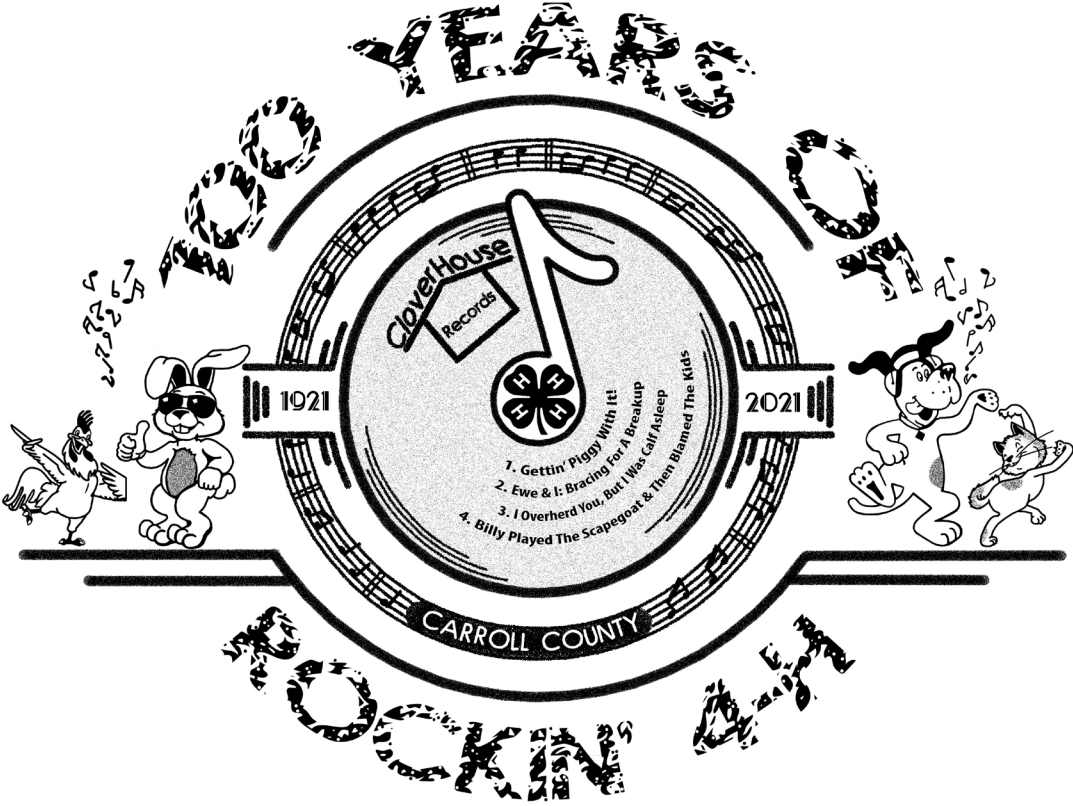


# 100 Years of Rockin' 4-H



## Carroll County 2021 4-H Handbook

## IMPORTANT - GENERAL REQUIREMENTS

- For animal projects, the animals MUST be in the 4-H'ers possession and enrolled in 4honline.com by May 15<sup>th</sup>.
- All 4-H'ers MUST turn in a completed record sheet at the time of project check-in. If you choose not to exhibit, you MUST show your Club Leader or Extension Educator **your completed project** and record sheet prior to the fair check-in time. NOTE: For the dog, horse, shooting sports, rabbit and tractor projects, you need to show your Project Leader your record sheet prior to the fair check-in time.
- At the end of the Fair, 4-H'ers are to pick-up their exhibits including a packet of record sheets. Then, all ribbon, trophy information as well as record sheet grades need to be recorded on your "Record of Achievement Card". The Green Record Book which includes your updated "Record of Achievement Card" and ALL record sheets (including past years) **SHOULD be kept updated for future reference when filling out scholarships starting in 10<sup>th</sup> grade.** (See page 16 for additional directions.)
- See the Table under "EXHIBIT BY" to insure that you are using the CURRENT project book and record sheet. NOTE: The record sheet and/or project book listed under "Record Sheet" in the project table is the item that you are to place in your Green Record Book. All General Instructions in the project are to be read and followed for each segment of that project.
- Youth may become 4-H members when they enter the third grade. They may continue membership for a maximum of ten (10) years.
- Fair Dates are:
  - Pre-fair Judging for Carroll County Fair - **June 26** and **July 12, 15 -16**;
  - Carroll County Fair - **July 16 - 23**; and
  - Indiana State Fair - **August 6 - 22**.
- If you have any questions, contact the Extension Office, 574-967-3538.

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, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran. Purdue University is an Affirmative Action institution. This material may be available in alternative formats.

Dear 4-H Family,

Welcome to the Carroll County 4-H program. As a member, you belong to a program that includes over 550 members and volunteers. Our 4-H members are between the 2<sup>nd</sup> and 12<sup>th</sup> grades as of January 15, 2021. Mini 4-H is for members in the 2<sup>nd</sup> grade on January 15, 2021. Regular 4-H is for members in grades 3 through 12.

This year's theme for 4-H is "100 Years of Rockin' 4-H". What does 4-H mean to you? Below are a few answers from your fellow 4-H'ers.

- 4-H is fun;
- 4-H is projects - animals, computers, arts & crafts, bicycle, food, clothing, collections, gift wrapping, etc.;
- 4-H makes learning new skills and constructing new items fun;
- 4-H is trips (club, state events, Round-Up, etc.);
- 4-H is participating in the county and state fair; and
- 4-H provides leadership opportunities.

This handbook is designed to explain the various projects and exhibit requirements, activities, awards, trips and scholarship requirements. Please read this book carefully and keep it as a reference throughout 2021. NOTE: The inside front cover is a summary of important information for all projects. Use the Table of Contents on pages 4 - 5 to quickly locate project information.

Watch your mail for monthly newsletters with more information on dates and times of activities and judging events. If you have questions check with your Club Leader, Project Leader, or call the Extension Office.

Staff - Joanne Lytton - Extension Educator - 4-H Youth Dev., HHS, CED  
Kelsey Holt - Extension Educator - ANR, 4-H Youth Dev. – Livestock Animals  
Carissa Tauber- Office Manager  
Megan Auffart – Part-time Secretary

Address - CARROLL COUNTY EXTENSION OFFICE  
102 N. 4<sup>th</sup> St., Suite B  
Flora, IN 46929

Phone - 574-967-3538 - Extension Office

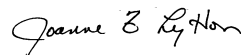
E-Mail - [lytton@purdue.edu](mailto:lytton@purdue.edu), [kelseyholt@purdue.edu](mailto:kelseyholt@purdue.edu), [ctauber@purdue.edu](mailto:ctauber@purdue.edu) and [mauffar@purdue.edu](mailto:mauffar@purdue.edu)

Websites - Carroll - <http://www.extension.purdue.edu/carroll>  
4-H on-line website for "Joining 4-H" is: <https://in.4honline.com>

Follow Us: All links are shared in our Carroll-CES classroom: <http://bit.ly/Carroll4H>  
Facebook Page: Purdue Extension – Carroll County Indiana  
Twitter: @CarrollIN4H  
Instagram: purdue\_extension\_carroll

Hours - 8:00 a.m. - 4:30 p.m. Monday – Friday  
NOTE: Please call the office - 574-967-3538 before you come to verify that we will be there and not out on an errand or teaching a program.

Hope you enjoy 4-H this year and try at least one new project or activity.



Joanne Z. Lytton and Kelsey Holt  
Extension Educator - 4-H Youth Development

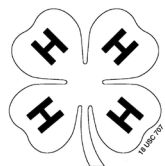
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## General 4-H Information



### THE 4-H EMBLEM

A four-leaf clover with the letter "H" on each leaflet means the development of: HEAD, HEART, HANDS and HEALTH. It is the official 4-H Club Emblem.

### THE 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.

### THE 4-H MOTTO

"To Make The Best Better"

### THE COLORS

**Green** - Nature's most common color symbolizes growth.

**White** - Symbolizes purity and bright ideals.

## 2021 Carroll County 4-H Leaders

### TOWNSHIP CLUBS

Burlington Wildcats	Lois Combs Jaqueline Berkshire	765-452-6951 765-461-7320
Carrollton Clovers	Emily & Shawn Meek Sandy Bushman	574-859-4801 574-686-3124
Clay Boosters	Cindy Dunk	765-379-3735
Deer Creek Delphiniums	Melissa Darling Mindy Schlotman	765-564-2530 765-714-3039
Democrat Lads & Lassies	Amy Click Krystal Dyer	574-721-4110 765-210-5269
Jackson Livewires	Jill Moudy Kerisa Fuller	765-430-4994 765-427-8760
Liberty Lazars	Monica & Jason Scott	574-721-9756
Madison Magnificents	Jana & Aaron Anderson	765-427-5592
Monroe Achievers	Meg Burnworth Chris Chastain	574-967-4698 574-967-4776
Rock Creek Renegades	Susan Hill Tami Veach	574-686-3544 765-586-7559
Tippecanoe Triumphs	Patty Buck Brandi Farrer Jennifer Maxwell	765-589-7108 765-404-6291 765-714-7860

### COUNTY CLUB LEADERS

Junior Leaders	Brian Justice John & Susan Kleckner Nolan Mellinger Monica Scott	765-414-1059 574-686-3311 765-296-2715 574-721-9756
Shooting Sports	Tamie Arnett Kristen Miller	765-258-3071 765-652-1456
Young Wranglers	Chris Chastain	574-967-4776

### PROJECT LEADERS

Achievement	Joanne Lytton	765-566-2493
Aerospace		

Arts & Crafts - basic, basket, ceramic & wearable fine lego's models needlework	Michelle Keck Beth Anne Sheets Benita Plank  Bernadette Kremer	765-258-3721 765-566-3077 765-202-0245  765-564-6540
Beef	Natalie Garrison	765-202-0039
Beekeeping	Justin & Melissa Nelson	765-413-1930
Bicycle		
Cake Decorating	Erma Jean Varney	765-242-2505
Cat	Terri Kelly	765-414-0616
Child Development	Denise Bender Susan Hill	765-412-1849 574-686-3544
Collections	Rosalie Wilson	574-686-2719
Communication	Joanne Lytton	765-566-2493
Computer & Computer Arts	Kim Dillman	574-965-4869
Construction Toy Scene	Rita Paul	574-965-2832
Consumer Clothing	Kelsie Sausaman	765-513-7799
Creative Writing	Pat Spence	574-721-6447
Crops	Craig Fuller	765-404-2098
Decorated Cupcakes	Erma Jean Varney	765-242-2505
Dog	Denice Weis Emily Wagoner	765-430-2822
Electric	Peg Minnicus	574-297-4836
Entomology	Beth Myers	574-686-2635
Farm Toy Scene	Rita Paul	574-965-2832
Fire Safety	Ron Wertz	574-686-2754
Floriculture	Allie Combs	765-210-7777
Foods, Baked, Family Favorite, Microwave, Preserved	Karen Robeson	574-859-4441
Forestry	Celia & Mike Tharp	219-281-3720
Garden	Susan Hill	574-686-3544
Genealogy	Mark Smith	765-563-3349
Geology	Celia & Mike Tharp	219-281-3720



Giftwrapping	Rosalie Wilson	574-686-2719
Goats	Jill Moudy	765-430-4994
Government	Beth Myers	574-686-2635
Health	Monica Scott	574-721-9756
Home Environment		
Horse & Pony	Chris Chastain	574-967-4776
Lawn & Garden Tractor & ZTR (Driving)	Roger Mays Fred Rodkey Jr.	765-564-3870 765-258-3023
Llama & Alpaca	Jodi Mellinger	765-296-2715
Mini	Hannah Kelley	765-532-4394
Outdoor Cooking	Scott Wagoner Melvin Lytton Craig Rich	765-863-0973 765-605-1291 765-268-2015
Photography	Dale Snipes	574-721-5579
Pocket Pets	Gloria Maxwell	765-564-3364
Poultry & other fowl	Cindy & Sarah Dunk	765-379-3735
Rabbit	Derrick Guiney	765-412-4067
Remote Control Truck	Eric Mellinger	765-296-2715
Scale Model 1/16 <sup>th</sup> Tractor	Bill Redding	765-404-0862
Scrapbooking	Cecilia Henning	574-967-4662
Sewing including Fashion Revue	Diana Alter	765-566-3659
Sheep	Rick Burns	765-437-5771
Shooting Sports	Tamie Arnett Kristen Miller	765-258-3071 765-652-1456
Small Engine	Kim Pulley	765-564-5315
Soil & Water Science	Celia & Mike Tharp	219-281-3720
Sportfishing	Susan & John Kleckner	574-686-3311
Sports		
Strawberries	Lora Spitznagle	765-564-5309

Swine	Ryan Allbaugh Doug Walker	765-564-8342 812-631-0448
Tractor Safety & Operator (Driving) (includes Lawn & ZTR Driving)	Roger Mays Fred Rodkey Jr.	765-564-3870 765-258-3023
Tractor Poster	Monica Scott	574-721-9756
Vet. Science	Dr. Jennifer Fife	765-667-2655
Weather & Climate Science	Celia & Mike Tharp	219-281-3720
Wildlife	Celia & Mike Tharp	219-281-3720
Woodworking	Jack Begley	765-412-2755

### **CARROLL COUNTY 4-H CLUB LEADER GUIDELINES**

1. Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
2. Serve as the primary communication link between the County Extension Office / County 4-H Educator and the club. Secure club organization materials from the County Extension Office.
3. Conduct and coordinate club meetings by doing the following:
  - a. Work with parents, and/or Junior Leaders, and older 4-H members to plan monthly meetings.
  - b. Meetings should include: pledges, roll call, secretary and treasurer reports, health or safety reports, old business, new business, talks and demonstrations, recreation, and election of officers.
  - c. Secure a place to hold your meetings.
  - d. Set dates for your meetings, and keep members informed.
  - e. Plan for some type of education at your club meetings. This can keep members enthused and also be an asset to some of the projects they may take.
4. Involve members in developing club programs including project work, community service, social events, and participation in county, area, and state 4-H events.
5. Hold at least 5 club meetings per year. Members are encouraged to attend at least 50% of the meetings.
6. Have 4-H'ers enroll on-line or complete an enrollment form and turn them into the Extension Office before Jan. 15.
7. Check your computer printouts for accuracy. Inform the Extension Office of any misinformation by the deadlines.
8. Designate responsibilities to Junior Leaders and club officers.
9. Sign all club members' **completed** records. NOTE: For the dog, horse, shooting sports, rabbit and tractor projects, members need to see their Project Leader.
10. Attend and assist with county fair activities. Each leader should assist with at least one fair activity. If the leader cannot be at the fair, they should secure a responsible replacement and notify the Extension Office. Fair activities can include: Pre-judging, set-up, clean-up, assist with project judging, building supervision, or assisting with a special event.
11. Go to and/or telephone the Extension Office for materials when needed.
12. Provide the County Extension Office with a copy of the current club constitution and club programs, meetings and Achievement Nights.
13. Ensure adequate adult supervision at all club functions.
14. 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.
15. Maintain appropriate communications with, and coordinate the contributions of, other club leaders.
16. Encourage 4-H members' and parents' interest and participation.
17. Welcome parents' ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.

18. Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H program, and County 4-H program.
19. Recruit new members.
20. Attend all of the club meetings and activities.
21. Read 4-H newsletters and literature from the County Extension Office and keep members, parents, and other leaders informed.
22. Participate in one or more volunteer development opportunities each year.
23. Be aware of 4-H projects available, help members select projects, and encourage parents to support their child's project work, but not do the work for them.
24. Inform members and parents of project evaluation requirements and dates.
25. Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
26. Praise members for the progress they make.
27. Attend 4-H Adult Leader meetings.
28. Out of courtesy to parents and 4-H'ers, be prompt and have meetings start and end on time.
29. All club activities should be reviewed by the local Extension Youth Educator to determine that the club meets the particular 4-H program objectives for which it was established and that the 4-H Name and Emblem are used in accordance with the statute.

### **CARROLL COUNTY 4-H PROJECT LEADER GUIDELINES**

1. Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
2. Assist 4-H members in your 4-H project-related areas.
3. Coordinate and conduct educational activities related to assigned project areas (for example: project meetings / work sessions; demonstrations / talks by members, leaders or others related to project areas; educational tours to expand project knowledge; home visits to check on progress of members' projects; etc.)
4. If you have more than 10 project members, conduct and coordinate at least one project meeting per year by doing the following:
  - a. Work with Extension Educators to plan your meeting.
  - b. Secure a place to hold your meeting(s); keep members informed.
  - c. Plan for some type of "hands-on" education at your meeting. This can keep members enthused.
5. If you have less than 10 project members, please contact them to answer any questions.
6. Make sure members are progressing with their projects during the year.
7. Designate responsibilities to Junior Leaders. Some responsibilities might include: assisting with workshops and adding ribbons during project judging.
8. Be aware of projects available and help individual members select appropriate exhibits.
9. Attend and assist with county fair activities. Each leader should assist with check-in and judging of your project.
10. Check your computer printouts for accuracy. Inform the Extension Office of any misinformation by the deadlines.
11. Go to and/or telephone the Extension Office for materials when needed.
12. Advise the Extension Office regarding members' project completion.
13. Assist members who wish to exhibit projects at fairs by informing them of evaluation / exhibit requirements and dates, exhibit classes and rules, proper preparations of exhibit items or animals, and proper exhibit care during fair.
14. Encourage 4-H members' and parents' interest and participation. Encourage parents to support their child's project work, but not to do the work for them.
15. Welcome parents' ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.
16. Read 4-H newsletters and literature from the County Extension Office and keep members and parents informed.
17. Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program and County 4-H Program.
18. Recruit new members.

19. Attend 4-H Adult Project Leader meetings.
20. Participate in one or more volunteer development opportunities each year such as workshops, Judges and Leaders Clinic, Conferences, etc.
21. Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
22. Praise members for the progress they make.
23. Out of courtesy to parents and 4-H'ers, be prompt and have meetings start and end on time.

### **EXPECTED RESULTS**

- Children are the most important resource we have for our future. It is the responsibility of adult leaders and volunteers serving in leadership capacities to encourage, support, and lay ground work for a sound future for these 4-H members.
- Member satisfaction--measured by member retention and increased membership.
- Member achievement--measured by leadership ability, attitudes, knowledge, skills, new interest.
- Your personal growth--as measured by increased ability, knowledge, and skills.

**GUIDELINES FOR ALL ADULTS:** 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.

### **ADULT LEADER DEVELOPMENT**

#### **CARROLL COUNTY ANNUAL LEADERS' BANQUET**

This is held each year to recognize those leaders and volunteers who give their time and talents to the 4-H youth. Awards are presented including the Doris Peterson Award, which is given to the outstanding leader.

#### **INDIANA STATE 4-H VOLUNTEER CONFERENCE** (held every other year)

The conference is designed to provide volunteers an opportunity to learn useful techniques and information useful in making their involvement in 4-H more meaningful. Current trends in youth development and issues facing the vitality of 4-H will be included in the program. The conference is a terrific opportunity to meet new people and share ideas with volunteers from throughout the state.

#### **4-H ADULT LEADER RECOGNITION**

Leaders who have served 20, 25, 30, 35, 40, 45, or 50 years will be recognized. A special personalized, dated memento will be given to each honored volunteer. A luncheon/reception is held at the VIP tent at the State Fair.

#### **SHOOTING SPORTS INSTRUCTORS and POLICY STATEMENT**

The primary goal of the Indiana 4-H Shooting sports program is to teach young people how to safely and appropriately handle firearms and archery equipment. While it is understood that many parents, choose to involve their children in this activity as a "prelude" to hunting activities, the Indiana 4-H Youth Development Program under **no circumstances** provides authority to volunteers to arrange or conduct hunting activities with (or for) 4-H members. Likewise, tree climbing or activities involving tree stands are not authorized.

All volunteers involved with the Indiana 4-H Shooting Sports Program must complete the Indiana 4-H Youth Development Application / Screening Process and participate in the State 4-H Shooting sports Certification Workshop **prior to** participating as a volunteer with the program. All Indiana 4-H Shooting Sports Programs must have a 4-H Shooting Sports Certified Coordinator. All 4-H shooting activities must be directly supervised by an Indiana 4-H Shooting Sports Certified Instructor.

If a program divides the participants into groups for concurrent shooting sessions, each group must be under the on-site supervision of an Indiana 4-H Certified Shooting Sports Instructor, teaching in **only** the discipline in which he / she holds certification. Associate instructors and other 4-H adult volunteers must be under the direct physical supervision of an Indiana 4-H Shooting Sports Certified Instructor while engaged in any activity which involves the use of firearms and / or archery equipment.

The reloading of firearms cartridges and shells is prohibited as a 4-H Shooting Sports educational activity. For safety reasons, cartridges and shells should be purchased from authorized manufacturers who apply industry standard in the manufacturing and loading process.

**STATE FAIR 4-H LEADERS' DAY**

A program at the Indiana State Fair to say "thank you" to leaders for their contribution to the 4-H program. Leaders receive a book of thank-you coupons to use for products on the fairgrounds.

**Carroll County 4-H Exhibit Association**

<b><u>Member</u></b>	<b><u>Represents</u></b>	<b><u>Member</u></b>	<b><u>Represents</u></b>
Ryan Allbaugh	Adams	Jodi Mellinger	Tippecanoe
Winnie Beard	Clay	Kristen Miller	Madison
Cari Butcher	Ag Teacher – Carroll	Jill Moudy	Democrat
Jason Calhoun	Town of Flora	Chad Myers	Deer Creek
Chris Chastain	Burlington	Neil Mylet	Extension Board
Sharon Everett	Extension Homemakers	Andrea O'Brien	Town of Camden
Natalie Garrison	City of Delphi	Holly O'Neil	General Projects
Jessica Johnston	Town of Burlington	Rita Paul	Jefferson
Terri Kelly	General Projects	Taylor Plank	Washington
Ashlan Kingery	Junior Leaders	Jill Routt	Monroe
Susan Kleckner	General Projects	Monica Scott	Liberty
Ryan Linn	Jackson	Karlee Sparks	Carrollton
Shawn Meek	Rock Creek	Doug Walker	Ag Teacher – Delphi

The Carroll County Exhibit Association meets the second Wednesday of every month.

All correspondence to the Exhibit Association should be sent to:  
Carroll County Exhibit Association, 102 N. 4<sup>th</sup> St., Suite B, Flora, IN 46929

**Carroll County Extension Board**

<b><u>Member</u></b>	<b><u>Member</u></b>
Rusty Ashby	Angie Kingery
Patty Buck	Ashlan Kingery
Melanie Campbell	Jodi Mellinger
Ronda Cassens	Dwayne Morrow
Chris Chastain	Chad Myers
Susie Dyke	Marlene Peterson
Brad Farrer	Scott Wagoner
Michelle Jones	

All correspondence to the Carroll County Extension Board should be sent to:  
Carroll County Extension Office, 102 N. 4<sup>th</sup> St., Suite B, Flora, IN 46929

## CARROLL COUNTY 4-H POLICIES

### IMPORTANT DATES

- JANUARY 15..... Enroll on-line or turn in a hard-copy enrollment form to the Extension Office.
- FEBRUARY 13**..... Beef, dairy steer and commercial heifer ID and weigh-in day.
- APRIL 1..... Beef, dairy steer and commercial heifer project ID on-line.
- MAY 15..... All other beef, goat, horse & pony, llama & alpaca, sheep and swine animal ID are due on-line. Note: All animals must be enrolled by May 15<sup>th</sup> in order to be shown at the county or state fair.
- MAY 15..... ADD and/or DROP Date - Last day to switch project books.

The proper compliance with established, stated and published final dates and deadlines is considered an appropriate expectation of 4-H membership. Submitting things on time and following the rules is part of the 4-H learning experience and is considered a reasonable thing to do. Individuals not complying with these expectations may lose awards and privileges. This is especially true in animal projects where animal ownership, raising and identification have a specific time line as part of the project requirements. Members not complying with established and published dates for exhibition may be denied all premiums or awards for that project.

### MEMBERSHIP

1. Youth may become 4-H Members when they enter the third grade and continue their membership through the completion of grade 12. Each individual may continue membership for a maximum of ten (10) consecutive years.
2. 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, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran. 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 rules and/or guidelines as unmarried participants.
3. Each member should enroll in a project based on their grade as of Jan. 15. 4-H'ers enrolled in a project, which has a different exhibit requirement per year (such as foods), will advance each year regardless of whether a school grade is repeated. For all other projects, 4-H'ers will be enrolled by their grade.
4. The 4-H Club year extends from September through August. Enrollment must be reinstated annually by completing an appropriate Carroll County 4-H Enrollment Form.
5. Individuals living in one county may be a 4-H member in another county as determined by county policy. However, a member may enroll in any given project in only one county at any given time and an exhibit may be shown in that same county only in a given year. This policy is to assist those youth who live in proximity of another county, go to school in another county and have friends in another county where joining a club in the adjacent county is in the member's best interest educationally and socially. This policy is not to provide an escape mechanism for troubled 4-H members not willing to follow the rules in their resident county. Questions regarding member acceptance in the adjacent county rests with the Carroll County 4-H Exhibit Association.
6. All 4-H members will pay a \$15.00 State 4-H Program fee. **This is to be paid when enrolling either on-line with a credit card or by check – made payable to: Purdue CES – Carroll Co.** and mailed to: Purdue CES – Carroll Co., 102 N. 4<sup>th</sup> St., Suite B, Flora, IN 46929. The State 4-H Program fee is \$15 per member (with a max of \$45 per family) and is due on-line or to the Extension Office before your enrollment can be "accepted". NOTE: Mini 4-H members will not pay the State 4-H program fee. Additionally, many 4-H clubs also have club dues. Please check with your club leader.

### 4-H CLUB

1. 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.
2. 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.

3. Structure of 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 – a home, community center, military installation, library, public housing site, school, afterschool program, and / or many other places.
  - 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.
4. Program Management and Implementation for a 4-H Club. A 4-H Club:
  - Selects its' own club name. Club names must (for additional information please see the Fact Sheet on Naming 4-H Clubs / Units at <http://www.national4-hheadquarters.gov/>):
    - Be specific to the 4-H club or organization either through a unique name or by identifying the county or location.
    - Not be overtly religious or represent the beliefs of one denomination over another;
    - Not imply that membership is limited or exclusive; and
    - Not be offensive or generally seen as demeaning to any group protected by equal opportunity regulations.
  - Develops a set of by-laws or rules approved by the members to govern the club.
  - Develops an annual educational plan.
  - Keeps records of their meetings and finances.
  - Complies with applicable state, Land Grant University and National 4-H Headquarters' policies.

#### **ATTENDANCE & PARTICIPATION**

1. All 4-H members are encouraged to attend at least 50% of their club meetings.
2. Attendance and participation at 4-H Meetings is highly encouraged as part of the overall educational experience. However, attendance or participation cannot be required as a criterion for project completion. 4-H club meetings should be of the quality that 4-H members should want to attend, participate and learn something beneficial. The rewards for participation in 4-H meetings, activities, tours should be significant enough to cause the member to see the advantage of reacting positively. 4-H Club Leaders and members of local clubs may establish goals for attendance, exhibits, and completion to meet criteria established for awards recognition for their clubs as long as they do not conflict with stated county, area or state policies.
3. Attendance at county project meetings or area or state activities will be substituted for local 4-H meetings when held at the same time.

**EXHIBITION GUIDELINES:** Exhibition of 4-H projects 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 provides 4-H members an opportunity to display their 4-H projects, 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.

**GENERAL FAIR GUIDELINES:** Everyone (4-H'ers, parents, and volunteers) should exhibit good character traits. This includes:

1. Respect – Pick-up trash and throw it in the trash dumpster. Be respectful of others property. Place only manure in the manure dumpster.
2. Responsibility – Make sure your animal is fed, watered and is in a clean pen. If you see an animal that needs attention contact someone on the livestock committee for that barn.
3. Teamwork – Older 4-H'ers should assist younger 4-H'ers with their projects such as getting animals to the scale and learning about showmanship.

4. Overall good behavior - Reminder – 4-H'ers sign this **4-H Member Statement**: I agree to follow the rules, policies and expectations of the 4-H program and will conduct myself in a courteous and respectful manner by exhibiting good sportsmanship and good behavior. I understand that failing to do so will result in sanctions, discipline, and / or dismissal from the program.

Parents sign this **Parent Statement**: I (we) understand, agree to abide by, follow, and comply with the rules, policies and expectations of the 4-H program and will conduct myself (ourselves) in a courteous and respectful manner by exhibiting good sportsmanship and being a positive role model for youth. I (we) also understand that failing to do so will constitute grounds for sanctions and / or dismissal of the member from the program.

**NOTE:**

- One parent signature commits the entire family to agree to the above statement.
- Any individual who displays inappropriate behavior, which may include anger, rage, foul language, will be asked to leave the premises and will not be allowed to return until they can conduct themselves in a courteous and respectful manner. Failure to do so will result in being escorted off of the grounds. Law enforcement may be contacted.

### **COMPLETION REQUIREMENTS**

1. 4-H members are considered complete in their project work for that year when they have (a) completed an "official" 4-H member enrollment form prior to the established and published date for enrolling; (b) turned in a completed 4-H project record sheet / project book prior to the established and published date; and (c) had an officially recognized 4-H Leader / Extension Educator verify the existence of the completed project or the member's participation in a 4-H education experience. NOTE: 4-H'ers have until Aug. 31<sup>st</sup> to show the Extension Educator a project to be complete for the year.
2. For animal projects, the animals MUST be in the 4-H'ers possession and enrolled in [4honline.com](http://4honline.com) by May 15<sup>th</sup>.
3. All 4-H'ers MUST turn in a completed record sheet at the time of project check-in. If you choose not to exhibit, you MUST show your Club Leader or Extension Educator your completed project and record sheet prior to the fair check-in time. NOTE: For the dog, horse, shooting sports, rabbit and tractor projects, you need to show your Project Leader your record sheet prior to the fair check-in time.
4. Club Leaders must sign member's records and see that they are completing them as they go along through the year. Each project has a specific record sheet to use (see table called Exhibit By in each project section).
5. Record sheets will be graded by:
  - a. Project Leader for all non-livestock projects, or
  - b. Project Leader or designated livestock committee for livestock projects. NOTE: 4-H'ers must complete 3 activities each year and record these on the record sheet to show or sell at the auction.

### **GENERAL INFORMATION**

1. Your grade is the grade you are in at the time of enrollment (Jan. 15). Our 4-H year is September 1 through August 31.
2. All members will receive their project records and manuals from their Club Leader. If the member misplaces his/her book(s) they will be charged for the second one.
3. Each member must do his/her own work with advice from parents, adult leaders and other resources.
4. For information regarding Action Demonstrations contact the Extension Office.
5. The 4-H Exhibit Association and Extension Office will not be responsible for any accident, injury or loss that may occur from any cause.
6. No alcoholic beverages will be allowed during any 4-H activity or on the fairgrounds.
7. Rules stated here are applicable and honored for State Fair competition unless stated otherwise.
8. The 4-H Exhibit Association and its designees, Grievance and Policy Committee and Extension Educators, retain the right to reject any display or exhibit which is patently offensive to prevailing standards in the community as a whole with respect to what is suitable matter for displays.



## GREEN RECORD BOOKS

1. A 4-H member will receive one Green 4-H Record Book the first year they join. They are to keep all 4-H Record Sheets and brief description of activities in this folder.
2. "My Record of 4-H Achievement" is to be updated each year by the member. Be sure to complete both sides. Don't forget to include:
  - a. County club meetings if you are in a county project like Shooting Sports or Horses or Junior Leaders;
  - b. Club demonstrations;
  - c. Trips - 4-H Camp, State 4-H Round-Up, Science Workshop, Club Trip to the Vet., etc.;
  - d. Committee work - refreshments;
  - e. Workshops attended; and
  - f. Promotion - participating in the 4-H parade, barrel contest, Super Saturday or 4-H school recruiting.Additional sheets are available at the 4-H office.
3. **All record sheets from previous years should be kept in the Green Record Book. 4-H'ers should always place their most recent year's records (record sheet or project book that was starred in the project section of the handbook) at beginning of the Green Record Book.** NOTE: "My Record of Achievement" should also have current year on top of previous years.
4. **To be eligible for Project Achievement Awards, a member must be in their 3<sup>rd</sup> year in a project. The criteria for selection: 4-H'er must have shown improvement or maintained a high status when exhibiting and participated in additional 4-H activities (such as demonstrations or assisting with workshops).**

## JUDGING

1. All 4-H exhibits must meet requirements as stated in this handbook and 4-H project manuals. In case of discrepancies, the handbook will be followed.
2. All projects will be judged using the open judging method.
3. All projects must be checked in by Project Leaders at designated check-in time at the fair. All project record sheets will be turned in with the project at the time the projects are checked in before judging.
3. Late entry projects received after the check-in time or projects not following exhibit/division guidelines will be judged, but they will not receive any placing higher than a blue ribbon. If judging has been completed the project will receive a participation ribbon. **Check handbook and newsletter for times to check-in projects.** The day that projects are to be entered all clocks will be set according to the radio station.
5. Awards of Grand, Reserve Grand, Champion and Reserve Champion will not be awarded if merit is unsatisfactory.
6. The decision of the judge is final.
7. A Grand Champion for the project is selected from the Champions in that project. A Reserve Grand Champion is selected from the remaining Champions and the Reserve Champion from the category that received the Grand Champion. No other Reserve Champions may be considered for the Reserve Grand Champion. NOTE: All animal poster projects will be grouped together to select a Grand and a Reserve Grand of Animal Posters. Individual species will only receive Champion and Reserve Champion ribbons.
8. Projects can't be modified after judging begins.

## BEHAVIORAL CRITERIA

4-H members, Volunteers, Parents and the Public: When attending, participating or acting in behalf of the 4-H program, all persons are expected to conduct themselves in accordance with accepted standards of social behavior, to respect the 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 the 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 performances of their duties.
- f) Inhumane treatment of 4-H animal projects.
- g) The 4-H Policy Grievance Committee recommends that 4-H members participating in 4-H events and at the fair do not wear clothing that features advertisements for alcohol, tobacco products or distasteful slogans. In accordance with 4-H ethics appropriate dress is encouraged and expected at ALL 4-H events.

4-H members, volunteers, parents, friends, and family of the aforementioned 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 and/or volunteering for youth development programs sponsored by the Purdue Cooperative Extension Service.

**There are many opportunities for 4-H members, leaders, 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 constitutes a violation of behavior expectations:**

1. Possession or the use of fire crackers, gun powder, firearms, chemicals or other materials that can be used to create an explosive mixture.
2. Misuse of the 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 or malicious damage to property.
6. Possession, use or distribution of alcohol, illegal drugs, tobacco or tobacco related 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 the 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 county, area, district, and/or state and/or national 4-H events, the following procedures will be followed.**

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

**Penalties:** If, in the opinion of the State 4-H Department Head or designee, evidence of alteration and/or excessive outside help and/or unethical preparation and/or misconduct is noted, the exhibit and/or 4-H'er may be disqualified and/or all premiums and/or awards forfeited and/or the 4-H'er may be subject to up to a three year disbarment from participation in that project and/or other related 4-H projects and/or events and/or activities and/or person(s) subject to removal from the grounds. Further, enforcement may be selective which does not waive the State 4-H Youth Department Head's right to enforce collectively at a future date and appropriate circumstances.

**Special Note:** When infractions in regulations and/or policies take place in the animal projects, special penalties will be enacted. In addition to the above stated penalties, animals unethically fitted or altered for show and sold at 4-H auctions will have all premiums associated as a 4-H reward removed from the sale price of the animal. The animal sale price provided to the 4-H'er will be that of the day's going market value with anything above said market value retained by 4-H organization as a penalty for the action. **\*\*Any 4-H situation not covered by these policies shall be handled by the State 4-H/Youth Department Head or designee as appropriate.**

#### **ADULT BEHAVIORAL EXPECTATIONS**

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.
- 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.
- Under no circumstances allow, consume, or be under the influence of alcohol or illegal drugs at 4-H Youth Development Program events or activities.
- 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.
- Accept my responsibility to represent 4-H Youth Development Programs with dignity and pride by being a positive role model for youth.
- Accept supervision and support from salaried Extension staff or designated management volunteers.
- Be mindful and follow Purdue, 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.
- 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 in an appropriate manner that reflects the best practices in youth development.
- Accept my responsibility to promote and support the 4-H Youth Development Program in order to develop an effective county, state, and national program.

By signing, 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.

### **CARROLL COUNTY GRIEVANCE & POLICY PROCEDURE**

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 subcommittee. 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 subcommittee 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.

### **JUDGE SELECTION POLICY**

Judges for all county projects will be secured by the 4-H /Youth Development Educators for all 4-H projects. The livestock committees will submit a list of 5 judging candidates from which a judge can be secured if available. Additional candidates will be submitted as needed.

## 4-H FINANCIAL POLICIES

1. Youth learn important life skills (e.g. budgeting, record keeping, etc) through experiences in managing financial resources. Youth therefore should be involved in the collection, accounting and distribution of funds.
2. 4-H is a public organization therefore, monies received from dues, fundraising and other sources are 4-H property intended for the benefit of all members. No single member, volunteer, or committee owns these monies.
3. Any fundraising program using the 4-H name or emblem must be in compliance with federal policies. (The 4-H name or emblem cannot be used for fundraising purposes in any games of chance including bingo.)
4. Every 4-H unit (council, club, committee, project group, etc) shall maintain a record of its activities, and the contributions it has received, prepare and keep on file a record of its financial transactions, file all necessary state and federal forms and submit an annual report to the Extension Educator responsible for the county 4-H program.
5. Annually, a financial review / audit shall be conducted of 1/5 of the county's 4-H units resulting in an audit being conducted for each unit at least once every five years. A review shall also be conducted at any time that there is a change in the primary adult volunteer working with the unit. A 4-H Unit / Club Financial Review / Audit form should be completed, signed and maintained for each club / unit (as conducted) in a file in the Extension Office. The Extension Educator will establish the schedule for reviews and notify the clubs of the review / audit data. Reviews may be conducted by an individual or committee selected by the local 4-H policy group (i.e. 4-H Council). Under no circumstances should the auditor be related to the adult volunteer who is a signatory on the account.

## INDIANA 4-H FOUNDATION, INC.

The Indiana 4-H Foundation, Inc. chartered in 1961, is a not-for-profit statewide organization that obtains contributions to support Indiana 4-H programs. The 4-H Foundation is financially supported in its work through:

- **Purchased Indiana 4-H License Plates** by individuals, families or corporations.
- **Annual Fund contributions** from individuals and families, 4-H clubs and Extension groups, 4-H alumni and others.
- **Corporate and individual contributions** from larger corporate and individual donors of \$1000 or more.
- **Planned or deferred contributions** of life insurance policies, property, stocks, bonds, estate bequests, or charitable trusts.

For more information on the Foundation, to inquire about forms of gifts or ways to pledge, or to obtain a contribution form: contact your county Extension staff or:

The Indiana 4-H Foundation, Inc.  
615 West State Street  
West Lafayette, IN 47907

Phone: 765-494-8483  
Fax: 765-494-5876  
website: in4h.org

## **GENERAL LIVESTOCK POLICIES**

### **10 COMMANDMENTS FOR PARENTS OF YOUNGSTERS SHOWING LIVESTOCK**

- I. Thou shalt not feed, train and care for the animal for thou are trying to teach the child responsibility.
- II. Thou shalt forgive a child for making mistakes in the show ring for thou hast made mistakes too.
- III. Thou shalt not get mad when thy child forgets items in the show box, for one day thou may forget the show box.
- IV. Thou shalt help the show management for they are doing a job that thou would not want to do.
- V. Thou shalt see that thy child is on time for all show ring activities for thou should not want to wait on another.
- VI. Thou shalt be sure thy child has the animals entered and the registration papers in order by the designated time.
- VII. Thou shalt teach the child that winning a blue ribbon is a desirable goal but making friends along the way is a more worthy goal.
- VIII. Thou shalt not complain about the judge, for it is his opinion that has been sought.
- IX. Thou shalt not forget that livestock projects are teaching projects, not necessarily money making projects.
- X. Thou shalt remember that the livestock project is a family project that shall be enjoyed and supported by the entire family.

### **RULES FOR ROYAL SHOWMANSHIP IN MEMORY OF MARK O'FARRELL**

1. This award may be won by an individual only one time. No repeat winners.
2. Those in contention for the award will be the Champion Senior Showman (1st place) of each of the following species: beef cattle, sheep, and swine.
3. Should an individual win Champion Senior Showman (1st place) in one species AND ALSO RECEIVE the Royal Showmanship, he/she will NOT be eligible to participate for the Royal Showmanship as a winner of another species for the duration of his/her 4-H tenure.
4. If the Champion Senior Showman (1st place) of any of the three species is a repeat Champion (1st place) winner of that species, and has NOT received the Royal Showmanship, then he/she will be eligible to compete for the Royal Showmanship until he/she receives the Royal Showmanship or until his/her 4-H tenure is complete, whichever comes first.
5. If the Champion Senior Showman (1st place) of any of the three species is a repeat Champion (1st place) winner of that species, and has NOT received the Royal Showmanship, BUT DECLINES his/her eligibility to compete for the Royal Showmanship, then the Reserve Senior Showman (2nd place) of that species will be eligible to compete for the Royal Showmanship.
6. If the repeat and/or current Champion Senior Showman (1st place) AND the Reserve Senior Showman winners of a particular species BOTH DECLINE his/her eligibility to compete for the Royal Showmanship, then the sponsoring family will make the decision as to if the next placing showman will be eligible to compete.
7. Should an individual win Champion Senior Showman (1st place) in two of the three species, then a competition will be held. In conjunction with the sponsoring family, this individual will have a choice as to which species he/she would like to represent. The Reserve Senior Showman (2nd place) of the remaining species will then be eligible for competition in the Royal Showmanship, along with the Champion Senior Showman (1st place) of the third species.
8. Should an individual win Champion Senior Showman (1st place) in beef cattle, sheep, and swine in the same year, then he/she will automatically be named the Royal Showmanship winner. In this case, a demonstration will be given by the Royal Showman winner and two of the Reserve Senior Showmen (2nd place). The selection of the three demonstrators will be made by the sponsoring family in conjunction with the eligible showmen.
9. Any additions, corrections and/or deletions of these rules will be made by the sponsoring family - Rita Paul and Families.

Revised-January 1990

### **SMALL ANIMAL PREMIER SHOWMANSHIP**

1. This award may be won by an individual only one time. No repeat winners.
2. Those in contention for the award will be the Champion Senior Showman (1<sup>st</sup> place) of each of the following species: goats, poultry and rabbits.
3. Should an individual win Champion Senior Showman (1<sup>st</sup> place) in one species AND ALSO RECEIVE the Small Animal Premier Showmanship, he/she will NOT be eligible to participate for the Small Animal Premier Showmanship as a winner of another species for the duration of his/her 4-H tenure.
4. If the Champion Senior Showman (1<sup>st</sup> place) of any of the three species is a repeat Champion (1<sup>st</sup> place) winner of that species, and has NOT received the Small Animal Premier Showmanship, then he/she will be eligible to compete for the Small Animal Premier Showmanship until he/she receives the Small Animal Premier Showmanship or until his/her 4-H tenure is complete, whichever comes first.
5. If the Champion Senior Showman (1<sup>st</sup> place) of any of the three species is a repeat Champion (1<sup>st</sup> place) winner of that species, and has NOT received the Small Animal Premier Showmanship, BUT DECLINES his/her eligibility to compete for the Small Animal Premier Showmanship, then the Reserve Senior Showman (2<sup>nd</sup> place) of that species will be eligible to compete for the Small Animal Premier Showmanship.
6. If the repeat and/or current Champion Senior Showman (1<sup>st</sup> place) AND the Reserve Senior Showman winners of a particular species BOTH DECLINE his/her eligibility to compete for the Small Animal Premier Showmanship, then the sponsoring family will make the decision as to if the next placing showman will be eligible to compete.
7. Should an individual win Champion Senior Showman (1<sup>st</sup> place) in two of the three species, then a competition will be held. In conjunction with the sponsoring family, this individual will have a choice as to which species he/she would like to represent. The Reserve Senior Showman (2<sup>nd</sup> place) of the remaining species will then be eligible for competition in the Small Animal Premier Showmanship, along with the Champion Senior Showman (1<sup>st</sup> place) of the third species.
8. Should an individual win Champion Senior Showman (1<sup>st</sup> place) in goat, poultry and rabbit in the same year, then he/she will automatically be named the Small Animal Premier Showmanship winner. In this case, a demonstration will be given by the Small Animal Premier Showmanship winner and two of the Reserve Senior Showmen (2<sup>nd</sup> place). The selection of the three demonstrators will be made by the sponsoring family in conjunction with the eligible showmen.
9. Any additions, corrections and/or deletions of these rules will be made by the sponsoring family.

**LIVESTOCK SHOWMANSHIP GENERAL GUIDELINES:** No changes can be made to any of the current showmanship rules for the livestock projects that may affect the Royal Showmanship in Memory of Mark O'Farrell or the Small Animal Premier Showmanship. The current rules, as printed in the Carroll County 4-H Handbook, will stay intact until such time as the sponsor or sponsoring family of the two contests chooses to decline the sponsorship of the contest.

### **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 animal ID deadlines and continuously until after the 4-H show at the county and/or state fair.

- For 4-H breeding animals, family corporations and/or partnerships of 4-H members with one or more parents, siblings, grandparents, aunts, uncles, or a legal guardian are acceptable.
- For 4-H dairy cattle, family corporations and/or partnerships of the 4-H members with unrelated persons or dairy operations are also acceptable.
- Dairy heifers, horses, ponies and llamas may be leased subject to approval of the county 4-H dairy, horse and pony, or llama committee and the respective county Extension Educator. 4-H animals are only eligible to be leased by a single 4-H member in a 4-H program year.
- 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.

- 4-H animals purchased, sold or offered for sale after the animal ID deadline and prior to the Indiana State Fair (including animals that have gone through a "Premium Only Auction"), shall not be eligible to be shown in the 4-H show at the Indiana State Fair.
- 4-H animals exhibited after the May 15<sup>th</sup> 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 on-line 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, regardless of whether or not the sibling is a 4-H member. NOTE: This term / condition does not apply to the horse & pony program where a parent MAY also show the horse or pony after it has been enrolled in the 4-H program.
- Temporary guardianships established for the intent of animal exhibition or grooming purposes are not permitted and shall result in immediate disqualification.
- Exhibitors showing beef, Boer goats, dairy cattle, dairy goats, meat goat wethers, Pygmy goats, sheep and swine **will be required to list their premise ID on the animal online enrollment system.**
- At fair weigh-in, each animal must be designated to a specific 4-H'er and can only be shown by this 4-H'er throughout the entire county fair (including showmanship).
- In order to make sure there is adequate space available to comfortably house animals on the fairgrounds, the use of tack pens will **NOT** be permitted.
- Any 4-H member enrolled in beef, sheep, swine, goats, rabbits or poultry must complete the Youth for the Quality Care of Animals program in order to be eligible to show at the Carroll County 4-H Fair and Indiana State Fair. Members must complete the certification course by July 1st.
  - There are two ways to complete the YQCA certification. Members may complete the course online yqca.org for a fee of \$12.00 or attend an in-person training for a fee of \$3.00. Read the newsletters for In-person training dates.
- **\*\*Note:** Youth may complete an in-person YQCA course in another county to fulfill requirements. Educators will send out dates and times of other course offerings as they become available.
- All 4-H members enrolled in beef, goats, rabbits, sheep and swine must declare their entries in the Fair Entry database by July 1st. When you complete your entries, you are declaring which animals you are going to exhibit. (Note: Animals can be switched between siblings until animal check-in at the fair.)

#### **ANIMAL HEALTH – VETERINARY PROCEDURES**

In the event that an animal needs veterinary attention or needs to be removed from the grounds due to health reasons, 4-H members will follow this procedure:

- ✓ Contact the project leader (not committee member), first vice president and educator who must then meet and approve the request. Once approved, the member can call any veterinarian as long as they are accredited.
- ✓ Animals who need to be treated for lameness may be treated. However, they will not be eligible for show.
- ✓ **Members who treat their animals without permission during the fair will not be eligible for show or sale in the auction.**

**SELECTION OF TOP 5 ANIMALS:** The Grand Drive will include all breed Champions and select Reserve champions. When a breed Champion is selected, the Reserve Champion from that breed class will be allowed to enter the ring until all top 5 are picked.

**HOME BORN AND RAISED CLASS:** A Home Born and Raised class will be offered for livestock animals. **The female must be owned by the 4-H member, his/her parents or grandparents.** The offspring must be born and raised on the exhibitor's family farm (or grandparent's farm) in Carroll or an adjacent county. The offspring will only be able to show in the Home Born and Raised class or in a purebred/ crossbred class, it cannot be shown in both. The exhibitor will need to declare at the fair weigh-in if the offspring is to go in the Home Born and Raised class vs. the breed / cross class.



## 4-H LIVESTOCK AUCTION

The 4-H Livestock Auction will be held on Friday evening of the fair beginning at 6:00 p.m. Only animals shown in the judging classes may be sold in the auction.

The sale order will be: Beef, Dairy Beef, Rabbits, Poultry, Sheep, Goats, and Swine. In each species, the Grand Champion will sell first, followed by the Reserve Grand Champion, followed by Ten Year 4-H members. The balance of the 4-H exhibitors will then follow.

A non-refundable fee will be charged to each livestock exhibitor who sells an animal in the auction.

A \$5.00 fee is charged to those who sell Rabbits and Poultry.

A \$10.00 fee is charged to those who sell Beef, Goats, Sheep, and Swine, These fees are used to cover the required check-off fees, auction expenses, and other livestock exhibit related fees. These fees as well as any check-off fees related to animals sent to market will be part of the entry fee.

### IMPORTANT AUCTION POLICY

At the end of your livestock show, you MUST declare what animal is going through the auction. ALL animals will be going home! No live animals will be going through the auction. You may enroll 1 animal in the auction. The animal CANNOT go to State Fair or be eligible for exhibit at any further 4-H judging events.

### Other rules regarding the 4-H Auction as follows:

1. Only one animal per 4-H member may be sold in the auction.
2. All animals being sold must have been exhibited at the Carroll County Fair.
3. All animals must be signed up for the auction IMMEDIATELY following each livestock show. Exhibitors who have not declared their animals for the 4-H Auction will forfeit their right to participate in the 4-H Auction.
4. Rabbit: Any 4-H'er may sell one exhibit at the auction. An exhibit is defined as 1 rabbit or 1 meat pen. Rabbits sold in the 4-H auction will have their ear notched prior to sale.

## ANIMAL OWNERSHIP

### Ownership of Beef, Goats, Horse & Pony, Sheep and Swine

- The same animal may be co-enrolled by brothers and/or sisters.
- 4-H animals exhibited after the online animal ID deadline (May 15 for all animals) at any show by anyone other than the person listed on the Indiana 4-H online animal ID 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. This policy applies to all 4-H animal projects. Animals not enrolled in 4-H online will not be eligible for the Indiana State Fair.

## GENERAL FAIR GUIDELINES

Barns close at 11 pm or 30 minutes after the show if show ends later than 11 pm and reopen at 4:30 am on the day of the respective show or 5:00 a.m. for the other barns. Animal release is listed on the schedule at the first time the specie is released. (Mon. 9 – 10 pm: Rabbits and Lamas; Tues. 9 – 10 pm: Goats, Poultry and Sheep.; Wed. after beef show: Beef; Swine is Thurs. evening after Royal Showmanship – 12 midnight. If the 4-H'er wants to keep their animal longer on the fairgrounds, the final release time is on Thurs. evening after Royal Showmanship – 12 midnight. See species project committee prior to release.

**Any animal removed before designated check out times who has not received permission to do so will be stripped of any ribbons, placings or awards. Plus, they will not be able to sell in the auction as penalty.**

## FAIR SHOW BILLS

1. 4-H'ers / Parents / Project Leaders are to discuss class sign-up options. See handbook for date class list is due.
2. When preliminary show bills are distributed / posted, it is important for 4-H'ers / parents / project leaders to proof for any errors and share corrections by the requested time.
3. Once show bills are final, 4-H'ers / Parents / Project Leaders cannot add or change classes. However, in Horse or Pony, classes can be dropped on the day of the show (drop class at least 3 classes prior to the entered class). In the Sheep show bill, pair classes can be dropped on the day of show.

## 4-H LIVESTOCK POLICY TO SHOW LIVESTOCK ANIMALS / PARTICIPATE IN THE AUCTION

In order to show livestock animals / participate in the auction at the Carroll Co. 4-H Fair, it is important for 4-H'ers to learn about caring for your animals. Any 4-H member enrolled in beef, sheep, swine, goats, rabbits or poultry must complete the Youth for the Quality Care of Animals program in order to be eligible to show/participate at the Carroll County 4-H Fair and Indiana State Fair. Members must complete the certification course by July 1st.

### NOTES:

- YQCA - There are two ways to complete the YQCA certification. Members may complete the course online [yqca.org](http://yqca.org) for a fee of \$12.00 or attend an in-person training for a fee of \$3.00. In-person trainings will be held at the 4-H building. See newsletters for specific dates.
- **Members must complete all necessary certifications by July 1st.**