

2024 Hocking County

# 4-H Club Handbook

150 N. Homer Ave.  
Logan, OH 43138  
740-385-3222  
[hocking.osu.edu](http://hocking.osu.edu)

Club \_\_\_\_\_

Organizational Volunteer \_\_\_\_\_



**THE OHIO STATE UNIVERSITY**  
EXTENSION



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### The 4-H Motto: “To Make the Best Better”

#### The 4-H Pledge

I pledge:

My Head to clearer thinking,

My Heart to greater loyalty,

My Hands to larger service,

My Health to better living,

For my club, my community, my country,  
and my world.

#### The 4-H Colors

White – Symbolizes purity and high ideals

Green – Nature’s most abundant color

### Volunteer's 4-H Pledge

I pledge my Head to give children the information I can, to help them see things clearly and to make wise decisions.

I pledge my Heart to encourage and support children no matter whether they have success or disappointments.

I pledge my Hands to help children's groups; if I cannot be a leader, I can help in many equally important ways.

I pledge my Health to keep children strong and will for a better world through 4-H, for children's groups, our community, our country, and our world.

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## General 4-H Rules for Hocking County

### 4-H Clubs are Our Foundation

4-H clubs have been the foundation of the Ohio 4-H Program for generations. 4-H Clubs are groups of young people who unite to learn leadership, citizenship, and life skills.

### 4-H Club Minimum Requirements

- Are advised by approved volunteers (who have been issued a club charter and have constitution/by-laws) and/or OSU Extension professionals
- Meet regularly to conduct club business and do educational, service, or social activities.
- Conduct club business through organized and agreed upon group decision making. Clubs have a constitution and by-laws and involve members in committees to plan and conduct portions of the program. *\*constitution is required; by-laws are optional*
- Provide opportunities for members to complete 4-H projects and other educational activities, develop leadership skills, contribute service, participate in local and county events, evaluate their work, and earn recognition.
- Complete a minimum of one (1) Club Community Service Project
- Youth must meet membership eligibility
- Members / families must complete 4-H enrollment in 4HOnline by county deadline
- Have at least 5 members from at least 3 different families
- Meets at least 6 times throughout the year (for a minimum of six total hours)
  - \* Preferably with 4 meetings prior to August (due to club grade sheet submission deadline)
- Set club's expectations for the year and include in club's by-laws
- Have a checking account with a minimum of **three (3) signers** and have an EIN
- Incorporates the 'Essential Elements for Positive Youth Development' (see following publication)
- Programming incorporates mission mandates: citizenship, healthy living, and science
- Follows all OSU Policies & Guidelines
  - \* i.e.- Youth Activities & Programs (formally Policy 1.50), Social Media, Food Prep & Service)
- Recite the 4-H pledge at each meeting

Project Members (age as of January 1: 8 and 3rd grade; 9 to 18)

- Elect officers annually. When electing officers, it is suggested that the duties of each officer be explained to club members.
- Handle money
- Each member must enroll in at least one (1) project each year
- Each member must present a project demonstration to their club
- Each member should participate in a minimum of one (1) club community service projects

Cloverbud Members (age as of January 1: 5 and Kindergarten to project member eligibility)

- Do not have elected officer positions
- Do not handle money
- Learning experiences are intentionally designed to be carried out by all Cloverbuds at the same time
- The Cloverbud program is an activity-based program which uses noncompetitive activities and OSU's Cloverbud curriculum.

## Age Requirements

- Ohio 4-H membership is based on a child's age AND grade as of January 1 of the current calendar year.
- Membership requires enrollment in an authorized Ohio 4-H club or group under the direction of an OSU Extension professional or an approved adult volunteer.
- Eligibility for Cloverbud participation begins when a child is age 5 and enrolled in kindergarten.
- Eligibility for participation in 4-H projects and competitive events begins when a child is age 8 and in third grade.
- Any youth age 9 or above is eligible for project membership, regardless of grade level.
- A youth's 4-H eligibility ends December 31 the year he or she turns 19.

## Club & Member Requirements

- All clubs may establish their own schedule and member requirements, but must include the following minimum state/county requirements:
  1. A minimum of five (5) members from three (3) different families is required to constitute a club.
  2. Each club must hold a minimum of six (6) club meetings during each project year, preferably with four (4) meetings prior to August (due to club grade sheet submission deadline)
  3. Complete and submit all required paperwork to the Extension Office by specified deadlines.
  4. In order to be considered a member in 'good standing' and complete for the year, Project Members are **required** to:
    - attend at least four (4) club meetings prior to August
    - present a project demonstration to the club
    - participate in county project judging/skillathon with a minimum of one (1) project
    - attend Quality Assurance Training\* (livestock projects only)  
*Livestock = **ALL** beef/dairy, goat, llama/alpaca, poultry, rabbit, sheep, & swine projects*
    - all members enrolled in a horse project must complete the EquiSTEP Program\* (exception: Horseless Horse)
  5. Cloverbud members are also **required** to attend a minimum of four (4) meetings for the year.
- Clubs have the right to add to these requirements but may not lessen them.
- Members NOT in good standing are ineligible to participate in any 4-H sponsored county, regional, and state events, including the Ohio State Fair and the Hocking County Jr Fair.

The expectations for 4-H membership are a balance of 4-H project work, involvement in a 4-H club, participation in 4-H activities and events, and working towards improving one's personal growth. 4-H members and their parents/guardians are also expected to abide by the Ohio 4-H Code of Conduct throughout the year and sign off on this code as part of the annual membership process.  
(2024 Family Guide; pg 4)

## Project Completion Requirements

- Members must meet ALL requirements set forth by their club(s) and county.
- Project books must be completed as outlined in the project guidelines (exemption: livestock)

\* *NOTE: Livestock record books must be completed as follows:*

- *Beginner: 3-5 grade*
- *Intermediate: 6-8 grade*
- *Advanced: 9+ grade*

Youth in grades 6 and up taking a first-year livestock project must complete the section of their record book that reflects the grade they are in for the current 4-H year.

- Project books should be reviewed by club advisor(s).
  - \* *Optional – If required by club, this must be included in the club by-laws along with all club expectations.*
- Members are **required** to participate in project judging/skillathon with a minimum of one project
  - \* *Clubs may require judging for all projects. – If required by club, this must be included in the club by-laws along with all club expectations.*
- Livestock project members are **required** to complete Quality Assurance Training
  - \* *Older youth, age 15 and older as of January 1, have the option to test-out*
  - \* **Livestock = ALL beef/dairy, goat, llama/alpaca, poultry, rabbit, sheep, swine projects**
- Horse members must complete the EquiSTEP Program\* (exception: Horseless Horse)
- To complete a project, requires that all the above requirements be followed and that the club advisor be satisfied with the member's participation in club meetings. Anything less than this will be considered **Incomplete**.
- The Extension Office has the authority to mark projects and members as incomplete.
- Projects made or taken in school or as part of other youth organizations may not be used as 4-H projects. This includes FFA, Boy/Girl Scouts, school art projects, etc.

### Effective Club Meetings

It is important that at the first 4-H Club meeting of the year, the advisor should go over the expectations for each member of the club, as well as for the parents. It's a good idea to request that a parent attend the first meeting so they will know what you expect. The club will run smoothly and efficiently if everyone knows what the expectations are at the beginning of the year.

These might include:

1. The club officers will conduct the meetings, with the advisor's assistance, if needed.
2. The club will hold at least six (6) meetings, and each member is expected to attend four (4) meetings to be considered complete for one year of 4-H work. Each member will notify the organizational advisor prior to the meeting if unable to attend.
3. Each member will give a project demonstration for the other club members.
  - \**This excludes Cloverbuds.*
4. Each member will pay the county fee to the club. The club, in turn, will pay the county.
5. Each member will pay the club dues (if applicable).
6. Each member will participate in club community service projects.
7. Club officers will meet the responsibilities of the office they hold.
8. Other guidelines specific to your club by-laws
9. Members will purchase and complete a 4-H project book for each project in which they enroll.
10. Members are required to complete project judging/skillathon with a minimum of one (1) project. However, members are encouraged to participate in project evaluation for all their projects. (Clubs may require members to judge in all enrolled projects, but must be stated in the club bylaws.)

### Club Officers

Each club is encouraged to select officers at one of the first meetings of the club year. When electing officers, it is suggested that the duties of each officer be explained to club members. Emphasis should be placed on the importance of good club officers. It is acceptable to establish guidelines for election of officers, such as minimum age, minimum number of years in 4-H, etc. to ensure that your club officers are able to do an outstanding job.

Resources are available at <http://www.ohio4h.org/families/members/officer-resources> such as Practical Parliamentary Procedure, and 4-H Club Officers and Committees.

The following officers can be elected: President, Vice President, Secretary, Treasurer, News Reporter, Safety Leader, Health Leader, and Recreation Leader. Some clubs may combine some offices or create others. Examples of additional officers some clubs have included: Historian, Photographer, Energy/Conservation and Song Leader. New officer books can be downloaded at <https://ohio4h.org/officerresources> or a complete set of officer books may be purchased for \$10 from the Extension Office. Officer books are also located on our website under 4-H Youth Development, then choose Officer Resources.

### **Club Constitution**

Your club must use the standard Constitution provided by OSU. By-laws are optional and must be signed by each member of the club. Templates are provided by OSU Extension. Clubs may vote to add their own club requirements in addition to the county requirements. If this is done, these requirements must be listed in the club by-laws. All members of the club must receive a copy of the by-laws and sign that they have received the information. For your convenience, the Club Constitution and By-laws templates are available, as well as more information at <https://hocking.osu.edu/program-areas/4-h-youth-development/4-h-forms>.

### **Club Program of Activities**

A successful 4-H club depends a great deal on planning and communication. One valuable tool for organization and communication is the Meetings at a Glance form. Every club is encouraged to hold a meeting to plan their meetings and activities for the year. After planning, the Meetings at a Glance form should be made available to each family in the club, and a copy turned into the Extension Office by the deadline (*worth points on your Honor Club Form*). To make this easy for every club, a template is included in your New Year Club Packet.

### **Club Demonstrations**

Demonstrations are a valuable learning experience for every 4-H'er. All traditional members are required to present a minimum of one project demonstration for their club during the year. Demonstrations help members learn planning, organizing, public speaking and teaching skills.

It is a good idea to plan which members will present demonstrations at the same time as the club program of activities. That way each member will know when they are scheduled. If you have a large club, several members could do a demonstration after each business meeting. It is permissible for two members with the same project, plan and present a demonstration together.

To do a good demonstration, a member must pick a topic, collect and organize information, practice the skills to be demonstrated and then put this all together for an interesting presentation in front of advisors and peers. Advisors should strive to help members prepare their demonstration so that this learning experience is a positive one.

### **4-H Project Exhibition**

- Exhibition of completed projects at the Hocking County fair is strongly encouraged, but not required. Incomplete projects may not be exhibited.
- 4-H members must be enrolled in their county, in the project in which they enter, to show at The Ohio State Fair Junior Livestock Shows, regardless of whether that project is offered for the county exhibition.

#### 4-H and FFA Membership

Ohio 4-H members are sometimes also FFA members, often within the same county or in an adjacent county. These members especially need to keep in mind the 4-H policy about 4-H projects being separate from school projects. To keep work in both organizations clearly separate, 4-H members are advised to take different species or non-livestock projects in the two organizations or, at the very least, to take market animals in one and breeding animals in the other. The idea is to refrain from exhibiting the same project more than once. See chart for allowable and not allowable examples.

	4-H	FFA
Allowable	Breeding Gilt	Market Hog
Allowable	Market Steer	Market Hog
Allowable	Welding (door stop)	Welding (boot scraper, made for ag class)
NOT ALLOWABLE	Market Lamb	Market Lamb

#### 4-H Membership Across County Lines

- 4-H membership in two counties (and/or two states) is not permitted.
- In situations where membership in a county other than the county of residence is desired, the 4-H professionals in both counties must be in agreement regarding the application.
- Consideration for membership may not be motivated by perceived competitive or sale advantage in another county, any change due to controversial issues, or other similar motivations.
- Parents, guardians, and youth should become familiar with all policies, procedures, and guidelines for the county in which membership is requested.
- Parents seeking 4-H membership for their child in a county in which they do not reside, must complete the appropriate request form, and submit it to the County Extension 4-H Professional in the county of request no later than 30 days prior to membership enrollment deadline.
- That professional will contact the professional in the county of residence, discuss and decide.
- The decision to allow or deny cross county lines membership is made by the county 4-H professionals in the county of request and the county of residence and is fully supported by the state organization.
- Allow 30 days for the communications and decisions to be made and for the parents to receive notification.
- See 4-H Membership Across County Lines posted on our website at [hocking.osu.edu](http://hocking.osu.edu). Click on 4-H Youth Development, then 4-H Forms and Applications.
- This request is completed one time per member. The form does not need to be completed each year.



## Winning 4-H Plan

### An Accommodation Plan for 4-H Participants with Disabilities

Ohio 4-H and OSU Extension, as part of The Ohio State University, are required to provide reasonable accommodations and access through Section 504 of the Rehabilitation Act of 1973. This civil rights law prevents discrimination on the basis of having a disability. Any organization receiving federal funding must comply with Section 504. Unlike secondary schools, the family is responsible for seeking services, and an IEP does not directly transfer to 4-H. Although 4-H participants are typically secondary school students, the accommodations process is similar to that of college students. Students with Disabilities Preparing for Postsecondary Education may help families set expectations for accommodations within 4-H.

#### Basic Procedures for Creating a Winning 4-H Plan

1. 4-H parent/guardian submits request form to local Extension office. Request forms must be submitted in a time frame that is reasonable to consider the request and implement the approved accommodations. Some requests take longer than others to implement, and it is beneficial to turn the form in as early as possible prior to the event.
2. County 4-H professional reviews request.
3. County 4-H profession meets with 4-H parent/guardian (and member) to discuss the request .
4. Determine reasonable accommodations.
5. County 4-H professionals sends notification of approved accommodations to the parent/guardian.
6. Parent/Guardian communicates approved accommodations with those who need to know.
7. The Winning 4-H Plan should be reviewed annually to discuss any changes that may be needed to the accommodation plan.

Ohio 4-H encourages youth to be actively involved, as much as they are able, in the process of communicating about their disability and finding suitable accommodations. Ohio 4-H promotes self-advocacy, which provides the opportunity for youth to represent themselves, their beliefs, and their interests. When 4-H youth advocate for themselves, they have the opportunity to advance their confidence, communication, and leadership skills, which prepares them to be college and career ready.

### Overview of the 4-H Year for Advisors

#### January/February

- Attend **required** volunteer training(s) and county update
- Meet with other advisors in your club to discuss plans for the year, schedule meeting dates and reserve meeting locations
- Hold an orientation/beginning a new year club meeting to set club expectations for the year and meet new families (*request parents attend this meeting*)
- Review information in the winter (December) 4-H newsletter with members/families
- Register to attend the Ohio 4-H Conference. Encourage older youth to register for the conference
- Assist with new member recruitment (ex: hold recruitment campaign within your club)
- Review new project materials and the current Family Guide at your meeting
- Have members, and their parents, complete online enrollment through 4-H Online

### **March**

- Members should purchase their project books
- Organizational Advisors need to call the Extension office, mid-month, to schedule an appointment to turn in all annual club paperwork

### **April/May**

- Review information in the spring (April) 4-H newsletter with members
- Encourage members to register for camp
- Remind members with livestock projects to attend a Quality Assurance Training to be certified (*required to be complete in project and exhibit fair*)
- Borrow skillathon kits from Extension Office to practice during club meetings
- Review tagging/weigh-in dates with livestock members

### **June**

- Ensure that members are prepared to participate in 4-H Judging/ Livestock Skillathon
- Review /grade member project books prior to Project Judging
- Review information in the summer (June) 4-H newsletter with members

### **July**

- Attend Awards Program / Style Revue to support members
- Reserve a fair booth and encourage club members to plan how your club will decorate their fair booth

### **August**

- Remind members to complete junior fair entry forms for non-market animals and Art Hall entries – if applicable. (Remember: anything that breathes must be entered!)

### **September**

- Help your members have an enjoyable time at the fair. As an advisor, you have the responsibility to oversee your members' progress and conduct at the fair.
- Relax and enjoy the GREAT Hocking County Fair
- Set up and tear down your club fair booth
- Apply for the distinction of Honor Club and Honor Members
- Encourage members to apply for county awards

### **October / November / December**

- Watch for Annual 4-H Volunteer Appreciation Banquet information
- Schedule end of year achievement club meeting to celebrate the 4-H year
- Remind older youth to apply for participation as camp counselors and other teen opportunities. Information is mailed to older youth in December.

## **4-H Club Enrollment**

### **4-H Enrollment**

4HOnline is the Official Ohio 4-H Youth Development Program database for enrolled 4-H members and volunteers. This system works as a partnership between the 4-H family and the County Extension Office to manage the 4-H enrollment process and distribute important information to you.

By allowing you access you can update your club and project information as well as personal information (email, home address and phone). This will ensure that you are properly enrolled in the county program and receive important news and updates such as newsletters, deadline information and leadership opportunities. Edit abilities are disabled after the enrollment deadline date.

4HOnline is a secured database that is in compliance with the PCI Security Standards Council. The Ohio 4-H Youth Development Program and the 4HOnline program developers work closely to monitor and ensure that highest level of protection for information stored on the system. Ohio 4-H and 4HOnline do not share or sell any personal information to third party vendors without your knowledge or permission.

A county activity fee of \$6 per member is required. This is collected by the club and then paid by a club check made payable to the Hocking County 4-H Committee and turned in with the completed club paperwork. Club checks are required to have two signatures.

#### **4-H Club Chartering**

All clubs are required to complete and submit a Club Chartering Checklist form annually. 4-H clubs are required to have an Employer Identification Number (EIN), a checking account at a financial institution, and a complete, and accurate yearly Financial Summary. The 4-H Educator completes the e-postcard on behalf of each club and affiliate for tax reporting.

#### **4-H Club Information Form**

The organizational advisor of each club will receive a form to complete and return in the fall each year. This form will provide us with information about your club and will assist us in our recruitment campaign held in the spring.

#### **4-H Recruitment**

During January/February the 4-H staff conducts a recruitment campaign. The staff may recruit in several ways.

- 4-H promotion through the schools, local newspapers, and social media.
- Members who want to enroll in 4-H are given a phone list of advisors that they may call to learn more about joining a club.

### **County Educators' Authority to Grant Use of 4-H Name and Emblem**

The 4-H Name and emblem is a federal trademark, protected by 18 USC 707. Ultimately, the responsibility for protection of the trademark is the U.S. Secretary of Agriculture. In practicality, the responsibility lies in the hands of the County Educator and State 4-H Leaders. In Ohio we have taken steps to protect the name and emblem by setting standards for each club to follow by certifying their willingness to adhere to the guidelines.

Ohio 4-H Club Charters are granted to clubs that are in compliance.

County Educators have the responsibility to protect the use of the name and emblem within their county. Educators have oversight to the use of the name and emblem for fundraising activities and promotions that are held in the name of 4-H by clubs, committees, organizations, and the business community.

#### **Examples:**

1. A 4-H club is conducting a sale of 4-H T-shirts with the 4-H emblem and the county name printed on the front. Since the sale of the t-shirts is directed at members within the county, the Educator can authorize the club to use the name and emblem. The county Educator will provide the club with information on the proper use and display of the 4-H name and emblem.
2. A 4-H Advisory Committee is selling 4-H calendars and is planning on selling them at various festivals and stores in the North Central Region. Since the sale of the calendars is multi-county, the decision making is transferred to the state 4-H office. All groups that are fundraising and using the name and/or emblem of 4-H beyond a single county must complete the Ohio 4-H Name and Emblem and Fundraising Request Form and submit it to the state 4-H office for authorization to use the name and emblem.

3. Sally's Fabric Shop wants to hold 4-H Days at their store. They plan to advertise the event in the local newspaper. They will provide the public free educational seminars and a 10% discount on all supplies for 4-H club members. In this example, Sally's Fabric Shop is conducting a promotional event at their local store. The Educator needs to decide whether 4-H gains from the event, or whether the Fabric Shop is just interested in increasing their profits. The county Educator is empowered to make the decision since the use of the 4-H name is limited to one shop in their county. (If Sally's Fabric Shops were a chain of shops in multi counties and planning promotions in several counties, then the decision making is transferred to the state 4-H office.)

**Things to remember:**

- The 4-H Name and Emblem shall not be used to imply endorsement of commercial firms, products, or services.
- Granting use of the name and emblem beyond a single county (i.e. multicounty) is the responsibility of the State 4-H office.

### **Ohio 4-H Club/Affiliate Financial Guidance**

(Approved 10/2022)

The Ohio 4-H Club/Affiliate Financial Guidance and 4-H Club/Affiliate Audit Procedures documents are included in your Club Handbook binder following this material. Areas where Hocking County requirements are more stringent than OSU have be noted in bold red type. **Please read carefully.**

### **Guidelines for Social Networking and Web Sites**

1. An advisor and/or 4-H professional should be a member of the group.
2. The group needs a monitor to encourage and monitor dialogue.
3. Sites must provide settings that require comments to be approved before they are posted
4. No negative comments, articles, or pictures against the club, county program, or people should be allowed on the site.
5. All photos on the site must be accompanied by signed photo release forms. Youth should not be tagged or otherwise identified in photos on websites.
6. The social network cannot be the only means of communication among group members.
7. The group must have a written policy that deals with youth who post inappropriate material on the 4-H page.
8. 4-H professionals control only who and what goes on the county 4-H page.
9. When using the 4-H emblem and other logos, groups must follow the established state and federal guidelines.

[ohio4h.org/volunteers/volunteers/club-leaders/club-management-resources-policies-and-procedures](http://ohio4h.org/volunteers/volunteers/club-leaders/club-management-resources-policies-and-procedures)

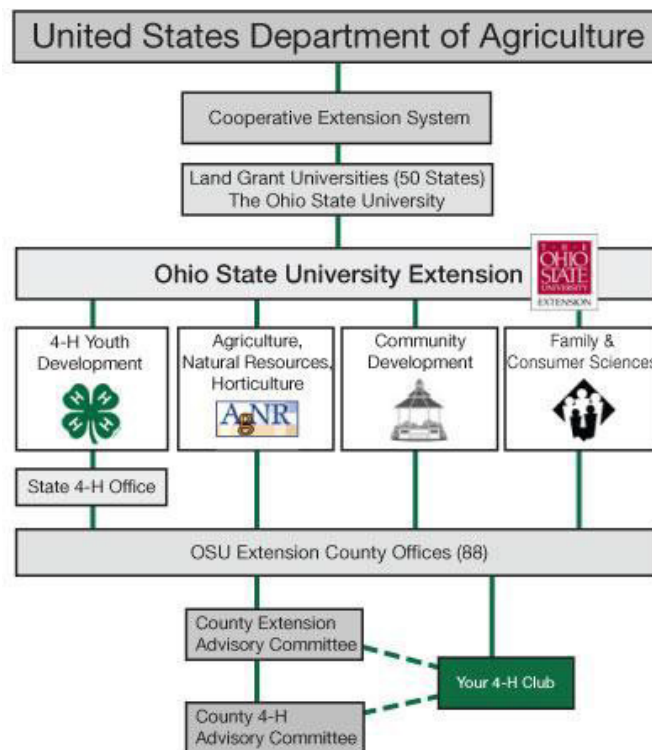
## The Ohio 4-H Organizational Structure

### How 4-H is structured in Ohio

Understanding who is commissioning the 4-H program and funding the team's experiences will help you better realize your role with your club team. The Ohio 4-H program is part of the Ohio State University Extension and the Federal Extension Service through the U.S. Department of Agriculture. State 4-H staff, under the direction of Kirk Bloir and Hannah Epley, give leadership to the overall Ohio 4-H Program.

County Extension offices are your local door to the Ohio 4-H Program and OSU Extension. Staffed by one or more Ohio State University Extension Educators, Program Coordinators, Program Assistants, and/or Support Staff that plan, implement, and evaluate a comprehensive 4-H Youth Development program and other core program areas including Agriculture and Natural Resources, Horticulture, Family & Consumer Sciences and Community Development.

Diagram of OSU Extension & Ohio 4-H Model



### How 4-H is funded in Ohio

OSU Extension and 4-H is tax supported through a cooperative agreement between county, state, and federal government. Our county commissioners are important partners in providing the essential financial resources to fund local 4-H and Extension programs – be sure to thank them for their support! Your local Extension and 4-H Advisory Committee(s) are involved with staff in helping to raise funds through local fundraising efforts, establishment of endowment funds, solicitation of gifts and donations, establishment of fees and/or applying for grants to supplement and support greater diversity of local programming.

## Helpful Links & Resources

OSU Extension Hocking Co.	<a href="http://hocking.osu.edu">hocking.osu.edu</a>
OSU Extension Hocking Co. Facebook	<a href="https://facebook.com/osu.hocking.extension">facebook.com/osu.hocking.extension</a>
4-H NOW App	download from your phone's App Store
Family Guide	<a href="http://ohio4h.org/familyguide">ohio4h.org/familyguide</a>
Member Page	<a href="http://ohio4h.org/families/members">ohio4h.org/families/members</a>
Ohio 4-H	<a href="http://ohio4h.org">ohio4h.org</a>
OSU Extension	<a href="http://extension.osu.edu">extension.osu.edu</a>
4-H Animal Sciences	<a href="http://ohio4h.org/animalsciences">ohio4h.org/animalsciences</a>
Dog Program	<a href="http://ohio4h.org/animalsciences/dog">ohio4h.org/animalsciences/dog</a>
Horse Program	<a href="http://ohio4h.org/animalsciences/horse">ohio4h.org/animalsciences/horse</a>
Fact Sheet Index	<a href="http://ohioline.osu.edu">ohioline.osu.edu</a>
4-H Mall	<a href="http://shop4-h.org">shop4-h.org</a>
Cloverbud Connections Newsletter and Cloverbud Connections	<a href="http://ohio4h.org/families/cloverbuds/ohio-4-h-cloverbud-connections">ohio4h.org/families/cloverbuds/ohio-4-h-cloverbud-connections</a>
Blog	<a href="http://u.osu.edu/cloverbudconnections">u.osu.edu/cloverbudconnections</a>
Club Advisors Handbook	<a href="http://ohio4h.org/volunteerhandbook">ohio4h.org/volunteerhandbook</a>

## Miscellaneous Information

### 4-H CARTEENS

CARTEENS is a two-hour program offered to first time juvenile traffic offenders, and any teen driver, as preventative education. OSU Extension offers this program in Hocking County six times each year, as a result of a collaborative effort between OSU Extension, 4-H Youth Development, Hocking County Juvenile Court, local law enforcement, insurance agencies, and other interested individuals. This is a teens teaching teens program, assisted by the 4-H Educator or 4-H Program Assistant.

### Activity and Club Insurance

There are a few insurance companies that offer low cost, minimum supplemental coverage insurance for 4-H activities. It can be purchased to cover the entire year of activities or to cover a single event the club is doing. Cost is usually \$1 per member and \$2 for horse members. The Hocking County 4-H Committee uses one dollar of the \$6 activity fee to purchase accident insurance for all 4-H members. The Hocking County 4-H Committee also purchases accident insurance for all 4-H Volunteers. This policy does not cover spectators, non-4-H members or family members, and clubs are encouraged to acquire accident insurance to cover 4-H family members who actively participate in 4-H events. A copy of the insurance enrollment form is available on our website.

### Alcohol, Illegal Drug and Tobacco Policies

These are policies on the use of some substances. These could be added to your club by-laws.

- "Possession or use of illegal drugs at 4-H sponsored events is prohibited."

- “Alcohol is prohibited at all 4-H sponsored events.”
- “Tobacco products possession and use, by 4-H youth participants is prohibited at all 4-H sponsored events. Tobacco use by adults is discouraged and should only be done in designated areas and not in the view of youth participants”

### **Camp Counselors**

Youth need to be 14 years of age, or older, as of June 1 and are required to participate in 24 hours of training. Serving as a camp counselor offers an opportunity to learn new skills, meet new people and have a great time. It is also a great resume builder.

### **Cloverbud and Senior Graduation**

This event celebrates our Cloverbud members who will be age 8 and in the third grade as they transition to traditional club members, and those who have graduated from high school and are completing their 4-H career. Graduation forms are required to be submitted to the Extension Office to participate in the graduation ceremony. Check the 4-H calendar for the date of this important event.

### **Community Service Projects**

A community service project can be a variety of many things, as long as someone else will benefit from the service. Projects can range from collecting and donating food, assisting other organizations, or helping those in need. There is an endless list of possibilities for 4-H club community service projects.

### **Contracts**

Volunteers are **NOT** permitted to sign contracts on behalf of 4-H. Any contract with 4-H is a contract with The Ohio State University and as such must pass through University legal review. An example would be a contract for the use of a meeting facility other than the Youth Center. If volunteers sign these contracts, the volunteer personally assumes all liability.

### **County Volunteer Recognition Event**

The Hocking County 4-H Committee plans a recognition event each fall to recognize the leadership given by 4-H volunteers to the 4-H Program. All volunteers are invited to the event. All advisors are encouraged to attend this event to be honored for the time and dedication they have given to 4-H.

### **Food Handling Policy**

Please review this document located in this handbook prior to club potlucks and gatherings when food will be served. (see pg 19)

### **Hocking County Youth Board**

The Hocking County Youth Board is made up of youth in grades 7 through 12, four adults and one leader. Youth terms expire upon graduation. Members learn leadership skills, manage interest earned through their endowment, raise funds for sustainability and award mini grants for youth led community service projects. The group's motto is “Developing Future Leaders for Community Service.”

### **Junior Leadership Program**

Junior Leadership (JL) is an organized program of activities, which encourage older 4-H club members to develop new knowledge and expand skills and attitudes related to leadership and citizenship. Our program encourages learning new skills in an enjoyable, and fun environment! Any 4-H member 13-18 years of age, as of January 1 may join. The meeting year will run from January to December. All meetings will be in the evening and there is no cost to join.

## **PetPALS**

4-H Volunteers teach youth the skills needed to interact with residents in healthcare facilities, like assisted living and nursing home facilities, enhancing intergenerational relationships. Youth learn about the physical challenges associated with aging, as well as medical conditions they may encounter while visiting. They learn to communicate with residents, and gain an understanding of their rich histories, while becoming more compassionate and caring. Young people learn to train and prepare their pets so they can participate in animal assisted activities as a team. Youth learn about animal behavior, animal handling techniques and proper pet care. They gain a greater appreciation for their pet and form a stronger human-animal bond.

## **Photo Release Permission**

Photo/Media Consent is included with the 4HOnline enrollment process. Parents who allow OSU Extension to publish in print, electronic, or video format the likeness or image of their child(ren) must indicate their approval by “Accepting”. Any member that has denied consent may not be included in any photos during club or county events.

## **Standards of Behavior**

By agreeing to the Volunteer Standards of Behavior and the Ohio 4-H Volunteer Enrollment Form in 4HOnline, advisors affirm they will conduct themselves accordingly, as they are looked upon as a role model to others in the community.

## **Trip or Activity Permission Forms – Emergency Medical Forms**

You are strongly encouraged to require completion of consent forms if your club will be involved in a trip or activity other than a typical meeting. This is for your protection from liability as well as the protection of our 4-H Program.

As a 4-H volunteer, you are working under the auspices of The Ohio State University. All club activities are considered part of The Ohio State University 4-H Program.

Any time you take and or transport children somewhere where you will be away from their home/parents for a length of time (several hours or out of the county), you will want to have them sign two forms: the Permission to Transport Form and an Emergency Medical Form, in case you need to seek treatment for a child.

The Permission to Transport Form and an Emergency Medical Form are posted on our website at <https://ohio4h.org/volunteerhandbook> or you may call or stop in the Extension Office for a copy.

## **Quality Assurance**

Completion of Quality Assurance Training (QA) is **required** for all 4-H and FFA members with livestock projects. These guidelines are set by the Ohio Department of Agriculture, and completion is required to show and/or sell at the Ohio State and Hocking County Fairs.

Hocking County 4-H requires members enrolled in **ALL** beef/dairy, goat, poultry, rabbit, sheep, llama/alpaca, and swine projects to complete QA.

Quality Assurance dates will be posted on the 4-H Calendar and shared on Facebook.



## **Awards and Opportunities**

Members may apply for awards and opportunities twice each year. In January, older members may submit applications for trips awarded by the 4-H Committee, Ohio State or OSU Extension. In September, applications are due for awards which are presented during the annual Hocking County 4-H Volunteer Recognition Banquet. More information about awards and opportunities for 4-H members can be found in the front of the 4-H Family Guide.

Please encourage your members to apply for these wonderful opportunities.

### **Secretary Award**

Club secretaries have a big responsibility in their clubs to keep accurate minutes of meetings and activities. To reward them for their efforts, two awards are given annually to a Junior (ages 8-13) and a Senior (ages 14 and older) member who serves as secretary. Completed books must be turned in to the Extension Office in September and:

- Must have cover page information of record book complete – including 4-H advisor signature
- Must include the club constitution, by-laws (if applicable) and club program
- Must have attendance records completed
- Minutes should be signed by the club president and secretary
- News clippings and photos are not required, but are encouraged
- Notebooks will be accepted, but not required
- Presentation of records must be neat and orderly
- Accepted in handwritten or typed form
- Secretary book must be turned in by the due date for the club to receive Honor Club status/points
- Must submit a one-page handwritten essay/summary describing your experience as your club secretary
- Participate in an in-person interview. OSU staff will contact members to schedule interview time.
- Record Books and Resource Guides can be found at [ohio4h.org/officerresources](http://ohio4h.org/officerresources).

### **Treasurer Award**

Club treasurers have a big responsibility to keep accurate accounting of all club funds. To reward them for their efforts, two awards are given annually to a Junior (ages 8-13) and a Senior (ages 14 and older) member who serves as treasurer. Completed books must be turned in to the Extension Office in September and:

- Must have cover page information of record book complete – including 4-H advisor signature
- Must have complete records of income and expenses recorded
- (The 4-H Club Yearly Financial Summary and Financial Review Report will not be complete. These are to be completed after December 31.)
- Presentation of records must be neat and orderly
- Notebooks will be accepted, but not required.
- Must submit a one-page handwritten essay/summary describing your experience as your club treasurer
- Participate in an in-person interview. OSU staff will contact members to schedule interview time.
- Record Books and Resource Guides can be found at [ohio4h.org/officerresources](http://ohio4h.org/officerresources)

### **News Reporter Award**

News Reporters have a big responsibility to promote the 4-H Program and their club. We encourage news reporters to take every opportunity to spread awareness about the great things being done by our youth. To reward them for their efforts, two awards are given annually to a Junior (ages 8-13) and a Senior (ages 14 and older) member who serves as news reporter.

Completed books must be turned in to the Extension Office in September and:

- Must have cover page information of record book complete – including 4-H advisor signature

- Must contain both articles submitted to the newspaper along with clippings of articles that ran in the paper\*
- Clip the name of the newspaper, along with the date and page number from the page on which the article appears and tape it to the article\*
- Must contain a summary of work completed as news reporter
- Notebooks will be accepted, but not required.
- Presentation of records must be neat and orderly
- Must submit a one-page handwritten essay/summary describing your experience as your club news reporter.
- Participate in an in-person interview. OSU staff will contact members to schedule interview time.
- Record Books and Resource Guides can be found at [ohio4h.org/officerresources](http://ohio4h.org/officerresources)

*\*e-edition articles are acceptable*

## Hocking County Fair

Hocking County 4-H members are fortunate to have the opportunity to exhibit at our local fair. If a member chooses to exhibit at the fair, they need to follow the fair guidelines as found in the Hocking County Fair Book. Exhibition at the fair is not a 4-H requirement.

A member is not required to participate in the fair in order to complete their project or a year of 4-H membership. No advisor may require their members to participate in the fair in order to complete their project.

**It is important for advisors and families to remember that the 4-H Program and the Hocking County Fair are entirely separate entities.**

Please explain to your 4-H families that the Hocking County Fair Board and the 4-H program work hand-in-hand, but the Senior Fair Board is responsible for policies and procedures regarding fair exhibition. The 4-H program does not make fair policies or rules, and Junior or Senior Fair Boards do not make 4-H rules and policies. When a 4-H'er decides to exhibit at the fair, they must follow the rules established by the Junior and Senior Fair Boards. It is the members responsibility to be knowledgeable of all fair rules. These may be different or in addition to any rules the 4-H program has related to their 4-H project.

**Decisions related to the fair are made by the Senior Fair Board.** Advisors who have questions about procedures or decisions will be referred to the appropriate fair board member or committee.

### Fair Booths

All 4-H clubs are encouraged to have a fair booth. A booth reservation form holds a booth space for your club. This form is included in the club packet at the beginning of each year. The booth is one way to show your pride for your members and their projects and successes. Please note that if the 4-H Committee designates a theme for the fair booths, your club will be notified early in the 4-H year. Clubs receive a \$10 premium from the fair board for putting up a booth.

All 4-H club fair booths are automatically eligible for the 4-H Fair Booth Contest sponsored by the Hocking County Fair Board and facilitated by OSU Extension.

### Fair Passes

OSU Extension provides the Hocking County Fair Board with a list of members who are **complete** in each club. Organizational club advisors will be asked to award a complete or incomplete to each project members are enrolled in on the club grade sheet. These forms will be due to the Extension Office mid-August. Some of the things to be considered when completing/incompleting members: attendance, compliance with club constitution and by-laws, demonstrations given, project work, community service, and leadership demonstrated.

**To receive a fair pass, traditional members must be complete with at least one project.**

**Cloverbuds must also be marked complete or incomplete on the club grade sheet.**

Club advisors may pick up fair packets at the Extension Office on designated date.

Fair passes are provided courtesy of the Hocking County 4-H Committee. Be sure to thank them when you see them and encourage your members to write them a note!

### **Fair Entries**

See the current fair book for entry deadlines. Dates will also be posted to our Facebook page. The Fair Board will not accept any late entries.

Market livestock project entries will be made at the time of tagging/weigh-in.

A great resource (**4-H Projects = Livestock Fair Entry Classes Helper Guide**) to help with understanding which projects can be entered in which fair classes can be found at [hocking.osu.edu/program-areas/4-h-youth-development/4-h-forms](http://hocking.osu.edu/program-areas/4-h-youth-development/4-h-forms).

### **Hocking County 4-H Committee Sponsored Fair Events**

- **4-H Graduation Ceremony**

Eligible 4-H seniors and cloverbuds will receive graduation information in the mail. Members must submit requested information to the Extension Office to participate in the ceremony.

- **Flower Display Contest**

All clubs are encouraged to create and exhibit a flower display during the Hocking County Fair.

- **Buyer Thank You Sign Contest**

Encourage your members to display a sign thanking their buyer from the previous year.

Members must adhere to the specific guidelines for signs. Guidelines are posted on our website: [hocking.osu.edu/program-areas/4-h-youth-development/4-h-forms](http://hocking.osu.edu/program-areas/4-h-youth-development/4-h-forms)

- **OLE Contest**

The all 4-H and FFA livestock project members that participate in 4-H project skillathon, showmanship, and live show at the Hocking County Fair are automatically eligible for the Outstanding Livestock Exhibitor program. This is a point-based system and is awarded per species. Winners are announced prior to the fair livestock sales.

## **Ohio State University Extension Food Handling Policy**

Ohio State University Extension has a Food Handling Policy which is part of the Faculty and Staff Policy and Procedures Handbook. (<https://extension.osu.edu/policy-and-procedures-handbook/v-legal-matters-and-risk-management/food-preparation-and-service>) This policy is to protect those individuals who are involved in food preparation as part of university business and to ensure safe food. All Extension Staff and volunteers who are involved in food preparation need to be aware of the policy. The Occasional Quantity Cooks Volunteer Training course must be completed by at least one club volunteer if the club plans to participate in activities involving food preparation. This person must oversee any food prep completed by other members/volunteers of the club.

See directions below to complete the Occasional Quantity Cooks Volunteer Training. Participants will create a log in account and be asked to take a pre-test prior to completing the online training. There will be a post-test at the end of the training. When participants have completed the post-test with at least a 70% the system will generate a Certificate of Completion with a completion date on it. Participants must submit the Certificate of Completion to the Extension Office when they have finished the program. The certificate is good for three years.

## Occasional Quantity Cooks Volunteer Training Directions

Please follow these directions to access the Occasional Quantity Cooks Online Volunteer Training.

Proceed to: <https://cfaesosu.catalog.instructure.com/courses/fcs-occasional-cooks-training-oqc>

Enter the information required:

- Full name, email, phone number and postal code.
- Click the box next to “I agree to the Acceptable Use Policy and acknowledge the Privacy Policy”.
- Click the box next to “I’m not a robot” for the ACPTCHA authentication. Complete the task assigned (select pictures/boxes, traffic lights, fire hydrants, etc.)
- Click on “Enroll in Course” button.

You will be sent two emails.

- The “Please confirm you email address” message is required to complete your registration. Click on the “Complete Registration” button. You will be taken to a new website. Your email address is your default username. You will be asked to create a password and select your time zone.
- Once complete, you will automatically be taken to your Scarlet Canvas Dashboard. Select the **FCS Occasional Cooks Training (OQC)**.

Begin the course by clicking the on the “**Modules**” link on the left side of the screen.

- The first module is “Enter Course Join Code”
- Enter the Join Code, “**OSUEOQCF**”

Completing the Course Requirements

- You will need to complete the pages in order. Please watch the video in each lesson and download all accompanying lesson materials. You should plan on spending at least 90 minutes to complete the lessons. Navigate through all of each lesson’s materials using the “Next” button in the lower right corner of the screen.
- From the “Modules” landing page complete the following lessons/sections:
  - Welcome page
  - Pre-Test
  - Lesson 1: Introduction to Food Safety and Background
    - Hover your mouse pointer over the bottom of the lesson video black frame to reveal the controls.
  - Lesson 2: Personal Hygiene
  - Lesson 3: Time and Temperature
  - Lesson 4: Cleaning and Sanitizing
  - Lesson 5: Cross Contamination
  - Lesson 6: Special Considerations
  - Lesson 7: Event Management
  - Post-Test
    - You must receive a score of 70% or higher to receive a Certificate.
- After you have completed the post-test, the system will email you a link to your Certificate of Completion.
  - Your certificate will be emailed to you within a few minutes. Look for an email message with a subject line of “Congrats on Successfully Completing ...”; you may need to check your spam/junk email folder. Print a copy of your certificate of completion.
- When finished, click on “account” on the far-left side of your screen and **logout**.

**Please print a copy of certificate and turn it in to your County OSU Extension Office.** Contact your County OSU Extension Office if you experience technological issues or have any questions regarding the training.