STILLWATER COUNTY 4-H FAMILY GUIDE

"ALL RESOURCES IN YOUR POSSESSION IS AN OPPORTUNITY FOR SERVICE."
-SUNDAY ADELAJA

4-H Pledge

I pledge my HEAD to clearer thinking, my HEART to greater loyalty, my HANDS to larger service, and my HEALTH to better living, for my club, my community, my country, and my world.

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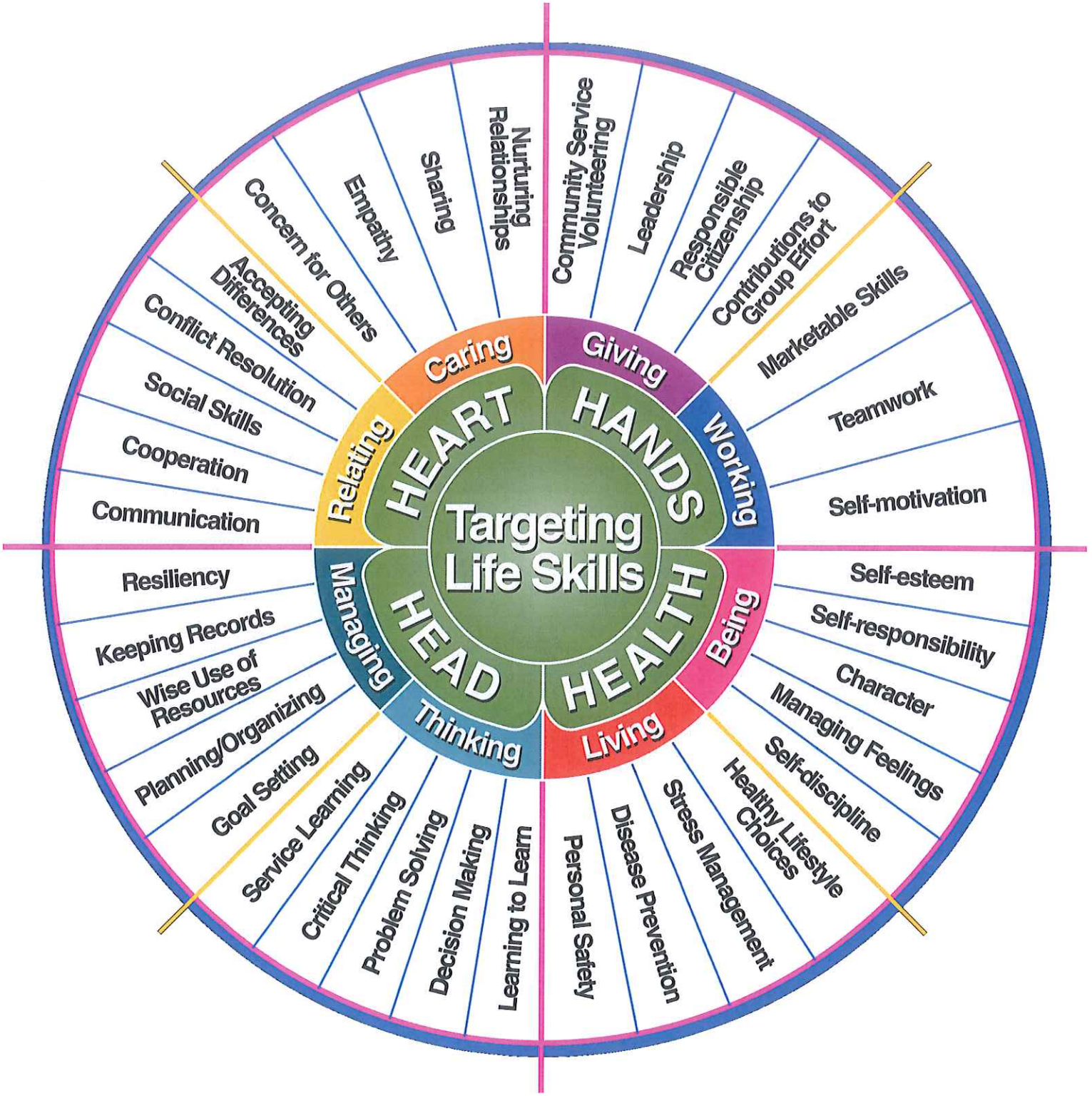


Targeting Life Skills Model (VI-960601 PH) used with permission from Iowa State University and Patricia A. Hendricks.

Acknowledgments:

"New 4-H Club Member Welcome Packet" was written in part by Donna M. Carter, Assistant Professor Utah State University.

Stillwater County 4-H Handbook

Welcome to the Stillwater County 4-H Program! We are so very excited that your family has chosen to join this great program in your county & community. We encourage you to make 4-H a family affair. You may have some questions about 4-H as your child progresses through the program. Please feel free to visit with your child's organizational or project leader or you may contact the MSU Extension Office at any time for more information, assistance or guidance at: P.O. Box 807, Columbus, MT 59019, stillwater@montana.edu or 406-322-8035.

This handbook provides the 4-H principles and standards of excellence and we hope that it will offer clarification on issues, deadlines, and policies and procedures. Please remember that policies and deadlines **specific to the fair** are provided in the Fair Book. **This Handbook does not replace the Fair Book!**

Another great tool for new members and current members alike is "The New Family Handbook." It is a Montana 4-H publication which contains basic information about 4-H: the Pledge, Motto, Emblem, the Learning Model and Philosophy of 4-H. If you would like a copy of this publication, please contact the Extension Office or visit our website at http://msuextension.org/stillwater/

We, at Extension, look forward to sharing in your child's growth and development through 4-H events and activities with you!

Dates To Remember

The following are dates to remember each year. Specific dates for each year will come out in every months newsletters that will be sent by the Extension Administrative Assistant. Please be watching for those so you don't miss out on the many exciting events that take place in our neck-of-the-woods and around the state.

Enrollment/Re-enrollment Begins	October 1
Re-enrollment Deadline	Nov 15
4-H Project Enrollment & Drop/Adds Due	May 1
State 4-H Congress	2nd week in July
Stillwater County Fair	3rd week in July
Market Beef Weigh In	January
Market Sheep Weigh-In	May
Hog Pictures & Tags	May
Horse ID Cards	1st Monday in May
Cloverbud Camp	June
4-H Tri-County Camp	June
Fair Entry Deadline	June 15th

About 4-H

4-H is about preparing young people to be successful adults. The 4-H Program is designed to help youth with 4 needs and 8 critical elements, which research has shown are essential in developing the full potential of youth:

Belonging Positive relationship with caring adults An inclusive environment A safe environment	***Mastery*** Engagement in learning Opportunities for mastery
Independence Opportunities to see oneself as an active participant in the future Opportunities for self-determination	***Generosity*** Opportunities to value and practice service for others

Montana 4-H Life Skills

The following are the life skills that Montana 4-H strives to develop:

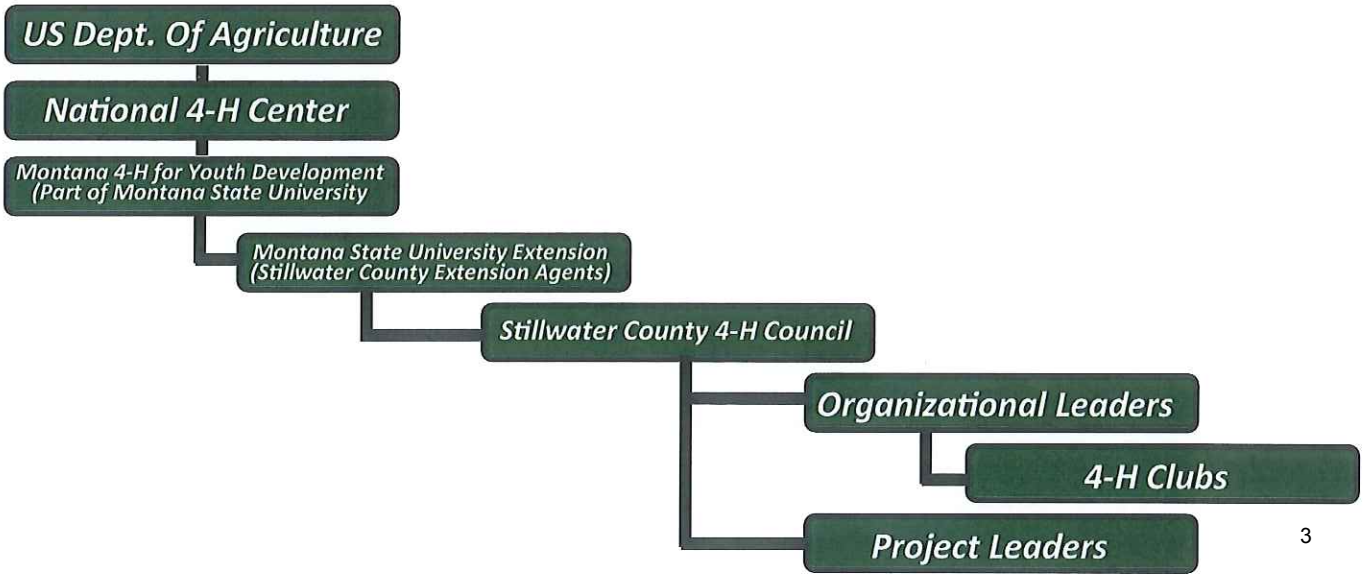
- Fostering Positive Self-Concept and Self-Respect
- Learning Decision-Making and Responsibilities for Choices
- Developing an Inquiring Mind
- Relating to Self and Others
- Acquiring a Concern for Communities—Local & Global

Mission Statement

Educating youth and adults for living in a global world through experiential learning programs using the resources of the land-grant University and USDA.

4-H Structure

The following diagram illustrates the structure of 4-H in the United States. The Extension Agent is the authority on the program in each county and is supported by the local 4-H Council. The Council supports and provides direction to club organizational leaders and project leaders.



Guiding Principles of Montana 4-H

- 4-H is a human development program that teaches life skills.
- 4-H uses a variety of delivery methods such as clubs, special interest groups, activities and events, newsletters, satellite programs, camps, enrichment programs or individual participation.
- A youth enrolling in any 4-H project is considered a 4-H member is eligible to take part in other 4-H programs.
- 4-H relies on local determination of programs to fir specific needs of youth to be involved.
- 4-H is a family centered program.
- The 4-H program is carried out by salaried Extension Staff, volunteers, teen leaders, and members.
- 4-H strives to provide programs that appeal to diverse audiences.

What is a 4-H Council?

County 4-H Councils have provided key support to 4-H programs wand have strengthened youth development since Montana 4-H's earliest beginnings. With a small number of professional staff, leaders organized councils as a way to share information, establish more uniformity in programs and events, and to provide training for new leaders.

The first county 4-H leaders' association was formed in 1926 in Cascade County, and the form spread widely. By 1930, refinements were made which produced the first County 4-H Councils. Montana was one of the first states to adopt the council idea. During council meeting, arrangements were made for details related to fairs, achievement days, tours, demonstration's, picnics, dress revues, camp awards, and trips to conferences and conventions. Finances, transportation facilities and other ever-present needs, as well as general promotion and marketing, all lay within the province of the 4-H Council.

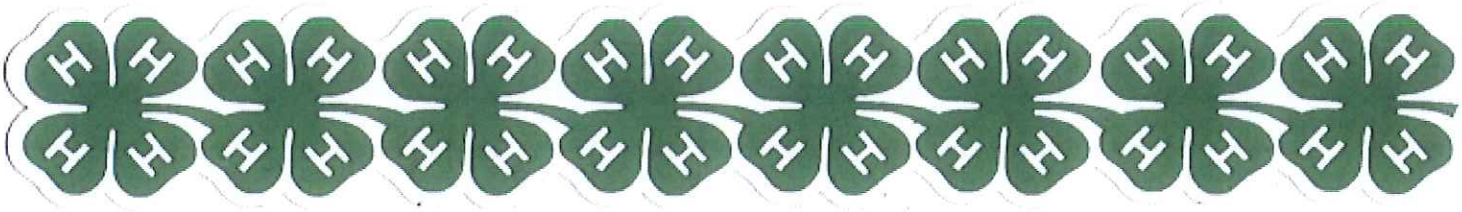
Today, the purpose of 4-H Councils remains the same. Councils help organize county and regional events and activities, plan achievement programs, support trips to conferences and all the rest. Councils are still designed to promote youth development opportunities for boys and girls in urban, rural and suburban areas, and to increase the number of volunteers. For example, 4-H Councils can help with the following roles—

Education

- **Organize and support additional programs for youth**
  Establish or support educational opportunities for youth beyond the club level, including camp, member exchanges (intra– and inter-state) county fair and project activities
- **Support volunteer education**
  Conduct adult and youth volunteer training, provide financial support for volunteer education and promote volunteer development via meetings, newsletters and phone.
- **Advise county 4-H program development**
  Explore new 4-H youth development opportunities and challenges. Provide advice on yuth and volunteer needs and issues to the county Extension agent. Work to ensure that all youth participating in Extension youth programs (afterschool programs, camp, clubs, and other programs) have equal access to 4-H programs.

Support

- **Manage budget and raise funds to support 4-H youth development work.**
  Develop and manage a budget that supports 4-H youth development work. Do fund-raising to support these budgets.
- **Coordinate county level recognition.**
  Develop meaningful recognition for young people and volunteers.



Connect

- **Represent 4-H Youth Development in the community.**
  Establish a promotion committee or Ambassador program.
- **Connect all clubs in the county.**
  The 4-H Council can provide a vital communication link for all clubs in the county. Common interests and goals can be coordinated, such as with fund-raising and community service activities.
- **Advocate for 4-H youth development with public officials.**
  Maintain personal contact with government officials so that they understand the benefits of 4-H work and 4-H programs.

What are the roles of the County Extension Agents?

As paid employees of the MSU Extension Service, County Extension agents have ultimate responsibility for and leadership of the 4-H program at the local level.

- **Educator**

  The role of the salaried Extension 4-H staff is to educate youth and adults, and to develop and manage a system through which Extension and other volunteers provide educational programs that enhance subject matter knowledge and life skills development in youth. Extension personnel serve as educators, change agents, leaders and program managers, including ensuring fiscal responsibility of 4-H programs.

- **Mission Guardian**

  4-H program policy authority is held by Extension personnel. Moreover, the county Extension agent has final authority in matters of conduct, discipline, health and safety in connection with 4-H members and leaders attending 4-H events and activities in the county.

- **Link to Larger System**

  Extension agents are the link to the larger 4-H youth development and MSU Extension system. They have knowledge of state and national level resources, new programs, policies and sources of training. They report local progress and concerns to state staff who support the work of the county 4-H organization.

- **Youth development**

  The Extension agent ensures that programs are focused on positive youth development and e3ssential elements of positive youth development settings. The county agent also provides youth development programming in the community, promotion of outreach 4-H programming such as after-school clubs, summer youth program, community garden programs, community youth leadership groups, and short-term youth programs taking place in the community.

4-H Councils are not responsible for the hiring or supervision of 4-H youth development faculty or staff. At the same time, 4-H Councils do not determine 4-H program policies, but can advise the county Extension agent on policy matters for the county-wide program.

4-H Councils are accountable to MSU Extension for their activities and finances. Their continuing existence is dependent upon MSU Extension's authorization and oversight. 4-H youth development volunteers are expected to abide by the code of conduct established for 4-H volunteers, and to conduct themselves as positive role models for youth. All 4-H youth development volunteers are ultimately accountable to MSU Extension for their 4-H related activities and actions.

What is a 4-H Club?

4-H clubs are groups of boys and girls organized with officers, organizational leaders, project leaders, and teen leaders under the sponsorship of the Extension System. Your club organizational leader, project and activity leaders will be able to answer many of your questions. Teen members, with first hand experience in a project or activity, or country level resources leaders that are willing to help, are also great resources.

What Happens at a 4-H Meeting?

The purpose of the club meeting is to help boys and girls:

* Acquire new information
* Learn to use leisure time creatively
* Develop social skills
* Acquire leadership and citizenship traits
* Learn to conduct meetings

A typical 4-H meeting will include Group Decisions, Groups Building, and a Program or Activity. For more information on the parts of a good club meeting, please refer to the "New 4-H Family Handbook," available at the Extension Office or at http://msuextension.org/stillwater/

4-H Club Meetings should include:

*15 Minutes Business Meeting
*45 Minutes Educational Program
*30 Minutes Recreation

What is a 4-H Year?

The fiscal year for 4-H starts October 1 and ends the following September 30th. Each year that you complete the program, you advance one year. In order to complete a 4-H year, you must be enrolled in the program by the enrollment deadline and you must complete your record book by the record book deadline. If you enroll in the program, but do not complete your record book by the deadline, you do not advance that year. For an example, if Sally enrolled in 4-H for 8 years, but never completed her 4-H record book, she would still be a first year member in the program.

What is my 4-H Age?

Your 4-H age is different than your years in 4-H. Your 4-H age is based off of the 4-H fiscal calendar, which starts October 1. To calculate your 4-H year: if your birthday is prior to Oct. 1, the beginning of the 4-H year, then your current age is also your 4-H age. If your birthday falls after Oct. 1, your 4-H age is then 1 year less than your actual age. For example, if John turns 14 on September 30, then John's 4-H age is 14. However, if John turns 14 on October 2, John's 4-H age is 13.

What are the 4-H Age Divisions?

The 4-H age decisions are based on your 4-H age. Age divisions are used when you are competing in 4-H events.

Cloverbud	*6 to 8 year olds*
Junior Division	*9 to 13 year olds*
Senior Division	*14 to 18 year olds*

What is a Cloverbud?

Any youth who turns 6 years of age during the 4-H program year may join 4-H as a Cloverbud. Cloverbuds Project is the only 4-H program a youth can join between the ages of 6 and 8. When a youth turns 9 during the 4-H year, they may join as a regular 4-H member, who can participate in a variety of projects. Cloverbuds may compete in 4-H events, but can only be awarded a participation ribbon.

What is a 4-H Leader?

Adults and teens provide guidance and serve as leaders for club and project work. Parents are usually the best source of adult leaders—but not the only source. Other friends of 4-H and teens are often willing to help and can have key leadership roles. Volunteering as a leader can be a great opportunity!

Forms

In order to keep track of all of the members involved in the program and in various events, a variety of forms are used.

Enrollment Forms:

Enrollment forms are necessary to be completed each year, along with yearly Medical History forms, Media Release form, Travel Release form, Code of Conduct, and Livestock and Horse Release forms. Re-enrollment forms, along with your 4-H fees, are **due October 1** and will be accepted until **May 15th** which is the absolute **last day deadline. Enrollment fees must be returned with the enrollment forms in order for a member to be enrolled in the program.**

First year enrollment forms, along with the above-mentioned forms and appropriate new member booklets, can be obtained by calling the Extension Office. Re-enrollment forms, yearly forms, and project materials will be distributed by the organizational leaders. If you did nor receive these forms or your requested materials, contact the Extension Office and they will be happy to send those out to you via email or mail.

Review the re-enrollment form to make sure that your "Year in 4-H" appears correct ***and*** all projects listed are correct. If a project is nor listed that you have been enrolled in or want to be enrolled in, please add to the list. Also check the column listing the number of years you have been in this project for accuracy. **Remember that when you go to another or higher level in a project, it will then have a *different* code number and project number AND the "YR IN PROJECT" will go back to 1.** For example, if you have been in Sewing Level 1 for 3 years and want to enroll in Sewing Level 2, your year in Sewing Level 2 is one.

If you are enrolling in a new project and/or need the corresponding manuals, circle "YES" in the "Need Lit" column. But if you already have the project manual, PLEASE circle "NO" in the area for needed literature. If you leave this section blank, your leaders will assume that you do NOT need literature. (NOTE: All Club leaders will instruct you on ordering books or will order them for you. Please check with your club leader first.)

Teen Leaders: Please only check the column for teen leadership if you intend to actively aid in leading the project. Remember to demonstrate your leadership role in your record books.

Medical and Media Release Forms:

Why do we need these forms yearly?

- **Medical Release:** This allows a 4-H leader or volunteer to seek out medical care for you if you were to become ill or injured during a 4-H club meeting or event and your guardian was not immediately available. This form is especially important yearly if you are on any medications or have any known allergies as this might have changed since last year.

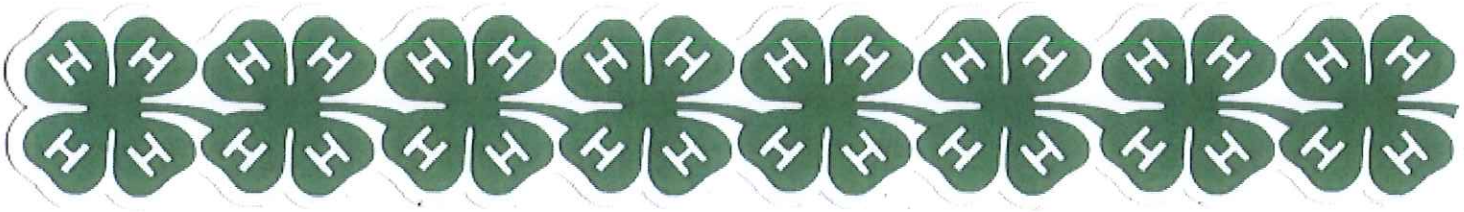


Photo Release: This form protects members who, for a variety of reasons, do not wish to have their photo published in the newspaper, on the web, or in other print. Without this form, we are prohibited from publishing your photo, so if you're hoping to see your picture in the paper, please complete this release form.

Travel Release: This is also necessary yearly so that the Extension Office and leaders will know if a member is allowed to ride with others to events and activities.

Livestock Release: This form is necessary for you to acknowledge that working with animals can be dangerous. It tells us that you and your parents are aware of the risks.

Horse Release: Like the livestock form, the horse release form asks for you to acknowledge that horses can be dangerous. Also, horse members must either ride with a helmet, or sign a helmet release waiver.

If applicable, PLEASE make sure both sides of the form are fill out AND that your parent or guardian has signed the form(s).

Other Forms

Forms are required for a number of events in 4-H such as camp, 4-H Congress, fair, and much, much more. Be sure to watch your newsletters and listen at your club meetings so that you don't miss a deadline!

4-H Projects

Every member is required to enroll in and complete a minimum of one project per year. If a member wants to advance to higher levels in a project, they must complete the records and project requirements for that project.

- 4-H is based on a "Learn by Doing" model. Projects are a hands-on education activity.
- There is a huge variety of projects that members can choose that hold a special interest for them. Members are encouraged to take a realistic number of projects that they can complete each year.
- Each project has specific requirements that the member must complete in order to advance to the next level in the project.
- Project Drop/Add deadline is May 1.

What is a Project Leader?

Project leaders are adult volunteers who help members to complete their projects. If your project has a leader, they will most likely schedule meetings to work with you. If not, you may contact them to request assistance.

Not all projects have a leader. If you sign up for a project that has no leader, you can ask another leader or your club leader for help, or you can drop the project **by the May 15th deadline**. If you do not drop the project by May 15th, you will be expected to complete the project.

How do I get Project Manuals?

Each club in Stillwater County is different. You will need to check with the club you enrolled with to figure out how they get their manuals to the members. Some clubs will get the forms from the members and then order them through the club all at once and then again some families/clubs will purchase them on their own. So again, please double check with the club that you are enrolled in to receive your project manuals or project books.

Please read the front part of the project books to learn more about completion requirements. Most workbooks require completing 7 activities per year. If you cannot find the completion requirements for your project, contact your club leader or the Extension Office. If the required number of activities is not completed, the member will not be advanced to the next level in the project. Project completion must be demonstrated in the member's record book.

4-H Record Books

4-H records are the ones which record your accomplishments and triumphs during the year. 4-H records are COOL!! And FUN!!! It's like writing your ***own*** history helping you track what you do, when you did it, and what you learned while doing it. Records are ***your*** way of saying:

"Yes! I DID IT!"

Completing your record book can give you a sense of personal accomplishment: after all—**YOU** did it! And this is the way the Extension Office and leaders can keep track of how far each member has progressed in their projects for the year and what type of recognition they will receive. Good record keeping can help you set challenging goals, such as:

Purpose & Goals

Specific goals for keeping 4-H records are to:

- Help you earn credit for competing the 4-H year
- Keep a positive attitude in your life—don't use ***bummer*** words like can't won't, never, maybe, if—they may stand in your way of having gun and reaching your goals
- Instill good record-keeping habits
- Develop analytical thought processes by using records as a basis for decision making and setting future goals
- Practice self-discipline
- Provide a measure of member/leader accomplishments including life skill development through activities and projects
- Establish support documentation which may be used for applications such as job resumes, scholarships, and awards

Here are some fun things you will learn with your record keeping:

- How to deal with life beyond 4-H
- Organization of time and material—accuracy and neatness
- Logical thought processes; question and challenge
- Teamwork, both competitive and non-competitive
- Plan development, completion and evaluation
- Problem solving
- Learning responsibility and eliminate excuse-making
- Learning how to learn and to follow instruction
- Creativity
- Bookkeeping and financial skills

Record Book Guidelines

- Record books are required to be completed in full in order to advance to the next project level and for completion of the 4-H year. You will not be advanced for your current year until your record nooks have been turned in and evaluated for completion by your club leaders.
- **Record books must be turned in to the 4-H leader prior to the August Leaders Council meeting.** They will be checked for completeness; if deemed excellent, they will be awarded the "Gold Seal of Excellence" award. For detailed help in completing your records, refer to the manual "For the Record". Extension will be glad to send one out to you.
- What is a completed record book?
  - -Enroll in and complete at least on project
  - -Identify and achieve at least **3 overall goals** for the year
  - -Complete the "My 4-H Year" journal form
  - -Fill in each of your record journals with the things you do throughout the year. If you record this ***as*** you do it, it will not be such a headache at year end.
  - -Participants in at least 3 activities, such as judging, demonstrations, public speeches, tours, reports at club meetings, and record them in, "My 4-H Year."
  - -List any awards and honors you receive—both 4-H and other
  - -Complete the Project & Financial Journal for ***each*** project you were enrolled in
  - -If you own an animal, keep records for it—no matter what type it is. Please use the Stillwater Animal Journal forms.

Think of record keeping as teaching us another "Life Skill," one of 4-H learning tools. This is a great way to hold on to your memories about each incredible year you have/had in 4-H. Use your record books (primarily in "My 4-H Year") to write down what you want to accomplish by the 4th, 8th, and 12th month of the 4-H year. Think what fun it will be to look back in years to come and remember what you did and how much fun you had. AND these records can be used as a reference for scholarships and job applications.

The Extension Office is willing to offer assistance with record nooks throughout the year at club meetings or call or come in to the office at any time for help with them.

Having trouble setting your goals? Getting started in your project books or record books? Or if you need help with any aspect of your project books or record books, call the Extension Office for help, 406-322-8035.

Stillwater County 4-H Events

Stillwater County currently has two standing 4-H events. They are Stillwater County 4-H Fair and Awards Night. Other county events will be announce on a yearly basis through emails and newsletters.

Stillwater County 4-H Event Grievance Policy

In the event that something occurs during a Stillwater County 4-H event that you would like to challenge or question, we encourage you to complete the Stillwater County 4-H Grievance Policy Process. Forms will be available at the fair or anytime at the Extension Office. All grievances must be submitted in writing within 3 business days of the situation causing the grievance. A copy of the grievance policy is located in this manual.

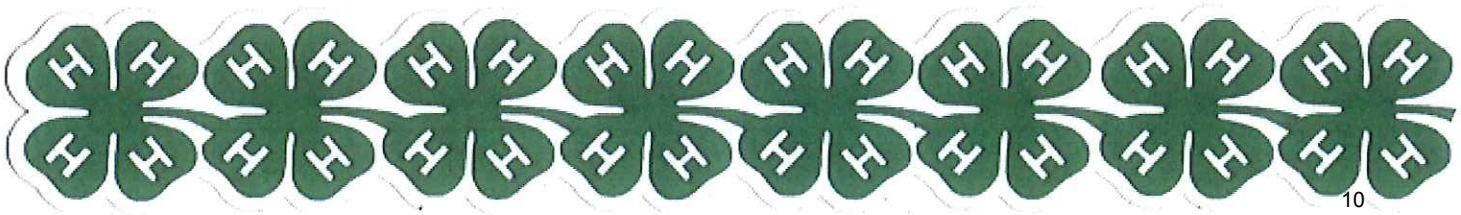
Stillwater County 4-H Fair

The Stillwater County 4-H Fair is an opportunity for youth to display the work that they have done on their projects throughout the year. Events included in the fair include, but are not limited to:

- 4-H Horse Show
- 4-H Dog Show
- 4-H Indoor Fair
- 4-H Outdoor Fair
- 4-H Livestock Sale
- 4-H Silent Auction
- 4-H Adult Showmanship
- 4-H Peewee Showmanship
- Pig Wrestling

Participation in the fair is not required, however, it is a chance to learn and receive feedback about your projects.

Guidelines and information about the fair are included in the Stillwater County 4-H Fair Book. Contact the Extension Office if you would like to have a copy of the Fair Book. It is also located on our website at http://msuextension.org/stillwater/.



Stillwater County Achievement Night (AKA: Awards Night)

At the end of each 4-H year, Achievement Night is held to celebrate the accomplishments of 4-H members. The awards presented at that event are:

Member year Pins:	Given to 1st, 3rd, 5th, and 9th year members who were enrolled with dues paid by the May 15th deadline AND who completed their record books for evaluation by the 4th Friday in August. REMEMBER: If a member does not complete their record
Member Seals:	Given to 1st year members who were enrolled with dues paid by the May 15th deadline AND who completed their record books for evaluation by the 4th Friday of August. These seals are placed on members certificates which are handed out to
Leader Year Pins & Seals:	Given to adult leaders enrolled in the program. The years for pins and seal follow the member guidelines. However, leaders are also recognized with special pins for
Premium Money:	Members are presented with their premium monies from the fair. See the fair book for more information on premium money.
Secretary Award:	This award is selected by the Stillwater County Extension office secretary. Throughout the year club secretaries are to turn in their club minutes and follow a list of guidelines. Only one is chosen for the Best Secretary of the Year Award.
Club Booth Award:	Given to the club that gets the most votes for their booth at Fair. This is voted by the public and families that come to the Stillwater County 4-H Fair.
New Enrollment Award:	Given to the club that had the most new member enrollments.
Volunteer Of The Year:	Given to adult 4-H leaders who have shown excellence in volunteerism for Stillwater County 4-H. Volunteer of the Year is selected by the Stillwater County Leaders
License Plate Award:	Given to any community member who has supported Stillwater County 4-H. A 4-H license plate is given to this awardee the 1st year. Subsequent years an additional fee would be added to their vehicle registration renewal which would go to sup-

Other 4-H Events and Opportunities

State 4-H Rec Lab

All 4-H members 12 and over are eligible to attend. Recreation Lab is hosted by counties on a rotating basis. It is an amazing opportunity for anyone interested in developing and improving their leadership skills for recreational activities. You will leave with lots of great ideas for games, events, team builders, and ways to have fun with 4-H. Generally held in March or April. Information will be sent out by the Extension Office in the monthly newsletters.

4-H Camp

There are 3 counties that participate in this camp; Stillwater, Carbon & Yellowstone. Camp takes place at the Beartooth Christian Ranch, generally held in June. Camp is open to all 4-Hers third grade through sixth grade. Applications are due in May. Counselors must be 14 years of age by June 6th of the current year. Counselors-In-Training must be 13 years of age by June 6th of the current year. Applications to be a counselor or CIT are also due in May.

National 4-H Week
Held annually the first week of October, National 4-H Week is an opportunity for clubs to promote and celebrate 4-H. Clubs are encouraged to develop creative ideas making 4-H more visible in the community.

4-H Ambassador
An Ambassador is chosen from 4-H members over 14 by October 1st on an annual basis through an application process around March 1st to serve as Junior Ambassador for the year. They must have been a member for 2 years and be currently enrolled. They then move up to Senior Ambassador. Ambassadors are to: represent 4-H promotional activities, encourage financial support to the 4-H Foundation. Complete qualifications and duties can be found in the "Ambassador Handbook" at the Extension Office.

Teen Leaders Council
Members 12 and over by October 1st can participate in Teen Leaders activities. They meet every third Sunday at 3 p.m. in the West Annex meeting room. Members take part in a variety of activities which are aimed at leadership development.

4-H Stillwater County Exchange
Interstate Exchange is a program that is an opportunity for youth and adults to experience the geography, culture and heritage of a local community of 4-Hers from another state. This is a two year program for 4-Hers 12 and older. Contact the Extension Office for more information.

State 4-H Congress
Teens age 14 by beginning of 4-H year, October 1 and older are eligible to attend State 4-H Congress. Teens wishing to compete at Congress are selected by the Extension office and the 4-H Council to attend State 4-H Congress in Bozeman. Most often competitors are chosen as top competitor's in county contests. The following contests are available at State 4-H Congress:

- **Demonstrations**
- **Public Speaking**
- **Fashion Revue**
- **Horse Judging**—team of 4
- **Stir-Ups**—a fun challenging food program where members prepare a meal, display the meal, and create a notebook.
- **Gavel Games**—a Parliamentary Procedure Contest: teams of four compete.
- **Quilting**
- **Horse Skill-a-Thon**—team of four compete about horse knowledge

State 4-H Citizenship Seminar
This is held every two years in Helena. One delegate per county is selected to attend (14 & over). February 15 is the approximate deadline. Activity is held in March. Citizenship seminar is a mock-Congress event where member learn to develop legislation, pass bills, and influence policy. This event is a lot of fun!

Citizenship Washington Focus
This is the national citizenship seminar. It is open to members grades 10-12. It is held in June. Anyone can apply to go, however if delegate wished to be considered for partial funding from the council, they must apply through the county.

Scholarships
Annin Youth Fund Scholarship-Must be a graduating senior residing in Stillwater County, enrolled in 4-H or FFA program this year and are obtaining some type of training beyond high school (college, trade school, etc.)

Stillwater County Homemaker's Scholarship-*Up to $1,000 ($333 awarded the sophomore, junior and senior years in college)*

Must:
- be a high school senior or college freshman
- have had 3 years of 4-h, FFA and/or FCCLA membership (any 3 yrs.);
- plan to enroll or be presently attending: in-state school working toward a Bachelor of Art or Science degree, in-state school working toward a program which is 2 or more years in length, or Northwest College, located in Powell, Wyoming, working toward a program which is 2 or more years in length
- recipient will send a copy of his/her spring grade transcript and classes fo study to the Stillwater County Extension Office prior to the issuance of the scholarship check each fall. The Extension Agent, Council President and Treasurer will review the transcript to ascertain that the recipient is continuing toward a degree.
- Awardees must take at least 12 credit per semester and maintain no less than a C+ average or its equivalent. Technical school hors are at the discretion of the board.
- Should the above criteria not be followed, scholarship recipients will forfeit the used portion (s) of the scholarship.

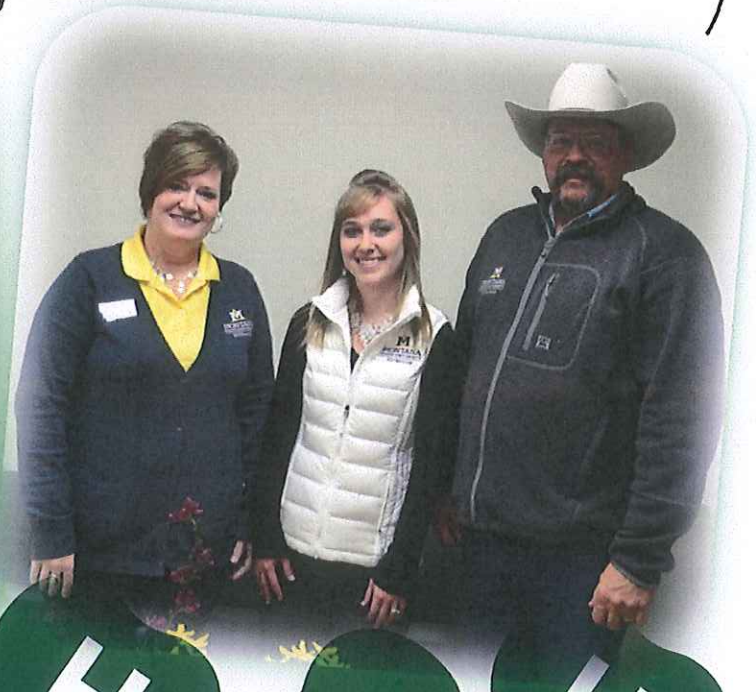
THIS I BELIEVE...

- The 4-H boy and girl are more important than the 4-H projects.
- 4-H is not trying to replace the home, the church, and the school, only to supplement them.
- 4-H'ers are their own best exhibit.
- No 4-H award is worth sacrificing the reputation of a 4-H member or leader.
- Competition is a natural human trait and should be recognized as such in 4-H club work. It should be given no more emphasis than other fundamentals of 4-H.
- Learning how to do the project is more important than the project itself.
- A blue ribbon 4-H'er with a red ribbon pig is more desirable than a red ribbon 4-H'er with a blue ribbon pig.
- To "learn by doing" is fundamental in any sound educational program and is characteristic of the 4-H program.
- Generally speaking, there is more than one good way of doing most things.
- Every 4-H member needs to be noticed, to be important, to achieve, and to be praised.
- Our job is to teach 4-H members **HOW** to think, <u>NOT</u> what to think.

CONTACT US AT:

Stillwater County Extension Office
We are in the basement of the West Annex
(Old Hospital/ Meadowlark Basement)
P.O. Box 807
431 Quarry Road
Columbus, MT 59019
406-322-8035
stillwater@montana.edu

We ARE your 4-H & Extension Family!



Lee Schmelzer
Agriculture & Natural Resources, 4-H Agent

Lisa Terry
Family and Consumer Science, 4-H Agent

Ashley House
Administrative Assistant

STILLWATER COUNTY 4-H CLUBS

CLUB NAME	ORGANIZATION AL LEADER	PHONE NUMBER	MEETING DATE & TIME	LOCATION OF MEETING
Beartooth Ramblers	Tammi Kirch	855-3839	1st Monday at 6 pm	Columbus Fire Hall
Broadview Homesteaders	Mylo Lane Shelley Erickson	669-3156 667-2390	1st Tuesday at 7 pm	Broadview Community Center
Johnny's Buckaroos	Melissa Kramer	322-5688	1st Sunday at 5 pm (Call First)	West Annex Meeting Room
Molt Happy Helpers	Kris Krieger Christina Pierce	670-8985 669-3104	Call First-2nd Tuesday every other month at 6:30pm	Molt School or Molt Hall
Park City Wranglers	Reita Reiter Cathy Tebay	633-2076 633-2398	2nd Monday at 6:30 pm	Park City Civic Center
Rapeljacks and Jills	Anna Schladweiler	663-2232	1st Saturday at 9 am	Rapelje School-Shop Classroom
Rosebud Adventurers	Andrea Stampfel	322-4180	1st Sunday at 5:30 pm (Every other Month)	Fishtail Community Center
Spring Creek Stockgrowers	Katrin Chandler Meredith Feddes	328-4253 547-4025	1st Sunday at 4 pm	Spring Creek Community Center
Stillwater Ranchhands	Finis Sandlin	328-6277	1st Monday at 6:30 pm	Nye Fire Hall
Stillwater Ridge Riders	Wendy Reed Jeanne Eaton	322-8421 209-4488	1st Monday at 6:30 pm	Columbus Evangelical Church
Stillwater Sharp Shooters	Melissa Ranstrom Bobbi Schatz	290-4240 322-8583	2nd Sunday at 3 pm	Little Stone Church

-PURPOSE OF 4-H-

Projects are important, but the overall purpose of the MSU Extension Service youth program in Montana is actually to provide experiences that help youth become effective citizens in our democratic society. Each member must carry a project, but the development of the youth is what is most important - not the making of the dress or the raising of an animal.

All boys and girls have basic needs which must be satisfied if they are to become adjusted persons.

These needs are confidence, security, curiosity, status, acceptance, responsibility, recognition, and a philosophy of life. The purpose is to make these needs accessible.

-THE PURPOSE OF PROJECTS-

We feel the overall purposes of 4-H can best be fulfilled by having the youth work on a project. The project is actually a tool. Here=s why:

- Projects offer real life experiences.
- Projects carried by several members create more interest for each.
- Members work toward a standard of competence and excellence.
- Members improve themselves by trying to beat their own best achievements.
- Members are given opportunity to compare their progress with others.
- Projects offer members opportunity to explore careers.
- Projects help members decide on a type of work they may prefer.
- Members are taught they should be more concerned with the learning involved than with just completing their project. The broader and more thoroughly the members to into their projects, the more they will learn about the projects.

-THE LEADERS= ROLE-

Your job as a youth leader is to help each boy and girl find out what they want to do. Then try to help them do it. You may open doors and help them to see their goal, but do not set the goal for them. You may teach them to think, but do not think for them. You may counsel with them, but do not manage them. Your job is to teach, not govern; to guide, not control.

The Organizational Leader may find themselves involved in:

1. Organization of the club at the beginning of the year.
2. Obtaining supplies and materials (project literature, enrollment cards, Clovers, etc.)
3. Directing development and coordination of the program.
4. Providing training for all officers in understanding their responsibilities.
5. Providing opportunities for officers to perform their duties.
6. Assisting junior leaders by providing worthwhile experiences.
7. Assembling reports for the County Extension Office.

Specific duties of the Project Leader may include:

1. Assisting members establish realistic goals.
2. Offering ideas and encouragement min development of the club=s overall program.
3. Helping arrange and conduct training and work meetings for members in the project area.
4. Maintaining close contact with members to keep them informed of their progress and where they may need assistance.

-THE PARENTS= ROLE-

Parent cooperation in the 4-H program is vital to its success. 4-H leaders and Extension agents may interest youth in becoming 4-H members but it takes the good will and help of parents to keep them interested, enthusiastic and taking an active part. A child=s attitude and what he is able to accomplish is strongly influenced by the attitude and activity of his/her parents.

WHAT PARENTS CAN DO.....

1. Hold 4-H meetings in their homes.
2. Help members select, finance and manage their projects.
3. Encourage record keeping.
4. Help members get to 4-H meetings and events.
5. Attend 4-H meetings and events.
6. Serve on committees to help plan and conduct 4-H events.
7. Share special talents, such as piano playing, song leading, flower arranging, camp leadership, crafts, animal knowledge, etc.
8. Help leaders conduct project work.
9. Help leaders locate and secure other qualified adults to conduct project work and help with 4-H activities.

-THE MEMBERS= ROLE-

The 4-H program seeks to provide informal educational opportunities for mental, physical, social and spiritual growth of young people, so they may lead useful, satisfying lives and be better prepared for adult citizenship responsibilities.

- the member should have sufficient interest in the project or activity so that he/she wants to do the work.
- the member participates in the activities (demonstrations, tours, exhibits, etc.) of his/her local 4-H club.

- the member keeps records of his/her 4-H project work in order to have a better understanding of what has happened during the year.

-MONTANA 4-H LIFE SKILLS-

- $ Fostering positive self-concept
- $ Learning decision-making and responsibility for choices
- $ Developing an inquiring mind
- $ Relating to self and others
- $ Acquiring a concern for communities B local and global

FOR MORE INFORMATION CONTACT:

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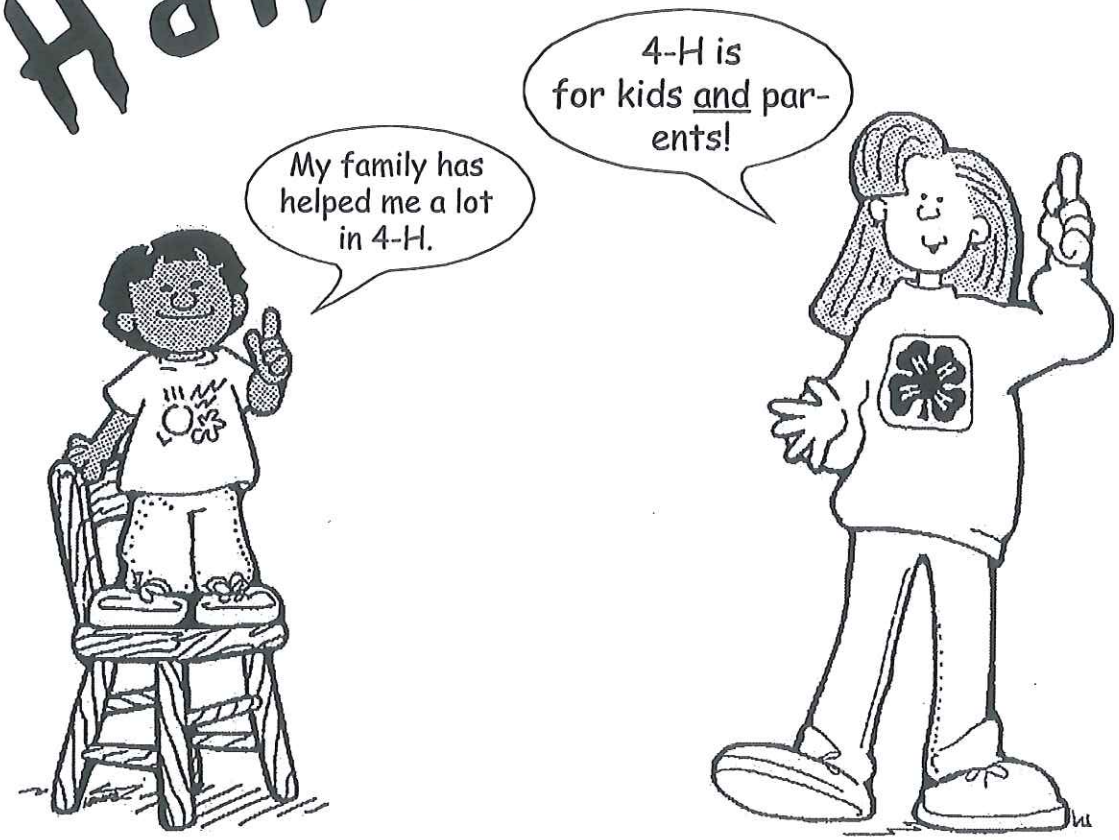
LEE SCHMELZER.....EXTENSION AGENT
LISA TERRY.....EXTENSION AGENT
ASHLEY HOUSE .....ADMINISTRATIVE ASSISTANT

The programs of the Montana State University Extension Service are available to all people regardless of race, creed, color, sex, handicap or national origin.
Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, JEFF BADER, Director of Extension Service, Montana State University, Bozeman, MT 59717.

New 4-H Family Handbook

YOUTH
Montana 4-H Center
FOR YOUTH DEVELOPMENT



This book belongs to the _____ family.
Our club is the _____ 4-H club.
We meet the _____ of each month at
_____.

5280
May 1999

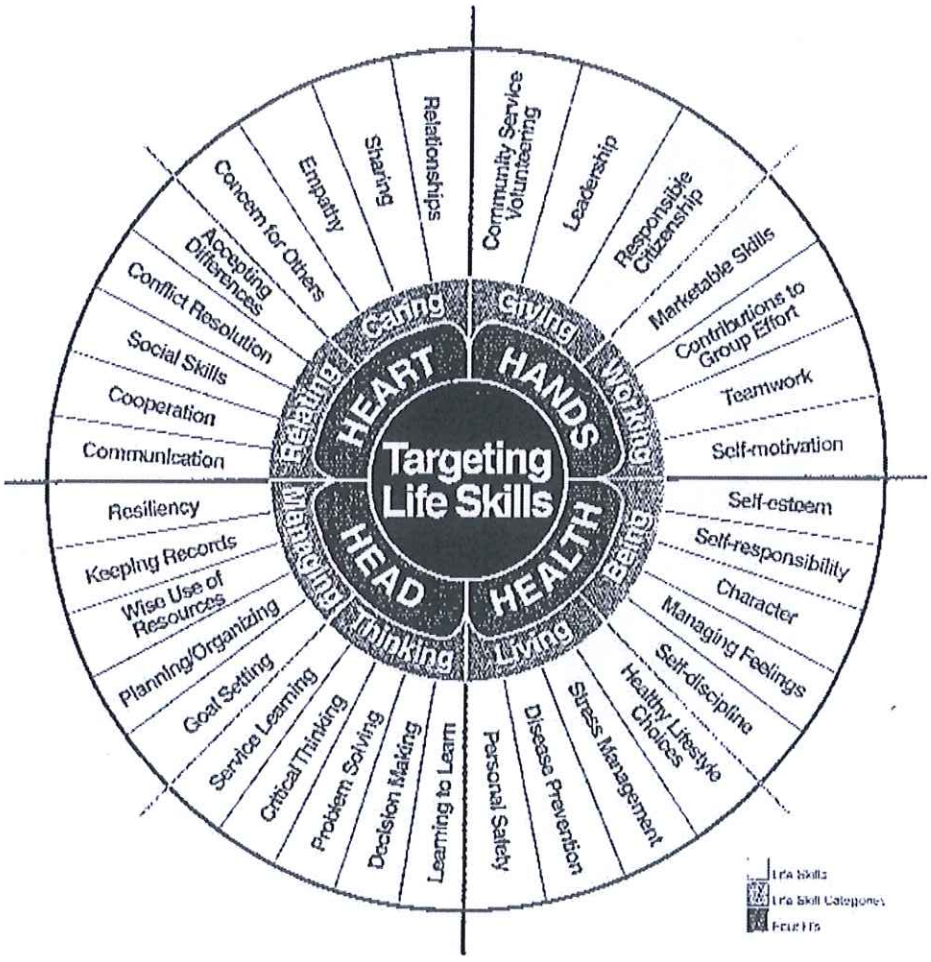
Montana 4-H Center
FOR YOUTH DEVELOPMENT

4-H and Life Skills Development

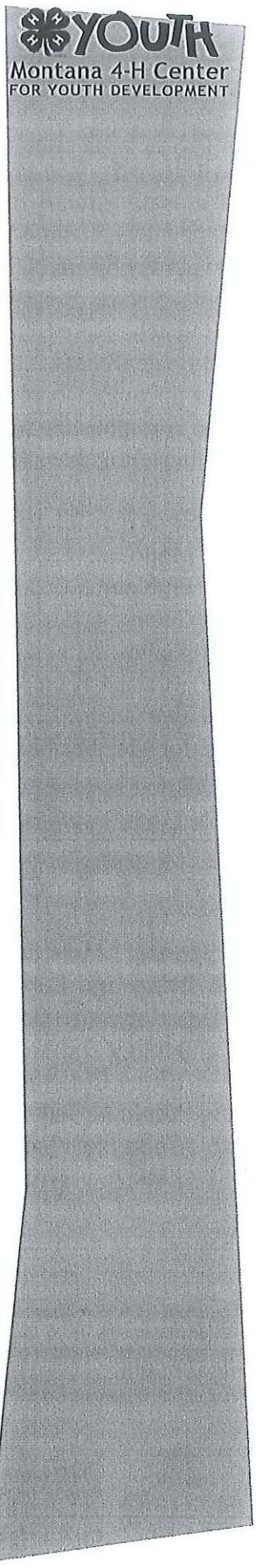
Youth development is a process of mental, physical and social growth during which young people prepare to live a productive and satisfying life. Youth development experiences of high quality don't just happen. The best ones are carefully planned (1) to encourage life skill development while delivering subject matter content and (2) to achieve specific outcomes.

A skill is a learned ability to do something well. Life skills are skills that help an individual to be successful in living a productive and fulfilling life. The Targeting Life Skills Model categorizes life skills on the basis of the four "H's" that represent Head, Heart, Hands and Health.

In each area, a number of important life skills have been identified as you can tell from looking at the model below.



MONTANA 4-H IS...



4-H is a part of the Montana State University Extension Service co-operating with the U.S. Department of Agriculture and your local county government. 4-H members are those boys and girls who participate in Extension-sponsored educational programs which are open to all youth regardless of race, color, creed, religion, national origin, sex, marital status, disability, public assistance status, veteran status, sexual orientation, marital status or parental status.

The goal of Montana 4-H is to educate youth and adults for living in a global and ever-changing world by using the resources of Land-Grant Universities and the U.S. Department of Agriculture.

Montana 4-H uses educational, learning-by-doing projects, club meetings, community service projects, events, and activities for young people and adults as they work toward attaining these five **LIFE SKILLS**:

- Fostering positive self-concept
- Learning decision-making and responsibility for choices
- Developing an inquiring mind
- Relating to self and others
- Acquiring a concern for communities—local and global.

The emblem of the 4-H program is a green four-leaf clover with a white "H" in each leaf. The four "H's" stand for Head, Heart, Hands, and Health and represent ways to develop the five life skills.

HEAD: Learning to think, make decisions, understand the "whys," gain new and valuable insights and knowledge.

HEART: Being concerned with the welfare of others, accepting the responsibilities of citizenship in our local and global communities, determining values and attitudes by which to live, and learning how to work with others.

HANDS: Learning new skills, improving skills already developed, instilling pride in work, and respect for work accomplished.

HEALTH: Practicing healthful living, protecting the well-being of self and others, making constructive use of leisure time.

This four-fold development is vital to every individual. All four of the "H's" should be an important part of the goals youngsters identify as the participate in 4-H sponsored programs and educational activities.

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MONTANA STATE UNIVERSITY EXTENSION

The programs of the MSU Extension Service are available to all people regardless of race, creed, color, sex, disability or national origin. Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, David A. Bryant, Vice Provost and Director, Extension Service, Montana State University, Bozeman, MT 59717.

Welcome to the wonderful world of 4-H and the excitement of being a parent of a 4-H member (or 4-H'er, as we like to call them). We are pleased to have you and your child involved in 4-H and encourage you to make 4-H a family affair. You may have some ques--tions about 4-H as your child progresses in the program. Please feel free to visit with your child's club leader or a County Extension Agent in your county.

What is the primary objective of 4-H?

The basic philosophy of 4-H is to strengthen the mental, physical, moral and social development of boys and girls, thereby helping youth to develop into competent, committed and self-assured adults. The main objective is the development of boys and girls through participation in projects, events, and wholesome activities.

4-H is a volunteer-led, informal educational program that supplements the teachings of home and school.

4-H is intended to *supplement, not replace,* other learning experiences young people may have through other institutions.

4-H clubs are for boys and girls ages 6-19 who live in town, the city, the country or on the farm.

4-H is for everyone, regardless of race, color, creed, age, religion, national origin, sex, marital status, disability, public assistance status, veteran status, sexual orientation, marital status or parental status.

Why and when did 4-H originate?

4-H work, as we know it, began around 1900 as a means of reaching parents with improved farm and home practices. It was based upon the assumption that if new ideas were instilled in the minds of the youngsters, they would in turn convince parents to try these innovations.

The second reason 4-H was developed was because the schools were not meeting the needs and interests of rural youth. The first organized 4-H clubs were small groups covering a single topic—corn production or canning tomatoes and other garden crops.

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Have 4-H objectives changed since its early days?

Yes. Following the "teach improved practices to farmers and homemakers through their children" idea, came World War I and the "food for victory" theme. Following the war, the "keep them on the farm" objective was foremost in people's minds. Food production was emphasized again during World War II.

Today the objective is the development of boys and girls, providing a wide variety of learning opportunities in which all youth can participate. 4-H is for *all* kids, whether they live in the city or in the country.

4-H Teaches Life Skills

4-H helps young people develop life skills. A life skill is an ability that one can use in everyday life. All education through the Montana 4-H program is designed to ensure that Montana youth develop the confidence, competence and character to become:

- **critical thinkers**
- **active citizens**
- **caring human beings**
- **innately curious**
- **self-sufficient**
- **adaptable to change**
- **connected to others in the community**

Beliefs About 4-H

- The 4-H member is more important than the project.
- Project work is one of the best devices for developing young people. To "Learn By Doing" is fundamental in any sound educational program and is characteristic of the 4-H program.
- 4-H'ers should be their own best exhibit. This means in manners, attitudes, and courtesy, as well as appropriate dress and physical appearance.
- Competition is a part of life and should be recognized in 4-H as a human trait, but competition requires careful planning and safeguards when used as an educational tool.
- No 4-H award is worth sacrificing the reputation oe®a 4-H member or leader.
- A blue ribbon 4-H'er with a red ribbon exhibit is more desirable than a red ribbon 4-H'er with a blue ribbon exhibit.
- Every 4-H member needs to be noticed, to feel important, to achieve some degree of success, and to be praised.
- It is the job of 4-H leaders and staff to teach 4-H members how to think, not what to think.

How do young people learn in 4-H?

4-H members "learn by doing." Young people, with guidance from adults, learn useful skills and how to live with people and serve their community and country by practicing these skills in real-life situations.

4-H members learn by taking part in:

- **Project Work.** Project work helps members gain knowledge and skills and learn to take responsibility. By doing project work at home, members can develop a feeling of partnership with their parents.

- **Demonstration.** 4-H members show and tell others how to do things they learn. This is called giving a demonstration, and it is a youngster's first step to helping others and developing leadership as well as public speaking skills.

- **Record Keeping.** 4-H members learn record keeping skills by making timely entries into their 4-H records. Keeping records helps members evaluate their 4-H learning and develop business sense skills. 4-H'ers should keep records on every project in which they are enrolled.

- **Recreation.** 4-H'ers learn to enjoy life, themselves, and their association with others in social activities. Recreation is a wonderful way to teach leadership skills as well.

- **County Contests.** 4-H members taking part in contests may receive an award for their efforts, but they learn cooperative and competitive skills as well as the standards of excellence.

- **Exhibits.** Members may exhibit their project results at club meetings or county fairs. Exhibiting 4-H projects shows others what 4-H'ers are doing, helps members find where they can improve their work, and gives members a sense of pride and accomplishment.

- **4-H Camp.** Many 4-H members attend camp. They part in educational and recreational experiences they learn more about nature and living with people.

- **4-H Teen Ambassadors.** For older 4-H'ers, the Teen Ambassador Program is available to promote 4-H work to others and to help members be resources to other youth.

- **4-H Exchanges.** Exchanges can be arranged with clubs from different counties, city and farm members, and clubs in other states. Exchanges help 4-H'ers develop a broader knowledge of people and living situations and provide the chance for creating lasting friendships.

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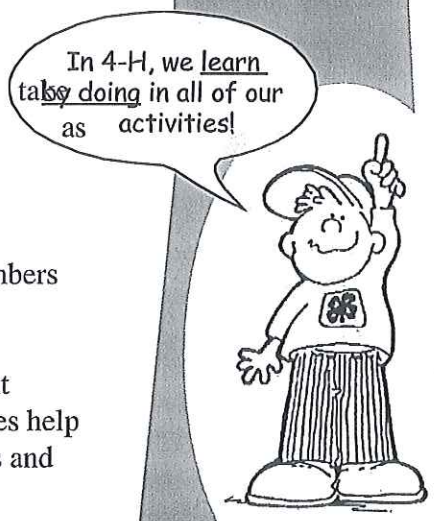
4-H'ers participate in projects, demonstrations, contests and all kinds of other activities.



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4-H is supported by the resources of Montana State University.

- **Recognition and Awards.** 4-H'ers are recognized and rewarded for work they do. Rewards range from acceptance by peers and leaders to trips and scholarships. Cooperative and competitive skills are recognized.

- **Fund Raising** 4-H'ers are asked to contribute to the fund raising efforts of the club, so additional educational opportunities can be offered. The skills learned in these fund raising activities add to the member's leadership and organizational skills and may influence career choices. While 4-H is assisted with some public funds, private funds are essential to the operation of the 4-H program.

- **4-H Club.** 4-H members learn how to use parliamentary procedure by conducting meetings, the value of committees to accomplish work, and cooperative skills through social interaction with club members.

Who is responsible for administering the 4-H program?

Your local county Extension agent is responsible for overseeing the 4-H program. Your county Extension office is a great resource, and you will want to be in contact with the office staff when you have questions. In each county, the Extension System is a cooperative undertaking by the United States Department of Agriculture, the land-grant colleges (in our case Montana State University in Bozeman), and the Boards of County Commissioners.

The Extension System carries up-to-date information from the classroom and laboratory of the land-grant university to the people of the state and brings back to the university those problems in counties that can be solved only by careful study and research. State Extension specialists support the work of county agents.

The purpose of the Extension System is to provide instruction and practical demonstrations in agriculture, family and consumer science, 4-H youth development, and community resource development to <u>all</u> persons in the county. In addition, the resources of the land-grant university can be focused on major issues within a community providing assistance in finding solutions.

Section 2:
What is a 4-H Club?

A 4-H club is a group of boys and girls organized with officers appropriate to the group and with one or more leaders under the sponsorship of the Extension System. The club is organized within a neighborhood, a school, a business or other locations. The size of the club should be suitable to the age of the members, meeting place and leadership available. 4-H clubs may sponsor needed community activities depending on the interests of the club membership. This type of club is called a Community 4-H club.

Also, youth are 4-H members by taking part in project clubs (one subject), special interest groups, enrichment programs, and TV 4-H programs.

4-H Motto

"TO MAKE THE BEST BETTER"

4-H Emblem

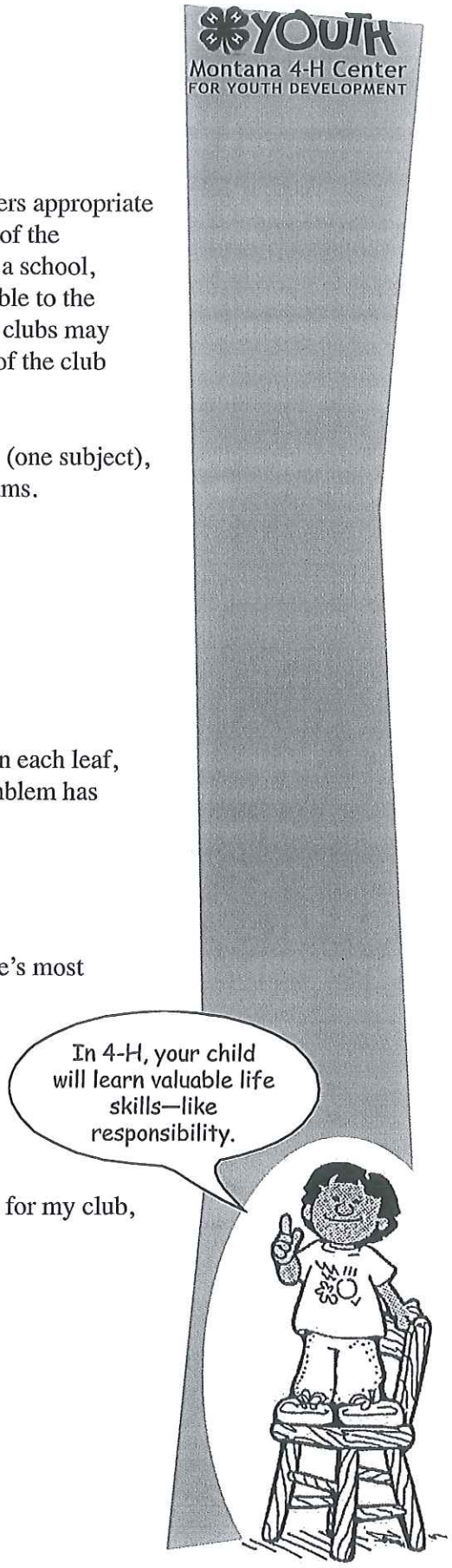
The 4-H emblem is the four-leaf clover with the letter "H" on each leaf, standing for head, heart, hands, and health. The use of the 4-H emblem has restrictions established by the United States Congress.

4-H Colors

The 4-H colors are green and white. Green symbolizes nature's most common color and represents life, springtime and youth. White symbolizes purity.

4-H Pledge

I pledge my head to clearer thinking, my heart to greater loyalty, my hands to larger service, and my health to better living, for my club, my community, my country, and my world.



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There are 4-H clubs all over the world!

The official 4-H creed

I believe in boys' and girls' 4-H club work for the opportunity it gives me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to THINK, PLAN, AND REASON.

I believe in the training of my HEART for the nobleness it will give me to be KIND, SYMPATHETIC, and TRUE.

I believe in the training of my HANDS for the ability it will give me to be HELPFUL, USEFUL, AND SKILLFUL.

I believe in the training of my HEALTH for the strength it will give me to ENJOY LIFE, RESIST DISEASE, AND WORK EFFICIENTLY.

I believe in my Country, my State, and in my Community, and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

4-H Year

A new 4-H year begins October 1 each year and ends September 30 of the following year.

Age for Membership

4-H club membership is open to all boys and girls who have their 9th birthday during the year and have not passed their 19th birthday before Oct. 1 of the year. Youth ages 6-8 can participate in a non-competitive 4-H program called Cloverbuds.

Scope

4-H is active in all the states and in many foreign countries. International exchanges are available with many countries. Many Montana 4-H clubs have established pen pal relationships with clubs in Latvia.

Section 3:
4-H Club Meetings

What are the purposes of 4-H club meetings?

The purposes of 4-H club meetings are to help boys and girls:

- acquire new information
- learn to use leisure time creatively
- develop social skills
- acquire leadership and citizenship traits
- learn to conduct meetings

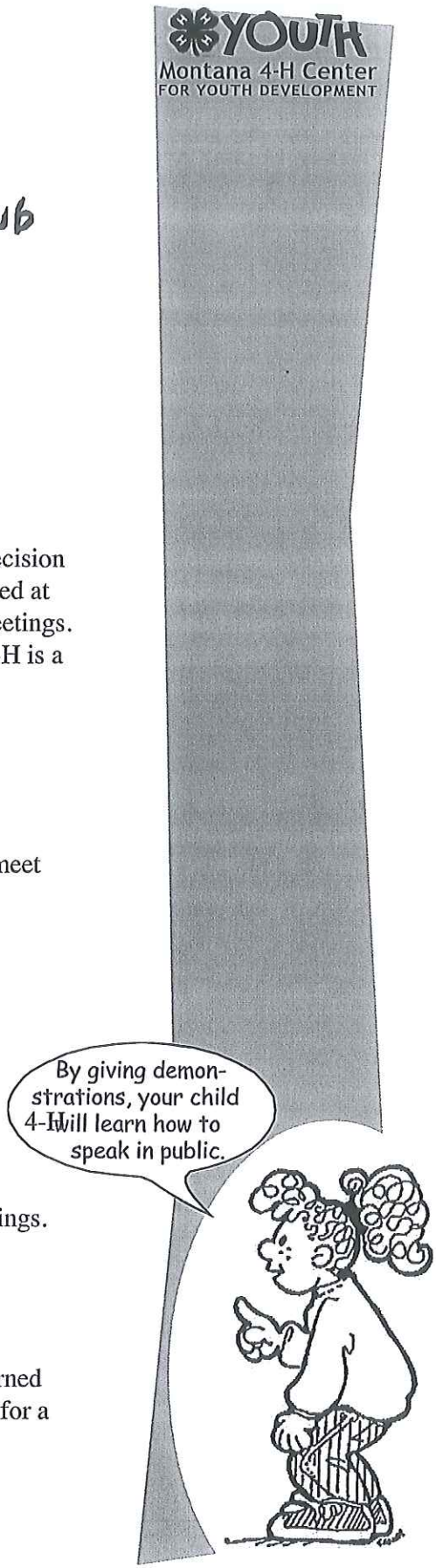
4-H members are given the opportunity to learn and practice decision making in group situations by using the knowledge and skills acquired at these meetings. 4-H members are expected to attend the monthly meetings. **Parents are encouraged to attend meetings with their 4-H'ers.** 4-H is a family affair.

What is a club meeting like?

The 4-H meeting includes business, educational programs, and recreation. 4-H meetings normally last 1 to 1 1/2 hours. Clubs may meet monthly or at any time determined by the club membership.

What is the educational program?

This part of the meeting is designed to help members learn more about subjects of general interest to the membership. teaching is unique—it is "learn by doing." Generally, the educational program will include talks and demonstrations by the members. Outside speakers may also present programs for 4-H meetings.



A 4-H meeting may have:

Demonstrations: Demonstrations are "show and tell" type presentations where the 4-H'ers share some of the things they've learned in their projects. Actual articles are used to show the steps necessary for a finished product.

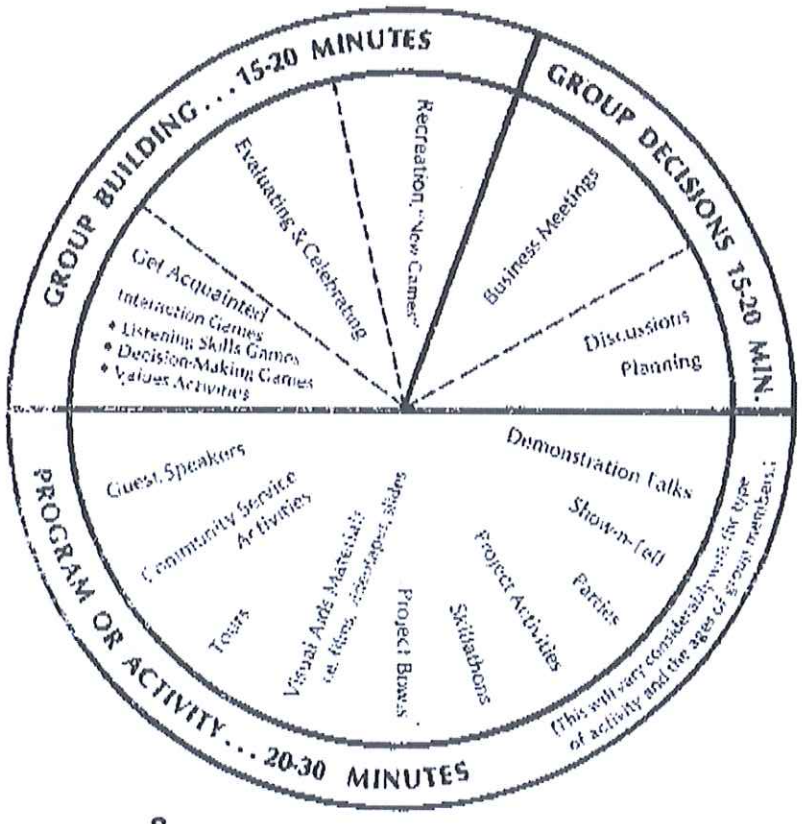
Illustrated Talks: Illustrated talks differ from demonstrations in that they tell how rather than show how. Charts, models and other visuals are important for illustrated talks.

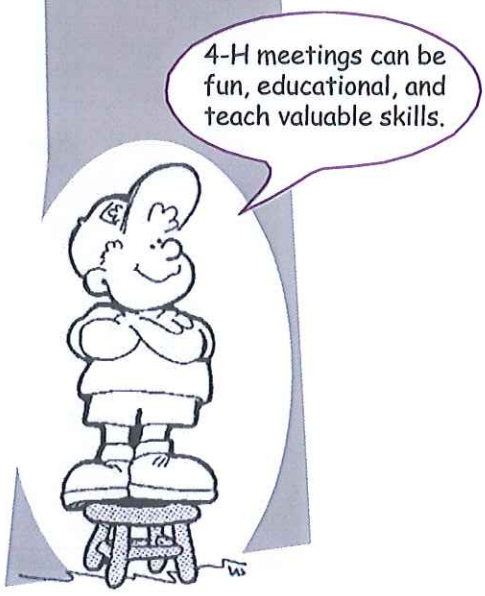
Project Talks: Project talks are given about the member's projects. The project talk can relate things experienced in the project, or give information relating to the project.

Business Sessions: The business portion of the meeting should be short and snappy. It is a small democracy in action with members learning how to conduct meetings effectively, work with others through committee assignments, and cooperate with others in decision making.

Recreation: The recreation portion of the meeting distinguishes the 4-H meeting from other educational activities. Recreation may include challenges, group singing, relays, guessing games, singing games, active games, and quiet games.

Refreshments: Some clubs serve refreshments at meetings, although this is not essential. Most often different families are hosts each month. The learning experience for the members who select, prepare, and serve the refreshments is the prime concern. Club members should learn how to select simple, nutritious, inexpensive refreshments and how to serve them. Parents can and should help by giving suggestions and guidance.





How are meetings accomplished?

Planning is the key. It takes considerable thought, initiative, creativeness, and the making of plans well ahead of time. Most clubs outline their educational programs for each meeting early in the year.

Generally, program planning is done by the club officers and junior leaders with guidance from organizational leaders and the club parents. The exact program varies from club to club.

Who conducts the meetings?

Each club normally elects officers at the beginning of the 4-H year. Officers elected may include president, vice president, secretary, treasurer, reporter, recreation leader and song leader. Other officers may be elected, depending on the club.

Who provides leadership?

Adults and teens provide guidance and serve as coaches for club and project work. Parents are usually the best source of adult leaders—but not the only source. Other friends of 4-H such as parents of former 4-H'ers, retired people, and young adults are often willing to help the 4-H'ers. Teens may have key leadership roles with younger members.

The 4-H project is the "gateway" to the rest of the 4-H program. But perhaps it would be more accurate to say that the project is the "gateway" to the boy or girl. Projects provide the basis of the 4-H program by offering various educational experiences. Carrying out a project will help the member "learn by doing" as well as learn "why" things happen the way they do.

YOUTH
Montana 4-H Center
FOR YOUTH DEVELOPMENT

Good planning makes meetings and activities more fun.

YOUTH
Montana 4-H Center
FOR YOUTH DEVELOPMENT

Section 4: 4-H Projects

Why projects?

The project is a *teaching tool* that can be used to develop many desirable traits in addition to the more evident project skills. Project work is a means to an end and not the end in itself. The development of the individual is the most important purpose of 4-H.

What are projects?

Projects are real life experiences that help 4-H'ers learn to make sound decisions. Projects put the hands and mind to work.

There are over 40 projects from which to choose educational experiences. Most of the projects have been planned with several phases so that a member may advance to more difficult and challenging activities as he or she develops knowledge and skill. 4-H projects take on a wide variety of interests and activities and are designed to attract members regardless of their place of residence, economic status, or race.

The objectives of 4-H projects:

- Create a sense of ownership
- Give a feeling of achievement
- Strengthen family and community ties
- Provide members the opportunity to:
  - — learn project skills
  - — develop and understand project knowledge
  - — develop good attitudes
  - — assume responsibility
  - — participate in healthful competition
  - — make meaningful decisions
- Provide leisure time activities
- Explore career opportunities and thus the need for continued education. All projects are in a sense career exploration, giving each member a taste of the work and responsibilities involved.

How do you select projects?

Parents and members should know and fully understand what is expected of the 4-H'er before enrolling in the project.

Projects are selected early in the 4-H year when enrollment cards are filled out. Usually, younger members should limit their projects to one or two. Older, experienced members are able to complete several different ones, including those that are more difficult.

In selecting projects consider:

- Does it meet the needs and interests of the member?
- Is the project in keeping with age and ability (physical and mental) of the member? Will it challenge him or her educationally?
- How much time does the member have and how much time does the project require? During which season of the year will most of the activity of the project be accomplished?
- Is the project acceptable to you as parents and does it fit into the family needs and situation?
- How much will the project cost?
- Is adequate space and equipment available at home?
- What are the opportunities for ownership and management responsibilities?
- Are there leaders to help with the project, or are you willing to help the member with the project?

How are projects continued?

Project work is conducted through various activities and events such as:

- Project meetings in the local club
- Demonstrations and talks at regular club meetings
- Tours
- Family activities or work at home
- Exhibiting at shows and fairs
- Record keeping

Project leadership is provided by adult and teen volunteer leaders.

YOUTH
Montana 4-H Center
FOR YOUTH DEVELOPMENT

4-H'ers can choose from dozens of projects: from beef to photography, woodworking to cooking!

Montana 4-H Center
FOR YOUTH DEVELOPMENT

Section 5: 4-H Parents and Members

Parents make the difference in 4-H!

Parents and families are the strength of the 4-H program. A youngster joins 4-H to belong, to do things with his or her friends, to meet new friends, to have fun, to be recognized as a person, and to achieve. It is much easier for youngsters to succeed in 4-H and to continue to grow when they have the support and understanding of their parents. The leader can do only so much; children must have the support of parents.

Parents are very important to the success a child may have in the 4-H program. Parents are encouraged to attend club meetings and project meetings with their child.

The key role of parents is the support they give to their children: support the child in the commitment they make, help them think through decisions, and see that they reach their goal.

4-H is truly a family affair. Youth need adult guidance to encourage and direct them in their character development. As a parent, you can be a project leader, activity leader, camp chaperone, or even a club leader. All parents are encouraged to assume some responsibility to help with the 4-H club because all adults are busy. Share the load!

Where do parents fit in?

Good youth programs do not just happen. It takes the combined efforts of parents, youth leaders, and professionals to have a successful 4-H program. In 4-H, we have a team . . . a 4-H team that contributes to the positive development of boys and girls. Parents are partners on this 4-H team and to have a successful 4-H program, parents must be regular players.

Research and experience have shown that parental participation in 4-H has many benefits. These include:

- 4-H'ers do better work when they receive more personal attention from parents and leaders.
- Parents can encourage a "learn by doing" approach in which they coach their child in activities.
- Family units are strengthened when parents and children participate together in areas of common interest.
- 4-H clubs become more active and stronger when parents take an active role in 4-H.

Ways you can support your child in the 4-H program:

- Learn what 4-H is all about and keep informed on what is happening in your county.
- Exhibit a genuine interest in 4-H and your child.
- Attend meetings and 4-H activities with your child, and encourage your child to participate in 4-H events.
- Make 4-H a priority in your home —read the 4-H mail that comes to you, and mark your calendar for 4-H activities.
- Provide encouragement and help in your child's project work with record keeping, demonstrations, judging, and completion of attempted work—without doing the work yourself.
- Provide transportation for members to local club meetings and activities and county-wide activities and events.
- Provide a meeting place for a project group. Assist leaders by providing refreshments or other help.
- Share special talents by volunteering to be a project leader.
- Help members select, finance, and manage their projects. There are minimal costs required for project literature and materials.
- Help leaders conduct project work.
- Help leaders locate and secure other qualified adults to conduct project work and help with 4-H activities.

YOUTH
Montana 4-H Center
FOR YOUTH DEVELOPMENT

You can help your child's 4-H club in many ways, even if you don't have a lot of time!

4-H members are the focus!

Developing the potential of the 4-H member is the focus of the 4-H program and is accomplished in a learn by doing manner. This means that the 4-H member must assume some responsibility for his or her own learning and involvement in program opportunities. To get the very most out of 4-H, members need to:

- Attend and participate in meetings
- Support and work for club events and activities
- Attend and participate in project meetings
- Participate in activities and events that enhance project learning
- Keep up to date in work related to projects
- Be proud to be a 4-H member

Section 6: Who's Who in 4-H

Local club level

4-H member—Any young person who participates in an Extension-sponsored youth educational program. Youth who are 9 to 19 years of age and fill out an enrollment card. Cloverbuds are 6-8 years of age.

4-H Organizational Leader—The adult who is responsible for the proper functioning of the 4-H Club.

4-H Resource Leader—A person or group of people including parents, relatives or friends who listen, question, and respond in helpful ways to children. These leaders could also judge at 4-H events or may be other people who prefer not to become involved in other parts of the 4-H program.

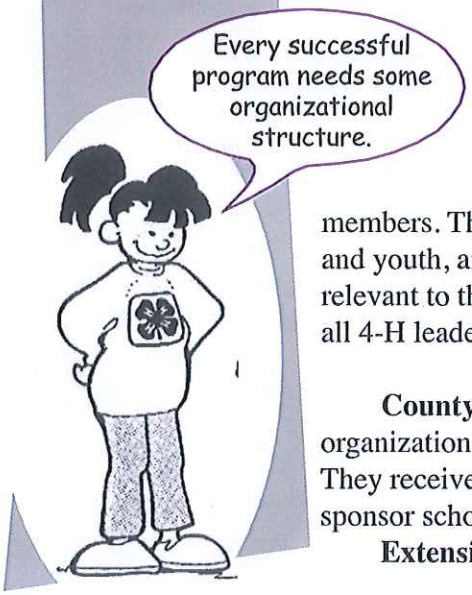
4-H Project Leader—The adult or teen leader responsible for a given project area in the 4-H club.

4-H Activity Leader—The adult, teen leader, or youth volunteer responsible for designated 4-H activities in the 4-H club.

Middle Manager or Key Leaders— Adults who assist local 4-H club leaders and/or Extension agents in a specific 4-H project or activity area.

Enrichment Program Volunteer— An adult who leads a special interest or enrichment program.

Teen Leaders—Youth actively involved as leaders. They should be viewed as assets to the 4-H program. Montana 4-H encourages the use of youth as volunteers and leaders.



County level

4-H Council—A formalized group of leaders and members. They assess the needs, interests, concerns of the county's children and youth, and assist the agent in responding with educational programs relevant to those needs. 4-H Council membership includes, but is not limited to, all 4-H leaders and teen leaders in the county.

County 4-H Foundation—Some counties have this non-profit organization working to provide additional resources for the 4-H program. They receive monies from private sources, raise funds for special activities, and sponsor scholarships.

Extension Agents—They are the paid professionals who help to carry out

the 4-H program. They are faculty members of Montana State University and are responsible for the educational programs that are conducted through the County Extension Office.

State level

State 4-H Youth Development Specialists—These people have responsibility for the 4-H program on a statewide basis. There are currently four people in the state 4-H Office based at Montana State University in Bozeman.

Montana State University—This land grant college has the responsibility for taking education to the people of the state and the 4-H program is part of the directive.

Montana 4-H Foundation—This non-profit organization works to provide additional resources for the 4-H program. They sponsor scholarships and funding for programs as well as providing special activities.

Montana 4-H Council—The Montana 4-H Council is comprised of all volunteer leaders in the state who pay dues to the organization. It exists to maintain and strengthen the 4-H program on a statewide basis by providing input on educational needs and assisting with communication linkages, recruitment, and evaluation.

University Faculty—Montana State University faculty and staff lend expertise in subject matter areas through a cooperative effort with the State 4-H Office.

The 4-H Members

Some members work to keep clubs strong,
While others join just to belong.
Some dig in, some serve with pride,
Some go along just for the ride.
Some volunteer to do their share,
Some lie back and just don't care.
Some do their best, some help, some make,
Some give nothing, only take.
Some greet new members with a smile,
and make their coming more worthwhile.
While some go on their merry way,
and rarely have kind words to say.
Some help their leaders do and show
When asked to help, they don't say no.
Some drag, some pull, some don't, some do.
Consider, which of these are you?

CODE OF CONDUCT FOR 4-H MEMBERS

Name _____ County _____

The 4-H Center & Montana State University Extension wants your participation in 4-H programs, events and activities to be filled with exciting experiences, new friendships and fun. To ensure a positive experience for all participants, it is expected that all 4-H'ers be considerate of others, participate fully in the programming and observe the following expectations. If a situation or question arises which is not clearly covered by this list, ask an Extension Faculty/Staff member, volunteer leader, or chaperone before acting.

While attending 4-H activities and events, I will:

- Obey all rules established by the 4-H program, the local 4-H program and all local, state and federal laws.
- Conduct myself at all times in order to be a credit to the club, school and community.
- Dress neatly and appropriately for the occasion and in accordance with the activity dress code.
- Show respect for the rights and property of others; be courteous at all times.
- Be honest and not take unfair advantage of others.
- Refrain from disruptive behavior and swearing.
- Demonstrate sportsmanship, modesty in winning and generosity in defeat.
- Attend meetings and sessions promptly and respect the opinion of others in discussion.
- Be respectful of the authority of adult volunteers, youth leaders, 4-H staff and others in leadership roles.
- Not use, accept or carry alcohol, drugs or tobacco, or associate with others using the substances.

While attending overnight events, I will also:

- Not leave the activity or event unless permission is secured from my agent or chaperone.
- Not use my personal vehicle when it is not allowed by an event or trip.
- Care for the lodging property and respect the rights of other guests of the facility and observe all rules instituted by the property.
- Be in my sleeping area and stay there after curfew time and be out each day by the set time.
- Not enter the sleeping areas of members of the opposite gender and not invite non 4-H participants to the sleeping areas.
- Respect supervision at all times, being responsible to all adults connected with the trip or event.
- Be prepared to report to my local 4-H program knowledge gained by attending these activities.

I have read the 4-H Code of Conduct and agree to live up to these expectations while participating in 4-H programs and events. I am aware that my actions and decisions affect others. I understand that my failure to do so could result in consequences, including dismissal from the event or program. I am willing to accept appropriate consequences of my actions.

Member Signature _____ **Date** _____

I have read the 4-H Code of Conduct and I support my child living up to the expectations it outlines. I will support the individual(s) in charge in maintaining appropriate behavior.

Parent/Guardian Signature _____ **Date** _____

MONTANA STATE UNIVERSITY | EXTENSION

YOUTH | Montana 4-H Center FOR YOUTH DEVELOPMENT

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MEDIA RELEASE FORM

Montana State University Extension

Name of participant: _____

County: _____ 4-H Year: _____ - _____

MSU Extension - 4-H would like to use photos or video of your child during 4-H events or activities to use in press releases and other publicity. The photo or film may be used for the following purposes:

- Website
- Press Release
- News Story
- Marketing Materials
- Other

CONDITIONS OF USE:

1. We will not use personal details or full names (first name and last name) of any child in a photograph on our web site.
2. We will not include personal e-mail or postal addresses or telephone numbers on our web site or in other printed publications.
3. We may use the name of the child in accompanying text or a photo caption.

☐ **I DO authorize the use of photos or video of my child at 4-H events or activities.**

☐ **I DO NOT authorize the use of photos or video of my child at 4-H events or activities.**

I have read, consent, and agree, individually and, as a parent or guardian of the minor named above, to the foregoing terms and provisions. I warrant that I am of full legal age and have every right to contract for the minor in the above regard.

Parent or Guardian Signature _____ **Date** _____

MONTANA STATE UNIVERSITY | EXTENSION

4-H YOUTH | Montana 4-H Center FOR YOUTH DEVELOPMENT

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Medical Release Form for 4-H Youth & Adults

PARTICIPANT INFORMATION:

Name: _____ County: _____

Address: _____

Name of Parent or Legal Guardian: (YOUTH ONLY): _____

Primary Physician: _____ Phone: _____

Dentist: _____ Phone: _____

IN CASE OF EMERGENCY:

Primary Contact: _____ Phone: _____

Relationship: _____ City: _____ State: _____

Alternate Contact: _____ Phone: _____

Relationship: _____ City: _____ State: _____

INSURANCE INFORMATION

Name of Insurance Carrier: _____

Policy Holder Name: _____ Policy #: _____

Date of Last:

Tetanus Shot: _____ Polio Shot: _____ Mumps Shot: _____ Measles Shot: _____ Rubella Shot: _____

Medical Information: (check all that apply and explain if necessary)

- ☐ Stomach or Intestinal problems
- ☐ Diabetes or hypoglycemia (low blood sugar)
- ☐ Nervous disorder (convulsions, epilepsy, dizziness, ect)
- ☐ Respiratory problems
- ☐ Heart Disease
- ☐ Any allergies to medication
- ☐ Any allergies to food or plants
- ☐ Special diet or food restrictions
- ☐ Are you currently under a doctor's care?
- ☐ Are you currently taking medications?
- ☐ Are there any physical restrictions or medical problems that may require special considerations?

_____

_____

_____

AUTHORIZATION FOR TREATMENT (YOUTH ONLY)

I, _____ do herby give permission to _____

PARENT/GUARDIAN Name — CHAPERONE Name

to seek and obtain any medical care necessary for my child _____.

YOUTH Participant Name

Parent/Guardian Signature _____ Date _____

ALL PARTICIPANTS

To the Best of my knowledge, accurate information has been provided in all areas of this form.

Participant Signature (youth/ adult) _____ Date _____

IF YOUTH: Parent/Guardian Signature _____ Date _____

Project/Committee Information 4-H Year: 20 -20

County: Stillwater Volunteer Name: _____

MONTANA STATE UNIVERSITY EXTENSION

Cloverbud Enrollment: *(for youth ages 5-8 by October 1, 20)*

☐ Cloverbuds: A Discovery 4-H Program ☐ Cloverbuds: Exploring Farm Animals ☐ Exploring 4-H

Project Enrollment: *(for youth ages 8-18 by October 1, 20)*

Place a checkmark next to the projects that you plan to explore this year, along with the project level number. If you need project books, please place a checkmark in the appropriate box. You will complete a project journal for each of the projects you select. Ask your club leader or Extension staff if you have questions.

☑	Project Description	Level	Need Project Books?
	Aerospace		
	Babysitting		
	Beef-Breeding		
	Beef-Market		
	Bicycle		
	Cat		
	Centennial Project		
	Child Development		
	Citizenship		
	Communications		
	Cowboy Poetry		
	Crochet		
	Crop Science		
	• Wheat Grower's Helper		
	• Jr. Wheat Grower		
	• Sr. Wheat Grower		
	• Barley Grower's Helper		
	• Jr. Barley Grower		
	• Sr. Barley Grower		
	Dairy Cattle		
	Dog		
	Electricity		
	Embroidery		
	Entomology		
	Exploring 4-H		
	Family Adventures		
	Foods & Nutrition		
	• Cooking 101,201 or 301		
	• Party Planner		
	• Up for the Challenge		

☑	Project Description	Level	Need Project Books?
	Forestry		
	Gardening		
	Goat-Dairy		
	Goat-Meat		
	Home Environment		
	Horse		
	• W. Horsemanship		
	• Eng. Horsemanship		
	• Horseless Horse		
	• Colt to Maturity		
	• Working Ranch Horse		
	• Packing		
	• Driving		
	• Horse Showing		
	• Green Horse		
	• Careers with Horses		
	Knitting		
	Leathercraft		
	Leadership		
	Outdoor Adventures		
	Photography		
	• Videography		
	Pocket Pets		
	Poultry		
	Quilting		
	Rabbit		
	Range Science		
	Robotics		
	Self-determined		
	• Project Area:		

☑	Project Description	Level	Need Project Books?
	Service Learning		
	Sewing & Textiles		
	Sheep-Breeding		
	Sheep-Market		
	Shooting Sports		
	• Pistol		
	• Rifle		
	• Archery		
	• Shotgun		
	• Muzzle Loading		
	• Hunting		
	• Cowboy Action		
	Small Engines		
	Sport Fishing		
	Swine-Breeding		
	Swine-Market		
	Theatre Arts		
	Veterinary Science		
	Visual Arts		
	• Arts & Crafts		
	• Drawing...		
	• Painting...		
	Weed Science		
	Wildlife		
	Wind Energy		
	Woodworking		
	Other:		
	Other:		
	Other:		
	Other:		

Committees & Organizations:

Many of our 4-H activities would not happen without the enthusiasm and energy of 4-H leaders and members. If you can help by serving on any of the committees or organizations below, please place a checkmark next to the appropriate committee or organization.

Committees		
Awards-organizes solicitation of award donors & selects award. Meets once a year	Exchange-Arranges exchange trips. Meets monthly.	Livestock-Sets policy regarding raising & selling of 4-H livestock. Meets 4-5 times per year
Budget & Audit-Reviews expenditures & plans for upcoming fiscal year. Meets 1-2 a year.	Fair-Makes decisions on fair activities, theme and promotion & works during the fair. Meets 4-6 times a year.	Long Range Fair-Reviews upgrades and changes to the Fairgrounds. Meets 2-3 times per year.
Demonstration-Meet as needed.	Horse-Meet 4-5 times a year.	

STILLWATER COUNTY
MY 4-H YEAR

MONTANA STATE UNIVERSITY EXTENSION

NAME:	MY 4-H YEAR:
CLUB:	BIRTH DATE:
GRADE IN SCHOOL:	YEAR IN 4-H:

Please Insert Photo Here

My Photo

THESE ARE MY GOALS FOR THIS YEAR:

THIS IS A LIST OF PROJECTS:

I HAVE EVALUATED MY RECORDS AND BELIEVE THEY ARE COMPLETE AND ACCURATE.

4-H CLUB MEMBER DATE

WE/I HAVE REVIEWED THIS RECORD BOOK.

4-H CLUB LEADER DATE

REVIEWER'S COMMENTS:

4-H CLUB & PROJECT PARTICIPATION

NUMBER OF MEETINGS I ATTENDED.

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

COMMITTEES & OFFICE SUMMARY (4-H & OTHERS)

RECORD CLUB OFFICES YOU HOLD AND COMMITTEES YOU ARE A MEMBER OF.

NAME OF COMMITTEE OR OFFICE	DESCRIPTION/WHAT I NEED TO DO

PROMOTIONAL PRESENTATIONS

I PROMOTED OR PUBLICIZED 4-H (NEWS ARTICLE, TALK, RADIO, T.V., 4-H AMBASSADOR RESPONSIBILITIES, ETC.) EX: MARTIN LUTHER KING DAY, ADS, DISPLAYS

I TOOK PART IN THE FOLLOWING COMMUNICATIONS ACTIVITIES:

DEMONSTRATION/ILLUSTRATED TALK, KIWANIS REPORT, REPORTS AT CLUB MEETINGS, PUBLIC SPEAKING, ETC.

TYPE OF COMMUNICATION	TITLE	EVENT OR LOCATION

AWARDS & HONORS (INCLUDE 4-H AND OTHERS)		
ACTIVITY/EVENT	AWARD	LOCATION

MAY ADD ADDITIONAL PAGES - - MAY INCLUDE FAIR EXHIBITS

JOURNAL OF ACTIVITIES, EVENTS AND EXPERIENCES Use this journal to record ALL activities, events, and experiences as you do them. Include such things as: (but not limited to these) club meetings other than 4-h, Health, Community Service, Workshops, Safety, Recreation, Contests, Citizenship, Judging Events, Tours, Leadership, camps, etc.)			
DATE	ACTIVITY	EVENT	DESCRIPTION

(WHAT I DID - WHAT I LEARNED)

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MONTANA 4-H PROJECT JOURNAL

Year: _____

Name: _____ Project: _____

This is what I plan to do in this project:

_____

_____

_____

Record all the things you do in your project as you do them. Include such things as: Project meetings/workshops, working, training, shows, contests, learning experiences, and/or anything related to your project.

DATE	(What I did - What I learned)

DATE	(What I did - What I learned)

(Use this page as needed)

NON - ANIMAL
FINANCIAL JOURNAL
(Use for Non-Animal Project Expenses Only)

YEAR: 20xx to 20xx

Name: _____ Project: _____

Record as **income** all the cash you receive from the sale of services and/or product from your 4-H project. Record as **expenses** all the items you pay for with cash to support your non-animal 4-H project.

DATE	DESCRIPTION OF INCOME OR EXPENSE	INCOME	EXPENSE
	TOTAL PROJECT INCOME AND EXPENSES		

Do not include in Profit and Loss Statement the cash spent for the purchase of capital items (camera, etc.) or sale of a capital item (camera, etc.)

Optional
Profit and Loss Statement (cash basis)

For the 4-H Period of _____ to _____

Income _____

Expenses _____

Profit or loss: _____

STILLWATER 4-H DOG, CAT & SMALL ANIMAL FINANCIAL RECORDS

Name _____ Year in Dog, Cat or Small Animal Project _____

VALUE OF DOGS, CATS OR SMALL ANIMALS PURCHASED/OWNED

Date	Dog Description and Number	Weight *	Value
	* = Optional	Total (A)	

VALUE OF DOGS, CATS OR SMALL ANIMALS AT THE END OF THE YEAR

Date	Dog Description and Number	Weight *	Value
	* = Optional	Total (B)	

4-H DOG, CAT OR SMALL ANIMAL INCOME OTHER THAN FAIR (Agility, Stockdog, etc.)

Date	Description of Income	Total Income
	Total (C)	

Designed by Zachary Nordahl, Molt Happy Helpers

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Revised: 4/28/2005 2:16 PM
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4-H DOG, CAT OR SMALL ANIMAL FEEDING RECORDS

Write kind of feed above each column								
Month	Amount	Price	Amount	Price	Amount	Price	Amount	Price
August								
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								
July								
TOTALS:								
			TOTAL FEED COSTS (D)					

4-H DOG, CAT OR SMALL ANIMAL EXPENSES OTHER THAN FEED/HEALTH

ITEM	COST	ITEM	COST	ITEM	COST
Total for Column 1		Total for Column 2		Total for Column 3	
				TOTAL (E) All 3 columns	

4-H DOG, CAT OR SMALL ANIMAL HEALTH CARE COSTS

Date	Reason for Treatment	Name of Drug or Treatment	Number of Animals	Size of Dose	Cost Per Animal	Total Cost = (Number of animals x Cost)
					TOTAL (F)	

PRE-FAIR PROJECT FINANCIAL SUMMARY

Income:

Value of Dog(s) at end of project (item B) .....$_____

Other Income (item C) .....$_____

Total Income (B + C) .....$_____

Expenses:

Value of Dog(s) at beginning of project (item A) .....$_____

Feed Costs (item D) .....$_____

Other Costs (item E) .....$_____

Health Care Costs (item F) .....$_____

Total Expenses .....$_____

PRE-FAIR NET INCOME/LOSS (Income minus Expenses) .....$_____

POST-FAIR FINANCIAL SUMMARY

Pre-Fair Net Income/Loss .....$_____

Prize Money Received .....$_____

TOTAL INCOME/LOSS AT THE 4-H FAIR .....$_____

Date Records Completed: _____

Signed (Parent/Leader)_____

Signed 4-H Project Member _____

Stillwater County 4-H Market Animal Project Journal & Financial Record

Value of Animal(s) Purchased/Owned/Possessed

Enter the value of animal(s) that you owned prior to beginning this project year **or** that you purchased or were given for this project.

Date	Description	Number	Purchased From/Owned By	Weight	Unit Price	Market Value
Total Number			Total Market Value (Total A)			

Expenses other than feed

Record any other expenses such as taxes, marketing, transportation cost, show expenses, insurance.

Item and description	Cost
Total B	

Feeding Record

Write the kind of feed at the top of the columns. You may use the units (pounds, cwt, tons) that are most convenient for you, however be consistent. Also record how much the feed for each month costs. Use chart to keep track of feed for all animals in this project.

Animal								
Kind of Feed								
Month	Amount	Price	Amount	Price	Amount	Price	Amount	Price
October								
November								
December								
January								
February								
March								
April								
May								
June								
July								
August								
September								
Totals								
Price/Unit								
						Total Feed Cost (Total C)		

Market Animal Project Journal & Financial Record

Market Animal Growth Record

Use this chart for Market Animal Projects ONLY.

Name of Animal	Birth Date	Date project Started	Start Weight	Date Project Ended	End Weight	Total Weight Gain	Total Days on Feed	Average Daily Gain	Feed Cost Per LB. Gain

Total Weight Gain = Ending Weight MINUS Starting Weight
Average Daily Gain = Total Weight Gain DINVIDED BY Days on Feed

Health Care Chart

Date	Reason for Treatment	How Administered	# of Animals	Size of Dose	Cost Per Animal	Total Cost
Total Health Care Cost (Total D)						

VALUE OF LIVESTOCK AT *POSTED* MARKET PRICE

DATE	DESCRIPTION	NUMBER	WEIGHT	POSTED VALUE	TOTAL VALUE
				TOTAL (E)	

Market Animal Project Journal & Financial Record

LIVESTOCK SOLD AT MARKET LIVESTOCK SALE OR CARCASS CONTEST

Animals Sold (Include wool, etc.)	Date	Place Sold	Sale Weight	Selling Price	Total Sales
				TOTAL (F)	

Project Summary

Everyone should complete this summary at the end of the project year. Use totals from the above sections.

Receipts:		Expenses:	
		Value of animal(s) at the beginning of project **Total A**	
Value of animals at posted market price **Total E**		Feed Costs **Total C**	
Livestock Sold at Market Sale or Carcass Contest **Total F**		Health Care Costs **Total D**	
Prize money received **Total J**		Other Expenses **Total B**	
		Total Expenses **(G)**	
Net Income / Loss from Livestock Sales (F minus G = H)			
Net Income / Loss from Posted Market Price (E minus G = I)			
Prize money received **(J)**			
Total Income / Loss at the 4-H Fair **(H+ J)**			

Member' □Explana□ion or Commen□□□

Lea□er' □Commen□□□

I have evaluated my records and believe that they are accurate, complete and verify that this represents my own work.

4-H Club Member Date

We/I have reviewed this record.

4-H Club Lea□er Date

The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status. Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jill Martz, Director of Extension, Montana State University, Bozeman, MT 59717.

Stillwater County 4-H Animal Project Journal & Financial Record

Value of Animal(s) Purchased/Owned/Possessed

Enter the value of animal(s) that you owned prior to beginning this project year **or** that you purchased or were given for this project.

Date	Description	Number	Purchased From/Owned By	Weight	Unit Price	Market Value
Total Number			Total Market Value (Total A)			

Value of Animal(s) Owned at End of Project

Enter the value of animal(s) that you owned **at the END of this project year**.

Date	Description	Number	Weight	Estimate Value/Price
			Total Estimated Price (Total B)	

Feeding Record

Write the kind of feed at the top of the columns. You may use the units (pounds, cwt, tons) that are most convenient for you, however be consistent. Also record how much the feed for each month costs. Use chart to keep track of feed for all animals in this project.

Animal								
Kind of Feed								
Month	Amount	Price	Amount	Price	Amount	Price	Amount	Price
October								
November								
December								
January								
February								
March								
April								
May								
June								
July								
August								
September								
Totals								
Price/Unit								
						Total Feed Cost (Total C)		

Expenses other than feed

Record any other expenses such as taxes, marketing, transportation cost, show expenses, insurance.

Item and description	Cost
Total D	

Health Care Chart

Date	Reason for Treatment	How Administered	# of Animals	Size of Dose	Cost Per Animal	Total Cost
					Total Health Care Cost (Total E)	

MONTANA STATE UNIVERSITY EXTENSION

LIVESTOCK SOLD Private Treaty

Animals Sold (Include wool, etc.)	Date	Place Sold	Sale Weight	Selling Price	Total Sales
				TOTAL (F)	

Project Summary

Everyone should complete this summary at the end of the project year. Use totals from the above sections.

Receipts:		Expenses:	
Value of animals at end of project **Total B**		Value of animal(s) at the beginning of project **Total A**	
Value of animals sold **Total F**		Feed Costs **Total C**	
Prize money received **(G)**		Health Care Costs **Total E**	
		Other Expenses **Total D**	
Total Receipts / Equity **(H)**		Total Expenses **(I)**	
Net Income total receipts - total expenses = Net Worth **(H-I = J)**			

Member' Explanation or Commen

Lea□er' □Commen□□□

I have evaluated my records and believe that they are accurate, complete and verify that this represents my own work.

4-H Club Member Date

We/I have reviewed this record.

4-H Club Lea□er Date

The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status. Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jill Martz, Director of Extension, Montana State University, Bozeman, MT 59717.

Include last page for Breeding Project

Production Record for Animal Breeding Project

Fill this out only if you are taking a breeding project.

Dam ID	Date Bred	Sire ID	Date Offspring Born	Number Born M / F	Average Birth Weight	Number Weaned M / F	Number Sold M / F

4-H Horse Helmet Policy & Acknowledgement of Education

Signed Form is Required YEARLY

4-H YEAR from: _____ to: _____ **County:** _____

Participant Name: _____ **Birth Date:** MM/DD/YYYY _____

Montana State University Extension: 4-H Horse Helmet Policy

A certified equestrian helmet with safety harness fastened in place is required in over fence classes and gymkhana events, activities, and practice sessions. Gymkhana refers to horseback speed events (timed or un-timed) that do not use livestock. Events that usually fall in this category include, but are not limited to: barrel racing, pole bending, keyhole races, stake races, rescue races, pony express race, etc. Events that are not intended to be included in this policy are events such as calf roping, team roping, goat tying, and team penning that may be timed but use livestock.

Participants in the 4-H Horse Project are required to attend a helmet education workshop and/or view the video "Every Ride Every Time" once as a junior 4-H member (9-13) and once as a senior 4-H member (14 and up).

It is the responsibility of the parent or guardian of the 4-H member to see that the headgear worn complies with such standards and is in good condition. The Montana 4-H Center for Youth Development encourages the use of ASTM certified/SEI approved safety helmets in all equine events. Protective headgear may be used in all classes and shall not be discriminated against.

Helmet use is encouraged in all 4-H horse activities any time a 4-H member is around a horse. Counties may establish more stringent policies regarding helmet use.

I have read, understand, and agreed to adhere to the above Montana 4-H Horse Helmet Policy in order to participate in the Montana 4-H Horse Project.

Participant Signature: _____ **Date:** _____

signatures are required yearly

Montana State University Extension: 4-H Acknowledgement of Receiving Horse Helmet Education

I have attended a 4-H horse helmet safety workshop and/or viewed the video "Every Time, Every Ride". I acknowledge that helmet education is required twice during my 4-H membership - first in my junior years, 4-H age 9-13, and again in my senior years, 4-H age 14 and up, unless I joined 4-H as a senior member whereas I need only receive training once.

Participant Signature: _____ **Date of Education:** _____

Printed Name of Parent or Legal Guardian: _____

Signature: _____ **Date:** _____

Revised September 1, 2009

Montana State University Extension

Montana 4-H Horse Project

Permission and Assumption of Risk for Participation in all 4-H Horse Projects

Signed Form is Required YEARLY

4-H YEAR from: _____ to: _____ **County:** _____

Participant Name: _____ **Birth Date:** MM/DD/YYYY _____

Project Name(s): _____

FOR PARTICIPANT

I hereby request and apply to participate in the above listed Montana State University Extension Service 4-H Horse Project. I agree that I will abide by all Extension Service 4-H rules and regulations. I further agree that I will abide by all the directions and requirements which are specified in the project manual, safety guidelines manual, and/or specified by the course leader(s).

Participant Signature: _____ **Date:** _____

FOR PARENT(S) OR LEGAL GUARDIAN(S)

As parent(s) or legal guardian(s) of the above named child, I/we agree to have my/our child abide by directions and requirements specified in the project manual, safety guidelines manual and assessment criteria provided for the above described Montana State University Extension Service 4-H Horse Project. I/we understand the program and activities which are involved, consent to my/our child's participation, and agree to have my/our child abide by all the applicable rules, regulations and directions specified by the course leader(s). I/we are fully aware that this can be a dangerous activity and there are many serious risks of injury inherent with handling of animals and participation in the 4-H Horse Program. Animals can be unpredictable and may react to sudden movement, unfamiliar surroundings or persons or other activities .I/we also understand the stated risks are increased without my/our child's use of a helmet whenever he/she is around a horse. I/we recognize and understand that some travel may be required and are aware of the risks associated with that activity.

I/we understand and agree that Montana State University and MSU Extension 4-H does not provide accident/medical insurance covering my/our child while participating in 4-H Horse Projects. I/we hereby assume all responsibility for any injury or illness my/our child might sustain while participating in this program.

In consideration of my/our child being permitted to participate in the 4-H Horse Project, I/we hereby assume all the risks associated with participation and necessary travel.

I/we have carefully read the foregoing permission and assumption of risk and sign of my/our own free will and accord.

Printed Name of Parent or Legal Guardian: _____

Signature: _____ **Date:** _____

Printed Name of Parent or Legal Guardian: _____

Signature: _____ **Date:** _____

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

WHOLESOME ASSURANCE STATEMENT

ATTENTION:

The use by non-veterinarians* of animal drugs or other substances in any manner other than in accord with the labeling approved by FDA is a violation of federal law.

***NOTE: Abuse of the extra-label privilege by veterinarians is unethical and is subject to serious consequences such as license revocation.**

Any food animal must not exceed FDA/EPA/USDA established tolerances for any foreign substance including drugs, pesticides, feed additives, or other chemicals.

Violative results of residue testing are subject to investigation by the USDA and FDA for prosecution.

Any misrepresentation of a food animal that can potentially affect the acceptability of the carcass or milk will be considered fraud.

All animals sold through the 4-H Market Livestock Sale must conform to FDA/EPA/USDA established withdrawl periods for any substances including drugs, pesticides, feed additives, or other chemicals. Animals may be tested at packing facilities for antibiotic residue.
If a positive test is confirmed, the animal will be condemned. The loss and associated costs are a responsibility of the member/exhibitor, not the 4-H Council.

I have read and understand the above statements.

_____ Exhibitor

_____ Parent/Guardian

_____ Parent/Guardian

_____ Date

MONTANA STATE UNIVERSITY EXTENSION

Montana State University Extension 4-H Permission, Release, and Assumption of Risk for Participation in 4-H Shooting Sports Program

Please return this form to the Extension Office by February 1. This form **must be on file** for you to participate in any Shooting Sports programs.

(Please Print or Type)
MT County: Stillwater County Date of Program: October 1, 20__ to September 30, 20__

Project(s) Description: _____

Participant's Name: _____ Date of Birth: _____

FOR PARTICIPANT

I hereby request and apply to participate in the above listed Montana State University Extension Service 4-H Shooting Sports Program. I agree that I will abide by all Extension Service 4-H rules and regulations. I further agree that I will abide by all the directions and requirements, which are specified in the project manual and/or specified by the course leader(s).

Participant's Signature: _____ Date: _____

FOR PARENT(S) AND LEGAL GUARDIAN(S)

As parent(s) and legal guardian(s) of the above named child, I/we agree to have my/our child abide by the directions and requirements specified in the project manual provided for the above-described Montana State University Extension 4-H Shooting Sports Program. We understand the program and activities, which are involved and consent to have my/our child participate in this program. I/we are fully aware that this can be a dangerous activity and there are many risks of injury inherent with the handling of firearms and participating in the 4-H Shooting Sports Program. I/we also recognize and understand that some travel may be required and are aware of the risks associated with that activity.

I/we understand and agree that Montana State University and MSU Extension 4-H does not provide accident/medical insurance covering my/our child while participating in 4-H Shooting Sports programs. I/we hereby assume all responsibility for any injury or illness my/our child might sustain while participating in this program.

In consideration of my/our child's being permitted to participate in the 4-H Shooting Sports program, I/we hereby assume all the risks associated with participation and necessary travel. I/we agree to hold the State of Montana, Montana State University Extension 4-H, its trustees, officers, employees, agents, representatives, volunteers and/or any property or area owner allowing Extension Service 4-H Shooting Sports Project activities upon his/her property harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my/our child's participation in the MSU Extension 4-H Shooting Sports program. The terms hereof shall serve as a release and assumption of risk for myself/ourselves, my/our estate, executor(s), administrator(s), assignees, and for all members of my/our family.

I/We hereby attest that I/We have carefully read the foregoing release, consent, and assumption of risk and sign this release, consent and assumption of risk of my/our own free will and accord. I/We also certify that I/we are lawfully empowered to enter into this release, consent and assumption of risk.

Name of Parent/Legal Guardian: _____(Please Print)

Signature: _____ Date: _____

Name of Parent/Legal Guardian: _____(Please Print)

Signature: _____ Date: _____

Montana State University is an ADA/EO/AA/veterans preference employer and provider of educational outreach.

Independent Study/Self Determined Projects

Definitions:

Self Determined Project: offers an opportunity to develop and carry out a project or individual design. This means selecting a topic, deciding upon goals, obtaining resources, and designing records. The project can cover any subject and may or may not be related to any current 4-H project. (these projects are typically designed around an individual interest in which there is not currently a formalized project offered within the County).

Independent Study: is for any youth who are looking for opportunities and new challenges within a specific project in which the member is currently enrolled. The members determine specific experiences needed to accomplish project goals, and locate resources helpful in carrying out their plans. (example: utilizing project "option" books available through the County Extension office instead of the project manuals that are designated for each project.)

Deadlines:

Self Determined: Self Determined project plans must be turned into the County Extension Office by March 1. These plans will be reviewed and approved as a project before moving forward.

Independent Study: A member enroll in the "Independent Study" portion of a specified project area as designated in the 4-H Clover. 4-H project enrollment deadlines apply. Members must also turn in the Independent Study Form with their 4-H Fair Entry. All Entry deadlines apply. If the form is not turned in, members are required to utilize a 4-H Project Book and complete the designated activities in order to complete their project and be eligible for sale at the fair.

Materials:

Self Determined: All project records are required as well the You Decide, 5314 as designated in the 4-H Clover.

Independent Study: All project records for the specified project (i.e. market beef, cooking, leather, etc.) are required. The Independent Study Form (available from the Extension Office) is also necessary to complete the project.

Independent Study Project Form

NAME:

PROJECT:

YEARS IN PROJECT:

AGE:

Project Goals: What do you plan to accomplish/learn in your Independent Study Project?

1.

2.

3.

List 5 specific activities you plan to complete to accomplish your goals:

	Activity	Completion Date
1.		
2..		
3.		
4.		
5.		

How do you plan to showcase what you have learned in this project?

Parent/Helper Signature

Stillwater County 4-H Grievance Policy and Procedure

The County Extension Agent and/or current 4-H committees will make rule(s) interpretation and decisions. When an individual has given verbal notification of grievance of a rule or policy infraction and the concern is not satisfied, a written request is needed to file a grievance.

Submission of Statement of Grievance:
The party(s) grieving the process or decision shall file a formal written statement of grievance, and complete the Grievance/Appeal form. The statements must be filed no more than 3 days after the incident or notification of the results of the grievance if they wish to file the grievance to a higher level.

The statement shall contain the following information at a minimum:

1) The date and location of the incident
2) The name(s) of the people filing the grievance
3) A complete statement describing the incident including all facts upon which the complaint is based
4) Any rules, regulations, policies and/or procedures which have been violated, if any
5) List the names and addresses (preferably with phone numbers) of people who have been involved and their role in the incident.
6) A proposed resolution or the result the party filing the grievance recommends
7) Signatures of those submitting the grievance

The grievance should be turned into the Extension Office if it occurs during the fair, the grievance should be turned into the fair office.

Grievance Committee:
The Grievance Committee will include:

- All designated 4-H Superintendents – including, but not limited to livestock and indoor project superintendents.
- 4-H Council President
- The County agent as mediator
- FFA Advisor (if the grievance involves an FFA member)

A secretary will be designated from the group to take notes. A quorum of the committee consists of 5 committee members and is required to take action on any grievance.

Procedures:
The County Agent will convene the meeting and notify everyone involved with the date, time and location. The person(s) filing the grievance must be present at the hearing or available by phone to express their concerns. In the interest of time and to make it fair for everyone involved, the length of time each person is allowed to talk may be limited. If the procedure escalates to include inappropriate behaviors (i.e.: foul language, improper

gestures, threats, etc.as determined by the majority of the grievance committee) the grievance will be immediately dismissed resulting in an elimination of the grievers' rights.

After discussion the person(s) filing the grievance will be excused from the committee meeting and committee members must vote. All committee members must vote, (unless excused for a direct conflict, and will not be included in the vote.) The decision is determined by the majority of the votes cast. Votes will not be publicized.

If a member of the grievance committee files a grievance/protest they must withdraw from the committee during the process. If wording or technical terms are involved a professional in the field may be present to provide information. The people directly involved in the first decision(s) will attend the grievance committee meeting(s) to provide background information. If applicable, the club Organizational Leader and/or FFA Advisor of the person filing the grievance will be notified and is strongly encouraged to attend the discussion portion of the Grievance Committee Meeting.

Appealing a decision of the Grievance Committee:
If the person filing the grievance or the individual(s) affected by the grievance are not satisfied with the decision of the committee, they may request a hearing with the Council Executive Committee. The process and procedure needs to follow the same course as it did in the original grievance but be directed to the Council Executive Committee. The mediator is the County Extension Agent.

All committee members must vote, (unless excused for a direct conflict, and will not be Included in the vote). If the vote is a deadlock the decision of the Grievance Committee stands and cannot be overturned.

STILLWATER COUNTY 4-H COUNCIL
OUT-OF-COUNTY TRIP POLICY

Revised 3/2009
Revised 8/2010

GENERAL
All trips are subject to state and local regulations.

This policy is contingent upon whether funds are available.

Any change in this policy must be discussed at one council meeting and voted on at the following council meeting. Changes to this policy shall not be retroactive.

All travel to and from out-of-county 4-H events under this policy will have an adult chaperone present in the vehicle. **If there is no adult chaperone attending, no 4-H members will attend. A male and female chaperone is needed if both boys and girls attend a function.**

All age specifications are as of October 1 at the beginning of the 4-H year unless otherwise designated.

Where one payment is required for an event (such as Montana 4-H Congress, etc.), the council will pay in full and Council Treasurer or Extension Secretary will bill the 4-H member. Payment to the 4-H Leaders Council is due within 45 days.

Application for reimbursement must be submitted within 45 days of an event to the Stillwater County Extension Office or to the 4-H Leaders Council treasurer using the specified reimbursement form and providing the necessary receipts.

Meal money at per diem will be given to chaperones and members going to and from the event.

Other Opportunities:
* Opportunities related to 4-H not specifically mentioned in this policy may be reimbursable in total or part by the 4-H Leaders Council upon approval prior to the event.

Trips are awarded for merit. Trips do not have to be awarded if applications do not merit awards.

OBJECTIVES OF TRIP POLICY:

-Leader development – encourage participation in leader and project training
-Member leadership development

EXPENSES DEFINED Expenses will include actual fuel expenses, meals, registration fees, and lodging. Most expenses are paid at state rate with the exception of the motel which sometimes cannot be obtained at state rate and thus will be paid in full if receipt is returned to office; otherwise if receipt is not available, the motel will be paid at state rate also.

POLICY STATEMENT TRIP CONDUCT
Members and adults attending any 4-H sponsored trip will be expected to represent Stillwater County in a responsible manner. Anyone not acting in such a manner or who is grossly reprimanded or expelled, will not be eligible for future trips.

PROCEDURE FOR REIMBURSEMENT
ADULTS--To be reimbursed, adults must submit expense sheet. Receipts are required for hotel and supplies for events.
YOUTH–Submit expense sheet for one-half of your expenses. Receipts are required for hotel and supplies for events.

CITIZENSHIP SEMINAR, Helena

Requirements: Age 14. Write letter of application to 4-H Leaders Council plus one letter of recommendation. Tell why you wish to go to the seminar and what you will do with what you learn upon your return.
Number of Members Involved:

1 delegate
1 alternate approved by Council. State sets quota.

Number of adults involved: 1 chaperone if no other means of transportation is available.
Finances: Member/Council each pay ½ expenses. Council pays chaperone's expenses.

STATE RECREATION LAB:

Requirements: Age 13 and older
Number of members: variable
Number of adults: depends on # of members attending.
Finances:
Member: ½ of expenses will be covered by council.
Adult: 4-H Council will pay for leaders' expenses. [See "Expenses defined."] (Adult registration includes a Rec Lab Workbook which is brought back to Extension Office for reference).

CITIZENSHIP-WASHINGTON FOCUS, Washington D.C.

Requirements: Age 15
Must write letter of application to Council plus 2 letters of recommendation, one being from 4-H organizational leader.
Number of members involved:
1 delegate (if monies available then 2) 2nd person may attend at own expense if no $ are available. Must still be selected by council.
Finances:
Member responsible for down payment and any balance after 4-H Leaders Council pays their $750.
State 4-H Foundation contributes a variable amount.
4-H Council will only pay up to $750 total for this trip

STATE 4-H CONGRESS, BOZEMAN

Requirements: Age 14
Winners in competitive events: Fashion Revue, Public Speaking, Demonstrations, Livestock Judging, Home Ec., etc. Members interested in other areas can apply and will be selected by interview committee.
Number of Members: variable
Number of Adults: 1 man, 1 woman if both boys and girls attend.
Finances:
Members: 4-H Council will pay 1/2 total expenses.
Adults: 4-H Council will pay all expenses. (See "Expenses defined.")

STATE PROJECT AWARD WINNERS, BOZEMAN

Finances:
½ of total expenses will be paid by the 4-H Council to attend the Awards Ceremony in Bozeman at Congress if not already attending in another project.

LEADER AWARD WINNERS Expenses will be reimbursed in full for awards presented in Montana. (See "Expenses defined.")

National Member & Leader Award Winners (including 4-H State Award Winners)
Up to $750 paid by Council

4-H FOUNDATION REPRESENTATIVE

Expenses will be reimbursed for Montana 4-H Foundation meetings. Representative will report back to the Council with an update of Foundation activities.

AMBASSADOR TRAINING PROGRAM:
Requirements: Designated Ambassador Leader from County
Number of Members: variable
Number of Adults: Chaperone
Finances:
Members: 4-H Council will pay ½ of the expenses for the Ambassador Fall Training Trip & the Ambassador Weekend. If duties are not completed, council may reserve the right to be reimbursed for expenses.
Adults: 4-H Council will pay all expenses. (See "Expenses defined.")

HORSE & LIVESTOCK LEADER FORUM
Requirements: Age?
Number of Members: variable
Number of Adults: depends on # of members attending
Finances:
Members: 4-H Council will pay ½ of the expenses
Adults: 4-H Council will pay all expenses. (See "Expenses defined.")

SHOOTING SPORTS CERTIFICATION
Number of Adults: variable depending on interest
Finances:
Adults: 4-H Council will pay all expenses. (See "Expenses defined.")

LEGISLATIVE BREAKFAST Requirements:
Number of Members: One
Number of Adults: One Chaperone
Finances:
Members: 4-H Council will pay ½ of the expenses for breakfast/preview dinner
Adults: 4-H Council will pay all expenses for breakfast/preview dinner. (See "Expenses defined.")

LIVESTOCK & HORSE JUDGING TEAMS Number of Members: Senior & Junior Team members (up to 3 events)
Number of Adults: Chaperone
Finances:
Members: 4-H Council will pay ½ of the expenses
Adults: 4-H Council will pay all expenses (See "Expenses defined.")

Extra teams & individuals (where allowed by the individual contest/event) may attend at their own expense, but all phone contacts and coordination must go thru the Extension Office. This is for all events where members are representing the Stillwater County 4-H Program.

2016 HORSE & COLT PROJECT IDENTIFICATION CARD

(Card is due to Extension Office by the 1rst Monday in May)

Member's Name_____

Horse Leader's Signature_____

Member's Signature _____

Parent's Signature _____

Photo

of

Horse

******Attach Proof of 4 Way Vaccination******

Horse's Name _____

Horse's D.O.B. _____Gelding _____ Mare_____

Color & Markings of Horse _____

_____

Person My horse is owned by or leased from

_____

One card per horse

Circle Projects for this Horse below:

Western Horsemanship	1	2	3	4	5	6	7
English Horsemanship	1	2	3	4	5	6	7
Colt to Maturity	1	2	3	4	5	W	E
Green Horse	1	2	3	4	5	W	E
Working Ranch Horse	1	2	3	4			
Driving	1	2	3	4			
Packing	1	2	3	4	5		

☐ **Please check if this is a mini horse project card.**

2016 HORSE & COLT PROJECT IDENTIFICATION CARD

(Card is due to Extension Office by the 1rst Monday in May)

Member's Name_____

Horse Leader's Signature_____

Member's Signature _____

Parent's Signature _____

Photo

of

Horse

******Attach Proof of 4 Way Vaccination******

Horse's Name _____

Horse's D.O.B. _____Gelding _____ Mare_____

Color & Markings of Horse _____

_____

Person My horse is owned by or leased from

_____

One card per horse

Circle Projects for this Horse below:

Western Horsemanship	1	2	3	4	5	6	7
English Horsemanship	1	2	3	4	5	6	7
Colt to Maturity	1	2	3	4	5	W	E
Green Horse	1	2	3	4	5	W	E
Working Ranch Horse	1	2	3	4			
Driving	1	2	3	4			
Packing	1	2	3	4	5		

☐ **Please check if this is a mini horse project card.**

Guidelines for Out of Area Participants

- Must be enrolled in project(s) by May 1.
- For Livestock projects, must be enrolled by March 1, or by December 1 for beef projects.
- Must be an active member of a 4-H club and project (verification will be required from your Extension Office Staff).
- Must complete all records and project books as required by Stillwater County 4-H.
- Must choose and attend a "buddy club" while residing in Stillwater County.
- All livestock weigh-in requirements must be met for livestock projects.
- Must complete a demonstration, speech or illustrated talk for the "buddy club" in Stillwater County.
- Must comply with all deadlines, rules, and regulations of Stillwater County 4-H.

Application for Out of Area 4-H Participation in Stillwater County Fair

Due March 1st (except for Beef Projects due December 1st)

Name _____ Birth date _____

Parent/Guardian Name(s)_____

Home Address _____

Home Phone_____ Cell Phone _____Email_____

Parent/ Guardian Name while in Stillwater County_____

Relationship to Applicant _____

Address_____

Stillwater County Phone _____Email_____

Estimated date of arrival in Stillwater County_____

Why are you asking to participate in Stillwater County Fair?

Project(s) you plan to exhibit at Stillwater County Fair:

Are you currently enrolled in a 4-H club? If so, where, and club name:

If animal project(s), where will the animal(s) be kept?

Who will be responsible for the daily care of the animal(s)?

Please explain community based activities that you have completed this year in your area or will be completing in Stillwater County (i.e. community service, safety, citizenship, etc)?

Year-end Financial Summary Report

4-H Clubs, Committees and Councils need to complete and return this report to the County Extension Office at the end of the 4-H year for the year just completed. The 4-H fiscal year is from Oct. 1 to Sept. 30

18 USC 707

Name of 4-H Group/Club _____ **4-H Year** _____
MM/YYYY to MM/YYYY

Treasurer's Name _____ **County** _____

Leader Name _____ **EIN** _____

Checking Account*

Starting Balance (October 1) _____

Total Income/Deposit (+) _____

Total Expense/Withdrawal (-) _____

Ending Balance (September 30) _____

Total Checking & Savings $0.00

Savings Account** if applicable

Starting Balance (October 1) _____

Total Income/Deposit (+) _____

Total Expense/Withdrawal (-) _____

Ending Balance (September 30) _____

1% Assessment Fee for 4-H groups that are under the Montana 4-H Foundation GEN $0.00

Bank Account is at _____ (Name of Bank) at _____ (Address)

Bank Account is at _____ (Name of Bank) at _____ (Address)

the check book is in the possession of _____

Cash on Hand: $ _____ Cash is in the possession of _____

Signatories on the Account are: 1 _____ 2 _____
must be two

I certify that the above balances are a correct summary of receipts and expenses of the club, committee or council that I am treasurer of:

_____ (Treasurer's Signature) _____ (Date)

* Add the totals of all checking accounts under the EIN together for this section. **This section includes savings accounts, CD's or other investments under the EIN

Yearly Financial Review Certificate

We the Financial Review Committee, are from different families and are not signatories on the accounts for this club, committee or council. We certify that we have reviewed the Treasurer's book and bank accounts of the above group and found them to be correct to the best of our knowledge.

_____ (Signature) _____ (Date) _____ (Signature) _____ (Date)

Date the 990 for this EIN was filed for the above 4-H year? (attach a copy of the confirmation from IRS) _____

By Laws
Stillwater 4-H Leaders Council
Adopted: December 6, 1965
Reviewed: December 19, 1972
Amended: January 22, 1992
Revised: May 15, 1996
Revised: August 17, 2011
Revised: July 13, 2013

ARTICLE I – Name

The name of this organization shall be "The Stillwater County 4-H Leaders Council".

ARTICLE II – Purposes

The purpose of this organization shall be to promote 4-H club work in the county through:

a) Meetings of the county 4-H Leaders Council for the purpose of assessing the needs, interest, and concerns of the county's children and youth.

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 club leaders and members in order that the 4-H club program may more effectively serve the county.

ARTICLE III – Membership and Dues

Sec. 1 The membership of the organization shall be composed of all club leaders (whose 4-H Leaders Council leaders dues are paid), and Ambassadors, and the Extension Agents shall act as ex-officio members of the council.

Sec. 2. Increases for leader dues shall be discussed and voted on each year, for the coming calendar year.

Sec. 3. Each club will be limited to two (2) voting council leaders on any one motion, decision or issue. Any new clubs formed or disbanded in the County will inform the Council of the additional representation to ensure appropriate Council membership and utilization of Extension resources. Each of the two Ambassadors has one vote. In the event an Ambassador cannot attend a council meeting, she/he may be represented by a member of the Teen Leader Club.

ARTICLE IV – Officers and Their Election

Sec. 1. The Stillwater County 4-H Leaders Council shall have a chairman, vice chairman, secretary, and treasurer.

Sec. 2. Chairman and vice chairman shall be elected by the county 4-H Leaders Council at their first meeting of the 4-H year.

Sec. 3. The secretary and treasurer will be elected by the county 4-H Leaders Council at their first meeting of the 4-H year. The functions of secretary and treasurer may be combined.

ARTICLE V – Executive Council

Sec. 1. The business and property of the Council shall be managed by the Executive Council consisting of the Stillwater 4-H Leaders Council officers (Chairman, Vice Chairman, Secretary, Treasurer) and the County Extension Agents.

Sec. 2. Duties of the Executive Council

The Executive Council shall be authorized to transact such business as may be necessary between meetings of the council, enter into contracts or business as authorized by the council, to appoint committees needed to carry out the 4-H program, to report Executive Council activities at regular council meetings, to keep accurate minutes of Executive Council meetings, and other duties as specified by the council.

Sec. 3. The Executive Council may appoint (to a maximum of five at any one time) ex-officio members to the executive council as special sub-committee Chairmen. These need not be council members, and will not have voting rights on the Executive Council and their term of appointment shall be specified at time of appointment.

Sec. 4. Vacancies on the Executive Council caused by resignations or for any other reason, shall be filled by appointment of the Executive Council with guidance of the Extension agents, until the next election for the remainder of the unexpired term.

Sec. 5. The Executive Council shall meet as often as needed.

Sec. 6. A quorum of the Executive Council shall be three Executive Council members.

ARTICLE VI – Elections

Sec. 1. The Executive Council chairman may appoint a three member nominating committee (not Executive Council members) at least 30 days prior to the 1st of the 4-H year. The nominating committee should offer at least one nominee for each office. Following the nominating committee report at the 1st meeting of the 4-H year, nominations will be open from the floor.

Sec. 2. All council members shall be eligible to hold office.

Sec 3. All voting for offices, where there is more than one candidate, shall be by ballot.

ARTICLE VII – Duties of Officers

Sec. 1. The 4-H Council Chairman shall preside at all meetings of the 4-H Leaders Council and Executive Council and shall perform such other duties as shall be authorized or prescribed by these bylaws or the 4-H Leaders Council.

Sec. 2. The Vice Chairman shall act for the Chairman whenever the latter is unable to perform his duties.

Sec. 3. The Secretary shall keep the minutes of council meetings, minutes of Executive Council meetings, take roll and record other activities, and make reports as required by the Executive Council or the 4-H Leaders Council.

Sec. 4. The Treasurer will keep an accurate record of all income to the 4-H Leaders Council fund. S/he shall also make authorized disbursements and be prepared to report at all council and Executive Council meetings.

ARTICLE VIII – Meetings and Quorum

Sec. 1. There shall be six regular meetings of the 4-H Leaders Council. The schedule of the council shall be set by the council.

Sec. 2. Special meetings of council may be called as deemed necessary by the Executive Council, or upon written request of ten members of the 4-H Leaders Council.

Sec. 3. Meetings of the 4-H Leaders Council or Executive Council shall be held wherever the Executive Council shall specify.

Sec. 4. Each 4-H Leaders Council member shall be given a notice of meeting prior to any regular or special meeting of the 4-H Leaders Council.

Sec. 5. A Quorum at any regular or special council meeting shall be at least one leader representing at least half of the county 4-H clubs.

ARTICLE IX – Amendments to the Bylaws

Sec. 1. Amendments may be presented by an council member at any meeting of the council, but cannot be voted on until the next meeting.

Sec. 2. To pass, an amendment must receive a favorable vote from one half of the clubs in the county.

Sec. 3. Any additions or revisions to the by-laws shall be currently recorded.

ARTICLE X – Compensation and Conflicts of Interest

Sec. 1. All persons associated with this chartered group are volunteers.

Sec. 2. 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 XI – Whistleblowers Protection

To maintain the highest standards of conduct and ethics, this 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. This 4-H organization will use its best efforts to protect whistleblowers against retaliation.

ARTICLE XII – 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 Audit Reports** — **7 years**
- **Bank Records** — **3 years**
- **Donor Records & 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 Chairman 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 XIII – Dissolution

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

SIGNATURES

Revised _____

President _____ Date _____

Vice President _____ Date _____

Secretary _____ Date _____

Treasurer _____ Date _____

Fair Live Auction Procedures for Non-Livestock Exhibits

Who, What?

Any 4-H member who receives a purple ribbon on a completed, usable exhibit (not demonstration, sample, or display) may enter that exhibit in the Fair Live Auction as long as it is not a food or animal item. Examples include, but are not limited to, leather wallets, photos (framed or matted), picnic tables, cross-stitched pillows, quilts and garments. Members will only be allowed to sell two total items in the market sale. This includes combinations of livestock and non-livestock items (only 1 beef animal can be sold in the sale).

When?

The exhibits will sell in the Live Auction on Saturday of the fair. This portion of the sale will be held in two groups between the first and second animal species (i.e. between beef and sheep) and then again between the second and third animal species (i.e. between the sheep and hogs). The exhibitors will draw a number for their place in the sale order within the non-livestock exhibits at the time of entry.

If you choose to enter an item in the Live Auction

1. All exhibitors register their item for the sale on Friday morning between 8 and 10 am at the Fair Office. At this time a picture of the exhibitor and the item to be auctioned will be taken.
2. The exhibits are to be left on exhibit in their respective club booths until the time of sale. Each exhibitor will be given a card to place with their item noting it will be for sale in the live auction. (Larger items on display outside will be given cards as well).
3. NO EXHIBIT WILL BE RECEIVED AFTER 10:00AM.
4. Exhibitors must present their exhibit in the sale in the correct sale order. Exhibitors must abide by the sale dress code to sell in the sale. (See Dress Code for showmanship, market sale and round robin in the Fair Book for details).
5. Buyers will be billed for the expense and exhibitors will be paid at the same time as all other livestock exhibits in the sale. A fee of 5% of the sale receipt, up to $750 value will be assessed. This fee covers advertising, broken items, etc.
6. Any controversy or questions will be handled by the Sale committee.

MONTANA STATE UNIVERSITY - EXTENSION 4-H

PERMISSION TO TRAVEL BY PERSONALLY OWNED AUTO OR PERMISSION TO TRAVEL WITH OTHERS

Date: _____

County: _____

Name of Participant: _____

MSU Extension 4H programs schedule a number of activities and events which involve travel by way of motor vehicle. When part of the activity or event, the authorized organizers of these activities and events may coordinate, arrange, and/or provide transportation for 4H participants.
All participants are expected to utilize this transportation, as it is provided, unless written permission from the 4H participant's parent(s) or legal guardian is obtained by use of this form.
MSU Extension 4H recognizes that there are circumstances wherein the 4H participant may be required or chooses to provide his/her own transportation in conjunction with scheduled 4H activities or events. MSU Extension 4H may allow 4H participants to opt out of the transportation provided by the authorized 4H event organizers. In order to opt out of the travel requirements set forth by the authorized 4H activity or event organizers, the participant and parent/legal guardian must authorize and request this alternative to 4H provided transportation by completion of the following:

As a Participant:

I hereby request to be allowed to provide for my own travel to any or all events or activities scheduled by _____ _____. This includes operating my own vehicle, a vehicle provided by another, or traveling with an individual of my choice. By doing so, I understand the risks associated with this travel option and hereby agree to hold harmless, Montana State University, MSU Extension 4H, the State of Montana, 4H leaders, volunteers, officials, sponsors, supervisors or other MSU Extension 4H authorized individuals for any personal injury or claim resulting from my travel to or from any 4H activity or event.

Participant's Signature_____ Date_____

As Parent or Legal Guardian:

I hereby request and authorize my minor child to travel to any or all MSU Extension 4H activities or events organized, scheduled, or arranged by the _____ _____ by traveling with the person of my child's choice or by operating his/her own motor vehicle or a motor vehicle provided by another. In requesting and authorizing travel not arranged or provided by the authorized 4H activity or event organizers or officials, I clearly understand the risks associated with my child's travel and assume all risks thereof. I hereby agree to hold harmless, defend and indemnify Montana State University, MSU Extension 4H, the State of Montana, 4H leaders, volunteers, officials, sponsors, supervisors or other MSU Extension 4H authorized individuals for any personal injury or claim resulting from my child's travel to or from any 4H activity or event.

Parent/Legal Guardian Signature _____ Date_____

Both participant and parent/legal guardian must sign

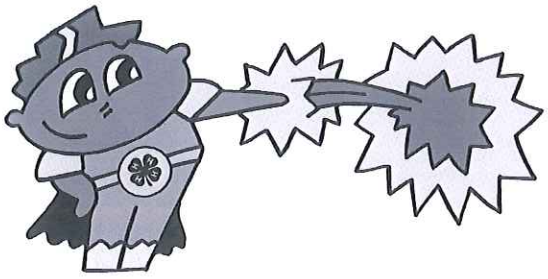
MONTANA STATE UNIVERSITY | EXTENSION

YOUTH Montana 4-H Center FOR YOUTH DEVELOPMENT

2FM0261
Rev. 9/11/09

I'M A CLOVERBUD!

Put a picture of you here.



Put a picture of your Cloverbud group here.

ALL ABOUT ME

Fill in the blanks and boxes!

My name is:_____

And I am _____ years old.

I am a ☆ Boy ☆ Girl

At school, I am in the _____grade

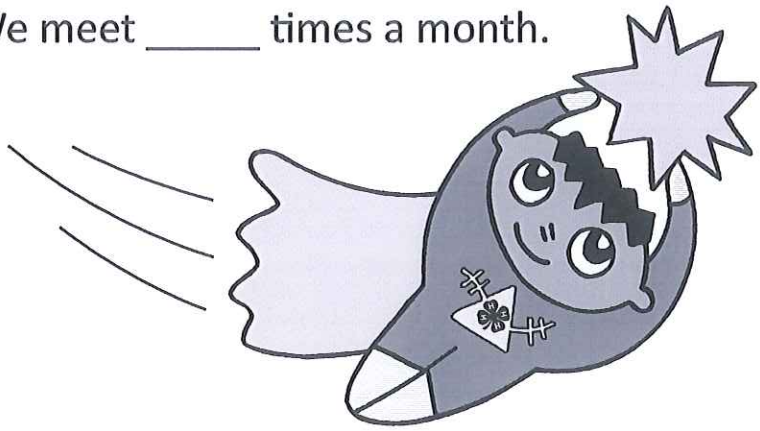
My Cloverbud leader's name is :

_____

ALL ABOUT ME

My Cloverbud group name is _____

There are _____ in my group. We meet _____ times a month.



I go to Cloverbuds

- ☐ on my bike
- ☐ walking
- ☐ in a car
- ☐ with my superhuman powers (just kidding!)

My favorite thing about Cloverbuds is: _____.

My favorite fun thing to do is:_____.

My birthday is _____ /_____ /_____.
(month / day / year)

☐ **I have a pet**

☐ **I do not have a pet**

My pet is: ☐ **cat** ☐ **dog** ☐ **fish**
☐ **horse** ☐ **bird** ☐ **other:_____**

My pet's Name is:_____

MY ACTIVITIES

Put a star, check or maybe your thumbprint by the activities you have done!

Note for the Helper: There is a web based version and a printed version of Cloverbuds. Some of the activities are in both curricula and some are specific to the curricula. We have indicated which lessons are web or print only, all others are found in both curricula. Please refer to www.montana4h.org/#project:53 for the Web curricula.

SCIENCE AND TECHNOLOGY

- Five Senses
- Good Vibrations
- Air
- Weather

- WEB ONLY -

- Bubble Mania
- Water

COMMUNITY & EXPRESSIVE ARTS

- Art Exhibits
- Acting
- Creating a Display

- WEB ONLY -

- Hobbies
- Sports
- Story Telling

HEALTHY LIVING

- Fitness Fun
- Food choices
- Safe at Home

- WEB ONLY -

- Plants/Foods
- Looking your Best

ENVIRONMENTAL SCIENCE PLANTS & ANIMALS

- Helping Your Environment
- Nature Fun
- Pollution

- WEB ONLY -

- Dinosaurs
- Habitats
- Wildlife
- Ants

- PRINT ONLY -

- Pets
- Birds
- Plant/Seeds

PERSONAL DEVELOPMENT

- Experiencing Disabilities
- Feelings
- I'm Special

- WEB ONLY -

- Building Character
- Celebrations
- Family

CITIZENSHIP

- Food Drive
- Heart to Heart
- Our Flag

- WEB ONLY -

- Democracy
- Our Country
- Rules

FAMILY & CONSUMER SCIENCE

- Managing Time
- Money $$$
- Television

- WEB ONLY -

- Food Facts
- Shopping
- Weaving

OTHER AREAS

Write any other activities you did:

_____

_____

_____

_____

Your Cloverbud group tried a lot of new activities this year.

- What activity did you do?
- What was the best part of doing that activity.

You can write or draw a picture of the activity you liked best.

The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension Service prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Doug Steele, Vice Provost and Director, Extension, Montana State University, Bozeman, MT 59717

4-H Scholarship Application Form

Submit to: Stillwater County Extension Office, P.O. Box 807, Columbus, MT 59019
406-322-8035, stillwater@montana.edu

The Stillwater Extension Office and 4-H Council reserves the right NOT to award, or alter, any of the said scholarships based on fund availability and status of the applicant pool.

Background Information

Full Name:			
Age:		Date of Birth:	
Home Address: Street/P.O. Box		City, State, Zip	
Email Address:		Home Telephone:	
Number of Years in 4-H:	Club:	Program that is needed for financial assistance:	
Current Address (if not living at home):	Street/P.O. Box	City, State, Zip Code	
Name of Father/Guardian		Occupation:	
Name of Mother/Guardian		Occupation:	

Financial Need

Explain your need for financial assistance or other factors you may wish the committee to consider in judging your eligibility for this scholarship:

Drops & Adds

Name of Member: _____

Club: _____

DROP or ADD	Years in Project (If adding and have been in the project previously.)

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_____ _____

Organizational Leaders Signature **Date**

Please have all Drops & Adds into the office by May 1st! This form needs to be filled out before we can change the members current information.

Thanks!