

Jennings County 4-H Guidelines



Dear Jennings County 4-H Family,

Each 4-H member and their family members 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.

ALL RULE CHANGES FOR 2022 ARE
UNDERLINED AND BOLDED.

4-H 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.

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Extension - Jennings County

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.

The Indiana 4-H Program Philosophy

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 Handbook 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. Members not complying with established and published dates and deadlines for exhibition may be denied the opportunity to exhibit.

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 and support family involvement.

4-H 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.

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MOTTO: "To Make The Best Better"

EMBLEM: The 4-H Emblem is the four-leaf clover with the letter "H" on each leaf. The "H" stands for Head, Heart, Hands and Health.

COLORS: The 4-H Colors are green and white. Green symbolizes nature's most common color and represents life, springtime, and youth. White symbolizes purity.

4-H PLEDGE:

I pledge:

My head to clearer thinking

My heart to greater loyalty

My hands to larger service, and

My health to better living

For my club, my community, my country and my world.

4-H Club Membership

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, age, national origin or ancestry, marital status, parental status, sexual orientation 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 4HOnline enrollment process. Statewide 4HOnline enrollment occurs annually October 1 through January 15.

Mini 4-H Non-Competitive Policy

Mini 4-H is a program designed to encourage positive development of children, Kindergarten through second grade. 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.

Safety Policy for Mini 4-H Members

The safety and well-being of our 4-H youth is of the utmost importance. Although kindergarten is specified as the time when a child may begin participation in some 4-H events and activities, parents are encouraged to take into consideration their child's physical and mental development before agreeing to let the child begin to show, work with, or care for animals. Each child matures at a different rate, and children in grades K-2 may still be too young to begin showing, working with, or caring for animals.

The State 4-H Youth Program at Purdue University has agreed to allow Mini 4-H members in grades K2, to participate in some animal projects subject to certain conditions. These conditions are specified below.

Each county may determine its own NON-COMPETITIVE programs, classes, and participation requirements subject to the following safety guidelines:

"Mini 4-H members, in grades K through 2, will be allowed to show, work with, or care for animal projects after their parent or legal guardian has signed a liability release. Mini 4-H members may independently show, work with, or care for animals that weigh 300 pounds or less. Mini 4-H members may only show, work with, or care for animals over 300 pounds when they are assisted by a parent, legal guardian, or another adult designated in writing by parent or legal guardian." (The word assisted means that the adult has control of the animal at all times.) Mini 4-H members are not required to own the animals they participate with in Mini 4-H. All animals on exhibit should meet the regulations of the Indiana Board of Animal Health Requirements for Exhibition of Domestic Animals in Indiana and meet the vaccination requirements set by Indiana 4-H.

Mini 4-H members exhibiting horses must wear ASTM or SEI standard F1163 (or above) certified helmets whenever mounted. The parent/guardian is responsible to see that this specified headgear is properly fitted with the approved harness in place and fastened whenever a rider is mounted.

If the guidelines stated in this policy are not followed for a particular event or activity, then such event or activity shall not be considered to be a 4-H event or activity and shall not be under the auspices of Extension 4-H Educators or covered by Purdue University.

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.

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 may 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 is expected to 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. Participation in 4-H related activities and events (i.e., judging, share-the-fun, 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.

Note: In a statement from our federal partner in Washington, D.C., the following statement appears:

"Anytime there are procedures for exclusion of individuals from events which use the 4-H name there are potential challenges to enforcement of the exclusions. The challenges have a substantial potential to prevail and they frequently result in negative publicity for the organization. Therefore, before choosing a policy of exclusion it is wise to evaluate the exclusion being considered, to be sure there is an overwhelming educationally based need for the exclusion".

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.

Behavioral Criteria for 4-H Events and Activities

To 4-H members, volunteers, parents and the public: When attending, participating 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. The following actions constitute misconduct for which persons may be subject to disciplinary consequences and/or dismissal from the program:

- (a) Dishonesty in connection with any 4-H activity by cheating or knowingly furnishing false information.
- (b) Alteration or unauthorized use of 4-H records.
- (c) Obstruction or disruption of any 4-H activity or aiding and encouraging other persons to engage in such conduct.
- (d) Failure to comply or aiding or encouraging other persons not to comply with specific terms and conditions of a given project, contest, or activity.
- (e) Failure to comply with directions of 4-H officials acting in the proper performance of their duties.
- (f) Inhumane treatment of 4-H animal projects.

There are many opportunities for 4-H members, volunteers, parents and the public to participate in 4-H events and activities. When involved in such experiences, members, volunteers, parents and the public are expected to follow all rules and regulations as outlined by those responsible for the specific program or activity. In all such 4-H activities, the following constitute a violation of behavioral expectations:

1. Possession or use of fire crackers, gun powder, firearms, chemicals or other materials that can be used to create an explosive mixture.
2. Misuse of fire equipment or sounding a false fire alarm.
3. Having a guest of a different gender in your sleeping quarters, or inappropriate sexual behavior.
4. Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of any person.
5. Theft of or malicious damage to property.
6. Possession, use, or distribution of alcohol, illegal drugs, tobacco and tobacco-like products, electronic smoking devices (including, but not limited to, e-cigs, vapes, juuls), or other dangerous substances.
7. Inappropriate displays of affection towards another person(s).
8. Distribution, misuse, or abuse of over-the counter, homeopathic (including supplements and vitamins), or prescription medications.
9. Inappropriate clothing or lack of clothing during the event or activity.
10. Lewd, indecent, or obscene conduct or language.
11. Unauthorized entry, use or occupancy of any facility.
12. Any conduct which threatens or interferes with maintenance of appropriate order and discipline or invades the rights of others.
13. Unwillingness to follow appropriate health and safety procedures.
14. Reckless or inappropriate behavior.

When violations occur at out-of-county, district, area, state and/or national 4-H events, the following procedures will be followed.

- (a) The parents/legal guardians may be contacted to arrange transportation home for the violator(s) and (b) The local extension educator may be notified.

Guidelines for Exhibition and Completion

Following are policies that govern exhibition and completion of 4-H Projects:

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.

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. Additionally, 4-H members who participate in a club- or fair-based 4-H project/subject will submit a completed 4-H record sheet based on printed or web-based educational materials (used by Indiana 4-H Youth Development) 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.

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 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 Extension Educator) from the animal ID deadline until the conclusion of the county and/or state fair.
5. 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."
6. 4-H animals exhibited after the **May 16 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 4HOnline 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 and parents, 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.
7. Temporary guardianships established for the intent of animal exhibition or grooming purposes are not permitted and shall result in immediate disqualification.

Grievance/Appeal Guidelines for County 4-H Program Issues:

(Activities, Programs, Projects)

Revised 2018

The grievance procedures outlined in this document are utilized as part of an internal process of the Indiana 4-H Youth Development program for use 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 three opportunities for a concern to be heard and reviewed.
 - A. The grievance is initially heard by an unbiased, representative grievance sub-committee. 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 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; and one 4-H volunteer knowledgeable in the subject matter (project) of concern (this individual will vary dependent on issue raised with the grievance). The Purdue Extension Educator assigned to 4-H shall convene the group.

B. The person filing the grievance may appeal the decision of the grievance sub-committee to the 4-H policy-making body, which will then review the facts in evidence and render a decision.

C. The person filing a grievance may appeal a decision of the 4-H policy-making body to the County Extension Board. The Extension Board will review the facts in evidence and render a decision. This is the final level in the appeal process.

**While there is no doubt some overlap in who serves on these committees, the intent of a three 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.

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.

GUIDELINES FOR 4-H POLICY DEVELOPMENT

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.

STATEMENT OF RESPONSIBILITY

Your Responsibility as a 4-H Member:

- 1) Join a 4-H Club
- 2) Choose a project(s)
- 3) Complete your enrollment through 4HOnline or with a paper enrollment form by January 15th of each year.
- 4) Secure any 4-H manuals, record sheets, project guidelines sheets and a County 4-H Handbook. These are available at the Extension Office.
- 5) READ the materials given to you pertaining to your project and general 4-H policies.
- 6) Try to attend at least one half of your club meetings.
- 7) Complete the requirements of your project.
- 8) Prepare your exhibit. Exhibits are to be completed after the previous years' fair.
- 9) Complete your record sheet(s). Have your leader check and sign them.
- 10) Complete the white "Record of Achievement" in your record book.
- 11) Be attentive and courteous during club meetings.
- 12) It is 4-H member's responsibility to be knowledgeable about project and activity requirements.

Your Responsibility as a 4-H Parent:

- 1) Encourage and support your child. Advise and assist in the selection of the projects.
- 2) Help your child, but don't do the project for your child.
- 3) Arrange transportation for your child to attend meetings, workshop activities and judging. Carpooling with neighbors and friends helps a lot.
- 4) Keep informed of upcoming events through your 4-H Adult Leader, your child's newsletter, correspondence from the Extension Office and through social media and emails from 4HOnline.
- 5) Assist your local volunteer leaders with meetings and special activities, if possible.
- 6) Offer to serve as an adult leader, co-leader, or project leader if you are interested. You do not have to have a particular talent to do this, just an interest in the development of youth in our County.
- 7) Assist your child in the practice of good sportsmanship.

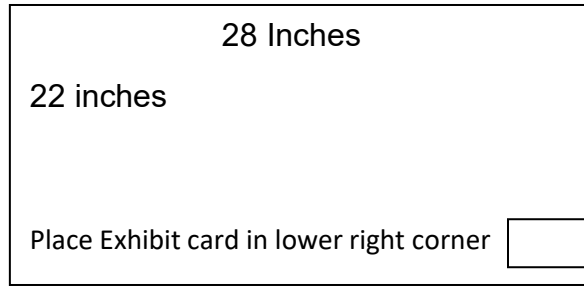
Jennings County 4-H Enrollment and Exhibition Procedures

1. Members must enroll annually by January 15. 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 (grades K-2) pay an annual fee of \$5.00.
2. Youth in grades K-12 must complete the following 4-H enrollment processes to be considered a 4-H member and to participate in the Jennings County Fair:
 - 4-H membership enrollment in the 4HOnline website <http://v2.4honline.com> or via a paper enrollment form from the Extension Office by the Indiana 4-H designated deadline. The optimum 4-H enrollment window is October 1-January 15 of the 4-H program year.
 - 4-H Animal ID enrollment in 4HOnline. Animal identification information must be entered in the 4HOnline 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.
 - Fairentry enrollment. Members will enter all of their specific project information into the Fairentry website at <http://jenningscounty.fairentry.com> by the designated deadline. This information is shared in the bi-monthly newsletter, a separate mailing to members and is available at the Extension Office.
3. 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.
4. Where more than one article is required in an exhibit, they will be judged as a unit and not as separate articles or classes.
5. 4-H members may not repeat a completed project, but must advance to the next division offered in that project.
6. 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.
7. 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.

8. The exhibitor has sole responsibility for his/her exhibits and Fair officials are not responsible for exhibits that are damaged, stolen, or lost.
9. 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 his exhibit "displayable." For example: small items should be in protective display boxes, hanging lamps should have stands to support them, etc.
10. 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.
11. 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.
12. 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.

Poster Requirements

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



2. Put a completed exhibit card in the lower right hand corner of your poster.
3. All posters must be on a firm backing (1/4" is required). To make a poster with a firm back follow these steps:
 4. Make your poster horizontally on the poster board.
 5. 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)
 6. 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. 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.

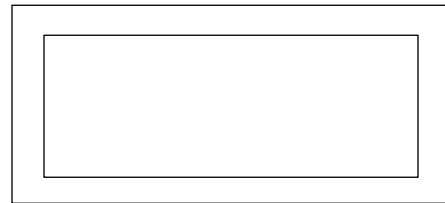
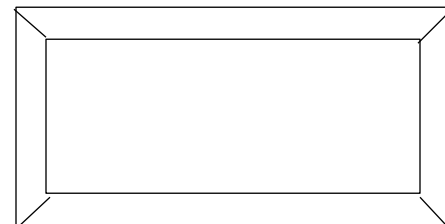


Diagram B: Fold plastic up.
Tape Plastic Securely

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.

Foam Core Poster Board, plastic sleeves for posters and salon prints are available at the Extension Office. Please contact Extension Office for current prices. Foam Core available at Wal-Mart is the WRONG SIZE. It is "Red Ribbon" size.

Exhibit Checklist

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

	YES	NO
1. Is the project itself complete?	_____	_____
2. Have you filled out the record sheet and put it in your green 4-H folder to turn in during project check-in?	_____	_____
3. Have you checked your poster against the poster checklist below?	_____	_____
4. Is there a name tag on your project?	_____	_____
5. If foods, do you have your recipe card with the project?	_____	_____
5. Does your project have a skills card that needs to attached? i.e. Cake Decorating, Sewing, Electric 1	_____	_____
6. 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.		
Does your project include a reference list?	_____	_____

Poster Checklist

(see poster requirements on previous page)

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.

	Yes	No
Is it 22"x 28"?	_____	_____
Is it horizontal?	_____	_____
Does it have a firm backing?	_____	_____
Is it covered with clear plastic?	_____	_____
Does it have a name information label in the lower right corner of poster?	_____	_____
Is a reference list attached to the project?	_____	_____

2021 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

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.

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.

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