

Stokes County 4-H Member Handbook



Taylor Hartman

Extension Agent, 4-H Youth Development

taylor_hartman@ncsu.edu

700 N Main Street, PO Box 460, Danbury, NC 27016

336-593-8179 | stokes.ces.ncsu.edu

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Table of Contents

Introduction to Stokes County 4-H	3
Stokes County Cooperative Extension Staff	3
4-H Fundamentals	4
Volunteer Selection Process	6
4-H Policies	7
Enrollment & Membership	7
Policy of Non-Discrimination	7
Fees	8
Insurance	8
Assumption of Risk & Liability	8
Photo & Media Release	8
4-H Code of Conduct	9
Dress Code	9
Inclement Weather	9
4-H Club Basics	10
4-H Club Requirements	10
Chartering a 4-H Club	10
4-H Club Funds	10
The 4-H Year	10
4-H Club Meetings	11
Awards & Incentives	12
Project Resources	13
4-H Annual Calendar of Events	14
4-H Dictionary	15
Other Helpful Information	19
Fundraising	19
Getting Parents to Help	20
Dealing with Difficult People	21
10 Things to Remember	21
4-H Related Websites	22

Note: This handbook is intended to be a resource and guide for 4-H leaders and families. While the fundamentals of 4-H will remain consistent, we can expect changes as 4-H continues to grow. For the most up-to-date information regarding specific programs and membership, contact a Stokes County 4-H Staff Member at 336-593-8179.

Introduction to Stokes County 4-H

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

Welcome! We are glad that you are a part of the Stokes County 4-H Program. 4-H youth are involved in hands-on activities that allow learning by doing. All 4-H programs focus on active involvement and quality experiences that stimulate lifelong learning of values and skills.

If, at any point, you have questions or need assistance with any part of your 4-H experience, please don't hesitate to contact the Extension staff. We are more than happy to help you in any way we can.

Stokes County Cooperative Extension Staff

Matt Lenhardt, County Extension Director

Taylor Hartman, Extension Agent, 4-H Youth Development

Savannah Meyers, Extension Agent, Family & Consumer Sciences

April Bowman, Extension Agent, Agriculture - Livestock & Forages

Amy McKenzie, County Extension Administrative Assistant

North Carolina Cooperative Extension, Stokes County Center

Office Hours and Contact Information:

Monday-Friday 8:30am-5:00pm

700 N Main St. Danbury, NC 27016

Phone: 336-593-8179

Fax: 336-593-8790

stokes.ces.ncsu.edu



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4-H Fundamentals

4-H is the largest youth development organization in the United States. As the youth outreach program of the nation's land-grant universities, 4-H is the first experience many youth have with higher education. In North Carolina, 4-H is part of NC Cooperative Extension, a strategic partnership between NC State and NC A&T State Universities, along with the United States Department of Agriculture, state, and local governments cooperating. Local offices are staffed in all 100 counties and the Eastern Band of Cherokee Indians.

Mission

4-H empowers youth to reach their full potential working and learning in partnership with caring adults.

The mission of 4-H is to provide meaningful opportunities for all youth and adults to work together to create sustainable community change. This is accomplished within three primary content areas, or mission areas – civic engagement and leadership, healthy living, and science. These mission areas reiterate the founding purposes of Extension through agriculture (e.g., community leadership, quality of life, and technology transfer) in the context of 21st century challenges and opportunities. (*National 4-H Strategic Plan: nifa.usda.gov*)

Motto: To Make the Best Better

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.

Slogan: Learn by Doing.

Colors: Green and White. Green, nature's most common color, is symbolic of springtime, life, and youth. White symbolizes purity and high ideals.

Emblem: The official 4-H Emblem is a four-leaf clover with a letter "H" in each leaf and the stem turned to the right. The 4-H Emblem is protected under Title 18 U.S.C. 707, and cannot be used without proper authorization. Copyright laws under guidelines established by Congress protect the 4-H name and emblem. Contact the 4-H Office for guidelines on using the 4-H Emblem.

Four H's: The four H's stand for Head, Heart, Hands, and Health. They represent the fourfold training: mental, spiritual, social, and physical development of 4-H members.

Head: Learning to think, making decisions, solving problems, and gaining knowledge.

Heart: Being concerned about the welfare of others, accepting responsibilities as citizens, determining values and attitudes by which we live, and discerning right from wrong.

Hands: Gaining new skills, mastering skills already known, developing respect for work and pride in accomplishments, and learning to live and work with others.

Health: Practicing healthful living, protecting the well being of self and others, and making constructive use of leisure time.

4-H Creed:

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.
I believe in the training of my HEAD for the power it will give me to think, plan and to reason.
I believe in the training of my HEART for the nobleness it will give me to be kind, sympathetic and true.
I believe in the training of my HANDS for the ability it will give me to be helpful, skillful, and useful.
I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.
I believe in my country, my state, and my community and in my responsibility for their development.
In all these things I believe, and am willing to dedicate my efforts to their fulfillment.

Four Pillars: STEM, Agriculture, Healthy Living, and Civic Engagement

Delivery Modes:

4-H Clubs: A 4-H Club is an organized group of at least five youth from three different families who meet regularly with adult leaders for a long-term, progressive series of educational experiences. 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.

4-H Clubs are located in communities, neighborhoods, and schools. Club members may participate in community service projects, tour interesting places, and learn and do all kinds of things in their 4-H club meetings. 4-H Clubs are **youth-led**. Members elect youth officers and conduct their own business meetings. With the guidance of adult leaders, 4-H club members create six-month or year-long plans for learning activities. All 4-H clubs have an educational program and time for recreation or social activities.

4-H School Enrichment: 4-H School Enrichment is a sequence of learning experiences for groups of youth, in cooperation with school officials during school hours to support the school curriculum. A variety of 4-H curricula are available to meet North Carolina and National K-12 educational standards.

4-H Special Interest (Projects/SPIN Clubs): A Special Interest program provides at least 6 hours of a subject matter that can be evaluated for knowledge gained or behaviors changed. The 4-H Special Interest program is an opportunity for youth to learn more about a specific topic.

4-H Summer Enrichment (Summer Fun): Educational day camps designed to build life skills through fun, shared experiences and hands-on learning. Summer fun camps are often project-related.

4-H Camping: North Carolina 4-H has three residential camps: Besty-Jeff Penn 4-H Center in Reidsville, The Eastern 4-H Center in Columbia, and Millstone 4-H Camp in Ellerbe. Youth can spend a week at 4-H camp, with opportunities to try new activities, learn new skills, and make new friends.

Members: 4-H welcomes all youth between the ages of 5 and 19. Youth are eligible to join when they are at least 5 years old on January 1, and have not had their 19th birthday before January 2, of the current calendar year (must be 18 as of January 1). 4-H members live in cities, suburban neighborhoods, small towns, and farms. They join 4-H because it's fun. It provides opportunities to meet, work, and play with friends, to learn and do interesting things, and to develop leadership skills.

4-H is committed to securing opportunity for all youth, with a policy of open membership and non-discriminatory treatment.

Volunteer Selection Process

Volunteers: The 4-H Youth Development model is successful because of our caring adult volunteers. These are individuals who want to make a real difference. This impact can be direct through education and mentoring or indirect through administrative, managerial, and advisory roles.

Application and Screening: All volunteers must APPLY. Adults who wish to work directly with youth must enroll as “Level 1 Volunteers” in 4-H Online at v2.4honline.com. In 4-H Online, volunteers will provide references in the screening section (initial enrollment), complete the Protection of Minors training (annually), and agree to the 4-H Code of Conduct and Personal Boundaries (annually). Volunteers must also satisfactorily complete a background check (every three years). We are committed to creating a safe environment for learning and participation, for children and their families.

Training: Once accepted, volunteers will receive training appropriate for their selected roles. 4-H Club Leaders are required to attend at least 2 training sessions each year.

Volunteer Role Summaries:

- ❑ **4-H Club Leader or Co-Leader.** Provides the overall leadership of a club. Club leaders usually meet with their club once or twice a month, working with members and their families to coordinate club activities, including educational programs, community service projects, and fundraising. Time commitment: 5-10 hours per month, including planning time.
- ❑ **4-H Project Leader.** Leads a specific 4-H Project, such as Agriculture, Cooking, Electric, Presentations, Shooting Sports, Wildlife, etc. Time commitment: 4-8 weeks with 1-2 hours per week for a special interest project (short term commitment); or 5-10 hours per month for a project club (long-term commitment - see club leader description).
- ❑ **4-H Activity Leader/Helper.** Leads or assists with a variety of activities within 4-H clubs or the county 4-H program. Chaperones 4-H events. Time commitment: varies, as needed.
- ❑ **Administrative/Managerial.** Works behind the scenes. Depending on their skills and preferences, this volunteer may help with fundraising, event planning, recruiting new volunteers, or judging 4-H projects. Time commitment: varies.
- ❑ **Advisory.** The 4-H Program Committee is a team of community, civic, and 4-H leaders who work with the 4-H staff to guide and support the local program. Time commitment: Quarterly meetings, 2 years.

4-H Policies

Enrollment & Membership

Joining 4-H is FREE! We use 4-H Online 2.0 (v2.4honline.com) for our 4-H enrollment records. New members can join anytime; returning members must renew their enrollment every January. Current enrollment is *required* in order for youth to participate in 4-H events.

To participate in Stokes County 4-H, youth must select Stokes as their primary county in 4-H online. A 4-H'er may add a secondary 4-H county if that county offers a project not offered in their primary county of membership. To participate in a second county, the 4-H'er must complete a 4-H Declaration of Intent form with the 4-H Agent in both counties. A 4-H'er cannot participate in the same project in more than one county at a time.

4-H education programs are created for youth ages 5-19. Youth are eligible for 4-H membership when they are 5-18 years old as of January 1st of the current program year. 4-H age is determined by a young person's age on January 1 of the 4-H program year, which runs January 1 - December 31. The 4-H age groups are traditionally cloverbud, junior, and senior; sometimes the junior category is split to create junior and intermediate age groups.

Cloverbud	Ages 5-7
Junior	Ages 8-13
Junior	Ages 8-10
Intermediate	Ages 11-13
Senior	Ages 14-18

Cloverbuds can join 4-H when they are at least five years old on January 1st of the current program year. Activities should be restricted to non-competitive educational programs. No competitive events will be conducted for cloverbuds at the county, district, or state levels. Research indicates this age group's comprehension of competition, or judging one over the other, is limited; therefore competition may be harmful to the development of positive self-esteem.

Junior members are youth who are 8-13 as of January 1st of the current 4-H year. These youth are eligible to participate in competitive county, district, and state activities.

Senior members are youth who are 14-18 as of January 1st of the current 4-H year. In addition to county, district, and state 4-H events, senior 4-H'ers are also eligible to attend national 4-H events. Senior members may participate in 4-H activities and contests until December 31st of the year they celebrate their 19th birthday. After that date, they may continue in 4-H through collegiate 4-H, the alumni program, and/or become a volunteer leader.

Collegiate 4-H is a national organization where 4-H members can extend their involvement in 4-H while attending college. Collegiate 4-H provides a higher level of 4-H experience, with a major emphasis on service, leadership, and personal development.

Policy of Non-Discrimination

Madison County 4-H has a policy of open membership and participation. Our programs will follow non-discriminatory practices and ensure that all programs, activities, and participation is offered without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, familial status, political beliefs, parental status, receipt of public assistance, or protected genetic information.

Fees

Being a 4-H member should not be a financial burden on any family. With that in mind, there is NO county-wide fee for being a member. Financial obligations lie with the following:

- Project material costs
- Club dues (varies by club)
- Enrichment experiences (i.e. Summer Fun, District Teen Retreat)

Most clubs maintain a treasury, which is established through fundraisers. These funds are used to purchase needed items that aid in the operation of a club. All club fundraisers must be approved by the County Extension Center.

If a 4-H member is not able to pay for a 4-H program, they are encouraged to talk to their 4-H Club Leader or 4-H Agent about financial assistance options.

Insurance

Stokes County 4-H purchases accident insurance for each member and leader with current 4-H enrollment and medical release forms on file. Coverage is for one year and provides benefits for accidents that may occur while participating in sanctioned 4-H club meetings and county activities and events. Such meetings and activities must be on file with the 4-H Agent to be covered under the insurance policy. If a 4-H member or volunteer has an accident during a 4-H program, that person should have their 4-H leader contact the 4-H Agent as soon as possible. Likewise, if a 4-H leader has an accident, they should contact the 4-H Agent.

Assumption of Risk & Liability

All youth participants must have on file and signed by a parent or legal guardian: the [North Carolina 4-H Youth Development Program Liability Waiver, Assumption Of The Risk, And Indemnification Youth Agreement](#). This is usually in 4-H Online, but may be provided by the 4-H Agent.

Photo & Media Release

All youth participants must have a [4-H Photo & Media Release](#) on file. A parent or legal guardian can agree or not agree to the use of photos/media containing their child's image. This is usually in 4-H Online. Club leaders and 4-H Program staff should be aware of the Photo & Media Release status of each child before allowing photography during 4-H meetings.

4-H Code of Conduct

It is our expectation that all youth and adults represent themselves in a respectful manner whenever they are involved with the 4-H program. We expect our youth to be on their best behavior when representing their club or county. This includes being respectful of themselves and others and adhering to the NC 4-H Code of Conduct (4-H members agree to the [NC 4-H Code of Conduct](#) in their online enrollment). We also ask our leaders to set a good example for the youth with whom they are working.

We expect adults to refrain from the use of tobacco products (including e-cigarettes) and alcohol during 4-H programs and to use courteous language, especially when youth are around. 4-H Volunteer Leaders must agree to [North Carolina 4-H Volunteer Standards Of Behavior & Personal Boundaries for Working with Minors](#) during the application and screening process.

Dress Code

Dress for success! As addressed in the NC 4-H Code of Conduct, 4-H members are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Clothing and appearance should meet the standards expected in public schools. Examples of inappropriate dress include things that may disrupt the goals of 4-H, including but not limited to, clothing with negative or hateful language or symbols, clothing that fails to appropriately fit or to cover a participant's body and undergarments, attire with indecent messages or illustrations or that advertise products or services not permitted by law to minors, and any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon.

4-H volunteers have influence over our youth so we ask that, when attending 4-H sponsored events or when representing the 4-H organization, adults refrain from wearing clothing with words/graphics that address controversial and/or sensitive issues, including political campaigning.

Inclement Weather

Stokes County 4-H adheres to Stokes County Public Schools inclement weather policy. Should school be dismissed early or cancelled, all 4-H meetings and events, including local 4-H club meetings, will be cancelled county-wide.

4-H Club Basics

4-H Club Requirements

The following are the minimum requirements for a club to be chartered through 4-H:

- A club has at least five youth members from three different families.
- At least two adults, including the club leader, have been formally endorsed as 4-H volunteers after successful completion of the Stokes County 4-H Volunteer application, screening, and training process.
- A written club calendar has been created for the first/upcoming six months of 4-H club meetings.
- A club is organized with youth leaders (officers) that are either rotated or elected. (Youth ages 5-7 are exempt from the officer requirement.)
- All club members are actively enrolled through 4-H Online.

Chartering a 4-H Club

In order to be recognized as a 4-H club, receive support from the county 4-H Office, and have rights to use the 4-H Emblem (Clover), all 4-H clubs (community and special interest) must apply for a charter. To receive a charter (first time) or charter seal (annual renewal), the 4-H Club Leader must submit to the 4-H Office annually:

- Charter application
- Six-month plan for the club's meetings
- Non-discrimination agreement

The first time a club is chartered, the Club Leader will also complete the Articles of Organization and Emblem Authorization Application to keep on file with the County 4-H Office.

4-H Club Funds

Many 4-H Clubs have a treasury to keep record of funds for the use of the club. These can be used for club activities, scholarships for 4-H'ers to attend 4-H events, or to support efforts in the community. Good financial record keeping is essential. The *North Carolina 4-H Treasurer's Notebook* will be provided to the club treasurer. Stokes County 4-H will house all 4-H Club funds at the county level. No individual club will have their own banking.

Club Dues: There are no national, state, or county dues. A club may decide to collect dues to support program costs. Dues should be optional and must not be a barrier to someone's ability to participate in the 4-H club or club-sponsored activities.

The 4-H Year

The 4-H year follows the calendar year, January-December. Project records and awards are based on this timeline. When possible, we ask that clubs organize or reorganize in January or February each year, but we recognize that some clubs may prefer a different schedule, such as following the school calendar. We encourage 4-H clubs to operate year-round, or for at least 9 months. Some clubs do not meet during the summer (June-August) or during the holiday season (December). 4-H SPIN clubs (special interest) are short-term groups that may start and end at any time during the year.

New members can join anytime during the year. In the 4-H Online enrollment system, all members are required to re-enroll every January.

4-H Club Meetings

4-H clubs are required to meet 1-2 times per month for at least 9 months each year. A meeting generally lasts 1½ hours, but this can vary. Clubs are led by trained 4-H volunteer leaders who give direction and guidance to 4-H members. Many successful clubs have an organizational leader who shares program responsibility with other parents. Each club sets its expectations for how parents assist with supervision, helping lead activities, etc.

4-H SPIN clubs (special interest/projects) meet for a minimum of six educational hours. 4-H SPIN clubs typically meet for 4-8 weeks.

A 4-H meeting is usually structured as follows:

1. **Business component:** North Carolina 4-H uses Robert's Rules of Order (parliamentary procedure) to conduct business. Clubs elect officers who participate in county officer training where they learn to conduct a business meeting properly.
2. **Educational program:** With input from 4-H youth members, educational programs are selected and offered at each meeting. Youth, parents, and leaders work together to recruit volunteers who are knowledgeable in the subject matter to attend a meeting and provide an engaging, hands-on learning program. Generally this is a 30-45 minute program.
3. **Refreshments and recreation:** There should be 15-30 minutes of a club meeting set aside for members to socialize as they enjoy simple refreshments and play games or simply visit with one another (if you have longer than 15 minutes, it is always recommended to have some structure to this time). Parents and leaders work together to create a refreshment schedule.

Awards & Incentives

North Central District 4-H Officers (*Stokes County 4-H members*): Registration to attend North Central District Teen Retreat is paid in full by the West District 4-H.

State 4-H Officers: Registration for NC 4-H Congress is paid in full by the State Council the presiding year.

4-H Project Record Competition: 4-H members submitting a completed project record at the County level will receive recognition at Achievement Program. County champions advance to the District contest. The District Gold award for each division is \$50.

4-H Portfolio Competition: 4-H members submitting a portfolio (three cumulative years of project records in the same subject area) will receive \$100 for State Gold, \$50 for State Silver, and \$25 for State Bronze (age 13-15) or \$150 for State Gold, \$100 for State Silver, and \$50 for State Bronze (age 16-18).

4-H Presentation Competition: 4-H members (age 5-18) who present at County and District Activity Day will receive a trophy and recognition at Achievement Program. Scholarships and awards for district and state presentations vary. Please visit <https://nc4h.ces.ncsu.edu/youth-3/4-h-awards-incentives-programs-2/presentations/> and click on this year's "Awards Handbook" to the current award amounts.

NC 4-H Congress: A leadership and service conference for 4-H members ages 13-18, including the State Presentation Contest, workshops, recreation, awards, and Honor Club tapping. This event is typically 4-5 days and is held at NC State University.

4-H Camp Scholarships: Youth may apply for partial or full camp scholarships to attend 4-H Residential Camp held each summer at various 4-H camps throughout North Carolina. Youth ages 8-14 can attend. Scholarships may not include transportation or transportation costs. Interested applicants should contact Taylor Hartman, Extension Agent, 4-H Youth Development. Priority is given to youth and families demonstrating financial need.

AIRE (Application, Resume, Interview, & Electronic Video): A workforce and college-prep program for 4-H members ages 11-18. Youth ages 11-13 can participate non-competitive. For youth ages 14-18, the AIRE contest is the only way to earn a trip to National 4-H Congress, National 4-H Conference, or International Leadership Conference.

Achievement Awards: The 4-H Achievement Plan is designed to help youth plan and achieve goals. 4-H members who aspire to be inducted into NC 4-H Honor Club or want to apply for 4-H scholarships to college are encouraged to use the 4-H Achievement Plan to get the most out of their 4-H experience. 4-H'ers can earn successive achievement levels: Cloverbud, Green, Bronze, Silver, Gold, and the Achievement Medal.

4-H Ambassador Program: The 4-H Ambassador program is a self-paced initiative for teens to develop their abilities to serve as positive role models for younger youth, build meaningful partnerships with other teens and 4-H leaders, and promote the 4-H mission in North Carolina. As teens complete each level in this program, they earn a 4-H Ambassador nametag, portfolio, and business cards. The Ambassador Program is also a great guide for those aspiring to NC 4-H Honor Club or college scholarships.

Outstanding 4-H'er of the Year: 4-H members can apply or be nominated for this award. The completed application must be reviewed and signed by the applicant's club leader. The winner will receive a scholarship to 4-H Camp or 4-H Congress. If the 4-H'er is aging out, they will receive a monetary award of equal value of those two events.

4-H Honor Club Membership: Being inducted into the NC 4-H Honor Club is the highest honor a 4-H'er can receive. 4-H members age 16-20, who have been in 4-H at least 3 years, are eligible to apply. Lifetime dues will be paid by Stokes County 4-H.

Volunteer Leader of the Year: 4-H Volunteers can apply or be nominated for awards at the District and State levels through the NC 4-H Volunteer Leaders Association.

Annual 4-H Achievement Night: 4-H members, Club Leaders, and families are invited to celebrate the previous year of 4-H. A meal is provided, and typically is held on the last Thursday in February.

NC 4-H Volunteer Leaders Conference (Adults): Sponsorship to NC 4-H Volunteer Leaders Conference (February) will be offered to active 4-H Club Leaders on a limited basis with priority going to new 4-H Club Leaders and/or Volunteers teaching workshops. Registration cost will be covered, but lodging and meals are not included.

Project Resources

To assist leaders with club meetings or club members' 4-H projects, school reports and research, the 4-H program has a library with books and project kits that address a variety of subject matter. These resources are available on loan with a checkout period of three weeks.

Stokes County 4-H provides school enrichment programs in partnership with Stokes County Schools. The 4-H school enrichment curriculum is aligned with the North Carolina Standard Course of Study. Projects such as 2nd grade Embryology and 3rd grade Soil Solutions allow students to explore science through quality hands-on learning experiences. Homeschool families can access these programs by contacting the 4-H staff.

4-H Annual Calendar of Events

This is an outline of many county, district, and state level 4-H events throughout the year. It is not comprehensive and does not include local 4-H club activities. Stay up-to-date on all 4-H programs and registration deadlines on our website: stokes.ces.ncsu.edu.

January

- Re-enroll in 4-H Online
- 4-H Honor Club Application due
- College Scholarship Applications due
- Achievement Award Applications due
- 4-H Project Records & Portfolios due

February

- 4-H Volunteer Leaders Association State Conference
- 4-H Achievement Program

March

- North Central District 4-H Teen Retreat (Tentative)

April

- Fun with 4-H Foods (Nutrition Fair)

May

- County Activity Day Presentations
- AIRE packet due

June

- District Activity Day Presentations
- Summer Fun Enrichment Camps
- 4-H Residential Camp
- NC 4-H Citizenship Focus

July

- Summer Fun Enrichment Camps
- 4-H Electric Congress
- State 4-H Presentations
- NC 4-H Congress
- State Livestock Judging, Quiz Bowl, & Skillathon Contest

August

- North Carolina Association of County Commissioners 4-H Youth Voice
- Regional 4-H Shooting Sports Tournament

September

- Stokes County Fair
- State 4-H Shooting Sports Tournament
- Pumpkin Decorating Contest

October

- National 4-H Week
- NC State Fair

November

- County 4-H Wreath Fundraiser

December

- Gingerbread House Competition

4-H Dictionary

Achievement Program

An annual recognition event (typically held in February) to recognize 4-H member accomplishments and celebrate the previous 4-H year. It is a festive gathering for all 4-H families!

AIRE: Application, Resume, Interview, Electronic Video

Application, Resume, Interview, Electronic Video is a process by which youth are chosen to attend National events such as National Congress, National Conference, and International Leadership Conference. All applications are due to the State Office by May 15th. You must be between the ages of 14-18 (as of January 1 of the current year).

Community Service Project

An activity conducted for the benefit of the community. Examples: collecting food or clothing for the needy, stream clean ups, etc.

Cooperative Extension/4-H Districts

Cooperative Extension, including its 4-H program, is divided into five districts (West, North Central, South Central, Northeast, and Southeast). The West District comprises the twenty-one western-most counties and the Eastern Band of Cherokee Indians (EBCI). Stokes County is part of the North Central District.

County 4-H Council

A youth council composed of delegates from each organized 4-H club in the county. Its purpose is to plan and coordinate activities and events on a county-wide basis. Officers are elected each year and meetings are open to any 4-H member. Being an officer requires a commitment. Please contact the Extension 4-H Agent to discuss 4-H county council officer roles and responsibilities. Stokes County 4-H currently does not have a County Council.

County 4-H Activity Program

During this county level event, 4-H members (ages 8-18) conduct their 4-H presentations, demonstrations, illustrated talks and talent acts in order to qualify to compete at District 4-H Activity Day.. A panel of judges provides positive critiques for youth. The County 4-H Activity Day is usually held during May, by appointment. All club members, leaders, and parents are invited to attend, gather ideas and learn, and support 4-H members who are competing. Youth ages 5-7 are encouraged to also give speeches for fun/practice.

County Extension Agent

A county extension agent is an employee of NC State University and works through its Cooperative Extension division. An extension agent specializes in youth development, agriculture, livestock, horticulture, family and consumer science, and/or community development.

Dairy Cattle, Horse, Livestock or Poultry Judging Team

4-H members learn good conformation, breed character, and performance ideals in different breeds of horses, dairy cattle, livestock, or poultry. Learn to evaluate animals based on knowledge and facts and give oral reasons to defend your decisions. Four-member teams and individual judges place several classes. State winners receive travel scholarships to participate in regional and national competitions.

Dairy Cattle, Horse, Livestock, or Poultry Quiz Bowl

This competition is similar in format to the TV game show such as "Jeopardy". Youth compete in 3-4 member teams in which they answer questions related to topics identified in the NC 4-H program's state guidelines (to request guidelines, contact the 4-H staff).

District 4-H Activity Day

During this district level event, 4-H members (ages 8-19) conduct their 4-H presentations, demonstrations, illustrated talks and talent acts in order to qualify to compete in State 4-H Presentation finals held during NC 4-H Congress (July). The twenty counties in the North Central District rotate hosting this event by county each year. Youth ages 5-7 are encouraged to also give speeches for fun/practice.

District 4-H Council

4-H members representing twenty counties in the North Central District comprise the District 4-H Council. Youth officers, elected in the spring at 4-H Teen Retreat, give leadership to the Council. The Council meets to plan teen retreat, district activity day, and other district-wide events. Selected Extension 4-H Agent serves as advisor to the Council.

4-H Code of Conduct

The North Carolina Code of Conduct is behavioral expectations for any 4-H member. It is a condition of participation in any 4-H activity or program. It should be made available to members and their parents in order for them to review the policy and agree to abide by it. For a copy, contact the Extension Center.

4-H Leader

An adult volunteer who works with 4-H club members in a club setting and who is responsible for the organization and management of a 4-H club.

4-H Online

This is the standard enrollment and registration for 4-H members and must be submitted annually. Active 4-H membership is required for county insurance purposes. 4-H Online includes emergency contacts, medical release, and the NC 4-H Liability Waiver, Assumption Of The Risk, Photo & Media Release, And Indemnification Agreement.

4-H Projects

When a 4-H member chooses a subject (or project) in which she/he wants to learn more, there is a wealth of resources to support learning. There are eight curriculum areas in which to purchase materials: animals, citizenship and civic education, communications and expressive arts, consumerism and family science, environmental and earth education, healthy lifestyles, plants, and science and technology.

4-H Project Records

Record books become a record of what a member has learned and accomplished in a 4-H year. It includes information on project learning experiences, activities, and accomplishments. The record contains information on leadership and community services. Within the record, youth write a 4-H story and submit pictures and other items to enhance their record. 4-H Project record forms are provided, free of charge, by the Extension Center. Completed records are submitted in mid-February. County champions are declared and winning record books are submitted for district competition held in March. District awards vary (see NC 4-H Youth Development Awards Handbook).

4-H Teen Retreat

Annual weekend retreat, held in March or April, where 4-H members (ages 13 and older) gather to elect district 4-H council officers, attend fun, educational workshops and socialize.

Leader Training

Workshops taught by County Extension Agents, Specialists, or local resource persons that provide information on specific subject matter or 4-H organization and management.

Medical Release Forms (4-H Online)

These forms are standardized forms that, when completed, provide health information on 4-H participants (i.e., allergies, medications, etc) and insurance information. In the event of an accident or illness, the completed form gives permission for Extension staff to seek medical assistance for a 4-H member when the parent is not in attendance at a 4-H activity and cannot be reached.

National 4-H Council

National 4-H Council is the national, private sector non-profit partner of 4-H and the Cooperative Extension System. National 4-H Council focuses on fundraising; brand management; communications; legal and fiduciary support to national and state 4-H programs; and operation of the National 4-H Supply Service, the authorized agent for items bearing the 4-H Name and Emblem.

National 4-H Supply Service/4-H Mall/Shop 4-H

The National 4-H Supply Service, operated within the National 4-H Council, insofar as possible, is the official primary source of supplies such as pencils, t-shirts, recognition medals, and other similar items bearing the 4-H Name and/or Emblem, for all levels of the 4-H program. Visit National 4-H Supply Service online at <https://shop4-h.org/>

National 4-H Week

The first full week in October is designated as National 4-H Week. It provides an opportunity to increase public awareness and understanding of 4-H

North Carolina 4-H Congress

This annual event is usually held the third weekend in July. 4-H members, who qualify to attend, spend up to four days on campus at NC State University where they participate in state 4-H presentation finals, workshops, and other programs. Youth must be 13 and older to attend full-time. (For a complete description of NC 4-H Congress, contact a 4-H staff member).

North Carolina A&T State University

North Carolina Cooperative Extension is based at North Carolina's two land-grant institutions, NC State University (Raleigh) and NC A&T State University (Greensboro).

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North Central District

The Cooperative Extension/4-H North Central District is comprised of the following 20 counties: Alamance, Alleghany, Ashe, Caswell, Chatham, Davidson, Davie, Durham, Forsyth, Granville, Guilford, Orange, Person, Randolph, Rockingham, Stokes, Surrey, Vance, Wilkes, and Yadkin.

Outdoor Cookery

The Outdoor Cookery contest takes place at District Activity Day. Youth ages 8-18 can participate in chicken, turkey, beef, pork, or seafood grilling, with a brief presentation component. District winners advance to the state contest at NC 4-H Congress. For a complete description see North Carolina 4-H Youth Development Awards Handbook.

Portfolios

4-H members can summarize their 4-H activities and experiences over a period of several years in a cumulative record. Competition is held at the district and state levels. There are two age divisions: 13-15 year olds and 16-18 year olds. A member must have been enrolled in 4-H for at least three years. For a complete description, see the NC 4-H Youth Development Awards Handbook.

Presentations, Demonstrations, and Illustrated Talks

Organized, planned presentations conducted by a 4-H individual or team on a specific topic. With presentations and illustrated talks, 4-H members discuss a particular topic and with demonstrations members demonstrate how to do something. See North Carolina 4-H Youth Development Awards Handbook for complete guidelines.

Public Speaking

Public Speaking competition is considered part of the 4-H Presentation program, but this category is not allowed to use any props or costumes. Notecards are allowed.

School Enrichment Programs

North Carolina 4-H values its relationship with schools and welcomes the opportunity to provide educationally sound, fun, action-oriented experiential curriculum for use in the classroom. 4-H school enrichment programs are aligned with the NC Standard Course of Study and approved by the NC Department of Public Instruction for teachers to use as supplemental teaching materials in grades K-8. Supplemental materials are available for high school as well. Most of our school enrichment programs are science based.

Special Interest Programs (and SPIN Clubs)

In 4-H, youth have opportunities to participate in 4-H special interest programs. These short-term programs provide six or more hours of instruction on a particular subject matter. An example is the 4-H Electric program.

State 4-H Council

The purpose of the NC State 4-H Council is to cooperate with the state 4-H Youth Development Department in planning the State 4-H Council Conference and the North Carolina 4-H Congress. The Council enforces the constitution and the bylaws. The Council advises the State 4-H Youth Development Department staff concerning a general evaluation of the 4-H program. The State 4-H Council consists of the State 4-H Council officers, the District officers and one representative from each county. The State Executive Committee includes district officers, State 4-H Council officers and the State 4-H Leader or his/her designee.

Other Helpful Information

Fundraising

Local 4-H clubs usually finance themselves by their own money-raising projects. 4-H club leaders must submit a completed 4-H Fundraising Request (available from the Extension 4-H Agent) to secure approval from the county Extension Center.

Here are some general guidelines about financial matters of 4-H clubs to help get you and your club on the right track.

1. The 4-H and Youth Development Program is a non-profit educational organization. Therefore, your club should be concerned with money only to the extent that it is needed to provide supplies for youth. It is a means to having a successful club – and not the end sought or a measure of a successful club.
2. Collecting club dues is optional and is decided by each club's membership. Members of the club should vote on the amount and how often dues are to be collected.
3. All the money raised by, or given to, a club becomes the property of that club and not any individuals in the club. This is true of any items donated to the club.
4. Any money owned by the club should be kept in the Stokes County 4-H bank account housed through the County of Stokes. **Contact the 4-H Extension Agent for more information.**
5. Clubs that plan on having dues, fund raising or any other money should have a treasurer to account for this property. Responsibilities for maintaining the club account are given to the treasurer, depending on the age and abilities of that member. Often, young and inexperienced treasurers simply collect and record dues paid, give the treasurer's report at a meeting and work with the leader on maintaining the club's account. Remember to help make the treasurer's role a learning experience.
6. Many 4-H programs have county-wide fundraisers to benefit the entire 4-H program in the county. Some counties need such fundraisers to maintain support for the 4-H program. **Your club should fully support any county-wide fundraising efforts before creating any of its own.**
7. Fundraising should be done to meet a specific goal. Goals might be to help members pay for 4-H camp, provide an enrichment experience for the club, purchase a flag set for the club, sponsor a club recognition banquet, or to fund a community service project. When possible, people should "pay their own way."
8. Make sure your club fundraiser is appropriate and can be easily accomplished by the club. It is probably better to start small and build on small successes. Fundraising can be a good way for members to learn organizational and business skills. Also, it can be fun. Consider whether to do fundraising as individuals or as a total club. Consider doing a fundraiser, which doesn't require a great investment in advance. The less money your club must invest, the less money it can lose if the fundraiser isn't successful. In any case, organize and publicize your event well. Should you need fundraising ideas, please contact the Extension Center.
9. Consider safety and legality in planning fundraisers. To ensure safety for 4-H'ers and leaders, no one should solicit door-to-door without adult involvement. Individual solicitation should be done from family and friends and only under the direct supervision of adults. Also, make sure that fundraising activities meet the legal requirements of the local municipality, county, and state.
10. Inform the 4-H office of your fundraising plans in advance. A 4-H Fundraising Request Form **must** be submitted to the Extension 4-H Agent. The county 4-H staff can confirm your event is truly a 4-H fundraiser if someone from the public calls to ask.
11. As mentioned, a club should not raise money just for the sake of raising money. Therefore, club treasuries do not generally need to contain more than \$250. Members should see and reap the benefits of the money they work to raise. Some clubs approve a budget to help them spend what they raise each year.

12. In accordance with laws governing non-profit organizations, if your club disbands, all money in the club treasury and any other club property can only be given to another non-profit organization, not to individuals. North Carolina 4-H policy states that 4-H club funds obtained in the name of 4-H must be given to your county-wide 4-H program or county 4-H office to be used for 4-H program purposes. To arrange this, contact the Extension 4-H Agent.

Getting Parents to Help

Interested and active parents are an important part of every successful 4-H Club. It's difficult, if not impossible, for a club to exist for very long without supportive parents working with it. Be sure to follow the NC 4-H Volunteer Policy Guidelines when involving parents in 4-H programs (4-H staff can provide these to you). Here are some ways to get parents involved:

1. Ask in person. Make a sincere, positive, face-to-face request. It's hard for most people to say no when you ask them in person. If you can't meet face-to-face, then call. Don't bother writing because it's too easy to forget or ignore a note or letter. And don't count on members carrying a message home – call the parent yourself. Don't be afraid to let guilt work for you. Every parent should be made to feel an obligation to support their child's club. Make sure parents of new members know they are expected to help.
2. Be specific. Explain exactly what you want done and how much time it should take. Don't just ask someone to "help" because that's much too vague. The more specific you can be in what you want done the more likely you'll be in getting a positive response.
3. Explain what you want done and how to do it. Then, step back and let them do it. They may not do the job the way you would have, but there's rarely just one way of doing something. Be willing to delegate. If you're the only one who knows how to do something, the club will suffer when you're no longer able to do it.
4. Don't forget to say THANKS! Everyone likes to know their efforts are appreciated. Give your helpers more than their share of credit and less than their share of the blame. If something doesn't go well, try to determine how problems can be corrected next time rather than finding fault and placing blame.

Don't wait for a parent to volunteer. Ask for the help you need with the expectation you'll get the cooperation you desire. Make sure you know what you want done, recruit those you think can do the job, explain what's to be done and how to do it, then step back and let them work. Lastly, remember to express your appreciation and ask what they'd do differently the next time. No one knows the job better than the person doing it. Asking for their recommendation on how to do something better is a form of praise.

Dealing with Difficult People

Sooner or later you'll have your hands full with a hyperactive child, a group of giggly pre-teens or a complaining parent. An important part of being a 4-H leader is being able to work with lots of different kinds of people. Here are some tips for working effectively with people:

There are many reasons why young people join 4-H, but one of the most important is to have FUN. If you're a parent or have been a classroom teacher, athletic coach, or have worked with children in other settings, you have experienced some of the frustrations that can occur. Complete silence and total attention to the speaker or facilitator won't always happen nor will following directions. 4-H'ers will not be angels all or even part of the time. Learning to challenge them and keep them busy for a short time doing things that are fun is a challenge.

4-H'ers need to have fun at meetings but that can't be disruptive. Here are several techniques for dealing with overactive children.

- Realize that children may act out to get attention.
- Try having the child sit by you, another adult or an older member.
 - But, remember, a child's ego is very fragile so be as gentle and kind with them as possible.
- One of the best ways to keep everyone focused on what's going on is to have everyone sit in a circle (especially when dealing with younger children).
- Remember to treat the children as you would like to be treated.
- 4-H is a positive youth development program and children should not be embarrassed or shamed.

It's best to establish ground rules with input from the members early in the 4-H year. Let the members agree on what is expected and you'll be more likely to get the behavior you desire. It's easier to be strict at first and then to lighten-up than the other way around. Enforce rules you've established consistently, but fairly. Avoid being overly strict or lax with your own children. Make a sincere effort to treat everyone the same.

Dealing with a difficult parent can be tricky. It may be best to listen to what a parent has to say without making explanations or excuses. Allow them to talk until they are finished and let them know you appreciate their interest and concern. Try to remain positive rather than argumentative. Often, people simply want to be heard and taken seriously. If needed, contact the 4-H staff for assistance.

10 Things to Remember

1. Learning how to do a project is more important than the project itself.
2. 4-H children are more important than 4-H projects.
3. To "learn by doing" through a useful project is fundamental to any sound educational program, and is characteristic of the 4-H program.
4. Generally speaking, there is more than one good way of doing most things.
5. Every 4-H member needs to be noticed, to feel important, and to be praised.
6. Successful 4-H members are evidence of interest from family members.
7. 4-H is not trying to replace the home, the place of worship, or the school—only to supplement them.
8. 4-H'ers should be their own best exhibit.
9. A blue ribbon 4-H member with a red ribbon project is more desirable than a red ribbon member with a blue ribbon project.
10. Good examples and attitudes are the best help members can receive!

4-H Related Websites

Stokes Cooperative Extension

<http://stokes.ces.ncsu.edu>

NC 4-H Youth Development

<http://www.nc4h.org/>

NC Cooperative Extension

<https://www.ces.ncsu.edu/>

National 4-H Council

<https://4-h.org/>

Shop 4-H

<https://shop4-h.org/>

National 4-H Congress

<http://national4-hcongress.com/>

NC 4-H Camps and Centers

<https://nc4h.ces.ncsu.edu/camps-centers/>

NC State 4-H Electric Program

<https://nc4h.ces.ncsu.edu/electric/>

NC State 4-H Horticulture & Entomology Program

<https://growforit.ces.ncsu.edu/>

NC State 4-H Horse Program

<https://equinehusbandry.ces.ncsu.edu/>

NC State 4-H Poultry Program

<https://poultry4hyouth.ces.ncsu.edu/>

NC State 4-H Livestock Program

<https://youthlivestock.ces.ncsu.edu/>

NC State 4-H Forestry & Wildlife

<https://forestry.ces.ncsu.edu/4h/>

NC State 4-H Shooting Sports Program

<https://nc4h.ces.ncsu.edu/youth-3/nc-4-h-shooting-sports-program/>

NC State 4-H Teens Programs

<https://nc4h.ces.ncsu.edu/youth-3/4-h-teen-programs/>

NC State 4-H Citizenship Programs

<https://nc4h.ces.ncsu.edu/youth-3/4-h-citizenship-programs/>

NC 4-H Opportunities

https://docs.google.com/document/d/1TrdjO3xnnLms3uT28OR_uaJvRvPkDCtb/edit

NC A&T State University 4-H

<https://ncat.edu/caes/cooperative-extension/4-h-youth-development/index.php>

Appendix A

4-H Name & Emblem Use

The following pages are excerpts from the National 4-H Name & Emblem Application Guide.

See the complete guide at:

<https://nifa.usda.gov/sites/default/files/resource/fy-2019-4-h-name-emblem-use-guide-20191108.pdf>

Using the 4-H Name

The official 4-H Name includes 4-H, 4-H Youth Development, and 4-H Youth Development Program. When using the term “4-H,” it is to be written as numeral “4,” separated from a capital “H” with a hyphen (not a dash, slash, or space). It is well documented in English usage, as well as in the most familiar style manuals, that you should never begin a sentence with a numeral. To comply with this rule, it is best to re-word the sentence slightly so it does not begin with 4-H. However, as 4-H is a proper noun, “4-H” may be used to begin a sentence or headline if rewording is not feasible.

Avoid separation of any of the elements of the 4-H Name at the end of sentences. This can sometimes be difficult because some software programs override user commands. Often, these overrides do not become visible until after printing or posting to a Web page: careful scrutiny of text after trial printing or posting is advised. The 4-H Emblem may not be used in place of the word “4-H” in a title or text, or to replace an individual letter within a word.

DECISION CHECKLIST

- ☐ The text is written as numeral hyphen capital letter
- ☐ The emblem is not being used as a replacement for text
- ☐ The context of the use is accurate with correct content 4-H

Using the 4-H Emblem

The official 4-H Emblem is a green four-leaf clover with a white letter “H” in each leaf and the stem turned to the right. The Emblem may be two-dimensional (flat) or three dimensional (with shadows that show depth and perspective). The 4-H Emblem may not be altered in any way.

Use of the emblem includes the responsibility to communicate the significance of the 4-H Name and Emblem as a government-owned emblem that is protected by federal statute. The insignia “18 U.S.C. 707” provides the legal obligation to correctly inform the public of the federal protections and consequences of potential misuse.

DECISION CHECKLIST

- ☐ The official emblem with legal insignia is being used in its entirety
- ☐ The emblem has not been altered (including tilting, flipping, distorting, or color adaptation)
- ☐ No portion of the emblem has been covered by text or another image
- ☐ The emblem is not integrated into another’s logo or image

4-H Graphics Visual Aid



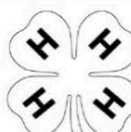
The official 4-H Emblem is a green four-leaf clover with a letter “H” in each leaf and the stem turned to the right. The Emblem may be two-dimensional (flat) or three dimensional (with shadows that show depth and perspective). All users of the 4-H Emblem must be authorized and ensure the following:

Graphic Criteria









- ☐ They have obtained the official 4-H Emblem and are using it in its entirety.
- ☐ They do not “flip” the image to create a framed look.
- ☐ The stem on the 4-H Emblem must point to the right as you look at the image.
- ☐ They are familiar with resizing graphics through the software application being used, and do not distort or warp the dimensions of the Emblem.
- ☐ The 4-H Emblem is never used to imply endorsement.

Color: The 4-H Emblem should never be screened, shaded, graduated, or appear in a multi-colored hue.

Graphic Designers: The official color is 100% PMS 347 green (RGB Values: R=51, G=153, B=102; HEX# 339966).

Image	Description
	The “H’s” on the green clover can be white, black, or metallic gold.
	The H’s on the black clover should be white.
	The H's on the white clover can be black or green.

Graphic Use Examples

Description	Appropriate Use	Inappropriate Use
<p>Use the whole Emblem. The 4-H Emblem should always appear in its entirety—meaning it should always appear as a whole and complete image.</p>		
<p>Do not remove any leaves. The leaves cannot be removed or have another image superimposed over the top of any of the leaves. Other images should be moved and appear completely separate from the 4-H Emblem. This also means you should not “cut off” a leaf by running it off the edge of the paper in print media</p>		
<p>Do not place text or other images over or on top of the 4-H Emblem. The 4-H Emblem should not appear screened or watermarked under words or graphics. No photo, drawing, symbol, word, or other figure or object may be placed on or obscure the 4-H Emblem.</p>	<p>4-H Kid's Club</p> 	
<p>Keep it upright. The 4-H Emblem should not be rotated or turned on its side. There are some exceptions, such as on fabric where the emblem is scattered randomly across the fabric or in other random designs. Any exceptions must be approved by the authorizing entity.</p>		
<p>Distortion and Proportion. The appearance, shape, and proportion of the 4-H Emblem should never be distorted to fit in an imprint space. Do not make the 4-H Emblem longer, taller, wider, angled, or squarer. Do not alter the shape in any way. The overall size of the 4-H Emblem may be changed, but the proportions must remain intact.</p>	