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Jackson County 4-H Program

Direct Website: <https://jackson.extension.wisc.edu/4-h/>

New Family Website: <https://jackson.extension.wisc.edu/4-h/about-4-h/new-4-h-families/>

4hOnline Website: <https://www.4honline.com/>

Jackson County 4-H Social Media

Extension Facebook Page:

<https://www.facebook.com/extension.jacksoncounty/>

Extension Jackson & Trempealeau County Pinterest Page:

www.pinterest.com/extensiontrempealeaucounty

Jackson County 4-H Family Handbook



A GUIDE FOR NEW 4-H MEMBERS AND THEIR FAMILIES



Table of Contents



Welcome Letter	1
About 4-H: The Basics	2-3
The Learning Experiences	4
What it means to be a 4-Her	5
4-H Terminology	6-7
Stay Informed/Communication	8
What is a 4-H Club	9
4-H Leaders Association	10
4-H Policy	11
Record Books	12
4-H Projects	13
4-H Enrollment	13
4-H Parent/Guardian Role	14
Contact Information	15

4-H is a youth organization for young people who want to learn and to have fun. 4-H is **family focused** and volunteer led by **youth and adults in partnership**.

Youth “learn by doing” through local clubs and projects. County project events and activities are intended to increase opportunities for young people and supplement and support the 4-H Clubs.

Contact Information

Below is a space for you to write down some important club and contact information for your record.

4-H Club/Group Name: _____

Location of Meetings: _____

Meeting Time/Date: _____

Club/Group Volunteer Leaders and Important Contacts:

Name: _____

Phone: _____ Cell Phone: _____

E-mail: _____

Title (if applicable): _____

Name: _____

Phone: _____ Cell Phone: _____

E-mail: _____

Title (if applicable): _____

Name: _____

Phone: _____ Cell Phone: _____

E-mail: _____

Title (if applicable): _____



4-H Parent/Guardian Role



Purpose: To assist and support your child and other children in the 4-H club or group.

Success Criteria: Through the experiential learning (hands-on learning) process, the children in the 4-H club or group will gain knowledge and skills to positively and successfully respond to life's varying situations.

Responsibilities: To assist or encourage your child and other children in the club or group to:

- Set realistic project and achievement goals
- Accomplish those goals, where appropriate
- Participate in club, regional, state, national, and international programs
- Use positive reinforcement of each child's part in the group
- Provide transportation to and from meetings and special activities
- Attend meetings and special events of the club or group

Time Required: Approximately 1-5 hours per month (providing transportation, attending meetings, helping child with projects or activity work; varies according to task)

Training Opportunities: Contact Extension office for Adult Volunteers in Preparation (VIP) Training. This training is required for any adult who would like to be a project leader, activity leader, club leader, or chaperone.

Parents who wish to enroll as a leader are encouraged to, but it is not required.



Welcome to Jackson County 4-H!

Welcome to the largest youth organization in the world. We are pleased to have you as part of our family! 4-H is a program for the entire family. It offers educational experiences for youth, parents, adult volunteers, and community leaders.

The purpose of this handbook is to help you learn more about 4-H and how to help you child have a positive experience in 4-H. Use this handbook as a tool to familiarize yourself with the 4-H youth development program. It is our goal to keep youth interest, encourage participation beyond the club level and increase parental involvement for all 4-H youth.

Please allow us to take an active role in your family's life. As your family goes through the 4-H year, you may find you have questions about specific activities, events, or expectations of your family. Please be sure to keep the lines of communication open with your 4-H club/group volunteer leader(s) and/or contact the 4-H Program Coordinator. Become involved and use 4-H for yourself, your family, your community, and your world.



About 4-H: The Basics

What is 4-H?

4-H is a youth organization that belongs to the members, their families and other interested adults who serve as volunteer leaders. It is a community of young people across America, learning leadership, civic engagement, and life skills.

Professional leadership is given by the University of Wisconsin-Division of Extension faculty and staff. Support for 4-H programs is a joint effort of local county government, the University of Wisconsin, and the United States Department of Agriculture.

**The 4-H year is from October 1st
until September 30th.**

The re-enrollment period is from the first week in September through November 1st through 4HOnline.

Who can join 4-H?

Any youth in kindergarten through the year following high school can be a member of a 4-H club. Cloverbuds are ages Kindergarten-2nd grade.

Who conducts the 4-H Program?

4-H educational opportunities for youth are provided by volunteers who serve as a part of the 4-H program in their community.

Volunteers who give leadership to the local 4-H program consist of youth, parents, and other interested adults in the community. The Extension office is also home to the 4-H Program Coordinator who assists with the overall 4-H experience, volunteer development, and outreach.

Picking the Right Projects

A “project” is simply a topic that you can explore. Projects are generally shown at the County Fair, and sometimes throughout the year at other 4-H events (i.e. Festival of the Arts, Livestock shows, etc.). Projects give you the opportunity to try new things, keep doing the things that you love, or learn about something that you are interested in.

4-H has over a hundred projects—ranging from art to woodworking, computers to rabbits, and clothing to small engines. There are a LOT of opportunities to explore projects through the 4-H program.

Check out more on projects through this website:

fyi.uwex.edu/wi4hprojects/

Don't forget, some projects have specific requirements (like certain animal projects) that require things to be completed before a show. Also, in order to show projects at the Jackson County Fair you must have them entered into 4hOnline by April 1st.

4-H Enrollment

Log on to 4HOnline to enroll in the Jackson County 4-H Program. You simply need to follow the instructions at the top of the page and begin entering your family information to start the enrollment process.

The website is as follows: <https://www.wi.4honline.com/>

Enrollment deadlines include:

- Enrollment and re-enrollment is open at the beginning of September
- November 1: Deadline for re-enrollment in 4HOnline
- April 1: Absolute last day to enroll (through 4hOnline) in projects

New members must be enrolled by April 1st to be eligible to show at the County Fair as a Junior Fair entrant.

New members who join after this deadline can show in open class.



Record Books



Are an individual report of the 4-H accomplishments in projects and activities during the current year. Members should complete and submit a record book to be eligible for county awards, sponsorships, and scholarships. Record books are usually submitted to the Extension office in early September.

The purpose of Record Books are to:

- Tell what you did in 4-H this year
- Strive for an overall storytelling effect
- How well does your record book’s combination of goals, learning experiences, accomplishments, teaching experiences, pictures, clippings, and activities report your 4-H story?
- Help the 4-H’er learn how important record keeping is in everyday life and their future.
- Help the 4-H’er develop a good habit of record keeping.
- Help the 4-H’er reflect on their learning.
- Create a memory book of all their involvements, accomplishments, and knowledge gained through 4-H!

How to complete a Record Book:

Information and forms for Record Books are found on our website. You will also see reminders in the newsletter and email blasts about when record books are due to the Extension Office. Here is the link to find more Record Book Information:

<https://jackson.extension.wisc.edu/4-h/for-members-and-parents/record-book/>

FUN FACT:

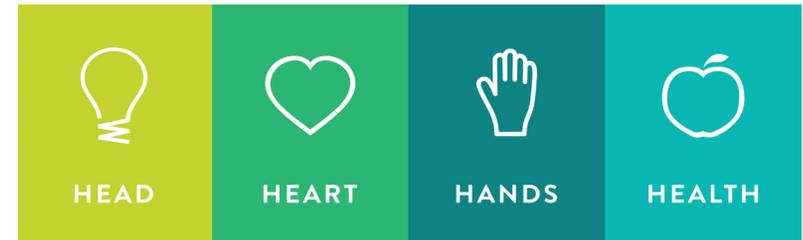
Record books come in SUPER handy when you start filling out scholarship applications, college applications, or job applications. They are a nice resume of your experiences that are handy to pull from when going through the stress of having to apply for jobs, scholarships, or colleges.

What are the 4-H Emblems & Symbols?



The National 4-H emblem is a four leaf clover with the letter “H” written on each leaf. It is a federally recognized logo, so there are policies that need to be followed for printing (i.e. t-shirts, etc.).

The colors of 4-H are green and white. The white background of the flag symbolizes purity. The green 4-H emblem is nature’s most common color in the great outdoors, and the green is also the color of springtime, life, and youth.



The four H’s stand for HEAD, HEART, HANDS, and HEALTH. These four H’s represent the four fold training and development in which members participate—which is described in the 4-H pledge.

The 4-H Pledge

4-H members should learn the national 4-H pledge, as it, and the Pledge of Allegiance, are generally said at the beginning of each club meeting. There are hand gestures that go with the pledge as well. These can be learned at a club meeting. The

4-H pledge is listed to the right.

I pledge.....

My head to clearer thinking
My heart to greater loyalty
My hands to larger service, and
My health to better living,
for
My club, my community, my country, and my world.



The Learning Experiences



4-H is about creating experiences that help youth, and adults, learn in new ways and gain new experiences. Below, you will find the general learning experiences that you will face while involved in the 4-H program:

4-H Meetings.... are held for a variety of reasons. Most organized community clubs meet monthly to discuss general business, conduct recreation, and learn something new. Project groups may meet more often.

4-H Projects....should fit individual member's interests and should fit into the member's home and community life. By "project" we mean work done with animals, articles made, crops grown, or some other definite undertaking planned and carried out by the 4-H'er. The Extension Educator will provide a list of projects available in your county to members and leaders. Through project work, 4-H members can learn improved ways of doing things, which serve as examples for others and for the community. Members can also learn about subjects that interest them as possible career choices.

4-H Activities....such as demonstrations, public speaking, exhibiting, and tours that center on 4-H projects. They supplement the project and add greater depth to it. Various activities related to project areas are planned and conducted on county, state, and national levels. Singing at a nursing home, playing softball, and making dog toys/treats for a local humane society are all examples of these types of activities.

"To make the best better."
Is the 4-H motto and truly is the focus behind the program. It is all about growing and developing to become the best that you can be.

4-H Events....are most often thought of as once-a-year happenings, such as an annual recognition program for youth and adults, a music/drama festival, a family 4-H picnic, the fair, state level competitions or summer camp. During these types of events, 4-H members might present aspects of their 4-H projects and activity work.

"Learn by doing."
Is the 4-H slogan and can be seen in all of the 4-H practices. These learning experiences highlight just that.

Wisconsin 4-H Policy



Wisconsin 4-H has their own 4-H policy, based off of the national requirements that are expected to be followed. Be sure to read over this policy when joining the program. Below are some quick facts about the policy to get you started. The complete policy can be found here:

<https://4h.extension.wisc.edu/files/2016/09/WI4HYouthDevelopmentPolicies.pdf>

CLUBS: To be officially recognized as a 4-H Club in Wisconsin, you must meet the needed requirements.

- Due need to be paid no later than March 31st
- Required to hold at least 8 business meetings in a year
- The 4-H club year is from October 1st until September 30

MEMBERSHIP GUIDELINES: 4-H membership is an educational program whose membership/participation is based on grade, rather than age.

FUNDING REQUESTS, AWARDS, AND TRIPS: Youth who want to receive financial assistance for awards/trips/other 4-H activities must meet the requirements set by the 4-H Parent and Leaders Board (link found on previous page).

YOUTH PROTECTION: We follow the Wisconsin 4-H Youth Development Youth Protection process. For volunteers to be part of the 4-H program, they must follow the volunteer screening process which includes: a background check, Volunteer in Preparation (VIP) training, and mandated reporter training.

PROGRAM SAFETY REGULATIONS: There are safety requirements and expectations put into place for 4-Hers. Read full policy for more details.



4-H Leaders Association



What is its purpose?

To plan, implement, support, and evaluate the Jackson County 4-H Program in accordance with the expectations of the Wisconsin 4-H policy program and the University of Wisconsin-Madison. The purpose of the Jackson County 4-H Parent & Leaders Association shall include, but not be limited to, the following:

1. Provide the funds necessary to carry out the 4-H Program when funding is not otherwise available, primarily through the sale of food at the 4-H Food Stand and the sale of Jackson County plat books,
2. Establish policies and procedures as needed to most effectively implement and safeguard the 4-H program,
3. Provide an opportunity for concerned adults to be involved in the development of County 4-H youth through the 4-H program. The Jackson County 4-H Parent & Leaders Association shall work in close contact with the 4-H Program Coordinator.

Funding Requests to the 4-H Leaders Executive Board are for YOU to utilize.

The Jackson County 4-H Leaders Executive Board includes money in their budget to help defray some costs of 4-H educational opportunities (trips) or activities in which Jackson County 4-H members and leaders participate. The amount the Association is able to contribute in a given year depends on the success of fund raising efforts, the amounts spent in other budget areas, and the number of applicants and level of requests. To submit a funding request fill out the 'Funding Request Form' found on the [Forms and Applications](#) webpage.

Who can participate?

All youth leaders and certified project and club leaders currently enrolled in the Jackson County 4-H program can be members of the Jackson County 4-H Leaders' Association.

What it means to be a 4-Her

- 4-H teaches members how to think not what to think.
- Every 4-H member needs to be noticed, to feel important, and to be praised.
- 4-H er's should be their own best exhibit.
- Good examples and attitudes are the best help members can receive.
- Learning how to do a project is more important than the project itself.
- Imagination is more important than knowledge.
- 4-H members look to involve family members and friends with what they are doing and working on.
- Generally speaking, there is more than one good way of doing most things.
- Competition is a natural human trait and should be recognized as such in 4-H work. It should be given no more emphasis than other 4-H fundamentals.
- No 4-H award is worth sacrificing the reputation of a 4 -H member or leader.
- 4-H is not trying to replace the home, church, or school...only supplement them.



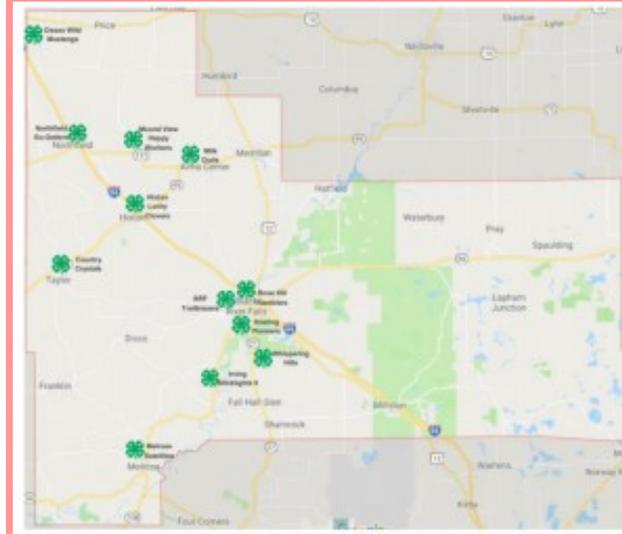
4-H Terminology



If you are new to the 4-H program, it can be a lot. 4-H has a long and rich history—we are over 115 years old! Sometimes this means that volunteers, families, and staff may forget that the terminology we use is not something that everyone understands yet. Hopefully this will help you out a bit on that front, however, **NEVER hesitate to ask questions!**

- **4-H Leader’s Association:** This organization is made up of all 4-H volunteer leaders in the county. This is the 4-H policy making group, as well as private funding source for a number of county level 4-H programs. There is an Executive Board for this organization which meets ten times per year. It is also called the **Parent and Leaders Board/Association.**
- **4-H Program Committees:** are groups of youth and adult volunteers who’s purpose is to meet the educational need of 4-H members in the project or activity area and plan and conduct county level activities and meetings.
- **4-H Program Coordinator:** is a professional who guides, teaches, and administers the 4-H program. An individual who works for the University of Wisconsin—Extension office.
- **Achievement:** achieving in 4-H means a member completes all membership requirements of the 4-H club and County 4-H policy during the year, including a record book
- **Charter:** A 4-H Charter is granted to 4-H clubs when the minimum requirements are met to start/have a 4-H club. Club leaders with club input (youth and adults) are in-charge of ensuring that club charters are completed each year (usually due on October 15th).
- **Cloverbud:** These are youth who are in 5K through 2nd grade. Cloverbuds can only enroll in the Cloverbud project. They can exhibit two projects at the county fair for participation ribbons, and take part in county-wide events.
- **Educational Experiences:** Opportunities available through county, state, national, and international programs for youth to travel to develop life skills.
- **Enrollment:** How one becomes a part of the 4-H program is through completing enrollment on 4hOnline. Each year following when you first join 4-H you will have to fill out re-enrollment (starting at the beginning of September).

What is a 4-H Club?



A 4-H Club is a group of 4-H members who meet regularly to conduct business, learn about projects, take part in community service events, and enjoy recreation. These groups have elected officers, a constitution and by-laws and a treasury maintained by fundraising efforts.

Most 4-H groups meet monthly. Members plan a yearly program for meetings and events in advance. All 4-H members, volunteers, and parents are encouraged to attend to share information about the club and about county, regional, state, and national 4-H events.

Clubs have a set of written rules for the operation of the club and these are called the club bylaws. Be sure you become familiar with your club’s rules early in the year. If your club meets help in developing or revising bylaws, contact the Extension Office.

Jackson County has twelve 4-H clubs, which are all listed on the 4-H Jackson County Extension website with the location they are located in, the club leader and their contact information, as well as their scheduled meeting times. Be sure to check them out and find one that fits you and your family best!



Stay Informed



It is important to have good communication and we do the best to make sure you know what is happening in the 4-H world. Here are some things you should know about how to stay informed about upcoming 4-H events, deadlines, and opportunities:

- **4-H Flyer:** The quarterly 4-H newsletter, emailed to each 4-H family. It contains valuable countywide meeting information, project news, educational information, and family fun ideas.
- **4-H Bi-weekly Emails:** These email blasts are generally sent out bi-weekly and include updates and deadlines for events, programs, and meetings. These are also posted on the Extension Jackson County website.
- **Jackson County 4-H Website:** The Extension website has a whole area dedicated for 4-H. The website can be found here at: <https://jackson.extension.wisc.edu/4-h/>
- **Jackson County Extension Facebook Page:** The Facebook page is used to share upcoming events and view photos of past events. Some clubs and projects also utilize Facebook for communication purposes.
- **Leaders:** If you have questions, always ask your club or project leaders! The 4-H Program Coordinator is always here to help you as well!

Parents are very important to the success a child will have in the 4-H program.

Parents are encouraged to attend monthly meeting and project meetings with their child. All countywide events are open and parents are encouraged to attend them with their children. The parents' key roles are supporting the child's commitments, helping the child think through decisions, and seeing the child reaches their goal.

- **Enrollment:** How one becomes a part of the 4-H program is through completing enrollment on 4hOnline. Each year following when you first join 4-H you will have to fill out re-enrollment (starting at the beginning of September).
- **Event/Program:** A planned, educational opportunity for 4-H members to learn through group participation. Events are held at the club, county, regional, state, and national levels.
- **Explorer:** Explorers are youth who are 3rd graders. The emphasis is on sampling 4-H projects to determine interests and talents. Explorers may take up to three entries at the county fair. Besides enrolling as an Explorer, they can enroll in an additional three project areas.
- **Fair:** An event where 4-H members may exhibit their projects. Information about the county fair is distributed from the Jackson County Fair Board, which is a separate entity to Extension. In this county the Fair Board plans and executes the entire event.
- **Fair Premium Book:** The book that lists the Jackson County Fair entry classes and rules for entry. A new book is published annually by the Jackson County Fair Board. This is often just referred to as the 'Fair Book'.
- **General Club Leader:** an adult volunteer who is responsible for the organizational part of the club.
- **National 4-H Week:** The first full week in October. This event recognizes 4-H youth and leaders nationally. Often, this event is used as an opportunity to promote 4-H in local communities and recruit new members.
- **Projects:** Areas of interest for learning and skill development, which you can choose from the list of available projects in the county.
- **Project Leader:** a volunteer who helps 4-H members learn and master skills related to that project
- **Project Literature:** The information is written by University specialists and serves as suggested areas to study in your 4-H projects. Project literature can be found at the Extension office or can be purchased through the 4-H Store.
- **Record Book:** is a report of 4-H accomplishments in projects and activities during the current year. Members who complete a record book must submit it to their Club/General Leader. General Leaders turn in the record books to the Extension office by September 1st to be judged at the county level to determine achievement, awards, and scholarships for educational experiences.
- **Youth Leader:** a 4-H member who is 11 years of age or older and is enrolled in the Youth Leadership project. They take an active part in helping the younger members in their club. By doing this they grow, mature, and learn leadership skills.