\_  
                         Mumps Shot \_\_\_\_\_      Measles Shot \_\_\_\_\_  
                         Rubella Shot \_\_\_\_\_

Answer the following questions either yes or no. Any yes answers requires an explanation.

1.    Respiratory problems:    Yes \_\_\_    No \_\_\_  
      Explain \_\_\_\_\_

2.    Heart Disease:            Yes \_\_\_    No \_\_\_  
      Explain \_\_\_\_\_

3.    Stomach or intestinal problems:    Yes \_\_\_    No \_\_\_  
      Explain: \_\_\_\_\_

4. Diabetes or hypoglycemia (low blood sugar): Yes \_\_\_\_\_ No \_\_\_\_\_  
 Explain \_\_\_\_\_
5. Nervous disorder (convulsions, epilepsy, dizziness, etc.) Yes \_\_\_\_\_ No \_\_\_\_\_  
 Explain \_\_\_\_\_
6. Any Allergies: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Explain \_\_\_\_\_
7. Are you currently under a doctor's care? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Explain \_\_\_\_\_
8. Are you currently taking medications? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Explain \_\_\_\_\_
9. Any physical restrictions or other medical problems that may require special considerations? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Explain \_\_\_\_\_
10. Any special diet or food restrictions? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Explain \_\_\_\_\_

I, \_\_\_\_\_ do hereby give permission to \_\_\_\_\_  
Parent or Guardian Chaperon  
 to seek and obtain any medical care necessary for my child,  
 \_\_\_\_\_ during my absence.

SIGNATURE OF PARENT OR GUARDIAN \_\_\_\_\_

Name of Insurance Carrier \_\_\_\_\_

Insurance Policy # \_\_\_\_\_ Date \_\_\_\_\_

## Fallon/Carter County 4-H Code of Conduct

It is the 4-H program's intent that 4-H is filled with exciting experiences, new friendships and fun. To help make this happen, each member should be considerate of others, participate fully in 4-H and observe the guidelines outlined below. These rules are intended to assist in providing for the health, safety and social well-being of everyone. If a situation or question arises which is not clearly covered by this list, ask a leader before acting. Be pleasant and cooperative; all participants will enjoy themselves more.

- Respect supervision at all times. You are responsible to all adults connected with the 4-H program.
- Fireworks, firearms, illegal drugs, tobacco and intoxicants of any kind are not permitted.
- Obtain the chaperon's/leader's permission before leaving a scheduled group activity.
- Respect the equipment, facilities and natural surroundings. Participants are financially responsible for any damage or misconduct.
- Respect others' privacy.
- You are representing yourself, 4-H and your county. What others think of you is many times based upon impressions of dress and behavior. Always dress and behave so that you create a favorable impression.
- Leaders/chaperones have the authority to set and/or enforce guidelines for the group or activity.
- Violation of any of these rules may be grounds for dismissal of individuals or groups, forfeiture of fees and further consequences as determined. Parents will be promptly notified, along with the County Extension Agent.

It is not possible to anticipate every possible situation. In the absence of a rule regarding a specific activity or situation, the leader/chaperone in charge has the authority to interpret the rules and resolve problems not addressed in the above mentioned guidelines.

4-H Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organizational Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All three signatures are required.**

The Montana State University Extension Service is an ADA/EO/AA/Veteran's Preference Employer and Provider of Educational Outreach.

## QUALIFICATIONS FOR A CARTER COUNTY 4-H SCHOLARSHIP

1. Must be a graduate of an accredited high school and have an approved scholastic rating.
2. Recipient must agree to attend a college of higher education for two semesters, two quarters, or their equivalent. One two-hundred dollar payment will be made on the enrollment of the second semester. Recipient must also have submitted a complete and up to date 4-H Journal the 4-H year the scholarship was applied for.
3. Recipient must be an active 4-H Club Member and have completed at least five years of 4-H Club work having an outstanding record of achievement as shown by available information. The 4-H member must have completed 3 years of the 5 required in Carter County.
4. Must show leadership ability, a good character and have a sense of moral and ethical values.
5. Scholarship of \$200 to be administered by a committee of 3 appointed by the Carter County 4-H Council. The committee is to choose from the applications submitted by qualified 4-H members and be under the jurisdiction of the Carter County 4-H Council.
6. The applicants must have their applications in the hands of the Carter County committee by 5:00 p.m. on May 1<sup>st</sup>. *If May 1<sup>st</sup> is a Saturday or Sunday, the scholarship will be due the following Monday by 5:00 pm.*
7. An interview may be requested.
8. Please submit the scholarship application and a transcript of high school credits and grades.

**CARTER COUNTY 4-H SCHOLARSHIP APPLICATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

Father's Occupation \_\_\_\_\_

Mother's Occupation \_\_\_\_\_

Name of High School \_\_\_\_\_

Number in graduating class \_\_\_\_\_

Your Rank in Class \_\_\_\_\_

Number of years enrolled as a 4-H member \_\_\_\_\_

GPA \_\_\_\_\_

Major Projects: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4-H Offices Held: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4-H Honors Received: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special 4-H Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other clubs, organizations, and extra-curricular activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Offices held in these clubs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe why you are interested in pursuing a college education: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Field in which you are majoring or plan to major: \_\_\_\_\_  
\_\_\_\_\_

Outline your reasons for choosing this field of study: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you worked to supplement your income in high school? \_\_\_\_\_

If so, how? \_\_\_\_\_  
\_\_\_\_\_

Special Interests and Hobbies: \_\_\_\_\_  
\_\_\_\_\_



## DUTIES OF ORGANIZATIONAL LEADERS

The more club members, teen leaders, parents and community people are involved in different phases of the club's program, the stronger and more satisfying the whole experience will be for everyone. As an organizational leader, you coordinate the efforts of many people to achieve the group's desired results.

### *Qualifications*

The qualifications necessary for anyone to be an organizational leader are simple yet important:

- a sincere interest in youth and youth programs
- willingness to devote time and energy to working with youth and parents
- knowledge of the community and its resources
- ability to work cooperatively with youth and adults
- organizational skills
- enthusiasm, patience and understanding
- effective communication skills

### *Responsibilities*

As the organizational leader, you should help the club get organized and stay organized for each 4-H year by coordinating your leaders and checking to see that the following are accomplished:

- re-enrolling continuing members or enroll new members by helping youth complete an enrollment form and helping members select appropriate projects and complete their enrollment sheets
- distributing Clovers and make sure all members understand the process of project selection
- see that 4-H enrollment sheets are completed and turned in as soon as possible to the county Extension Office
- distribute project literature to individual leaders and members
- help recruit project leaders and activity leaders for the club
- help plan the club's yearly programs, activities and events
- helping the club nominate and elect officers
- assisting club officers in their responsibilities. You should meet with club officers prior to each meeting to develop and discuss an agenda, each of the officer's specific responsibilities during the meeting and how to use parliamentary procedure or other techniques to manage the meeting.
- helping all members understand parliamentary procedure as it is used in the club so they can participate in the business portion of the meeting
  - motions
  - seconding motions
  - voting
  - approving reports
  - committee system

- be a major contact between the county Extension office, the club members, parents, and other leaders  
inform project leaders, parents, and members about club, county-wide, and out-of-county opportunities, events and activities
- help members plan the yearly program to meet the needs of the members
- help club set a date, time, and place for meetings
- guide club in the evaluation past programs
- help club set goals
- help club determine alternatives
- help club evaluate its progress

**The following 4-H Forms and Applications are available from the  
Fallon/Carter County Extension Office**

- ▶ Animal Project Permission and Assumption of Risk
- ▶ Ambassador Application
- ▶ 4-H Camp Registration
- ▶ 4-H Camp Counselor Application
- ▶ Code of Conduct
- ▶ Congress Delegate Application
- ▶ Cowboy Poetry Contest Registration
- ▶ Demonstration & Illustrated Talk Contest Registration
- ▶ Dog ID and Vaccination Record
- ▶ Fashion Review Contest Registration
- ▶ Fruit Sale Order Blanks
- ▶ Fundraiser Request Forms
- ▶ Horse Helmet Policy & Release
- ▶ Horse ID Sheets
- ▶ Horse Project Permission, Release and Assumption of Risk
- ▶ Medical Release
- ▶ Member/Leader Enrollment Sheet
- ▶ People Partner Grant Applications
- ▶ Project Award Application (County)
- ▶ Project Award Application (State)
- ▶ Quilt Contest Registration
- ▶ Ready to Wear Registration
- ▶ Reimbursement Request
- ▶ Scholarship Application (County)
- ▶ Scholarship Applications (State)
- ▶ Volunteer Application

\*\* Items are on our web site in addition to being available in the Extension Office.

[www.msuextension.org/falloncarter](http://www.msuextension.org/falloncarter)

# RULES

## Reasons for making rules

- T get things accomplished
- T establish boundaries, limits
- T establish common expectations
- T set policy
- T establish fairness/limit arbitrariness

## When deciding to develop rules...

Ask: "How does this rule contribute to the education of the youth you're working with?"

Ask: "What's the intent of this rule?"

Ask: "Do we really need another rule to solve this problem?"

Ask: "Will we allow any exceptions to this rule?"

Ask: "How well have we defined the consequences for violating this rule?"

Ask: "Who will enforce these rules?"

Ask: "What is our grievance procedure for appealing the provisions of this rule?"

Ask: "How will we adequately inform others about this rule's existence and implications?"

Ask: "When will we review the rule to see if it still makes sense?"