

K-STATE
Research and Extension



Harvey
County

4-H Family Handbook 2019-2020

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Welcome to Harvey County 4-H!

I am excited that you have chosen to become a member of the Harvey County 4-H program! As your family becomes involved in the program this year, you will likely have many questions. I am hoping that this handbook will provide answers to many of your questions.

You are encouraged to save this handbook, and use it as a reference during your participation in 4-H. If you have additional questions, please contact the Harvey County Extension Office at 316-284-6930 or e-mail aelpers@ksu.edu.

The most up-to-date information is posted monthly in our 4-H Informer Newsletter. You can subscribe to this newsletter via e-mail or mail when you enroll on 4-H online. It is on our website at www.harvey.k-state.edu. Click on “4-H” to check out newsletters and information.

I look forward to working with you and your family for years to come!

Sincerely,

Anne Pitts
4-H & Human Development Agent
K-State Research and Extension,
Harvey County

4-H: Growing Stronger Families

Every member of your family – youth and parents – will benefit from belonging and participating in 4-H.

Parents of 4-H members are extremely important. Your children need your support, help and guidance to get the most out of the 4-H program experience. Parents help by teaching their children how to schedule time so that club meetings and project meetings can be attended. Parents of active 4-H members attend 4-H meetings with their children. Interested parents also help as volunteers with club committees, activities and projects.

You, as a parent, are the most important person in your child's life. No one can influence or do as much for your child as you can. 4-H programs, projects and activities offer many opportunities for a parent to positively influence their child. Encourage, guide and assist your child in 4-H, while still allowing them to do the actual project work. 4-H will help your family grow stronger.

Understanding the 4-H Program

What is 4-H?

- 4-H is a volunteer led, Extension supported, educational program that supplements the teachings of home, church and school.
- 4-H is an informal educational program administered by K-State Research and Extension for all boys and girls 5-18 years of age, regardless of where they live. Members must be five by January 1st. Members cannot have turned 19 before January 1 of the current 4-H year.
- 4-H is about having fun and learning with friends.
- 4-H is older members sharing experiences and teaching younger members things that they have learned.

What is K-State Research and Extension?

- K-State Research and Extension has the charge of carrying up-to-date information from the classroom and laboratory to the people of Kansas using instruction and practical demonstration in agriculture, marketing, family and consumer sciences, horticulture, community development and 4-H and youth development to all citizens in Harvey County.

What is the Primary Objective of 4-H?

- The basic philosophy of 4-H is to strengthen the mental, physical and social development of children. The main objective is to help youth develop into healthy adults through participation in projects, events and other activities.

Why Do Youth Enjoy 4-H?

There are five basic desires that are shared by all youth:

1. They want to belong.
2. They want to achieve.
3. They want to be independent.
4. They want experiences and adventure.
5. They want affection.

What is a 4-H Club?

- A 4-H Club is a group of youth organized with officers appropriate to the group, and with one or more volunteers serving as leaders for the group.
- The size of the club should be suitable to the age of the members, meeting place and leadership available. This type of club is called a community 4-H club.
- Most clubs hold monthly meetings; typically, the meetings are held the same time each month.
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Scope of 4-H

- 4-H is in all states and in many foreign countries.

What is the 4-H Year?

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

What is the Age for Membership?

- 4-H membership in Kansas is open to all youth ages 5-19. Youth ages 5 or 6 are enrolled as “Cloverbud” or beginning 4-H members. Cloverbuds can participate and learn about many different 4-H activities, but cannot participate competitively. 4-H members must not have turned 19 years of age prior to January 1 of the current year.

Elements of a 4-H Club Meeting

4-H Club meetings are typically held once a month. They include business, educational programs, songs and recreation. 4-H members are given the opportunity to learn to talk in front of a group and practice decision making skills. Club meetings are usually planned by a group of club officers with the leader as an advisor.

Each 4-H club normally elects officers at the beginning of the 4-H year (October). These club officers are responsible for leading meetings, making sure all 4-H members have the opportunity to speak, and helping plan and carry out club activities.

Some 4-H clubs have a special way of orienting new members and new parents into their 4-H club. This orientation may include a parents' meeting, an experienced 4-H member or 4-H family "adopting" your family for the year, or another form of helping you learn about 4-H.

Confidence Grows Here: Public Speaking Opportunities at Meetings

The following presentations may be given by the 4-H member at a project meeting, club, county or state level. Examples include:

- Show & Tell – A short demonstration is given by younger members with or without posters. The member shows something that was learned.
- Project Talk – This is a talk that tells. The member tells what he/she is doing in a project, where he/she went, what was seen, what activities were conducted, etc. It is not teaching. The talk is not given on subject matter. Members 13 and younger can give this type of talk.
- Demonstration – Showing and telling how to do something, and there is a finished product.
- Illustrated Talk – Uses visuals such as slides, pictures, charts or models to explain what is being said.

4-H Dictionary

4-H has many terms, or labels, to define aspects of the program. Take a look at the most common terms listed below.

4-H Member:

- Any child age 7-19 years, as of January 1, enrolled in the 4-H program.

Cloverbud:

- Any child age 5-6, as of January 1, can enroll as a 4-H Cloverbud. Cloverbuds can participate and learn about many different 4-H activities, but cannot compete competitively. There is no cost for Cloverbud enrollment.

Club Leader:

- A volunteer who is responsible for the organizational part of the club.

Project Leader:

- A volunteer who helps teach a project area. Project leaders can be 4-H parents, community volunteers or a Junior Leader.

Project:

- A learning experience for the 4-H member. Each member must enroll in at least one project. There are over 30 project areas from which members can choose.

Junior Leader:

- 4-H members age 13 and older are able to join our Junior Leaders program. Throughout this program youth are challenged to better understand their own leadership style while adding valuable input to a team. These members take an active part in helping younger members, community service and team building.

4-H Parents:

- Parents are encouraged to attend the monthly meetings and project meetings with their child. Parents are encouraged to attend county-wide events too.

4-H Council:

- Each 4-H club selects two youth representatives and two adult representatives to this group. They meet five times a year. The group plans 4-H activities and events that take place on a county-wide basis.

4-H Program Development Committee:

- The group consists of six people. Six are elected and two are teens that are selected through an application process. This group is responsible for program direction at the county level. They implement and help carry out new programs and suggest improvements.

Extension Agents:

- Agents are professionals who help carry out the 4-H PDC's program objectives. Our county has four agents who specialize in specific program areas. The Harvey County Extension Agents are: Scott Eckert, Director and Horticulture; Ryan Flaming, Agriculture and Natural Resources; Anne Pitts, 4-H & Human Development; Aaron Swank, Nutrition and Family Finance.

K-State Research and Extension (KSRE):

- KSRE is a statewide network of educators sharing unbiased, research-based information and expertise on issues important to Kansas. The 4-H program is housed under Research and Extension nationwide.
- KSRE Harvey County is The Extension Office is located in the Harvey County Courthouse, 800 N Main St, Newton, KS 67114. The office phone number is (316) 284-6930 and the website address is www.harvey.k-state.edu.

Harvey County 4-H Development Fund:

- This non-profit organization works to provide financial support and resources for the Harvey County 4-H program, college scholarships to Harvey County 4-H members, and other funds as 4-H members and programs have needs. Event scholarship applications can be submitted throughout the year, check with the office for specific deadlines.

Harvey County Fair Board:

- Board members are voted in by the current members to plan and carry out the Harvey County Fair each year.

Questions?

Sometimes it is easy for us to forget what it was like to learn the 4-H system, and to assume that everyone knows what is going on. There are no stupid questions in 4-H. If you are wondering about something, please ask! Staff and families are very willing to explain. If you have questions that have not been answered, please feel free to call the Harvey County Extension Office (316) 284-6930.

4-H Projects: Selection Process

4-H Projects: Projects help youth explore an interest area. Projects also help them explore potential career fields. A project will help the member learn by doing and learn why things happen. Projects help youth feel satisfaction and accomplishment. The project should challenge the member's abilities and help the child excel.

- The *Kansas 4-H Project Enrollment Guide* explains the different projects and curriculum resources offered. Visit <http://www.kansas4-h.org/projects/>
- Projects are selected in the early fall during enrollment or as soon as a new member joins. First time members are encouraged to limit their number of projects. Experienced members choose more.
- Consider the member's interest areas when choosing projects.
- Be sure the project is within the age and ability of the member.
- Consider the amount of time needed to complete the project.
- Parents should be aware of the amount of time a member has to work on the project, and how much time the project requires.
- Parents must consider how much a project will cost. Is there enough space for the project, or is additional equipment required?
- Are project leaders available to help with the project in the club, or are the parents willing to help the member with the project?

How are Projects Conducted?

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

- PROJECT MEETINGS (in the local club or county-wide)
- REGULAR CLUB MEETINGS (demonstrations, project talks, etc.)
- TOURS (visit projects of members or experts)
- FIELD TRIPS
- EXHIBITING PROJECTS

What are Project Leaders and What Do They Do?

- 4-H project leaders are people just like you and me. They have an interest in one particular project area. They are willing to share their time, talents and efforts with a small group of 4-H members.
- You could be a project leader! It doesn't take an expert in photography to be a photography leader, which is the same for most other projects as well. The one most important ingredient for a project leader to have is that they are sincerely interested in helping youth.

- Training meetings are conducted at the club level and county level for project leaders. Also, most projects have a leader guide booklet for leaders to use.
- Because Project Leaders are Volunteer positions, sometimes these roles go unfilled. In the case that your child enrolls in a project that does not have an active Project Leader, you as parents will then be expected to help the member with their project, or the 4-H member can choose another project. If your child is enrolled in a project that does not have a club project leader, let the Extension Office know. Curriculum and materials may be available for home use.

Leaders

- Adults serve in the role of two types of leaders: PROJECT (subject matter teachers) or COMMUNITY (organization leaders).
- Adults may also serve in other volunteer roles within the club, depending upon the adult's interests, talents and time.
- Each club may have one or more of the following leadership roles in which parents or teens may become involved. Possible options include: Records and Award Coordinator, Club Day Coordinator, New Family Coordinator and Parents Committee. If you are interested in serving in the positions or on these committees, please speak with your club leader or call the Harvey County Extension Office (316) 284-6930.
- All 4-H clubs operate independently, and leadership roles may vary depending upon your club.

Parents – Partners on the 4-H Team

4-H parents are the most important people in a 4-H member's life. By making 4-H a family activity, you will be able to take an active role in your child's activities. Few other programs allow children and their parents – and other adults – to work side by side, play together and watch each other develop skills and talents.

Here are three key points about parental 4-H involvement: Know what is expected of your children in 4-H; what is expected of you as a parent of 4-H

members; and that you as a parent play an active part in the 4-H club's leadership team.

Enrollment

- Learn what 4-H is about, its purpose and objectives.
- Assist your child in selecting projects they enjoy and have the ability to do.
- Show interest and enthusiasm in 4-H and your child.

Club Meetings and Activities

- Encourage your children to participate in club activities.
- Provide transportation for your child to and from club meetings.
- Attend club meetings with your child.
- Share transportation with other parents to and from club activities.
- Be willing to volunteer for club activities and tasks.

Project Activities

- Provide encouragement and guidance in your child's project work. Help them understand what to do – but give them the responsibility to do the actual work.
- Encourage your child to make a note of 4-H experiences in the Permanent Record.
- Familiarize yourself with project materials so you can help as needed.
- Help your child make plans for what they want to learn and how they would like to expand their project experience.
- Become a project leader.

Records and Awards

One of the true 4-H learning experiences is record keeping. This does take time, but the 4-H'er actually learns important skills that will benefit them in the future. This will be kept as long as the 4-H member remains a 4-H'er. All 4-H members are asked to complete a 4-H Record Book each year as part of 4-H Membership. A record book will be composed of a Completed Personal Page and the Permanent Record. 4-H'ers are also encouraged to complete a Membership Pin application each year.

Awards are what 4-H members complete, if they wish to apply for special project or membership recognition. The Kansas Award portfolio or KAP, is only needed for those projects where you wish to compete for a Project Award. Each project will have its own separate KAP form submitted in a separate folder and not

combined with-in the 4-H record book. KAP's will be submitted for evaluation in September, if a member wishes to apply for a local Project Award.

Records

- Personal Page – This page contains a space for a picture of the member, listing of project enrolled and other information specific to that 4-H member's year.
- Permanent Record – This is a multipage document, which consists of 4 sections. Members can list project experiences, offices held, committee work, school activities, community experiences, church involvement, recognitions and other information about their year. The member adds on information to this document each year.

Record Keeping Tips

- Keeping records throughout the year helps to ease the pressure of deadlines some feel when award applications are due. Up to date records are beneficial when members apply for awards, scholarships and jobs. Parents are advised to oversee the child's work, but the records should be completed by the child as part of their 4-H learning experience.
- Records should include all activities regarding the member that occur during the October 1-September 30 year, or 4-H year. The permanent record can be completed on the computer or on paper.
- The record is a tool to be used when applying for awards. Remember to write in details that are important to the member.
- The Personal Page and the Permanent Record can be downloaded at http://www.harvey.k-state.edu/4-h/records_forms.html.

Awards

- Kansas Award Portfolio – Abbreviated as the KAP. This form is completed by members if they wish to apply for special project or membership recognition. Each KAP form completed by the member will include goals for that project, a summary of project learning experiences, leadership and citizenship experiences, awards and recognition for the project area, non-4-H experiences related to the project and photographs of the project area.

- KAP forms can be found on our website, www.harvey.k-state.edu For more information on the KAP please speak with your club leader or contact the Harvey County Extension Office (316) 284-6930.

4-H Trips, Awards and Scholarships

Achievement Pins:

- Membership, Bronze, Clover, Emerald, Silver, Silver Guard, Leadership, Gold and Gold Guard are honors 4-H members can earn. Members complete an application form for these awards in September. Members must start with the Membership pin, and can earn only one pin per year. Applications are posted to www.harvey.k-state.edu Check out the “4-H Forms/Resources” section.

County Project Pin (Award):

- Awards given to outstanding 4-H members in each project area. Examples include Photography, Food & Nutrition, Beef, etc. Members complete a KAP to apply for a county project award.

Scholarship Options

There is a variety of state and local scholarships are available to current Harvey County 4-H members or alumni. Local scholarships are available to assist with the cost of regional and state 4-H events throughout the year. Please contact the Extension Office for more information 316-284-6930.

4-H Trips

National 4-H Conference

- Four outstanding 4-H members from Kansas are selected to represent the state at this conference. Participants must be high school Seniors or college Freshmen and excel in leadership, achievement and citizenship.

National 4-H Congress

- 4-H members age 14 and older, may be selected to attend this conference based upon winning a state project award. Key Award winners also may be selected to represent Kansas at this conference. The conference is held in Atlanta, Georgia in November.

Checklist for 4-H Members

In order to have a successful 4-H experience, members should plan to achieve the following:

Am Doing Now	Will Do	Club Responsibilities
		Attend monthly meetings regularly
		Know the roll call topic
		Be prepared when on the program
		Support and work for club and county events
		Be a dependable committee member
		Participate in club day and other county events
		Project Responsibilities
		Attend project meetings
		Begin project work early in the year
		Keep permanent record up-to-date
		Attend judging schools and contests
		Take an exhibit to the county fair
		Complete one Kansas Award Portfolio

Checklist for 4-H Parents

In order for your child to enjoy and get the most out of the 4-H program, parents are a key to this success:

Am Doing Now	Will Do	My Part as a Parent
		Take my child to club and project meetings
		Know meeting dates and mark on a calendar
		Attend monthly meetings with my child
		Willing to take short-time responsibilities such as: Furnish transportation for activities; Help at club parties; Help on Parents' Night; Share refreshment responsibilities; Help with club community service projects
		Encourage and guide my child in project work, but do not do the work for him/her
		Encourage my child to participate in demonstrations, judging, exhibits and tours
		Encourage my child to keep an up-to-date permanent record
		Give some time to learning project requirements and seeing that members of my family have them
		Support and cooperate with 4-H leaders and volunteers

Activity Outline

Here is an outline of most of the county and state activities that take place. Actual dates are not listed, as dates change each year. Current dates will be posted in the 4-H newsletter at <http://www.harvey.k-state.edu/4-h/newsletter.html>

January

- State 4-H Scholarship applications due
- KAP forms due for county champions
- Area KAP Screening
- Club Day entries due

February

- 4-H Club Day
- County Beef weigh-in and tagging
- Ambassador Conference

March

- Spring Beef Show

April

- Registration due for Discovery Days

May

- Spring Swine Show
- 4-H Camp Registration DUE
- 4-H Camp Counselor App DUE
- Horse ID Certificates DUE
- Add/Drop 4-H Projects online due
- County sheep/goat weigh-in and tagging
- Spring Dog Show

June

- Discovery Days at KSU
- Sunny Hills 4-H Camp at Rock Springs

- Campference at Rock Springs

July

- County Dog Show
- Harvey County Day Camp
- 4-H Supporters Picnic
- Fashion Revue
- 4-H Rocket Launch
- County Horse Show
- Many County fair deadlines! Read fair book and newsletter.

August

- Harvey County Fair
- 4-H Food Stand Fundraiser
- State Fair pre-entries DUE

September

- Kansas State Fair
- Kansas Junior Livestock Show

October

- KAPs and Award Applications DUE
- 4-H Year Begins
- National 4-H Week
- 4-H Enrollment Day Event

November

- 4-H Achievement Banquet
- Kansas Youth Leadership Forum

December

- 4-H Club Service Projects