

Central Kansas District 4-H

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



Welcome to Central Kansas 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 Central Kansas District 4-H Program follow. If you have any questions, please do not hesitate to ask your club's organizational leader or call either Extension Office.

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 Central Kansas District.

This document clarifies certain standards and guidelines used by the Central Kansas 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.

Central Kansas District has two Extension Office Locations:

Minneapolis Office

Located in the Courthouse
307 North Concord, Suite 190
785.392.2147

Salina Office

Located on the Kansas State
University Polytechnic Campus
2218 Scanlan Avenue
785.309.5850

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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 complete the online health information. These items are due online by December 1.

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.

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.

4-H Member Program-Enrollment Fee

Beginning in 2017, Kansas 4-H Youth Development asked families to invest in the present and future of the program. With a \$15 annual program-enrollment fee, each child will have access to a wide array of development opportunities at the local, regional, and state level. These structured, hands-on, relevant educational programs will continue the tradition and history of Kansas 4-H in building skills, confidence, and experiences that 4-H youth will carry with them for the rest of their lives.

Transferring Membership Between Clubs

A 4-H member may transfer clubs during the 4-H year. The Central Kansas District 4-H Club Transfer Form must meet one of the two deadline dates in order to maintain eligibility requirements for 4-H Club Day, County Fair, and Awards.

- Deadline for 4-H Club Day is between October 1 and December 1.
- Deadline for County Fair and Awards is between December 2 and May 1.

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 and complete the online health information. These items are due online by December 1. Cloverbuds do not have a program-enrollment fee.

Cloverbud meetings are held periodically throughout the 4-H year. Meetings are typically held at the Salina Extension Office. Meeting dates and times are published in the 4-H newsletter. At meetings, Cloverbuds will recite the 4-H pledge, answer roll call, and do an activity. Cloverbuds are also encouraged to participate in day camps and other non-competitive events and activities. The youth are also invited to have a show-and-tell experience with a teen 4-H'er at their county fair.

Cloverbuds are recognized for participation and no record keeping is required. Interested families should contact either Extension Office or a 4-H Club to inquire about Cloverbud opportunities.



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.

**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 Newsletter and other related 4-H materials including the fair paper. We will also strive to meet deadlines for activities and events.



K-STATE
Research and Extension

Central Kansas District

4-H Newsletter

The 4-H Newsletter is for Central Kansas District 4-H'ers and families and is mailed monthly and posted to the website. Be sure to read this each month for important information, deadlines and upcoming dates and 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 Newsletter each month, please contact the Salina or Minneapolis Extension Office, 785-309-5850 or 785-392-2147.

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.

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."

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.

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.

Central Kansas District has 12 community clubs that meet monthly.

Boldly Go	Salina
Cardinal	Brookville
Friendly Valley	Assaria
Gypsum Valley	Gypsum
Livewires	Tescott
Pleasant Valley	Bennington
Smoky View	Salemsborg/Falun/Lindsborg
Solomon Valley	Minneapolis
Stoney Ridge	Salina
Sunny Valley	Salina
Willing Workers	Salina
Woodsdale	Minneapolis

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 for is required for every family.

Beef

Market and Commercial Breeding Heifer

- Must weigh animal at the districtwide weigh-in typically scheduled in March
- Ownership must be established by weigh-in

Registered

- Must present registration papers at fair to show in specific breed classes. Papers must be in the 4-H member's name by June 15.

Bucket Calf

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

Dairy Cattle

- Ownership must be established by May 1

Dairy Goat

- Ownership must be established by May 1
- Must have a USDA scrapie tag

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

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.

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



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 Central Kansas District does not have any project clubs that meet the definition above. However, the Central Kansas District 4-H 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 Newsletter) about upcoming project meetings.

Central Kansas District 4-H Council

The purpose of the Central Kansas District 4-H Council is to help determine matters of districtwide 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 community clubs and project clubs.

The voting membership of 4-H Council is made up of four 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. This group of individuals meets bimonthly (November, January, March, May, July, September) on the fourth Monday of the month. The only exception to the Monday meeting day is when it is a holiday, and council will pre-determine the new meeting date. The meetings begin at 7 p.m. and alternate locations between the Salina and Minneapolis Extension Meeting Rooms.

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 2018-19 4-H year, 4-H age will be based on the age the 4-H member is before January 1, 2019).

Central Kansas District 4-H Council has ten standing committees in which any 4-H member may participate. The committees are: 4-H Club Day, Ag Development, Celebration of Achievements, FACS Judging, Photography Judging, Finance and Fundraising, Ottawa County Fair, Promotion and Recruitment, Social, Trips & Awards (adults only), and Tri-Rivers Fair.



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 must submit three references and 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.

References will be handled by the Extension Office, however, 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 at the Volunteer Screening Orientation 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.

Once the registered volunteer process is complete and the volunteer has been notified by the Extension Office, an annual renewal in 4HOnline (online enrollment system) must be completed along with the background release process in order to retain registered volunteer status

Volunteer Screening Orientations are offered only a few times a year, so keep your eye out for dates, which will be listed in the 4-H Newsletter.

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.

4-H Club Day – 4-H Club Day is typically held in the middle of February or the first part of March. 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 on or before December 1 of the current 4-H year. Categories for this event are: project talk; sharing; demonstration/illustrated talks; public speaking; talent (dances, skits, etc.); vocal solo, ensemble, and chorus; instrumental solo, ensemble, and band; plays, skits, readings and spontaneous speaking. **REMEMBER:** Members must present a Public Presentation (demonstration/illustrated talk, project talk, public speaking or sharing) to be eligible for individual talent. A 4-H'er may participate in a group (3 or more) without presenting an individual public presentation (individual vocal/instrumental entries must also present demonstration, talk, etc.). *It is important for 4-H members and parents to double check the 4-H Club Day entries as no substitutions of 4-H members will be allowed. If individuals are in a group event, ONLY those who have been listed on the entry form will be allowed to participate in the group event.*

Gavel Games and Model Meetings – Our Gavel Games and Model Meetings event is typically held the third or fourth weekend of January every year. The event is all about club members' learning about parliamentary procedures. Knowing parliamentary procedures is a life-long skill in which many adults struggle; don't miss out on this fun learning opportunity!

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.

County Fair Pre-Entries – Several entries at the county fair require pre-entry. All pre-entry forms are made available to club leaders no later than May 1. Look for more information about county fair pre-entries in the May 4-H Newsletter. 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 county fairs, day camp, 4-H Celebration of Achievements, helping at the Kansas State Fair, 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 8th grade (but no older than the 11th 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 the end of September.

Clubs are given the opportunity to nominate individuals for the following: 4-H Alumni, 4-H Family of the Year and Friend of 4-H. Clubs and individuals can also nominate volunteers for volunteer of the year and outstanding lifetime volunteer awards.

Record Book vs. KAP

What is included in a Record Book?

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

- 4-H Personal Page
- 4-H Story
- Central Kansas District 4-H Project Record (new in 2015)
- Permanent Record
- Photographs (optional)

What is included in the Kansas 4-H Award Portfolio (KAP)?

The Kansas Award Portfolio (KAP) includes (in this order):

- 4-H Personal Page
- 4-H Project Story
- KAP Application (photographs are part of the application)

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.

4-H Celebration of Achievements– The 4-H Celebration of Achievements is a time to recognize 4-H members for all of their achievements throughout the year. Membership Achievement Pins, Club Seals, Project Medals and other special awards are given out at this event. A dessert bar is held during this event, which is sponsored by the Salina Downtown Lions Club. This event, typically in November, is held in Minneapolis on even years and in Salina on odd years.

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.

48 Hours of 4-H
4-H Ambassador
4-H Camp (Rookie and Regular)
4-H Camp Counselor
4-H Campference
4-H Citizenship In Action (CIA)
4-H Council
Citizenship Washington Focus
(CWF)

Discovery Days
Districtwide Youth Service Days
District Leadership Workshops
Dog Conference
Horse Panorama
Kansas 4-H Youth Leadership
Council (KYLC)

Kansas Youth Leadership Forum
(KYLFF)
National 4-H Conference
National 4-H Congress
Northeast Leadership Event (NELE)
Officer Training and Family
Event
State 4-H Action Teams

K-STATE

Research and Extension

K-STATE RESEARCH & EXTENSION
CENTRAL KANSAS DISTRICT
2218 SCANLAN AVENUE
SALINA, KANSAS 67401

“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 Central Kansas District Extension at 785-309-5850 or 785-392-2147.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

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