

# CONVERSE COUNTY 4-H

## September Newsletter



### A Note From the Educator

September means the 2024-2025 4-H year is almost over. As we wrap up this year, please remember there are multiple deadlines coming up this month.

Record Books are due for judging on September 15<sup>th</sup>. A printed copy must be turned in to the Extension Office to be judged

Achievement Award voting opens on September 2<sup>nd</sup> and will close on September 15<sup>th</sup>.

Market Sale requirements are due on September 30<sup>th</sup> for those of you who sold a 4-H animal. This includes submitting a Record Book on ZSuite and emailing me proof of a buyer thank you.

If you have checked out keys, supplies, or curriculum, those also need to be returned to our office by September 30<sup>th</sup> so we can start the new year with all of our inventory.

With the end of the 4-H year comes a reminder about re-enrolling for the next 4-H year. Enrollment will open on October 1<sup>st</sup>, you must re-enroll on ZSuite to participate in any 4-H activities.

Have a great month!

*Kellyanne Doyle*

### IMPORTANT DATES

**September 1:** Extension Office Closed

**September 15:** Record Books Due

**September 22:** October Newsletter Information Due

**September 30:** Market Sale Check Requirements Due

**September 30:** Last day of 2024-2025 4-H Year





# September 2025



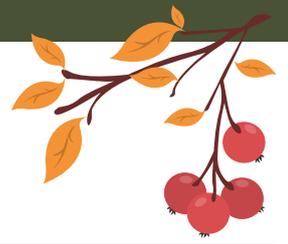
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 <b>HAPPY LABOR DAY!</b> USA Office Closed	2 Achievement Award Voting Begins	3	4	5	6
7	8	9	10	11 Kellynne out of office- Wheatland	12	13
14 Sand Creek Meeting	15 Record Books due for judging (printed copy required)  Achievement Award Voting Closes	16	17	18	19	20
21	22 October Newsletter Club/Project Updates & Info Due  hello FALL	23	24	25	26	27
28	29	30 Market Sale Check Requirements Due (Record Book and Proof of Buyer Thank You)  Last day of 2024-2025 4-H Year	1	2	3	4

• All dates and times are subject to change





# October 2025



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1 <b>New 4-H Year</b>  Enrollment opens for 2025-2026 4-H Year (Must Re-enroll)	2	3	4
5 National 4-H Week	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 November Newsletter Club/Project Updates & Info Due	21	22	23	24	25 Annual Achievement Awards & Family Social 2-5 PM
26	27	28	29	30	31	1

• All dates and times are subject to change



# Club Updates

**Deer Creek**

**Dry Creek Willing Workers**

**Future Stars**

**LaBonte Sagebrush**

# Club Updates

## Magic Chefs

## Sand Creek

The club's next meeting will be on September 14. The club will be doing officer elections and end of the year club awards.

## Walker Creek

The schedule of upcoming meetings:

No August meeting

## Wild Bunch



## REMINDER

*Record Books are due for judging  
September 15th by 4:30 p.m.  
A printed copy must be turned  
in to the Extension Office to be  
judged.*



**2025-2026 4-H YEAR**

**Enrollment opens on  
October 1st! You must  
re-enroll to participate  
in the new 4-H year**



**ENROLL ONLINE AT  
[4H.ZSUITE.ORG](http://4H.ZSUITE.ORG)**

**IMPORTANT  
REMINDER!**

**MARKET SALE  
REQUIREMENTS  
ARE DUE ON  
SEPTEMBER  
30TH!**

**You must submit a Record Book on  
ZSuite (or a printed copy for  
judging) and proof of a buyer  
thank you to [kdoyle6@uwyo.edu](mailto:kdoyle6@uwyo.edu) to  
receive your check!**



# *How to Write a Thank You*

## **Greeting**

Greet the buyer/donor by name

## **Thank You**

Thank the buyer/donor for their purchase/donation. It's okay if it's simple- this is a sincere expression of appreciation.

## **Talk About Use**

Say something nice about the item donated/ item purchased, then talk about how you will use the donated item/money from the sale.

## **Get Personal**

Talk about what it means to you personally..

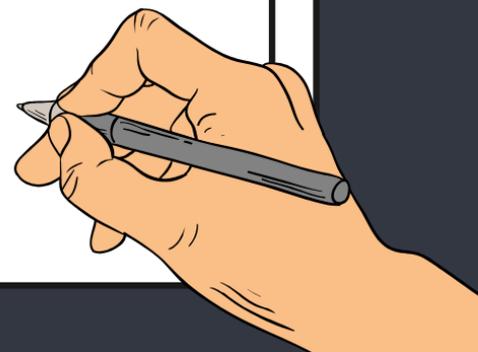
## **Thanks Again**

You can never say thank you enough! End with "thank you again", or similar.

## **Signature**

Sincerely, all the best, etc., and then sign your name.

*Thank yous should be hand-written by  
the member, not their parent/guardian!*



**UPDATED 8/27**

**THE FOLLOWING MEMBERS HAVE  
ITEMS IN THE OFFICE TO PICK UP:**

KAMRYNN BREWER

RILEY CARTER

CARTER FELTON

SAVANNA FELTON

KAYLA GRANT

REINER MOON

MADISON MOORE

PAYSEN PETERSON

JAMES REED

KELTON STEWART

RYLEE STEWART

LAURA STOLTENBERG

MEGAN STOLTENBERG

LORELAI TAYLOR

SOPHIE WHITE

BRECKLEY WILLIAMS

**ITEMS MUST BE PICKED UP BY  
SEPTEMBER 13TH!**



# **VOLUNTEERS NEEDED**

**We are looking for adult volunteers to help judge 4-H Record Books! If you're interested, please reach out to us or stop by the Extension Office.**

**Want to help out, but can't judge them during our office hours? You can check out some Record Books and take them home to judge in your free time!**



# 2025 ACHIEVEMENT AWARDS

It's time to pick the winners of our annual Achievement Awards! Be sure to cast your vote by scanning the QR code or visiting <https://forms.gle/TjfKYctvhdnhdkCc9>.



**Voting is open September 2<sup>nd</sup> - September 15th**



# NATIONAL 4-H CONGRESS

**NOVEMBER 28-DECEMBER 2, 2025  
ATLANTA, GEORGIA**



An opportunity for youth to expand their skills, connect with fellow 4-H members, and be inspired to make a positive impact in their club, community, county, country and world.

All 4-H members who are at least 14 years old as of January 1 are eligible to be part of the 2025 Wyoming delegation.



Apply by September 15<sup>th</sup> online.  
• More information at  
<http://www.uwyo.edu/4-h/opportunities/travel.html>



# IGNITE BY 4-H



## HOW

### Applications

Applications are currently open and open until full. Apply now to insure a spot!  
[https://wyoming4h.formstack.com/forms/ignite\\_4\\_h](https://wyoming4h.formstack.com/forms/ignite_4_h)

## WHEN & WHERE

**March 25–29, 2026**  
**Washington DC**

### “Where Possibilities are Endless!”

Teens collaborate, create, and cultivate a passion for expanding their minds, and their world.

## WHY

- Travel. Connect with Teens Nationwide. Explore Your Future.
- Experience Renowned Speakers, Hands-On Workshops, and Real-World Career Insights

## WHAT



Name:

How old were you on January 1st of this year?

Age Division: 8-10 (Junior) 11-13 (Intermediate) 14-18 (Senior)

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# ZSUITE RECORD BOOK

**1** Project Report

**2** 4-H Involvement



# ZSUITE RECORD BOOK



## Why should you complete a record book?

- Learn to set goals, make plans to achieve those goals, learn to adapt to challenges and obstacles.
- Get practice keeping records.
- Track your activities, events, skill development, expenses, profits, and much more.
- Measure your achievements and growth.
- Use it for scholarships, resumes, or job applications.
- Help earn points towards Honors Club.
- Reflect on how far you've come over the years!



You can add record books in ZSuite at the beginning of the year. Working on your record book during the year helps you remember what happened and makes it less work at the last minute!

## What's In Your Book?

### 1 PROJECT REPORT

Goals  
Project Plan  
Supplies, Expenses & Income  
Exhibits & Summary  
Project Pictures and Clippings

**Complete for EACH project**

Check ZSuite under "Clubs" tab to see what you're signed up for.  
(Market Swine, Breeding Sheep, Archery, Photography, Outdoor Recreation, etc.)

### 2 4-H INVOLVEMENT

4-H Awards & Recognition  
4-H Leadership  
4-H Community Service  
4-H Participation

**Ongoing - Add to it each year**

4-H Story  
4-H Year Pictures & Clippings  
Other Participation

**Complete for current year**



# Your First ZSUITE RECORD BOOK

# 1 Project Report



- Log in to ZSuite
  - Choose a member's profile
- Then select "Record Books" from the menu in the left sidebar
- Start by choosing the "Add Record Book" button from the bottom of the list
- The Project Name is how the Record Book will appear in your list.
  - Name it something that helps you stay organized (Archery - 2nd Year, Dog 2023, etc.). You will have a Project Report for every project for every year.
  - You need one Project Report record book for every project (market swine, archery, photography, etc) not separate ones for every animal or exhibit you make.
- Fill in the rest of the information from the drop down menus.
  - Project Year and Project End Year will be the same.
  - The dates are when you started and ended the project or the 4-H year (like October 1st to when you turn in your record book)
- Once you save, the Project Report book will appear in the list in the Record Book tab. Use the blue edit pencil to change the Project Name or Dates. Click on the orange title to select it, then choose the "Project Information" button on the left.
- Start with the tabs on the left early in the year! Set goals first, take an inventory, put in expenses and income or even pictures as they happen! Then finish off your book by filling in your summary at the end of the year.

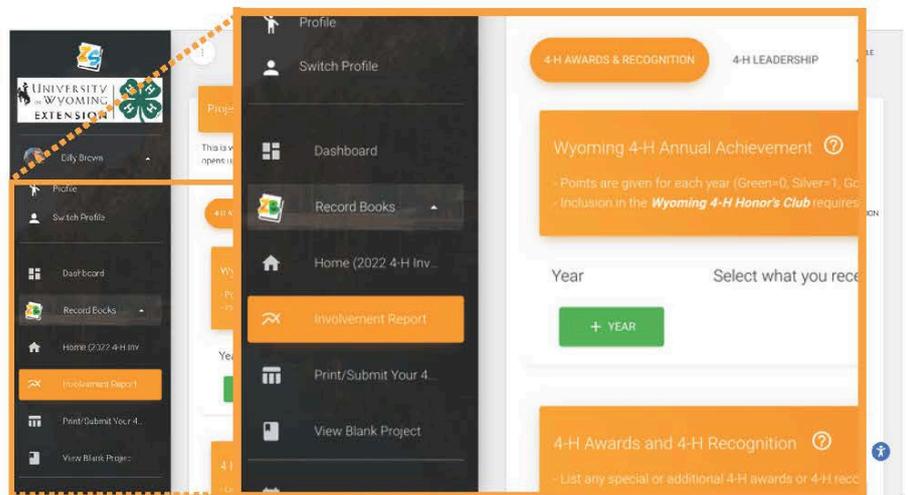
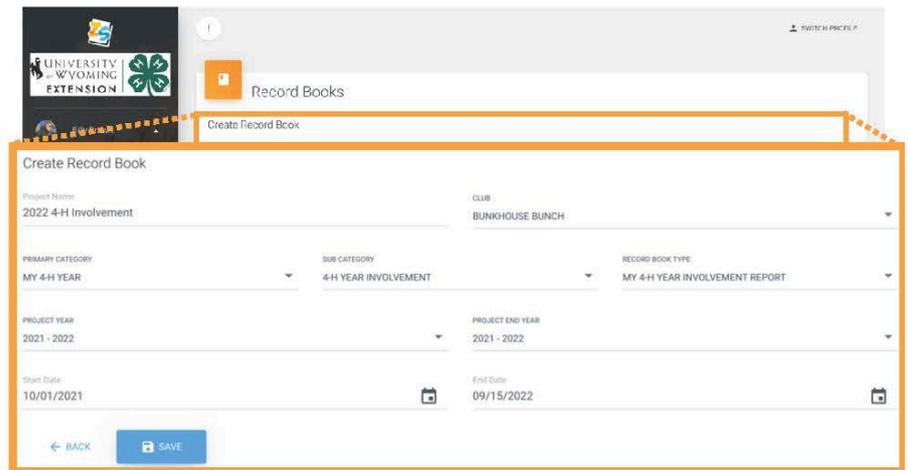
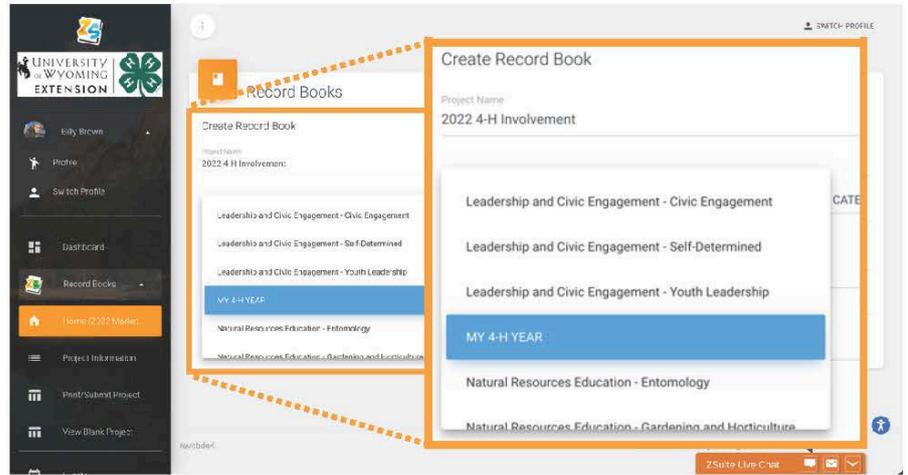


# Your First ZSUITE RECORD BOOK

## 24-H Involvement



- You also need to add a Record Book for your 4-H Year Involvement.
  - Go to "Add a Record Book" and select "My 4-H Year" in the drop down menu with the Project Report options.
  - Fill in the details for the year you are reporting, then save this record book section.
- You will build on the Involvement Report over the years so you can use the same one every year (or transfer the old information to a new one every year).
- Go through each tab of the report to complete each section.
  - Remember that you will have all your 4-H years in these sections (except the story and pictures). Make sure to add your dates so you can tell what years the activities were from as you add more to them!
  - Fill in community service, 4-H activities etc. as they happen so you don't forget!
- If you don't know what kinds of activities you should include in each section don't hesitate to ask your leaders or the Extension Office for examples!





You should set SMART goals at the BEGINNING of your 4-H year! You can start by adding record books for each project you will be doing during your 4-H year. These will be your Project Reports. Start working on your record book early! Think about what you've already learned in your projects, and about the things you'd still like to learn. Your goals should GROW with YOU!

Let's make it...

**S**  
Specific

Choose one thing you want to improve or one skill you want to learn.

**M**  
Measurable

What will you have at the end to know you reached your goal? Try to make it a number.

**A**  
Attainable

Think about what you can get done with your 4-H year! Make it reasonable and challenging!

**R**  
Relevant

Make sure your goal is related to your 4-H project. As you spend more years in a project, make your goals more challenging.

**T**  
Time-Bound

Give yourself a timeline. You can have a short-term goal you finish in a couple weeks or months. Or a long-term goal that takes you all year.

Let's try it!

Practice writing a SMART goal...

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Then make a Plan...

Some things to consider:

- Going to 2 practices a week.
- Watching videos online.
- Asking a leader, parent, sibling, or friend for help (especially for Juniors).
- Marking days on your calendar so you don't forget to keep working on the goal.
- Finding a friend with the same goal to help keep you going.
- **THE LIST GOES ON!**
- Going to monthly project meetings.
- Attending a clinic or a camp.

Talk about specific things you want to do to help you reach each of your goals! As the year goes on think about how your plan has gone. Whether it went well you you needed to make changes.





GOALS

SUPPLIES

EXPENSES/INCOME



### At the beginning of the year:

- What do you already have? Things you use for your project every year, such as:
  - Archery - your bow, arrows, gloves, quivers things you keep for years
  - Livestock - feed buckets, blowers, stands, breeding animals you keep
  - Visual Arts - paint brushes, markers, household items you use that you already have on hand
- If it's your first year in a project, you might not have much on hand already. If you've done the project before, look at what you had on hand or bought in previous years. Do you still have those things? They should be listed under your equipment.

SUPPLIES

EXPENSES/INCOME

SUMMARY



### Throughout the year:

- What do you still need? Things you needed to buy during the year, such as:
  - Archery - New fletching for arrows, new quivers, if you bought a bow
  - Livestock - Feed, fitting supplies, new show sticks, any market or new breeding animals you got this year
  - Visual Arts - canvases, new paints, poster boards
- Expenses can also include any classes, clinics, or camps you paid to attend for your project.

### Throughout or at the end of the year:

- Income is where you'll put anything you sold, gave away or kept for yourself.
  - Did you sell an animal? This could be a market animal or through your breeding program.
  - Did you sell any crafts? At a craft fair, to friends or family, etc.
  - Did you give away any supplies to someone else? If it's your last year in a project or you replaced old supplies you can put if you gave away or donated old supplies.
  - Did you keep anything for yourself? Include if you kept a market animal for your family, made a piece of art or piece of equipment that you kept or will use for yourself.

EXPENSES/INCOME

SUMMARY

PICTURES



## What did you learn this year?

- Go back to the goals you set for yourself at the beginning of the year.
  - What specific things did you do to help you accomplish your goals?
  - What challenges did you have?
  - Did your goals change during the year?
  - Did you create more goals throughout the year?
  - What skills did you learn?
  - Who helped you?
  - Where did you find information?
- What activities did you do for the project?
  - How many practices/project meetings did you attend?
  - Did you do any workshops, clinics, jackpots, shows, competitions, or fairs for the project?
- Explain the skills or knowledge you gained from participating in this project this year.
  - I learned how to...
    - compare cost of different brands of ingredients.
    - control my breathing to improve my shooting accuracy.
    - use acrylic paints on ceramic.
    - ...etc.
- How will you apply what you learned to other areas or to future years in the project?

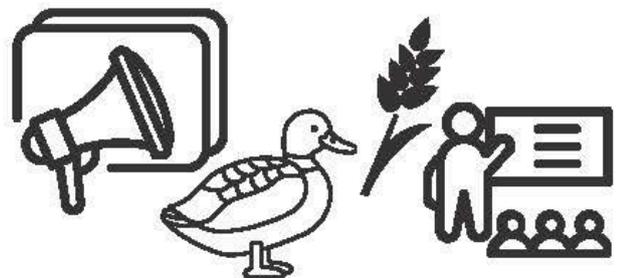


## Exhibit

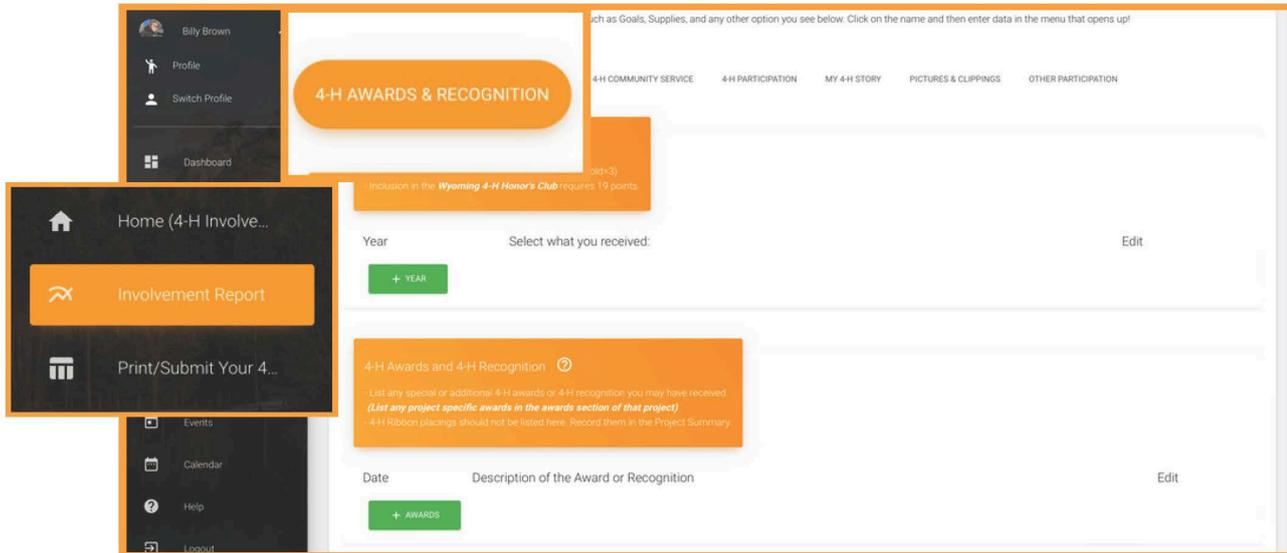
Not all sharing experiences will have a placing/award.

## What did you exhibit or share for your project?

- These will include:
  - indoor/static exhibits during fair
  - showing your animals
  - giving presentations on your project
- You should put a ribbon or placing if you got one, but other awards you got for your exhibits should go in the awards section (if you got a ribbon for your class and were an overall champion, just the class ribbon goes here)..



The Involvement Report will be added to every year  
(All your 4-H years should be in one Involvement Report).  
You can use the same Involvement Report every year or add previous years.



## Annual Achievement Points (Gold, Silver, or Green).



- Usually you receive Achievement Points based on your Record Book. For the current year, you can select "None" from the list. You can edit this after you receive your Achievement Level.



- The year is the calendar year you are turning in your record book or receiving the Achievement Level.



- The Involvement Report can be added to every year, so once you get your Level, you can add it to your book so you don't forget for next year.

## 4-H Awards and Recognition

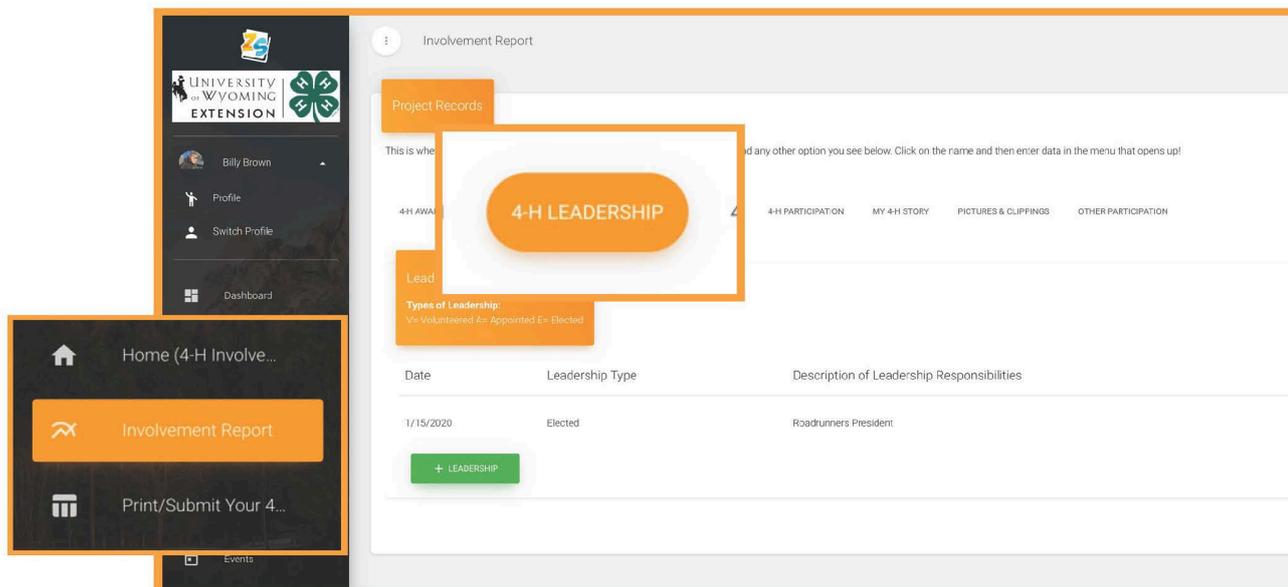
- Project placing ribbons (Purple, Blue, First, Second, etc.) should go in the Project Report they go with. Only list additional awards like Overall Champion, Best of Show, Outstanding Overall Exhibit, etc.
- Other awards that could go here:
  - Cash Awards, Scholarships
  - Seals, Certificates
  - Plaques, Trophies, Belt Buckles
  - Trip Awards



\*\*\*Don't leave blanks, put "N/A" if needed



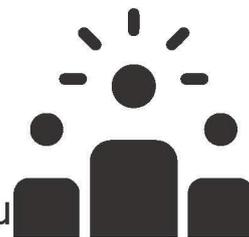
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(All your 4-H years should be in one Involvement Report).  
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## Leadership comes in many forms!

For younger members it can be as simple as leading a pledge, or seconding a motion.

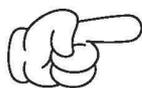
Make sure your leadership responsibilities GROW with you



## Leadership Types



- **Volunteer:** These are things you have signed up for or asked to do. Giving presentations, making motions, public speaking, helping with workshops or programs, judging events, or fairs.



- **Appointed:** Things you've been asked to do, like if you're asked to lead a pledge, or join a committee.

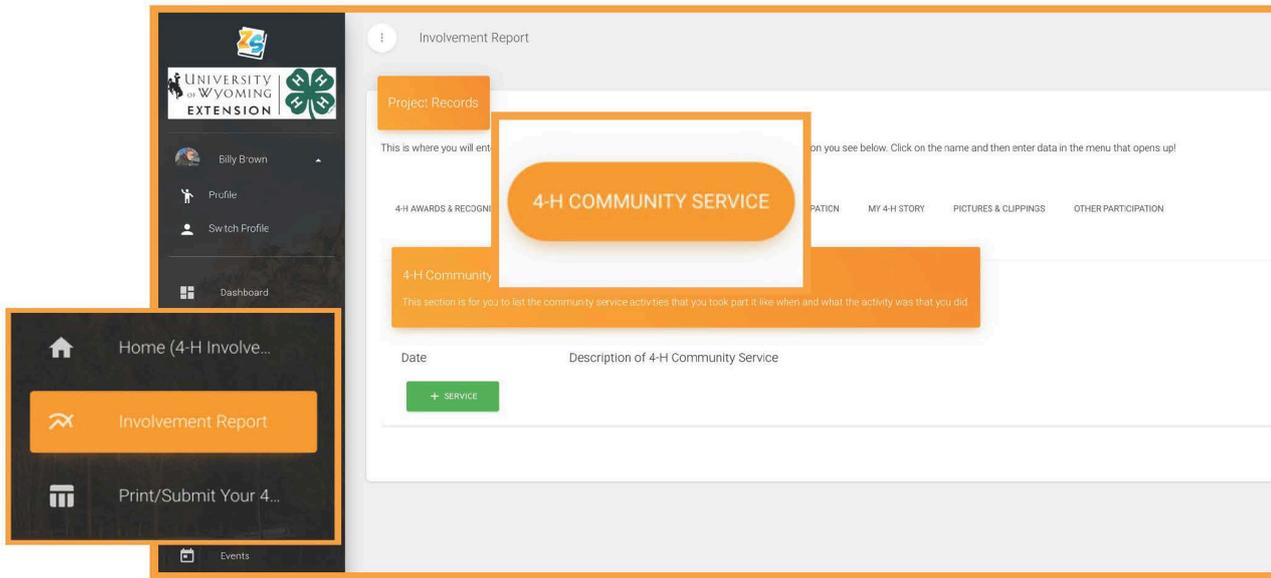


- **Elected:** Responsibilities people voted for. Usually this is holding a 4-H office like club secretary, president, etc. You can include just being nominated or running for an office (especially if it's your first time) as an appointed leadership role.

Don't just put a general activity, explain how the role applies to leadership. Don't forget dates to show your progress over the years!

\*\*\*Don't leave blanks, put "N/A" if needed

The Involvement Report will be added to every year  
(All your 4-H years should be in one Involvement Report).  
You can use the same Involvement Report every year or add previous years.



## Using your "hands for larger service"

- These are all the things you did during the year to help others out, without getting anything in return.
  - These can be things you do with your club, as a county, or on your own. Make sure you describe what you did, how much was collected, how many people helped or how many people received help! You might do some of the same activities every year so don't forget to put dates on your activities.



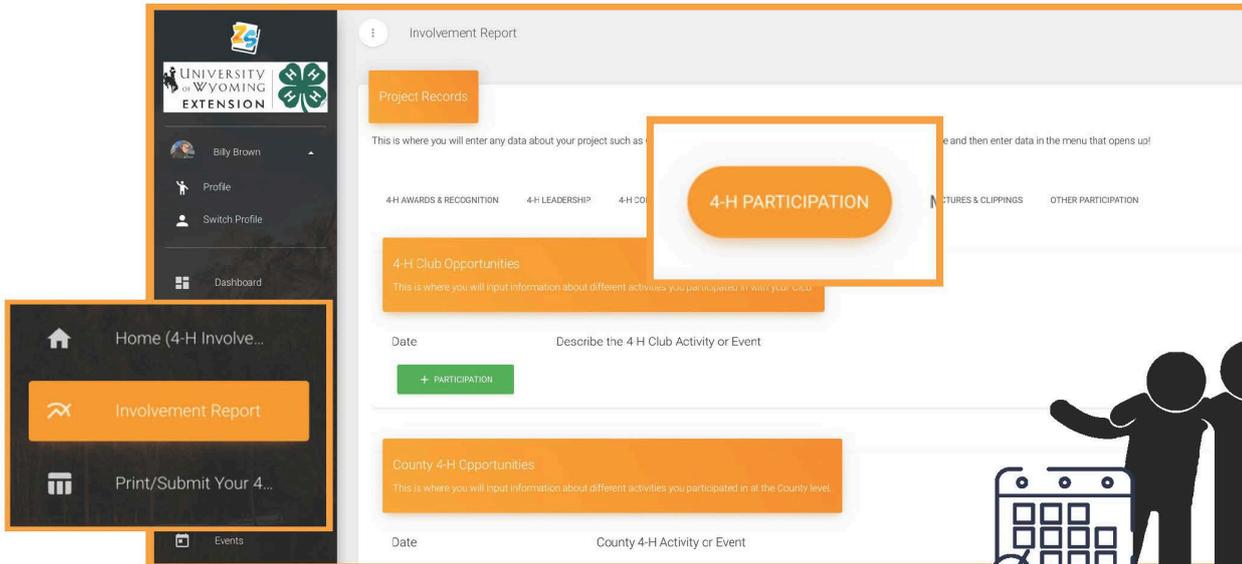
## Some ideas:

- Donate to or volunteer at a soup kitchen, food pantry, animal shelter, disaster relief efforts, or other donation based charities
- See if you can make cards or spend time at a senior center or hospital
- Help with a road side clean up, or park or fairgrounds clean-up
- Adopt a family during the holidays (Make/donate meals, Angel Trees, Valentines, Easter Baskets, May Day, etc.).

\*\*\*Don't leave blanks, put "N/A" if needed



The Involvement Report will be added to every year  
(All your 4-H years should be in one Involvement Report).  
You can use the same Involvement Report every year or add previous years.



## Show what you've done this year!

- List all the activities you've done at the club, county, state, or national level.

### Club Activities:

- Attending club meetings (save space and put how many you attended in one line), Club holiday parties, Club fundraisers

### County Activities (activities with multiple clubs in your county) :

- Helping or participating in a 4-H carnival, County Fair, County Contest, Achievement Programs, County Project Meetings, Workshops, Classes or Clinics.

### State Activities (activities with multiple counties):

- State Contests like Showcase Showdown, State Fair, State Shoot/Raton, Judging Contests, etc. WYLE, State Leaders Conference or other State events

### National Activities (activities with multiple states participating):

- Citizenship or Leadership Washington Focus, National 4-H Congress, Western National Roundup, NILE, etc.

\*\*\*Don't leave blanks, put "N/A" if needed



You should write a new story each year. It could follow the same general outline, but make sure you tell this year's story, and it's not the same story every year. This is a story, don't just write one or two lines. Show your growth!

**Write about how your year in 4-H has been!**  
 Talk about how your time in 4-H has helped you feel good about yourself, influenced you in school, your career goals, or your free time.

## Some things you can include in your story:

- Introduce yourself:
  - Your name, what grade you're in, how many years you've been in 4-H.
- Highlights from your 4-H projects and activities (what did you enjoy, what didn't go like you thought it would, what might you do differently next year?)
- What did you enjoy most about your 4-H year?
- What was the most successful part of your 4-H year?
- What did you learn in 4-H this year (that you maybe haven't talked about as part of your projects)?
- Did you have any challenges? What happened? What did you do?
- What leadership or community service or other activities did you learn the most from?
- Did you use the things you learned in 4-H in other parts of your life?
- How was this year important to you?
- What are your future plans in 4-H? What are your future plans for school or for a career?





Extension  
Converse County

## Office Location

1839 Madora Ave  
Douglas, WY 82633

## Contact Information

(307) 358-2417

Kellynne (4-H Educator):

kdoyle6@uwyo.edu

Jamie (Administrative Assistant):

converse@uwyo.edu

## Office Hours

Monday-Friday  
7:30 a.m.-4:30 p.m.



## Converse County 4-H Website

<https://www.wyoming4h.org/converse4h/>



## Converse County 4-H Facebook

<https://www.facebook.com/Converse4H>

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