



4-H Family Welcome Packet

Benton County

Edited October 2024

Family Welcome Packet Resources at this link:

<https://extension.missouri.edu/programs/missouri-4-h>

- Missouri 4-H newsletter
- 4-H Clover
- What is 4-H? (LG901)
- 4-H Project Record Form
- Demonstration Worksheet (Y745)
- University of Missouri 4-H Code of Conduct
- Sample Club Business meeting

4-H is the youth development program of the University Extension Service intended for youth of all income levels, ethnic and cultural backgrounds and abilities and belongs to all the people of Missouri.

4-H uses the knowledge and resources of the University of Missouri System and Lincoln University, USDA and other resources to respond to the local people's analyzed and expressed needs for youth programming.

COUNTY CONTACT INFORMATION

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MU Extension in Benton County Facebook page <https://www.facebook.com/MUExtBentonCoMo/>

The Extension Center is the head of the county when it comes to 4-H information. If you have 4-H questions or problems that you need answers for please feel free to call or stop by. The office is open 9:00am to 4:00pm Monday through Friday.

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Welcome to 4-H

Thank you so much for your interest in the Benton County 4-H Program. This “Welcome Packet” is full of valuable information that will help in making your first few years in 4-H a bit easier. 4-H can be a complicated youth organization with many acronyms and a sometimes-confusing chain of command. We hope that all of your questions are answered; OR that it will help you to find the information you need.

WHAT IS 4-H?

4-H is the largest youth-serving organization in the world. 4-H welcomes youth ages 8-18 who are interested in learning more about themselves, their community, and their hobbies or interests. Clover Kids is the equivalent to 4-H for children ages 5-7. Age is determined by how old the youth is, on or before December 31 of the current 4-H year. 4-H prepares youth for the future, while making new friends and great memories.

4-H is the youth development program of the University of Missouri Extension, a division of the University of Missouri and is for all youth. It is the goal of the University of Missouri, Lincoln University, USDA and other sources to respond to the local people’s analyzed and expressed needs for youth programming. Each county has a University Extension Council that oversees all extension programs and staff, including 4-H. Contact your 4-H faculty and/or staff to learn who your Extension Council members are or how to run for a term on the Council. The youth faculty and/or staff at your local Extension Center is in charge of the 4-H programming.

REMEMBER the real objective of 4-H is to develop our youth into productive citizens. The way they do their work—projects, meetings, their conduct at competitive events, and so on will help to set work and character standards for the remainder of their lives.

4-H NAME AND EMBLEM

The Secretary of the United States Department of Agriculture and the Cooperative Extension Service of the United States Department of Agriculture delegate authority for use of the 4-H Name and Emblem to the Director of the Cooperative Extension Service in the respective states.

The Director of Missouri Cooperative Extension Service, in turn, authorizes the use of the 4-H Name and Emblem for educational and character building purposes, and delegates oversight responsibility to County Extension Councils. Groups of boys and girls and their volunteer leaders may function as a 4-H club/unit as long as their activities are educational and character building in nature.





4-H Name and Emblem Use Guidelines

Why is the clover so important to us?



The 4-H clover is a national emblem.
The 4-H program is a Cooperative Extension Service program supported by the USDA.



The 4-H emblem is a federal mark.
Under 18 U.S.C. 707, the 4-H clover is given the same protections as the Seal of the President of the United States.

How should you use the name and emblem?



The "H's" on the green clover can be white, black, or metallic gold.



The H's on the black clover should be white.



The H's on the white clover can be black or green.

	Incorrect:	Correct:
Use the ENTIRE clover.		
Do not remove any leaves.		
Do not place text/graphics over the emblem.		
Keep it upright.		
Do not distort the emblem during resizing.		

Using the 4-H Name

- Written as: numeral hyphen capital letter
 - The emblem is not used as a replacement for the text
 - Context of use is accurate with correct content
- NOT written as: 4-h, 4h, or 4H!**

THE PLEDGE

The Pledge of Allegiance followed by the 4-H pledge is recited at the beginning of each club meeting. Please help your children to memorize the 4-H pledge before their next meeting.

I PLEDGE. . .

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



4-H CLUB CREED

I believe in 4-H club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my **HEAD** for the power it will give me to think, to plan, and to reason.

I believe in the training of my **HEART** for the nobleness it will give me to become kind, sympathetic, and true.

I believe in the training of my **HANDS** for the dignity it will give me to be helpful, useful, and skillful. I

believe in the training of my **HEALTH** for the strength it will give me to enjoy life, resist disease, and work efficiently.

I believe in my country, my state, my community, and in my responsibility for their development. In all of these things, I believe, and I am willing to dedicate my efforts for their fulfillment.

4-H COLORS

The official colors of 4-H are Kelly Green and White. The white symbolizes purity and the green represents life, springtime and youth.

4-H MOTTO

To make the best better

4-H SLOGAN

Learning by doing

4-H MISSION STATEMENT

Missouri is creating environments in which young people are valued and contributing members of their communities.

4-H IS A FAMILY ORGANIZATION

The 4-H member needs the support and encouragement of the family. Parents and other family members can contribute in many ways to the 4-H program. They may help members:

- Determine project goals and obtain necessary project supplies
- Carry out work at home
- Maintain records
- Evaluate project work
- Attend meetings
- Participate in events
- Choose to become project leaders

4-H NEWS AND INFORMATION

It is the responsibility of each 4-H member and family to keep current on 4-H activities, events and deadlines. The monthly Missouri 4-H Newsletter contains up-to-date state 4-H information. A copy of the latest newsletter can be found here <https://mailer.missouri.edu/p/42N5-4YO/4-h-newsletter-archive>.

County and Regional information is shared via email, Facebook, and county 4_H newsletter. Be sure to keep your 4honline account updated with your current email address. It is your responsibility to contact the Extension Center if you need a hard copy of the newsletter mailed to your home.



4-H IS LIKE A BUFFET

You have to get up out of your chair, get a plate and a tray, and then go through the line if you are going to get anything good out of being there. **Responsibilities of a 4-H member include:**

- Know the pledge, the motto and the slogan. Be able to explain them.
- Stay informed of club and county happenings. Newsletters/mailings/Facebook/email.
- Arrive at the meetings ready to roll. Be an active member, not a passive one.
- Help other members—be supportive, encouraging, and helpful.
- Be aware of deadlines and rules and observe them.
- Stay in touch with your Club leaders and Project leaders—do not wait for them to call you.
- When a project leader holds a meeting, BE there.
- Actively look for opportunities to help and to lead.
- Do at least one well-prepared speech, demonstration, or presentation at the club level every year.

Urgent advice:

- Take part in at least one non-fair 4-H function/event outside of the club every year.

4-H CLOVER PUBLICATION

The “4-H Clover” is a publication, with a complete list of 4-H projects available and the literature to be used with each. The Clover is available at the County Extension Center or from your 4-H club leader. Each 4-H family should have a copy. It can be found online at:

<https://extension2.missouri.edu/programs/missouri-4-h>.

CODE OF ETHICS

Every 4-H member, Clover Kid, 4-H Volunteer and family member is expected to follow the 4-H Code of Conduct. It can be found at the end of the handbook and in the member profile in 4honline.

WAYS TO PARTICIPATE

ENROLLMENT

The 4-H project year is from October 1 through September 30. Members typically enroll in the fall. Membership is open year round; however, there are limits on project participation and some events depending on the time of year you join.

The enrollment process is completed each year online at <https://v2.4honline.com>. It is important to re-enroll for the new 4-H year (October 1) as soon as possible to prevent missing out on opportunities, activities and events due to not being an enrolled member. A paper form (if requested) will be provided to families who do not have internet access.

- **Clovers Kids** - This project introduces 4-H to 5 to 7 year olds. (Children must be five on or before December 31 of the program year.) Clover Kids may enroll in Project CK481 only. Clover Kids do not participate in any competitive events, contests, or shows.



• **4-H Club Membership** - For youth ages 8 to 18 on or before December 31 of the program year. Youth participate in organized 4-H clubs and enroll in project and club activities. Clubs elect officers and plan club programs that include health, recreation and community service.

4-H COMMUNITY CLUBS

A 4-H community club is an organized group of youth with elected officers and a planned program of club activities. The program happens throughout the year. Youth enroll in learning experiences centered on one or more project areas. Community clubs offer several projects to the youth.

Each community club holds a monthly business meeting in which the members discuss business. Club meetings may sound boring, but it is here that members meet people in their club and decide important issues about recreation, fundraising, community service, and other activities. As they become older, these meetings allow youth to broaden their leadership skills by becoming an officer or committee chair.

SPIN CLUBS

Special interest clubs (SPIN) are single-project clubs where all of the members enroll in the same project. This type of club meets for a minimum of six hours of educational learning experiences (10 hours for shooting sports). SPIN clubs meet at various times during the year. Examples might be sport fishing, shooting sports and photography. Community service is a part of the SPIN club activities.

CLOVER KIDS CLUBS

County Clover Kids clubs are for members who are 5-7 years of age, enrolled in the Clover Kids projects CK481. Clover Kids from around the county may participate in the monthly county meetings.

CLUB LEADERS AND OTHER VOLUNTEER ROLES

It takes many adult volunteers to make the 4-H program work. We hope that you will consider one of the following roles as a 4-H parent:

- All volunteers must pass a background screen and complete an orientation to 4-H. Volunteers are provided accident and liability insurance by the University of Missouri 4-H program. Contact your club leader about becoming a volunteer.
- **Club Leaders** – This volunteer is responsible for the club and oversees all club activities. This person is the main contact between the University of Missouri Extension Center and the club.
- **Project Leaders** – This group of volunteers are parents, grandparents, aunts, uncles, neighbors, etc. Their responsibility is to lead individual project groups and committees.
- **General Activity/Resource Volunteer** – helps out when and where needed within the club
- **Junior Leaders:** Junior leaders are young people that assist project leaders and help other members in the projects in which they are enrolled.

CLUB OFFICERS

Club officers are members that are learning more about leadership roles. They are usually elected at the September meeting and serve for a one-year term. Here are some basic officer positions you might find in the county 4-H clubs. There may be others, these are some basics:

- President – runs the meetings, keeps order, and informs the club of upcoming events
- Vice-President – runs the meeting in absence of the president, introduces guest speakers, keeps the flags and banners for the club
- Secretary – keeps a record of member attendance and keeps the minutes in the Missouri 4-H club Secretary's Record Book,
- Treasurer – keeps financial records for the club in the 4-H Club Treasurer's Record Book and reports the records at each meeting
- Reporter/Historian – sends information about club activities to the local newspaper and/or keeps a scrapbook of member activities for the year
- Song and Game Leader – leads a song or recreation at each meeting
- Refreshments/Snack Leader – keeps record of who is bringing the refreshments for the meeting, makes reminder calls and recommends healthy choices

CLUB COMMITTEES (Optional)

Some clubs have committees that allow members to have a helping hand in decisions relating to the committees they choose to be part of. Members should sign up for committees at one of the first club meetings of the year (October or November). Committees are a great way to organize ideas outside of the actual meeting. Here are some committees you might find in the county 4-H clubs. There may be others, but here are some basics:

- **Fundraising** – this committee is responsible for planning and implementing any fundraisers that the club decides to do. Committee members look for ways to raise money for the activities of the club. All fundraisers must receive prior approval from the county 4-H staff.
- **Community Service** – this committee coordinates community service activities for the club to do throughout the year. Be sure to take pictures and inform the county 4-H staff for record keeping purposes and recognition.

4-H PROJECTS/MEETINGS

4-H projects are educational, practical and enable youth to learn facts and skills that are useful in everyday life. 4-H offers over 50 projects for members to choose from, ranging from aerospace to clothing and foods to rabbits. Project meetings typically meet outside of the club meeting time. It is important to complete a project once enrolled. Consider the number of projects enrolled in as each one will require a separate meeting. It is recommended a new member begin with one to two projects their first year.

Most of the time parents or interested adults will serve as project leaders. In some cases, your club may not have someone who can help with projects. If this is the case, talk to your club leader or call the Extension Center to find out if there is a key leader in the county to help your child. During a project meeting members meet with and learn from other members who share similar interests.



- **Steps to project completion may include:**
 - Attending as many project meetings as possible guided by an approved Missouri 4-H project leader
 - Complete goals set at the beginning of the 4-H year
 - Complete and turn in the Project Report Form (Y620 or Y7405)
 - Present a demonstration or exhibit a handmade item during the county exhibit day

- **Articles made on school time:**
 - Articles made on school time and under the supervision of teachers in which students receive school credit do not qualify as 4-H project work. This is a duplication of credit for a single effort and to a large extent prevents 4-H from achieving its full objectives. However, livestock and other animal projects may be enrolled as both 4-H projects and FFA supervised agricultural experiences.

- **Ownership of animals:**
 - One of the objectives in owning an animal is to learn new skills in animal breeding, feeding, management and health. To accomplish this, the 4-H member should secure the animal as early in the year as possible. A practical date for this would be no later than February 1. Livestock shows and exhibitions set up minimum dates for length of ownership necessary for exhibition. It is your responsibility to contact the other shows for their requirements and registration deadlines. SMQA certification is required for all members enrolled in a meat animal project. See the 4-H Clover for more information.

OPPORTUNITIES OUTSIDE THE CLUB AND PROJECT CLUB WORK

COUNTY EVENTS & ACTIVITIES

- **County 4-H Council** – serves as the policy-making body for the county 4-H program. County events and activities are planned and conducted through the council. Each 4-H club has two votes on the council. Each club (including SPIN clubs) should send at least two representatives who will be the voting delegates to represent the club during business meetings. All 4-H members, leaders and parents are encouraged to attend and contribute to the meetings. Contact your club leader or the Extension Center for meeting dates, time and location.
- **Shooting Sports Safety** – a required class for all youth enrolled in any 4-H shooting sports project. Youth are expected to take the class two years back to back. All shooting sports activities and practices are led by certified 4-H shooting sports volunteers.
- **Achievement Night** – an event that provides members the opportunity to participate in many different learning activities. 4-H members will have the opportunity to participate in public speaking, demonstrations, enhance their judging skills and fashion review
 - **4-H Public Speaking Contest** - open to any 4-H member. This contest is designed to strengthen the 4-H member's public speaking skills by organizing a topic and presenting it to a judge. The 4-H members may choose any topic.
 - **Project Judging** – open to any 4-H member and Clover Kid. This competition is an opportunity to learn about 4-H project content, build-judging skills and strengthen the skill of giving reasons.



- **4-H Demonstration Contest** – open to any 4-H member and Clover Kid. This contest is designed to encourage 4-H members to organize a topic and teach it to a group. The 4-H member may choose any topic. 4-H members are invited to present their demonstration during the Ozark Empire Fair and/or in the 4-H building at the Missouri State Fair.
- **4-H Fashion Revue** – is an opportunity for 4-H members in the 4-H Clothing Projects to show-off their garments. This includes Sewing; Clothes You Buy; Knitted Garments; and Crocheted Garments. Category winners are selected to compete at the state level.
- **County Livestock Shows** – events hosted by county fair boards. The county fair is a competitive opportunity for the youth in the county and/or surrounding counties to exhibit their livestock. This includes the Polk County Junior Livestock Show and Youth Fair. Check with each county for exhibitor requirements and registration deadlines.
- **County Recognition Awards Program** – held each fall. The awards program is the culminating event of the year, recognizing youth for their hard work and commitment to their 4-H work. Yearly participation pins and other awards are presented at this annual event.

WEST CENTRAL REGIONAL EVENTS

You will frequently see in print or hear mention of the “West Central Region” in relation to a 4-H program or event. The Region refers to seventeen counties here in the central and southwest part of Missouri, which is a planning region for Extension Programs. Counties included are Bates, Benton, Camden, Cass, Cedar, Cooper, Dallas, Henry, Hickory, Johnson, Laclede, Moniteau, Morgan, Pettis, Polk, St. Clair, and Vernon counties.

- **Regional Energizer** - a workshop for leaders, parents, members and Clover Kids. At this training, attendees participate in workshops learning about different project areas, officer training, leader training, information sessions, and general sharing sessions.
- **Regional Shooting Sports Competition** – a shooting competition for the 4-H members enrolled in the shooting sports projects. Members must have written permission from their discipline instructor to compete.
- **4-H Day Camps** – open to 4-H members 8 to 13 years old. Camp is held at various locations and includes 4-Hers from surrounding counties. Counselors (4-H members who are age 14 and older) are trained to conduct camp activities with adult supervision.
- **Ozark Empire Fair** – handmade exhibits deemed blue ribbon quality are selected during project judging to travel to the Ozark Empire Fair. The selected exhibits are on display in the E-Plex with eighteen other counties from southwest Missouri.
 - Clover Kids may exhibit only 2 items each
 - 4-H members will select 2 of their exhibits to travel on to the Missouri State Fair
 - Transportation of exhibits is provided to both OEF and MSF by the county – excluding very large, fragile or heavy exhibits that must be transported by the 4-H member/family.



STATE 4-H OPPORTUNITIES

For information on 4-H state events, contests, scholarships, leadership opportunities for youth and adults, global education and international opportunities, refer to the state 4-H publication, the 4-H Clover or contact the Extension Center.

TIPS, THINGS TO REMEMBER, AND OTHER INFORMATION

The following tips are to help you and your family ease into the first year of membership, hopefully making your year less confusing and more enjoyable:

1. 4-H is a family affair; you will get the most out of it if your whole family is involved. Parents, attend meetings with your kids. Both you and your kids will learn a lot.
2. Help your child select projects they will like, will have the ability to do and ones for which you can furnish the needed materials.
3. Give encouragement and guidance in their project work by showing enthusiasm and interest. Help them understand what to do, but give them the responsibility for the actual work to be done.
4. See that when a project is started, it is also completed.
5. Not one person can do everything. Work as a team to get “online paperwork” completed, meet deadlines, and do project work. Remember it takes parents and leaders who are willing to volunteer to get the job done. Offer your support to the 4-H leaders, you have knowledge and skills too that can be shared. Show appreciation to all of the 4-H volunteers. Remember they give their time and talents to your children and provide opportunities youth would not otherwise have.
6. Inspire and encourage your 4-H'er to keep 4-H records.
7. Take pictures of everything you do. Not only will these become nice mementos to remember 4-H, but you will also need them when filling out the end of the year paperwork.
8. To complete your end of the year paperwork ask your club leader for a recognition report form. This form will assist you in capturing your experiences and will be used for awards.
9. Each 4-H member should plan to give a demonstration, illustrated talk, or speech at some time during the 4-H year. Some clubs give group project demonstrations while others give individual demonstrations. This experience will allow members the chance to grasp skills such as public speaking, organization, preparation, etc. At this link you will find a demonstration-planning guide. <https://extension.missouri.edu/media/wysiwyg>
10. 4-H business meetings follow Robert's Rules of Order. This allows meetings to run smoothly and most of the time without problems. Club officers which are youth within the club should be the primary lead for club meetings. Adults are present to assist but should be giving leadership to the youth.



REMEMBER: the real objective of 4-H is to develop our youth into productive citizens. The way they do their work – projects, meetings, their conduct at competitive events and so on will help to set work and character standards for the remainder of their lives. Please ask questions along the way – remember – The most important – is to **Have FUN!**



4-H INFORMATION REFERENCES

The following are websites that could help when looking for 4-H materials and information.

- Benton County 4-H web page <https://extension.missouri.edu/counties/benton/4-h>
- Missouri 4-H web page: <http://4h.missouri.edu/>
- National 4-H web page: www.4-h-usa.org
- National 4-H Council web page: www.fourhcouncil.edu

UNIVERSITY of MISSOURI EXTENSION

4-H MEMBER and 4-H ADULTS CODE of CONDUCT

All 4-H members and 4-H Adults who participate in or attend University of Missouri (“MU”) Extension 4-H Youth Development programs and activities are expected to uphold the values of the MU Extension 4-H Youth Development program and conduct themselves according to the following standards. (4-H Adults refers to parents and guardians of 4-H members and adult 4-H volunteers.)

These standards apply and will be enforced with 4-H youth and 4-H Adults while participating in 4-H programs and activities and at all times when behavior outside of 4-H programs and activities puts 4-H youth at risk or interferes with their participation in 4-H programs and activities, including activities online and on social media.

4-H youth and 4-H Adults are expected to demonstrate the character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship, by:

- Contributing to a safe and welcoming environment for all participants
- Treating people and property with respect
- Participating fully in 4-H programs and activities
- Obeying the law and following the rules

- Refraining from possessing, offering, or using alcohol, tobacco, or illegal drugs, and from participating in 4-H programs or activities under the influence of alcohol or illegal drugs
- Not using or possessing weapons or firearms, except while participating in 4- H Shooting Sports
- Not engaging in romantic displays or contact of a sexual nature
- Dressing appropriately, including refraining from wearing clothing that is sexually suggestive or contains negative or hateful language or symbols
- Creating an inclusive environment free from discrimination on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by state or federal law

4-H youth and 4-H Adults who do not abide by the 4-H Code of Conduct may be subject to consequences, including but not limited to:

Verbal warning

- Parental notification
- Dismissal from programs and activities at the participant's own expense
- Suspension from future programs and activities
- Ineligibility to participate in the MU Extension 4-H program

Concerns about violations of the Code of Conduct should be reported to the local MU Extension Center.