

Jennings County 4-H Guidelines



Dear Jennings County 4-Hers members, parents, guardians, leaders, and volunteers:

Each of you are responsible for reading the Jennings County 4-H Handbook each year. This handbook provides important information on how to properly participate in the 4-H program and how to exhibit projects at the Jennings County Fair. Members are expected to read the Jennings County 4-H Guidelines (this section of the handbook), the front section of the Livestock Handbook that provides guidelines for exhibiting livestock, AND the pages of the handbook that pertain to the member's specific static and animal projects.

The following rules are set forth by Indiana 4-H Youth Development Under Purdue University Extension.

If at any point you have questions regarding the Jennings County 4-H Program please reach out to the Jennings County Purdue Extension Office. Our hours are Monday – Friday 8:00am to 4:00pm. The office is closed on most government holidays.

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It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran. Purdue University is an Affirmative Action institution. This material may be available in alternative formats.

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SECTION 1: ABOUT 4-H

1.1 THE INDIANA 4-H PROGRAM PHILOSOPHY AND EXPECTATIONS

The Indiana 4-H Youth Development program serves the youth of Indiana by providing a strong educational youth development program. This program delivers educational experiences in a variety of settings. Caring, capable and contributing adults assist in the 4-H program as role models for youth. The rich heritage of the 4-H Program is one to be valued and passed along to future generations.

The Indiana 4-H Youth Policies and Procedures includes certain standards and guidelines to assure that 4-H is a positive youth development program. County 4-H policy is guided by the county 4-H policy making or governing board (i.e., 4-H Council) as provided by the County Extension Board. Legal authority for the 4-H Program rests with the Director of the Cooperative Extension Service at Purdue University. No county 4-H policy may conflict with state 4-H policy or with federal guidelines and requirements.

Deadlines for county and state participation should be carefully constructed so as to encourage rather than to discourage participation. Such deadlines should be well published.

It is the policy of 4-H to be an inclusive organization. No county policy or practice should be used to arbitrarily exclude youth from either membership or participation. Youth should participate in 4-H Youth Development opportunities at levels and times that best suit the youth's development.

Per state and federal guidelines, volunteers and Extension Educators may not require youth to attend 4-H club meetings in order to complete 4-H or exhibit their work.

1.2 MISSION AND VISION

4-H Mission: The Indiana 4-H Youth Development mission is to provide real-life educational opportunities that develop young people who positively impact their community and world.

4-H Vision: Indiana 4-H Youth Development strives to be the premier, community-based program empowering young people to reach their full potential.

1.3 PLEDGE

The pledge tells what 4-H is about. The 4-H goal is the four-fold development of youth: Head, Heart, Hands and Health. The pledge was adopted by the delegates of the 1927 National 4-H Club Camp in Washington, D.C. State club leaders voted for and adopted the pledge for universal use. The phrase "and my world" was added in 1973. The saying of the pledge has a prominent place in 4-H activities, at regular 4-H meetings, achievement days and other club events.

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.

1.4 MOTTO

The 4-H motto, “To Make the Best Better”, is intended to inspire young people to continue to learn and grow, to make their best efforts better through participating in educational experiences.

1.5 COLORS

The 4-H colors are green and white. Green, nature’s most prominent color, symbolizes growth. The white symbolizes purity and high ideals.

1.6 THE 4-H NAME AND EMBLEM

The official 4-H Emblem is a clover with four leaves and an “H” on each leaf. The clover’s stem must point to the right as you look at the image. The 4-H Emblem is not a plain four-leaf clover. The 18 USC 707 notice is part of the Emblem.

4-H NAME AND EMBLEM REGULATIONS

The 4-H Name and Emblem are protected under federal statute Title 18, U.S. Code 707. This provides the 4-H Name and Emblem with the level of protection afforded other Federal marks, such as the Seal of the President of the United States and the Olympic Rings. Congress has delegated to the Secretary of Agriculture responsibility for the proper use of the 4-H Name and Emblem. The Secretary, in turn, has delegated responsibility to the National Institute of Food and Agriculture (NIFA) and, within NIFA, responsibility resides in the Division of Youth and 4-H.

USING THE 4-H NAME

The official 4-H Name includes 4-H, 4-H Youth Development, or 4-H Youth Development Program. When using the term “4-H,” it must conform as follows:

Numeral “4” separated from a capital “H” with a hyphen (not a dash, slash or space).

- Do not replace 4-H with “Four-H.”
- Do not use the 4-H Emblem in place of the word “4-H” in a title or text.
- Avoid separation of any of the elements of the 4-H Name at the end of sentences.

USE OF THE 4-H NAME AND EMBLEM

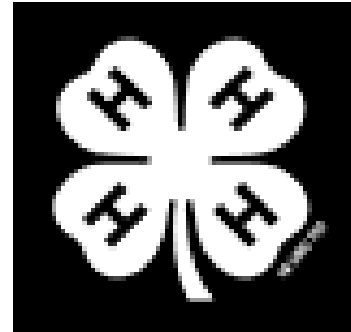
The 4-H Emblem should always appear as a whole and complete image.

Do not remove any leaves. Do not superimpose another image over the top of one of the leaves. Other images should be moved and appear completely separate from the 4-H Emblem.

- Don’t “cut off” a leaf by running it off the edge of the paper in print media or other designs.
- Don’t place text or other images over or on top of the 4-H Emblem.

- The 4-H Emblem should not appear screened under words or graphics. No photo, drawing, symbol, word or other figure or object may be placed on or obscure the 4-H Emblem. This includes on web pages, where it should not appear as a “watermark” behind other information.

Appropriate Use of the 4-H Emblem:



Inappropriate Uses of the 4-H Emblem:



For additional information about the use of the 4-H Name and Emblem, consult these 4-H National Headquarters resources:

<https://nifa.usda.gov/resource/application-guide-4-h-name-and-emblem>

- 4-H Name and Emblem User Guide (Revised 2019)

<https://nifa.usda.gov/4-h-name-and-emblem>

- Additional guidance related to use of 4-H Name and Emblem

SECTION 2: 4-H PARTICIPATION

2.1 4-H ELIGIBILITY

Purdue Extension is part of the College of Agriculture at Purdue University, cooperating with Indiana's 92 Counties and the United States Department of Agriculture. The 4-H Youth Development program abides with the nondiscrimination policies of Purdue University and the United States Department of Agriculture.

Youth may become 4-H members when they enter the third grade and may continue their membership through the completion of grade 12. Each individual may continue membership for a maximum of ten (10) consecutive years.

Exceptions:

1. Youth who enroll in grade three and are advanced academically (thus graduating early) may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years.
2. Those youth who are academically advanced and "skip" 3rd grade, may begin the program as a 4th grader and may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years.
3. Those youth who enroll in grade three and are retained a grade in school may continue to progress through the 4-H Program by adding subsequent years of participation, but MAY NOT exceed 10 years of participation. For example, if a member is retained one year in school (public, private, or home), their final year of 4-H membership would conclude the summer following their junior year of high school.
4. Those youth who entered the program in 3rd grade and for one reason or another leave formal education prior to the completion of 12th grade may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years.

NOTE: 10 years of membership in the 4-H Youth Development Program is an opportunity --- not an entitlement. Those youth who do not enroll as 3rd grade students or meet the exceptions above, conclude their involvement with the program during the summer immediately following the completion of their senior year in high school.

An individual's 4-H grade is determined by the school grade in which he or she is classified at the time of year he or she enrolls in 4-H. A member does not advance in 4-H grade until he or she enrolls in 4-H for the subsequent year. Each member should enroll in the division of a project/subject that would best suit his/her interest and potential for personal growth and would enhance their family involvement.

Opportunities in the 4-H program are available to all Indiana youth as defined regardless of race, religion, color, sex, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, or disability. Married young men and women of 4-H age may participate in any of the 4-H projects and activities. However, married persons must participate by the same terms and conditions and/or guidelines as unmarried participants. Membership in 4-H is gained by annually enrolling through a Purdue University Cooperative Extension Service Office located in each of Indiana's 92 counties.

The Indiana 4-H Youth Development program year is October 1 to September 30 annually. Enrollment is an annual process attained by completing individual 4-H enrollment via the 4-H Online enrollment process. Statewide 4-H Online enrollment occurs annually October 1.

2.2 MINI 4-H

Mini 4-H is a program designed to encourage positive development of children, Kindergarten through second grade. Mini 4-H is available in the majority of counties in Indiana. The goal of Mini 4-H is to help young children explore friendships outside the family; explore the way in which things work; practice both small and large muscle control; and think about the ways people work together on projects.

The NON-COMPETITIVE learning environment for Mini 4-H includes:

1. Planned learning activities in which children are invited to be active and explore materials and ideas without the pressure of completing a specific product or exhibit.
2. Low adult/leader to child ratio that allows time for adults/leaders to provide individual, positive encouragement and assistance.
3. Simple, interesting activities that are fun.
4. Encouragement of children to participate in a group activity by sharing and or displaying their activity projects.
5. Rewards that are identical and/or ribbons of the same color for everyone.

DO NOT JUDGE projects, but instead discuss them with the child.

NOTE: Purdue University and the Indiana 4-H Youth Development Program do not support, endorse, or encourage 4-H programming for children prior to Kindergarten. 4-H Youth Development Extension staff members and 4-H Volunteers may not offer, or encourage others to offer, programming for children prior to Kindergarten.

2.3 YOUTH NEEDING SPECIAL ACCOMMODATIONS

4-H programs should be designed to consider the needs of participants to create a sense of belonging and feeling of inclusion among all youth. Accommodations may include youth with special needs (e.g., cognitive, learning, physical differences), or there may be other accommodations requested. The 4-H Health Form asks for this information. For accommodations or requests, please contact the Purdue Extension 4-H Youth Educator for any actions which may be necessary or appropriate.

2.4 MARRIAGE STATUS AND PARENTAL STATUS

Married individuals and parents who meet school grade requirements to participate in Indiana 4-H are eligible to fully participate in the 4-H program and are eligible for all benefits therein.

2.5 RESIDENCE

Indiana youth typically enroll in 4-H Youth Development programs in the county or state in which they reside. However, individuals living in one county may join 4-H in another county. There must be educational or social reasons for an individual joining 4-H in a different county

than that of their primary residence. During a single program year, a 4-H member enrolled in a given project may enroll and exhibit that project only in one county of enrollment.

In the event that a project is not offered in the county of primary 4-H enrollment, a 4-H member may enroll in that specific project in a different county. Approval of this special exception rests with the 4-H Extension Educator in consultation with the State 4-H Office. Participation in 4-H related activities and events (i.e., judging, performing arts, auction) must be in the county of primary 4-H enrollment.

The above policy is not intended to provide an escape mechanism for 4-H members and families who are unwilling to follow the terms and/or conditions in their current county of 4-H membership. Decisions regarding 4-H membership in a non-resident county (a county you do not live in), rest with the 4-H Extension Educator in the receiving county in consultation with the State 4-H Office.

SECTION 3: 4-H PARTICIPATION PROCEDURES

3.1 FAMILY INVOLVEMENT

4-H Members have a better experience when they have parents, older siblings, grandparents, neighbors, or other adults who are able to encourage them throughout their learning experience. 4-H youth and their family are encouraged to attend club meetings and events together. Projects can be worked on around the kitchen table, in the backyard, or at a local community center. Parents can support their child by keeping track of important 4-H dates on the family calendar, keep their child organized, reinforce the importance of following directions, and above all, model the behavior they want their child to exhibit in public settings. It is important to note, the projects themselves are to be the work of the member, not that of a family member or anyone else. Engage as a whole family and learn together.

3.2 CLUB MEMBERSHIP

The purpose of a 4-H club is to provide youth with educational, fun learning experiences with their peers. 4-H Clubs may be organized in several forms.

- **Organized Community Clubs** - These groups include at least five members from at least three families ranging in grades from 3 to 12. The youth usually live in a geographic area they call their community or neighborhood. The club is led by one or more approved adult volunteer leaders. Youth enroll in subject matter areas of interest (projects), participate in 9-12 meetings during the year, select youth officers, carry out club responsibilities, participate in service to the community, and receive recognition for their work. Club meetings typically are held once a month in a location such as a school, community center, church, or other public meeting space. Project evaluation is often carried out during the county fair or at the end of the 4-H Youth Development Program year. The club often uses its meetings to develop group process skills, leadership ability, and communication skills.
- **Organized Subject Matter (Project) Clubs** - These groups are organized around a specific subject matter (project) area (e.g. robotics, junior leaders, shooting sports, rabbits, dairy goats, tractor, horse and pony, dogs, or electricity, etc.). The youth and adult volunteers use club meetings to learn together about the subject around which they have organized. They have lessons, participate in field trips, and teach each other about related concepts. They often prepare an exhibit for a county fair. They develop leadership skills (club officers) and group process skills by working together and completing projects that are meaningful to each other or their community.

3.3 4-H ONLINE ENROLLMENT

4-H Online is the method we use to address our risk management policies. Purdue University has approved the use of 4-H Online to fulfill the university's requirements for youth safety.

Completion of the annual 4-H Online registration process allows youth to



participate fully in competitive events, activities, and programming offered by the Indiana 4-H Youth Development Program.

Members should enroll or re-enroll annually via the 4-H Online Website or a paper enrollment which can be obtained in the Extension Office. There is a \$5.00 county fee and a \$15.00 state fee at the time of enrollment to help defray the cost of manuals, printing, insurance and to run the county 4-H program. Mini 4-H members pay an annual fee of \$5.00. The optimum 4-H enrollment window is October 1-January 15 of the 4-H program year.

Animal Identification should be completed via 4-H Online. 4-H Animal ID information must be entered in the 4-H Online website by the 4-H member by the designated deadline. Contact the Extension Office for help with this process. See the Indiana 4-H Animal Identification chart in the Livestock Handbook for designated deadlines. Animal identification information is mailed to each 4-H member enrolled in a specific species project and is available at the Animal ID Day and at the Extension Office.

Event registration is also completed through 4-H Online. All events such as Southeastern Indiana 4-H Camp, Mini 4-H Camp, Indiana Youth 4-H Livestock Care Registration, and all other events will be utilizing 4-H Online for registration.

The Liability Release, Behavioral Expectations Agreement, and Photo Policy are acknowledged during every online or paper enrollment.

SECTION 4: INDIANA 4-H BEHAVIORAL CRITERIA FOR ALL YOUTH PARTICIPANTS

Indiana 4-H has a set of behavioral criteria that we expect our participants to follow as outlined below. Youth and their parents/guardians review and agree to these expectations at the time of 4-H enrollment in 4-H Online.

When attending, participating in, or acting on behalf of the 4-H program, all persons are expected to conduct themselves in accordance with accepted standards of social behavior, to respect rights of others, and to refrain from any conduct which may be injurious to the 4-H program to persons and the 4-H program.

As a participant in the Indiana 4-H Youth Development Program, I will:

- Respect, follow, and enforce the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service, including all laws related to child abuse and substance abuse.
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills. I will avoid any action that would obstruct or disrupt any 4-H activity, or that threatens or interferes with maintenance of appropriate order and discipline, and will also discourage others from any of those actions.
- Be truthful and forthright when representing the 4-H Youth Development Program. At no time, will I cheat or knowingly furnish false information.
- Present accurate, unaltered 4-H records.
- Follow the specific terms and conditions of a given project, contest, or activity. I will also encourage others to follow these terms and conditions.
- Under no circumstances possess, distribute, consume, or be under the influence of alcohol, tobacco or tobacco-like products, electronic smoking devices (including, but not limited to, e-cigs, vapes, juuls), illegal drugs, or other dangerous substances at 4-H Youth Development Program events or activities.
- Under no circumstances distribute, misuse, or abuse over-the-counter, homeopathic (including supplements and vitamins), or prescription medications.
- Under no circumstances possess or use weapons, fire crackers, chemicals, or other materials that can be used to create an explosive mixture. Note: firearms and archery equipment utilized under the direct supervision of an approved and certified 4-H Shooting Sports Instructor at an approved 4-H Shooting Sports activity are acceptable.
- Recognize that verbal, physical, or emotional abuse, or any conduct which threatens or endangers the health or safety of any person will not be tolerated. Avoid any reckless or inappropriate behavior.
- Respect physical property of others. Theft of, or malicious damage to, property is not tolerated, nor is any unauthorized entry, use, or occupancy of any facility.
- Understand that failure to comply with equal opportunity and anti-discrimination laws, or committing criminal acts are not acceptable practices in 4-H Youth Development Programs.
- Embrace diversity among all youth and adult participants, helping each person to feel welcome and included in the 4-H Youth Development Program.

- Accept my responsibility to represent 4-H Youth Development Programs with dignity and pride by being a positive role model for others.
- Avoid inappropriate interactions with, and inappropriate displays of affection toward, other persons. I will not have unapproved guests in sleeping quarters at overnight 4-H events, nor will I engage in sexual behavior.
- Wear clothing that is appropriate for the event or activity.
- Avoid using any lewd, indecent, or obscene conduct or language.
- Accept supervision and support from Extension staff or designated volunteers.
- Be mindful of and follow Purdue, Centers for Disease Control and Prevention (CDC), and other state and local health authority safety guidelines and procedures related to any epidemic or pandemic illness.
- Participate in appropriate orientation and training, including youth protection standards, sponsored by the Purdue Cooperative Extension Service.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner.
- Not misuse fire equipment or sound a false fire alarm.
- Treat animals in a humane manner and teach program participants appropriate animal care and management.
- Use technology in an appropriate manner that reflects the best practices in youth development. During virtual 4-H activities, I will follow acceptable University practices being mindful of the virtual learning environment.
- Accept my responsibility to promote and support the 4-H Youth Development Program in order to develop an effective county, state, and national program.

Members and their parent/guardian are asked to acknowledge and sign that they have read and agreed to abide by the behavioral expectations in this document via 4honline when enrolling for 4-H. They understand that their failure to comply with these expectations may result in disciplinary action or termination of their participation in the Indiana 4-H Youth Development Program.

Updated 09/16/2022

SECTION 5: GUIDELINES FOR EXHIBITION AND COMPLETION OF 4-H PROJECTS/SUBJECTS

5.1 COMPETITION AND YOUTH DEVELOPMENT

4-H's mission is to empower youth to reach their full potential through working and learning in partnership with caring adults. Many volunteers and staff work to assist youth in developing knowledge, skills and attitudes that enable them to become productive and contributing members of society. It is important for adults to keep this goal in mind and recognize that youth need to learn how to complete projects, not someone else. While there are obviously differences in the abilities of a 3rd grade student as compared to a 12th grade student, the potential for youth to learn is always greatest when youth are responsible for completing the various aspects of their project.

In competitive events, parents and others focusing on winning the competition and not on developing the youth can overlook the mission of youth development. The following principles should be recognized for determining rules regarding 4-H members doing their own work.

- Help from family members is appropriate for some aspects of the project. However, the exhibitors should have increased responsibility as they mature in their project skills.
- Teamwork is a life skill and working together with other 4-H members is appropriate.
- Professionals or individuals who are paid to do similar work and are older than 4-H age and not related to the youth, should not be involved in aspects of the project that are directly related to exhibition and competition. Along with principles, the following questions should be asked for determining rules regarding 4-H members doing their own work:
 - Is the 4-H member capable of completing the work, even if the level of expertise is different from other youth or adults?
 - Are other youth of similar age capable of completing the work? Is the assistance offered by other exhibitors or family members focused on competition for exhibition or is the youth involved in the process and able to improve his/her own skills?

5.2 EXHIBITION

Exhibition of 4-H projects/subjects in local, county, or state exhibits/fairs, in person or virtually, is voluntary on the part of the exhibitor. The exhibition of 4-H projects/subjects provides 4-H members an opportunity to display their 4-H projects/subjects, enter into competition, and participate in an educational/social environment with peers. With exhibition also comes the responsibility for abiding by all the terms and conditions pertaining to the respective 4-H project.

All 4-H projects should be entered into the FairEntry Website prior to being exhibited at the fair. Directions and dates for completion of this will be released in the spring of each year.



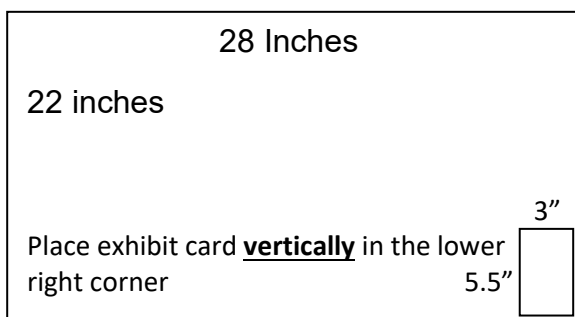
5.3 JENNINGS COUNTY 4-H EXHIBITION

1. Where more than one article is required in an exhibit, they will be judged as a unit and not as separate articles or classes.
2. 4-H members may not repeat a completed project. It is recommended that 4-H members advance to the next division offered in that project.
3. All 4-H projects require a completed record sheet. The completed record sheet is to be put into your green "Indiana 4-H Club Member's Record Book" and turned in at project check-in for judging.
4. Completed 4-H projects must be turned in for judging at the designated time. 4-H members will be notified of judging days and times through the newsletter.
5. The exhibitor has sole responsibility for his/her exhibits and Fair officials are not responsible for exhibits that are damaged, stolen, or lost.
6. All exhibits must be brought in at the specified time and remain at the fairgrounds until officially released, regardless of value. The exhibitor is responsible for making their exhibit "displayable." For example: small items should be in protective display boxes, hanging lamps should have stands to support them, etc.
7. Decisions made by the judges are FINAL. In classes with a limited enrollment, the judge will indicate the awards to be given. Not all divisions of all projects will have a Reserve Champion or greater placing. Only one entry in a project does not necessarily justify a champion placing. Champion placing will be chosen from the blue ribbon placing ONLY of a division.
8. All projects must have been completed in the current 4-H year. The 4-H year runs from the end of the previous years fair until the end of the current years fair.
9. If a 4-H'er drops a project they must return the manual to the Extension Office. If the manual is damaged or not returned it is the 4-H'ers responsibility to pay for the manual.

5.4 POSTER REQUIREMENTS

Note: The correct size foam core poster board, plastic sleeves for posters and salon prints are available at the Extension Office. Please contact Extension Office for current prices. Use caution if you purchase foam board from another store, it may be the wrong size. The wrong size poster board will likely result in a red or lower ribbon being awarded.

1. All 4-H posters should be made HORIZONTALLY on 22" x 28" poster board (foam core board or another firm backed poster board). Poster board may be any color.



2. **Place a completed exhibit card vertically in the lower right corner of the poster. Exhibit Cards are approximately 3" wide by 5.5" tall. These can be picked up from the Extension Office or at Project Check-in.**

3. All posters must be on a firm backing (1/4" is required). To make a poster with a firm back follow these steps:

- Make your poster horizontally on the poster board.

- Cut a piece of cardboard the exact size of your poster 22" x 28". No Plywood Backing is allowed. (Exception: Only allowed if large items are attached and plywood is needed for stability. Example: Small Engines)
- Attach the poster to the stiff backing. This can be done with glue, rubber cement, or thumb tacks. If glue is used, let it dry completely.

7. All posters must be covered with clear plastic. This is to protect the project. Poster sleeves are available for purchase at the Extension Office. If you would prefer to cover the poster yourself, you may buy the plastic at a discount store, hardware store, or lumber yard. Cut the plastic slightly larger than the poster. Tape the plastic to the back of the stiff backing.

Diagram A: Lay plastic flat.
Put right side of poster face down.

A.

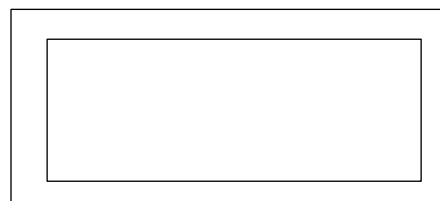
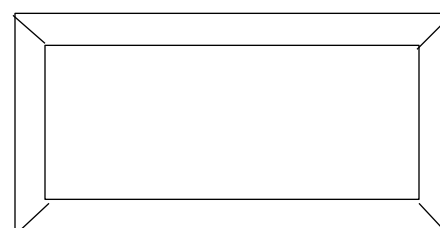


Diagram B: Fold plastic up.
Tape Plastic Securely

B.



8. Failure to meet all of the requirements will lower your ribbon placing. All pictures that are exhibited, such as crafts or home environment, should be prepared for hanging. A screw eye and wire or a bulldog hanger may be used. The back needs to be finished. The use of glass and matting is a personal preference.

5.5 EXHIBIT AND POSTER CHECKLISTS

Before you come to the county fair with your exhibit hall project, be sure to check the following:

Exhibit Checklist	YES	NO
Is the project itself complete?		
Have you filled out the record sheet and put it in your green 4-H folder to turn in during project check-in?		
Have you checked your poster against the poster checklist below?		
Is there an exhibit card (name tag) on your project?		
If foods, do you have your recipe card with the project?		
Does your project have a skills card that needs to be attached? Examples: Cake Decorating, Sewing, Electric 1, Woodworking		
Does your project include a reference list? (All posters, notebooks, and display boards MUST include a reference list indicating where information was obtained, giving credit to the original author, to complete the 4-H member's exhibit. This reference list should/might include web site links, people and professionals interviewed, books, magazines, etc. It is recommended this reference list be attached to the back of a poster or display board, be the last page of a notebook, or included as part of the display visible to the public. A judge is not to discredit an exhibit for the manner in which references are listed or a lack thereof.		

Each poster should have the following to be considered for a champion or grand champion. If the poster is missing one of the following it should be docked one ribbon color (at judge's discretion) and cannot be considered for a champion or grand champion.

Poster Checklist	YES	NO
Is the poster 28" wide and 22" tall?		
Does it have a firm backing?		
Is it covered with clear plastic?		
Is there an exhibit card placed vertically in the lower right corner?		
Is there a reference list attached to the project?		

5.6 COMPLETION

The completion of a 4-H experience may include a variety of options and must not be misinterpreted solely as exhibition of a project at a local, county, or state fair. There are a number of ways that a young person may participate in the 4-H Youth Development Program in addition to the club-based option. Participating in these 4-H opportunities enable the youth to build skills that will serve them well throughout their adult lives.

Some of these participation options do not include the preparation of a specific exhibit by an individual that would be on display at a fair or similar event. In some cases, the youths' actual participation may be the final product that results in their completion of a year of 4-H. Some examples of this participation include working as a team to develop a robot for a workshop or challenge; completing a Spark Club experience; participating in State 4-H Band or Chorus; taking part in a science training or experiment; participating in an after school 4-H experience; etc.

4-H members are considered complete in their 4-H educational experience for the year when they have (1) completed the 4-H member enrollment process prior to the established and published date for enrolling; and (2) had an officially recognized 4-H volunteer/Extension Educator verify the existence of the completed project/subject or the member's participation in a 4-H educational experience –this could be in the form of an exhibit, poster, report, presentation, etc. Or, a member may choose to submit a completed record sheet in lieu of an exhibit to complete the club-or fair-based 4-H project/subject. The 4-H record sheet will be based on printed or web-based educational materials (used by Indiana 4-H Youth Development) and submitted prior to the established and published date.

Though exhibiting in local, county, and state exhibits/fairs is not required for project completion, as it does not necessarily relate directly to content and skills learned in the development of the 4-H project, project exhibition is encouraged as a continuation of the educational experience.

Extension employees and volunteers are obligated to eliminate (and should not create) any practices that limit, deprive, or tend to deprive any youth of opportunities for membership and/or participation in the Indiana 4-H program.

Volunteers and Extension Educators may not require youth to attend 4-H club meetings/workshops/activities in order to complete 4-H or exhibit their work.

5.7 GUIDELINES FOR ANIMAL EXHIBITS

Each 4-H member shall own his/her 4-H exhibit. Ownership, personal possession, and regular care of the animal must be in effect on or before the county and state enrollment deadlines and continuously until after the 4-H show at the county and/or state fair.

1. For 4-H breeding animals: family corporations and/or partnerships of 4-H members with one or more parents, siblings, grandparents, aunts, uncles, or legal guardians are acceptable.
2. For 4-H dairy cattle: family corporations and/or partnerships of the 4-H member with unrelated persons or dairy operations are also acceptable.
3. Dairy cows (as long as the animal is being shown by same 4-Her from 2020 and forward) and heifers, horses, ponies, alpacas and llamas may be leased subject to approval of both the county 4-H dairy, horse and pony, or llama committee and the respective County Extension Educator. 4-H animals (horse and pony, dairy, alpacas and llamas are only eligible to be leased by a single 4-H member in a 4-H program year.
4. 4-H animals are expected to be in the possession and regular care of the 4-H member who owns/leases them (unless other arrangements have been agreed upon by the County 4-H Extension Educator) from the animal ID deadline until the conclusion of the county and/or state fair.
5. 4-H market animals and commercial animals must be individually identified and verified under the supervision of the county 4-H program at county identification events by May 15th each year (or the following business day if the 15th falls on a weekend or holiday). These species include market lambs and commercial ewes, dairy wethers, dairy feeder steers, dairy beef steers, beef steers, market and commercial heifers, meat goat wethers, and market wether dams.
6. 4-H animals purchased, sold or offered for sale after the ID deadline and prior to the Indiana State Fair (including animals that have gone through a "Premium Only Auction"), shall not be eligible to show in the 4-H show at the Indiana State Fair. Sale of products of animals (milk, cheese, wool, etc.) in lieu of the animal, are considered equivalent to a "Premium Only Auction."
7. 4-H animals exhibited after the May 15 (or the following business day if the 15th falls on a weekend or holiday) State 4-H animal ID deadline at any show by anyone other than the individual whose 4-H enrollment record is connected to the ID of the animal in Indiana 4-H Online will not be eligible to be shown in the 4-H show at the Indiana State Fair. This term/condition does not apply to siblings, who may show each other's animals at any show during the year without jeopardizing State Fair eligibility. 4-H animals that are selected by 4-H Extension Staff or 4-H Adult Volunteers for use in supreme showmanship contests (Master Showmanship, Round Robin, etc.) may be used in those county events without jeopardizing State Fair eligibility. This policy applies to all 4-H animal projects. For animal projects without state ID deadlines, the person who enters them in the Indiana State Fair 4-H show is the equivalent of the owner of the animals.
8. Temporary guardianships established for the intent of animal exhibition or grooming purposes are not permitted and shall result in immediate disqualification.
9. A separate animal ID for livestock is required for all species on a separate due date. All 4-H livestock rules conform to State 4-H livestock rules excepting those rule deviations approved and specified by the 4-H Council. See Livestock Handbook for specific rules and classes.

SECTION 6: GUIDELINES ON COMPETITIVE EVENT AND AWARDS

6.1 DEFINITION OF COMPETITIVE EVENT

A 4-H competitive event is one in which 4-H members compete individually or as teams for special recognition. The 4-H Name and emblem are used to name and promote the event. The term "event" is used for 4-H divisions/classes and activities that are part of a larger program, which includes non-4-H competitive events, as well as those events exclusively 4-H. 4-H competitive events include judging contests, presentations, project exhibits and other performance events open to 4-H members. When competition is a major part of an event, it must be understood that competition is secondary to the education and development of youth.

6.2 CRITERIA FOR COMPETITIVE EVENT

Criteria for competitive events in 4-H include:

- Sponsored/co-sponsored and/or conducted by Purdue University Extension Professionals and/or approved 4-H Volunteers (adult and youth volunteers).
- Approved by and/or conducted by Extension staff responsible for the event.
- Rules and regulations established by or approved by Extension staff responsible for the event.
- Open to participation by 4-H members from county, group of counties, district, state, region, or nation.
- Participants must be enrolled in 4-H during the current 4-H year.
- Approval has been obtained to use the 4-H name and emblem.
- Utilize the 4-H name and emblem in promotion and recruitment.
- Provide a safe and healthy environment with a positive educational experience for youth.

6.3 4-H AWARDS AND COMPETITIONS GUIDELINES

The Indiana 4-H Program is a federally-assisted program and as such, all programs, activities, events and competitions (state, area, county, local) must be non-discriminatory according to federal law. Additionally, the 4-H Program may not accept sponsorships, donations, or awards that are based on discriminatory practices.

Gender specific competitions and awards are not permissible under Title IX (Non-discrimination on the Basis of Sex) of the Educational Amendments enacted by Congress in 1972. This act states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance."

All Purdue Cooperative Extension Service programs and methods shall be implemented in a manner that ensures nondiscrimination on the basis of gender for all participants.

This means that the practice of arranging competitions or awarding trips, scholarships, etc. on the basis of gender categories is not acceptable in 4-H Youth Development Programs.

In all cases, the requirements for competitions must provide equal access for all youth and must not be designed to create barriers to participation.

NOTE: Purdue University Cooperative Extension employees and volunteers are obligated to eliminate any practices that limit, deprive, or tend to deprive any youth of opportunities for membership and/or participation or otherwise discriminate against these youth because of their gender.

6.4 KING/QUEEN COMPETITIONS

Policy Regarding 4-H Fair Queen and/or King Contests:

4-H Fair Queen and/or King contests (or contests sponsored by 4-H Fair Associations and subcommittees thereof) where the awards are based upon a combination of factors related to personal appearance, poise and talent of participants are permissible activities.

These 4-H events may not however, discriminate against any participant based upon race, color, national origin, gender, sexual orientation, parental status, or marital status.

Criteria for selection of a 4-H Fair Queen/King can be based upon the candidate's appearance, poise, and talent.

Criteria for selection of a 4-H Fair Queen/King cannot be based upon the candidate's 4-H accomplishments or achievements.

NOTE: Purdue University Cooperative Extension employees and volunteers are obligated to eliminate any practices that limit, deprive, or tend to deprive any youth of opportunities for membership or otherwise discriminate against these youth.

* Those individuals who are selected to represent their county at the Indiana State Fair Queen Contest must meet the guidelines for that activity. The Indiana State Fair Contest is not a Purdue University Cooperative Extension/Indiana 4-H sponsored activity.

SECTION 7: GRIEVANCE/APPEAL GUIDELINES

7.1 GRIEVANCE/APPEAL GUIDELINES FOR COUNTY 4-H PROGRAM ISSUES (ACTIVITIES, PROGRAMS, PROJECTS)

The grievance procedures outlined in this document are utilized as part of an internal process of the Indiana 4-H Youth Development program when grievances of 4-H members, their parents/guardians, or 4-H volunteers cannot be resolved via reasonable conversation. This policy affords the opportunity in those unique situations to allow voice or opinion to be heard when there is a dispute regarding 4-H participation, activities or programs. **This is not a mechanism for complaints against individual 4-H members (or their families), 4-H volunteers, judging officials for competitive events, or Purdue Extension staff.** All resulting decisions will be made in accordance with the Indiana 4-H Program's stated mission to be an inclusive organization designed to encourage and maximize youth participation. The rights of the individual filing the grievance are limited to those provided by Indiana 4-H Program policy.

Purdue University, as the Land Grant University in Indiana, is charged (by the United States Department of Agriculture) with implementing the 4-H Program in communities across the State of Indiana. Purdue Extension Educators in each Indiana county represent the university in local communities and have the responsibility of assuring all 4-H volunteers meet basic university criteria as they serve as representatives of the university. Purdue Extension Educators additionally provide oversight to 4-H volunteers including the assurance that Indiana 4-H Policies and Procedures are appropriately implemented in 4-H Program delivery. Individual county 4-H policies and procedures should be created and reviewed to assure they do not contradict established statewide 4-H policies and procedures. If a contradiction is discovered during the grievance process, Indiana 4-H Program policy shall be followed in determining the grievance outcome.

1. Grievances are made by completing the Indiana 4-H Grievance/Appeal form with the burden of proof being the responsibility of the individual filing the grievance. The completed grievance/appeal form and supporting documentation shall be presented to the president of the 4-H policy-making body (e.g., 4-H Council) or the Purdue Extension Educator who works with the 4-H Program. (NOTE: concerns regarding staff, volunteers, members, or other individuals are not issues for which a grievance may be filed. 4-H volunteers are assigned by the 4-H Extension Educator. Concerns regarding 4-H volunteers, members, or other individuals should be addressed directly with the Purdue 4-H Extension Educator.)
2. Grievances pertaining to 4-H activities, programs or projects shall be filed within 14 days of an incident or occurrence. Grievances pertaining to county fair related issues are often time-sensitive and must be filed within 24 hours of the incident.
3. The grievance process occurs in the county where the issue or concern arises and offers two opportunities for a concern to be heard and reviewed.
 - A. The grievance is initially heard by an unbiased, representative grievance sub-committee of approved 4-H Volunteers. It is the Purdue Extension Educator assigned to 4-H Programming who shall annually work with the chair of the county 4-H Council to determine this committee's membership to include a combination of 3-6 of the following individuals: one representative of the 4-H Council; two 4-H volunteers serving as a 4-H club organizational leader; one member of the County Extension Board; one 4-H volunteer knowledgeable in the subject matter (project) of concern (this individual will vary dependent on the

issue raised with the grievance); one youth representative; and up to three community leaders. The Purdue Extension Educator assigned to 4-H shall convene the group.

- B. The person filing a grievance may appeal a decision of the 4-H Grievance Committee to the State 4-H Program Leader or designee. The Program Leader or designee will review the facts in evidence and render a decision. This is the second and final level in the appeal process.

** The intent of a two-level process is to assure different individuals have the opportunity to hear and act on the grievance. ALL individuals involved at any level of the grievance procedure are reminded of the importance of keeping discussions regarding grievances confidential.

To maintain the confidentiality of the parties involved, the grievance hearings at each level will be closed to the public. Only the individuals who have filed the grievance, the members of the grievance committee, and the Purdue Extension Educators will be present during each level of the grievance process, ***The grievance process is internal to the Indiana 4-H Youth Development Program and meetings of the grievance committees are not subject to Indiana's Open Door Policy.

The Purdue Extension Educator assigned to work with the 4-H Program has the obligation to inform all parties that there is a grievance procedure if there are disagreements with policies. The practice of charging fees from those filing grievances shall be eliminated and all counties will utilize the Indiana 4-H Grievance/Appeal Form as part of the grievance process.

7.2 INDIANA 4-H GRIEVANCE/APPEAL FORM

WARNING: You must read and initial this section before proceeding to complete this document.

_____ 1. I understand and agree that filing a grievance that alleges

- A. facts that are not true, or
- B. facts that I know are not true, or
- C. facts I should know are not true: will be considered a violation of the 4-H behavioral expectations.

_____ 2. I understand and agree that all statements made herein by me are subject to the pains and penalties of perjury and I hereby affirm that my statements herein are true.

_____ 3. I understand that perjury is a crime in Indiana.

I, the undersigned, allege that the following term(s) and condition(s) have been violated:

The facts which support this allegation are set out as follows:

(If needed, additional sheets may be attached.)

I swear or affirm under the penalties of perjury (1) (2) that I have read, understand, and accept the above statements to be true, accurate, and complete.

Signed: _____ Date: _____ Time Submitted: _____

Print your name: _____

Address: _____

Phone: _____

Oath (3)

Before me, _____ A Notary Public in and for _____ County, State of Indiana, personally appeared _____ and he/she being first duly sworn by me upon his/her oath, says that the facts alleged in the foregoing instrument are true.

(signed) _____ My commission expires: _____

(SEAL)

1. Perjury –making a false, material statement under oath or affirmation, knowing the statement to be false or not believing it to be true. In Indiana, a person who commits perjury commits a Level 6 felony,(4)which may be punishable by imprisonment, fine, or restitution (Indiana Code 35-44.1-2-1 and 35-50-2-1)
2. Prosecution for violations of Indiana law will be referred to the proper authorities.
3. Oath –An affirmation of truth of a statement before an authorized person.
4. Felony –A crime of graver or more serious nature than those designated as misdemeanors.

SECTION 8: COUNTY 4-H PROGRAM GOVERNANCE

8.1 ESTABLISHING POLICIES FOR COUNTY 4-H PROGRAMS

Purdue Extension holds responsibility in cooperation with the county 4-H governing entities (4-H Council) for developing 4-H policies for all County 4-H programs, fairs, and events. These policies must be consistent with the 4-H mission, affirmative action regulations, grade definitions, enrollment, methods of participation, and place of residence.

4-H Extension Educators are placed in the county by Purdue University to work and communicate with local governing bodies and ensure that State and National 4-H policies are upheld.

Local 4-H program and fair policies must be in compliance with and will not supersede, State and National 4-H policy; however, fairs may design local classes and events that enhance the educational mission of the 4-H program. For example: Classes and events designed for Mini 4-H must not be competitive at any level in the organization.

In addition, fair policies should strive to offer programs that are:

- In the best interest of all youth
- Educational
- Inclusive to all families
- Fun

8.2 STRUCTURE OF COUNTY 4-H GOVERNING ENTITY

Three primary structures of 4-H Governing Entities are found in Indiana Counties. All entities within the county (4-H Council, 4-H or non 4-H Fair Board, and the Purdue Extension Office) should maintain open communication with each other to ensure that all roles and responsibilities related to the 4-H Program are fulfilled successfully.

In Jennings County, the Jennings County 4-H Council is the Governing Entity of 4-H.

In this structure, the 4-H Council focuses on working in conjunction with the County 4-H Youth Extension Educator to provide guidance and support for the year-round County 4-H Youth Development Program, including 4-H delivery methods such as clubs, projects, in school, after school, and camps.

The Jennings County 4-H Council is the governing body for the county 4-H program, under the auspices of the County Extension Board. The 4-H Council has the overall responsibility to develop 4-H terms and conditions as the operating framework for the county 4-H program.

Various 4-H committees and volunteer leaders are given the opportunity to plan, conduct and evaluate programs, under the direction of the Jennings County 4-H Council. The 4-H committees (i.e. livestock, grievance, fashion revue, etc.) are necessary and vital to the 4-H organization and for the development of programs. These committees need to function according to a specific purpose with guidelines for responsibilities.

One purpose of these 4-H committees is to evaluate their respective programs and to provide recommendations for rule and policy additions or revisions. Any 4-H terms and conditions that relates to enrollment, projects requirements, exhibitions, completion and recognition must be submitted to the Jennings County 4-H Council for approval.

To assist the Jennings County 4-H Council in 4-H policy development, committees need to begin evaluating their programs or projects following the county fair. All committees and volunteers are encouraged to attend 4-H Council meetings to bring forth ideas, suggestions, and recommendations for the 4-H program and county fair.

By the post-fair 4-H Council meeting, any rule or policy recommendation must be made in writing to the Jennings County 4-H Council. The 4-H Council will give consideration and will respond by the first fall 4-H Council meeting. If approved, the terms and conditions will become effective for the next 4-H program year.

SECTION 9: INDIANA STATE FAIR

9.1 RELATIONSHIP BETWEEN THE INDIANA 4-H YOUTH DEVELOPMENT PROGRAM AND THE INDIANA STATE FAIR

The Indiana State Fair is an entity of the Indiana State Government. The Indiana State Fair Commission and Board of Directors are charged with owning and operating the 250-acre State Fairgrounds located at 9202 E. 38th Street in Indianapolis. Educational events, entertainment, and promotional events are offered at the fairgrounds year-round. A signature event in their annual programming is the Indiana State Fair, held over the course of several weeks in August.

The Indiana 4-H Youth Development Program and Purdue Extension are invited guests to the Indiana State Fair each year. Classes are offered exclusively for those youth who have enrolled in the 4-H Program. The State Fair and 4-H Program work together to establish the policies and procedures related to these classes and events held during the Indiana State Fair.

The State Fair terms and conditions supersede the Indiana 4-H Program guidelines during the exhibitions held during the annual Indiana State Fair that are reserved for 4-H participants. Indiana State Fair guidelines can be found on the Indiana State Fair Website.

SECTION 10: 4-H CLUB STANDARDS

10.1 WHAT IS A 4-H CLUB?

4-H CLUB DEFINITION:

A 4-H Club is an organized group of at least five youth from three different families who meet regularly with adult volunteers or staff for a long-term, progressive series of educational experiences.

4-H CLUB PURPOSE:

The purpose of a 4-H club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity—the Essential Elements—and to foster educational opportunities tied to the Land Grant University knowledge base.

10.2 STRUCTURE OF A 4-H CLUB

- Enrolls at least 5 youth members from at least 3 families.
- Conducts a minimum of 6 regular club meetings per year, with many holding 9-12 regular meetings throughout most or all of the year, and often supplemented by project meetings, camps, fairs, and other 4-H learning activities.
- Selects youth officers or youth leaders to provide leadership to the club.
- Meets in any location -community center, library, public housing site, school, afterschool program, military installation, and/or many other places –that is easily accessible to all participants.
- Adapts to and supports mobility of youth and parents—linking them to 4-H programs in other counties and states.
- Meets interests and needs of youth in same-age or cross-age groupings and using single project or multiple project formats.
- Is advised by adult staff or volunteers who have been screened and trained.
- At least two approved adult volunteers/staff are present before the first youth arrives and after the last youth leaves.

10.3 JENNINGS COUNTY 4-H CLUBS (AS OF 01/01/2024)

The following are the clubs that are in Jennings County as of 01/01/2024 with contact information for the club leader. Please contact the club leader for meeting times, locations, or other information about their clubs.

Club	Leader	Contact Information
General Project Club		
Barefoot Bandits	Jessica Bailey	baileyjm12@gmail.com 812-592-5279
Muscatatuck Mud Puppies	Jeff & Annie Jones	812-592-2496 jonesfamilyjahjm@gmail.com
Shining Stars	Mary & Jeff Burton	812-592-6201 Jeffburton121@yahoo.com
Zenas Livewires & Plow Boys	Cheryl Ward	Grammycheryl29@gmail.com 812-344-3409

Project Specific Clubs		
Beef Club	Jenny and Dave Vogel	jlvogel89@gmail.com 812-592-2144
Dog Club	Nicole Branham Heather Sharp	nicole.a.branham@gmail.com 812-592-2153 hsharp1977@gmail.com 812-873-9465
JC Riders	Brandi Risk Rylee Goins	countrygirl.90.bc@gmail.com 812-592-6550 goinsrylee@yahoo.com 812-592-5695
Junior Leaders (Jr. Leaders is for youth in Grades 7-12)	Cari Hauersperger Emily Georgi 4-H Youth Development Educator: Rebekah Cartwright	hauerhaus@hotmail.com 812-521-4103 georgi_emily@yahoo.com 812-447-3960 bargerr@purdue.edu 812-352-3033
Llama Club	Connie Taylor Jenny Gabbard	connietaylor3153@gmail.com 812593-1441 jgab38@aol.com 812-756-1106
Shooting Sports Club	We are currently searching for a Shooting Sports Club Leader. Contact the office at 812-352-3033 if you are interested in learning more about being a leader.	
Tractor Club	Dave Vogel Chris Bailey	812-592-2144 jlvogel89@gmail.com 812-592-2308
In-School Clubs		
Graham Creek Wild Bunch	Shirley Lucas Rebekah Cartwright	slucas@jcsc.org 812-592-1765 bargerr@purdue.edu 812-352-3033
Scipio Roaring Tigers	Viola Davis Rebekah Cartwright	vdavis@jcsc.org 812-603-5465 bargerr@purdue.edu 812-352-3033

10.4 STARTING A 4-H CLUB

- County 4-H Extension Educator determines the need for a 4-H Club in the geographic or subject matter area.
- Recruit, screen, and approve Adult 4-H Volunteers to lead the club (at least two are needed).
- The 4-H Volunteer will sign the standardized 4-H Club Constitution.
- The 4-H Volunteer will sign the letter authorizing the 4-H Club to be included in the Purdue Group Exemption Number.
- 4-H Educator will apply for an Employer Identification Number (EIN) from the IRS using the SS-4 Form template and instructions described in the Financial Management Policies Section.

- 4-H Educator will submit 4-H Club name, contact name, EIN, and signed documents to State 4-H Office (electronically is preferred) for inclusion in the PU GEN records and in 4HOnline.

10.5 PROGRAM MANAGEMENT AND IMPLEMENTATION FOR A 4-H CLUB

A 4-H Club:

1. Selects its own club name. Club names must:
 - a. Be specific to the 4-H club or organization either through a unique name or by identifying the county or location;
 - b. Not be overtly religious or represent the beliefs of one denomination over another;
 - c. Not imply that membership is limited or exclusive; and
 - d. Not be offensive or generally seen as demeaning to any group protected by equal opportunity regulations.
2. Develops a set of by-laws or rules approved by the members to govern the club (optional).
3. Develops an annual educational plan.
4. Keeps records of their meetings and finances.
5. Complies with applicable state, Land Grant University and 4-H National Headquarters' policies.

Several resources are available to help clubs as they operate. These are located at: <https://extension.purdue.edu/4-H/volunteer/resources-and-development/club-resources.html>.

10.6 CHARTERING 4-H CLUBS

From United States Department of Agriculture, National Institute of Food and Agriculture:

The 4-H Charter, issued by the United States Department of Agriculture (USDA) and signed by the Secretary of Agriculture's designated representative, is the only document that officially recognizes a 4-H Club and its use of the 4-H Name and Emblem for the conduct of 4-H Youth Development programs. The official 4-H Charter, issued by USDA, is obtained from the Division of Youth and 4-H at USDA NIFA. State and local charters that do not include a USDA signatory, are not considered official 4-H Charters.

Land Grant University 4-H offices are expected to maintain documentation on the issuance of 4-H Charters to 4-H Clubs within their respective boundaries. Charters should be issued when establishing a 4-H Club. With 4-H Clubs that have been long established, and verification of a valid Charter is not available, issuance of a new 4-H Charter is necessary.

A 4-H Charter is an agreement by the 4-H club and the Division of Youth and 4-H at USDA, National Institute of Food and Agriculture. And it is an agreement by the club with the Land Grant Institutions' State or Local 4-H Extension Office to follow and abide by all state and local 4-H policies, procedures, and other requirements.

4-H Charters are agreements within the context of the overall 4-H Program. 4-H Charters do not qualify a 4-H Club as a legal entity according to state government and business policies

and definitions. 4-H Charters do not allow a recognized 4-H Club to share their rights and privileges with any other person, group, or business.

The USDA NIFA Division of Youth and 4-H Charter, once issued, will be valid for as long as the 4-H entity receiving the 4-H Charter exists. If the 4-H entity disbands, separates into multiple entities, or changes its name, a new charter will need to be issued. The USDA does not mandate a Charter expiration date. Additionally, even with a change in the USDA designated representative, the USDA 4-H Charters remain valid. However, 4-H Charters may be revoked at any time by the Land Grant Institutions' State or Local 4-H Extension Office for failure by the club to meet any aspect of the agreement.

From Indiana 4-H/Purdue Extension:

Each 4-H Club that has signed both the authorization letter and the standardized constitution (see below) to join the Purdue Federal Tax Group Exemption Number, and that has a unique Employer Identification Number (EIN) from the IRS, will receive a 4-H Club Charter. This charter serves to verify the legitimacy of the 4-H Club and provides it with authority to use the 4-H Name and Emblem under the auspices of the 4-H Youth Development Program of Purdue University.

It is the responsibility of each 4-H Youth Extension Educator to maintain a current, master list of 4-H Clubs that have been chartered. Upon dissolution, renaming, or combining of a 4-H Club(s), the 4-H Educator will notify the State 4-H Program Leader to ask that the 4-H Club Charter be removed from the statewide list. If applicable, a new charter may be requested for combined 4-H Clubs.

Each 4-H Affiliate (e.g., 4-H Council, 4-H Fair Board) obtains official recognition and authorization to use the 4-H Name and Emblem by signing a Memorandum of Understanding with the respective Purdue Cooperative Extension County Office. No 4-H charters will be issued to 4-H Affiliates.

10.7 4-H CLUB DOCUMENTATION

CONSTITUTION

Each 4-H Club will sign the standard 4-H Club Constitution as a part of joining the Purdue Group Exemption Number for federal tax-exempt status. The approved 4-H Volunteer appointed to serve with the 4-H Club may submit the completed constitution. The constitution needs to be submitted one time only.

4-H CLUB AUTHORIZATION LETTER TO JOIN PURDUE GROUP EXEMPTION NUMBER

Each 4-H Club will have a signed authorization letter on file, indicating the club's desire to join the Purdue Group Exemption Number. This letter will be signed by an approved 4-H Volunteer, appointed to serve with the 4-H Club. This letter needs to be submitted one time only.

10.8 GUIDELINES FOR 4-H CLUB FINANCES

Guidelines for handling 4-H Club Finances can be obtained from the Extension Office. These include annual financial report, financial review/audit, treasurer's report, IRS procedures, and fund-raising guidelines. It is crucial that 4-H Clubs maintain an accurate accounting of their finances and are transparent in their reporting to the 4-H members and their families.

Each club will receive information about annual reporting in the first quarter of each year. Club leaders are responsible for filling out and returning the requested items.

SECTION 11: VOLUNTEER MANAGEMENT

11.1 INTRODUCTION

The mission of the 4-H Youth Development Program is to provide real-life educational opportunities that develop young people who positively impact their community and world. Extension personnel and volunteer time and energy should be spent in positive educational programs that support these quality experiences for children and youth.

The 4-H Youth Development Program must be able to assure parents that their children will be provided with a safe, supportive environment as they participate in 4-H activities. Thus, in 1991, the initial 4-H Volunteer Application and Screening policy was introduced. The policy has evolved since that time to meet the changing conditions of society. Each of the following procedures has been reviewed and approved by Purdue University's legal counsel and risk management office.

All individuals who wish to have a volunteer role with the 4-H Youth Development program will complete the following application and screening process prior to assuming a volunteer role with the 4-H program.

11.2 INITIAL VOLUNTEER APPLICATION (STEPS TO COMPLETE AND THE SCREENING PROCESS)

1. An individual indicates a desire to volunteer with the county 4-H Youth Development Program.
2. The 4-H Youth Development Extension Educator (Extension Educator) communicates with the individual about possible volunteer opportunities and provides a copy of the "4-H Youth Development Volunteer Application" (4-H 784).
3. The volunteer applicant completes and returns an electronic or paper version of the 4-H 784.
4. The volunteer applicant provides evidence of a government-issued photo ID to the Extension Educator.
5. The Extension Educator reviews the completed 4-H 784. If the applicant has indicated a criminal conviction in section IV of the application, the State 4-H Office is contacted to discuss further action.
6. The Extension Educator* contacts each of the three references provided by the applicant.
7. The Extension Educator* searches the National and State Sex and Violent Offender Registries to see if the applicant's name is listed.

NOTE: Any person who has been convicted of child abuse as determined by the screening process or check of the National and State Sex & Violent Offender Registries

shall not serve as a volunteer. Potential volunteers who are discovered through the application and screening process to have been charged with felony convictions, shall have their applications and volunteer appointments reviewed by the appropriate staff in the State 4-H office. Any individual serving as a volunteer at the time charges of child abuse are made shall be immediately suspended from his/her role as a volunteer pending the outcome of the case. The volunteer status of the individual may be re-evaluated by the Extension Educator once the outcome of the case is known. Individuals serving as volunteers who are discovered to have not reported felony or child abuse convictions at the time of application shall be subject to immediate termination as a volunteer. Terminations of volunteers are conducted by the Extension Educator and shall be done in writing.

8. The Extension Educator* may conduct a criminal background check during the screening process of new volunteer applicants.
9. The Extension Educator may have a conversation/interview with the applicant. The conversation is designed to help the Educator and applicant get to know one another and to outline the expectations of the individual who will serve in this volunteer role.
10. The Extension Educator* sends the successfully-screened applicant an initial acceptance letter, including a link to the 4-H Online system and a copy of the Volunteer Role Description for the role in which the applicant is to be placed.
11. The volunteer applicant will create a profile in 4-H Online. During this step, the volunteer will sign the following:
 - a. Personal Liability Waiver
 - b. 4-H 785 (Adult Behavioral Expectations)
 - c. Vehicle Use Policy (included in this section)
12. The volunteer applicant will complete a three (3)-part training annually, either in 4-H Online, or in a face-to-face training with the Educator. The three parts include:
 - a. Orientation to 4-H
 - b. Program Staff Training for Youth Protection Policies (2 parts)
 - c. Cultural Awareness
13. The volunteer applicant signs the Volunteer Role Description and returns this document to the Extension Office to be kept on file. All applicants are encouraged to keep a copy of all signed documents.
14. The Extension Educator reviews all of the volunteer applicant's documents to determine if the applicant has completed the steps required to be recognized as an official 4-H Volunteer for Purdue Extension. The Educator then communicates this decision with the volunteer applicant.
15. The Extension Educator* provides the volunteer with information about future meetings and training opportunities, including orientation.
16. On behalf of Purdue University, the Extension Educator has the responsibility and final authority to approve and appoint applicants to volunteer roles in the 4-H Youth Development program. Names of individuals who have been approved by the Extension Educator as 4-H Volunteers through the application and screening process will be shared with the local 4-H Youth Development policy-making group for their records.
17. Nominees to fill 4-H volunteer roles on appointed or elected boards/committees will be screened and approved prior to the time the appointment or election process is held. The confidential screening process should be completed by the Extension Educator, as with all other 4-H Volunteers.
18. If the applicant is not accepted as a volunteer, the Extension Educator sends a letter to the applicant, stating the applicant has been declined.
19. 4-H Volunteer documents are uploaded to a secure Box account.

* The 4-H Youth Development Extension Educator may choose to designate another Extension Staff member to assist with these steps.

11.3 ANNUAL VOLUNTEER RE-ENROLLMENT

1. The 4-H Extension Educator will annually determine if a current 4-H Volunteer should be renewed for the coming year.
2. Each adult 4-H Volunteer who will have their assignment renewed by the Extension Educator will re-enroll annually to reconfirm their commitment to the program and to provide updated contact information.
3. Annually, the Extension Educator* will share instructions with all approved 4-H Volunteers on how to re-enroll in the 4-H Online data management system. For those without Internet access, the Educator will provide paper copies or offer times for the volunteer to use equipment in the Extension Office.
4. The Extension Educator will communicate with the 4-H Volunteers from the previous program year that 4-H Online will open for the new program year on October 1. At that time, individuals may complete the 4-H Volunteer Re-enrollment Process.
5. While there is no established state deadline for completion of the re-enrollment process, individuals need to understand that they are unable to perform in a volunteer role with the 4-H program until they have completed their re-enrollment for the new program year. Educators will set and communicate a reasonable timeframe in which individuals are asked to complete the re-enrollment process so that the Educators will know who is willing to serve as a 4-H Volunteer as they plan the new 4-H Program year.
6. As a part of the annual re-enrollment process, each volunteer will:
 - a. Sign the personal liability waiver
 - b. Sign the Adult Behavioral Expectations
 - c. Sign the Vehicle Use Policy
 - d. Authorize the Extension Educator* to search the current national and state sex and violent offender registries
 - e. Update personal contact information and volunteer affiliation
7. The Extension Educator* searches the National and State Sex and Violent Offender Registries to see if the applicant's name is listed.
8. The Extension Educator verifies that the volunteer has completed the three (3)-part annual training either in 4-H Online or in a face-to-face training with the Educator. The three parts include:
 - a. Orientation to 4-H
 - b. Program Staff Training for Youth Protection Policies (2 parts)
 - c. Cultural Awareness
9. The Extension Educator reviews the information submitted and the performance of the volunteer from the current program year and places the volunteer in an appropriate role for the next program year.
10. Individuals who have not completed the process to re-enroll as a 4-H Volunteer by the date initially communicated to them by the 4-H Extension Educator will be contacted a second time.
11. Individuals who miss the follow-up response date will be contacted a third time to remind them to re-enroll. A final response date will be communicated at that time. After this date has passed, the 4-H Educator will acknowledge that the individual has chosen not to volunteer with the 4-H program for the new program year and will take steps to fill the opening created by the individual's resignation as a 4-H Volunteer.
12. The Extension Educator* accepts re-enrolled volunteers in the 4-H Online system.

13.4-H Volunteer documents are uploaded to a secure Box account.

* The 4-H Youth Development Extension Educator may choose to designate another Extension Staff member to assist with these steps.

11.4 ADDITIONAL VOLUNTEER INFORMATION

1. 4-H members, volunteers, parents, friends and family who do not follow the Purdue Cooperative Extension Service and 4-H Youth Development behavioral expectations and/or who are a continuing disruptive force, despite appropriate and sincere efforts to resolve their concerns, may be barred from participating in and/or volunteering for youth development programs sponsored by the Purdue Cooperative Extension Service.
2. Volunteers who relocate from one Indiana county to another and desire continued volunteer involvement shall complete the application steps outlined in section 11.2 in the new county.
3. On occasion a volunteer may not be able to sign the Vehicle Use Policy. The Extension Educator will first contact the volunteer to determine the reason he/she cannot sign the policy. Then, the Educator will contact the State 4-H Office for additional guidance. Inability to sign the Vehicle Use Policy does not automatically disqualify an individual from serving as a volunteer.
4. This information is being provided to help maintain a system established in 1991. The purpose is to effectively select and retain qualified 4-H Youth Development volunteers.

11.5 ADULT BEHAVIORIAL EXPECTATIONS

Please see the following two pages for the 2023 Adult Behavioral Expectations Form.

2024 Adult Behavioral Expectations

To Promote the Well-Being of Youth for Faculty, Extension Educators, Staff and Volunteers Who Work with 4-H Youth Development Programs in Indiana

“Those who believe in and work with youth have confidence in our future.”

These Adult Behavioral Expectations give faculty, educators, staff and volunteers the opportunity to reaffirm their commitment and dedication to the well-being of young people. When all faculty, educators, staff and volunteers sign a copy of this document, individuals are making a collective statement that youth in the 4-H Youth Development Program are being treated with respect, dignity, and attention to individual needs. The faculty, educators, staff and volunteers who work with the 4-H Youth Development Program in Indiana are proud of the quality educational programs provided to youth of this state and to their personal commitment to nurture the positive growth and development of youth.

In my role as a 4-H Youth Development Program faculty, educator, staff, or volunteer I will:

- Respect, adhere to, and enforce the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service including all laws related to child abuse and substance abuse.
- Accept supervision and support from salaried Extension staff or designated management volunteers.
- Be mindful and follow Purdue, Centers for Disease Control and Prevention (CDC), and other state and local health authority guidelines and recommendations related to any epidemic or pandemic illness.
- Participate in orientation and training, which includes youth protection standards, sponsored by the Purdue Cooperative Extension Service.
- Accept my responsibility to represent 4-H Youth Development Programs with dignity and pride by being a positive role model for youth.
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Be truthful and forthright when representing the 4-H Youth Development Program.
- Recognize that verbal or physical abuse, failure to comply with equal opportunity and anti-discrimination laws, or committing criminal acts are not acceptable practices in 4-H Youth Development Programs.
- Embrace diversity among all youth and adult participants, helping each person to feel welcome and included in the 4-H Youth Development Program.
- Under no circumstances allow, consume, or be under the influence of alcohol or illegal drugs at 4-H Youth Development Program events or activities.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth participating in 4-H Youth Development Programs.
- Treat animals in a humane manner and teach program participants appropriate animal care and management.
- Use technology and social media in an appropriate manner that reflects the best practices in youth development. During virtual 4-H activities, I will follow acceptable University practices being mindful of the virtual learning environment.
- Accept my responsibility to promote and support the 4-H Youth Development Program in order to develop an effective county, state, and national program.
- Report any suspected instances of child abuse and/or neglect to local authorities that I may observe during my role as a 4-H Youth Development Program faculty, educator, staff, or volunteer.

I have been given the opportunity to review these expectations and the opportunity to ask questions, and any questions have been answered to my satisfaction. By signing below, I acknowledge that I have read and agree to abide by the behavioral expectations in this document. I understand that my failure to comply with these expectations may result in disciplinary action or termination as a faculty member, educator, staff, or volunteer of the Indiana 4-H Youth Development Program.

Personal Liability Waiver

I understand that participating in 4-H activities can involve certain risks to me and I accept those risks. I hereby release and discharge The Trustees of Purdue University, The _____ County Commissioners, Purdue Extension - _____ County, and each of their trustees, officers, appointees, agents, employees and volunteers (“Released Parties”) from all claims which I might have for any injury or harm to me, including, but not limited to, bodily injury, disability, exposure to COVID-19 and other viruses and or illnesses, and death, arising out of my participation in any activity related to the 4-H program, even if such injury or harm is caused by the negligence or fault of any of the Released Parties, provided, however, the University stipulates that the Volunteer is an “Employee” as that term is broadly defined in the “Resolution of the Board of Trustees of the Trustees of Purdue University Clarifying and Reaffirming Policy on Indemnification (the “Indemnification Policy”)), and is therefore eligible for indemnification, for any and all costs of defense including, but not limited to, reasonable attorney fees and expenses, claims, demands and judgments incurred by the Volunteer, as provided by the Indemnification Policy. I do not release the Released Parties from liability for intentional, willful, or wanton acts and this release shall not be construed to include such acts.

- By checking this box and signing this form, I accept the terms and conditions of the Adult Behavioral Expectations and Personal Liability Waiver.
- By checking this box and signing this form, I am certifying that I am in compliance with all requirements established by the Purdue University ‘Use of Vehicles for University Business’ policy.
- By checking this box and signing this form, I authorize the Purdue University Cooperative Extension Service to conduct a search of the current national and state sex and violent offender registries and release any information found on the registries to the Purdue University Cooperative Extension Service.

Print Name

Date

Signature

Date

Educator Signature

Date

Please provide any updated contact information in this box below: (phone, address, email, etc.)

A copy of the Adult Behavioral Expectations for each faculty, educator, staff, and volunteer in 4-H Youth Extension programs will be signed and filed annually in the respective Extension/Departmental Office. These Behavioral Expectations and related policies have been developed by faculty, educators, staff, and volunteers to strengthen the work of those who believe in the 4-H Youth Development Program.



Extension - Jennings County

SECTION 12: DESCRIPTION OF ROLES AND RESPONSIBILITIES

The following descriptions and responsibilities are not all-inclusive lists. These are merely guidelines to help you understand what ever role you may assume with in our organization.

12.1 4-H MEMBER RESPONSIBILITIES

(These are not requirements to exhibit but highly suggested for a full 4-H experience.)

- Have fun!
- Learn something new!
- Make friends with another 4-H member!
- Lend a hand to the leaders, adult volunteers, or other 4-H members.
- Be a good role model for other 4-Hers, community members, and adults. Yes, even adults can learn from 4-Hers!
- Support your fellow 4-Hers by showing good sportsmanship! Don't be afraid to congratulate your competitors.
- Join a 4-H Club, attend and actively participate in meetings.
- Choose a project(s)
- Complete your enrollment through 4-H Online or with a paper enrollment form by January 15th of each year.
- Secure any 4-H manuals, record sheets, project guidelines sheets and a County 4-H Handbook or annual handbook updates. These are available at the Extension Office.
- READ the materials given to you pertaining to your project and general 4-H policies.
- Try running for a club officer position (examples include: president, secretary, song or recreation leader)
- Complete exhibit guidelines for each project.
- Prepare your exhibit. Exhibits are to be completed after the previous year's fair.
- Complete your record sheet(s). Have your leader check and sign them.
- Complete the white "Record of Achievement" in your record book.
- Be attentive and courteous during club meetings.
- It is 4-H member's responsibility to be knowledgeable about project and activity requirements.

12.2 MINI 4-H MEMBER RESPONSIBILITIES

(These are not requirements to exhibit but highly suggested for a full 4-H experience.)

- Have fun!
- Learn something new!
- Make friends with another 4-H member!
- Join a club and attend meetings (optional)
- Exhibit a project at the fair.
- Attend mini 4-H camp. (optional)

12.3 PARENTS' / GUARDIANS' ROLES AND RESPONSIBILITIES

- Encourage and support your child.
- Be a good role model. This starts with modeling good sportsmanship and treating others the way you want to be treated. Remember, youth are always watching.
- Make sure 4-H Online Enrollment, Animal ID information, and FairEntry are completed on time. In the first several years of 4-H, your child will need help completing the online steps. As your child grows up, help them take responsibility for completing these.

- Advise and assist in the selection of the member's 4-H projects.
- Help your child, but do NOT do the project for your child.
- Arrange transportation for your child to attend meetings, workshop activities, and project judging. Carpooling with neighbors and friends can be beneficial.
- Keep yourself informed on upcoming events and deadlines. These items are often found in the bi-monthly newsletter, emails, special mailings, and the Purdue Extension Jennings County social media pages. Your child's club leader or project leader are also great resources who should be knowledgeable on this.
- Assist your local volunteer leaders at meetings, if possible.
- Offer to serve as an adult leader, co-leader, or project leader if you are interested. You do not have to possess a particular talent to do this, just an interest in the development of youth in our County.
- Learn something new!

12.4 ALL VOLUNTEER ROLES AND RESPONSIBILITIES

- Follow all 4-H guidelines and policies of the Purdue University Extension, Indiana 4-H, and the Jennings County 4-H Program.
- Be a good role model. This starts with modeling good sportsmanship and treating others the way you want to be treated. Remember, youth are always watching.
- Participate in one or more volunteer development opportunities each year.
- Be committed to young people and their growth in all areas.
- Promote favorable public relations and image for 4-H program.
- Recruit new 4-H members.
- Be dedicated to young people and sensitive to their abilities and needs.
- Encourage 4-H members' and parents' interest and participation.
- Welcome parents' ideas, assistance, cooperation, support, and attendance at 4-H activities.
- Read 4-H newsletters and literature from the county Extension office.
- Must complete the Purdue University 4-H volunteer application and screening process and be accepted as a volunteer.
- A willingness to become familiar with and work within the philosophy and guidelines of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- Organize information and make decisions.
- Work and communicate effectively in both verbal and written forms with Purdue Extension staff, volunteers, parents or guardians, and youth.
- Motivate parents and other volunteers to assume leadership roles.
- A sincere interest in working with youth, other volunteers and professional staff in an educational setting.

12.4 SPECIFIC RESPONSIBILITIES BASED ON ROLE (4-H COUNCIL MEMBER, LIVESTOCK SUPERINTENDENT, LIVESTOCK ASSISTANT SUPERINTENDENT, LIVESTOCK COMMITTEE MEMBER, CLUB LEADER)

4-H Council Members

- All responsibilities outlined in section 12.4
- Help analyze the needs and interests of county youth and volunteers.

- Inform professional Extension staff concerning training needs of members or volunteers, resources needed to solve specific problems and/or concerns, and any other information as deemed important.
- Assist with planning, conducting, evaluating, and recommending educational experiences, methods, and programs that will meet the needs and interests of youth.
- Attend all council meetings.
- Secure material resources as needed to conduct, promote, and expand the 4-H program.

Livestock Committee Members

- All responsibilities outlined in section 12.4
- Help analyze the needs and interests of county youth and volunteers surrounding livestock projects.
- Inform professional Extension staff concerning training needs of members or volunteers, resources needed to solve specific problems and/or concerns, and any other information as deemed important to the livestock program.
- Assist with planning and conducting animal ID days, animals shows, educational experiences, and programs that will meet the needs and interests of the youth participating in livestock projects.
- Maintain appropriate communication with, and coordinate the contributions of, other committee members.
- Attend all livestock committee meetings.

Club Leaders

- All responsibilities outlined in section 12.4
- Hold regular, interesting, and informative club meetings.
- Insure adequate supervision at all club meetings.
- Help to plan and conduct alongside club members club meetings, activities, community service, educational experiences and programs.
- Inform professional Extension staff of resources needed by 4-H members.
- Communicate pertinent information from newsletters, email communications, and special mailings to 4-H members.
- Help officers learn their responsibilities and be prepared for each meeting.
- Teach members basic parliamentary procedure, allowing them to run their own meetings, develop committees, and plan and conduct activities.
- Maintain appropriate communications with, and coordinate the contributions of, other club leaders.