



# 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 leaders are: \_\_\_\_\_

Their phone #s are: \_\_\_\_\_

Their emails are: \_\_\_\_\_

\_\_\_\_\_

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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.



## What are Life Skills?

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.

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, 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.

# What is 4-H?



**Record Keeping:** 4-H members learn record keeping skills by making timely entries into their 4-H Record Books. 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.

**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 teamwork 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 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 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 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.



## How do I enroll in 4-H?

Enrollment is done through [4H.zsuite.org](http://4H.zsuite.org) 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 for ages 8-18 and \$5 for ages 5-7 in Crook County 4-H each year. These fees cover the cost of insurance, new equipment and supplies, and help 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) have different project and enrollment deadlines so check with the Extension Office if you have questions about specific projects. Enrollment and fee must be paid prior to attending any 4-H event.



## What paperwork am I required to turn in?

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





## Where do I find more information?

Follow Crook County Extension on Facebook.



Check out the Crook County 4-H Website,  
<http://www.wyomingextension.org/crook4h>

Join the Band group:  
<https://band.us/@wycrookcounty4h>



## Where is the Extension Office 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.

The Crook County Extension Office is located at:  
PO Box 368  
309 Cleveland St. (Basement)  
Sundance, WY 82729  
Phone: 307-283-1192

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# What is a 4-H Club?

## What is a 4-H Club?

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, 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.

## Community Club

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. Crook County 4-H clubs are community clubs.



# Crook County 4-H Clubs



## No Goats, No Glory

Leaders: Ami Hansen - 307-680-8918  
Meetings: 2nd Mondays/every other month  
4PM - Moorcroft Library  
Must be Active in ZSUITE by January 31st

## Beef & Bridle

Leaders: Lynsey Grey-307-670-2316  
Meetings: Sundays - 3pm- Moorcroft  
Location TBD

## Bearlodge Wranglers

Leaders: Megan Franzen - 307-290-2279  
Sarah Ellsbury - 307-281-2956  
Meetings: 3rd Wednesday-4:30pm  
Shooting Sports Bldg-Crook County Fairgrounds  
Limit of 25 members & only 6 meetings

## Range Riders

Leaders: Cortney Dixon-307-752-8263  
Jackie Daily - 307-283-2775  
Meetings: 3rd Fridays-5:30pm Shooting Sports Bldg-Crook County Fairgrounds

## County 18

### Homesteaders

Leader: Stevie Phillips 307-752-6140  
Meetings: TBD

## Carlile

### Wranglers

Leaders: Kristy Dennis-307-756-9401  
Amber Burch - 307-467-5678  
Meetings: 2nd Fridays-3pm- Variable Location

## Silver Spurs

Leaders: Jenn Jay 307-467-5595  
Meetings: Variable Time  
Hulett- W Bar Feed

## Blacktail

### Hustlers

Leaders: Rebecca Palus - 307-290-1052  
Melissa Williams - 307-680-5066  
Meetings: First Baptist Church-Hulett  
Dates TBD

Check the website for the most up to date club list



## 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.



## 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 4-H 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 parents and does it fit into the family needs and situation?
- How much will the project cost?
- Is adequate space and equipment available at home?
- What are the opportunities for ownership and management responsibilities?
- Are there leaders to help with the project, or are you willing to help the member with the project?

# Crook County Projects



## PICK YOUR PROJECT

There's a project for everyone!

- |                   |   |   |   |                    |
|-------------------|---|---|---|--------------------|
| Aerospace         |   |   |   | Muzzleloading      |
| Archery           |   |    |    | Nature & Ecology   |
| Beef              |    |   |     | Photography        |
| Cake Decorating   |   |   |   | Pistol             |
| Cats              |   |   |    | Pocket Pets        |
| Citizenship       |    |    |   | Poultry            |
| Computers         |   |   |   | Quilting           |
| Crocheting        |   |   |   | Rabbits            |
| Dogs              |   |    |    | Range Management   |
| Electricity       |   |   |   | Recreation         |
| Entomology        |   |  |   | Rifle              |
| Fabric & Fashion  |   |   |   | Robotics           |
| Foods & Nutrition |   |   |   | Ropecraft          |
| Gardening         |  |   |   | Self-Determined    |
| Geology           |   |  |   | Sheep              |
| Dairy Goats       |  |   |  | Shotgun            |
| Meat Goats        |   |   |   | Sportfishing       |
| Health            |   |  |   | Swine              |
| Horses            |  |   |   | Veterinary Science |
| Interior Design   |   |   |   | Visual Arts        |
| Knitting          |   |  |   | Wildlife & Hunting |
| Llamas & Alpacas  |  |   |  | Woodworking        |
| Leathercraft      |   |   |   | Youth Leadership   |

## 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 work- shops, and other activities throughout the year).
- Participate in project meetings when offered.
- Exhibit your project(s), usually members exhibit their projects in the County Fair.
- Complete and turn in to the 4-H Office a Record Book no later than October 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!!!

## 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.

## Club Member Responsibilities

# Member Responsibilities

**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!

## 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 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 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.

Member Achievement



## **Clinics and Workshops**

Educational workshops, clinics and seminars are offered throughout the year in many project areas. Watch for these in the newsletter and mailings or emails from the Extension Office.

## **Presentation Contest**

Members are encouraged to give a 7-15 minute presentation both individually or as a team on any subject. Members who compete at the county level are eligible to compete at the state level for prizes. The county presentation contest is held in June every year.

## **County Shoot**

Members in the Shooting Sports projects have the opportunity to participate in a friendly competition with other members from the county. Watch the newsletter or talk to your shooting sports leader or call the 4-H office for entry information.

## **4-H Camp**

Members enrolled in 4-H can participate in the annual 4-H Camp at the beautiful Mallo Campgrounds. During this fun-filled weekend in June, members can try new projects, make new friends, and develop life skills.

## **County Fair**

Members participating in ANY project area have the opportunity to showcase their skills and projects at the County Fair every year at the end of July, beginning of August. The County Fair has several different competitions from livestock shows to the Fashion Revue to dog and cat shows to interview judging.

## **Achievement Day**

Members have the opportunity to celebrate their accomplishments and thank their leaders and community supporters at the annual Achievement Day.



## **Meats Judging Contest**

Members participating in the state meats judging contest in April have the opportunity to learn to identify meat cuts and evaluate beef, lamb and pork carcasses. They will learn to quality and yield grade carcasses as well as decision-making skills and how to defend their decisions.

## **Wool Judging Contest**

Members participating in the state wool judging contest in April evaluate fleeces and learn to yield and grade and place classes of fleeces.

## **State Shoot**

Members who participate in the County Shoot have the opportunity to participate in a statewide competitive shooting match held in Douglas in July. Members can shoot as individuals as well as on county teams for prizes. Watch the newsletter or talk to your shooting sports leader for entry information.

## **Livestock Judging Contests**

Members participating in 4-H livestock judging contests have the opportunity to learn decision making skills by evaluating cattle, sheep, swine, and goats. They defend their decisions by presenting oral reasons to judges. There are various invitational contests throughout the state as well as a state contest at the Wyoming State Fair in August.

## **Wyoming State Fair**

Qualifying members have the opportunity to participate in the Wyoming State Fair every August in Douglas.

## **Horse Judging and Hippology Contest**

Members participating in the horse judging and hippology contests learn to evaluate horses on confirmation and performance classes and are required to present oral reasons, and test their knowledge of horses through tests, stations, and group challenges. There are various invitational contests held throughout the state as well as a state contest at the Showcase Showdown in June.



## **National 4-H Conference**

The application process for National 4-H Conference is open to all 4-H members 14-18. Members submit an application to the state 4-H office in November and are then selected to attend through an interview process in December. There are normally 5 members selected from throughout the state. National 4-H Conference takes place in March in Washington D.C. While attending members participate in workshops and discussions to motivate them to have the skills necessary to become leaders in their community and encourage youth-adult partnerships. They also have the opportunity to take in the sights in Washington D.C. and make friends with youth from across the country.

## **Citizenship Washington Focus**

This opportunity is open to members ages 14-18 who would like to attend.

This conference takes place in Washington D.C., in June. While in D.C. members are encouraged to become better citizens as they enjoy our nations rich history through cultural trips, workshops and assemblies.

Registration is usually due in March.

## **Raton Trip -Shooting Sports**

This trip is won at the State Shoot. It is open to senior age members 14-18 years of age. The trip is awarded to the top ten shooters as well as two recipients chosen with the top record books in the shooting sports projects.

This trip takes place in September. On this trip members spend time at the Whittington Center in Raton, New Mexico shooting a variety of firearms.

Members may only attend once.

## **National 4-H Congress**

This opportunity is open to all 4-H members ages 14-19. Members submit an application and record book to the state office and are then selected to attend through an interview process. There are generally 5 members selected from throughout the state. National 4-H Congress takes place in Atlanta, GA, in November. Members attend workshops, service learning activities, speakers and seminars while making friends with members from across the country and sightseeing in the host city.



## **Junior Leader Project**

The Junior Leader project is for 4-H'ers ages 13-18 that focuses on leadership, service, and fun! The project members meet periodically throughout the year for a variety of activities from community service projects to social events to fundraisers. Possible activities include mixers with other Junior Leader groups, community clean up, bowling party, 4-H Camp, among many others!

## **State 4-H Leadership Team**

This is the representative body of the 4-H program statewide. This 7 member team consists of state 4-H officers. In order to apply members must be between the ages of 15-18 and must not have graduated from high school prior to the year they will serve. Members must apply, participate in an interview process and be selected to serve as part of this team for a one year term.

## **Member Leadership Opportunities**

Members have the opportunity to participate in many different leadership opportunities throughout the course of their 4-H experience. Every year clubs elect officers, and this is a great way for youth to gain leadership experience. Further, members can serve on club or county committees. Members may also attend 4-H Council meetings and voice their opinions about the 4-H programming in the county and shape the course of their youth programs. Member leadership can be as simple as leading the 4-H pledge at a county event or making a motion at a club meeting or as involved as holding a club office. No matter the size and scope of the leadership activity, there are many opportunities to help youth gain confidence in their leadership abilities!



# 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 fill out on ZSuite. 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.

## 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.
- Do Not use, accept, or carry alcohol, drugs, or tobacco, nor associate with or remain in the presence of others using the substances.
- Do Not carry a weapon or threaten another person with a weapon, bodily force or language.
- Do 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

# Important Deadlines

## January 31:

All 4-H members and leaders are asked to have enrolled online through ZSuite by this date. It is important to know that under no conditions is any Youth enrolled without having paid the \$10 per Youth fee. New leader enrollment is accepted year around and comes at no cost. New Youth members may enroll year-around also, but keep in mind certain project requirements and deadlines.

## February 1:

All market beef must be owned by this date. County tagging will be held by February 1st. The exact dates will be posted in the Newsletter. Keep in mind, that anyone tagging a 4-H market beef must have a current enrollment form on file before tagging will be permitted.

No substitution of animals will be permitted after this ownership deadline.

Market animals may not be shared by members in 4-H projects.

## April

Wool Judging Contest, Laramie

Meat Judging Contest, Laramie

## May:

Market Sheep, Swine, and Goat ownership deadline

Market Sheep, Swine, and Goat weigh-in/tagging.

Showcase Showdown Registration



# Just for Parents!



## Parents Make the Difference

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!



## Where do parents fit in?

Good youth programs do not just happen. It takes the combined efforts of parents, youth leaders, and professionals to have a successful 4-H program. In 4-H, we have a team...a 4-H team that contributes to the positive development of 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 your- self. 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 pro- jects, 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 newsletter 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.
- Have extra copies of all paperwork, they are not bookkeepers.
- Be perfect, we are all human and make mistakes.



## Do's & Dont'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).

# 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 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.

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 for 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 help the 4-H educator arrange for educational opportunities like demonstrations, clinics, workshops, and other activities that relate to the project area.

Start the volunteer process by visiting with you county educator and enrolling your self as a volunteer at [4h.zsuite.org](http://4h.zsuite.org)



# Helpful Websites

Crook County 4-H: <https://www.wyoming4h.org/crook4h/>

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

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

Crook County Fair: <https://www.crookcofair.com/>



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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](http://www.montana4h.org/pub/files/family_handbook.pdf)

Welcome to 4-H Fact Sheet FS576, Rutgers Cooperative Research & Extension, [www.rce.rutgers.edu](http://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](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

<https://www.nal.usda.gov/exhibits/speccoll/exhibits/show/poster-collections/elsie-carper-collection-on-ext>

