



2026 Hocking County 4-H Club Handbook

150 N. Homer Ave. Logan, OH 43138
740-385-3222
hocking.osu.edu

Club _____

Organizational Volunteer _____

Ohio State University Extension is part
of The Ohio State University
College of Food, Agricultural, and
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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 and/or OSU Extension professionals
- Clubs with Cloverbud aged members must have an approved volunteer(s) enrolled as a Cloverbud Volunteer.
- Have been issued a club charter and have a constitution; by-laws are optional
- 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 4-HOnline by county deadline
- Have at least five (5) members from at least three (3) different families
- Meets at least six (6) times throughout the year (for a minimum of six total hours)
 - * Preferably with four (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) unrelated signers** and a fourth person that receives the bank statement, and has been assigned 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 purchase a project book for each project they are enrolled in each year.
- Each member must present a project demonstration to their club
- Each member must 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 developmentally-age appropriate and intentionally designed to be conducted 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/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 Project Judging
 - 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
 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.

(2026 Project 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 (exception: livestock)
 - * *NOTE: Livestock record books must be completed as follows:*
 - *Beginner: 3-5 grade*
 - *Intermediate: 6-8 grade*
 - *Advanced: 9+ grade*

Youth enrolled in a livestock project must complete the section of their record book that reflects the grade they are in for the current 4-H year.

- Club volunteer(s) should review project books.

* *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 enrolled in a horse project must complete the EquiSTEP Program
- To complete a project requires that all the above requirements be followed and that the club volunteer 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 organizational club volunteer should go over the expectations for each member of the club, as well as for the parents. It is 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 volunteers' 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 volunteer prior to the meeting if unable to attend.
3. Each member will present a project demonstration to the club.
 - **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 this requirement must be included 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 <https://ohio4h.org/officerresources> such as Practical Parliamentary Procedure, and 4-H Club Officers and Committees. Officer books can also be downloaded or purchased at the Extension Office.

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.

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 (1) project demonstration to 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 volunteers and peers. Volunteers 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 county exhibition.

Projects recorded as INCOMPLETE by OSU Extension/4-H Club Volunteer 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.

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
NOT ALLOWABLE	Welding (door stop, made for ag class)	Welding (door stop, made for ag class)

4-H Membership Across County Lines

- 4-H membership in two counties (or two states) is not permitted.
- Cross state lines membership has the same considerations as cross county lines membership.
- When the county of residence does not have a 4-H program (due to financial or other reasons), youth may not join 4-H in another county. Previously approved cross county/state lines memberships are revoked.
- 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.
- Should families own residences in more than one county, the county of residence is determined by the public school system in which the youth would be enrolled, regardless of actual attendance.
- Parents, guardians, and youth should become familiar with all policies, procedures, and guidelines for the county in which membership is requested. Some Ohio counties limit participation in the county junior fair to those who reside in the county.
- In situations where membership in a county other than the county of residence is desired, the 4-H professionals in both counties will review the request application. The determination made by the county 4-H professionals in the county of request and the county of residence will be fully supported by the state organization.
 - a) If they believe it falls into one of the listed acceptable reasons, they can make a determination to approve the request.
 - b) If they determine the reason listed is not one listed as acceptable, or cannot agree on whether the request is considered acceptable or not, the request will move to the state review team. County professionals will NOT disapprove a request.
- Any consideration for membership in a county other than the county of residence, within the limits of this policy and not addressed by the above statements, should be brought to the attention of the Ohio 4-H Youth

Development assistant director or associate state leader to identify a course of action in these special situations.

- The request for cross county membership form should be completed and submitted by the parents/guardians as soon as possible but preferably at least 30 days prior to the 4-H membership enrollment deadline in the county being requested. Late submissions will not be considered for the current program year.

Forms may be downloaded at hocking.osu.edu. Click on 4-H Youth Development, then 4-H Forms and Applications.

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 professional meets with 4-H parent/guardian (and member) to discuss the request.
4. Determine reasonable accommodations.
5. County 4-H professionals send 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.

Forms may be downloaded at hocking.osu.edu. Click on 4-H Youth Development, then 4-H Forms and Applications.

Overview of the 4-H Year for Volunteers

January / February

- Attend **required** volunteer training(s) and county update
- Meet with other volunteers 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 Clovergram newsletter with members/families
- Register to attend the Ohio 4-H Conference in Columbus (usually happens in March) - 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 Project Guide at your meeting
- Have members, and their parents, complete online enrollment through 4-HOnline
- Encourage members to apply for state/national camps & trips. (Deadline is end of January for most)

March

- Members purchase their project books
- Members and Volunteers enrolled in 4-HOnline by set deadline

April/May

- Submit annual club paperwork to Extension Office by designated date
- Review information in the spring (April) 4-H newsletter with members
- Encourage members to register for 4-H camp
- Remind members enrolled in livestock projects to attend a Quality Assurance Training (*required to be complete in project and exhibit at 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 Clovergram newsletter with members

July

- Volunteer at 4-H Project Judging / Skillathon
- 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 a volunteer, you have the responsibility to oversee your members' progress and conduct at the fair
- Verify with families that livestock sale cards are submitted to Fair Board by deadline
- 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 year-end awards your meeting

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 4-H youth opportunities. Information is mailed to youth in November.
-

4-H Club Enrollment

4-H Enrollment

4-HOnline 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) during enrollment. 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. Once an enrollment is submitted and/or approved, families do not have the ability to edit projects or clubs. If changes are needed, contact the Extension Office. Project changes are not permitted after the enrollment deadline.

4-HOnline is a secured database that is in compliance with the PCI Security Standards Council. The Ohio 4-H Youth Development Program and the 4-HOnline program developers work closely to monitor and ensure that highest level of protection for information stored on the system. Ohio 4-H and 4-HOnline 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 and Audit. 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 volunteer 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 December/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 list of 4-H clubs accepting new members so that they may contact the organizational volunteer of the club(s) they are interested in joining.
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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

(Revised 01/2024)

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.**

Social Media Considerations for Ohio 4-H Clubs/Affiliates

Purpose

4-H county, club, committee/affiliate, and/or project presence on a social media site are asked to consider the intent of educational and informational sharing, and/or communication/group coordination purposes to support the mission and direction of 4-H.

Administrator Access

1. An approved adult, 4-H volunteer should serve as the administrator.
2. Social media platform should be set up as a closed group.
3. Upon request, OSU 4-H professional staff may be added.

Roles & Responsibilities

1. Notify the County 4-H professional if your 4-H club, unit, or project wishes to establish a social media account.
2. All National and Ohio 4-H and OSU Extension policies and guidelines must be followed.
3. Youth members should work in partnership with adult 4-H volunteers and/or older teen mentors in the development and maintenance of the site.
4. A designated adult 4-H volunteer should regularly update/monitor the social media site.
5. If you see content of concern, you are not permitted to remove it. Instead, report the concern to the county 4-H professional, who will work with the state 4-H office and university personnel. They will provide direction for action steps.

Guidelines

1. Photographs: Contact your 4-H Professional to verify photo permissions have been signed by 4-H members and their parent/guardian.
2. Photos must not include:
 - ▶ Discriminatory, harassing, sexually suggestive or sexually explicit content
 - ▶ Copywritten material
3. All policies regarding the use of the 4-H name and emblem must be followed.
4. Consequences outlined in the 4-H Member Code of Conduct or 4-H Volunteer Standards of Behavior.

Online Safety Measures Registration

1. On many platforms, individuals must be at least 13 years of age to join. Platform managers should make sure only age-permitted individuals are participating in the platform.

Settings and Privacy Settings

2. Settings are fully customizable to the club/affiliate and allow users to share as little or as much as they wish. Note that many of the privacy settings default to allow “everyone” to view your page.
 3. Groups/pages should be set to private.
-

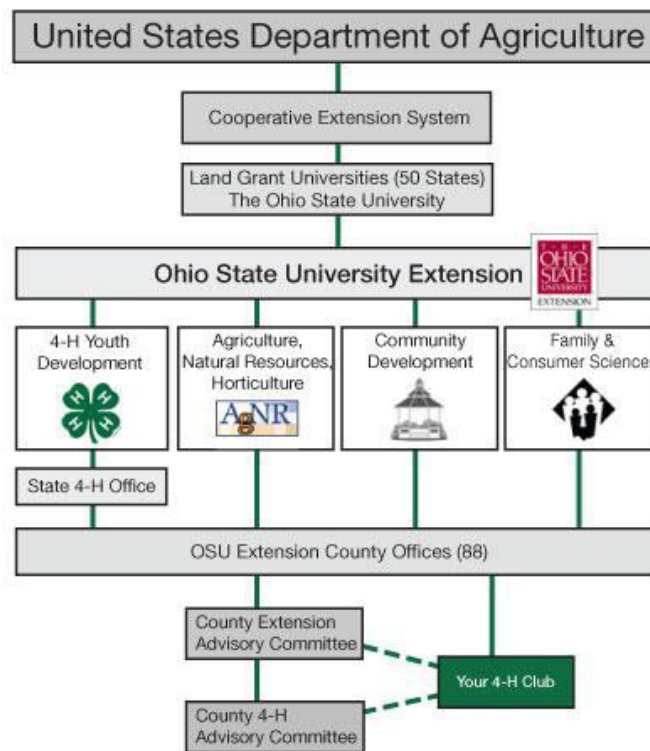
The Ohio 4-H Organizational Structure

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 Jeff McCutcheon 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.

Miscellaneous Information

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 and ATV 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”

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/or are aging out of 4-H. Graduation forms are required to be submitted to the Extension Office to participate in the graduation ceremony. Information will be mailed to eligible members in August. Check the 4-H calendar for the date of this important event.

Community Service Projects

A community service project can be a variety of 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 and encouraged to attend 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 20)

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 4-HOnline 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 **cannot** 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 4-HOnline, volunteers 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 transport a 4-H youth(s) 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 Ohio 4-H Participant Medical Release, in case you need to seek treatment for a child.

The Permission to Transport Form and an Ohio 4-H Participant Medical Release are posted on our website at hocking.osu.edu/program-areas/4-h-youth-development/4-h-forms under Club Organizational Volunteers 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 enrolled in a livestock project. 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. (ALL includes Market, Dairy, Breeding, Pet, etc)

Quality Assurance dates will be listed in the 4-H Clovergram Newsletter, posted on the 4-H Calendar and shared on Facebook and the 4-H App.

Youth Awards and Opportunities

Members may apply for awards and opportunities twice each year. In January, 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.

Please encourage your members to apply for these wonderful opportunities.

Specialty Trips & Camps

- **Ohio 4-H Forestry Wildlife Conservation Camp**
<https://ohio4h.org/camp/forestry-and-wildlife-conservation-camp>
- **The Ohio 4-H State Leadership**
<https://ohio4h.org/camp/leadership-camp>
- **Camp Canopy**
<https://campcanopy.com/>
- **Citizenship Washington Focus (CWF)** – *apps due in the fall prior to trip date*
<https://ohio4h.org/families/just-teens/citizenship-washington-focus>
- **Ohio 4-H Sea Camp**
<https://ohio4h.org/camp/sea-camp>
- **4-H Space Adventure Camp**
<https://spaceadventurecamp.cfaes.ohio-state.edu/>
- **4-H STEM Camp**
<https://4hcanterscave.osu.edu/events/calendar/specialty-camps/4-h-stem-camp>
- **Ohio 4-H Shooting Sports Camps**
<https://ohio4h.org/families/members/events-opportunities/shooting-sports/4-h-shooting-ed-camp>

Year-End Awards - go.osu.edu/hcawards

- **Club Officer Awards – Secretary, Treasurer, News Reporter**
- **Honor Member Award**
- **Timberlake Award**
- **Achievement Award (State & County)**

Teen Leadership Opportunities (County)

4-H Camp Counselor

The 4-H Camp Counselors are a group of 4-H teens selected to assist in being responsible for campers ages 5-13 during 4-H camp. As a result of participation, counselors will develop knowledge, skills, attitudes and aspirations needed for adult success, and the Hocking County 4-H program will be strengthened and expanded.

CARTEENS

The “Car” in CARTEENS stands for “Caution And Responsibility”, and “Teens” refers to the teenagers who help prepare and present the program. In CARTEENS programs, 4-H teen leaders teach traffic education safety programs to first-time teen traffic offenders, while also building offenders’ self-esteem and interpersonal skills. Teen traffic offenders attending this program have typically been cited for speeding, stop sign violations, reckless operation, and other, similar moving violations. CARTEENS program topics include excessive speed, driving under the influence, seat belt safety use, consequences of unsafe decisions, dealing with peer pressure, understanding traffic laws, and recognizing and reacting to traffic signs and signals.

The Hocking Co CARTEENS program takes place on the last Wednesday of every other month beginning in January, with the exception of November.

<https://ohio4h.org/statewide-programs/healthy-living/carteens>

Hocking County Junior Leaders

Junior Leaders is a program lead by approved 4-H Volunteers and OSU Staff that support positive youth development. Youth acquire knowledge, skills, and attitudes related to leadership, citizenship, and community through planning, participating in, and partnering with other organizations in community service-based projects in Hocking County.

Meetings are generally held the 3rd Wednesday of the month.

Hocking County Youth Board (*4-H membership is not required.*)

Mission Statement:

To empower youth to serve as trustees of their community and to demonstrate this service by promoting and participating in community service work and by seeking appointments for youth on boards of directors or trustees.

Purpose:

- To involve youth in meaningful volunteer community service.
- To introduce the community to the valuable youth resources they have in their community and to encourage and support using youth as volunteers.
- To provide opportunities for youth to serve on the board and/or committees of local organizations and to promote this idea to organizations in and away from our community.

Youth Board meets January thru May and August thru December. Meetings are held the last Tuesday of the month, except in November and December. Approved 4-H Volunteers and OSU Staff manage the Youth Board program.

Visit <https://ohio4h.org/families/just-teens> for State and National opportunities.

Hocking County Fair

Hocking County 4-H members are fortunate to have the opportunity to exhibit at our county fair. If a member chooses to exhibit at the fair, they must 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 volunteer may require their members to participate in the fair in order to complete their project.

*Projects recorded as **INCOMPLETE** by OSU Extension/4-H Club Volunteer 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.*

It is important for volunteers 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 (aka: Hocking County Agricultural Society) 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.** Volunteers 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 volunteers 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 organizational volunteers 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!

Projects recorded as INCOMPLETE by OSU Extension/4-H Club Volunteer 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.

Fair Entries

See the current fair book for entry deadlines. Dates will also be posted to the Hocking County Agricultural Society and Ohio State – Hocking County 4-H Facebook pages. The Fair Board will not accept late entries.

Market livestock project entries must be made through the ShoWorks App at the time of tagging/weigh-in. This includes showmanship classes.

All other entries must be made by designated date and time through the ShoWorks App. (breeding, dairy, horse, pet, dog, cat, small animal, art hall, etc)

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.

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.

- **Livestock Buyer Thank You Sign Contest**

Encourage your members to display a sign thanking their buyer from the previous year. Youth that have graduated/aged out or are no longer a 4-H member may display a Thank You sign for projects sold the prior 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

- **OLE Contest**

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. OLE information may be found at <https://hocking.osu.edu/program-areas/4-h-youth-development/4-h-forms> .

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. Food handling training 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.

Occasional Quantity Cooks Volunteer Training

This course (or coursework of a higher level) is required by OSU risk management when OSU Extension staff or volunteers are involved in the preparation and/or service of food.

Directions to access the online training

Proceed to campus.extension.org/course/view.php?id=2760.

- Create a new account or log in.
- To create a new account, you will create/enter the following information:
 - Click the "I agree to the Cookie Policy" button.
 - Username, password, email, first/last name, city/town, country, state, county, 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".
 - Click on "Create my new account" button.
- You will be sent an account confirmation email.
 - The "confirm your new account" message is required to complete your registration. Click on the link contained in the email. You will be taken to a new website.
 - From your dashboard, search for **FCS Occasional Quantity Cooks Training for OSU**.
 - Select the course. Click the "Enroll Me" button.

Completing the Course Requirements

- The first module is "Enter Course Join Code"
 - Enter the Join Code, "**OSUEOQCF**" (must be all capital letters). Click "Next."
- You will need to complete the pages in order.
 - Please watch the video in each lesson and download accompanying lesson materials. Transcripts and audio for PowerPoints can be downloaded as well as a variety of handouts.
 - Plan on spending at least 90 minutes to complete the lessons.
 - Navigate through each lesson by marking as "Done" or using the arrows at the bottom of the page.
- From the "Modules" landing page complete the following lessons/sections:
 - Welcome page

- Pre-Test
- Lesson 1: Introduction 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/passed the post-test, click on the "Occasional Quantity Cooks Certificate" link on the left-hand navigation menu.
 - Click on the "Get your certificate" button to open your certificate.
 - Download/print your certificate and share (paper/electronically) with your County Educator/supervisor.
- When finished, logout of the system using the drop-down menu in the upper-right of the screen.

Please print a copy of certificate and submit it to the OSU Extension Office, Hocking County.

Contact your supervisor or e-mail shumaker.68@osu.edu if you experience technological issues or have questions regarding the training.

Helpful Links & Resources

OSU Extension Hocking Co.	hocking.osu.edu
OSU Extension Hocking Co. Facebook	facebook.com/osu.hocking.extension
4-H NOW App.....	download from your phone's App Store
Family Guide	ohio4h.org/projectguide
Member Page.....	ohio4h.org/families/members
Ohio 4-H	ohio4h.org
OSU Extension	extension.osu.edu
4-H Animal Sciences	ohio4h.org/animalsciences
Dog Program	ohio4h.org/animalsciences/dog
Horse Program.....	ohio4h.org/animalsciences/horse
Fact Sheet Index.....	ohioline.osu.edu
4-H Mall.....	shop4-h.org
Cloverbud Connections Newsletter and Cloverbud Connections Blog	u.osu.edu/cloverbudconnections
.....	
Ohio 4-H Volunteer Handbook.....	ohio4h.org/volunteerhandbook