

The 4-H Family Handbook

Welcome to Crook County 4-H! We are excited to help you and your family begin an exciting adventure with the 4-H program! This guide should answer many of your questions and orient you to the 4-H program. 4-H can be complicated and overwhelming in your first few years, so please make sure to ask questions and request help!

Important Info:

This book belongs to the _____ family.

We belong to the _____ 4-H club.

Our club leader(s) are: _____

Their phone numbers are: _____

Their email addresses are: _____

Crook County 4-H Contact Info:
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Sundance, WY 82729
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What is 4-H?



What is 4-H?

4-H is the largest out of school youth organization in the United States with over 7 million youth members.

The purpose of 4-H is to help youth acquire knowledge, develop life skills, and



form attitudes that will enable them to become self-directing, productive members of society.

With the help of 540,000 volunteers, 3,500 professionals, and 60 million alumni nationwide, 4-H'ers participate in fun,



hands-on learning activities supported by the latest research of the nation's 109 land-grant universities focused on three

areas: healthy living, citizenship, and science. Members learn life skills, make new friends, enhance self-esteem, achieve personal goals, develop positive relationships with peers and volunteers, and have fun learning and sharing as a family and a club.

Youth experience 4-H as members of a 4-H club and completing project work. 4-H'ers can compete with their projects in contests at the local, state, regional or

national levels and also attend conferences and events.

There are Cooperative Extension staff responsible for 4-H programs in every county in Wyoming. Whether you live in a city or rural area, there's something for you in 4-H.



What are Life Skills?

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

- ⇒ Critical Thinkers
- ⇒ Active Citizens
- ⇒ Caring Human Beings
- ⇒ Innately Curious
- ⇒ Self Sufficient
- ⇒ Adaptable to Change
- ⇒ Connected to others in the Community



What is 4-H?



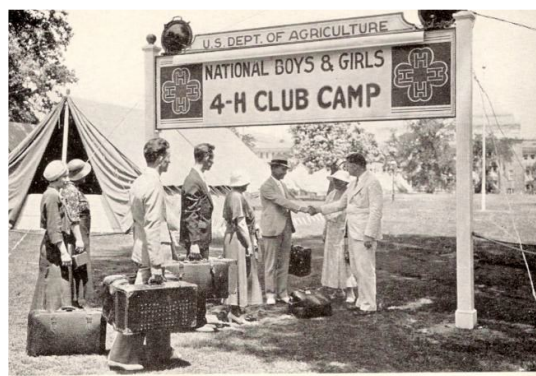
4-H History

4-H can trace its roots back to the late 1800's when researchers began to realize that in order to encourage farmers to adopt research-based farming practices, they



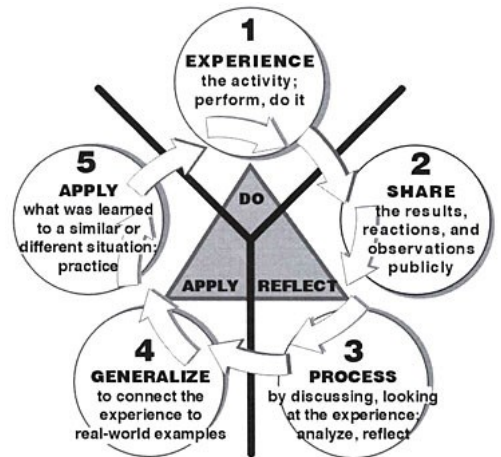
would have to harness the innovation and motivation of rural youth. As a result, agricultural research was delivered through the use of youth programs, and the first formalized 4-H clubs date back to 1902. During this time, educators encouraged youth in their communities to organize for the purpose of bringing agricultural research and innovation to the community.

The 4-H program was formalized in 1914 with the passage of the Smith-Lever Act, making youth programs a part of the Cooperative Extension Service administered by the USDA through the nation's land grant universities. 4-H programming at this time primarily focused on agriculture and home economics.



4-H Learning

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



How do we learn?

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



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

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



What is 4-H?



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



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



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



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



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



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



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



4-H Facts and Information



4-H Impact

According to the 4-H Study of Positive Youth Development, a longitudinal study conducted by the Institute for Applied Research in Youth Development at Tufts University, youth engaged with 4-H are:



- Nearly two times more likely to get better grades in school.

- Nearly two times more likely to plan to go to college.



- 41 percent less likely to engage in risky behaviors.

- 25 percent more likely to positively contribute to their families and communities.



4-H Mission

A world in which youth and adults learn, grow and work together as catalysts for positive change.

4-H Vision

4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.



4-H Slogan

Learn by Doing



4-H Motto

"To make the best better"

4-H Brand

Join the Revolution of Responsibility!

**JOIN THE
REVOLUTION
OF RESPONSIBILITY**

4-H Facts and Information



4-H Emblem



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

4-H Colors

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



4-H Creed

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

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

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

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

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

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

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

4-H 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**.

Head: 4-H gives youth the opportunity to think and learn about new and exciting things.

Heart: 4-H encourages positive relationships between you, your peers, adults, and your community.

Hands: 4-H focuses on community service and hands-on learning.

Health: 4-H helps you learn about making choices for a healthy lifestyle and environment.



4-H FAQ



How do I enroll in 4-H?

Enrollment paperwork is due the Extension Office once every 4-H year. The 4-H year begins Oct. 1st and ends Sept. 30th but you can enroll any time.

There is an enrollment fee of \$10 to enroll in Crook County 4-H each year. These fees cover the cost of insurance, new equipment and supplies, and helps to provide opportunities to 4-H youth. All 4-H members and leaders are covered by Wyoming 4-H Liability Insurance during 4-H functions.



Different projects and events (animal projects, shooting sports, Self-Determined, etc) have different project and enrollment deadlines so check with the Extension Office if you have questions about specific projects.

All pages of the enrollment papers need to be filled out completely and signed by both the member and their guardian. Once the enrollment paperwork is turned in to the County Extension Office it



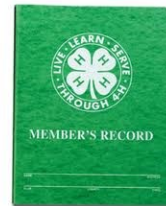
will be put in the computers and sent to the State 4-H Office. **Enrollment paperwork must be signed and turned in prior to attending any 4-H event.**



- Enrollment form – Due at any time as long as project deadlines are followed .

What paperwork am I required to turn in?

- Dog and market livestock ID's (if enrolled in these projects).
- Fair entry form (must be turned into the Fair Office, please check the Fair Book or 4-H Newsletter for deadline)
- Record Book Portfolio (must be in the Extension Office no later than September 15 of the 4-H year).



4-H FAQ



Where do I find 4-H Information?



- Follow Crook County Extension on **Facebook**. Check out the Crook County 4-H **Website**,

<http://www.wyomingextension.org/crook4h>

What is the Extension Office and where is it located?

The Extension Office is a partnership between local citizens, county government, the University of Wyoming, and the federal government. Its purpose is to bring research-based practices and knowledge to Wyoming citizens. Today, University of Wyoming Extension is aggressively changing to meet the complex needs and priorities of Wyoming citizens and their communities. The Crook County Extension Office is located at:

**PO Box 368
309 Cleveland
Sundance, WY 82729
Phone: 307-283-1192**

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What is a 4-H Club?



What is a 4-H Club? Community Clubs

A 4-H club is a group of youth supervised by one or more adult leaders, under the sponsorship of

the Extension System. Clubs can be organized within a neighborhood, a school, a business or other locations. The



size of the club should be suitable to the age of the members, meeting place and leadership support available. Clubs hold events such as fundraisers, community service activities, and have a leadership structure made up of 4-H members.

4-H clubs may sponsor needed community activities depending on the interests of the club membership.

Clubs offer opportunities and activities outside of projects for youth to learn and develop socially.



Are there types of clubs?

There are three different types of 4-H Clubs: Community Clubs, Project Clubs, and Special Interest Clubs.

Members may belong to more than one club if their interests fall within the scope of different clubs.

Community clubs have a number of members of various ages who work on a variety of projects. They may all work together on citizenship and service projects but generally enroll in various individual project areas. These clubs usually have an organizational leader and several project leaders. Most Crook County 4-H clubs are community clubs.

Project Clubs

Project clubs are organized around one project area. Project club members generally meet to work on specific project skills and perfect their techniques.



Special Interest Clubs

Special interest clubs consist of a group of youth who share a similar interest or passion. 4-H'ers of a variety of ages may join a special interest club to enhance their knowledge about a particular event or activity. An example of a special interest club might be a Community Theatre Club or Snow-machining Club.

What is a 4-H Club?



How do I join a club?

The Extension Office can help you to find a local club or program that's right for you. Or, it's easy to start a new club with some of your friends or other interested youth and a few adults willing to help.

4-H club memberships open to all boys and girls who have their 8th birthday by January 1st of the current 4-H year and have not passed their 19th birthday before October 1st of the current 4-H year. Youth ages 5-7 years old can participate in a non-competitive 4-H program called Cloverbuds

Any youth may enroll in any club that is accepting members. Finding a club that fits your schedule and interests is very important so don't be afraid to talk to club leaders before enrolling in a club. Members may also switch clubs if there is a better fit for them somewhere else.

Make sure to talk to the club leader prior to enrolling in a club.

What happens at a club meeting?

The 4-H meeting includes conducting business, educational opportunities, and recreation. 4-H meetings normally last 1 to 1 ½ hours. Clubs may meet monthly or at any time determined by the club membership.

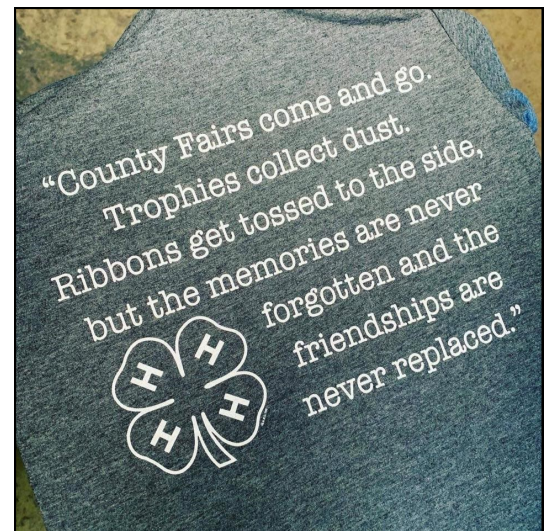
How does club membership benefit me?

The purpose of 4-H club meetings are to help youth:

⇒ Acquire new information

- ⇒ Learn to use leisure time creatively
- ⇒ Develop social skills
- ⇒ Acquire leadership and citizenship traits
- ⇒ Learn to conduct meetings
- ⇒ Build social capital

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



What is a 4-H Club?



What are club meeting activities?

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

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

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

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

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

Who leads the club?

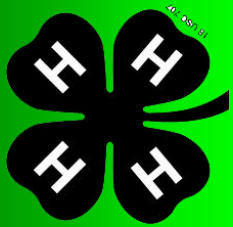
4-H members should have ownership of their club activities with guidance from adult leaders. Each club normally elects officers at the beginning of the 4-H year. Officers elected may include president, vice president, secretary, treasurer, reporter, recreation leader, and song leader. Other officers may be elected, depending on the club.

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

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



Crook County 4-H Clubs



Bearlodge Wranglers

Megan Franzen

290-2279

Beef & Bridle

Sharon Bailey

756-2865

Blacktail Hustlers

Becky Palus

467-5779

Carlile Wranglers

Kristy Dennis

County 18 Homesteaders

Stevie Phillips

752-6140

Cowboys and Cowgirls

Ginger Gerstner

680-9248

No Goats No Glory

Tanja Miller

290-2324

Range Riders

Jessie Halverson

605-431-5979

Ride & Hide

Alysa Tenke

290-0036

Silver Spurs

Project Selection



What are projects?

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

There are over 50 projects 4-H'ers can choose to work with. Most of the projects have been planned with several phases so that a member may advance to more difficult and challenging activities as he or she develops knowledge and skill. 4-H projects take on a wide variety of interests and activities and are designed to attract members regardless of their place of residence, economic status, or race.



Why should I do a project?

Along with club membership, project work is the vehicle in which youth develop positive life skills. Participating in a project helps youth:



- ⇒ Create a sense of ownership
- ⇒ Give a feeling of achievement
- ⇒ Strengthen family and community ties
- ⇒ Provide leisure time activities
- ⇒ Explore career opportunities

Further, working on projects provide members the opportunity to:

- ⇒ Learn project skills
- ⇒ Develop and understand project knowledge
- ⇒ Develop good attitudes
- ⇒ Assume responsibility
- ⇒ Participate in healthful competition
- ⇒ Make meaningful decisions

How do I complete my 4-H projects?

4-H'ers work on their project(s) throughout the year, report progress of what they



do and learn, and then exhibit their projects. Project work is conducted through various activities and events such as:

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

Most projects you can do at your own home, with the help an adult. Some projects have Project Leaders that hold classes or workshops. Watch the current newsletter for announcements about classes or workshops being held. Some projects have deadlines for enrollment and events so please make sure you ask the Extension Office or project leaders before enrolling.

Project Selection



How do I select a 4-H project?

Projects are open to all eligible 4-H members. You should select a project you are interested in and would like to learn about. Don't be afraid to pick projects you don't know much about, because the whole point of participating in a 4-H project is to learn about it.

You may enroll in the same project or a different project each year and you can enroll in as many projects as you have time for. If you are a new 4-H member it might be a good idea to start with one or two projects your first year.

If you have a project idea that isn't on the list talk to your Extension Educator to see if it would be eligible to be a Self-Determined project.

Things to consider when picking a project:

- ⇒ Does it meet the needs and interests of the member?
- ⇒ Is the project appropriate for the age and ability (physically and mental) of the member? Will it challenge him or her educationally?
- ⇒ How much time does the member have and how much time does the project require? During which season of the year will most of the activity of the project be accomplished?
- ⇒ Is the project acceptable to you as par-



ents and does it fit into the family needs and situation?

- ⇒ How much will the project cost?
- ⇒ Is adequate space and equipment available at home?
- ⇒ What are the opportunities for ownership and management responsibilities?
- ⇒ Are there leaders to help with the project, or are you willing to help the member with the project?

Crook County Projects



- Aerospace
- Archery
- Breeding Beef
- Breeding Sheep
- Breeding Swine
- Cake Decorating
- Cats
- Child Development
- Citizenship
- Computers
- Crocheting
- Dairy Cattle
- Dairy Goats
- Dogs
- Electricity
- Entomology
- Fabric and Fashion
- Foods and Nutrition
- Gardening
- Geology
- GIS/GPS
- Health
- Horses
- Horse Judging
- Horticulture
- Hunting
- Interior Design
- Knitting
- Leathercraft
- Livestock Judging
- Market Beef
- Market Sheep
- Market Swine
- Meat Goats
- Meats Judging
- Muzzleloading
- Nature and Ecology
- Photography
- Pistol
- Pocket Pets
- Poultry
- Produce Judging
- Quilting
- Rabbits
- Range Management
- Recreation
- Rifle
- Robotics
- Ropcraft
- Self-Determined
- Shotgun
- Sport fishing
- Veterinary Science
- Visual Arts
- Web Pages
- Wildlife
- Woodworking
- Wool Judging
- Youth Leadership



“A LOT OF GROUPS GO OUT THERE AND TALK ABOUT IT—WE GO OUT THERE AND **ACTUALLY DO IT.”**



JOIN THE REVOLUTION OF RESPONSIBILITY

Member Responsibilities



4-H Member Expectations

To get the most out of your 4-H experience, it is important to stay involved! As a 4-H Member you are expected to . . .

- ⇒ Join a club and participate in your club's meetings and activities.
- ⇒ Participate in county wide 4-H Events (Achievement Day, clinics and workshops, and other activities throughout the year).
- ⇒ Participate in project meetings when offered.
- ⇒ Exhibit your project(s), to complete the 4-H year you must exhibit in front of five people that are not related to you, including one 4-H leader. Usually members exhibit their projects in the County Fair.
- ⇒ Complete and turn in to the Extension Office a Portfolio Record Book no later than September 15, of the 4-H year.
- ⇒ Learn through projects and other activities.
- ⇒ Read your county 4-H newsletter! It is written for you. There is news about other 4-H clubs and upcoming 4-H events for you and your club. Keep your newsletter and other 4-H materials in a safe place. This will help you be a better member.
- ⇒ Tell your parents about important dates in advance so they can get you to the meeting or event.
- ⇒ **AND MOST OF ALL . . . HAVE FUN!!!**

Member Responsibilities



Club Member Responsibilities

A 4-H club is a group of kids working with an adult volunteer leader toward common goals. These goals are chosen and accomplished by the entire club working together. The officers and leaders can't do it alone. This means that every member of the club needs to pitch in and do his or her part!

Below are some reminders to help you help your club be successful.

Attend all of your club meetings. You can't be an active member if you're not around. Arrive on time, and plan to stay until the meeting ends. If you miss a meeting for an important reason, let your leader or an officer know in advance if possible.

Remember that, in 4-H, meetings are held to:

- ⇒ Get things done
- ⇒ Bring up new ideas
- ⇒ Build leadership skills of all members
- ⇒ Be a change of pace from everyday activities
- ⇒ Get to know other members
- ⇒ Learn and have fun

Follow an agenda during each meeting and don't get off the subject.

Go to meetings with your ideas and share them with others.

Raise your hand and be called on before speaking. Only one person should talk at a time.

Listen to what others have to say. Even if you don't agree with their opinions, it

lets you hear other points of view. No matter what, you should respect their freedom of speech.

Be a friend. Get to know other members. Help out when needed. Not all members are the same, but no one is more important than another. Be a friend and you'll have a friend!

Know how to run a good meeting. "Parliamentary procedure" is used to make sure that:



⇒ One thing at a time is discussed

⇒ Courtesy is given to everyone

⇒ Rules of the majority are followed

⇒ Rights of the minority are protected

The "official" way to suggest something in a meeting is to "make a motion." This is done by being called on (recognized) by the president and then saying, "I move that the club does..." Another club member seconds your motion. Then there is discussion and the club votes on the motion. That's really all there is to it. It just takes practice.

Give a club and county public presentation. Are you afraid to speak in front of a group? Don't worry, you can learn how in 4-H. Public speaking skills will not only help your club, but also help you succeed in everything else you do. It's not hard once you get started.

Enjoy your 4-H club. Have fun and learn at the same time!

Member Achievement



Wyoming Member Achievement

Wyoming 4-H does not require that any one task be completed in order to “complete” the 4-H year. However, an Achievement Program is in place to recognize and reward individual efforts and contributions of each youth enrolled.

Members will be recognized in one of the following three areas each year:

Membership. The member has turned in all required enrollment forms and has behaved in an appropriate manner at all 4-H activities, events, and meetings. The member is also enrolled in at least one project and one club.



Silver. In addition to the requirements of Membership, the member has exhibited what he/ she has learned at some point in the year, and has provided documentation of setting goals, knowledge/ skills gained, and participation in their project, generally through the Portfolio Record Book.



Gold. In addition to the requirements of Membership and Silver, the member has exhibited what he/ she has learned at some point in the year, and has provided documentation of participation in all essential elements of positive youth development: setting goals, knowledge/ skills gained, recognition,



leadership, community service, and participation in the county program generally through the Portfolio Record Book.

The ultimate achievement for a 4-H member is to be included in the Wyoming 4-H Honors Club.

Honors Club. In order to be included in the Honors Club, members must have shown that they have taken advantage of the opportunities in 4-H over several years. This is based on a points system. Each year a member attains silver recognition they receive 1 point, and each year a member attains gold recognition they receive 3 points. Once a member obtains a total of 19 points they will be included in the Wyoming Honors Club.

4-H Code of Conduct

Wyoming 4-H Code of Conduct

Code of Conduct paperwork must be signed each year by youth enrolling in 4-H and their parent or guardian. It is attached to the enrollment forms you get each year.

The Wyoming 4-H Code of conduct reinforces the Character Counts! education Wyoming 4-H integrates into all programming. Character Counts! education works to ensure youth are developing into ethical and thoughtful young men and women. Character Counts! education strives to encourage youth to strengthen their knowledge and build skills in the areas of trustworthiness, respect, responsibility, fairness, caring, and citizenship. These are referred to as the six pillars of character.



Trustworthiness

Integrity: Stand up for your beliefs, follow your conscience, be honorable and upright, live by your principles no matter what others say.

Loyalty: Be a good friend, stick up for your family, friends, school, and country, keep secrets, don't betray trust, and don't gossip.

Honesty: Tell the truth, be sincere, don't lie, cheat, steal, or be sneaky, tricky, or deceptive.

Reliability (promise-keeping): Keep your promises, honor your word and commitments, be dependable.

Respect

Courtesy: Use good manners, be courteous, polite, and civil to everyone. Do not insult or embarrass and hurt others.

Golden Rule: Treat others the way you want to be treated.

Tolerance and Acceptance: Respect the dignity, privacy, and freedom of all individuals, don't judge others on their character, abilities, race, religion, gender, where they live, how they look and dress, or how much money they have. Accept all points of view.

Nonviolence: Solve disagreements, never respond with physical force or insults.

Responsibility

Duty: Know and do your duty, acknowledge and meet your legal and moral obligations.

Accountability: Accept responsibility for the consequences of your choices, think long-term, set a good example, don't make excuses or blame others.

Pursue Excellence: Do your best, don't quit, be prepared, work hard, take pride in your work.

Self-control: Set realistic goals, keep a positive outlook, be prudent and self-disciplined with your health, emotions, time, and money.



4-H Code of Conduct



Fairness

Fairness and Justice: be fair and just, treat people equally, make decisions on proper considerations without favoritism or prejudice, don't take more than your fair share.

Openness: Be open minded and impartial, hear people out, consider all sides before you decide.

Caring

Concern for others: Be compassionate and empathetic, be kind, loving, and considerate, be thankful and express gratitude for what others do for you, forgive, don't be mean.

Charity: Be charitable and altruistic, give money, time, support and comfort just for the sake of making someone else's life better.

Citizenship

Do Your Share: Be a good citizen and a good neighbor, care about and pursue the common good, be a volunteer, help your school and community, protect the environment, participate by voicing your opinion, voting, serving on committees, and reporting wrongdoing.

Respect Authority and the Law: Play by the rules, obey parents, teachers, coaches and others who have been given authority, uphold the laws, respect democracy.

Wyoming 4-H Statement of Ethics

I will be worthy of trust, honor, and confidence.

I will respect all people, including myself.

I will be responsible, accountable, and self-disciplined in the pursuit of excellence, I will be just, fair, and open.

I will be caring in my relationships with others.

I am aware that my actions and decisions affect others, and will be a contributing and law-abiding citizen.

*Based on Character Counts Six Pillars of Character- A project of the Josephson Institute of Ethics

Wyoming 4-H Procedural Fairness

4-H Educators also are required to uphold the principles of Character Counts!, and they will follow these principles of procedural fairness when working with youth, parents, and volunteers:

I will inform you as soon as possible to the best of my ability.

I will not treat you differently than anyone else.

I will do my best to understand the entire situation.

You will always have a chance to tell your side of the story.

A decision will be made based on procedural fairness and notice will be given.

4-H Code of Conduct



Wyoming 4-H Code of Conduct

The following behavior guidelines and expectations are designed to make everyone's experience at 4-H events positive and safe. This means that all participants, members, adult volunteers, and 4-H staff, shall adhere to the core values of the University of Wyoming 4-H Youth Development Program; respect for the individual rights, safety and property of others. The 4-H Code of Conduct for youth outlined below is in effect for all activities involving 4-H. It applies to all activities coordinated through 4-H including local, county, district, state and national activities. Participants who fail to adhere to the 4-H Code of Conduct may be subject to a range of disciplinary actions. Immediate corrective action will be taken to ensure the safety and welfare of all participants at the event. Additional disciplinary action may be taken upon further investigation of the infraction or incident.

While attending 4-H meetings, projects, programs, and events as a 4-H member, I will:

- ⇒ Obey all rules established by the Wyoming 4-H program, the local club/program and all local, state, and federal laws.
- ⇒ Accept responsibility for personal choices.
- ⇒ Respect the authority of adult volunteers, youth leaders and 4-H staff, and others in leadership roles.
- ⇒ Not use, accept, or carry alcohol, drugs, or tobacco, nor associate with or remain in the presence of others using the substances.
- ⇒ Not carry a weapon or threaten another person with a weapon, bodily force or language.
- ⇒ Not be overly affectionate or have sexual contact with another.

- ⇒ Not gamble for real money.
- ⇒ Not use computers maliciously or access inappropriate websites.
- ⇒ Acknowledge that searches of personal property may take place when there is reasonable suspicion of violations of law or policies.
- ⇒ Be courteous and respect others including leaving sites and public places neat and clean.
- ⇒ Use appropriate language and wear acceptable clothing at 4-H activities and events.
- ⇒ Show kindness to others and give assistance when needed.
- ⇒ Be honest and honor commitments.

While attending overnight events as a 4-H member, I will also:

- ⇒ Not leave activity or event unless permission is secured from the adult in charge.
- ⇒ Be in my sleeping area and honor established curfews.
- ⇒ Not enter the sleeping areas of members of the opposite gender nor will I invite non 4-H participants to the sleeping areas.
- ⇒ Be responsible for any damage by my actions.

If I do not live up to the Code of Conduct, I know that consequences may include any or all of the following:

- ⇒ Notification of my parents and appropriate staff members
- ⇒ Dismissed from the 4-H event at my own expense and without any refund
- ⇒ Not allowed to participate in future 4-H events
- ⇒ Pay for the financial cost of damages and repairs for damage or destruction of property
- ⇒ Released to the nearest law enforcement agency and/or proper authorities
- ⇒ Terminate my 4-H membership in club programming

Just for Parents!

Parents make the Difference!

Where do parents fit in 4-H?

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

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

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

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

Good youth programs do not just happen. It takes the combined efforts of parents, youth leaders, and professionals to have a successful 4-H program. In 4-H, we have a team...a 4-H team that contributes to the positive development of youth. Parents are partners on this 4-H team and to have a successful 4-H program, parents must be regular players. Research and experience have shown that parental participation in 4-H has many benefits. These include:

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



Just for Parents!

Your Role in 4-H

Children need parental encouragement to get them started in 4-H and to keep them involved in the program through their teen years. You can help if you:

⇒**Share** - Take an interest in your child's 4-H project and activities. Listen, look, and offer suggestions, but avoid the temptation to "take over" and do things yourself. Learning by doing is the 4-H way. Your child learns by his or her mistakes as well as successes, if you provide encouragement.

⇒**Prepare** - Parents can assist by helping a child understand the value of having projects, duties, and presentations done on time, in a proper way. Also, be sure your child learns the importance of letting someone know if he or she cannot follow through as expected.

⇒**Be there** - Your child will gain more from 4-H by attending club meetings regularly and by getting involved in 4-H Camp, 4-H Fair, and many other activities. Parents can be part of 4-H, too. Don't just drop your youngster off at meetings - sit and observe. You are welcome. Get to know the club leader. Lend a hand wherever you can. However, try to remain objective and avoid "taking over" any activities. Remember, the club is for the kids. Make sure to attend trainings and orientations as they occur, especially trainings just for parents. Watch the newsletter for these opportunities.

⇒**Care** - Parents are expected to support their child's participation in the 4-H program to the best of their ability and to abide by the policies, procedures, and standards of behavior set forth by the 4-H Youth Development Program. Arrange

to attend programs and events where your child is taking part. Your presence shows that you consider your child, and what he or she is doing, very important.

If this club doesn't work out, try another 4-H club. Contact your county 4-H office.



Just for Parents!



How can I support my child in 4-H?

- ⇒ Learn what 4-H is all about and keep informed on what is happening in your county by attending Leader's Council meetings.
- ⇒ Exhibit a genuine interest in 4-H and your child.
- ⇒ Help them set realistic goals, then let them accomplish them.
- ⇒ Offer advice, but allow children to come to their own decisions and conclusions.
- ⇒ Set a good example with your sportsmanlike conduct.
- ⇒ Attend meetings and 4-H activities with your child, and encourage your child to participate in 4-H events.
- ⇒ Make 4-H a priority in your home- read the 4-H mail that comes to you, and mark your calendar for 4-H activities.
- ⇒ Provide encouragement and help in your child's project work with record keeping, demonstrations, judging, and completion of attempted work-without doing the work yourself.
- ⇒ Provide transportation for members to local club meetings and activities and countywide activities and events.
- ⇒ Provide a meeting place for a project group. Assist leaders by providing refreshments or other help. ASK how you can help your leaders.
- ⇒ Share special talents by volunteering to be a project leader.
- ⇒ Help members select, finance, and manage their projects. There are minimal costs required for project literature

and materials.

- ⇒ Help leaders conduct project work.
- ⇒ Help leaders locate and secure other qualified adults to conduct project work and help with 4-H activities.
- ⇒ Help your leaders communicate club activities to your County Educator. The Educator can provide resources and ideas to help support your club activities, but can not assist unless club activities have been communicated to the Educator.





Where can I find help with 4-H issues?

There are many people in 4-H who are ready and willing to help you with questions, issues, or problems. When you need help, try asking:

- ⇒ **4-H leaders**, adult volunteers who help lead a 4-H club or project. Leaders work with club members to plan and conduct meetings and activities. Most of all, they teach 4-H members new skills.
- ⇒ **County 4-H Educator**, the professional who is responsible for administering the 4-H program in your county. He or she is a faculty member of the University of Wyoming and is located in the Extension Office in your county. Other 4-H staff may also be available to help with county 4-H events, or to organize new clubs.
- ⇒ **State 4-H Youth Development Specialists**, these professionals have responsibility for the 4-H program on a statewide basis. Their home base is in Laramie, Wyoming at the University of Wyoming, however they are happy to provide assistance if you have questions or concerns.

What can I expect from leaders?

- ⇒ Be able to find answers to 4-H related questions.
- ⇒ Distribute necessary 4-H paperwork in a timely manner.
- ⇒ Be courteous, helpful, and display a positive attitude. Treat all members with respect.
- ⇒ Publish and distribute the 4-H Club meeting schedules in a timely manner.
- ⇒ Help 4-H club officers plan creative meetings and activities.

- ⇒ Be prepared to help club officers run an orderly meeting. Encourage members to develop their leadership skills.
- ⇒ Encourage all 4-H'ers to do/be their best.
- ⇒ Be a model for 4-H members to aspire to.
- ⇒ Assist members in learning what is available to them through 4-H.
- ⇒ Help make 4-H a fun, educational experience.

I should NOT expect leaders to.....

- ⇒ Do the work for the members; youth should have ownership of their club and activities.
- ⇒ Act as babysitters for your children.
- ⇒ Track down 4-H members to deliver needed information or to sign their 4-H record sheets.
- ⇒ Have extra copies of all paperwork, they are not bookkeepers.
- ⇒ Be perfect, we are all human and make mistakes.



Just for Parents!



Do's and Don't's for 4-H Parents

- ⇒ **DO** take time to learn about 4-H, what it stands for and how it operates.
- ⇒ **DO** advise your son or daughter in selecting projects. Help them select a project they are interested in, have the ability to accomplish and is one you can help furnish needed materials, facilities, financing and guidance.
- ⇒ **DO** show your interest and enthusiasm for the projects selected. Find out what is suggested for members to do and learn. Encourage your child to work on the project and record keeping all year long, and not to wait until the last minute.
- ⇒ **DO** encourage your child to participate in county and state events.
- ⇒ **DO** keep the purpose of the 4-H project in perspective. Realize that a project is simply a teaching tool and a method for involving youth in a worthwhile activity. Above all, remember that your child is more important than the 4-H project.
- ⇒ **DO** give encouragement when your 4-H'er succeeds and even more when he/she fails. Judging and awards are not final exams. Whatever ratings are given or scores received, help your child to see progress made, things that have been learned, and goals that have been reached.
- ⇒ **DON'T** do your child's project for them, even though you may be able to do it faster, better, simpler and with much less mess.
- ⇒ **DON'T** discourage a child's enthusiasm by providing too much corrective influence or criticism.
- ⇒ **DON'T** let the desire to win overpower

your child's ability to learn. Do keep in mind that the 4-H experience should be an educational one.

- ⇒ **DON'T** schedule family vacations which conflict with your child's 4-H schedule.
- ⇒ **DON'T** re-live your childhood experiences through your child.
- ⇒ **DON'T** view your child as an extension of yourself. Don't view his/her success or failure as a reflection of your ability or worth.
- ⇒ **DON'T** assume your child is always right (or always wrong).



Just for Parents!



How can I become a 4-H leader?

Volunteer Leaders are important to the structure of the 4-H program. There are different types of 4-H Volunteer Leaders or Leaders, as they are commonly called. It is easy to volunteer as a leader, make sure to visit with your 4-H/Youth Development Educator as you begin to volunteer with 4-H, they can help you find a good fit for your skills, abilities, and time commitment. 4-H Leaders are usually the people teaching the project classes and helping with events. You may also volunteer your efforts with your county 4-H Leader's Council or serve on a Leader's Council committee to help administer your county 4-H programming. Keep in mind that all 4-H leaders working with youth MUST be screened prior to participating in events.



Inspire the Next Generation...
Become a 4-H Volunteer!

A **Club Leader** is in charge of each 4-H Club. They will be the main contact for all club activities and will oversee the club Officer Team, meetings, and all club events.

A **Project Leader** is the key teaching person of the 4-H club or the County for a specific project area. These individuals conduct project meetings where 4-Hers learn the how to's of their projects. They provide instruction, encouragement, guidance and evaluation. They also arrange for educational opportunities like demonstrations,

clinics, workshops, and other activities that relate to the project area.

A **Key Leader** is the adult who assists local 4-H club leaders and/ or Extension Educators in a specific 4-H project or activity area. These leaders help organize volunteer efforts within their specific area of expertise.





Helpful Websites

State 4-H Website: <http://www.uwyo.edu/4-h/>

National 4-H Website: <http://www.4-h.org/>

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*****This handbook was adapted from the following publications:

Montana State 4-H Family Handbook, http://www.montana4h.org/pub/files/family_handbook.pdf

Welcome to 4-H Fact Sheet FS576, Rutgers Cooperative Research & Extension, www.rce.rutgers.edu

The 4-H Program in Wyoming Page, <http://www.uwyo.edu/4-h/about4-h/wyo4h.html>

Purdue Extension Parental Role Sheet 10/09, http://www.ces.purdue.edu/Porter/4-hparentpage/4-hparentpage_main.htm

Character Counts!, a project of the Josephson Institute of Ethics

National 4-H Website: <http://www.4-h.org/>

Teton County 4-H Handbook and

Johnson County Handbook

Laramie County New Member Handbook

Sheridan County Family Handbook

Washakie County Family Handbook

Weston County New Member Guide

