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Resource Materials:
https://www.ag.ndsu.edu/extension
4-H Name and Emblem

We are familiar with the 4-H emblem, the green four leaf clover with an “H” on each leaf. But to understand the importance of protecting the 4-H name and emblem, we need to understand the history of 4-H.

[4-H History]

An American innovation, the 4-H youth development program of the Cooperative Extension Service had no one beginning. The 4-H movement can be credited to many school teachers, administrators, farmers, agriculture scientists and concerned citizens. Scientists believed farmers to be unwilling or reluctant to accept changes which would improve their farm production. At the same time, educators in rural areas maintained that rural children were not receiving an education appropriate for a rural lifestyle. Concerns such as these stimulated the agriculture movement that swept across the country at the turn of the century.

One example of the 4-H movement is a young man from Illinois by the name of Will B. Otwell. In the interest of increasing membership in a County Farmers Institute he chose to work with youth. His idea was to secure high quality corn seed from seed suppliers and give it to boys under the age of eighteen. The boys planted the seed and exhibited their corn at the annual meeting. The project was a huge success with more than 500 boys requesting seed packets and 500 people attending the annual meeting to see the boy's work. Although Otwell's program was not 4-H as we know it, it was among the first programs organized for farm youth.

Similar activities were being organized in other states at the same time, and agriculture experiment clubs, home economics clubs, corn clubs, canning clubs and tomato clubs sprang up all across the country. For example, in 1901, A.B. Graham, a school superintendent from Ohio, started experimental clubs for rural youth to learn about new approaches or procedures in farming and household management. He solicited technical expertise from the Ohio Agriculture Experiment Station at the same time the university was struggling to improve its association with farmers. What a perfect arrangement!

In Iowa, Oscar H. Benson and Jessie Field, both educators, introduced agriculture and domestic science projects in their schools. They cooperated with the College of Agriculture at Iowa State University while responding to the needs of Iowa farmers in the development of Boys’ and Girls’ Clubs. The University worked with teachers to train them in testing the germination of corn and in conducting a butterfat test for milk. Girls' projects included sewing, baking and basketry.
[4-H in North Dakota]

In 1904, Superintendent of Schools J.C. Helter, Traill County, North Dakota, inaugurated a corn growing contest among students as part of a general campaign to interest others in the formal teaching of agriculture and home culture. This program culminated in an enthusiastic “Farmers, Teachers and Corn Growers Institute” held at the Hillsboro Opera House on November 25-26, 1904. Cash prizes and subscriptions to magazines were awarded to the prize corn growers.

While early contests apparently started with corn, other phases including garden, potatoes, livestock and home economics were added. The work gradually spread from Traill to other counties.

In 1910 the first North Dakota Boys’ and Girls’ Club Institute was held. This was the forerunner of the present North Dakota Extension Youth Conference held annually at North Dakota State University.

Gradually, as counties accepted extension work in North Dakota, 4-H was operated through the Cooperative Extension Service with school administrators taking a less active role. Currently the program is conducted entirely by the NDSU Extension Service in every county of the state.

[The 4-H Emblem]

Credit for the idea of the 4-H emblem goes to both Field and Benson as they began awarding their students pins and pennants shaped as a three leaved clover with an “H” imprinted in each of the three leaves. The “H’s” stood for heart, head and hands.

Because Boys’ and Girls’ Clubs had spread across the country, they gained recognition at a federal level. Benson, who now worked in Washington, D.C. at the Farmer’s Cooperative Demonstration Work Office, aspired to give the movement some identification and sent a circular that described the clover emblem to various states. By this time the emblem had a fourth leaf standing for “health.” By the end of 1911, the club movement had a national symbol with the four-leaved clover which had an “H” on each leaf representing “head, heart, hands and health.”

In 1924 various agriculture clubs in the United States were organized under the name “4-H.” The 4-H emblem was patented in 1924 and Congress passed a law protecting the use of the 4-H name and emblem in 1939 with revisions in 1948 and 1985.

[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.

The 4-H pledge was adopted by the state 4-H leaders at the first National 4-H camp in 1927. The pledge remained unchanged until 1973, when it was revised to include “and my world.” Otis Hall, State Leader of Kansas is credited for the original wording of the 4-H pledge.
[Use of the 4-H Name and Emblem]

The official 4-H emblem consists of a green four-leaf clover with stem and the letter "H" in white or gold on each leaflet. The clover may also appear, if necessary, in other colors and still be considered the official 4-H emblem. For example, when it is not possible to use the color green for the emblem, as in printing on fabric, plaques or trophies, other colors may be used.

When used, the 4-H name and emblem shall be given a position of prominence. It is not permissible to superimpose any letter, design, or object on the 4-H emblem or to alter its shape in audiovisuals, on stationery over which a letter is written or typed, certificates, publications, etc.

Any use of the 4-H name and emblem is forbidden if it exploits the 4-H program, its volunteer leaders, or 4-H youth participants or the United State Department of Agriculture, Cooperative Extension Services of the Land Grant Universities, or their employees. Also, the 4-H name and emblem cannot be used to imply endorsement of commercial firms, products, or services.

[Extension Involvement in 4-H]

You might ask - How did Extension get involved in 4-H? Thru: "out the early history of 4-H, universities were invited to provide technical expertise to Boys' and Girls' Clubs, although no official program existed. Then in 1914 the Smith-Lever Act was passed in Congress authorizing a Cooperative Extension Service in each states' land-grant college of agriculture.

Extension staff were provided with funds to provide information on agriculture and home economics to the rural people. They soon discovered an effective way to reach this audience was through youth, and Boys' and Girls' club became an important part of extension programming. Rural parents were typically volunteer leaders and extension staff provided the technical expertise and resources. It didn't take long for citizens to see the benefits, which resulted in much public support and enthusiasm for 4-H.

[4-H Today]

Today, more than five million youth participate in 4-H youth programs. The project areas have changed significantly, from the original corn and canning projects, to today's projects which are too numerous to mention. 4-H has expanded to rural and urban youth. The basic premise of teaching life skills to youth remains.

The youth programs that the 4-H name and emblem represent have gained worldwide recognition and respect. It is each of our responsibilities to both protect and promote the 4-H name and emblem to reflect the educational goal and achievements of 4-H.
[What do the 4-H Name and Emblem Regulations mean to me?]

- First and foremost, all uses of the 4-H name and emblem shall be consistent with the educational purposes and mission of the 4-H program. The name and emblem, when used, shall be given a position of prominence. And it is not permissible to superimpose any letter, design or object on the 4-H emblem or to materially alter its intended shape.

- A 4-H charter recognizes a 4-H club or group and authorizes it to use the 4-H name and emblem in accordance with laws and regulations. Charters are to be issued to new 4-H clubs and groups as they are organized.

- Fund-raising is an important part of 4-H and supporters are generally plentiful. Remember, fund-raising programs using the 4-H name and emblem must be carried out for specific educational purposes. All moneys received from 4-H fund raising programs, except those necessary to pay reasonable expenses, must be used to further the 4-H educational programs.

- When you decide to hold a fund-raising event, the local Cooperative Extension Office must give its approval. If the fund-raising program is a multi county or statewide, the State Cooperative Extension Service must give its authorization.

- In any type of advertisement or news release which is devoted in part to 4-H programs, the 4-H message must be set apart from any commercial message.

- Donors of 4-H awards or cooperating sponsors of 4-H activities are essential and should be recognized to show our appreciation. But be careful not to imply endorsement of commercial firms, products or services.

- Local firms cannot manufacture, sell, distribute or advertise items that have the 4-H name or emblem unless they are authorized to do so, and then they may only do so in their respective geographical area.

- Improper or unauthorized use of the 4-H name and emblem can result in a fine, imprisonment or both. If you have questions on the use of the 4-H name and emblem, contact your local extension office.

RESOURCES


National 4-H internet site: www.4h-usa.org
The 4-H Emblem

The 4-H emblem is a four leaf clover with an "H" on each leaf. These H's stand for HEAD, HAND, HEART, and HEALTH, the training and proper care of which will be the best assets any person can possess.
North Dakota 4-H Mission

4-H Youth Development education creates supportive learning environments for all youth and adults to reach their fullest potential as capable, competent, and caring citizens.

In support of this mission, NDSU Extension Service 4-H Youth Development programs will:

- Reach out to all segments of our diverse population
- Provide experiential learning
- Provide opportunities to develop skills and values that benefit youth throughout life
- Foster Leadership and volunteerism in youth and adults
- Strengthen families and communities
- Use science and research based knowledge and the land grant university system
- Build internal and external partnerships for programming and funding
The 4-H Creed

I believe in 4-H Club work for the opportunity it will give 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 to 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, skillful, and useful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.

I believe in my country, my state, and my community and in my responsibility for their development. In all these things

I believe, and am willing to dedicate my efforts to their fulfillment.

---

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.

4-H Motto

To Make the Better Best

4-H Colors

The 4-H Colors are green and white. White symbolizes purity, and green represents life, springtime, and youth.
**4-H Club Member Age Requirements:** Any boy or girl who is eight years of age before September 1st of the 4-H enrollment year in question, is eligible to join a 4-H club. This will include most youth entering the third grade. Any boy or girl who becomes 19 before September 1st of the enrollment year in question, is not eligible for 4-H membership or participation, except as a volunteer. To become a volunteer, one will have to complete the proper paperwork available at the Hettinger County Extension Office or make arrangements to get the paperwork by calling the office at (701) 824-2095.

Age requirements are flexible for special circumstances involving youth or adults who have learning disabilities or other special needs.

**School Grades:** School grades rather than age will be reported on the ES237 Report. Grades will begin with Kindergarten through 12th grade, post high school graduation, and special 4-H participants (mentally challenged persons over the age of 19).

**Age Divisions:** A 4-H member who is 8-12 years old before September 1st, will participate in pre-teen divisions in state events. A 4-H member who is 13-18 before September 1st, will participate in the teen divisions. (*Note... 13 year olds may participate in either division, with the exception of national events).”

**Enrollment & Membership:** Enrollment of a 4-H member can occur anytime between September 1st and August 31st. An enrollment form must be filed in the extension office or the member must enroll or re-enroll on the 4-H online website at www.4honline.com.

**Pre 4-H (5 to 7 year olds):** Cloverbuds or any other pre 4-H program for 5-7 year olds provides experiential based “Learning by Doing”. Children may participate in a variety of approaches. The program will be developmentally appropriate and involve the following components:

1. Be non-competitive
2. Be focused on helping youth to feel good about themselves
3. Involve caring adult or teen volunteers
4. Provide individual recognition for participants
5. Encourage involvement of parents and/or significant adults

**Cloverbud Youth Program:** Cloverbud is a non-competitive youth program designed for Kindergarten, 1st and 2nd graders (5-7 year olds). Members must be five before September 1st of the enrollment year in question to participate. The program emphasizes helping youth to explore, develop, and learn while having fun in an informal, non-threatening environment. Competition is not age appropriate for 5-7 year olds. They are not eligible to participate in state contests and events. Participation in county activities is encouraged.

*The Extension office encourages Cloverbuds to work with leaders in their Cloverbud manual and sign up for a maximum of (2) level one project areas.*

**Enrollment in more than one club or unit:** A 4-H member may enroll only once in a 4-H project each year. 4-H members may enroll in more than one club, but may not carry the same project in different clubs. The same regulation applies if the member belongs to clubs in different counties.
**Split Membership:** Youth who live for part of the year in one county or state and change residences so that they live in a different county or state during part of the year (i.e. live with one parent for nine months and another parent for three months) will be accepted into the ongoing 4-H program and be considered as having a split membership. Any youth who moves into a North Dakota county on a permanent or temporary basis must be accepted into 4-H programs. Adults who work with youth development programs need to consider the individual child and how participation in a youth development program can benefit that youth. Efforts must be made to accommodate all youth interested in participating in 4-H youth development programs.

**Cross-County Line Enrollment and Exhibiting:** The North Dakota State University Extension Service will recognize 4-H members of the county in which they are enrolled in 4-H irrespective of their place of residence. If 4-H members are enrolled in more than one county, they will exhibit project work in the county in which they enrolled in that project. Exhibiting project work in other counties is allowed only when those counties allow participation from other counties.

**Individual Membership:** Individual membership or study is for those youth who cannot participate in a club because of a disability, geographical distance, religious or other special circumstances. Members need to outline a plan for a project, carry it out and have it evaluated. Whenever possible, individual members need to be subject to the same general policies that are in effect for club members.

**District, State, and National Events:** Participation in District, State & national Events will be based upon the age established for the event.

**Equal Participation:** Using the Civil Rights Act of 1964 and subsequent legislation as a guide, Extension volunteers and paid staff must be fully committed to equal opportunity in educational programs and activities for all individuals without regard to age, color, disability, gender expression/identity, genetic information, marital status, national origin, physical and mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. veteran. Those representing Extension must make sure programs are equally accessible to anyone desiring to participate. They should use all reasonable efforts to make individuals who have not participated feel welcome.

**Title IX & 4-H Youth Development:**  

**Title IX & 4-H Youth Development:**  
4-H Club Member Responsibilities

- ATTEND club meetings or special interest groups regularly
- LEARN to be a group member
- DOES his/her share willingly
- SELECT at least one project
- BE an active member of the club
- COMPLETE the suggested project requirements worked out by the member and leader in cooperation with the member's parents.
- KEEP record of work done
- TAKE part in some club activities such as:
  - Demonstrations
  - Judging
  - Exhibiting
- TAKE part in selected local and county 4-H events

EXPLORE
EXPERIENCE
ACHIEVE
Fast Facts on 4-H

*CLOVERBUD  5-7 Years of age by September 1st of enrollment year in question

*MEMBER       8-18 Years of age by September 1st of enrollment year in question

*LEARN ABOUTS Grades 3-5

*PATHWAYS Grades 6-7

Independent 4-H Member

Individual study participation needs to retain enough flexibility to allow youth to fit into the 4-H program. Individual members need to go through the learning steps that other members do. Each 4-H member participating in Individual Study is expected to:

1. Visit with county extension staff or volunteer leader about doing an individual study program.
2. Complete a member enrollment/re-enrollment form.
3. Select a project helper (parent, neighbor, etc.) who will work with them while completing their project(s).
   a. Complete a project plan (4-H Plan of Action Form, PA096 can be used, and share their plans with 4-H Council President.
4. Review their project goals, revise as needed during the 4-H year. Work toward project completion in each enrolled project.
5. Attend, participate and or help in county events and activities whenever possible.
6. Attend project review conference with 4-H Council President.

County Staff Responsibilities

1. Visit with a youth choosing to enroll in individual study.
2. Individual members will receive the same benefits as club members. County 4-H letters and information will be sent to the individual study member.
3. The 4-H Council President will determine project completion in the same way that the club leader does.
4. Individual members will purchase project literature the same way club members do.
5. Individual members will participate in county events and activities (including fairs).
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Making the Best Better
What [you] can bring to 4-H!

This publication is for YOU, an adult who is interested in knowing about the North Dakota 4-H program.
You may want to volunteer with the 4-H program or help a child become involved in learning through 4-H. This brief overview is designed to help you understand the basic concepts of the 4-H program.

Written by Carmel Miller, 4-H Staff Associate, for the North Dakota 4-H Youth Development Program, Family Life Center 219, Box 5016, Fargo, ND 58105-5016 Phone 701-231-7253

So, what is 4-H?

In simple terms, 4-H is the largest youth organization in the United States, but it’s so much more than that. Read on . . .

Every great organization needs a mission and this is ours: to create supportive learning environments for youth and adults to reach their fullest potential as capable, competent and caring citizens.

This mission is accomplished through the involvement of parents, volunteer leaders and other adults who provide youth development programs. 4-H uses “learn by doing” projects, club meetings, community service activities and educational events for young people, as they work toward developing “skills for life”.

The 4-H Youth Development Program is a voluntary, nonformal educational program. In North Dakota, 4-H is conducted by the North Dakota State University Extension Service and is part of a cooperative effort between NDSU, the United States Department of Agriculture and your local county government.

Our vision for North Dakota is for 4-H to become the state’s leader in helping youth become positive, productive citizens and catalysts for effective change to meet the needs of a diverse and changing society.

Young people in 4-H learn about leadership, community service, photography, agriculture, nutrition, arts, crafts and other subjects. The variety of subjects or projects for 4-H members to learn about is virtually endless.

To teach 4-H members about these subjects, the 4-H educational program uses the learn-by-doing method. The learn-by-doing technique teaches young people to set their own goals and to plan and/or conduct programs that will help them accomplish their goals. Educational materials in each project area are available for both the 4-H member and volunteer.

Learn by Doing
“[learn by doing] what people hear, they may doubt; what people see, they may possibly doubt; but what people do, they cannot doubt.”

Skills for Life
4-H teaches skills for individuals to use throughout their lives. These skills are taught and practiced through hands-on projects, community service, educational events and activities.

Who can be a 4-H Member?
4-H membership is open to all youth, ages 5-19 regardless of race, color, sex, national origin, religion or handicap. Members ages 5-7 are in a noncompetitive program called Cloverbuds, members ages 8-19 are eligible for full membership in the 4-H program.
[4-H Experiences for kids]
There are so many different ways to experience 4-H. Here are just a few:
- Member of a 4-H Club.
- Part of a special interest group that studies a particular topic, such as photography.
- School enrichment through programs in a school classroom.
- Special youth activities like farm safety workshops, livestock adventures, or horse camps, community day camps, or a community tour.
- After school 4-H clubs.
- Individual study for 4-H members who aren’t part of a 4-H club.

[4-H Experiences for Adults]
Volunteers are the cornerstone of the 4-H Program. Volunteers serve as partners with the extension service at state and local levels, to provide quality youth development programs. They may serve as organizational leaders, project leaders, activity coordinators and more. Opportunities exist for volunteers to be involved for a short period of time, such as being part of a single activity. Volunteers may also choose to dedicate more of their time and participate in numerous county or club activities. As an adult, you have a tremendous opportunity to make a difference in the life of a child. Whether you choose to be a long term volunteer, choose to help with a special event or choose the role of a parent who takes an active interest in your child, you will be an important part of a successful 4-H program. 4-H offers volunteers many opportunities for personal development. There are numerous leadership and educational activities, conferences or workshops for volunteers to participate in. Some of these are area volunteer forums, state volunteer forums, county 4-H council meetings, regional 4-H forums and more.

[How do I get Involved?]
To learn more about becoming a 4-H volunteer or enrolling your child in 4-H, contact your local county extension office.

[Additional Resources]
- 4-H Project Guide PA800
- 4H Leader Handbook
- “Skills for a Lifetime” video
- “Carrying the Ball for a Great Meeting” video
- http://www.ext.nodak.edu/4-h.htm

[Sources]

[4-H Colors]
Green to represent life, springtime and youth. White to symbolize purity.

The 4-H emblem (green four leaf clover with a white “H” in each leaf) represents ways to develop life skills. The four “H’s” are the foundation of all 4-H programs.

[4-H Emblem]
Green four-leaf clover with a white “H” in each leaf. The four “H’s” stand for Head, Heart, Hand and Health.

[Head] Represents clearer thinking. Learning to make decisions and gain new and valuable insights and knowledge.

[Heart] Represents loyalty. Understanding of personal values, moral and ethical decision making in the local and global communities.

[Hands] Represents service. Learning new skills, improving skills already developed, instilling pride in work and respect for work accomplished.

[Health] Represents better living. Practicing healthful living, protecting well-being of self and others and making constructive use of leisure time.
4-H CALENDAR OF EVENTS 2017

January/February
Livestock & Crops judging events take place
February deadline for exhibits and contest at the ND Winter Show
SW District Archery Shoot

March
ND 4-H Scholarships are due
ND Winter Show

April
Hettinger County Communications Arts Contest/SW District Communication Arts Contest
National 4-H Conference
Host Family Application due for 4-H International Program

May
4-H Update
4-H Ambassador Application due
Applications for 4-H Conference and Range Camp due April/May
Progressive Farmer Farm Safety Day

June
Hettinger County Showcase (Project Expo, Buy & Show, Sew and Show)
Hettinger County Fitting & Grooming Clinic
Hettinger County Consumer Choice Workouts & Contest
4-H Extension Youth Conference in Fargo
ND 4-H Camp Season Begins

July
Hettinger County Fair
ND State Fair
Static Exhibits, Livestock, Showcase, Consumer Choice Judging, Horseshow
ND 4-H Camps

August
ND 4-H Camps

September
Start of new 4-H Year

October/November
National 4-H Week
National 4-H Youth Science Day
Volunteer Project Training
4-H Ambassador Applications Due
Hettinger County 4-H Roundup (Sometimes this is held in November)

December
Christmas Tree Decorating Contest Hettinger County Extension
CONSTITUTION FOR HETTINGER COUNTY 4-H CLUBS

ARTICLE I
Section I
(Club Name) __________________ shall be a 4-H club in Hettinger County, North Dakota.

Section II
The purpose of this club shall be to provide the opportunity for boys and girls to develop in leadership, character, and citizenship; to help boys and girls to have a more satisfying life by rendering community service, participating in wholesome recreation, activities and experiencing pride of ownership and provide learning experiences in a wide variety of subjects.

Section III
The Motto of this club shall be “MAKE THE BEST BETTER”

ARTICLE II
Section I
Any boy or girl between the ages of 5 – 7 years of age (by September 1st of the enrollment year in question), who has consent of a parent or guardian shall be eligible for active membership in this club, or younger children if the leaders allow, shall be eligible for active membership in this club as a Cloverbud. Cloverbuds are in a non-competitive program. Any boy or girl between the ages of 8 – 18 (by September 1st of the enrollment year in question), with the consent of a parent or guardian shall be eligible for active membership in this club in either junior or senior divisions.

ARTICLE III
Section I
The officers of this club shall be president, vice president, secretary/treasurer, and reporter. The officers form the committee. All officers shall be elected by secret ballot and serve for the term of one year.

Section II
The officers of the club will be elected annually.

Section III
It shall be the duty of the President to preside over meetings, appoint committees, attend county council meetings and assist 4-H leaders and club officers in their duties and in arrangements and plans for proper operation of the club. It shall be the duty of the vice-president to preside over meetings in the absence of the President, assist in meeting arrangements and serve as program committee chairperson. It shall be the duty of the secretary/treasurer to keep an account of membership records, to keep minutes of the meetings, to receive and report club communications. It shall be the duty of the reporter to publicize the club activities by such means as newspaper articles, radio, television, and reports to community groups.
Section IV
Club committees appointed by the president and the community 4-H Club leader may include Program, Recreation, Membership, refreshment, ways and means to others.

Section V
The President and one elected member shall represent the club as County Council representatives and attend the county council meetings.

ARTICLE IV
Section I
The adult leadership of this club shall consist of one or more 4-H club coordinators and as many other 4-H leaders as are needed to conduct club program activities and projects.

Section II
It shall be the duty of the 4-H club leaders to guide the operation of the local 4-H club; distribute record books and manuals to 4-H members; encourage 4-H members to participate in local, county, district, and state events and to keep 4-H project records; cooperate with other leaders functioning as a 4-H club; assist 4-H sponsoring committee with its duties of securing parent cooperation and informing community of the club operations, club organization and securing leaders and new members; keep close contact with the county extension office by sending in a yearly plan of work, complete membership enrollment cards, results of meetings and a summary of years' work and attend training meetings to keep informed. It shall be the duty of the project leaders to teach subject matter to a specific project; to guide and plan with members enrolled in the specific project and to keep informed of each project.

ARTICLE V
Section I
Regular meetings shall be held once a month. Special meetings may be held as need arises.

ARTICLE VI
Section I
A 4-H club charter will be granted a 4-H Club when these requirements have been met; when five or more members are enrolled; one or more adult leaders accept leadership; club officers are elected and a written program of work for six months is submitted to the county extension office.

ARTICLE VII
Section I
The constitution shall be adopted soon after the organization of the club. When the club is reorganized each year, the constitution should be presented to the membership by the President.

Section II
Amendments to this constitution must be in writing and may be adopted by receiving a two-thirds vote of the 4-H council

Extension staff and 4-H council members shall meet a minimum of two times per 4-H year.
BY LAWS

Section I: Officers

The Council of officers shall be the President, Vice-President, Secretary and Treasurer. Each officer shall hold office for one year, and may be re-elected on an annual basis. The duties of the officers shall be as follows:

President
A. Shall preside at council committee meetings
B. Appoint committees
C. Coordinate instruction of new officers in their duties
D. Enforce the constitution and bylaws of the Council
E. Appoint a member to fulfill an office that has been vacated

Vice-President
A. Assume any or all duties of the President when the President is absent or when requested by the President.

Secretary
A. Keep the minutes of the meetings in good order
B. Send a secretary's report to the County Extension office immediately after each meeting of the council
C. Maintain a list of members and a record of their attendance
D. Keep necessary correspondence on file and be prepared to read such correspondence at Council meetings

Treasurer
A. Keep an accurate record of all financial activities of the Council
B. Make disbursements only as directed by the Council
C. Provide a financial report at each meeting or as requested by the Council
D. Submit the treasurer's records to be approved at the annual meeting of the Council.

Section II: Fiscal Year

A. The fiscal year of the council shall be from September 1 to August 31, inclusive.

Section III: Fiscal Year

A. The Council shall meet minimum of quarterly, more frequently at the discretion of the President. Executive Committee or at the request of five members
B. The November meeting shall be the Annual meeting at which terms expire and the election of officers will be conducted.
Section IV: Committees

A. The 4-H Council shall appoint the Standing Committee for the fair and awards.
B. The President shall appoint other committees as necessary

Section V: Quorum

A. Those members present at any Council meeting shall constitute a quorum. A simple majority vote is required to pass a motion unless otherwise dictated by the Parliamentary Authority.
B. One-half of the Executive Committee must be present at an Executive Committee meeting to transact Council business. A simple majority vote is required to pass a motion of the Executive Committee.

Section VI: Parliamentary Authority

A. Roberts Rules of Order shall govern proceedings of the Council not otherwise specified in the bylaws. **See the attached Roberts Rules of Order – Quick Version**

Section VII: County 4-H Guidelines

A. 4-H Club is generally regarded as an organized group of youth, led by one or more adults with a planned program carried on throughout all or most of the year.
B. Clubs are expected to meet monthly on a regular basis to conduct Club business and to stay abreast of County activities. Educational activities are typically a part of Club meetings.
C. 4-H Clubs have elected officers and a set of rules approved by the membership to govern the club.
A. All members have equal rights and privileges.
B. The majority rules.
C. Only one issue is discussed at a time.
D. Each proposal is fully discussed and clearly stated before a vote is taken.
E. Duties and powers may be delegated to committees, but the Council retains the right to make final decisions.
F. The President must administer the rules impartially and may vote when a written ballot is used. In a voice vote, the President only votes to break a tie.
G. Decisions are reached through putting an item up for discussion through a motion made by one member, seconded by another and then open for discussion among members.

H. Voting may be made by:
   a. Voice Voice...easy and fast
   b. Show of Hands...gives quick exact count
   c. Roll Call...gives record of how each person voted
   d. Ballot....insures secrecy for elections, amendments, etc.

It is a good policy for new officers, especially the President, to refresh his/her parliamentary procedure skills and keep a copy of the Robert's Rules of Order available.
Officer's and Officers Responsibilities – 4-H Council

President:

1. Preside at council and executive committee meetings
2. Appoint committees subject to the approval of the executive committee
3. Coordinate instruction of new officers in their duties
4. Enforce the constitution and bylaws
5. Appoint a member to fulfill an office that has been vacated

Vice-President

1. Assume any or all duties of the President when the President is absent or when requested by the President to do so.

Secretary

1. Keep minutes of meetings in good order. Forward copies to Extension office immediately after each meeting of the council.
2. Maintain a list of members and record of their attendance.
3. Keep necessary correspondence on file and be prepared to read such correspondence at Council meetings.
4. Maintain the official records of the council to include originals of the constitution and bylaws and the minutes of all meetings and actions.
5. In absence of the President and Vice-President call meetings to order and have a chairperson pro-Tem elected to conduct business.
6. See that each Club Secretary submits a report to the Extension office on a monthly basis...checking to see that all information is filled on the form provided the secretary. Meeting information should also be provided to the media in the area. Reports are required for recreation meeting even if no business is conducted.

Treasurer

1. Keep an accurate record of all financial activities of the Council.
2. Make disbursements only as directed by the Council.
3. Provide a financial report at each meeting or as requested by the Council.
4. Submit the treasurer's records to be approved at the annual meeting of the Council.

4-H Club Secretary

The club secretary must submit a report to the County Agent's office for each monthly meeting held during the club year. It is important that the secretary fill in all the information for each meeting and activity. Reports are required for recreation meetings even if no business is conducted.
Hettinger County 4-H Club Secretary Report Form

After each 4-H Meeting, please fill out this report and mail it to our office. If your club does not have a meeting during a certain month, please make a note of it at the end of a report you are sending in for another month. Send this secretary report form after monthly business meetings only. Additional project meetings may be mentioned under the project lesson.

This report should reach our office within five working days after your club meeting. If you have any questions, please contact your local leader or our office.

This report becomes part of your yearly club records. It is important that a timely secretary’s report is received and activities reported. The report can be scanned and emailed to our office as well as mailed.

Hettinger County Extension  
336 Pacific Ave  
Mott, ND 58646  
NDSU.Hettinger.Extension@ndsu.edu

Name of Club ____________________________

Date of Meeting __________________________ Place of Meeting __________________________

Number of members in club ________________ Number present at meeting ________________

4-H members having missed more than four meetings ________________________________

(Each member is required to attend at least 6 meetings during the club year prior to exhibiting at the County Fair)

Were general rules of Parliamentary Procedure followed while conduction the business meeting?

☐ Yes  ☐ No
Write a brief report of the meeting:

OLD BUSINESS: 

NEW BUSINESS: 

EDUCATIONAL OR PROJECT LESSON: 

Was a demonstration given by a 4-H member? □ Yes □ No

By Whom? ___________________________ Title or Description ___________________________

By Whom? ___________________________ Title or Description ___________________________

By Whom? ___________________________ Title or Description ___________________________

By Whom? ___________________________ Title or Description ___________________________

RECREATION: ___________________________

Request for materials, information or assistance from the County Extension staff: ___________________________

Club Secretary ___________________________
<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>September</td>
<td>- Organize club meeting date and location</td>
</tr>
<tr>
<td></td>
<td>October</td>
<td>- Prepare for October meeting</td>
</tr>
<tr>
<td></td>
<td>November</td>
<td>- Conduct early registration</td>
</tr>
<tr>
<td></td>
<td>December</td>
<td>- Complete early registration</td>
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<tr>
<td></td>
<td>January</td>
<td>- Conduct early registration</td>
</tr>
<tr>
<td></td>
<td>February</td>
<td>- Conduct early registration</td>
</tr>
<tr>
<td></td>
<td>March</td>
<td>- Prepare for March meeting</td>
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<tr>
<td></td>
<td>April</td>
<td>- Conduct March meeting</td>
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<tr>
<td></td>
<td>May</td>
<td>- Conduct May meeting</td>
</tr>
<tr>
<td></td>
<td>June</td>
<td>- Prepare for June meeting</td>
</tr>
<tr>
<td></td>
<td>July</td>
<td>- Conduct June meeting</td>
</tr>
<tr>
<td></td>
<td>August</td>
<td>- Prepare for August meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Conduct August meeting</td>
</tr>
</tbody>
</table>
# 4-H Club Calendar

**Month** | **September** | **October** | **November** | **December** | **January** | **February** | **March** | **April** | **May** | **June** | **July** | **August**
---|---|---|---|---|---|---|---|---|---|---|---|---
1. | Make plans for recognition events. | Observe National 4-H week | 1. Organize clubs | Conduct new volunteer training meetings. | Promote Communication Arts program | 1. Teen lock in | Arrange for participation in state crops and livestock judging events | Make plans for camp | Promote and pre-register delegates for ND Extension Youth Conference | Make initial plans for County Fair | Make final plans for County Fair | Plan for fall volunteer training meetings |
2. | County Award selection committee meets | Submit County Medals request to Extension Office | 2. Volunteer Recognition Event | Project volunteers training session | Begin to promote 4-H camp | 2. Crop Judging County Contest | Continue to organize clubs | Plan county Communication Arts event | 2. Final plans for camp | Camps | State Fair | |
3. | Order award items | Organize Clubs | 3. Member Recognition event | Continue to organize clubs | Conduct careers workshop | | | | | | | |
---|---|---|---|---|---|---|---|---|---|---|---|---
LEADERSHIP RESPONSIBILITIES:

1. Hold monthly meetings.
2. Setup a 4-H Club Calendar and goals for the year and have club secretary forward it to the Extension office for the club file and follow-up.
3. Prepare to assist 4-H’er in deciding their project(s).
4. Guide the 4-H’er with help that is needed by ordering 4-H manuals or sharing recycled manuals.
5. Help each 4-H’er learn skills to accomplish their goals.
6. Assist the 4-H’er in assessing progress toward meeting their timetable needed and project goals.

INVOLVING PARENTS IN THE PROGRAM:

1. Ask the parents to help
2. Explain the 4-H program to parents. Talk to them about the “learn by doing” philosophy.
3. Explain the objective of 4-H is to teach member “Life Skills”
4. Have a get-acquainted meeting with parents and 4-H members, helping everyone to get to know each other and the needs of the program.
5. Make everyone understand the responsibilities as a parent....“Share, Prepare, Be There and Care”
6. Ask parents to take on a meaningful role.
A VOLUNTEERS QUICK LOOK AT A 4-H CLUB

This sheet can help a volunteer take a quick look at their club program. The general factors listed on the left can stimulate discussion of specific things that caused either their positive or negative feelings. From this discussion, they can decide which things they want to change and which things they may want to do over.

Place a check in the box that best describes the situation in the club. After everyone on the planning committee has had a chance to fill in this sheet, the group can then discuss the responses.

<table>
<thead>
<tr>
<th></th>
<th>Needs much Improvement</th>
<th>Needs Improvement</th>
<th>O.K.</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance at general meetings</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Attendance at other Club meetings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members know about Club happenings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parents are aware of Club happenings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parents are involved in Club functions</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of volunteers involved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Members assuming club responsibilities</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variety of programs at General meetings</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Club year-long program plan</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Making the Best Better

As a 4-H Leader, you are encouraged to seek help in providing educational experiences and opportunities for youth. Try to inspire parents, neighbors and local businesses to donate their time and skills to young people in 4-H. When more people are involved, the 4-H program will have more diversity and additional strengths and skills to draw from.

Written by Carmel Miller, 4-H Staff Associate, for the North Dakota 4-H Youth Development Program, Family Life Center 219, Box 5016, Fargo, ND 58105-5016
Phone 701-231-7253

The 4-H Meeting

Where do we meet?  When?  Why do we meet?
How often and for how long?  What do I do?
What do the 4-H members do?  Who’s in charge?

If you’re a new 4-H volunteer, you probably have a lot of questions. This publication is designed to give you some guidelines and ideas for meetings.

As a 4-H volunteer, you are in an unique position to play a key role in the lives of young people. One of the ways you can do this is to provide a meeting that is both educational and fun.

4-H meetings are important because they can provide experiences that members cannot get outside a group. 4-H members learn to work together, serve on committees, and be officers. 4-H meetings give members a chance to belong and make contributions to a group. They will also learn to set individual and group goals.

As a 4-H volunteer, your role is to provide guidance, maintain order, and try to involve all the members. Organization and planning are keys to a successful meeting. The better the club is organized and planned, the richer the 4-H experience. A well managed club experience will allow 4-H members to grow, learn and discover something new about themselves.

In this publication you will find many guidelines, but there are no set rules. Remember 4-H is flexible and adaptable to all types of groups and activities.
[Where will we meet?]
Make sure the meeting place is informal and friendly. Many clubs have each family take a turn at hosting the meeting. Other groups meet in central locations such as a church, school or community building.
When possible, seating the members in a circle or semicircle works well because it encourages participation from everyone. Youth who participate in a meeting will feel the meeting was much more successful than those who don’t participate.

[When do we meet?]
Because each group is unique, there are no set rules for meeting times and dates. Some clubs meet after school, some meet on the weekend and some on a weekday. Setting a consistent meeting date (such as the third Sunday of each month) will work best, as 4-H families will be comfortable with a routine.

[How often do we meet?]
It depends on your group goals and what you are trying to accomplish. Do you intend to be a community club with many different projects and activities throughout the year? Are you focusing on a particular project or activity that will require a short meeting season? The 4-H program is adaptable to all kinds of clubs and meeting schedules.
In general, frequent meetings when kids are young and clubs are new will escalate interest. As your group progresses, monthly meetings tend to be more common. Flexibility in scheduling, while fulfilling the goals of your club, is the key to planning your meeting.

[How long do our meetings last?]
Each club is different. The length of a meeting depends on the age of the kids and the agenda for the meeting. Some clubs meet for several hours while doing a community service project, while others meet for very short periods of time. Talk to the 4-H members and parents about their ideas and goals for the 4-H club. This will help you determine what is right for your group. To maintain cooperation with parents and 4-H members, start and end the meeting on time.

[What needs to be done at the meeting?]
In order for your 4-H meeting to be successful, it should include a balance between programs, such as presentations and special activities; business meetings, which involve group decisions, and recreation and social time. Youth involvement in planning and conducting the meeting is very important. Be flexible; not every meeting has to include all three parts or the suggested time frame.

Programs (40-60 minutes) - 4-H programs should be “hands on” learning such as:
- Presentations by members, leaders or parents to develop self confidence in speaking to groups.
- Special programs by resource people in the community.
- Project work – working on individual or club projects
- Activities such as community service projects or tours

Business Meetings (15-20 minutes) which provide the opportunity for:
- Members to learn effective methods of conducting business and using parliamentary procedure.
- Members to develop the leadership skills involved in serving as an officer or committee member.
- Members to learn about making decisions and the effect of decisions on a group.

THE 4-H Meeting

Where The Action Is!

Fun
- Group Building 15-20 Minutes
- Recreation
- Fun Activities
- Exhibitions
- Demonstrations and Rallies
- Show-and-Tell

Business
- Group Decisions 15-20 Minutes
- Projects
- Community Service Activities
- Public Speaking
- Leadership Skills
- Project Work

Learning
- Refreshments
- Group Discussions and Planning
- Discussion and Planning
- Resource People
- Special Programs

Where The Action Is!
[Suggested Programs or Activities to get Started]

First Meeting
- Learn the 4-H Pledge.
- Decide on a club name.
- Learn the 4-H colors and 4-H motto.
- Discuss the four leaf clover.
- Do a simple "hands on" project.
- Get everyone involved; 4-H is a family affair.
- Have the 4-H members design their own clover.

Second Meeting
- Elect officers.
- Set club goals - what does your group want to do?
- Select 4-H projects.
- Set individual goals - what do 4-H members want to learn?
- Discuss proper use of the 4-H name and emblem.
- Do a simple "hands on" project.

Third Meeting
- Set up club calendar (see attached example).
- Involve the parents by having them complete the "Parent Information Survey."
- Ask older 4-H members to assume leadership roles, such as being a mentor to a new member or chairing a committee.
- Do a simple "hands on" project.
- Have a lesson on parliamentary procedure. (Videos and publications are listed in resource section)
- Work with officers so they know their duties.

[Agenda]
(The following is a simple agenda that can be used):

Opening
- Call meeting to order
- Flag salute
- 4-H pledge
- Roll call

Business Session
- Committee reports
- Minutes of last meeting
- Treasurer's Report
- Unfinished business
- New business
- Adjournment

Program
Recreation

Recreation and Social Time (15-20 minutes) which may include:
- Fellowship - an informal time set aside for members and leaders to get to know each other.
- Recreation - a variety of organized games.
- Refreshments - gives members a chance to serve as host or hostess.
- Celebration - helps members feel good about what they've accomplished.
Where do I find more information?

- Visit another 4-H club and observe their meeting.
- Ask the County Extension Office to suggest an experienced 4-H leader who would be willing to serve as a mentor to you.
- Additional resources that are available at your local extension office include:

Publications
- So, what is 4-H? Vt1
- Nobody asked, involving the parents. Vt2
- 4-H Club Development Pb725
- Meetings the 4-H Way Pa801
- Club Reporter Pa802
- Secretary's Record Book Pa803
- Treasurer's Record Book Pa804
- Planning my 4-H Project Adventure Pa093
- My 4-H Program Book Pa092
- North Dakota Plan of Action Pa096
- North Dakota 4-H Project Plan Pa095
- The Meeting will Come to Order NCR 228
- 4-H Project Guide PA800
- 4-H Leaders Handbook

Videos
- Carrying the Ball for a Successful Meeting
- Skills for a Lifetime
- Parliamentary Procedure (971)

Other Resources:
- 4-H Web Page – http://www.ext.nodak.edu/4-h.htm

Sources:
Discussion Guide: The 4-H Club Meeting, Cooperative Extension Service, University of Illinois at Urbana-Champaign, College of Agriculture


Dodd, M.A., Letters to New Leaders, Oregon State University Extension Service
"Nobody Asked me"

[Involving Parents in 4-H]

Parental involvement is vital to a 4-H member’s success. Support from parents keeps the youth interested, enthusiastic and active in the 4-H program.

4-H has a long tradition of being a family affair. 4-H encourages participation by the entire family. Families work together on projects and activities, attend meetings and learn together through 4-H.

4-H can provide an opportunity to—

1. Help families communicate better as they work toward a common goal.
2. Give the family a feeling of unity.
3. Discuss goal setting, decision making and service to others.
4. Educate the entire family.
5. Be part of a group in which they can share rewards and be encouraged during times of disappointment.

It depends on you – Parental involvement and cooperation depend on you, the 4-H leader, and your expectations. It’s important for you to involve the parents because it will save you time as you have more help; parents can provide skills and talent that you don’t have; 4-H members will have more support, confidence and security if their parents are involved; and parents will feel they are contributing to the community and their kids if they are included.

As parents understand more about 4-H, they may be more willing to become involved. They need to be given opportunities to participate in meaningful ways and to cooperate in delivering the program.

What is the role of a parent? Simply stated, they should share, prepare, be there and care—

Share – They share their ideas, talents and time with the 4-H members and their own children. They look, listen and offer suggestions regarding 4-H projects and activities.

Prepare – A parent can assist by helping a child understand the value of having projects, duties and presentations planned and done on time.

Be There – A parent takes an active role in 4-H by attending meetings and lending a hand where needed. 4-H members will gain more from 4-H by being involved in a variety of activities. Parents can help provide the opportunity to participate and be involved along with their child.

Care – Parent involvement at meetings and events shows that their child’s interests and what he or she is doing are very important.
[How do I get parents to take an active role?]

- Ask for their help. "Nobody asked me" is overwhelmingly the most common reason given when parents are asked why they're not more involved.

- Explain the 4-H program to the parents. Talk to them about the "learn by doing" philosophy of 4-H. Explain that the objective of 4-H is to teach members "life skills." Distribute copies of the "What is 4-H" circular to help them understand the basic concepts.

- Have a "get acquainted" meeting that includes parents, leaders and 4-H members. The purpose of the meeting is to help members, leaders and families get to know each other; to reaffirm and help new members understand the purpose of 4-H; to discuss opportunities and responsibilities of members; to discuss responsibilities of parents and volunteers and to begin planning group goals and the club calendar.

- Make sure club responsibilities are shared among families, leaders and members.

- Explain your responsibilities as a volunteer and their responsibilities as a parent. Talk to them about Share, Prepare, Be There and Care.

- Ask them to take on meaningful roles. Have them complete the "Parent Information Survey." Give them specific duties and responsibilities.

- Recognize parents for the important roles they play. It takes leaders, 4-H members, parents and many other volunteers for a successful 4-H program.

- Be considerate of the diversity in families. Today many families are fragmented because of divorce, single parents, both parents working, individual interests, etc. Be flexible in scheduling and planning to accommodate the variations.

Sources:
Wagner, R., Crow, L.A., 4-H Leader Handbook, North Dakota State University Extension Service
Dargh, G.L., Munson, M.K., Helping You Help Youth, Others can Help, Cooperative Extension Service, University of Illinois @ Urbana-Champaign, December 1991
Dodd, M.A., Letters to New Leaders, Oregon State University Extension Service

Publications
- 4-H Leader Handbook
- So, what is 4-H? (Vt 1)
- Meetings the 4-H Way (Pa801)
- North Dakota Plan of Action (Pa096)
- North Dakota 4-H Project Plan (Pa095)
- Planning My 4-H Project Adventure (Pa093)

Videos
- Skills for a Lifetime
- Developing Capable People

Other
4-H Web Page
http://www.ext.nodak.edu/4-h.htm
"Involving the Parents" lesson plan
A goal of the North Dakota 4-H program is to provide opportunities for children and youth to build character. North Dakota 4-H supports the CHARACTER COUNTS!® Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

In order to ensure that North Dakota 4-H programs provide positive environments for all individuals to learn and grow, North Dakota 4-H participants, staff and volunteers agree to abide by these expectations of behavior:

**I will be trustworthy.** I will be worthy of trust, honor and confidence. I will be a model of integrity by doing the right thing even when the cost is high. I will be honest in all my activities. I will keep my commitments by attending all sessions of a planned event. If I am not feeling well or have a schedule conflict, I will inform my chaperon or a person in charge. I will be in the assigned area (e.g., club meeting room, building, dorm) at all times. I will not be absent from a program site without authorization. North Dakota 4-H does not permit dishonesty by lying, cheating, deception, or omission.

**I will be respectful.** I will show respect, courtesy, and consideration to everyone, including myself, other program participants, and those in authority. I will act and speak respectfully. I will treat program areas, lodging areas, personal property and transportation vehicles with respect. I will follow all published dress code guidelines for an event and/or activity. I will not use vulgar or abusive language or cause physical harm. I will appreciate diversity in skill, gender, ethnicity, and ability. North Dakota 4-H does not tolerate statements or acts of discrimination or prejudice. I will respect the personal space and choices of other participants and will not participate in inappropriate displays of affection or physical contact.

**I will be responsible.** I will be responsible, accountable, and self-disciplined in the pursuit of excellence. I will live up to high expectations so I can be proud of my work and conduct. I will be on time to all program events. I will be accountable by accepting responsibility for my choices and actions. I will abide by the established program curfew. I will be responsible for any damage, theft, or misconduct in which I participate. I will follow hours and room rules established before the event begins and will respect the rules established for each event. An adult designated by the 4-H program may inspect luggage or rooms when there is a reasonable suspicion that there is a violation of law or NDSU Extension Service event or camp regulations.

**I will be fair.** I will be just, fair, and open. I will participate fairly by following the rules, not taking advantage of others and not asking for special exceptions. I will not cheat or misrepresent project work.

**I will be caring.** I will be caring in my relationships with others. I will be kind and show compassion for others. I will treat others the way I want to be treated. I will show appreciation for the efforts of others. I will help others to have a good experience by striving to include all participants. I understand that bullying behavior of any kind (ex. physical, social, emotional, sexual, or electronic) is prohibited. Bullying behavior may include, but is not limited to, negative actions such as: verbal aggression, emotional attacks, sexual harassment, racial discrimination, physical aggression, isolating others, or electronic harm.

**I will be a good citizen.** I will be a contributing and law-abiding citizen. I will be respectful to the environment and contribute to the greater good. I will not have in my possession, use or distribute any illegal substances such as tobacco, alcohol, or non-prescribed drugs. I will not misuse prescription drugs. If I am found to have any of these items with me or if I have taken any illegal substances, notification of law enforcement will be conducted by adult staff/volunteers. I will not have in my possession or use weapons or dangerous materials.

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*CHARACTER COUNTS! is a service mark of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics.*
North Dakota 4-H Code of Conduct Policy and Procedures

North Dakota 4-H expects youth participating in programs to behave in an acceptable manner in accordance with North Dakota 4-H Participant Expectations.

As a participant of the North Dakota 4-H program I have read or have had this document read to me, the items listed as the North Dakota 4-H Participant Expectations as well as this North Dakota 4-H Code of Conduct policy. I will behave in a way that reflects positively on me as an individual as well as the North Dakota 4-H program. I understand the meaning of the North Dakota 4-H Participant Expectations as well as the North Dakota Code of Conduct Policy and will abide by them. If I do not abide by the items named in the North Dakota 4-H Participant Expectations, I may experience the following consequences:

1. Lose privileges at the event.
2. Be dismissed immediately from meeting, activity, event or other program (for example: remainder of the fair, camp, judging trip.) Notification of my parents/guardians will occur and I will be sent home at my own expense prior to the conclusion of the activity.
3. The possible forfeiture of future participation in state wide and out-of-state events as well as possible forfeiture of future awards and premiums at the county level. If this step is considered, input and determination will be made by event staff, county staff, state staff and the parents/guardians of the involved 4-H member(s).
4. Possible dismissal from the North Dakota 4-H program.
North Dakota State University

4-H Health Form

Name ___________________________ First ___________________________ Birth Date ______/_____/______ Age ______

Parent or guardian ____________________________________________

Phone: Home ( ) ___________________________ Office ( ) ___________________________ Cell ( ) ___________________________

Home address ___________________________________________

Name and phone number of family doctor ___________________________ Policy # ___________________________

Health insurance company ___________________________ If you or the doctor cannot be contacted, list another adult who should be contacted in case of an emergency:

Name ___________________________ Phone ( ) ___________________________

Address ___________________________________________

4-H Health Statement

HEALTH HISTORY (check, giving appropriate dates)

☐ Bronchitis ___________________________ ☐ Contact lenses ___________________________

☐ Fainting ___________________________ ☐ Present special dietary needs ___________________________

☐ Serious ivy, oak or sumac poisoning ___________________________ ☐ Present medications/instructions ___________________________

☐ Food allergies? What? ___________________________ ☐ Any specific activities to be restricted? ___________________________

☐ Asthma ___________________________ ☐ Date of last Tetanus shot ___________________________

☐ Convulsions ___________________________ ☐ Recent medical update (including injuries and surgeries) ___________________________

☐ Drug allergies? ☐ Penicillin ☐ Aspirin ☐ Tetanus ___________________________

☐ Serious allergies to bees or other insects ___________________________

☐ Others ___________________________ ☐ ___________________________ 

☐ Reactions ___________________________ ☐ ___________________________

☐ Diabetes ___________________________ ☐ ___________________________

The NDSU Extension Service staff at the event may administer the following over-the-counter medication if my child needs them, without contacting me.

☐ Acetaminophen (generic Tylenol) ☐ Antihistamine (generic Benedryl)

☐ Ibuprofen (generic Motrin) ☐ Antacid (generic Tums, Mylanta, Pepto-Bismol, etc.)

I understand that my health insurance is considered primary coverage in the case of illness or an accident. The 4-H program health insurance policy is secondary.

Additional information on the other side

NDSU EXTENSION SERVICE

September 2015
Verification

PARENT/GUARDIAN: State of North Dakota county of ____________________________

I (parent/guardian) ____________________________

understand that the 4-H’ers will be supervised and that, if a serious illness or injury develops, medical and/or hospital care will be given; however, the sponsor is not responsible in case of accidental injury or illness. I further understand that, in case of a medical emergency, we will be notified. In the event I cannot be reached, I hereby give permission to the attending physician to hospitalize, secure proper treatment for, and order injection, anesthesia, or surgery for my child as named on this Health Form and do solemnly swear or affirm that the information set forth in this Health Form is true and correct to the best of my knowledge and belief.

Parent/Guardian Signature ____________________________ Date _____/_____/_____

Witness ____________________________

Witness Address and Phone Number ____________________________

Visit North Dakota 4-H on-line at www.ndsu.edu/4h

For more information on this and other topics, see www.ag.ndsu.edu

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County Commissioners, NDSU and U.S. Department of Agriculture Cooperating. This publication will be made available in alternative formats for people with disabilities upon request. (701) 231-7681.
4-H Projects

Projects are tools used to help boys and girls achieve personal development, become involved, assume responsibilities and develop life skills. Projects have long been regarded as the backbone of the 4-H informal educational programs. When working with youth, we need to remember that the youth and their development are the reason for the program. The project is only a tool to help in the development process. The members, with the guidance of their volunteer leader or parent, selects the project(s) of their choice.

“Learning by doing” is the basis of the 4-H project – to learn about a subject are through hands on activities.

A project used in 4-H youth development programs could be any planned learning situation. Usually the term when used with 4-H refers to the teaching skills, knowledge and attitudes involving a specific subject matter area. Our newest materials focus on the development of life skills and the use of Experiential Learning.

Project objectives are achieved through real life experiences in a learning by doing atmosphere. Projects need to be fun, satisfying and challenging.

Projects can offer boys and girls the chance to follow their own special interests and explore new interests, thus creating learning experiences full of meaning to the individual child. Projects offer many opportunities to supplement school and home educational efforts.

4-H today offers many opportunities to provide flexibility in working with youth. There are individual memberships, the “Do Your Own Thing” projects, group projects, short-term projects and a variety of subject matter areas from which to choose.

Flexibility is important, for the project itself assumes purpose only because it meets effectively the needs of the boy or girl involved.

All 4-H members are encouraged to enroll in a minimum of one project. Members may add or delete project enrollments up to the Extension offices’ enrollment deadline.

Types of Projects:
4-H project materials cover a variety of subjects. New projects are regularly developed and the curriculum modernized so the range of subject matter offered changes and stays current. Teaching aids, project materials and resource information are abundant. If you are in need of materials talk to your club leader or contact the Extension office or visit www.4-hmall.org to order materials.

The 2016-17 ND 4H project guide can be found online at: www.ndsu.edu/fileadmin/4h/ClubMaterials/pa800.pdf

A 2016-17 Project List can be found at: www.ndsu.edu/fileadmin/4h/ClubMaterials/MemberProjectList.pdf
While learning situations are being developed to meet statewide needs, many 4-H volunteers have taken the initiative to create "new" projects, or renovate "old" ones. Projects are designed in local communities after volunteers study the needs and interest of their particular group of young people. If we are wise, we listen as youth tell us to "teach us what we want to know". Local communities have many people who can share their knowledge and experience with youth.

Planning a Project: A member with the counsel of a volunteer leader and or a parent uses the project planning sheets, decides goals and plans their project.

Evaluating Success: Evaluating the progress the member has made through project experiences can be very beneficial. Volunteer leaders and parents can do this best through reviewing the member's progress while looking at the project plan. Help the member to see their growth through discussing their goals and what happened along the way. Projects need to be a learning experience. If the youth accomplishes their goals, help them to see that! Help to make situations where goals had to be altered or were not met into a learning experience for the member.

Some 4-H projects lend themselves to record keeping and end with a finished project for exhibit, while others do not. We suggest volunteer leaders use their judgement in determining if an exhibit will be beneficial to the learner. Exhibit of a product or animal alone may not be a fair evaluation of the learning that has taken place, take into account, the goals set by the 4-H member and the progress the 4-H member has made.
Updated List
Coming Soon

Page 45
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North Dakota 4-H

Complete Record Set

For 8- to 10-year-olds

Name __________________________

Year ________________

Club __________________________

NDSU Extension Service
August 2015
4-H Motto
The 4-H motto is: “Make the Best Better.”

4-H Colors
The 4-H colors are white and green.

4-H Emblem
The four leaf clover with an “H” on each leaf. These H’s stand for Head, Hands, Heart, and Health; the training and proper care of which will be the best assets any person can possess.

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.

4-H Creed
I believe in 4-H work for the opportunity it will give me to become a useful citizen.

I believe in training of my HEAD for the power it will give me to think, to plan, and to reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.

I believe in the training of my HANDS for the dignity 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, to resist disease, and to work efficiently.

I believe in my World, my Country, my State, and 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.

This is a cover for records for 8- to 10-year-olds.

To complete this record set, print a copy of PA092 “My 4-H Program Book” and a copy of PA093 “Planning for My Project Adventure” for each project you enroll in this 4-H year.

Visit North Dakota 4-H on-line at www.ndsu.edu/4h

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County Commissions, NDSU and U.S. Department of Agriculture Cooperative.

This publication will be made available in alternative formats for people with disabilities upon request, (701) 231-7881.

2008: 500-2015
My 4-H Program Book
for 20_____

Name ____________________________________________

Address ____________________________________________ Birth date __________

________________________ Age (on Sept. 1) __________

Club __________________________________________

County _______________________________________

Parent's Name ________________________________

Projects I am taking (list project and years in project):
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

4-H activities I participated in this year:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

NDSU EXTENSION SERVICE
Revised and reprinted August 2012
Information About My Club or Group

Name of Club or Group

OFFICERS

President
Vice President
Secretary
Treasurer
Reporter
Recreation Chr.
Music Chr.
Others

LEADERS

Organizational leader(s)

Project leader(s) or helper(s)

Activity leader(s)

Junior or teen leader(s)

Telephone Number

Email Address
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<th>Name</th>
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***Your 4-H leader or county Extension staff can print a list of members in your club.***
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.

Meeting Information

Meeting Date ________________  Time ________________  Meeting Place ________________

Roll Call Topic ________________________________________________________________

Study Topic ________________________________________________________________

Coming Events ________________________________________________________________

Assignment For Next Meeting (demonstrations, judging, talks, etc.)
__________________________________________________________

Things To Bring ________________________________________________________________

Meeting Information

Meeting Date ________________  Time ________________  Meeting Place ________________

Roll Call Topic ________________________________________________________________

Study Topic ________________________________________________________________

Coming Events ________________________________________________________________

Assignment For Next Meeting (demonstrations, judging, talks, etc.)
__________________________________________________________

Things To Bring ________________________________________________________________
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**Roll Call Topic**

**Study Topic**

**Coming Events**

**Assignment For Next Meeting (demonstrations, judging, talks, etc.)**

**Things To Bring**

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### Meeting Information

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**Roll Call Topic**

**Study Topic**

**Coming Events**

**Assignment For Next Meeting (demonstrations, judging, talks, etc.)**

**Things To Bring**

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### Meeting Information

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**Roll Call Topic**

**Study Topic**

**Coming Events**

**Assignment For Next Meeting (demonstrations, judging, talks, etc.)**

**Things To Bring**
4-H CREED
I believe in 4-H work for the opportunity it will give me to become a useful citizen.

I believe in training of my HEAD for the power it will give me to think, to plan, and to reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.

I believe in the training of my HANDS for the dignity 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, to resist disease, and to work efficiently.

I believe in my World, my Country, my State, and 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 MOTTO
The 4-H motto is: "Make the Best Better."

4-H COLORS
The 4-H colors are green and white.

4-H EMBLEM
The 4-H emblem is the four-leaf clover with an "H" on each leaf. These H's stand for Head, Hand, Heart and Health. Properly care for them because they will be the best assets any person can possess.

For more information on this and other topics, see www.ndsu.edu/4h

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NAME: 

PROJECT NAMES: 

4-H CLUB: 

YEARS IN 4-H: 

<table>
<thead>
<tr>
<th>WHAT WILL I DO?</th>
<th>WHO WILL HELP ME?</th>
<th>WHEN WILL I DO IT?</th>
<th>PLACE COMPLETION STICKER OR CHECK HERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>List things planned for your project. (Ideas for things to do can be found in your 4-H project books or by talking to parents, project leaders and friends.) Add changes or new plans during the year.</td>
<td>(Parent, 4-H leader, project helper, others)</td>
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I helped to make this plan:
Member
Parent/Guardian
Leader/Helper

Date
Date
Date

NDSU EXTENSION SERVICE
Planning for My Project Adventure

I learned:


Special things (exhibits, talks, demonstrations) I did in these projects were:


Other things I would like to do in these projects are:


Parent/Guardian: What did your child gain from these projects?


4-H Leader or Project Helper: What did this member gain from these projects?


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North Dakota 4-H Complete Record Set
For 11- to 19-year-olds

Name

Year

Club

NDSU EXTENSION SERVICE
August 2015
4-H Motto
The 4-H motto is: “Make the Best Better.”

4-H Colors
The 4-H colors are white and green.

4-H Emblem
The four leaf clover with an “H” on each leaf. These H’s stand for Head, Hands, Heart, and Health; the training and proper care of which will be the best assets any person can possess.

4-H Pledge
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2009; 550-2015
III. PLANNING MY PROJECTS GOALS
(*To be completed at the beginning of the 4-H year.)

PLANNING FOR MY __________________ PROJECT

Plan your project goals for this year. See your project book for things to do. Discuss your goals with your parent/guardian and your 4-H leader or project helper. Think about how you could teach others and get involved in your community through this project, too.

<table>
<thead>
<tr>
<th>THINGS I WILL DO IN THIS PROJECT</th>
<th>TARGET DATES</th>
<th>WHO WILL HELP ME</th>
<th>CHECK WHEN COMPLETED</th>
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IV. RESULTS OF THE 4-H PROJECT GOALS I SET.
(*To be completed at the end of the 4-H year.)

KNOWLEDGE AND SKILLS GAINED.

List the major things you learned and skills you gained in this project. Include things related to your plan. You might list things where you improved yourself as well the way you get along with other individuals and in larger groups.

______________________________

______________________________

______________________________

(COMPLETE ONE PROJECT PLANNING SHEET FOR EACH PROJECT YOU TAKE.)
FINANCIAL SUMMARY.
(Complete this section if it's appropriate to this project.) You may attach additional pages.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ITEM</th>
<th>EXPENSE</th>
<th>INCOME</th>
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LEADERSHIP
List your leadership activities that relate to this project. Tell how you have shared information or skills with others. (optional for ages 11 to 13)

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

CITIZENSHIP/COMMUNITY INVOLVEMENT
List what you have done or how you were involved in your community as it relates to this project. (optional for ages 11 to 13)

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

TALKS, DEMONSTRATIONS AND OTHER LEARNING EXPERIENCES IN THIS PROJECT
How did you share what you have learned (including presentations to others, news stories, radio, T.V.)?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

EXHIBITS AND RECOGNITION RECEIVED
List where you exhibited your project and any ratings or recognition you received.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

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There are many different ways you can learn and grow in 4-H. 4-H can help you to learn about yourself, meet new friends, teach others, do public speaking, practice leadership skills, and get involved in your community.

You have an exciting opportunity to help plan what you want to do this year in 4-H. Use this form (PA096) to think about what you want to do and learn. Planning goals helps you to decide on a plan of action. Sharing your plan with others enables them to help you to learn and evaluate what you've learned. Using this record form can help you to evaluate your progress and remember what you did and learned in 4-H this year.

Goals may be changed or adjusted during the year to meet new challenges and opportunities.

I. PERSONAL GOALS
(*To complete at beginning of the 4-H year.)

Planning My Personal 4-H Goals
Plan at least two (2) personal goals to work toward in 4-H this year. You can work toward personal goals by yourself or within a group. (Do not include PROJECT goals here. Write project goals in Section III.) Examples of personal 4-H goals are:

1. Attend all club meetings throughout the year and arrive on time.
2. Make new friends by attending camp this summer.
3. Improve speaking abilities by preparing a presentation to give at a 4-H meeting.
4. Help other members learn about collecting insects.

My goals __________________________________________

_________________________________________________

_________________________________________________

_________________________________________________

_________________________________________________
List resources you need to complete your personal 4-H goals. (Examples: equipment or supplies, someone to help you learn, time and money)

After you have planned your personal goals turn to Section III and plan your project(s) goals.

II. RESULTS OF THE PERSONAL 4-H GOALS
I SET

("To be completed at the end of the 4-H year.)

KNOWLEDGE AND SKILLS GAINED IN COMPLETING THESE PERSONAL GOALS
List the major things you learned and skills you gained while working toward your 4-H personal goals this year. Include things related to your plan on page 1. Think about listing other things you learned about yourself and ways you grew this year, such as getting along with others, developing your creativity, managing your time, improving your health, exploring careers, using science and technology, etc.

LEARNING EXPERIENCES
List your participation in talks, demonstrations, exhibits, radio and television appearances, news articles written, tours, camps, judging events and other learning experiences related to these goals.

LEADERSHIP
List your leadership activities related to these goals. Indicate how you have shared with others. (optional for ages 11-13)

CITIZENSHIP/COMMUNITY INVOLVEMENT
List what you have done or how you are involved in your community as it relates to these goals. (optional for ages 11 to 13)
V. PROJECT AND ACTIVITY PHOTOS

(*To use during the 4-H year.)

You may wish to attach photos to this page that relate to your 4-H experiences this year.
VI. This plan was developed with and agreed upon by:

(*To be completed at the beginning of the 4-H year)

<table>
<thead>
<tr>
<th>Member</th>
<th>Date</th>
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<tbody>
<tr>
<td>Parent/Guardian</td>
<td>Date</td>
</tr>
<tr>
<td>4-H Leader/Project Helper</td>
<td>Date</td>
</tr>
</tbody>
</table>

VII. PARENT/GUARDIAN COMMENTS....

(*To be completed at the end of the year.) What did this young person gain from this project?

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

VIII. WHAT HAPPENS NEXT?

(*To be completed at the end of the 4-H year.)

What things do you want to learn or do in 4-H next year? If you do not want to repeat a project in a subject area again next year or wish to continue working on a 4-H personal goal, say so.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

IX. SPECIAL NOTES....

(*To use during the 4-H year.)

Use the space below to add a page for your own notes about special things you would like to remember about 4-H this year. You might include special comments made by friends, training sessions you attended, how your projects have grown, comments from those you have assisted and notes about how you observed your accomplishments.

___________________________________________________________________________
___________________________________________________________________________
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___________________________________________________________________________

X. NORTH DAKOTA 4-H PARTICIPATION SUMMARY

You may choose to complete a “North Dakota 4-H Participation Summary” (Pa34) to keep a summary of your project accomplishments.

(optional)
North Dakota 4-H Participation Summary
Ages 11 through 19

Name ___________________________ 4HOnline Member # ___________________________
County __________________________ Club Name ___________________________

Local 4-H Participation
A 4-H experience begins by participating with other 4-H’ers in a club/group.
Record your participation in local group activities and leadership responsibilities.

<table>
<thead>
<tr>
<th>Office held</th>
<th>20</th>
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<tbody>
<tr>
<td>Committee responsibilities</td>
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<tr>
<td>Other leadership</td>
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</tbody>
</table>
  (example: lead record book workshop, taught others)
| Recognition received        |    |    |    |
| Community service projects  |    |    |    |
  (example: helped build bird houses for care center)
| Events attended             |    |    |    |
| Training received           |    |    |    |

County, Area, State Leadership Participation and Responsibilities
There are many 4-H opportunities for learning and growth beyond the local club/group.
Use the following code and record level of participation for each item entered: County (C), Area (A), State (S).
Indicate number of people in the audience if applicable. Example: Baby Sitter Clinic (C-15).

<table>
<thead>
<tr>
<th>Leadership role</th>
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<tbody>
<tr>
<td>Committee responsibilities</td>
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<td>Recognition received</td>
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<td>Events attended</td>
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<tr>
<td>Office held</td>
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<tr>
<td>Training received</td>
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</table>
4-H Project Summary

Records at the end of the year for each project completed. Indicate size, scope of project, or major accomplishments. Example: swine – 6 litters, 57 pigs; clothing – made 5 articles, repaired 3; leadership – led 2 record book workshops.

<table>
<thead>
<tr>
<th>Project</th>
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</table>
Communications

4-H is sharing ideas and skills you’ve learned with others. List the kind of presentation such as a talk, demonstration, living exhibit, newspaper article, radio interviews, etc. Use the following code for level of audience: Local (L), County (C), Area (A), State (S). Under local (L) include your 4-H group and other community groups. Indicate size of audience as shown in the example.

<table>
<thead>
<tr>
<th>Type of presentation (example: multimedia)</th>
<th>20</th>
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<tbody>
<tr>
<td>Topic (example: citizenship)</td>
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<tr>
<td>Where (audience) (example: includes size of group L-12, C-35, S-28)</td>
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</tbody>
</table>

Your Home, School, Community Activities

What you learn in 4-H can be applied to things you do in your home, school and community. Participation in other areas also can support your 4-H program. Summarize your major involvements such as athletics, other organizations and home responsibilities (such as fix evening meal during summers, mow lawn, etc.). Report participation, leadership roles and recognition. You may not have entries in all sections each year.

<table>
<thead>
<tr>
<th>Home and family</th>
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</thead>
<tbody>
<tr>
<td>School activities</td>
<td></td>
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<tr>
<td>Community activities (church, other youth organizations, etc.)</td>
<td></td>
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</tbody>
</table>

List examples of how you have helped others:
County Fair Rules and Information

Remember: Leaders and parents are not allowed in the arena/static area when the projects are being judged.

Direct criticism of/or interference with a judge, before, during or after any type of competition is prohibited. Violation of this rule shall be subject to individual disciplinary action. Should a leader or parent interfere in anyway with a judge, the parent/leader will be immediately asked to leave.

4H Building...monitoring:
Each 4-H club is expected to work in the 4-H building at the fair. Work schedules will be developed by the club leaders and posted in the 4-H building. There should be at least one leader and two members working at one time. Parents are encouraged to help. Each club is responsible for following the posted work schedule. If unable to work, you must find a replacement for that time slot. You are expected to keep the area clean. Keep a list of 4-H’ers who work because this will be considered at awards time.

HETTINGER COUNTY FAIR RAFFLE TICKETS: Before the fair each year every 4-H family will receive a book of raffle tickets from the Hettinger County Fair Association to sell. The money from the ticket sales help support the fair expenses. Sold ticket stubs, monies, and unsold tickets must be turned in BEFORE the fair. Each 4-H family is responsible for their own book of tickets.

PROJECTS:
- Cut-off date for adding or dropping a project is May 1st.
- All projects must have been made during the current 4-H program year and within the club program.
- Cloverbuds may enroll and exhibit a maximum of three projects. They will be paid premium on two projects. They will receive participation awards.
- Cloverbuds will be able to tell the judge about their project, but they will not be judged on their interview.

EXHIBITS:
- June 1st is the deadline to register for all county fair entries.
- Only exhibits made as a 4-H project may be entered.
- School projects or projects made outside of the 4-H program may be entered into the Open Class only.
- It is the 4-H’ers responsibility to have someone pick up their exhibits if they are unable to pick them up at the end of the fair.

ANIMALS:
- Animals need to be in the 4-H’ers ownership by May 1st.
- Rabbits and Poultry needs to be in the 4-H’ers ownership at least 30 days before the Hettinger County Fair.
JUDGING:
- All projects are interview judged
- Trophies are awarded in various divisions.
- Parents and leaders are not allowed in the arena/static area when projects are being judged.

ABSENTEE INTERVIEWS:
- Should a 4H’er not be able to present at the time of interview judging, they may have their exhibits judged equally with all other exhibits by providing the judge with their absentee interview judging form.
- Absentee Interview Judging forms can be located in the Hettinger County 4-H Handbook, they are also available at the Hettinger County Office or the Hettinger County website, www.ag.ndsu.edu/hettingercountyextension/.
- It is the responsibility of the 4-H member to get the project and absentee interview judging form to the County Fair.

PREMIUMS:
- 4-H Council has set up the following premium payments on ribbons and trophies:
  - Cloverbud Participation ribbon $1.00 each, maximum of 5 allowed per Cloverbud
  - Red $1.50
  - Blue $2.00
  - Reserve $2.00
  - Grand $2.00
- If a 4-H member enrolls after January 1st they may show/exhibit at the Hettinger County Fair, but he/she is not eligible to enter the premium sale.

PREMIUMS ON ANIMALS:
- Premiums will be sold on both market and breeding animals in beef, sheep, goats and wine.
- Market animals may also be sold. Bidding starts at market price.
- Premiums will be sold on one chicken, one duck, one goose and one rabbit per 4-H member.

PARADE OF CHAMPIONS:
- Leaders will organize the 4-H members for the Parade of Champions at the County Fair.
- Extension staff will obtain trophies, sponsors and request sponsors to attend the Parade of Champions. (4-H’er and sponsors may make arrangements to have personal pictures taken).
- The Extension staff will turn in the list of trophy sponsors to the County Fair Board for inclusion in their advertising.
- Group picture will only be taken at the Parade of Champions/Media purposes.

PICTURES:
- The Extension Staff will take pictures at premium sale of buyers and 4-H’er.
- The Extension Staff will send appropriate picture and thank you to premium buyers.
CLUB BOOTHS AND FLOATS:
- Grand Champion booth receives $15.00
- Reserve Champion booth receives $10.00
- All other clubs receive $5.00 for having a booth at the county fair.
- Clubs will be encouraged to have floats in the parade.

STATE FAIR:

- State Fair Rules listed in the State Fair 4-H Division Exhibit list supersedes other rules printed in the project manuals and any county literature.
- It is the responsibility of the 4-H Exhibitor to comply with the rules of the State Fair.
- All club leaders, parents, and available Extension staff are responsible for packing and marking state fair projects to be taken to the fair in Minot.
- Exhibits will be mailed to Minot at the expense of the 4-H Council unless other arrangements are made to transfer exhibits to state fair.
- The Extension Office is not liable for lost or damaged articles nor can they assure the items will be returned in the same condition as sent.
- Mailed/Shipped exhibits should be sent early to ensure that they arrive at the state fair by entry time. Mailed exhibits must have carrying charges prepaid. Address all exhibits to:
  4-H Department-North Dakota State Fair
  2005 Burdick Expressway East
  Minot, ND 58701.
- Upon return of exhibits extension staff will notify parents.

STATE FAIR ROOMS:
- Room reservations are the responsibility of 4-H families attending the fair.

FINANCIAL ASSISTANCE FOR STATE EVENTS:
If council funds allow:
- The Hettinger County 4-H Council will reimburse each 4-H’er 50% of the ND 4-H Camp that they attend.
ABSENTEE INTERVIEW JUDGING FORM
(Static Exhibits)

This form is to be used ONLY if 4-H'er is unable to attend 4-H Static Achievement Day judging of exhibits.

Ribbon Placing
Judges Initials
Judges Comments are to be placed in the space provided on page 2 of this form.

Send to State Fair if eligible?
☐ Yes ☐ No

PROJECT NAME ____________________ CLASS ____________ LOT# ____________

NOTE TO EXHIBITOR: Please fill out both pages of this form very thoroughly, just as if you were explaining your project and exhibit to a judge. The project must include all the labels or tags necessary to make the project complete as noted in the State Fair Book. (canning labels, photography labels, recipes, etc.) Remember this form is your chance to tell the judge all you know about this exhibit and project area.

I chose this project area because:

__________________________________________________________

__________________________________________________________

__________________________________________________________

Steps in making this exhibit include:

__________________________________________________________

__________________________________________________________

Skills I learned from making this exhibit were:

__________________________________________________________

__________________________________________________________

Problems I had with this exhibit were:

__________________________________________________________

__________________________________________________________

I could make this exhibit better by:

__________________________________________________________

__________________________________________________________
Other things I could learn from this project area include:

Age _____ Years in 4-H ____ Years in Project ______

4-H'ers Name ___________________ Club __________________

The above named 4-H member cannot attend interview judging of exhibits because ________________________________

I recommend their exhibits be accepted.

Leader’s Signature ______________________ Date ________

JUDGES COMMENTS

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
4-H Member's Name ____________________________

4-H Age on 10-1-2016 __________

Years In 4-H ________

Member of ____________________________ 4-H Club

Application must be in office by 09/15/17 for ordering awards

Reviewed & Revised 9/14/2015

Please read instructions on reverse side
WHY FILL OUT THIS APPLICATION FORM?

After all your hard work this year in your projects, why not go for the award that shows your completion of the year? In order to get awards in the 4-H Program you need to fill out this application.

In this section put a check mark behind the project areas you completed this year. That means you had an exhibit in this project at the county fair.

First Section: Project Awards

Second Section: County/State Activities or Contests

In this section put a check mark behind the Activity or Contest you participated in this year. This includes County, District, and State Levels.

Third Section: Special 4-H Awards

<table>
<thead>
<tr>
<th>ACHIEVEMENT AWARD:</th>
<th>May apply for and win multiple times during your 4-H career. Based on accomplishments, as well as quality and quantity of your efforts. 4-H’er has demonstrated persistence in their project endeavors. Tell us about 4-H Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUNIOR LEADERSHIP AWARD:</td>
<td>Ages 13-18 in 4-H years and must have completed 3 Community Projects. Tell us about your Jr. Leadership Experiences and your community service projects.</td>
</tr>
<tr>
<td>&quot;I DARE YOU&quot; AWARD:</td>
<td>Ages 15 - 18 in 4-H years. Given to members who demonstrated personal integrity, lead well-rounded lives and are willing to assume responsibility. Sponsored through The American Youth Foundation. Tell us about your school, church, community and home 4-H involvement. Awarded only once in 4-H members career.</td>
</tr>
<tr>
<td>KEY AWARD:</td>
<td>North Dakota 4-H Key Club award is awarded only once in a 4-H member’s career. One award given per year. 4-H’er has demonstrated their leadership skills and outstanding work in their club and community. Tell us about your leadership experiences in your club, community, school, church, etc. Should have passed your 16th birthday by Sept 1 of last year.</td>
</tr>
</tbody>
</table>

Cloverbuds do NOT fill out this form.

Reviewed and revised 9/14/15
## FIRST SECTION: COUNTY/DISTRICT/STATE

**ACTIVITIES OR CONTESTS**

Please place a check mark behind the activity or contest you completed and are applying for.

<table>
<thead>
<tr>
<th>COUNTY</th>
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<tbody>
<tr>
<td>Communication Arts Contest</td>
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<tr>
<td>Consumer Choices Contest</td>
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<tr>
<td>Project Expo</td>
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<td>Buy &amp; Sew</td>
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<td>Sew &amp; Show</td>
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<tr>
<td>Other (explain)</td>
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<table>
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<tr>
<th>DISTRICT</th>
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<tbody>
<tr>
<td>Communication Arts Contest</td>
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<td>Other (explain)</td>
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<tr>
<th>STATE</th>
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<td>Communication Arts Contest</td>
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<td>Sew &amp; Show</td>
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<td>Shooting Sports</td>
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<td>Archery</td>
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<tr>
<td>Other (explain)</td>
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</table>

Reviewed & Revised 3/09/16

**Group/Club Projects**

List any club projects done by members
SECOND SECTION: PROJECT ACCOMPLISHMENTS

Please indicate your project ribbons & awards, as well as what you did in the project this year.
(see examples)

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>ACCOMPLISHMENT</th>
<th>RIBBONS / AWARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE:</td>
<td></td>
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<tr>
<td>Beef - Market</td>
<td>Raised 2 beef steers, demonstration at club, showed at County Fair and KFYR show</td>
<td>Grand Trophy -1, Blue - 1</td>
</tr>
<tr>
<td>Example: Health</td>
<td>Took a first aid class, demonstrated at club, exhibited a first aid kit</td>
<td>County blue</td>
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<tr>
<td>EXAMPLE:</td>
<td></td>
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<tr>
<td>Foods - Be A Better Baker</td>
<td>Made 3 different types of drop cookies, 2 cakes, demonstration at club</td>
<td>County blue - 2, State blue - 1</td>
</tr>
</tbody>
</table>
SECOND SECTION: SPECIAL 4-H AWARDS

Refer below for Specific Award requirements.

*****Please CIRCLE THE AWARD YOU ARE APPLYING FOR AND USE THE BACK SIDE OF THIS SHEET TO WRITE YOUR STORY*****

SPECIAL AWARD DESCRIPTIONS

ACHIEVEMENT AWARD: May apply for and win multiple times during your 4-H career. Based on accomplishments, as well as quality and quantity of your efforts. 4-H'er has demonstrated persistence in their project endeavors. Tell us about your 4-H accomplishments from the past year detailing what you did to learn about each project, what you worked on in this project, and the end results at the County and State Fair if appropriate.

JUNIOR LEADERSHIP AWARD: Ages 13-18 in 4-H years and must have completed 3 Community Projects or volunteer experiences as part of this project. Please answer 1 & 2. (1) Please share what these were, what you learned from them, and how you believe this experience enhanced your leadership skills. (2) As a Jr. Leader in Hettinger County we also expect that you took part in providing leadership to your club. What did you do within your club that showed leadership? What did you learn from this and how will you work within your club to improve your leadership skills in the coming year?

**The I Dare You and Key Club Award- one essay could be written that completes the requirements of both if applying for both.

"I DARE YOU" AWARD: Ages 15 - 18 in 4-H years. Awarded only once in a 4-H member's career. Given to members who demonstrated personal integrity, lead well-rounded lives and are willing to assume responsibility. Sponsored through The American Youth Foundation. Tell us about your school, church, community and home involvement. Be sure to tell us what responsibilities you had and how you believe you demonstrated integrity, assumed responsibility and became a more well rounded person.
**KEY AWARD:** North Dakota 4-H Key Club award is awarded only once in a 4-H member’s career. 4-H’ers should have passed their 16th birthday and been in 4-H work at least 3 years. Award is based on leadership responsibilities, project accomplishments, personal development, activity participation, demonstrations/public speeches presented, talks, reports, and committee activities.
General 4-H Information

ENROLLMENT:
- The Extension office will ensure that each club leader receives a copy of the North Dakota Family Guide to 4-H for each 4-H family as soon as it’s available from NDSU. Re-enrollments will be done at this time as well. Each new enrollment period begins September 1st. The 4-H’er will have the option to register online at www.4honline.com or complete a paper form; which is available at the Extension office.

COUNTY AWARDS:
- To qualify for County Awards the 4-H member shall:
  - Complete the county awards application form (at a minimum – return the cover page, the first section, and the second section is optional).
- Award application must be turned into the office by October 1st to be considered for special county/district/state awards above and beyond exhibit(s) displayed/shown at the county fair.
  - Exhibit a minimum of one project at county fair.
  - The Extension Agent will obtain sponsors for County Fair ribbons and trophies.

CLUB OF THE YEAR:
- Club of the year will be determined by the Extension staff and the 4-H Council using the following criteria:
  - Meeting reports to the Extension office within 5 business days of the meeting.
  - Newspaper report to the Extension office within 5 business days of the meeting.
  - Demonstrations given
  - Assignments made for next meeting
  - Recreational Activities

OTHER ACTIVITIES:
- Booth at Hettinger County Fair
- Float at Hettinger County Fair
- Project completion-percentage basis, divided by four
- Exhibits at Fair
- County Communication Arts Contest
- District Communication Arts Contest
- State Consumer Choice
- County Showcase: Fashion Revue and Project Expo
- State Showcase
- % of member attendance at club meetings for the year divided by 5
- Representation at 4-H Camp
- Enrollment forms due in the Office by December 1st
- National 4-H Week Activity
- 4-H Club picnic or similar outing
- Exhibit at Crop Show/Lemmon Jr. Livestock Show & Sale or other similar show
REQUIREMENTS TO COMPLETE A 4-H YEAR:
- Attend 4 club meetings during the 4-H year
- Be properly enrolled in project areas
- Complete a minimum of one project, excluding Cloverbud members.
- Exhibit a minimum of one project at County Fair, Cloverbuds must volunteer at county fair.
- Submit a complete record book for the project where required, excludes Cloverbud members.

REQUIREMENTS TO COMPLETE A 4-H YEAR AS AN INDEPENDENT 4-H MEMBER:
- Be properly enrolled in each project area
- Prepare and submit to the County Extension Office personnel a project plan for approval by the 4-H Council. The Extension Office will copy the project plans and submit to council for their approval.
- Submit a mid-year enrollment report
- Exhibit a minimum of one project at the County Fair to include a record book for each project that requires a book.

JUDGING JACKETS:
- Criteria for receiving a Judging Jacket:
  - Must be a member of a county Senior Judging Team and participate at the State contest.
  - Must have participated in the judging activity for at least two years.
  - A 4-H’er will only receive one jacket during their 4-H career.
  - The jackets awarded each year will be determined by the county 4-H leaders.

4-H DRESS CODE (FOR ALL 4-H EVENTS):
- Exhibitors not following the dress code shall receive reduced premiums equivalent to one ribbon placing.
- It is recommended that 4-H participants wear dark jeans/slacks/skirts, a white shirt or blouse with a 4-H emblem on the front.

EXCEPTIONS TO THE ABOVE DRESS CODE:
- Jr. Leaders who have earned a 4-H shirt may wear them at the County Fair.
- Livestock exhibitors should wear boots/protective shoes for safety and a long sleeve shirt.
- Rabbit and poultry exhibitors must wear a long sleeve white shirt with the 4-H emblem.
  - Horsemanship exhibitors:
    - Must wear long sleeve solid white shirt with a 4-H emblem on the front.
    - Wear STM-SEI approved helmet for all mounted events (western hats are permitted for showmanship).
    - Western boots
    - Blue or black colored jeans (dark colored) and a belt
    - Jewelry or ties are not permitted
    - Gloves are permitted only in English events