

Face Coverings and Social Distancing are REQUIRED to enter all buildings including barns.



2021 FLOYD COUNTY 4-H HANDBOOK



Floyd County 4-H Fair – June 9-12, 2021
Indiana State Fair – August 6-22, 2021

Purdue Cooperative Extension Service
3000 Technology Ave., L2110
New Albany, IN 47150
812-948-5470
www.extension.purdue.edu/floyd

Floyd County 4-H Fairgrounds
2818 Green Valley Road
New Albany, IN 47150
812-949-8119

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



General Instructions

Project Check-In

4-H Green Folders can be used this year due to Recordbook being updated. The Floyd County Extension Office has green folders available. Green folders will reflect all the projects taken and exhibited as well as all awards, leadership, civic engagement, community service, animal projects, expenses, meetings and workshops attended that were done throughout the year.

All Perishable and Non-Perishable Static Projects -Floyd County 4-H Newlin Hall Exhibits are due at the 4-H Fairgrounds on Monday, June 7, 2021 from 5:00 p.m. - 8:00 p.m.

All Food Projects will be donated to the 4-H Corporation Board Dessert Auction to be held Wednesday, June 9, 2021 at 6:30 p.m.

Large livestock (Beef, swine, llama, horse & pony) are due at the Fairgrounds on Monday, June 7, 2021 between 4:00 PM and 8:00 PM. Completed project questions and record sheets will be checked at this time as well. Please refer to the individual species for requirements. Each member must check-in with the specie superintendent during livestock check-in. Please read all requirements for health regulations for each species, as well as the BOAH requirements. ALL animals must be enrolled in V2.4HOnline.com by May 15, 2021.

Small livestock (Goats, sheep, rabbits and chickens) are due at the Fairgrounds on Tuesday, June 8, 2021 between 4:00 PM and 8:00 PM. Completed project questions and record sheets will be checked at this time as well. Please refer to the individual species for requirements. Each member must check-in with the species superintendent during livestock check-in. Please read all requirements for health regulations for each species, as well as the BOAH requirements. ALL animals must be enrolled in V2.4HOnline.com by May 15, 2021.

The Fair Officials make every attempt to protect 4-H Exhibits from harm or loss. However, in no case will Fair Officials or building attendants be held responsible in the case of harm or loss of a project.

Project Check-Out

Static exhibits will be released on Sunday, June 13, 2021 from 10:00 am – 1:00 pm. Projects/exhibits not picked up will be transported to the Extension office. After a two-week period, the Extension Office reserves the right to dispose of or recycle any exhibit not picked up.

Animal exhibits MUST remain in place until officially released which will be on Saturday night after 11:00 PM, on June 12. ALL LIVESTOCK MUST BE PICKED UP NO LATER THAN 10:00 AM, SUNDAY MORNING. **ALL STALLS MUST BE CLEANED BEFORE LEAVING THE FAIRGROUNDS. Auction checks will be distributed Sunday, June 13. Auction checks will only be given out if your area has not been cleaned.**

Projects Qualifying for State Fair Entry

Non-Perishable Projects selected for State Fair will be kept and taken to the office for preparation for State Fair entry. Arrangements to make improvements, corrections or repairs can be made. Perishable projects are due by 2:00 pm, (day to be announced).

Ribbon Placing

Blue, Red, and White placing ribbons will be issued to all exhibits properly entered and meeting all the project requirements. Late entries will receive a Green Completion ribbon. In order to receive a Division or Reserve Champion ribbon, the project must have received a Blue ribbon.

Any project not evaluated by a judge cannot receive higher than a blue ribbon placement and is not eligible to advance to Indiana State Competition.

4-H POSTER CONSTRUCTION

REQUIREMENTS

- All posters must be displayed horizontally. (**Do not** display vertically, project will be lowered one ribbon placing).
- All posters must be 22" x 28", not meeting this size will lower placing one ribbon.
- All posters must have a stiff backing, foam core, plywood or heavy cardboard, not meeting this requirement will lower placing one ribbon.
- All posters must be covered with a clear protective covering, plastic sheeting – NO glass, Plexiglas or plastic food wrap. Not meeting this requirement will lower placing one ribbon.

All posters, notebooks, and display boards **MUST** include a reference list indicating where information was obtained, giving credit to the original author, to complete the 4-H member's exhibit. This reference list should/might include web site links, people and professionals interviewed, books, magazines, etc. It is recommended this reference list be attached to the back of a poster or display board, be the last page of a notebook, or included as part of the display visible to the public. A judge is not to discredit an exhibit for the manner in which references are listed.

White poster board, cardboard backing, and poster sleeves may be purchased from the Floyd County Extension Office before June 3, 2021. These will not be sold at project check in. Each item is \$1.50, whole kits are \$4.00. We also have photography salon sleeves for \$1.50.

POSTER TIPS

1. Poster Board – any color is acceptable, however fluorescent is not suggested.
 - Experiment with color. Example: use earthy colors (light brown, natural, greens, rust) for wildlife or photography.
2. Mounting Adhesives – The best is rubber cement. It leaves no marks and won't wrinkle the paper. Excess can easily be rubbed off after cement dries. Do not put plastic covering over poster where rubber cement has been used until completely dry. The fumes will bubble the plastic, ruining it. Rubber cement may discolor photos if it is not Acid Free, be sure to check label. Double stick tape is best for leaves and is quick. White glue should be used only in cases where wrinkling or damage will not occur.
3. Colored Pencils – The best are soft leaded - easy to color and blend easily (can be purchased at art stores). Strokes will not show if handled properly. Hard leaded pencils are less expensive but are more difficult to use
5. Plastic Tape – Not necessary but makes attaching poster board to stiff backing easy. Available in many colors (cloth or plastic) and available at discount stores. When using wider tape, approximately 1 ½" wide, it can be applied so that the extra wraps around creating a border for the poster.
6. Lettering – Purchased lettering may be used as well as stencils, self-adhesive letters or press type, computer generated, or hand lettered are all acceptable forms of titling and labeling posters. Be sure whatever form is chosen that the letters are applied straight, neatly and are easy to read. Your title should catch people's attention. Think creatively and as if you are marketing your idea. What would you stop to look at? What do you want to know?
7. Labels:
 - Information labels –cardstock works exceptionally well. It is attractive and sturdy for gluing without bubbles or crinkles. Typed is best for easy reading and looks neater.
 - Check manual for size, some projects are specific.
 - Check project requirements and project manuals for information that needs to be included.
 - Pre-printed exhibit labels (name, project, grade, & club) will be given to exhibitors at project check-in. These should be affixed in lower right hand corner of poster board.

★Most important - be creative and think about what would make a poster unique and encourage people to stop and look at it. Part of attracting people is being neat and easy to read making it fun to view.

Miscellaneous

Please note that some projects do not advance to the State Fair. Many projects have been combined into Basic Crafts categories.

Large, bulky, and/or heavy state fair exhibits are the responsibility of the member to transport to and from the state fair, not the Extension staff.

For 4-H Newlin Hall projects to be eligible, they must have been completed after the close of the previous fair and not previously exhibited at the Floyd County Fair or any other 4- H Fair.

Several project requirements have been changed or revised. Check your requirements carefully. Call the Extension Office or your leader(s) for further assistance.

If a 4-H member chooses to exhibit in a lower grade level than their current grade level, the judge will grade the project by its own merits and the highest ribbon placement can only be a blue ribbon. A 4-H member may exhibit in a higher level, but may not return to a lower level. Special situations will be addressed and adjusted by the Youth Educator following the individual needs of the member.

If you enroll in the most advanced project division - You may repeat the last division available again as long as you do not enter the same exhibit twice. Enter a different exhibit each year. Enrollment is limited to 3 years in one level unless special needs pertain to repeated levels.

IN THE EVENT REQUIREMENTS ARE NOT IN THIS HANDBOOK, THE STATE FAIR HANDBOOK/WEBSITE RULES AND GUIDELINES WILL BE FOLLOWED. IF NO GUIDELINES EXIST, THE 4-H CORPORATION BOARD AND THE 4-H YOUTH EXTENSION EDUCATOR WILL MAKE THE FINAL DECISION.

Grievance/Appeal Guidelines for County 4-H Program Issues: (Activities, Programs, Projects)

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

Purdue University, as the Land Grant University in Indiana, is charged (by the United States Department of Agriculture) with implementing the 4-H Program in communities across the State of Indiana. Purdue Extension Educators in each Indiana county represent the university in local communities and have the responsibility of assuring all 4-H volunteers meet basic university criteria as they serve as representatives of the university. Purdue Extension Educators additionally provide oversight to 4-H volunteers including the assurance that Indiana 4-H Policies and Procedures are appropriately implemented in 4-H Program delivery.

Individual county 4-H policies and procedures should be created and reviewed to assure they do not contradict established statewide 4-H policies and procedures. If a contradiction is discovered during the grievance process, Indiana 4-H Program policy shall be followed in determining the grievance outcome.

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

decision.

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

******While there is no doubt some overlap in who serves on these committees, the intent of a three level process is to assure different individuals have the opportunity to hear and act on the grievance. ALL individuals involved at any level of the grievance procedure are reminded of the importance of keeping discussions regarding grievances confidential.

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

The Purdue Extension Educator assigned to work with the 4-H Program has the obligation to inform all parties that there is a grievance procedure if there are disagreements with policies.

The practice of charging fees from those filing grievances shall be eliminated and all counties will utilize the Indiana 4-H Grievance/Appeal Form as part of the grievance process.

4-H Youth Development Liability -Please understand that participating in 4-H activities can involve certain risks to your child. Those risks may include injury or harm, including, but not limited to, bodily injury, disability, exposure to COVID-19 and other viruses and or illnesses, and death. During virtual 4-H activities, understand that program staff are not providing supervision for your child during the online program, and the Released Parties do not have control over the information available through the internet or other electronic data sources beyond that which is a part of the 4-H activity. On behalf of your child, fully assume the inherent risks associated with your child participating in 4-H activities and assert that your child has chosen to participate in this program with your express approval. You hereby release and discharge Purdue University, The Trustees of Purdue University, the Floyd County Commissioners, the Floyd County Cooperative Extension Service, and each of their trustees, officers, appointees, agents, employees, and volunteers ("Released Parties") from all claims which your child or you might have for any injury or harm to your child, arising out of your child's participation in any activity related to the 4-H program, even if such injury or harm is caused by the negligence or fault of any of the Released Parties. You do not, however, release these individuals and entities from liability for intentional, willful or wanton acts and this release shall not be construed to include such acts.

Indiana 4-H Grievance/Appeal Form

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

- ___ 1. I understand and agree that filing a grievance that alleges
 A. facts that are not true, or
 B. facts that I know are not true, or
 C. facts I should know are not true:
will be considered a violation of the 4-H behavioral expectations.
- ___ 2. I understand and agree that all statements made herein by me are subject to the pains and penalties of perjury and I hereby affirm that my statements herein are true.
- ___ 3. I understand that perjury is a crime in Indiana.

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

The facts which support this allegation are set out as follows: (If needed, additional sheets may be attached.)

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

Signed: _____ Date: _____ Time submitted: _____

Print your name: _____

Address: _____

Phone: _____

Oath ⁽³⁾

Before me, _____ A Notary Public in and for _____ County, State

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

(signed) _____ My commission expires: _____

(SEAL)

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

Floyd County 4-H

Livestock Rules and Regulations

Any discussions and/or concerns of 4-H Livestock Rules and/or Regulations and their interpretation, or the granting of exceptions, must be brought to the Livestock Committee in written form and signed by the person requesting consideration of the request.

To be eligible to show at the Floyd County 4-H Fair, all Livestock Members must enroll animal using v2.4honline.com for each species being shown and must include all animals being brought to the Fairgrounds. This online enrollment must be completed by 11:59 pm on May 15, 2021.

Beef and Dairy Beef Market Steers to be identified in v2.4honline.com by May 15, 2021.

Rabbit enrollment can be done online. **Poultry** paper enrollment is due to the Purdue Extension Office by 3:00 pm on **Friday, May 14, 2021** if not available for ID in v2.4honline.com this year.

Please read **BOAH** requirements for tagging of goats and sheep. Rules for identifying each species can be found at www.extension.purdue.edu/floyd. All animals brought to the Fair must be properly identified. Questions regarding tagging should be directed to the specie superintendents.

YQCA Certification

Any members that are showing animals (excluding Horse, Pony and Llama/Alpaca) must complete the YQCA (Youth Quality Care of Animals) course and test to be able to show during the Floyd County Fair. Courses can be completed online at YQCA.org with a fee of \$12. Courses can also be completed in person with a fee of \$3. All courses must be registered online at YQCA.org. For more information on this process, please contact your specie superintendent or local Extension Educator.

Large livestock check in (Beef, swine, llama, horse & pony) are due at the Fairgrounds on Monday, June 7, 2021 between 4:00 PM and 8:00 PM. The Livestock Care Summary Sheet is included in 4-H green folder /Recordbook. Completed project questions and record sheets will be checked at this time as well. Please refer to the individual species for requirements. Each member must check-in with the specie superintendent during livestock check-in. Please read all requirements for health regulations for each species, as well as the BOAH requirements. ALL animals must be enrolled online in 4HOnline by May 15, 2021.

Small livestock check in (Goats, sheep, rabbits and chickens) are due at the Fairgrounds on Tuesday, June 8, 2021 between 4:00 PM and 8:00 PM. Completed project questions and record sheets will be checked at this time as well. Please refer to the individual species for requirements. Each member must check-in with the species superintendent during livestock check-in. Please read all requirements for health regulations for each species, as well as the BOAH requirements. ALL animals must be enrolled online in 4HOnline by May 15, 2021.

All animals brought to the Fair must be checked by a Livestock Superintendent **before** they are unloaded. Livestock that originated from out-of-state MUST have health certificate with the animal at time of check-in. Livestock pens will be assigned by superintendent.

Livestock Pen Tags

All Livestock Pens must have a Livestock Member Tag above each pen. These are full sheet, cardstock signs, that identify the 4-H'er exhibiting the animal(s). They will be available from the Livestock Superintendents at check-in.

4-H Fair Rules and Regulations

1. No smoking of any kind in the barns.
2. No alcoholic beverages permitted on the 4-H Fairgrounds.
3. If bedding is available, Floyd County Livestock Committee will provide the bedding for stalls. In the event that bedding is not provided, livestock exhibitors will provide bedding for their animals. Exhibitors are responsible for keeping their stall/pen area and aisles clean.
4. All animal stalls must be cleaned before animals leave the Fairgrounds.
5. No animals forward of cattle barn (between cattle barn or grass show ring, and front entrance).
6. No leaving Fairgrounds with animals during the Fair. Animals needing to be removed from the grounds prior to release time due to illness must be approved by Livestock Committee. All animals are expected to vacate the premises Sunday, June 13 by 10 AM.
7. All personal property must be kept neat and locked up. Floyd County 4-H and Fairgrounds are not responsible for lost or stolen items.
8. Barns and stalls must be clean and neat by 9:00 a.m. and kept clean all day. Superintendents will be making rounds in the barns to assure 4-H members are completing this task.
9. Don't forget to feed and water animals on a regular schedule.
10. No dogs allowed on Fairgrounds unless they are in a 4-H Dog Show or service animals.
11. All 4-H members and parents or guardians must abide by all rules or they will be asked to leave with their livestock. NO QUESTIONS ASKED.
12. No vehicles parked around the barns after 4:00 pm during the Fair. Vehicles should be moved to the designated parking area before 4:00 pm.
13. Only Verified 4-H Volunteers will be allowed at the poultry and rabbit tables and in show arenas during 4-H shows. Contact the Purdue Extension Floyd County Office at (812) 948-5470 to become a screened 4-H Volunteer.
14. The 4-H animal exhibitor may receive clipping and grooming assistance only from their **immediate family** which is defined as father, mother, stepfather, stepmother, legal guardian, brother, sister, stepbrother, stepsister, grandfather, step-grandfather, grandmother, step-grandmother, aunt, uncle, first cousins or from another Floyd County 4-H exhibitor. Floyd County 4-H Animal Superintendents may assist an exhibitor. Guardianships granted on a temporary basis for the purpose of circumventing these terms and conditions will not be recognized as family. **A 4-H animal exhibit may not be maintained at a professional fitter's facility. Violator's animal(s)**

will be disqualified from respective specie show and not allowed the privilege of participating in the 4-H Livestock Auction.

15. Animals cannot be tied to any of the 4-H Fairgrounds' fences or fence posts.

Overnight Stays

1. A parent or legal guardian must accompany members staying overnight. Aunts/Uncles do not qualify. There will be no liability coverage provided to 4-H leaders and staff during overnight stays at fairs unless the 4-H Youth participant(s) are accompanied by his/her parent or legal guardian at all times.
2. The time normally associated with overnight is that time when the fair shuts down for the evening or by midnight and until early morning feeding of animals (early morning is normally construed as morning light in our summer season).
3. Adults/parents officially assigned to watch 4-H projects overnight at county/state fairs are still covered by Purdue University liability insurance. However, this is not to be confused with the aforementioned policy regarding 4-H youth.
4. 4-H members must be in the barn by 11:00 p.m. After lights out, no one will leave the barns without permission.
5. Final authority will rest with the Security Officers. Abide by the rules or 4-H members will be asked to leave with their livestock. **NO QUESTIONS ASKED.**

Livestock Auction Rules

Auction Details for 2021 will be announced at a later date.

1. A 4-H member must show his/her own animal at the auction in order to sell. Exceptions must be brought to the Livestock Committee.
2. For a 4-H member to have the privilege of selling in the auction, they must have at least one (1) static project at Newlin Hall.
3. To sell an animal the 4-H exhibitor must have been in a Showmanship Class for that specie being sold.
4. The following species may be sold through the Auction: Beef, Goat (either sex), Poultry Broiler Pen, Rabbit Meat Pen, Sheep, and Swine.
5. A 4-H member may sell three animals at the auction, limit of two per specie, and only one of which may be a market steer. A 4-H member selling a market steer may sell two animals of another species. A Rabbit Meat Pen or a Poultry Broiler Pen count as one animal.
6. **A non-refundable auction fee of \$20.00 and form must be paid for each animal placed in the auction. Make check payable to the Floyd County 4-H Corporation Board, Inc. and mail to P.O. Box 6805, New Albany, IN 47151 by Friday, May 14. After May 14 until Tuesday, June 8, 2021, the fee is \$25.00 per animal. No fees or forms will be accepted after Tuesday, June 8, 2021.**
7. After weigh-in if an animal is listed on the auction list, it must go through the auction. (with the exception of swine not meeting weight requirements.)
8. Species sale order will be determined by the Livestock Committee.
9. Drawing for auction sale order will be done at weigh-in on the evening of Livestock Check-in.
 - Weigh-in of animals for auction will be at 7:00 p.m.
 - Swine weights are recommended between 200 and 300 pounds to sell in the auction.
 - Swine weighing over 300 pounds may still sell, but their weight will be listed on the auction bill as 300 pounds.
 - Grand, followed by Reserve Grand Champions will sell first in the Auction, then Division Champions sell first when their species sell, then all others sell according to the drawing for auction sale order.
10. 4-H members must get their seller's photo sign from check-out table and deliver to their buyer in the stands after selling their animal.
11. Upon sale of animal, the animal becomes the property of the buyer. HOWEVER, the 4-H member will be expected to maintain the animal and deliver animals upon buyer's request.
12. 4-H member may obtain their checks for sale animals once all barns, 4-H Fairgrounds, Newlin Hall, and the fairgrounds property are adequately cleaned on Sunday, June 13, 2021.
13. Checks will be traded for a thank you note to buyers, to be mailed by 4-H Extension Educator.
14. *Mini 4-H members* cannot sell in the Auction.
15. In the event that an animal is returned to child during the auction, that youth is responsible for the animal.