

Midway District 4-H

4-H is a **community of young people** across America who are learning **leadership, citizenship, and life skills.**



Welcome to Midway District 4-H! Whether you are a new member or returning for another year of 4-H, we are excited that you have chosen to be a part of the 4-H program. This document is provided to assist you and your family as you discover 4-H. It highlights policies and guidelines that the Kansas 4-H Program and our local Midway District 4-H Program follow. If you have any questions, please do not hesitate to ask.

Kansas 4-H Mission and Principles

Kansas 4-H provides educational strategies and opportunities for youth and adults to work in partnership as they develop life skills to become healthy, self-directing and contributing members of society. The 4-H program is substantiated by the research and knowledge base of Kansas State University and other such institutions.

Youth-Adult Partnerships are an important aspect of the Kansas 4-H Program. It is important that youth and adults are given the opportunity to have the capacity, right and responsibility to develop skills and to make decisions based upon their personal development level. Even though the 4-H program has many valued traditions, it is important that our history be closely evaluated in order to understand, select and maintain or modify those traditions to expand our horizons as an organization. 4-H has served and will continue to serve the people of Kansas well, but changing times may necessitate new designs to meet certain program needs.

Locally, the 4-H Program Development Committee (PDC) identifies concerns and programs that are of importance to the club and district levels. These programs may reflect broader state and national issues and concerns, or they may be specific to the community. The 4-H program is based on research information and is grounded in experiential or hands-on learning. The 4-H program would not be successful without the volunteers. Trained volunteers, supported by K-State Research and Extension, are a fundamental asset to the 4-H program in the Midway District.

This document clarifies certain standards and guidelines used by the Midway District 4-H Program to assure a quality program for all involved. The policies are in cooperation with K-State Research and Extension, and no policy may conflict with Kansas State 4-H Policy or federal requirements.

It is the design of 4-H to include as many youth as possible. No policy or practice should be used to arbitrarily *exclude* youth from membership. Youth may participate in 4-H youth development opportunities at levels and times that best suit their development and support of family.



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.

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4-H Membership

According to the 4-H Youth Development Policies and Guidelines, the 4-H program is "...open to all youth who are residents of Kansas and between the ages of 7 and 18. Youth who turn 7 before January 1 of the current 4-H year may enroll. Youth who turn 19 before January 1 of the current 4-H year are ineligible to enroll...".

All youth who wish to be 4-H members must enroll online and identify the projects in which they want to be involved. In addition, each 4-H member must have a current 4-H Participation Form (dated within the current 4-H year) completed. These are due December 1 for re-enrolling members to participate in events, including but not limited to 4-H Club Day.

Youth may join 4-H at any time during the 4-H year (October 1 through September 30); however, participating in some parts of the 4-H program may require enrollment or ownership deadlines. These deadlines are to ensure that exhibits or presentations reflect knowledge and skills gained in the 4-H project experience.

Youth may transfer clubs if their paperwork is completed and turned in to either Extension Office by December 1 of the current 4-H year.

In order to exhibit at the county fair, a 4-H'er must be enrolled by the add/drop deadline (May 1). This will allow for mastery in the project(s) for which the 4-H'er has enrolled.

Cloverbud Membership

4-H Cloverbuds is an educational, youth-development opportunity specifically for 5 and 6-year-old children. To be eligible to participate, a child must have celebrated their 5th or 6th birthday before January 1 of the current 4-H year. Just like 4-H members, Cloverbuds must enroll online in the "cloverbud" project and have a 4-H Participation Form completed. These are due December 1.

Cloverbuds may attend regular club meetings. They must have one adult attending with them. They may participate in roll call, and it is their option to participate in any part of the meeting including: program, recreation and song. Cloverbuds are also encouraged to participate in day camps and other non-competitive events and activities. They will not enroll in individual projects but Cloverbuds may exhibit at the fair in a "project/s" of their choice (See local fairbook for rules regarding Cloverbud exhibits). The Midway District Cloverbud program will follow all Kansas 4-H Cloverbud Guidelines. Ask the office for a copy of the Kansas 4-H Cloverbud Policies.

Cloverbuds are recognized for participation and no record keeping is required. Youth are encouraged to keep a scrapbook. Cloverbuds may not apply for achievement pins or project awards until their official 4-H membership begins, they must have celebrated their 7th birthday before January 1 of the current 4-H year. Interested families should contact either Extension Office or a 4-H Club to inquire about Cloverbud opportunities.

4-H Update

The *4-H Update* is a newsletter for Midway District 4-H members and families that is emailed *and* mailed monthly, upon request. Be sure to read this each month for important information, deadlines and upcoming events. The newsletter includes districtwide news and happenings, project meeting dates and information, a checklist and calendar for each month and schedules and registration forms even show up on occasion! It includes a lot of important information to help 4-H families through the year! If you do not receive the *4-H Update* each month, please contact the Ellsworth or Russell Extension Office, 785-472-4442 or 785-483-3157.

Kansas 4-H focuses on the development of these 5 life skills:

- ✿ A positive self-concept
- ✿ An inquiring mind
- ✿ A concern for the community
- ✿ Healthy interpersonal relationships
- ✿ Sound decision making



4-H Colors

Green & White

4-H Motto

"To Make the Best Better"



Expectations of Parents & Members

Parent/Legal Guardian

I (We) understand and agree to abide by, follow and comply with the rules, policies and expectations of the 4-H program. I (we) will conduct myself (ourselves) in a courteous and respectful manner by exhibiting good sportsmanship and being a positive role model for youth. Furthermore, if serving as a leader, I (we) will complete the Volunteer Screening Process. I (We) also understand that failing to do so will result in limited opportunities.

4-H Member/Cloverbud

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 disciplinary action, which might include dismissal from a 4-H activity.

Family

We understand it is our responsibility to **read** and be responsible for information in the *4-H Update* (newsletter) and other related 4-H materials including the fair paper. We will also strive to meet deadlines for activities and events.

Residence

Kansas youth typically enroll in 4-H within the Extension Unit (county/district) in which they reside. However, individuals living in one Extension Unit may join 4-H in another. There may be educational or social reasons for an individual joining 4-H in a different Extension Unit than that of their primary residence. Although a 4-H member may choose to participate in another Extension Unit, they can only enroll and exhibit in one Extension Unit.

In the event a project is not offered in the primary 4-H program, a 4-H member may participate in a specific project area in a different Extension Unit, but not enroll in that 4-H program.

These policies are not intended to provide an escape mechanism for troubled 4-H members and families who are unwilling to follow the terms and/or conditions in their current 4-H enrollment. Decisions regarding 4-H membership in a non-resident Extension Unit (a county/district you do not live in), rests with the County/District Extension Governing Board in the receiving Extension Unit.

Deadlines, Participation, Exhibition and Completion

Deadlines

The proper compliance with established, stated, and published final dates and deadlines is considered an appropriate expectation of 4-H membership. Submitting things that are time sensitive 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 period as part of the project requirements. Members not complying with established and published dates and deadlines for exhibition may be denied exhibition privileges, as well as, premiums or awards for that project.

General Rule: Deadlines will be stated in the annual calendar and be standard dates from year to year. If a deadline falls on a holiday or weekend, the item due is the following business day.

24 hour Grace Period: **Local** deadlines will have a grace period to get paperwork turned into the office. We understand there may be times that a deadline gets away from us. *Remember that a grace period is a privilege not a right and this policy may be revised.* (State Deadlines are NOT eligible for 24 hour grace period.

Examples: Discovery Days registration, Kansas State Fair animal nominations, Horse ID's, etc.)

Participation

Attendance and participation at 4-H meetings is highly encouraged as a part of the overall educational experience. Club meeting attendance, however, cannot be required as criteria for project completion or fair participation. 4-H meetings should be of the quality that 4-H members want to attend, participate and learn something beneficial. Also, rewarding 4-H clubs, 4-H members and 4-H volunteers for attendance and participation in meetings, tours, workshops, local and county exhibits, etc. is encouraged. The rewards for participation should be significant enough that 4-H members have a positive experience. According to the Kansas 4-H Policy, "4-H clubs may establish attendance policies for a member to run for election as a club officer, apply for a club scholarship, and/or participate in other special club opportunities offered to club members at the club level."

Eight Critical Elements of Positive Youth Development

- ✿ Positive Relationship with a Caring Adult
 - Advisor
 - Coach
 - Mentor
 - Guide
 - Helper
- ✿ Safe Environment – Emotional & Physical
 - For youth, volunteers, & spectators
- ✿ Opportunity for Mastery
 - Building of knowledge, skills & attitudes
- ✿ Opportunity to Value & Practice Service
 - Civic engagement & community needs
- ✿ Opportunity for Self-determination
 - Becoming self-directing individuals
- ✿ Inclusive Environment
 - Sense of belonging, connectedness & caring
- ✿ To be an Active Participant in the Future
 - Planning, setting & implementing goals
- ✿ Engagement in Learning
 - Experience, Share, Process, Generalize & Apply



Exhibition

Exhibition of 4-H projects in local, county, or state fairs is considered a privilege and is voluntary on the part of the exhibitor. The exhibition of 4-H projects provide members an opportunity to display their 4-H projects, entertain wholesome competition and enjoy an educational and social environment with their peers. With the privilege of exhibition also comes the responsibility for abiding by all of the qualifications and requirements pertaining to their respective 4-H project. Not following the established rules of the fair may limit participation.

Completion

The completion of a 4-H project must not be misinterpreted as exhibiting at the fair, rather it is the record keeping! 4-H members are considered complete in their project work when they have:

1. Enrolled in a project by May 1 or met previous deadlines;
2. Filled out their 4-H Record Book or KAP; and
3. Submitted their Record Book or KAP to club leaders for proper signatures.
4. Turn in 4-H Record Book or KAP to extension office.

Fundraising

4-H members may not solicit funds to help fund their individual 4-H projects. 4-H members may fundraise for a specific 4-H educational trip. Donations given directly to a 4-H member are not tax deductible because they do not go to a 4-H club or group. Any fundraising programs by clubs or individuals must be approved by the 4-H Youth Development Agent; the funds must be used to further the 4-H mission; the account procedures must be appropriate and in accordance with the policy; and the 4-H name and emblem must be properly used.

Clubs

Community Clubs

A community club is an organized group of at least five youth from at least three families, led by two or more registered volunteer adults, with a planned program that is conducted throughout the year. 4-H clubs may meet in any location and have elected officers and a set of by-laws approved by the membership to govern the club. Community may be defined by geography or association. Community club participants are usually enrolled in more than one project area and include multiple project leaders who conduct project meetings at different times than club meetings.

Midway District has 10 community clubs that meet monthly.

| | |
|-------------------|-------------|
| Ash Creek | Ellsworth |
| County Liners | Geneseo |
| Elkhorn | Ellsworth |
| Trying Tommies | Geneseo |
| Wilson Winners | Wilson |
| Big Creek | Gorham |
| Fossil Creek | Russell |
| Lone Star | Russell |
| Sunflower | Milberger |
| Wolf Creek Valley | Lucas/Luray |

Project Clubs

A project club is an organized group of at least five youth from at least three families, led by two or more registered volunteer adults, with a planned program that is conducted throughout the year. Project club participants are enrolled in the specific project. Project clubs may meet in any location and may have elected officers and by-laws approved by the membership to govern the club.

Currently the Midway District does not have any project clubs that meet the definition above. Midway District 4-H also has several districtwide leaders for various projects. These leaders conduct meetings throughout the year, but the projects are not an organized club. Feel free to contact these project leaders (typically listed in the January or February *4-H Update*) about upcoming project meetings.

Animal Project Requirements:

Each 4-H member shall care for his/her animal for the appropriate time determined by each species: A Nomination/Declaration Form is required for every family wishing to exhibit at state events. Information regarding participation in state shows can be found on the KSU Youth Animal Science page: <http://www.asi.k-state.edu/students-and-programs/youth-programs/>

Beef

Market and Commercial Breeding Heifer

- Must be tagged by districtwide weigh-in typically scheduled before March 1
- Ownership must be established by weigh-in

Registered

- Papers must be in the 4-H member's name by June 15.
- RS: Proof due to extension office by June 15

Bucket Calf

- Born between January 1 and May 1
- Must be tagged and ownership established by May 1

Dairy Goat

Commercial Dairy Goat

- Must be tagged and ownership must be established by May 1
- Must have a USDA scrapie tag

Registered Dairy Goat

- Papers must be in the 4-H member's name by May 1.
- Proof due to extension office by May 1

Horse

- ID must be completed and signed by May 1
- ID must be current to use a horse in the 4-H county fair, district and state shows
- If exhibiting at District & State must complete required Achievement Levels

Meat Goat & Sheep

- Must have a USDA scrapie tag

Market and Breeding

- Must be tagged and ownership established by May 1

Swine

Market and Breeding

- Must be tagged and ownership established by May 1 (will not be required to be at weigh in)

Please refer to the annual master calendar for official weigh-in dates.

Note: Please refer to county fairbooks for additional Animal Requirements.

Livestock Premium Sale:

4-H exhibits including animals sold at public or private auction, whether for immediate or future delivery, cannot, from the time of such sale be shown by the seller in any subsequent 4-H fair/exposition/show. This policy applies to those exhibits including animals which have gone through a premium auction whether or not ownership has changed. Females of all species retained for future breeding projects are included. All exhibitors must receive a YQCA certificate annually to be able to sell in the Livestock Premium Sale.

4-H Council (Ellsworth/Russell)

The purpose of each 4-H Council is to help determine matters of local policy that affect 4-H activities and events. 4-H Council is to help promote and strengthen events and activities within the District 4-H program including county community clubs and project clubs.

The voting membership of 4-H Council is made up of two youth representatives and two adult representatives elected from each community club. Other youth in each club are encouraged to attend the council, but are not considered voting members. 4-H Council meets bimonthly on the 4th Monday of the Month. Ellsworth at 6:30 on even months (October, December, February, April, June, August) and Russell at 7:30 on odd months (November, January, March, May, July, September). The only exception to the Monday meeting day is when it is a holiday, and council will pre-determine the new meeting date. Ellsworth meets in the Ellsworth Courthouse meeting room and Russell in the South room of the 4-H Building.

Youth who wish to serve as a youth representative must be 12 years of age or older according to his/her 4-H age of the year in which elected. 4-H age is determined by the 4-H members age before January 1 of the current 4-H year (i.e., for the 2015-16 4-H year, 4-H age will be based on the age the 4-H member is before January 1, 2016).



Volunteers

Volunteers are fundamental to the 4-H program. They provide assistance needed to enable youth to become healthy, self-directing and contributing members of society. The Kansas 4-H Strategic Plan calls for a diverse, volunteer-led youth program which focuses on providing a safe, positive, caring and nurturing environment for youth to develop life skills.

K-State Research and Extension takes its obligation seriously to provide a safe environment for all persons involved in youth activities. Therefore, all adults wanting to contribute to the 4-H program as an organizational leader, project leader, fair superintendent or chauffeur must complete a Volunteer Service Application and the Volunteer Screening Process.

The Volunteer Service Application consists of two major sections: General Information and Personal Information. In addition, applicants undergo background checks to assure that we have appropriate volunteers working with our youth. These checks are conducted at NO COST to the applicant, but are mandatory for completion of the Volunteer Screening Process.

The applicant is responsible for submitting two forms as part of their background check (includes a check against the National Criminal Background Registry and the Kansas Department for Children & Family). This information will be provided to you from the office when you apply along with any instructions for you to complete this portion of the Volunteer Screening requirement. All of the above information is kept in a confidential cabinet in the Extension Office and only authorized members of the District Volunteer Screening Committee may review the information for the approval of a 4-H Volunteer role.

Dates You Need to Know

Every year, an annual calendar is handed out to Organizational Leaders (one per family) and posted to the website. This will help 4-H families plan for the upcoming 4-H year. Below are some dates that are consistent each year.

4-H Club Day – 4-H Club Day is typically held the last Sunday of February. This event gives the 4-H member the opportunity to demonstrate and inform others about their 4-H project(s). To participate in this event, you must be an enrolled member (all enrollment requirements **complete**) on or before December 1 of the current 4-H year (if the date falls on the weekend, the final deadline will be the business day following) Categories for this event are: project talk; show and tell; demonstration/illustrated talks; public speaking; talent (dances, skits, etc.); vocal solo, ensemble, and chorus; instrumental solo, ensemble, and band; plays, skits, readings, extemporaneous speaking and resume/interview.

Add/Drop Deadline – The districtwide add/drop deadline is May 1. All project changes should be made online at 4HOnline by the deadline. This gives the 4-H member the opportunity to drop a project that he/she is currently enrolled in and/or add a project that he/she would like to explore.

Nominations & Registration for KSF & KJLS – For 4-H members who are interested in showing at the Kansas State Fair (KSF) and the Kansas Junior Livestock Show (KJLS), steer DNA (hair sample) is due no later than May 1. All other nominations are due June 15. This includes market lambs, wether dam and commercial ewes, pigs and commercial heifers. All beef and sheep breeding animals must be owned and/or registered by the exhibitor at this time. The registration deadline for KSF is July 15. Registration for KJLS is due by August 15. Please see the KSU Youth Animal Sciences Page for full details: <http://www.asi.k-state.edu/students-and-programs/youth-programs/>

County Fair Pre-Entries – Several entries at the county fairs require pre-entry. Look for more information about county fair pre-entries in the May *4-H Update*. Please note that pre-entry registration may be online or in paper form.

Ambassador Applications – An ambassador represents and promotes the 4-H program. Some of the programs that the Ambassadors have assisted with are various things at the fair, day camp, achievement banquet, etc. The Ambassador Program is a large commitment for 4-H'ers and their families. Please take time to carefully consider the time commitment to the program and other requirements before applying. Any 4-H member may apply to serve as a district ambassador as long as he/she is currently in the 9th grade (but no older than the 12th grade), has been a member of 4-H for two or more years, interested in promoting the 4-H program and willing to make a two-year commitment to the program. If selected to serve as a district Ambassador, he/she will serve a two year term.

Record Books, KAPs, & Awards

Record books, KAPs, achievement pin applications, National 4-H Conference applications and annual club summaries are all due to either Extension Office eight days following the conclusion of the Kansas State Fair. This will always fall on a Monday at the end of September.

Achievement Banquets– Achievement Banquet is a time to recognize 4-H members for all of their achievements throughout the year. Membership Achievement Pins, Club Seals, Project awards and other special awards are given out at this event. This is an area club event and is set by each 4-H Council, generally October for Russell and November for Ellsworth.

Ellsworth Area Clubs and Russell Area Clubs are given the opportunity for the following cumulative awards: Friend of 4-H and Rookie of the Year.

Record Book vs. Kansas 4-H Award Portfolio

What is included in a Record Book?

The basic record keeping book includes (in this order):

- 4-H Personal Page
- Permanent Record
- 4-H Story
- Pictures (optional)
- Generic 4-H Project Record Form/s (optional)

KAP includes (in this order):

- 4-H Personal Page
- 4-H Story
- KAP Application
- Pictures

What is included in the KAP?

For more specific information on the record keeping process, or to set up a training for your club, please contact your club leader or the District Extension 4-H Youth Development Agent.

Events and Activities

4-H offers a wide range of events and activities for 4-H members to participate in on all levels (local, district, area, state and national). Below is a list of many of those events. There are certain age and nomination requirements for these events and activities.

- | | | |
|---------------------------------|-----------------------------|----------------------------------|
| 4-H Ambassador | Discovery Days | Kansas Youth Leadership Forum |
| 4-H Campference | Dog Conference | (KYLF) |
| 4-H Camp | Horse Panorama | National 4-H Conference |
| 4-H Camp Counselor | Kansas 4-H Youth Leadership | National 4-H Congress |
| 4-H Citizenship In Action (CIA) | Council (KYLC) | Northwest Youth Leadership Forum |
| 4-H Council | | (NWYLF) |
| Citizenship Washington Focus | | Photography Camp |
| (CWF) | | State 4-H Action Teams |



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“Knowledge for Life”

Kansas State University is committed to making its services, activities and programs accessible to all participants. If you have special requirements due to a physical, vision, or hearing disability, contact Midway District Extension at 785-472-4442 or 785-483-3157.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

Midway District

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