

RESOURCE GUIDE

4-H Club Leaders

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.



WHAT IS A 4-H CLUB?

as defined by Purdue University

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.

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.

Structure

- Enrolls at least 5 youth members from at least 3 families.
- Conducts a minimum of 5 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.

WHAT DOES A CLUB LEADER DO?

Club Leader vs. Superintendent

Duties of a Club Leader

1. Work a shift at the Shelby County Fair (building monitor or judges helper)
2. Assist members with completing Green Record Book
3. Inform the County Extension Office of club events and activities. Please share your Club calendar with the Extension Office!
4. Recruit and involve resource people for projects and club programs.
5. Assist with project judging and fair activities
6. Explain project requirements to 4-H'ers
7. Encourage 4-H'ers to apply for awards and trips
8. Inform members of county, area, and state programs and activities
9. Help recruit 4-H'ers in your area
10. Help promote 4-H
11. Participate in county 4-H activities
12. Attend leaders meetings and trainings (typically Fall)
13. Assist 4-H'ers in record keeping
14. Ensure all club members are enrolled for current program year
15. Have a schedule of meetings and activities for the year (at least 5 events)
16. Keep meeting control
17. Have a yearly program plan of activities
18. Elect Youth Officer at the beginning of your club year

Organizational Club Leader

Provide support and leadership to a "club" of 4-H members. Share information with members and help individuals achieve their desired results. Recruit parents and other volunteers to assist with programs and projects and serve as the link between the County Extension office and your club.

WHAT DOES A SUPERINTENDENT DO?

Club Leader vs. Superintendent

Duties of a Superintendent

1. Attend all livestock meetings and superintendent meetings. If Superintendent is unable to attend a meeting, they will meet with the 4-H Extension Educator within two weeks following the meeting.
2. Hold one livestock workshop annually to assist the members enrolled in your species in the care of their animal and preparation for the fair.
3. Attend and assist at the county tagging date for your species.
4. When necessary, assist the County Extension Youth Educator in re-tagging of animals.
5. Assist the County Extension Youth Educator by providing a list of suggested judges for the show when requested.
6. Assist the County Extension Youth Educator by providing a list of suggested names for recorder, announcer, ring assistant, etc.. by June 1st. All people assisting at the show must have a completed Assigned Volunteer Form (if they are not already an approved volunteer) on file in the Extension office.
7. Check the entries for your specific species before the fair.
8. Check the breeds to see if they are in the appropriate class.
9. Assist the Shelby County Fair Livestock Superintendent(s) in assigning 4-H members stalls, cages, pens, and tie-outs.
10. Once the 4-H'er arrives on the grounds and before the animal is checked in, check all the papers (health, registration, etc.).
11. Organize and run check-in at the fair for your specific species.
12. Organize and run weigh-in at the County Fair for your specific species.
13. Coordinate the show to meet the judge's specifications.
14. Check trophies and ribbons in the Extension Office before the fair to prevent duplicating, and mis-marking trophies.
15. Upon completion of the show, turn in the results at the 4-H office.
16. Work with the Shelby Royal Showmanship Contest Committee and provide the animals and other services as requested by the committee members.
17. Assist with the Livestock Auction for 4-H animals (sale set-up and order of sale).
18. If a superintendent is unable to or does not meet these guidelines, the Extension Youth Educator will take appropriate actions to remove individuals from their assignments in order to place capable individuals in this capacity.

CONTACTING MEMBERS

in your club

Did you know the Extension Office can help you access & mail out a letter or postcard to the members in your club?

- We can! and we would love to help!
- What we need from you: Once you have finalized the dates, times, locations of your meetings or just first meeting date, send the 4-H Staff an email or give our office a call. We will write up a letter (or postcard), and send it to you for proofing. Once you have proofed the letter (or postcard) we will mail it out!

Want to see who is enrolled for your club?

- Complete your re-reenrollment with 4-H online, and be sure to add the club you are associated with to your profile!
- Then, complete the steps to gain 'Club Leader Login Access,' those can be viewed following this link (<https://bit.ly/clubleaderaccess>)

What is club leader access?

- This is a way for the Main leader of each 4-H Club to see what members have joined their club and how to contact them. This is how you (Club Leaders) can touch base with those involved in your club!

Google Calendar

- Shelby County 4-H has a Google Calendar available on the website that includes meeting dates, workshops, important deadlines, and other essential dates. When you submit your Club Information Form, your club meeting dates will be added to this calendar.
- It's a great resource to check periodically to stay updated on events happening for Shelby County 4-H.

MEETING OUTLINE

Distributing Time



The

4-H

Meeting

Where the **action** is!



CLUB MEETINGS

4-H Club Leaders

First Club Meeting

- Your first club meeting of the year sets the stage for all subsequent meetings and activities. Use the First Club Meeting Outline below to organize the meeting.
- Invite members of your leadership team (other volunteers, staff, and/or youth leaders) and parents to your first meeting. Review with everyone the calendar for the year, club expectations, costs, rules, project requirements, and other pertinent information. Allow plenty of time for questions and answers.
- Introduce the Junior/Teen Leaders and discuss their roles. Include an overview of the 4-H program with visuals, speakers, or members who have participated in the past.

First Club Meeting Agenda

Duration: 1 to 1.5 hours (maximum)

Introduce yourself, other club volunteers, members and parents.

Review club expectations. Discuss activities to be offered during the year. (A blackboard, posters, or sheets of blank easel paper are helpful.) Discuss 4-H guidelines and expectations.

Discuss with the group:

- Number, frequency, place and time of meetings
- How activity supplies will be acquired
- How expenses will be met
- What to bring to meetings
- Dates of special activities, and how to participate

Fun activity: Use a game, a relay, or some other fun and interactive activity to reinforce what was discussed earlier.

Adjourn, then review meeting with Club Officers, Junior/Teen Leaders, and other Adult Volunteers. See how they feel about the meeting. Help them analyze their part. Be encouraging and supportive. (Do this after every meeting.)

GENERAL CLUB MEETING OUTLINE

4-H Club Meeting

Duration: 1 to 2 hours (maximum)

Business meeting

Call the meeting to order

Pledge to the American & 4-H flags

Roll call

Reading and adoption of minutes

Reports of committees

Old or unfinished business

New business

Adjournment from business meeting

Program - might include one or more of the following:

Project talk(s)

Demonstration(s)

Special activities (outside speakers, movies, talent night, craft night, etc.)

Educational tours or a special fun activity

Project work

Record keeping - Allow time for members to work on record books

Recreation - games, sports, team-building activities, etc.

Special points to remember:

Try to plan meetings for the whole year or period of time the club will operate.

Simple parliamentary rules should be used by all members—being recognized before speaking, making motions, discussion, electing officers, and voting.

Add variety to meetings by singing, holding special nights, tours, games, slide shows, etc.

GENERAL CLUB MEETING OUTLINE

4-H Club Meeting

It is *highly* recommended that Club Leaders take the time to meet with Youth Officer prior to the first Club Meeting. Allowing time for youth to ask questions, learn meeting procedures, and get to know one another.

Purpose of Training 4-H Youth Officers

1. To help you and the other officers in your club to lead a better meeting.
2. To make the meeting fun for everyone who attends
3. To allow you to be of more help to your adult leaders
4. If you are better trained, your leader can give you more responsibilities and duties.
 - a. To give you ideas on how to keep members involved in the club meetings.

AN OFFICER'S GOALS SHOULD INCLUDE:

1. Be as prepared as possible before each and every meeting.
 - a. Be well-organized
2. Accept your responsibilities as an officer.
3. Meet with your leader and some of the other officers before your meeting so you will know what is expected of you.
4. Keep all of the members of your club involved in the discussions and activities of your meeting.
 - a. Encourage everyone to participate
5. Serve as a positive role model for the other members of your club.
 - a. You are looked upon as leaders in your club and should act as leaders
 - b. Recognize the difference between a time to have fun and a time to be serious
 - c. Lead by example
6. Do the best job that you can possibly do as an officer in your 4-H Club!

Want to find more information on 4-H Youth Officers?

Visit <https://bit.ly/4HYouthOfficers>

YOUTH OFFICERS

Roles & Duties

President(1)

1. Serve as the spokesperson for the group.
2. Prepare business agenda and conduct meetings using appropriate parliamentary procedure. (Contact members and coordinate reports from club members.)
3. Keep the 4-H Leader informed of club activities and business. Contact the 4-H Leader one week in advance of meeting to set agenda.

Vice President (1-2)

1. Chairman of all committees. Make sure committees are ready to function and report at meetings.
2. Perform President's functions in absence of President.

Secretary (1)

1. Keep accurate minutes of all meetings.
2. Report minutes of previous meetings at the current meeting.
3. Initiate phone communication to inform members of upcoming events.
4. Correspond with individuals who conduct programs or help group with activities.

Treasurer(1)

1. Keep checkbook balanced.
2. Assist officers in preparing financial statements and budget.
3. Report monthly transactions and balances of checking and savings accounts at each club meeting.
4. Co-chair fund-raising activities.

Reporter (1-2)

1. Report group's activities in local newspapers.
2. Keep record of all media efforts to promote group.

Health & Safety (1-2)

1. Prepare report for group's meetings that promotes their health and/or safety
2. Present report at each meeting.

Song/ Recreation (1-2)

1. Plan songs and/or activities for the members to participate in during the group's meetings.
2. Lead songs and/or activities at each meeting.

Historian(1)

1. Keep record of all 4-H Club activities in a notebook and/or photo album
2. Report club history as requested by club.

4-H PARENTS

How to get parents involved

Parents can be encouraged to share their different talents, means, and available time with the 4-H program. Not all people do the same thing well. It takes some analysis to find who can and will do certain tasks. For example, the parent who will never appear in a public meeting may be willing to build a booth or float, etc.

The most successful 4-H members have the interest and support of their parents or another caring adult. Parents often are willing to help but unsure of how, when, or where they may get involved to do so. Below are some suggested ways to involve the parents in your club, feel free to add to the list!

- Encourage parents/guardians to be present for the duration of the Club meeting. Parents listening and engaging during the Club meeting cannot only help have more eyes and ears on your members, but also give the parents time to ask questions and give suggestions.
- Don't be afraid to ask for help! Each individual holds a different skill set. If your club is working on a community service project and needs something built, ask the parents for help. You'd be surprised at how many hidden talents you'll find.
- Make 4-H club work something the whole family can be apart of. But let the youth do their work and carry their own jobs to completion. Be their guide only.
- Encourage FAMILIES to sign up for a shift working as a building monitor or take a shift assisting as a judge's helper. Balancing schedules is challenging, but encouraging each family to take one shift will secure 4-H presence in our buildings and be a time for parents and members to interact with the public.

Remember that the real object of 4-H is to develop youth into outstanding, productive adults. The way they do their work, projects, and meeting, and conduct themselves at competitive events, etc., will help set work and character standards for the rest of their lives.

YOUTH PROTECTION

Your role as club leaders (& Adult Volunteers)

Mandatory Reporting

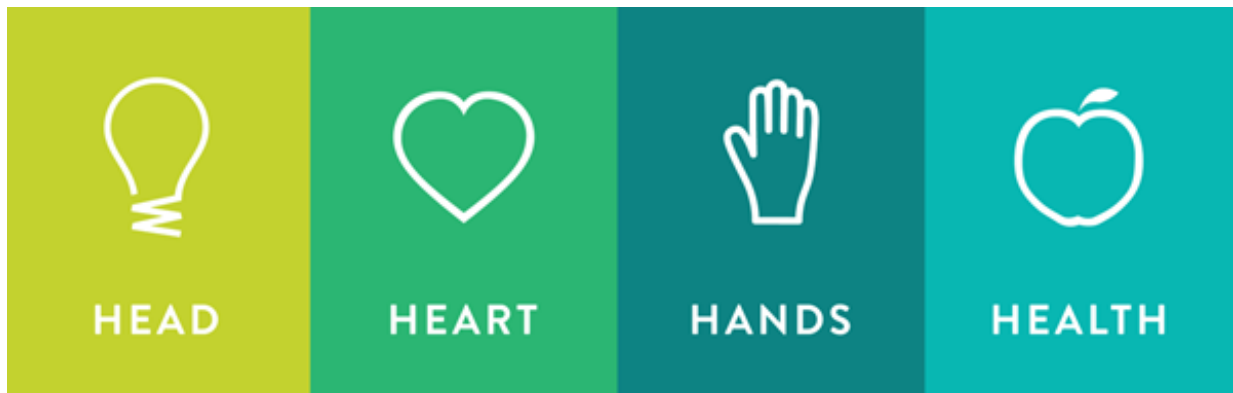
4-H volunteers are considered mandatory reporters of suspected child abuse and neglect in the State of Indiana. It is the responsibility of volunteers, if they suspect a child is abused or neglected, to report that suspicion immediately to the Child Abuse Hotline (1-800- 422-4453) or local law enforcement and also the County 4-H Extension Educator.

Youth Protection

There must always be at least two (2) adult volunteers and/or staff members present at 4-H programs, events, and activities, before the first child arrives and until after the last child leaves. All Purdue University employees and volunteers are required to complete a training related to Operating Procedures for Programs Involving Minors every two years. Contact your 4-H Extension Educator for information on how to access this training

What can the Volunteer do about safety?

- Set a good example at all meetings.
- Recognize hazards and correct them.
- Demonstrate the proper use of equipment.
- Discuss safety at every meeting.
- Encourage members to be safe when working on projects independently.



BUILDING SIGN UPS

SignUp Genius

Watching over the Brinson Building and the 4-H Building is our responsibility as a whole (Shelby County 4-H). It is an expectation of each club to take at least one shift watching over the buildings during Fair Week. As club leaders, we ask you promote these opportunities to your members and families. Shifts to be a building monitor typically last two hours, and require at least one adult present per shift, and minimum of four volunteers (youth, parents, adult volunteers) per shift.

A broadcast email (RegMax, 4-HOnline) will be sent to every family in Shelby County 4-H in the spring with the link for signing up. This link is often provided in News and Notes, SC4-H News, and available on the Extension website.

Keep in mind– if there is not a club signed up to watch over the Brinson Building & 4-H Building during the fair, we are forced to close both buildings. Having the buildings closed during fair week limits the duration those buildings open for the public and our families.

Note– encourage the parents/guardians of your members to assist with this! This is a great way to get them involved in assisting with the club while also being present for their own child.

4-H'ers are...



more likely to
give back to their
communities



more likely to
make healthier
choices



more likely to
participate in
STEM activities

PAPERWORK

4-H Club Leaders

As an Extension Office under the guidance of Purdue University, there are annual forms and paperwork that each unit (club) must complete to remain in compliance.

The following forms are typically mailed, emailed, and often available on the Extension website. These forms are designed specifically for club leaders to complete on an annual basis.

<u>Name of Form</u>	<u>When the form/ letter is sent to you</u>	<u>Due Back to the Extension Office</u>
4-H Club Information Form	Aug-Sept	Oct 1
4-H Unit/ Club Financial Report	Nov	Feb 1
4-H Unit/Club Activity Report Form	Nov	Feb 1
Volunteer Hours Chart	Nov	Dec 15
4-H Unit/Club Financial Review-Audit Information	Jan	Feb 1
990 Postcard (IRS)	March	May 15

If you are apart of a brand new club, you may have a few additional forms to complete.

SOCIAL MEDIA

4-H Club Leaders

If your club decides to use social media, that's great! Please make sure to invite, inform, and include the Extension Office in any social media activities. Use your best judgment to ensure that posts are accurate and appropriate. When used correctly, social media can be a valuable tool.

Be sure to invite Erin Padgett, the 4-H Youth Educator, as well as the Shelby County, IN 4-H page, to your Facebook groups. While clubs are encouraged to maintain social media accounts, it is crucial to keep the Extension Educator or Extension Office updated on what is being posted.

Additionally, please remember to 'like' our Facebook page (Shelby County, IN 4-H) to receive real-time updates on county, state, and club information.



CHECK LIST FOR 4-H CLUBS

To Operate a Successful Club

The following are tasks/ steps to be completed using 4-HOnline-

- All volunteers assisting with the 4-H Club have completed the volunteer screening process.
 - Volunteer application submitted
 - Evidence of government-issued photo ID is provided to the 4-H Extension Educator
 - Three references provided and checked by the 4-H Extension Educator
 - Background checks have been successfully completed
 - Volunteers have been appointed to serve the 4-H Club by the 4-H Extension Educator
 - Signed Adult Behavioral Expectation forms are on file in Extension Office for each volunteer on an annual basis
 - Role description has been provided to each volunteer
- All volunteers assisting with the 4-H Club have annually re-enrolled as a volunteer via 4HOnline, which includes signatures on the Adult Behavioral Expectations, Vehicle Use Policy, and Personal Liability Waiver.
- All volunteers assisting with the 4-H Club are current with the Youth Safety and Reporting Child Abuse training (certification good for two years).

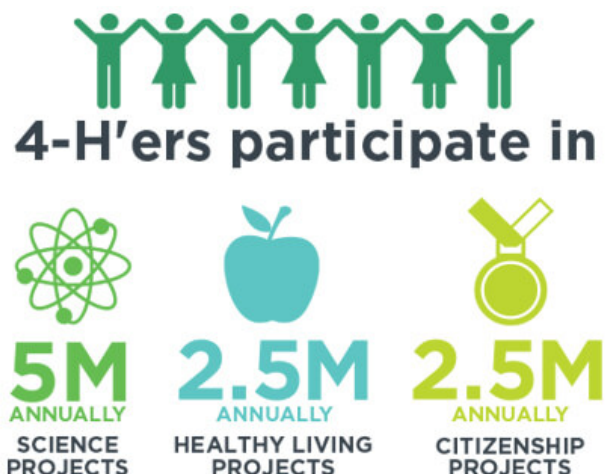
The following are tasks/ standards that each club must follow-

- At least two approved adult 4-H Volunteers are present before the first youth arrives at a 4-H event and stay until after the last youth leaves the event.
- At least 5 eligible youth from at least 3 families have completed the annual 4-H enrollment process as described by the County 4-H Program.
- A public meeting place has been secured that is easily accessible, safe, provides a good learning environment, and meets all requirements set forth by the Americans with Disabilities Act (ADA).
- A 4-H Charter has been obtained from the State 4-H Office via the County Extension Office providing permission for the Club to (1) use the 4-H Name and Emblem according to federally-established guidelines; and (2) be included under the Federal Tax Exemption Group Ruling for 4-H.
- 4-H Club Officers are elected annually to organize and lead the club's meetings and activities with advice from the 4-H Club adult volunteers.
- 4-H Club Officers receive training to more effectively complete their roles and responsibilities.
- 4-H Club Officers and members are empowered to operate the 4-H Club with minimal adult intervention
- An annual program of activities (dates, times, and locations) is set and communicated in advance with (1) the 4-H members and their families; and (2) the County Extension Office (on the "4-H Unit Activity Report Form").
- Each member is provided with at least one opportunity to talk in front of the club during the year.

CHECK LIST FOR 4-H CLUBS

To Operate a Successful Club

- 4-H Club Officers and members have established club operating guidelines that are inclusive of all and that define expectations and responsibilities of club participants.
- An approved 4-H Club constitution has been filed as a part of the 4-H Group Tax Exemption process, along with a signed authorization letter to join the Purdue Group Exemption Number. Optional: by-laws have been established by the club and reviewed, and approved by the 4-H Extension Educator.
- The 4-H Club provides a welcoming and safe environment for all club members.
- 4-H Club meetings include an appropriate balance of business, education, and recreation incorporating experiential learning experiences.
- A plan is in place to involve parents of 4-H Club members.
- The 4-H Club follows the items included on the “4-H Club/Unit Financial Checklist”.
- The 4-H Club has received a unique Employer Identification Number (EIN) from the IRS.
- All 4-H Club funds are kept in an account in a financial institution.
- 4-H Club funds are raised according to approved procedures.
- Annually 4-H Club completes an “Annual 4-H Unit/Club Financial Report” from the County Extension Office by the established date.
- The 4-H Club completes the “4-H Unit/Club Financial Review/Audit” form as requested by the County Extension Office at least once every five years, or each time the 4-H Club volunteer leadership changes hands.
- By the 15th day of the 5th month following the completion of the previous accounting year, the 4-H Club files an e-Postcard with the IRS (Note: if the club’s gross income exceeds \$50,000, the club files a Form 990 instead of an e-Postcard.)
- Periodically during the year, the 4-H Club reviews the club’s progress by using the (1) “Review of a Successful 4-H Club” and (2) “4-H Club Meeting Checklist”



4-H NAME & EMBLEM

Using the 4-H Name and Emblem

While items like t-shirts, buckles, chairs, flyers, and more are fun and creative ways for 4-H members to display their club spirit, there are strict regulations regarding the use of the 4-H name and emblem. It is essential for you, as a 4-H club leader, to remember that all materials featuring the 4-H name and/or clover must be approved by the 4-H Educator.

The 4-H Name and Emblem are protected under federal statute. 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. 4-H Educators are responsible for approving local use of the 4-H Name and Emblem.

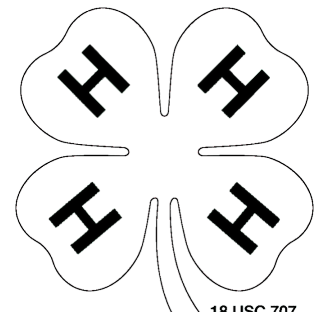
The 4-H colors are green and white. Green, nature's most prominent color, symbolizes growth. The white symbolizes purity and high ideals.

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.

Requirements

- Clover has four leaves and an "H" on each leaf.
- The numeral "4" separated from a capital "H" with a hyphen (not a dash, slash, or space).
- Clover's stem must point to the right as you look at the image.
- Emblem should appear in specific colors and in its entirety.
- The statement "18 USC 707" must legibly appear either to the right of the base of the stem or below the lower right leaf of the clover.
- The Emblem should be kept upright.
- The "18 USC 707" should be the same color as the leaves.
- Clover may be outlined, green outline for white clover or white outline for green clover.

For more information and visual representation, follow this link (<https://bit.ly/nameemblem>)



REMINDERS

4-H Club Leaders

- Filing the E990 Tax form in the Spring is not optional. This is a requirement of the state. If you have difficulties with accessing the IRS website or need other assistance, you need to reach out to our office before the deadline. Not filing the proper forms with the IRS can result in your club being dissolved or turned over to someone else. An information packet gets mailed to you typically in the fall. If you do not receive the information or have questions, please reach out.
- Keeping your mailing address, email, and phone up to date in 4-H Online is CRUCIAL. This how our office contacts you.
- If you are unsure of something, contact our office.
- The 4-H Youth Educator, Erin Padgett, or the Shelby County, IN 4-H page must be invited to your Facebook groups. Clubs are welcome to have social media, but must keep the Extension Educator or Extension Office in the loop of what is being posted on your page.
- If you are interested in hosting a guest speaker for a 4-H event, please contact the Extension Office. All non-approved volunteers must complete a guest speaker form and undergo a sex offender registry check. We request that you provide the Extension Office with the guest speaker's information, including their date of birth, full name, role, and contact information, at least three weeks prior to the event.

4-H'ers are...



more likely to
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communities



more likely to
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FQA

Frequently Asked Questions

How to submit my club's meeting schedule

In the fall, our office will send out a letter along with a Club Information Form. The Club Information Form is the best way to submit your club's meeting dates. As indicated in the letter, the information you provide in the form will be included in our County Handbook, which will be accessible to youth and their families.

What if nobody attends the meeting I host?

Club leaders are encouraged to host the meeting and give families 15 minutes to arrive before leaving. If you have arrived and waited the full fifteen minutes for members to show up, and no one comes, you are free to leave. This policy allows members the chance to attend even if they are running late, while also avoiding the need for you to stay longer than necessary.

How to reserve a building for 4-H use on the Shelby County Fairgrounds

To reserve a building at the Shelby County Fairgrounds (Brinson, Family Arts, Community Building, or Livestock Pavilion), please contact Jennifer Thopy. She is the Fair Board President and will assist you in securing a venue. Your club does not necessarily need to meet on the Fairgrounds, as long as you provide a safe meeting environment for your members. Please reach out to our office to get Jennifer's contact information.

Does my 4-H Club have funds?

If you are a new leader joining an existing club, it's important to understand the financial logistics of your club's funds. Currently, about half of the clubs have their funds managed by the 4-H Advisory Council, while the other half manage them separately. The decision regarding where the funds are held is up to the discretion of the club leader. Many club leaders find it easier for the Advisory Council to handle funds since it is included as a line item in their budget. Please communicate with the other leaders in your club and/or the Extension Office for more information on this matter.

Can my club do a fundraiser?

Yes! We encourage you to organize fundraisers, but we ask that you communicate with the Extension Office about the fundraiser, including its timeframe and any other logistical details. The 4-H Educator will be happy to assist you with this. It's important to keep us informed to avoid multiple clubs planning the same fundraiser.

CONTACT US

Purdue Extension - Shelby County

Office Location:

20 W Polk Street, Suite 201
Shelbyville, IN 46176

Office Phone:

317-392-6460

4-H Staff Email:

Erin Padgett, 4-H Youth Development Extension Educator; emenchho@purdue.edu
Natalie Werner, 4-H Secretary; russe238@purdue.edu
Cindy Kuhn, 4-H Program Assistant; cmkuhn@purdue.edu

Shelby County 4-H Website:

<https://extension.purdue.edu/county/shelby/>

Shelby County 4-H Facebook Page:

<https://www.facebook.com/shelbyco4h>

Or by searching on Facebook 'Shelby County, IN 4-H'

4-H Basics

The 4-H Symbol

A green 4 leaf clover with a white "H" on each of its leaves.



The 4-Hs

HEAD

HEART

HANDS

HEALTH

MOTTO

"To Make the Best Better"

SLOGAN

"Learn by Doing"

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.

COLORS

Green and White

Green represents springtime

White represents innocence

