

# CARBON COUNTY 4-H NEWSLETTER

SEPTEMBER 2020



RECORD BOOKS




Must be printed and  
turned in to the  
Extension Office by:  
September 15th  
@ 5:00pm

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LIVESTOCK

# Calendar





# SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Record Book WS - ZOOM	3	4	5
6	7 Labor Day	8 Record Book WS - ZOOM	9	10 Record Book WS - ZOOM	11	12
13	14 Fly Fishing Club	15 Record Books DUE	16	17	18	19
20	21	22 	23	24	25	26
27	28	29	30 Last Day of 4-H Year			



# OCTOBER



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Club Chartering Due	1 NEW 4-H YEAR	2	3
4	5 	6	7	8	9 	10
 <b>National 4-H Week</b>						
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 

# Important Dates

## September

- 7th - Labor Day
- 14th - Fly Fishing Club
- 15th - Record Books Due
- 22nd - First Day of Fall
- 30th - Last Day of the 4-H year

## October

- Club Chartering DUE
- 1st - New 4-H Year
- 4th-10th - National 4-H Week

# Happy Birthday

## August & September

### Members

Paxton Buffington  
Jett McNees  
Jamie Dirck  
Kolbe Chant  
Hunter Johnston  
Lilly Verplancke  
Peyton Ely  
Kayden Makinen  
Remington Mathill  
Gentrie Meyer  
Brylon Edwards  
Royal Olsen  
Mckennon Cook  
Cashley Criswell  
Tuker Carricato  
Damean Gravitt  
Katherine Fiedor  
Jadyn Mortensen  
Cora Schroeder

Caysen Barkhurst  
Stetson Jenkins  
Detrick Baysinger  
Autumn Cozzens  
Kaylee Johnson  
Carston Bartlett  
Maeve Lally  
Traven Fritz  
Cody Schnabel  
Hyrum Heward  
Melanie Cozzens  
Gavin Waldron  
Ellie DUGGER  
Berkeley Snyder  
Bailey Steele  
Hailey Carr  
Aliya Edwards  
Katie Forney  
Wade Pulver



### Volunteers

Deedee Fritz  
Tyshanna Martin  
Stacy Berger  
Travis Weber  
Chloe Gilbert  
Darcy Kaisler  
Bill Wickstrom



# Leaders Council



# Volunteers





## 5 Awards

- A.C.E.S. Award
- Rookie Leader
- Seasoned Leader
- Hall of Fame
- Friend of 4-H



Follow the QR code to the Google nomination form!



# 2020 4-H ACHIEVEMENT AWARDS!

Nominate the great volunteers and Jr leaders who have contributed to your 4-H journey!



## Record Book Workshops!

August 31st  
September 2nd  
September 8th  
September 10th

Drop-In!

5:00- 5:30pm

**zoom**

**ZSUITE**

<https://uwyo.zoom.us/j/994358602>



## CLUB CHARTERING

**DUE OCTOBER 1ST**

1. Secretary Report
2. Treasurer Report
3. End of Year Report

- Club Officers: get these reports filled out & to your club leaders ASAP!!!
- Club Leaders: reach out if you need help gathering these documents or have any questions. Emily will come to you if she needs to; these are more important than you think!

A form titled "Wyoming 4-H Annual Secretary's Report" with a 4-H logo at the bottom right.A form titled "Wyoming 4-H Annual Treasurer's Report" with a 4-H logo at the bottom left.A form titled "Wyoming 4-H End of Year Report" with a 4-H logo at the top left.





# Wyoming 4-H End of the Year Club Report

This form should be filled out by the 4-H club leadership and turned into your 4-H Educator by \_\_\_\_\_. Please use information from the 4-H year you just completed.

Name of Club: \_\_\_\_\_ Program Year: \_\_\_\_\_

Primary Club Volunteer Leader Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Youth Officers

<i>Name</i>	<i>Office</i>	<i>Name</i>	<i>Other Offices</i>
	President		
	Vice-President		
	Secretary		
	Treasurer		

Did your 4-H Club or Group have at least five or more youth from at least two families? Yes No

4-H clubs per the Wyoming 4-H Policies need to have an educational plan that is in line with the mission and values of the Wyoming 4-H program. Use the sections below to show how your clubs provided educational experiences this past year that were in line with the Wyoming 4-H program mission and values.

**Share at least four Club Educational Experience from this past 4-H Year**

<i>Educational Learning Activity</i>	<i>When?</i>
<i>Public speaking through demonstrations</i>	<i>April 12</i>

**Share two Club Community Service efforts from your club from the past 4-H Year.**

<i>What?</i>	<i>When?</i>
<i>Help city put up holiday lights</i>	<i>December 3</i>

**Does your club plan to continue for the next 4-H year?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

4-H Club Meeting Information (for upcoming year)

Regular 4-H Club or Group meeting time: Day of month: \_\_\_\_\_ Time: \_\_\_\_\_

Location where 4-H Club meetings normally will be held: \_\_\_\_\_

Who will serve as your club adult leader(s) for the upcoming year?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please write your initials before each statement to show you have read and understand the statements below.

\_\_\_\_\_ As a 4-H club we understand that the University of Wyoming Extension 4-H Program is a volunteer educational youth development program designed to meet the needs of youth in Wyoming.

\_\_\_\_\_ All programs of UW Extension are expected to practice civil rights compliance. All 4-H clubs or groups must certify that membership is open to all individuals and do not discriminate against any person for reasons of race, creed, color, national origin, sex, religion, political belief, handicap, or financial status.

Attachments to complete the End of the Year Club Report

- Completed 4-H Annual Treasurer's Report
- Completed 4-H Annual Secretary's Report
- If your Operating Guidelines laws have been updated during the past 4-H program year, please attach a copy of your updated Operating Guidelines. If your Operating Guidelines have not changed it is not necessary to provide a duplicate copy.

**We have read and understand the policies of the Wyoming 4-H program and the End of the Year Club Report process. Completion of this form will serve as a renewal for your club Charter.**

\_\_\_\_\_  
4-H Club Adult Volunteer Leader Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Club President Signature

\_\_\_\_\_  
Date

Please turn this form and the necessary attachments into your 4-H County Educator.

End of the Year Form

2/17





## New Online Record Books: Key Take-Aways

1. Requirements and Expectations for each section are the same as the old version.
2. Instead of having eight sections, with Section 1 being the project report and Sections 2-8 showing your involvement in the 4-H program, there are now two reports: Project Reports with five sections, and a 4-H Year Involvement Report with seven sections
  - a. You will complete a Project Report for every 4-H project you are enrolled in for the year

### Project

This is where you will enter any data about your project such as Goals, Supplies, and any other option you see below. Click on the name and then enter data in the menu that opens up!

GOALS      SUPPLIES      EXPENSES/INCOME      SUMMARY      PICTURES

- b. You will complete one 4-H Year Involvement Report and add to it every year you are in 4-H

### My 4-H Year Involvement

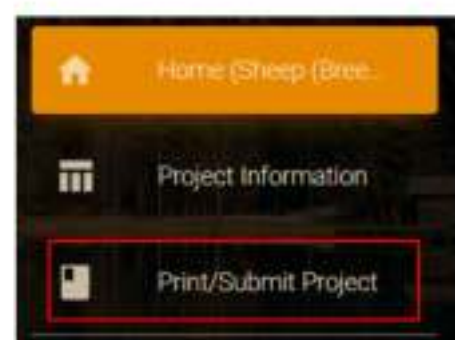
This is where you will enter any data about your 4-H Year such as Awards, Leadership, and any other option you see below. Click on the name and then enter data in the menu that opens up!

4-H AWARDS & RECOGNITION      4-H LEADERSHIP      4-H COMMUNITY SERVICE      4-H PARTICIPATION      MY 4-H STORY      PICTURES & CLIPPING  
OTHER PARTICIPATION

- c. Both your Project Reports and 4-H Year Involvement Report will need to be submitted to submit a complete Record Book
3. Project Categories: When creating a Project Report, you must select the category your project falls under. These categories are listed on the Wyoming 4-H website for reference, but you can also just click around until you find the right one.
4. Pictures: You can now submit 9 photos in your 4-H Year Involvement Report and 9 photos in each Project Report

### To Submit Your Record Book:

Click on "Print/Submit" in the menu on the left-hand dashboard for BOTH the Project Reports and the 4-H Year Involvement Report. Print both and put both in your usual Record Book cover and submit to the Carbon County Extension Office by **September 15th!**



# ZSuite 4-H Record Books & You!

## Understanding the new record book system



### Create a family profile

1. Go to <https://4h.zsuite.org/> (open in Google Chrome, not Internet Explorer) You will see a screen like this.
2. As a family creating a new profile, select **Sign Up**.
  - a. Fill in the required fields (you can use your same email and password from 4HOnline).
  - b. Create a pin number (we recommend an easy-to-remember four-digit number, like the last four numbers of your phone number).
    - REMEMBER your password and pin number, you will need it to access your portfolios!
  - c. Select Wyoming and your home County.
  - d. Click **Let's Go**.

Logo: ZS ZSUITE

Email

Password

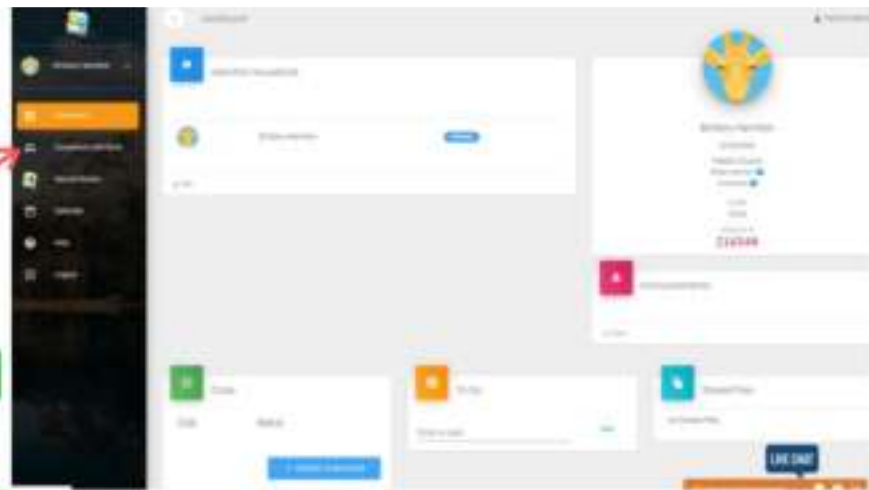
LOGIN SIGN UP

Forgot Password? Help

### Add members of family.

You should now be directed to the **Dashboard** screen.

1. To add members, in the black drop down menu, select **Household Members**
2. On the next screen, select **HOUSEHOLD MEMBER**
3. Fill in the required fields for one of your members.
4. Don't forget to add a club! Click **ADD CLUB**
5. Finish by clicking **SAVE**



You will return to the **Household Members** screen. The member you added should appear in the list along with yourself. Repeat this process for the other members of your household.



\*Should you have any questions, you can always use the **Live Chat** located at the bottom right of the screen.



LIVE CHAT

© 2019 ZSuite Site Admin

ZSuite Live Chat Support






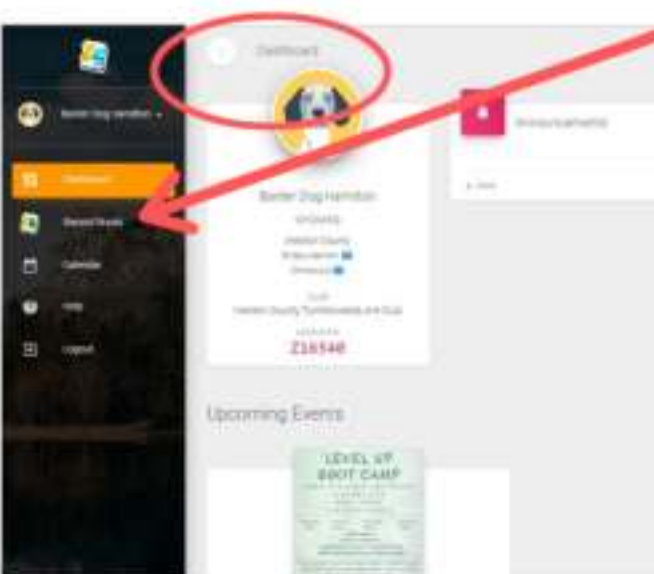
# ZSuite 4-H Record Books & You!

## Understanding the new record book system



### Adding a Record Book


1. Whether you are on the **Dashboard** screen or **Household Members** screen, you will click on  SWITCH PROFILE located at the top right of the screen.
2. Click **Choose Profile** of the member you wish to add a record book for.
3. The next screen is the **Dashboard** for that member's profile.
4. In the black drop down menu, select  Record Books
5. The next screen is the **Record Books** screen. Click on  to add a record book for that member.



6. The next screen should look like this. Fill in the required fields for the project record book you wish to add.

Example:

**Project Name:** Market Lamb  
**Club:** Elk Mountain Outlaws (auto fills)  
**Primary Category:** Animal Science  
**Sub Category:** Sheep  
**Record Book Type:** Junior Record Book  
**Start Date:** 04/01/2020  
**End Date:** 08/31/2020

7. Finish adding this record book by clicking 


You will return to the **Record Books** screen. Repeat this process for the remainder of the project record books for that member. Switch profiles and select the profile for the next member you wish to add record books for.

**Create Record Book**

Project Name:

Member Category:

Record Book Type:

  
\*Should you have any questions, you can always use the **Live Chat** located at the bottom right of the screen.



# ZSuite 4-H Record Books & You!

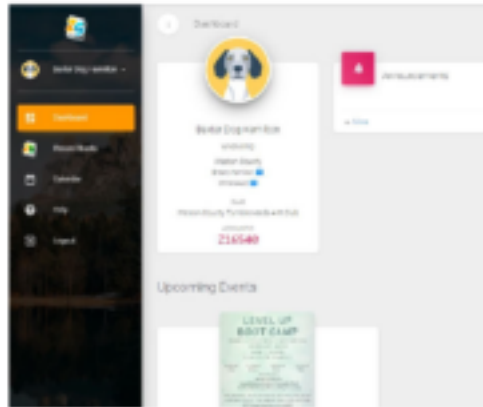
## Understanding the new record book system



### Editing a Record Book/Adding Goals

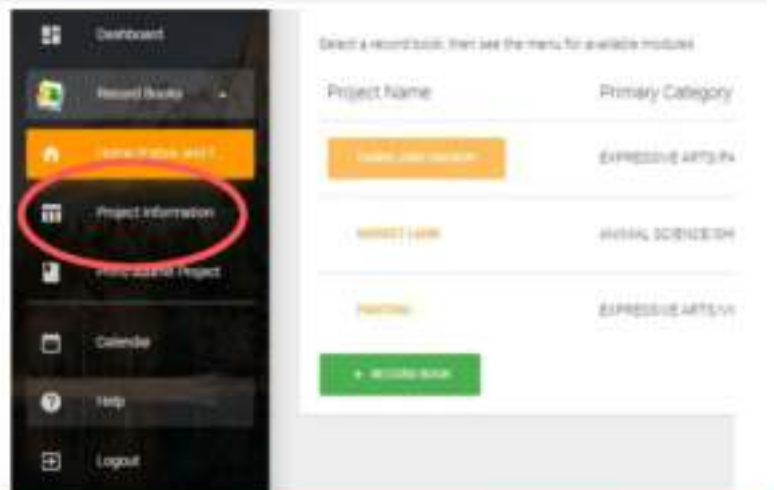
Once all of your child's project records are added, you are ready to edit/add goals!

1. To edit record books from log in page:
  - a. Log in using username and password.
  - b. Select **Choose Profile** of the member you wish to edit a record book for, this will take you to the member's profile **Dashboard**.
  - c. On the **Dashboard** screen in the black drop down menu on the left, select **Record Books**
  - d. Your member's list of record books added should now be shown, and you should now be on the **Record Books** screen.



1. To edit record books from **Record Book** screen:

- a. Select the yellow **project name** of the project you wish to edit.
- b. In the black drop down menu on the left, a new option **Project Information** should appear, and the project name you clicked on should be highlighted.
- c. Click **Project Information**
- d. The next screen is the **Project Information** screen, and a yellow tool bar should appear.
- e. Click the **blue** tool bar options to add goals, starting supplies, expenses, etc. to your project record.
  - i. REMEMBER to only add the goals and items for the project you have selected!



Repeat this process for all project record books for each member.



\*Note: To return to edit the other project records for the member, click **Home (Market Lamb)** in the black drop down menu on the left of the screen.





# 4-H Record Book: Recording Participation this Year

Just because you can't meet with your club in-person doesn't mean you don't have plenty of opportunities to apply your Head, Heart, Hands, and Health!



## Educational-Opportunity

### Examples:

- Watch a Youtube video another member made about their project
- Join a ZOOM workshop another 4-H group is doing
- Attend any county's 4-H Facebook Live event



## Leadership

### Examples:

- Plan & lead an activity for your club during a virtual meeting
- Contact club members to check in and see how they're doing
- Plan your club's next community service



## Community Service

### Examples:

- Club writes thank-you cards to community health-care workers
- Club sews masks together, separately
- Club runs errands/cleaned yard for elderly, housebound neighbors
- Vote to donate money to Red Cross, local hospital, etc.

Club Meetings, Ed-Ops, practices, clinics, shows, jackpots. They are all going to look different for some of this year. That doesn't mean they don't count!

○ **Out of State/State-Wide 4-H Virtual Learning Activities:** List these under "COUNTY 4-H OPPORTUNITIES". (We know they aren't strictly Carbon County things, but you participated in them while you were in Carbon County!)

○ **Virtual Livestock Shows:** these go under "EXHIBITS" in your project report. (You do not have to have won an award to have exhibited your project.)

○ **Virtual Project Meetings with Leaders from Other Counties:** you don't have to record these, they are for you and your learning. We don't ask you to normally record the project meetings you attend with your regular leader.

# Sport Fishing

FOR YOUTH AGES 8-18

## 4-H Fishing Club



Tie Flies  
Every other Monday  
Next: August 31st  
September 14th  
@ 4:30pm



Call UW Extension Office at 307-328-2642 to sign up!



The University of Wyoming is an equal opportunity/affirmative action institution.

# Livestock



## Junior Livestock Sale Checks



Wondering where your check is?  
Here is the process to help you understand:

1. Your Thank You note to your buyer is seen by the Fair Board.
2. Buyer pays the Sale Committee.
3. Sale Committee writes you a check and Fair Board signs it at one of their meetings. (\*The Fair Board only meets once a month. If your buyer hasn't sent in their money by the Fair Board's meeting, you have to wait until the next meeting for them to receive your money from the buyer and sign your check!)

# Carbon County 4-H

## September 2020

# Newsletter

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## Contact Us!!

### Carbon County Extension: 4-H

PO BOX 280

215 W. Buffalo St.

RM 393

Rawlins, Wyoming 82301

(307) 328-2642

ehaver@uwyo.edu

Visit us on the web at:

<https://wyoextension.org/carboncounty/4h-youth-development/>

Facebook:

Carbon County 4-H

Carbon County Extension  
PO Box 280  
215 W. Buffalo St., RM 393  
Rawlins, Wyoming 82301