Albany County 4-F

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Volume 25, issue 1

October 2017

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Record Books Due by 5 pm October 6, 2017

Members and Leaders

As of October 1, 2017, all members and leaders are inactive in the 4-H system. <u>ALL</u> enrollment will be done on-line at <u>http://wy.4honline.com</u>. Enroll as soon as possible to ensure that you get back in your current club or the club of your choice. There may be some glitches, so please be patient!!! See page 10 for detailed enrollment instructions. Check your information carefully and make any changes needed.

Save the Date Achievement Day!



Sunday, November 12, 4:00 pm Fairgrounds Activity Building

Bring a dessert to share. Paper goods and drinks provided.

"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." These are the words that we, as 4-Her's, live by. Now is the time to celebrate 4-H and our achievements of the year. Awards will be given out for record books, team participation, some county fair items and shooting sports. We would really love to see <u>EVERY</u> 4-H family attend.



sued in furtherance of extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Glen Whipple, director, University of Wyoming Extension, University of Wyoming, Laramie, Wyoming 82071

Persons seeking admission, employment, or access to programs of the University of Wyoming shall be considered without regard to race, color, religion, sex, national origin, disability, age, political belief, veteran status, sexual orientation, and marital or familial status. Persons with disabilities who require alternative means for communication on program information (Braille, large print, audiotape, etc.) should contact their local UW CES office. To file a complaint, write to the UW Employment Practices/Affirmative Action Office, University of Wyomay, Department 3434, 1000 E. University Avence, Larametine, WY 82071.

4-H Council Minutes Tuesday, September 5, 2017

Call to order at 6:30 pm Adjourned at 7:54

Approval of Minutes. Minutes were not submitted. They will be emailed out and approved at the October meeting. Bunk house bunch 2, Harmony Hustlers 4, Stompin' Steamboats 4, Gem City 4 Leaf 2, Bullets & Bunnies 2, High Plains 3, Wild Brumbies 5, Jr Leader 1, Corduroy Queens and Kings 2

Treasurer's report: Submitted for Audit. Request is made to have ALL BUDGETS submitted to treasurer. It was suggested if budgets are not submitted NO MONEY will disburse until budget is provided.

Youth Presentations on Trips: Raton Shooting Trip Damion Olaveson, Tanner, Hunter Wasmuth, Colton Elliott. The group has raised an estimate of \$2,500.00 towards their trip. Janet Renneisen motioned to donate \$150.00 for each youth to use towards expenses. Meaghan Stinson seconded it. Motion passes unanimously. Old Business:

Wyoming State Fair- Albany County did quite well. Please see the FootNotes of all placings.

Exhibits and lost and Found - Please pick up from ML. You have until Friday.

County Fair - What went well and what didn't - It was nice to not have as many pigs. Add-ons were nice, but they took away from the initial buyer, slowed the auction down by almost 45 minutes, which buyers started leaving early. Keep the pig show on 2 nights. Offer a petting zoo for the barn tours. Don't have all poultry on grounds all week...Maybe just the ornamental birds. The Fashion Review may had 1st and second years together. Fair board meeting is Monday at 7:30. Nominating Committee - Dave, Ruth, & Collette - Historian, Secretary and Treasurer are up for nominations. Currently for historian, Janet Renneisen, Leslie Lund & Jennifer Knerr, Secretary - Meaghan Stinson, Treasurer - Sara Muhsman. Voting will take place at the October Meeting.

Awards Committee - Awards night TBA

Carnival Committee - Will meet in October. Please consider joining the committee. Several parents have kiddos ageing out of 4-H and will need your help.

Junior Awards trip - Need Volunteers.

Junior Leaders - Hannah Powers - Looking to recruit more leaders for age 12+ not 4-H age based. Planning a Haunted Barn Oct 27-29. Need HELP!

Record Book - Need help judging record books October 6th - 12th

Recruiting - No update,

Publicity - No update

Fundraising - Candy Bouquet turned to a thank you idea. Committee, Janet Renneisen, Sara Muhsman, Meaghan Stinson, Ruth Lake & Amanda Olaveson will meet for details.

New Business

OPPORTUNITIES

Gun Show - Sept 15-17- Need concession help.

Murdoch's BBQ - Oct 7th - Need Adult help to grill burgers, need youth to help serve.

National 4-H Week- October 1st-7th

Record Book Judging - NEED HELP!!! Contact Collette Christianson or Meaghan Stinson Announcements

Record books are due October 6th NOT AN OPTIONS! IS REQUIRED!

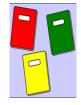
Committee Budgets are due by 5 pm on September 15

Murdoch's BBQ October 7th

Ag Appreciation Dinner - October 19th







Record Book Judging is **Wed-Fri Oct 11th-13th from 9:30 am to 8pm** each day at the extension office meeting room. Training and refreshments will be provided.

All clubs must send at least two people to help judge books-these can be any adults that can read and write who are willing to donate at least one hour to reading books and giving some written feedback. That means your club can send a grandparent, a teacher, a screened leader, a local business person, anyone to represent your club.

All that is required to help judge books: Time, ability to read and write, willingness to help kids

Please call the extension office with any questions or Colette Christensen 307 640 1088

Albany County FootNotes

Cat

No cat meeting for October.

My e-mail address is <u>neve81@hotmail.com</u> <u>Cat Key Leader:</u> Connie Bierman 399-8092

D_{og}



Watch for emails and texts for dog project startup **First year kids will not start until January. THANKS** to all 4-H members and families that helped with the gun show concessions. Enjoy your fall!

> Dog Key Leader: Vicky Walker 742-7662

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Tuesday, October 17th 6:30 pm Extension Office Meeting Room Meeting is for anyone interested in meat or dairy goats. Questions, contact Lindy Johnson at 760-6396





Horse will start in November Watch *FootNotes* for dates.





No Rabbit meeting in October. Meetings will resume in February. Watch *FootNotes* for date.

Shooting Sports



Congratulations to *Colton Elliott, Damian Olaveson, Tanner Smith & Hunter Wasmuth* for being 4 of the 12 Wyoming 4-H'ers attending the Raton Shooting Sports Trip in September.

Leaders interested in Shooting Sports

Leader certifications will soon be scheduled. Please watch *FootNotes* for dates.

Questions about being certified - call Roy 760-1892



WHY DO RECORD BOOKS?

Because setting goals is the first step in meeting goals and being successful. You've heard the adage Fail to plan then plan to fail.

Having goals keeps you focused on why you are doing what you are doing

Reviewing goals (especially year after year if you do a project for multiple years) helps you see progress

Having to put into words what you want to, did and have learned helps you be able to communicate well (a good skill to have for LOTS of reasons)

Recording what you have invested in something (whether time or money, supplies) helps you realize what all really does into a project

As you continue to keep records you learn new or maybe better ways to document

Keeping Records helps a person taking ownership and be accountable

Keeping records is a life skill

The record book can be a tool to help with job and scholarship applications

Because when you said you wanted to do a 4-H project, doing a record book is part of that and you need to keep that commitment.

Youth

5-8 years old

ANNOUNCEMENTS

October 24 Cloverbuds!!! 5:45-6:45 PM **Fairgrounds Dining Room** Please spread the word!!! Children aged 5 to 8 need to be involved in activities and learning experiences that are developmentally appropriate. Children in this age group typically are full of energy and willing to learn, and need educational materials designed for their specific abilities, needs and interests. In addition, activities and learning experiences should be

geared to the informal settings offered by 4-H. Research indicates that competition at this age is not developmentally appropriate. It is important that 5 to 8 year olds be involved in activities where the risk of failure is minimized and the opportunity to experience success is maximized. Educational programs for 5 to 8 year olds should focus on cooperative learning. The participation and learning of the child should be the ultimate goal.

KIDS - Start thinking about what you want to accomplish this year, and write down your goals for this 4-H year. Maybe try some new project areas. For instance maybe you would like to learn more about the procedures needed to start a new club or change some of the rules in 4-H, that would be a great citizenship project. Maybe you want to make a difference in some young kid's life in your school or neighborhood who you see is lonely or troubled, a great leadership opportunity. What do you want to accomplish this year? Think about it, write a goal and then devise a plan to work towards that goal, get help from your club or project leaders, parents or any 4-H leader. I hope this year is filled with lots of fun, learning and great accomplishments!

WHY DO RECORD BOOKS?

Teaching kids to keep records helps kids become adults who are responsible who think about what really goes into a project-from the conception of the idea to do something to the completion of the project.

Many businesses and individuals support 4-H, they do this because they believe 4-H helps kids become great leaders in our community. Do your part in showing this is true by doing ALL the work for your project-including your record book.



Reminder....if you want your club meeting dates (for entire 2018 year) included in the 2018 Member Calendar please have



those to Sue by **November 3rd!**

Please keep in mind holidays when scheduling your meetings. (Example...you typically hold meetings the first Monday every month. This year, Labor Day falls on

the first Monday, please indicate your new meeting date!)

Igolding@uwyo.edu or 721-2571

- ★ Project and club meeting dates for 2018 member calendar due to the office by **November 3rd**
- ★ County fair and/or family night suggestions/comments due to the Fair Office, **IN WRITING**, by **October 13th**
- ★ 2016-17 club bank statements and treasurer's reports due to Mary Louise by **November 3rd**
- ★ Club charter applications & 2018 officers and affirmative action statement due to the office by December 1st

Albany County FootNotes

Do you know kids who love science and fun science activities?

4–H National Youth Science Day (NYSD) is the world's largest youth-led science experiment. Every year thousands of youth take part in the National Science Challenge focusing on important STEM topics and issues. This year's 4–H NYSD event will take place on October 4, 2017.

4-H NYSD 2017 - Incredible Wearables

We are pleased to introduce the 2017 4-H National Youth Science Day challenge: Incredible Wearables.

Developed by the University of Nebraska - Lincoln, the Incredible Wearables kit is a fun way for kids to build wearable fitness trackers.

<u>17th Annual Ag Appreciation</u> <u>Dinner/Dance</u>

It's time again to sign up to be an Ag Appreciation Dinner assistant. 4-H Council receives a donation for our services from the Ag Business Committee of the Laramie Area Chamber of Commerce. We are looking for 11 participants in all. The dinner is **Thursday, October 19, 2017**, at 7 pm. Members will need to be at the Rochelle Gateway Center at 4:00 pm. Members will meet by the front doors inside the lobby area. Members should wear dark pants (black), comfortable but nice shoes and will be provided a 4-H shirt to wear that evening or you may wear a nice dress shirt. If you are interested in helping, please call the Extension Office by Wednesday, October 11th. Pizza will be provided.

Carnival Committee Meeting

There will be a Carnival Committee Meeting October 10, 2017, at 5:30 pm at McAlister's. 2018 Carnival Theme is "Decades ". Carnival is March 3, 2018.

Albany County Fair Board Corner

No information received from the fair office.



Laramie Plains Club Calf Sale

Sunday, October 8, 2017 ~ 1:00p.m.

Albany County Fairgrounds * Laramie, WY Preview & Free dinner beginning at 4:00 p.m. Saturday



Champion Steer 2017 Arthur County Fair Exhibited by Flack Family Sold by T Bar K Ranch



A

2017 Carbon County Reserve Champion Exhibited by Kamry Knotwell Sold by Jim Clay 2017 Carbon County Div. 4 Champion Exhibited by Konner Knotwell Sold by Jim Clay

Visit us on the web: <u>www.showcattlepage.com</u> * Like us on Facebook For more information contact: Cody Talbott 307.760.5914



The District Contest for the Make It With Wool contest will be held on November 10, 2017. This contest is to promote the beauty and versatility of wool fabrics and yarns. To encourage personal creativity in sewing, knitting, crocheting, spinning and weaving wool fabrics and yarns. Contestants must construct a garment for themselves using fabric that is at least 60% wool. All wool must be tested for wool content. This can be done by sending a 4x5 fabric sample or 24 inches of yarn and \$7 to the State Director, Lynda Johnson, PO Box 215, Encampment, WY 82325. Samples must be mailed by October 1. There are four age groups, Pre-teen, Junior, Senior and Adult. The winners of the District contest in the Adult, Senior and Junior divisions will advance to the State Contest in Casper November 26 and 27, 2017. New rules this year allow each district to send two Junior and two Senior contestants to the state contest. Entry forms are available at Cowgirl Yarn and the Albany County Extension Office. For more information contact Julie Houchin, District #1 Director, 745-3525.



National 4-H Conference

The Premier Youth Development Opportunity of the Department of Agriculture **April 7 -12, 2018** Applications for the 2018 trip will close on October 17, 2017

National 4-H Conference is the pinnacle experience in 4-H Citizenship, providing the opportunity for young people to connect, learn, engage, lead and impact their communities, their nation and their world

All Wyoming 4-H members between the ages of 15 & 18 are eligible to apply. Applicants need to have completed at least three full years of 4-H work and must be carrying a 4-H project during the year that they go on the trip.

The National Western Stock Show Catch-A-

Calf Program is a great program designed to promote youth development and understanding of the cattle industry. Applicants must be between the ages of 12 and 18 as of December 31, 2017 to apply. They must be enrolled in 4-H at the time of application. Successful catchers must have adequate facilities available to house their steer as they are responsible for the care, feeding, and handling of their animals. The applications to participate in this year's Catch-A-Calf program at the NWSS are available on line at:

http://www.nationalwestern.com/livestock-shows/catch-a-calf-contest/

Albany County has many participants in this wonderful program.



Questions?303.299.5559 • nationalwestern.com

For those of you not familiar with the Catch-a-Calf program, here is short synopsis. Youth that apply compete in January at a NWSS rodeo performance for one of the 40 spots in the program. Those that are successful at catching return in May to pick-up their calf. The program has sponsors that fund the calf. However, youth are responsible for all other costs, including feeding, equipment, transportation, etc. As part of the program participants are required to write monthly letters to their sponsors and to maintain a record book. Youth and their steers return to show in the 2019 NWSS Catch-a-Calf show. The overall grand and reserve grand champion (based on showmanship, live placing, record books, sponsor relations, production, and an interview) qualify for the junior livestock auction.

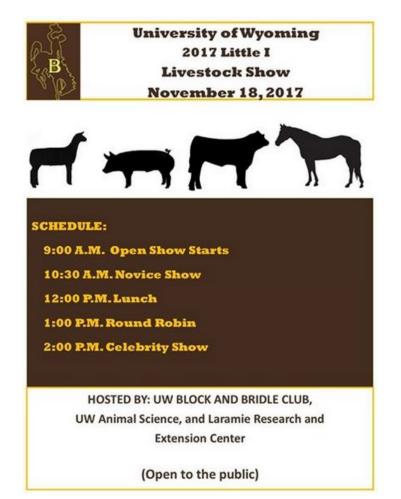
While the program is open to any youth that meets the age qualifications, final approval to participate is based on the extension agent's recommendation. Please remember that these are ranch raised steers, not show steers, and can often times be a challenge for youth that either don't have livestock knowledge or do not have resources they are willing to go to for help. Also, please make sure they have access to facilities that are appropriate for steers that are not tame, whether at their house or someone they know. We do provide as much support as possible, and have resource people to help those extension agents less familiar with market steers, but much of the support falls on the extension agent. By signing the form you agree that not only is the participant qualified to do the program, but also that you will provide support for them, conduct project visits, and serve as a liaison between them and the NWSS. If you have a member that is interested in participating that may not have the financial resources available, I will gladly help you with an idea of expected expenses they need to be aware of.

2018 4-H Calendar Cover Designs are due to the extension office by November 3, 2017



Good Job to all 4-Hers on completing the 2016-2017 4-H year by turning in your record books!

Start the 2017-2018 year off write by starting your sections 1's now, make those goals and write them down! And keep up on your ongoing sections (community service and leadership and other activities) by filling them out as you complete the task.



CLASSIFIED INFORMATION

Classified ads must apply to 4-H projects or to 4-H members or leaders.

Ads may be modified by Extension Staff to fit in the ad space available.

All ads must be submitted to the Extension Office no later than the 3rd Friday of every month.

Ads will remain posted for 2 months or until the office is notified by the seller that the product is no longer available.





- Mikayla Alexander
- Silja Alexander
- Bode Anderson
- Jarett Boerkircher
- Alexis Boudreau
- Dylan Cover
- Hunter DeBree
- Charlotte Ehmke
- Omari Elias
- Tryan Gill
- Marcus Greene
- Kirby Hales
- Wyatt Johnson
- Hogan Kelley
- Joseph Kelly
- Brendan Kelly
- Morgan Kelly

- Riley Lake
- Felix Martinez
- Trevor McCullar
- Cheyenne Nelson
- Terry Nunnaley
- Zavier Peterson
- Ashley Predmore
- Cody Predmore
- Stacy Ruggles
- Paige Sanders
- Emilee Shute
- Diego Villasenor
- Jack Voos
- Ethan Williams
 - Jaedon Williford
 - John (JT) Yniguez











Albany County 4-H Council Awards Nomination Form

Nominations are due to the Extension Office by Friday, October 20th

Nomination for: _	_Outstanding Leader	Outstanding Alumni	Friend of 4-H	Hard Luck
Name of Nomine	e:			
Number of Years	of Service to 4-H:			
Outstanding Acco	omplishments:			
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A Note from Mary Louise

The October council meeting has been rescheduled to 5:30 PM in the extension office meeting room. It has been moved to this earlier time because the Wyoming State Fair is having a listening session at 7 pm in the fairgrounds activity building. Please attend both meetings so that you have a say in our 4-H program and WSF.

These listening sessions are designed to hear the thoughts, concerns, and ideas from interested citizens from across the state regarding the future of the Wyoming State Fair. During these sessions, members of the Wyoming State Fair staff and representatives from both the Wyoming Board of Agriculture and the Wyoming State Fair Advisory Board will attend in order to facilitate the discussions. With the budget challenges the Wyoming State Fair currently faces, the goal of these sessions is to visit with citizens across the state to better understand their priorities for the fair in these difficult financial times.

"We strive to provide the best Fair possible each year by focusing on youth competition, family friendly entertainment, and affordable prices," said James Goodrich, Director of the Wyoming State Fair. "Our goal is to come away from these sessions with a better understanding of what citizens, and especially attendees/participants of the Wyoming State Fair find important so we can <u>continue</u> to provide the best service we can to fairgoers."

All of these sessions are open to the public and the public is encouraged to come and share their ideas.

MANNERS MATTER!

Five Steps to Good Conversation

Do you ever feel like you don't know what to say? Or like you're always saying the wrong thing? Do you have trouble starting conversations or keeping them going? Follow these steps to build your talking skills.

- 1. Act interested by asking questions.
- 2. Listen to the answers.
- 3. Make comments or ask follow-up questions.
- 4. Share something about yourself.
- 5. Watch to see how your listeners react.



The 4-H Code of Conduct

When members, volunteers and parents attend an event where 4-H is represented, we must follow the Code of Conduct. These are guidelines for understanding what behavior is expected while performing with the course of the 4-H Youth Development Program.

Upon enrollment as a member, or appointment as a volunteer in the 4-H Youth Development Program you must:

- ★ Respect individuals rights, safety, and property of others.
- ★ Be committed to the core values, educational goals and standards of the 4-H Youth Development Program.
- ★ Not act in a detrimental way to the 4-H Youth Development Program or in conflict with its policies or procedures.
- ★ Not participate in the use of obscene and discriminatory language at any 4-H activity.
- ★ Not possess or use weapons, alcoholic beverages and/or illegal drugs (or be under the influence thereof) when involved in any 4-H event, meeting or activity.

Please review the importance of the Code of Conduct and the core values of the 4-H Youth Development Program as we begin a new 4-H year.

4-H Youth/Volunteer Enrollment Process



FOR EXISTING MEMBERS

Go to http://wy.4honline.com You will see a screen like this.
 As an existing Member/Family that is re-enrolling for the next

4-H year select the first option O I have a profile

• Enter your email address and password you used to create your Family login and click the Login button

• If you can't remember your password select Olforgot my password enter your email address and click the Send My Password button.

• A new automated password will be sent to the email address you provided along with instructions to login and reset your password.

	Tester Family Edit Family	▲		Add A New Family Member		
123 Testing Ave Laramic, WY 82071 307-234-3466 wyoming4h@yahoo.com		do to mo j is	e this drop own menu add a new ember that not in the ember list.	select a member type Add Member ReActivate An Archived Family Member select a member ReActivate Member		ember V
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
				Inactive	2014-2015	Edit 🧷
1)	Mrs. Tester	Adult	868993	Inactive	2014-2010	
	Mrs. Tester Boy Tester	Adult Youth	868993 868982	Inactive	2014-2015	Edit 🧷
2)						Edit /

Pro	ofile Information	Requir
+First Name:		
+Last Name:	Anderson	
Preferred Name:		
•Mailing Address:	111 Old Brazzil Ranch Rd	
*City:	Pinedale	
•State:	Wyoming -	
*Zip Code:	82941-8904	12345
Birth Date:		mm/dd/yyyy
•Gender:	Select gender	
Primary Phone:	307-231-5929	555 000-1234
Correspondence Preference:	Email	
	·	

3. Once you are logged in you can review your Family info and update it if needed by clicking the Edit Family button

4. In the **MEMBER LIST** tab, please look at the <u>Member/Volunteer List to</u> view the members/adult volunteers associated with your family account.

Please do not add a new individual that is already listed in the member/volunteer list!

• To Re-Enroll for the new 4-H year click on the

Edit D button to the right of each name
Review the information displayed in the Personal Information screen.

• At the Bottom of the page on the right you will click the Enroll for 2015-2016 button.

• On the next page you can review/update the personal information page.

• The red asterisk * indicates required fields You will now continue through several tabs verifying/updating information. To advance to the next screen click the <u>Continue >></u> button.

NOTE: In an effort to reduce our mailing costs, please consider selecting the EMAIL option in the Correspondence Preference field.

In the ADDITIONAL INFORMATION screen you will review the Publicity Release, Statement of Assumed Risk Transportation Release, Code of Conduct, and for Leaders Training and Screening Understanding.

- Please Read this information! You must click this box in each section in order to continue
- The next screen is the **HEALTH FORM** If any of the individuals Health information has changed, please update it!

In the PARTICIPATION screen you will add or delete Clubs and Projects for each individual.

- If you are unsure of which Club to choose, please select I Club Placement and we will help choose a club.
- If you select a new club remember to click the Add CKp Button to add it to your Club list.
- When finished with club selections click the Continue >>> Button at the bottom.
 - You will be taken to the project tab where you can add or delete projects.
 - For returning members the years in project should automatically increase for projects you are continuing
 - Remember to click the Add Project button to add a project to the Project List.
 - You can delete a project by clicking the Edit button and then clicking the Delete button.
- When you are finished with club and project selections click the **Submit Enrollment** Button.

If your enrollment status is Pending, your record is complete and waiting for county level 4-H approval. If your enrollment status is Inactive or Incomplete, click Edit to review your record for missing information and resubmit.

Information for November FootNotes Due By October 20th

Sincerely,

Mary Rouise Lood

Mary Louise Wood, 4-H/Youth Extension Educator

&

Sue Golding

Sue Golding, Administrative Assistant

October 2017

Upcoming Deadlines/Events

October 1	. Start of 2017 4-H Year
October 6	Record Books due for completion and judging
October 7	. Murdoch's BBQ & Day with 4-H
October 1-7	. National 4-H Week
October 3	.4-H Council Meeting
October 4	.4-H National Youth Science Day
October 12	Columbus Day
October 11-13	. Record Book Judging
October 19	. Ag Appreciation Dinner
October 24	. Cloverbuds
November 11	Veteran's Day
November 12	. Achievement Day
November 23-24	Office Closed - Thanksgiving Holiday





SUN	MON	TUE	WED	тни	FRI	SAT
1 CRITTER CREEK HARMONY HUSTLERS Start of 2017/18 4-H Year	2 Centennial Valley Gem City Little Laramie Valley Wild Brumbies	3 WSF Listening Session 4-H Council Meeting	4	5	6 Record Books Due By 5 pm	7 Murdoch's BBQ
•			National 4-H Week			
8 Rock Creek Valley	9 Smokin' Guns Yellow Jackets	10	11 Crafty Critters Windy Valley	12 LITILE HORSE POWER	13	14 Cat Project
	Fair Board Meeting	Carnival Committee	R	Columbus Day ecord Book Judgin	g→	
15 Stompin'Steamboats	16 Corduroy Q&K High Plains	17	18	19	20	21
		Goat Meeting				
22	23	24	25 Howell Hoot Owls	26	27	28
		CLOVERBUDS				Haunted Barn
29	30 Jr Leaders	31 Halloween		Remember to re-enroll for the 2017/2018 4-H year at http://wy.4honline.com		

UNIVERSITY OF WYOMING

Albany County

3520 S 3rd St

Suite A Laramie, WY 82070

RETURN SERVICE REQUESTED

PRESORT STANDARD US POSTAGE PAID Laramie, WY Permit # 15



Volunteer Leader Training

<u>All</u> 1st year leaders and leaders that need to be rescreened <u>must complete</u> either an online training or attend a meeting. **The next training will be at the Extension Office Meeting Room Tuesday, November 14, at 6:00 pm.** Supper will be provided. To access the online training, please go to <u>http://www.uwyo.edu/4-h</u>, click on For Volunteers, then under Training Opportunities, select New Leader Orientation. This is a fast and easy way to complete this requirement. Our office will be notified when you've completed the training.