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# Ashland County 4-H Family Handbook

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Welcome

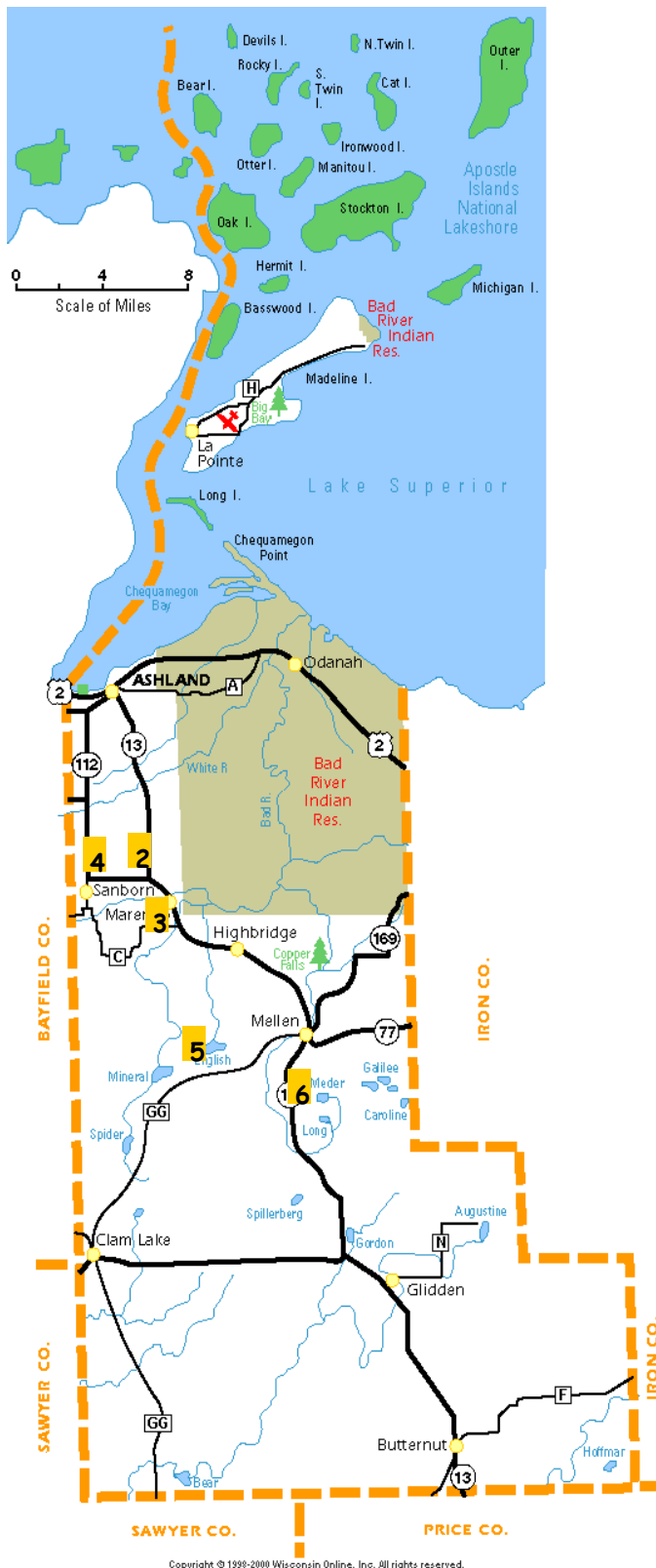
to 4-H



Ashland County 4-H Program  
Ashland County Extension Office  
201 West Main Street  
Ashland WI 54806-1652  
Phone: 682-7017 FAX: 682-7922  
<http://ashland.uwex.edu/>

Updated: 8-12

# Ashland County 4-H Clubs



1. Animal Market Sale Committee Club (Countywide)
2. Pearce Peppers
3. All Creatures Great & Small (not active)
4. Silver Spurs (horse & dog emphasis)
5. Brunswillow Busy Beavers
6. Kero Kampers
7. CANSKI - all of Ashland & Bayfield Counties
8. 4-H After-School Club in conjunction with Ashland Leisure Services (cultural arts emphasis)
9. Outdoor Adventure Club (outdoor leadership emphasis)

## Contact Information

- **Market Sale Committee Club** - Countywide [contact Gina Pearce @ 715-682-3742 or mctysh@centurytel.net ]
- **All Creatures Great and Small** - South of Ashland area [contact Susanna Guski @ 715-682-4020 or northernlightssleddogs@yahoo.com] N/A
- **Pearce Peppers** - Town of Gingles area [contact Gina Pearce @ 715-682-3742 or mctysh@centurytel.net ]
- **Kero Kampers** - Highbridge area [contact Denise Lutz @ 715-274-2614 or deniselutz@centurytel.net ]
- **Brunswillow Busy Beavers** - Marengo area [contact Sandy Nutt @ 715-278-3733 or rsnutt@cheqnet.net]
- **Silver Spurs** - Ashland area (horse emphasis) [contact Sam Orthmann @ 715-746-2398 or nlfarm@cheqnet.net]
- **CANSKI** - Contact Doug Liphart @ UW-Ext. 682-7017 or doug.liphart@ces.uwex.edu
- **Outdoor Adventure Club** - All of Ashland County invited. [contact the Extension Office]
- **Elementary Outdoor Adventure Club** - All of Ashland County invited. [contact the Extension Office]

## UWEX—Mission Statement

University of Wisconsin Extension is responsible for the educational administration of the 4-H Program in Wisconsin.

### Wisconsin 4-H Mission

UW-Extension 4-H Youth Development integrates research, education, & community-based partnerships, enabling youth to learn and practice skills to be productive citizens.

### Wisconsin 4-H Vision

4-H Youth Development: A catalyst for positive community youth development.

### Ashland County Extension Office

201 West Main Street

Courthouse Room 107

Ashland, WI 54806-1652

Phone: (715) 682-7017

Fax: (715) 682-7922

### Office Hours:

8 a.m.— 4 p.m. M-F

[doug.liphart@ces.uwex.edu](mailto:doug.liphart@ces.uwex.edu)



Doug Liphart,  
4-H Youth Development Agent  
Ashland County

4-H is a **community** of **young people** across America who are learning **leadership, citizenship** and **life skills.**

## Background of 4-H in Wisconsin

Since the beginning of Cooperative Extension and 4-H in Wisconsin in 1914, formally organized, chartered 4-H clubs have provided youth with access to University of Wisconsin Extension programs. Today there are more than 2,000 4-H clubs in Wisconsin. In addition, nearly every county has a 4-H volunteer leader organization. Most of these groups have existed as formal associations since the 1930s. A variety of other 4-H committees and groups exist, often formed to carry out program management or specific educational

functions at the county level. These county level groups typically function as subgroups of the county 4-H leader association. District and State 4-H committees and groups also exist to support and extend Extension programs statewide. Cooperative Extension personnel monitor the activities of all these 4-H groups, and serve as advisors to county and state 4-H leader associations.

In the context of leadership development, Extension has encouraged 4-H leaders to play an active

decision making role in county and community 4-H programming. This "volunteer empowerment" approach has encouraged 4-H groups to operate with a measure of autonomy. As a result, these 4-H groups and associations have developed a strong sense of programmatic and organizational ownership. This approach has produced strong organizational leadership, and a committed core of constituents who value and support Cooperative Extension.

# Federal Authority

The 4-H name and emblem are protected by federal law, and USDA is responsible for overseeing its proper use. At the state level, the Director of Cooperative Extension and the State 4-H Program Leader are responsible for authorizing and monitoring the use of the 4-H name and emblem. The USDA policy states in part,

"The Administrator of the Extension Service may grant authorization for the use of the 4-H Club Name and Emblem for educational or informational uses which the Cooperative Extension Service deems to be in the best interests of the 4-H program and which can be properly controlled by the Cooperative Extension Service."

At the county level, the UWEX 4-H Youth Development Agent is responsible for authorizing and monitoring the use of the 4-H name and emblem. A second USDA policy statement describes the responsibilities of the agent:

"(1) To authorize use of the 4-H name and emblem... (2) To keep a record of all 4-H organizations... (3) To secure from each 4-H organization a periodic (at least annually) report of their activities... (4) To review each 4-H organization's activities to determine that it continues to meet the particular 4-H objectives for which it was established... (5) To issue a letter, 4-H club charter or certificate of authorization authorizing use of the 4-H name and emblem."

The relationship between Cooperative Extension and 4-H groups is unique. Federal law protects the 4-H name and emblem, and USDA administrative policy prescribes Extension's responsibility for controlling the use of this name and emblem. These 4-H groups are created solely to extend and support Cooperative Extension youth and educational program and are considered a formal component of Cooperative Extension's educational efforts. Four-H groups and associations are accountable to Cooperative Extension for their activities and finances. Their continuing existence is dependent upon Cooperative Extension's authorization and oversight.



## 4-H Creed

The creed expresses the 4-H members' belief that opportunities offered in 4-H work are sound and useful to citizens of a democracy:

- I believe in 4-H club work for the opportunity it will give me to become a useful citizen
- I believe in the training of my HEAD for the power it will give me to think, to plan, and to reason
- I believe in the training of my HEART for the nobleness it will give me to become kind, sym-

thetic and true

- I believe in the training of my HANDS for the dignity it will give me to be helpful, useful and skillful
- I believe in my Country, my State and my Community and in my responsibility for their development
- In all these things that I believe, I am willing to dedicate my efforts for their fulfillment.

## 4-H Pledge

4-H members should learn the national 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.

# Requirements for a 4-H Club

To be officially recognized as a 4-H Club in Wisconsin, the following requirements must be met:

- Have a club name
- Have five or more youth
- Have adult leadership that has been approved through the Youth Protection process
- Have an educational plan which meets the purposes of the 4-H program
- Have youth involvement in leadership and decision-making
- Have meetings on a continuing basis
- Have club open to any youth within the age parameter - regardless of race, color, creed or religion, national origin, ancestry, sex, sexual orientation, marital or parental status, pregnancy, veteran's status, non-job related conviction record or qualified disability.

Failure of a 4-H club to meet these require-

ments may result in the loss of the club charter and the use of the 4-H name and emblem.

A 4-H club may have either paid or volunteer leadership. Teen leadership does not meet the adult leadership requirement.

Four-H clubs must have an educational mission. Evidence can be provided in different ways. The preferred method is for clubs to develop a program plan with their members and provide a written copy of that plan to the members and to the UW- Extension Office.



Brunswillow Busy Beavers at a Club meeting project

Youth participation in leadership and decision-making emphasizes that 4-H clubs belong to the membership and that the youth members should make the decisions. Adult leaders should not be making decisions for members. Many clubs operate with officers, however they are not required.

## Membership

Youth may not hold 4-H membership in more than one county or state at the same time. This statement does not limit multiple county memberships in a given year, but it does require that those memberships be consecutive rather than concurrent. Youth moving from one county to another, for whatever reason, can belong to 4-H in the second county, but it requires transferring their membership from the

### 4-H Traditions

**Emblem:** The national 4-H emblem is a four-leaf clover with the letter "H" on each leaf. The 4-H's stand for Head, Heart, Hands and Health and represent the four-fold training and development in which members participate.

first county. This does not limit someone from belonging to 4-H in a county or state that is different from their county or state of residence, nor does it prohibit a 4-Her from participating in educational programs in other states or counties.

Youth must qualify for participation in district, state or national 4-H competitions through their county of membership. This statement does not prohibit a county from using an event in another county as the

place where their members qualify for a district or state competition. It does mean that members must be selected as representatives of only their county of membership, regardless of the location of the qualifying experience.



# If you join, what's expected of you?

- 1 Select one or more projects suited to your interest, abilities and age. (There are over 80 projects to choose from.)
- 2 Do project work according to the best information available.
- 3 Attend and share in club meetings.
- 4 Participate in club activities.
- 5 Serve on committee(s) of your choice.
- 6 Keep a record book of what you do in 4-H each year.
- 7 Give a club talk or demonstration (club option).
- 8 Make a public exhibit in each of your projects at county fair or club fair.
- 9 Find out what membership requirements are for your club and the county program and work to achieve them.



Volunteer leader, Vicki Holm, with 4-H member.

## 4-H Age

**Youth in kindergarten** are eligible to enroll in the Wisconsin 4-H Youth Development Program.

**Kindergarten, first and second graders** will participate in 4-H as Cloverbuds.

**Youth** will continue to be eligible for membership through the next 4-H year following their graduation from high school.

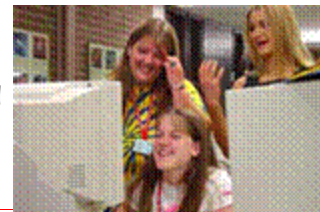
**Home Schooling** - Children who are home schooled will participate in 4-H in their declared grade.

**Graduation** - Counties are encouraged to recognize full graduation for those who wish to cease 4-H membership upon graduation from high school.

**High school seniors** and those participating as members in the year following high school graduation, will be eligible to participate through the entire 4-H year.

**District & State Events** - Participation in district and state 4-H events and recognition programs will be based upon the 4-H member's grade.

**National Events** - Participation in national 4-H events will be based upon the age established for the event.



## What is a 4-H Project?

- A unit of 4-H work is the basis of learning experiences which involves skills such as: training a dog, repairing a bicycle, taking pictures, preparing a speech or developing leadership skills.
- The series of learning experiences built into every 4-H project is the tool used to help shape the development of 4-H youth.
- After completion of a project, the product(s) should be exhibited to help youth evaluate their learning experience.



Katy Nutt, with Japanese family. International Exchange is one 4-H Project available.

### Enrollment forms and enrollment:

Enrollment forms are filled out at

the beginning of every 4-H year. The individual 4-H projects you select for the year are listed on the form. The form is to be submitted to your club general leader at your club's deadline, prior to the county-wide deadline (which will be announced.)

Youth interested in enrolling in 4-H may do so at any point during the year. They may also add or drop projects at any time. **The 4-H year starts October 1 and ends September 30 of the following year.**



# Enrollment Forms/Enrollment & Program Safety Regulations

Enrollment forms are filled out at the beginning of every 4-H year (October 1). The individual 4-H projects you select for the year are listed on the form. The form is to be submitted to your club general leader at your club's deadline, prior to the countywide deadline (which will be announced).

Youth interested in enrolling in 4-H may do so at any point during the year.



Adults and youth participating in all high-risk programs which include horses, ATV, bicycle, rock climbing/repelling, rollerblading, and ropes adventure courses must wear protective clothing, head and foot gear. Minimum requirements for these programs:

- a) Protective head gear (SEI approved for the specific activity) which properly fits the partici-

- ant.
- b) Shoes or boots which provide protection from the hazards of said program.
- c) Clothing appropriate for the activity which will protect the participant from the elements surrounding the event.

These standards apply to all 4-H activities, regardless of location. Meeting these standards may require the selection of an alternate site, or requiring the use of the additional safety equipment, even though it is not standard practice for the facility where the 4-H activity is to occur.

If these safety requirements are not followed, then the particular event or activity is not eligible to use the 4-H name and emblem, nor will it be recognized as a part of the Extension Program.



Doug Liphart giving instructions on safety at an ATV Leadership outing.

## Club Rules/By-Laws & Record Books

Most 4-H clubs have a set of written rules for the operation of the club. Be sure you become familiar with your club's rules early in the year. If your club needs help developing or revising by-laws, contact the Extension Office.

The record book is a report of 4-H accomplishments in projects and activities during the current year. Members may complete a record book and submit it to their general leader in September. Older member

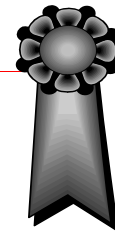
record books are then selected from the club level and sent



to the county for consideration for county awards.

**Awards - Club Level:**  
Achieving in 4-H at the club level means a member completes all membership requirements of their 4-H club for the year.

**Awards - County Level:**  
Members honored at the Achievement Day Program are selected for outstanding work within the club and pro-



### 4-H Colors:

#### Green & White

Green and white are the 4-H colors. The white background of the flag symbolizes purity; the green 4-H emblem is nature's most common color in the great outdoors and is the color of springtime, life and youth.





# How are Parents & Guardians Partners in 4-H?

- 1 Help member select the right project(s) for their interest.
- 2 Give encouragement and supervision, but allow the 4-Her to do their own work. This means giving positive encouragement when problems arise.
- 3 Help locate or assist youth in finding financial aid for project work, if needed.
- 4 Provide a place for records and other club and county materials in the home (a 4-H drawer or file).
- 5 Help members set standards of honesty, teamwork and good sportsmanship.
- 6 Consider serving as a club project or activity leader.
- 7 Be willing to help whenever possible for the club as drivers, chaperones, lunch committee, or as need arises.
- 8 Attend club meetings with the member.

- 9 Help member complete club and county requirements for the year.
- 10 Give input into the county program by serving on committees.
- 11 Have fun with the youth!



4-H volunteer leader, Gina Pearce, Pearce Peppers, and Doug Liphart

## Who Are 4-H Leaders?

Adults interested in the youth of their community and willing to share their time and talents with them. 4-H leaders are provided with the training and educational materials needed to be a leader. All 4-H volunteers are mandated to attend a "New Volunteer Orientation" in-service, sign a behavior agreement, and have background records checked.

## What is 4-H?

4-H is a youth organization that belongs to the members, their families and other interested adults who serve as volunteer leaders. Professional leadership is given by Cooperative Extension Service faculty of the University of Wisconsin. Support for 4-H programs is a joint effort of local county government, the University of Wisconsin, and the United States Department of Agriculture.

Ashland County 4-H is young people sharing, doing and learning together in all kinds of projects, events and activities in non-formal situations with guidance from their families and other volunteer adult leaders. Members choose projects that fit them and the places where they live. Group activities and events such as drama, trips, camps,

fairs, shows and conferences provide additional opportunities, fundraising efforts, etc.

Regardless of the structure, a 4-H group may involve 4-H families, neighbors, relatives and others.

They will have fun learning and working together in the home, neighborhood and community.

## Purpose of 4-H

The purpose of 4-H is twofold:

- ☑ To provide real life experiences for youth through a fun and practical, learn-by-doing educational program.
- ☑ To provide opportunity for parents or other interested adult to work with youth in their development.

A major focus of 4-H is on the activities of your local 4-H club. Volunteers serve as 4-H leaders to plan and carry out organized learning experiences with youth. Their purpose should be one of the supplementing and supporting local club programs.

Whether club, county, state, national or international programs, 4-H helps young people develop life skills which will help them become effective citizens and leaders in our community.

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## How to start a 4-H Club

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Wonderful resources for new volunteers are available through the media collection in Madison. Contact the 4-H office at 682-7017 to find out what topics are available. (Also, see article on page 5 regarding clubs.)

### Key Ideas:

- How to recruit 4-H members and how many should we have?
- How can I enroll my members? (see page 8)
- What type of club should we choose? (see page 2)
- Where will our club meet?
- Are there dues for 4-H members?
- What about insurance?
- Where will our club meet?
- How often will our club meet?



How to recruit: First of all, how many members? 4-H clubs should have at least five members from 2 or more families. Some suggest that 6 to 10 members per adult leader is an optimum number. How many you have depends on the age of the members in your club and how many other leaders will be working with you. Limit your first group to a number with which you and your co-leaders feel comfortable.



Recruiting members is seldom hard to do. Start with a contact to your county Extension staff. They usually have names of people who want to join a club in your area. Because 4-H receives federal and state funds, we must be certain our programs are made available to all people equally without regard to race, color, national origin, religion, sex, age, or handicap.

You might find it helpful to recruit some other adults to help with club leadership as co-leaders, assistant leaders, or program leaders. Inter-

ested parents, 4-H alumni, or friends are often willing to help. This gives the leader much needed assistance and also provides continuity for club meetings in case of the leader's absence. To provide a safe environment for youth enrolled in 4-H, a child protection policy is in place. Your Extension staff will know what type of helpers may need to complete the child protection process.

Are there dues?: 4-H club members are charged a program development fee. \_\_\_\_\_ per member. The exact amount is determined by the Parent/Leader Organization. In addition, some clubs may decide to pay for local club program costs by assessing a small fee per member or by working together on a fundraising project. Special events such as camps and county fairs may also have registration or entry fees connected to them. If a leader feels a family cannot afford the amount, county foundations or the State 4-H Foundation will be able to assist with this fee. No child will be denied access

to the 4-H program.

What about insurance?:

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Where will we meet?: Where your club meets will probably be determined by the number of members. Meeting places could be public buildings and member's homes.

How often will our club meet?: It is required that a 4-H club be involved in at least 6 hours of educational programming during the year, more if desired. Most traditional clubs meet once a month. Non-traditional clubs may meet more frequently.



## Child Protection Program

The Wisconsin 4-H Program mandates that all counties implement the Child Protection Program. The purpose of the program is to improve the safety and well-being of youth.

**Step 1: 4-H Volunteer Background Check:** All leaders **MUST** complete the 4-H volunteer application form. This form will be used to conduct background checks through the Department of Justice. These checks will be conducted in the strictest of confidence. Employees or volunteers revealing information are subject to termination.

**Step 2: Volunteer Orientation:** All leaders **MUST** attend a volunteer orientation session. Orientation will cover: 1) role of the 4-H volunteer; 2) youth protection and how it relates to the volunteer role; and 3) 4-H program philosophy and the volunteer.

**Step 3): Volunteer Agreement Form:** All leaders **MUST** sign a Volunteer Agreement Form following the orientation. The form outlines appropriate conduct for volunteers.

### What's in it for leaders?

**Insurance:** Leaders who complete the process will be provided with liability insurance by the county. All leaders who complete the 4-H volunteer application form will be enrolled in the insurance program. Leaders who fail to complete steps 2 and 3 will be dropped as leaders and from insurance coverage.

**Peace of Mind:** As a parent or concerned adult, you'll know that all volunteers working with 4-H children will have gone through the Child Protection Program.

**A Better Understanding:** of the 4-H program through the orientation process.

## Vision for Diversity



UW-Extension appreciates and understands the value of diversity and will work to create and sustain it among employees, clientele and educational partners. Individuals are valued for their differences in age, ethnicity, culture, class, gender, physical

and mental ability, sexual orientation, spiritual practice, and all dimensions of human diversity. Extension is enriched by the diversity of the human experiences that contribute to the relevance and richness of its educational programs. By embracing the full range of these talents and experiences Extension can assure its continued educational leadership.

The University of Wisconsin-Extension is a diverse and multicultural institution that values pluralism as an essential component of a strong organization. Through interaction with diverse

populations and cultures, the institution develops and delivers relevant and effective programs that address the interests and needs of all the people in Wisconsin.

