

# Niobrara County



**2019**

**Handbook**



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County 4-H & Extension



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The **Niobrara County Extension website** is: <http://niobraracounty.org/>

Then select 'County Extension' on the right-hand side.



The **Niobrara County 4-H website** is:

<http://www.wyoming4h.org/niobrara4h/>

Visit this website for 4-H information, including

We are here to help you! Our  
hours are:

**Monday - Friday**

**8:30 AM - 4:30 PM**

***Closed from 12 - 1 PM***



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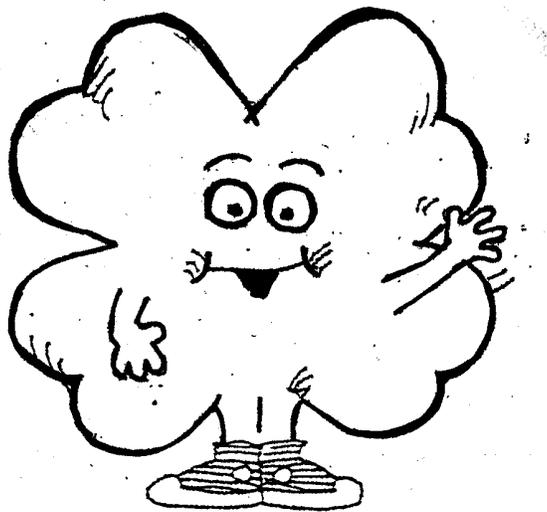


Dear 4-H Member,

Welcome to 4-H! You are now part of the largest youth organization in the world. As a 4-H'er you will be doing new and interesting things, making new friends, and developing citizenship and leadership skills.

Choose a project with the approval and support of your family, because 4-H involves your family.

4-H is "learning by doing." The more active you are, the more you learn. So take part in many of the 4-H activities and enjoy 4-H.



-Chris Clover

## 4-H Emblem...

*The 4-H Emblem is a green, four-leaf clover with a white H on each leaf.  
The H's stand for HEAD, HEART, HANDS and HEALTH.*



## 4-H Colors...



*White in the 4-H flag symbolizes purity and high ideals. The green, nature's most common color, represents life, springtime and youth.*

## 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"*



## 4-H Motto...



*Around the world, 4-H members have set their goals for 4-H with this motto:  
"To Make the Best Better"*



## 4-H Slogan...



*The "Learn By Doing" slogan encourages 4-H members to improve their skills, be responsible for their actions, and express their own ideas.*



## 4-H Creed

*I believe in boys and girls 4-H club work for the opportunity it gives me to become a useful citizen.*

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

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

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

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

*I believe in my country, my state and my community and in my responsibility for their development.*

*I am, therefore, willing to devote my efforts for the fulfillment of these things which I believe.*



## This I Believe

- 1) The 4-H boy and girl are more important than the 4-H project.
- 2) 4-H is not trying to replace the home, the church, and the school--only supplement them.
- 3) 4-Her's are their own best exhibits.
- 4) No 4-H award is worth sacrificing the reputation of a 4-H member or leader.
- 5) Competition is a natural human trait and should be recognized as such in 4-H club work. It should be given no more emphasis than other fundamentals in 4-H.
- 6) Learning how to do the project is more important than the project itself.
- 7) Many things are caught rather than taught.
- 8) A blue ribbon 4-H boy with a red ribbon pig is more desirable than a red ribbon boy with a blue ribbon pig.
- 9) To "Learn by Doing" is fundamental in any sound educational program and characteristic of the 4-H program.
- 10) Generally speaking there is more than one good way of doing most things.
- 11) Every 4-H member needs to be noticed, to be important, to achieve and to be praised.
- 12) Our job is to teach 4-H members how to think, not what to think.

## Wyoming 4-H Ethics Statement

I will be worthy of trust, honor, and confidence.

I will respect all people, including myself.

I will be responsible, accountable, and self-disciplined in the pursuit of excellence.

I will be just, fair, and open.

I will be caring in my relationships with others.

I am aware that my actions and decisions affect others, and will be a contributing and law-abiding citizen.

## Mission Statement

Niobrara County 4-H is the informal youth education program of University of Wyoming Extension which is part of the University of Wyoming. Through 4-H projects and programs, youth learn life skills, citizenship, communication and decision making techniques, leadership, interpersonal relations, community and global awareness. 4-H assists youth to form attitudes that will enable them to become self-directing, productive, and contributing members of society.

## Let's Get the Facts

The 4-H program grew out of a widespread need to improve life in rural America in the early 1900's. Corn, pig, tomato, and canning clubs were forerunners. Among the pioneer leaders were school teachers and educators who wanted a living laboratory to supplement their classrooms. In 1914 Congress passed the Smith-Lever Act establishing a National Cooperative Extension Service. Under it, boys' and girls' club work became 4-H.

The 4-H program is part of the nationwide educational system of the Extension Service: a three-way partnership of the county governments, the state land-grant universities, and the U.S. Department of Agriculture. "Friends of 4-H" come from all walks of life: alumni, businesses, organizations, and community leaders. They support 4-H with donations, personal service, and encouragement.

Adults in the community who are interested in helping young people serve as 4-H leaders or advisors. Volunteer leaders are trained, counseled, and assisted by county Extension Educators.

Wyoming Extension is a branch of the University of Wyoming, affiliated with the U.S. Department of Agriculture, and working in each county of Wyoming as an educational agency. Helping people improve their economic and social well-being is its main purpose. Extension Educators, through educational means, help people analyze and solve problems relating to home, farm, business, family and community.

Today, approximately 5 million boys and girls are active in 4-H. Nearly 600 thousand volunteer leaders in every county across the nation give their time and talent for the benefit of these young people.

# CONSTITUTION AND BYLAWS OF THE NIOBRARA COUNTY 4-H COUNCIL

February 1997

Amended – January 2003

## **Article I. General**

*Section I.* The name of this non-profit organization shall be the Niobrara County 4-H Council. Any funds received by the organization for carrying out its purpose shall not accrue to the benefit of any individual member in any case, should this organization be disbanded.

*Section II.* This council shall follow the most current edition of Roberts Rules of Order, revised.

## **Article II. Objective**

*Section I.* The object of this Council shall be to strengthen and unify work of the Niobrara County 4-H Clubs, to develop initiative and aggressive thinking among club leaders to the end that we are better qualified to direct the development of character and leadership in our young people in 4-H Club work.

*Section II.* The officers of the Niobrara County 4-H Council are directed in case of dissolution of the organization to assign all assets of the Niobrara County 4-H Council to the Wyoming 4-H Foundation.

## **Article III. Membership**

*Section I.* The members of the Niobrara County 4-H Council shall be 4-H leaders and junior leaders. Junior Leaders will be non-voting members. The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, genetic information, political belief, or other status protected by state and federal statutes or University Regulations."

The County Extension Educators and 4-H Program Coordinator are ex-officio members.

## **Article IV. Officers**

*Section I.* The Executive officers of the Niobrara County 4-H Council shall be President, Vice President, Secretary, and Treasurer. All of these officers need to be voted on. A nominating committee will present a slate of officers at the November meeting held in even numbered years. Then nominations will also be taken from the floor. Nominations will be published in the December newsletter and voting conducted at the January meeting (in odd numbered years). New officers take office at the January Council meeting.

The Historian and Calling Chairperson are appointed positions, appointed by the President for his or her two year term of office.

*Section II. Eligibility:* Council Officers shall be 4-H Council members, standing for a minimum of one (1) year at the time of their election. They must have attended a minimum of 50% of the previous years' 4-H leader council meetings.

*Section III. Term of Office:* Officers shall be elected for a two year term and they shall be elected on odd numbered years.



*Section IV. Nominating Committee:* There shall be a nominating committee of at least two (2) members appointed by the President. This committee shall recommend at least one (1) candidate for each office – further nominations may be made from the floor at the November council meeting.

*Section V.* The President with the consent of the Executive officers may fill vacancies until the next regular election.

*Section VI.* The Executive Committee shall consist of the elected officers and the ex-officio members and shall act for the Niobrara County 4-H Council on matters requiring immediate attention and conduct all business during the interim between meetings. An accurate record of all proceedings shall be kept and shall be reported at the next 4-H Council meeting. The Executive Committee may appoint committees as necessary.

*Section VII.* All committees are a part of the 4-H Council and shall make a report to the County Council during and at the completion of the committee's work.

## **Article V. Meetings**

*Section I.* Six (6) regular meetings will be held annually in the months of January, March, May, July, September and November. Meetings will be held at the Niobrara County Extension Office and notice will be sent to each 4-H leader in the 4-H newsletter.

*Section II. Special meetings:* Special meetings may be called by the President or the County Extension Educators with the approval of the Executive Committee, provided the object of the meeting is stated in the call. Notice of all special meetings shall be sent to all County Council members at least one (1) week prior to date of meeting.

*Section III.* 4-H Club Directors are requested and expected to attend each 4-H Council meeting.

## **Article VI. Amendments**

*Section I.* Amendments to this constitution may be made by a two-thirds majority vote of the Niobrara County 4-H Council membership present. These amendments shall be read at the Niobrara County 4-H Council meeting and copies sent to each leader at least one month prior to the next Niobrara County 4-H Council meeting before being adopted.

## **Article VII. Representation at County Meetings**

*Section I.* The voting body of the County Council shall consist of all active leaders, in good standing. Upon majority vote of the voting body, voting privileges may be extended to all persons attending meetings.

*Section II. Non-voting member:* Any member of a 4-H club and 4-H parents may attend all meetings of the County Council.

## **Article VIII. Duties of Officers**

*Section I. President:* The President shall preside at all meetings of the Niobrara County 4-H Council and Executive Committee meetings; and shall perform such other duties as usually pertain to the office of President. The President or appointed alternate shall represent the Niobrara County 4-H Council as a voting delegate at the State 4-H Leader meeting.

S/he shall appoint, subject to the approval of the Executive Committee, such standing and social committees as may be necessary.

The President shall be an ex-officio member of all committees. The President shall not be the Chair of any committee during his/her term of office.



*Section II. Vice President:* In absence of the President, the Vice-President shall preside at all meetings of the Council and the Executive Committee. In case of vacancy in the office of President, the Vice President shall assume the Presidents title and duties.

The Vice President or elected alternate shall represent the Niobrara County 4-H Council as a voting delegate at the State 4-H Leaders meeting.

The Vice President duties shall include the parliamentarian duties.

*Section III. Secretary:* The Secretary shall keep minutes of all meetings of the Niobrara County 4-H Council and Executive Committee, keep a current list of officers, council members, members of standing and special committees, prepare and present roll call at the Niobrara County 4-H Council meetings, be custodian of all official papers and records and make copies of the minutes available to each club. The Secretary shall be responsible for all correspondence of the County Council.

A typed copy of the minutes shall be available at the County Extension Office (1) week after regular Council meeting.

*Section IV. Treasurer:* The Treasurer shall collect all money belonging to the Niobrara County 4-H Council and disburse funds promptly upon the order of the Executive Committee. All accounts shall be audited at the close of the 4-H calendar year. A yearly report will be published in November or upon request of the Executive Committee. The Treasurer should prepare and give a current itemized financial statement at each Niobrara County 4-H Council meeting.

State 4-H Council assessments shall be paid from the funds of the Niobrara County 4-H Council.

*Section V.* The Constitution and By-laws, together with the amendments, shall govern the Niobrara County 4-H Council throughout its life and shall be in permanent possession of the Niobrara County 4-H Council to be kept by the Secretary and turned over by him or her each term to the new Secretary following the annual election of officers. Copies of the Constitution shall be sent to each 4-H family and the State 4-H Office.

## **Article IX. Participation and Behavior Policy**

*Section I. Scope:* As participants in 4-H and representatives of Niobrara County, it is important that all members, leaders, and parents understand this policy. It covers the responsibility of all 4-H members, leaders and parents when representing Niobrara County as participants' at all county, district, state and national events. The guidelines for behavior and disciplinary action while representing Niobrara County are covered in this policy. The Niobrara County 4-H Executive Committee has the responsibility for all final disciplinary action of the 4-H program.

*Section II. Behavior:*

- A. Be a "Good Citizen" at all times: Respect for others and property of others is good citizenship. Members should conduct themselves as intelligent, responsible, and sufficiently mature individuals at all times, represent the county with pride during all 4-H activities and leave a good impression of our county.
- B. Members shall NOT USE alcoholic beverages, tobacco or other drugs. Aspirin or similar products and drugs prescribed by a physician are the exceptions



C. While at all county, district, state and national events, all 4-H members will abide by all of the special rules that are set down by the governing bodies of these events.

*Section III. General Rules of Participation:*

A. These rules govern participation as an exhibitor, contestant, team member, or in other activities where the member is representing the county.

B. The leader or coach should fully inform the 4-Her and their parents of the responsibility when they try out and accept a position as a contestant, team, or delegate member, representing Niobrara County 4-H.

C. The following represent the general rules of participation:

Expected to attend required practices and other related meetings.

Expected to be prompt for all events during the competition or event.

Understand the schedule relating to the events you are participating in and make sure you are there to represent the county.

If parents feel that the event is too demanding and they are unable to support the 4-Her (transportation to practices and meetings, financial, detracting from school, work and other) they should notify the leader or coach two weeks in advance so the open position can be filled before the scheduled event.

The decision of the coach or leader in charge of choosing the contestants or the team members will be final and supported by the Council.

All overnight trips for contestants and/or teams using both boys and girls will have each a male and female chaperone. If the coach needs more chaperones the parents will be responsible to locate them.

**Article X. Formal Complaint Policy**

*Section I.* Any person/club or related organizations can file a written or oral complaint dealing with any sanctioned or related activities or policies of this Council.

*Section II.* The 4-H Council will review any written complaints or will hear oral complaints in a closed executive session of the Council.

*Section III.* The 4-H Council will invite any person/club or related organizations to respond to any complaints made against them.

*Section IV.* The Council will weigh both sides of the dispute in a closed executive session and will prepare a formal statement for the record, resolving the complaint in question. The final decision will be made during the next scheduled Council meeting, following the opportunity of presentation by both parties involved.

*Section V.* The people/club or related organizations involved will be notified by letter from the President of the Council stating the resolution of the complaint.

*Section VI.* Any person/club or related organization can appeal the resolution by writing or appearing before the Council, stating his/her basis for appeal.

*Section VII.* The Council will review the appeal and either, accept or reject it and will notify the person, club or organization filing the complaint by a letter from the Council President.

*Section VIII.* All complaints made to the Council should be done in a timely manner. Preferably, complaints should be made within sixty (60) days of the event that generates the complaint



# WORKING RULES

## Niobrara County 4-H Clubs

November 1996

The purpose of the Niobrara County 4-H Council is to serve as an advisory board for the Niobrara County Extension Educators and to assist in fund raising opportunities and community service projects.

Any funds received by the 4-H Club for carrying out its purposes shall not accrue to the benefit of any individual member unless to defray costs for a specific 4-H event or trip and said funds have been approved by the 4-H Club. 4-H Club money cannot be used for purchasing souvenirs, personal gifts, personal items or personal entertainment.

The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, genetic information, political belief, or other status protected by state and federal statutes or University Regulations."

The officers of the 4-H Club shall be President, Vice President, Secretary, Treasurer, Historian, Reporter, and any other officers that the club membership deems necessary. All officers shall be voted on by the members of the club. The term of each office is one year.

The term of office for the Club Director shall be at the discretion of each individual 4-H Club.

Six or more meetings will be held annually. Special meetings may be called by the Club Director or Club President, if necessary. The 4-H year, for club business, runs from **November 1<sup>st</sup> through October 31<sup>st</sup>**.

Club reorganization meetings for the coming year will be held in either November or December, so that all re-enrollment forms can be completed by the January deadline.

The Club Director is expected to attend all 4-H Council meetings. If the Club Director is unable to attend, he or she needs to find a replacement (which can be another 4-H leader for that club or a 4-H parent involved in that club) for that particular meeting. All 4-H leaders are encouraged to attend 4-H Council meetings.

In September 4-H leaders will nominate either a business or an individual or family for the Friend of 4-H Award. The 4-H Council will vote on the nominee's, and select the award to be presented at Achievement Day. The 4-H Council will present two Friend of 4-H Awards annually.

The 4-H Council will be in charge of the Achievement Day dinner including set-up, serving and clean up.

4-H Council will be in charge of setting up the Halloween Carnival and clean-up.

The Historian position will be appointed every 2 years in conjunction with the election of 4-H Council officers. The Historian shall keep a historical record of the Niobrara County 4-H Council and the records will be kept in the Niobrara County Extension Office.



# Wyoming 4-H Philosophy:

## Clubs

In the Wyoming 4-H Program, a club is defined as having at least 5 youth enrolled from separate families with an adult volunteer guiding the club. Clubs are designed to foster youth development principles of Belonging, Independence, Generosity, and Mastery. When functioning appropriately, the club structure is the most effective delivery method for accomplishing youth development.

## Purpose of 4-H Clubs

The purpose of any 4-H club is to foster youth development principles of Belonging, Independence, Generosity and Mastery. These principles are achieved by the following:

- **Belonging**
  - ◇ Provide an inclusive environment that includes social interaction between youth with diverse backgrounds
  - ◇ Contribute to a team effort
  - ◇ Develop a positive relationship with a caring adult
- **Independence**
  - ◇ Self-directed decision making process that relates to real-life experiences
  - ◇ Foster leadership opportunities
- **Generosity**
  - ◇ Community service activities
  - ◇ Share experiences with younger youth members
- **Mastery**
  - ◇ Project leaders help youth develop specific knowledge and skills
  - ◇ Skills to run effective meetings
  - ◇ Gain understanding of finances through access to funds raised by the club

*The depth that positive youth development principles are obtained by members is directly influenced by how the club functions.*

# TYPES OF CLUBS

## **Community Clubs**

Usually include a large number of members of various ages who work on a variety of projects. They may all work together on citizenship and service projects but generally enroll in various individual project areas supported by the Wyoming State 4-H Youth Development Program. Such a club usually has an organizational leader and several project and activity leaders. Project groups or subgroups of the community club may meet more frequently to complete project activities.

## **Project Clubs**

Learning groups of member dedicated to one primary project, but members are also encouraged to participate in various county and community events. Often, these are continuous learning groups that also have a team of volunteer leaders and an elected group of youth officers that meet more frequently to do more in-depth project activities.

## **Special Interest Clubs**

A short-term special interest program (i.e. skateboarding club, welding club) in which youth learn about a specific subject for a designated period of time. A minimum of six hours of instruction is recommended to accomplish youth development principles and concepts.

## **Function of a Club**

Clubs are led by youth members in partnership with adult volunteers. This is accomplished by the election of youth officers and the establishment of goals as determined by the entire membership. Meetings are held to carry out club goals.

### ***Organization***

- Determine type of club – community, project, special-interest
- Elect youth officers
- Determine club goals
- Hold regular club meetings
- Establish parameters for membership – specific project focus? Club requirements?

### ***Operation***

- Youth preside over regular club meetings in partnership with adult volunteers
  - ◇ Use a mentoring system to socialize new members
  - ◇ Set aside time to train youth for the roles they will assume in adulthood
  - ◇ Youth manage the financial resources of the club
- All members are involved in making decisions for the club and celebrating its accomplishments
  - ◇ Everyone's voice is important and should be heard
  - ◇ Affirm and support one another
  - ◇ Empower by delegating responsibility
  - ◇ The whole is greater than the sum
- Achieve balance between chaos and rigidity
  - ◇ Conduct business while allowing time for social interaction (fun and games)
  - ◇ Organized with intentional activities
- Value and practice service to others

# GROUPS VS. CLUBS

## **Groups**

### *Definition and Purpose:*

A group is defined as a gathering of youth that meet to learn specific subject matter knowledge and skills. Groups differ from clubs in that the purpose is set forth and directed by adults rather than youth. The focus of a group is subject-matter related rather than youth-development oriented.

### ***Types of Groups***

- Enrolled Groups
  - ◊ Groups made up of members enrolled in the 4-H program
- Non-Enrolled Groups
  - ◊ Groups made up of youth not enrolled in the 4-H program
  - ◊ ES-237 reporting defines "groups" as youth not enrolled in 4-H who receive education from an Extension Educator.

## **Group Function**

Groups function in a different manner than clubs.

### ***Organization***

- Adults determine the direction of the educational programming
- Programming is determined by subject matter needs
- Accountable to the Extension Educator

### ***Operation***

- Fulfill educational goals
- Hold meetings
- Complete and submit yearly budget, reimbursement forms, fundraising request forms, and the Annual Treasurer's Report to the Extension Educator.
- Complete End of Year Group Report, available at the Extension Office or online at:

<http://www.uwyo.edu/4-h/current-members/files/end-of-year-committee-or-group-report-2017.pdf>.

*Groups do not provide the optimal setting for all youth development principles and concepts to be maximized for the benefit of the youth.*



# CLUB CHARTERING

Clubs must be officially chartered through University of Wyoming Extension. The 4-H educator is responsible for guiding and directing the process. Chartering is the process by which a group is recognized as an official 4-H club by the UW Extension. Upon meeting established requirements, a charter is presented to the new 4-H club.

*The established requirements for obtaining a charter are (application available):*

1. A membership of at least five 4-H members from at least two separate families.
2. Screened volunteer leader to supervise the organizational needs and programs of the club.
3. An appropriately structured club utilizing a leadership team of youth officers.
4. The club and volunteers from the club must be prepared to support the 4-H program above the local club level, i.e. participation in county council meetings or county development committees.
5. A calendar of planned educational activities (i.e. meetings, workshops, community service, etc.) for a minimum of six months.
6. Adopt and utilize Wyoming 4-H Bylaws.
7. Approval of application by the county extension 4-H educator.

NOTE: If the club anticipates raising funds, generating income, or having bank accounts, an Employer Identification Number/Tax Identification Number (EIN/TIN) is a requirement of the IRS. (Please contact the Extension Office).

## *Financial Requirements:*

Federal regulations governing the continued use of the 4-H name and emblem require annual financial reporting and accountability.

- Every account that holds monetary funds in the name of 4-H **must** have a unique Employer Identification Number/Tax Identification Number (EIN/TIN). This number is linked to the National 4-H Group Exemption Number through the IRS SS-4 Form process. The SS-4 form must be signed by a county educator as an executor/trustee.
- UW policy dictates the signature card for each 4-H account has a minimum of four active signers, two of which must be UW CES employees. This facilitates account closure/transfer in the event a club is dissolved. It is not necessary or recommended for UW CES employees to sign checks.
- An *Income & Fundraising Request* Form (available at the Extension Office or online at <http://www.uwyo.edu/4-h/current-members/files/fundraising-request-form.pdf>) must be submitted by the club to the Extension Educator for approval for fundraisers that may earn more than \$50.
- At the end of the 4-H year, it is **required** that each club/group/committee/project (Shooting Sports, all judging teams, Junior Leaders, etc.) submit a completed Annual Treasurer's Report (available at the Extension Office or online at <http://www.uwyo.edu/4-h/current-members/files/club-group-annual-treasurers-report-2018.pdf>) to the Extension Educator. Each club/group/committee/project's report will be audited annually.
- Per the Wyoming 4-H Policy Manual (found online at <http://www.uwyo.edu/4-h/current-members/files/policy-wyoming-4h.pdf>), "4-H club accounts are reviewed annually by a committee designated by the club and reviewed/audited every three years by an internal 4-H committee designated by the UW 4-H educator. A failure to provide adequate financial reporting could result in the loss of the 4-H charter."



# 4-H GENERAL RULES & REGULATIONS

All rules in this book are in addition to the Niobrara County 4-H Leaders' Council Constitution & Bylaws.

All rules are subject to change on an individual basis due to an emergency, or medical reasons. The Niobrara County University of Wyoming Extension Educators and Niobrara County 4-H Council officers will make the decision on any exceptions.

## ENROLLMENT

4-H membership is open to any youth regardless of race, color, religion, sex, national origin, disability, political belief, sexual orientation or familial status who is 8 years of age through 18 years of age as of January 1<sup>st</sup> of each year. (Junior members include members ages 8-10; Intermediate ages 11-13, and Senior members are members age 14 and up as January 1<sup>st</sup> of the current year. **(Suggestion: 1<sup>st</sup> year members only enroll in 2 projects.)** First year members are considered 1<sup>st</sup> year members one year only. Cloverbuds are youth ages 5 to 7 years old.

**The re-enrollment period will run from October 1<sup>st</sup> to mid-January (the date changes annually slightly due to the calendar) of each year for existing 4-H members and leaders. New 4-H members may enroll in 4-H until May 1<sup>st</sup> of each year. Membership enrollment must be completed by the youths legal parent or guardian. Documentation of legal guardianship or parental rights must be provided if requested.**

All 4-H members enrolled in Niobrara County will belong to an organized 4-H Club. There are no 'Lone Star' memberships in Niobrara County.

The 4-H Policy and Program Manual clearly states that enrollment as a 'Lone Star' member may be allowed if and ONLY if they can't enroll in an organized club. The ONLY reason for not joining a club would be living in a REMOTE area where there are no clubs. This is not just a county rule but a state-wide rule.

Clubs are to hold six or more regular meetings during the year. "Regular" includes meetings planned by the club for carrying out the program of work where time is allowed for instruction and training.

Per the Wyoming 4-H policy, youth may not hold 4-H membership in more than one county or state at the same time.



## 4-H Online Enrollment and Re-enrollment Procedures

In order to become a youth member or an adult volunteer with Niobrara County 4-H, you must enroll on the Internet using a software program called 4-H Online. If you are enrolling for the first time, you will need to setup a profile (you will only need to do this once). Once you have created your profile, and entered your family information - you can start adding your family members. Please do not hesitate to call or email the Extension Office if you have questions.

If you are re-enrolling, go to 4-H Online and enter your e-mail and password from the year before. Even if your member intends to take the same projects as the year before, you must still 're-enroll' them. Also note that the different Judging opportunities (Horse, Livestock, Meat, Produce, Wool) are listed as 'Activities' on 4-H Online, so please add the member to these if they are interested in participating. Adult volunteers must also re-enroll every year that they wish to be a 4-H leader.

**<http://wy.4honline.com>**

## Leader Motor Vehicle Record Check Instructions

As 4-H is a program of the University of Wyoming and anytime you transport 4-H members you are driving on University business. UW policy require individuals who drive on University business to complete the UW Motor Vehicle Records (MVR) check annually. This applies to all driving, whether doing so in a personal, rental, county, or UW vehicle. All MVR checks expire on December 31<sup>st</sup>. However, MVR checks completed after October 1<sup>st</sup>, apply to the next calendar year. For example, if you complete the MVR check on October 2<sup>nd</sup>, 2018 - or later - you are eligible to drive through 2019.

If you have already created a profile, please log in with the username and password you have already created. Once logged in, click on "submit new transaction" and continue from step 6.

To complete the MVR please use the following steps:

1. Go to: <http://www.uwyo.edu/risk/claims-and%20insurance/vehicle-use-policy-information.html>
2. Under Driving Privileges click on the link for Non University of Wyoming Employees 'Motor Vehicle Request Form'
3. Please be sure to follow the instructions carefully, as UW has changed this procedure several times. The Extension Office will also be able to walk you through it, if you need help.

## YOUTH AS DRIVERS AT 4-H EVENTS & CONTESTS

It is the policy of the Niobrara County Extension Staff, Niobrara County 4-H Council and Niobrara County Fair Board that 4-H members or other youth do not serve as vehicle drivers for 4-H members, other than family members, to, from or during a 4-H sponsored event or activity. These entities do not condone youth drivers simply in the interest of safety. It is highly recommended and expected that adult volunteers and/or parents serve as drivers to, from and during all 4-H sponsored events and activities. This would include judgings, field days, club tours, club activity days, contests, fairs, Achievement programs, carnivals, trainings, etc. This would also include going to lunch downtown. If adults are not available for the entire day to provide transportation, members should plan to bring a sack or picnic lunch for the noon meal.

# MEMBER RESPONSIBILITIES

## Niobrara County 4-H Members Should:

Have high morals, ethics and integrity; be honest, truthful, honorable, and respectful; use good judgment, acceptable language, and set a good example at all times.

Select a project(s) with guidance from parents and a 4-H volunteer leader.

Attend 4-H meetings, give a presentation sometime during the year; participate in judging programs related to projects taken and participate in club and/or citizenship programs.

- Complete the outlined project work.
- Keep a detailed record of the project work. Records should be done by the member using his/her own words. It is required that members keep handwritten records, with 100 percent of the work being done by the member.

Learn and live by the principles of the 4-H Pledge, 4-H Motto, 4-H Slogan and Wyoming 4-H Ethics Statement.

- Exhibit project work at the club or County Fair.
- Participate in committee assignments and community service activities.
- Encourage other youth to join 4-H.

Abstain from the use of illegal drugs, alcoholic substances or tobacco products. (These are NOT allowed at any 4-H sponsored program, event and/or activity. This applies to local club meetings, county, district, state, and national events.)

- Respect adult leaders, parents, and Extension Educators.
- Respect the rights and privileges of other 4-H members.

While attending 4-H events, a member must abide by the rules of the activity as well as this CODE OF CONDUCT; attend all sessions in appropriate dress; respect the authority of advisors; and respect the individual rights, safety and property of others. Wyoming Extension and Niobrara County Extension, believe in the right of every child to have a safe and nurturing environment.

## CONSEQUENCES

Members who do not abide by the rules of conduct at any club, county, state or national function may be sent home from the function at the expense and time of the member's parents (guardians). Depending upon the infraction member may be disqualified from that particular function or any other function in the future. This decision will be made by the Executive 4-H Council and the Extension Educators.

Members who do not participate in the required judging activity for their appropriate projects will not be allowed to exhibit in that project at the Niobrara County Fair or Wyoming State Fair. If this happens to be a livestock project they will not be allowed to participate in the Niobrara County Market Animal Sale held during the Niobrara County Fair.

Members who do not complete the appropriate record books and turn them in by the designated deadline in September will not receive their fair premium checks. Members who do not turn in their completed record books by September 30<sup>th</sup> will not be members in good standing.

## PARTICIPATION IN 4-H SPONSORED EVENTS

In addition to following the 4-H Code of Conduct, and all other member responsibilities - the following financial stipulations shall also apply to each member. Upon registration for any and all event/trip, the member is acknowledging that they understand that should they decide not to attend after the registration for the event/trip has been paid, they -along with their parents/guardians - will be held responsible for reimbursing the 4-H Council or the Judging Team Fund for all relevant expenses. This applies to any and all events and trips sponsored by the 4-H Council, Shooting Sports project, the Judging Team Fund, or Beekeeping Fund.

# VOLUNTEER LEADERS RESPONSIBILITIES

To have a successful 4-H program, volunteer leaders are critical for the delivery and implementation of educational programming. To ensure a safe and positive learning environment for youth members, a selection process is in place to identify and appoint the most appropriate adult volunteers. An eligible adult volunteer can enroll at any time of the year and must meet the following requirements:

Be at least 20 years old

Enroll as a volunteer in a respective county

Pass Wyoming Department of Family Services/Department of Criminal Investigation (DFS/DCI) screening through the Wyoming 4-H Program (all leaders are re-screened every five years).

Complete training requirements

*Failure to meet or complete any of these requirements could prohibit the individual from becoming a volunteer leader. Only volunteers meeting the criteria above are considered official volunteers to the Wyoming 4-H program and can be entered in the 4-H Online computer software. An adult must be an official 4-H volunteer to have ANY unsupervised access with 4-H youth.*

## **Niobrara County 4-H Leaders should also:**

Have high morals, ethics and integrity; be honest, truthful, honorable, and respectful; use good judgment, acceptable language, and set a good example at all times.

Provide a safe environment, free of physical abuse, mental abuse, ethnic, racial and sexual harassment or exploitation of the 4-H member.

Organize 4-H meetings, project trainings and activities with the assistance of the club's officers, members and parents.

Let members conduct their own business meetings.

Teach, guide and direct the 4-H member to complete the 4-H project, including records. Encourage the member to keep current and accurate records.

Learn and live by the principles of the 4-H Pledge, 4-H Motto, 4-H Slogan and Wyoming Ethics Statement.

Encourage members to participate in local, district, county, state and national events.

Encourage members to exhibit project work at the club or county fair; to give a presentation and provide opportunity to judge products related to projects taken.

Encourage members to participate in club and committee assignments.

Encourage members to participate in community service activities.

Encourage youth to join 4-H.

Stay informed about the 4-H program and attends training meetings.

Have a valid Wyoming driver's license and insurance as prescribed by law on their vehicle when transporting 4-H members.

**Abstain from the use of illegal drugs, alcoholic substances or tobacco products. (These are NOT allowed at any 4-H sponsored program, event and/or activity. This applies to local club meetings, county, district, state, and national events. Leaders may smoke in designated areas away from the site of the event)**

## CLOVERBUD & PRE 4-H MEMBERSHIP

Pre-4-H membership is open to all youth under actual 4-H age, including Cloverbuds. Cloverbuds is an exciting program offering 4-H membership to young people ages 5-7, from kindergarten through 2nd grade (K-2). Cloverbuds was specifically developed to bring the life skill building and experiential learning benefits of traditional 4-H to children ages 5-to-7. Its goal is to promote children's positive development through cooperative learning and developmentally appropriate activities at Cloverbud meetings. The only requirement for pre-4-H members is to bring an exhibit to the Niobrara County Fair.

## PROJECT ADD/DROP

Projects can be added or dropped by 4-H members until May 1<sup>st</sup> (after online enrollment is completed). The Extension Office **must** be notified of any and all add/drop changes. After that date no new projects may be added, no projects may be dropped and any projects not finished after that date are counted as incomplete.

## 4-H LITERATURE

All 4-H literature is on a cost basis. The cost of 4-H member and leader literature will reflect the cost of printing and handling of the respective publication.

Community club leaders are required to submit an order to the Niobrara County Extension Office for the manuals and record books they need for their club membership and their project leaders. These orders should reflect the project(s) that each enrolled club member is taking and the project which club leaders are teaching. These orders should be submitted to the Niobrara County Extension Office no later than February 1<sup>st</sup>.

Once the Niobrara County Extension Office has received a club order, they will make all the requested manuals and record books. The Extension Office then will make each member a project folder including all their project manuals and record books for the current project year. Member and/or their parents will then be required to sign and date a document indicating that they have received all the necessary project manuals and record books for the current year. These signed documents will remain on file in the Niobrara County Extension Office until the completion of the project year.

Once orders are placed and received clubs will be billed for the materials that they ordered for the project members in their 4-H club. Clubs can then pay for the members materials or collect these funds from each project member, depending on their club's treasury or constitution.



"The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, genetic information, political belief, or other status protected by state and federal statutes or University Regulations."

# COMPLETION REQUIREMENTS

In order for a 4-H member to complete each 4-H project taken, the 4-H member must enter at least one exhibit per project at the Niobrara County Fair (or other approved public event). The Junior Leader project is an exception to this rule. Each member must also submit a **COMPLETED** Record Book for each project taken and a Record Book folder. If each of the member's Record Books does not receive at least a red ribbon, their County Fair premiums will be forfeited. The folder includes: a Cover; the appropriate record books; the 4-H Portfolio; and a 4-H Story. Record Books are due in the Extension Office mid-September every year (the date changes slightly each year due to the calendar). **All Record Books of every 4-H member WILL be judged.**

***Members must also attend at least one county wide judging in their respective project area.*** For example, livestock project members a livestock judging and horse members a horse judging. Family & Consumer Science members must participate in at least one county Family & Consumer Science Activity Day to complete their project.

Instated in 2018, ***ALL members enrolled in a livestock project are also required to attend at least one of the several Educational Opportunities offered throughout the year - in addition to the one required livestock judging.***

## FAMILY AND CONSUMER SCIENCES

### Family & Consumer Sciences (FCS) Activity Days

Every 4-H member enrolled in a Family & Consumer Sciences project (Fabric & Fashion, Foods and Nutrition, Child Development, Interior Design, Cake Decorating, Crocheting, Quilting, and Knitting) is required to attend at least one county FCS Activity Day to complete his or her FCS project. FCS Activity Days are open to all 4-H members in the county regardless of the 4-H project in which they are enrolled.

A 1<sup>st</sup> year FCS member is anyone who is in his or her 1st year of 4-H and age 10 or below. Anyone past their 1st year is either a Junior, Intermediate or Senior member depending upon their age, as of January 1<sup>st</sup>. Junior ages are 8-10 years; Intermediate ages are 11-13 years; and Senior ages are 14 years and above.

There will be a total of four FCS Activity Days during the spring and summer and an Activity Day Orientation Session in the spring. (The orientation day does not meet the requirements for project completion).

### Outstanding Family & Consumer Sciences (FCS) Member Awards

Awards for the Outstanding 4-H FCS member will be presented annually at the Niobrara County 4-H Achievement Day program. Four awards will be presented each year:

- Outstanding First Year Member (ages 10 and under)
- Outstanding Junior Member
- Outstanding Intermediate Member
- Outstanding Senior Member

Points will be earned throughout the year by each member. The points will then be calculated at the end of September to determine the winner of each award. Points will be earned for:

- Participating in FCS Activity Days-there will be four during the year plus an Orientation Session
- Ribbons earned on County Fair 4-H FCS exhibits.
- Participating in the County 4-H Presentation Contest by giving a presentation in an area of FCS.
- Participating in the State Presentation Contest by giving a presentation in an area of FCS.
- Ribbons earned on 4-H Style Revue participation both at County and State Fair.
- Ribbons earned on 4-H FCS Record Books
- Ribbons earned on Niobrara County Fair Open Class exhibits in the FCS areas.

## STYLE REVUE

The Style Revue Contest is separated into two distinct contests at both the county and state levels. 4-H members may choose to compete in the construction contest, the Ready-to-Wear contest, or both contests.

The Construction Style Revue competition is open only to 4-H members enrolled in the Fabric & Fashion, Knitting, Crocheting 4-H projects (or other projects where clothing construction modeling skills may be learned.) Participation in the Style Revue competition is not mandatory for 4-H members, but is strongly encouraged. The contest is divided into four age divisions. 1<sup>st</sup> year, Junior, Intermediate and Senior - with awards being made in all four divisions.

First year models are members who are in their first year of 4-H and are 10 years old and under. Anyone past their first year of 4-H is either a junior, intermediate, or senior.

Ready-to-Wear Style Revue members who enter the Ready-to-Wear contest can either have purchased an outfit to model or may have had another person make the outfit that is being modeled. The youth participating in Ready-to-Wear will have an interview and write up that will be evaluated. Placing and scoring will be based on the criteria of 20% modeling, 40% on the interview with judges, and 40% on the written portion describing the project.

Each county may enter an unlimited amount of Junior youth, Intermediate youth and Senior youth (ages 14-19) in the State Fair Style Revue Contest, as determined by the County Fair Style Revue Judge. A contestant may enter each class (constructed and/or Ready-to-Wear) one time at State Fair. However, each contestant can only appear once in the public Style Revue at State Fair.

## 4-H PRESENTATIONS CONTEST

This contest allows for 4-H members to be creative with all forms of communications including public speaking, videos, slide and/or power point presentations, demonstrations, illustrated talks, food show-off presentations, interactive exhibits, skits, drama, public speaking and multi-media displays.

One critique and score sheet will be used to review all presentations. Presentations are judged on knowledge of subject matter and presentation impact.

The Presentation Contest is open to all 4-H members regardless of what project the member is enrolled in. Topics can include, but are not limited to established 4-H projects.

Niobrara County can take any number of Senior, Intermediate and Junior Presentations to the state competition held in late June at the 4-H Showcase Showdown.

Senior Presentations shall be 10-15 minutes in length. Intermediate and Junior Presentations shall be 3-5 minutes in length.

## AGRICULTURE

"Four-H members learn the best ways to house, feed, manage, and care for livestock. The Wyoming 4-H youth program is committed to the humane treatment of all animals. Four-H members must make sure animals obtain appropriate vaccinations. Injured or ill animals must receive prompt and appropriate care. If injury or illness is severe, animal should be treated promptly by a veterinarian. Administration of growth promoters and therapeutic drugs approved for use in the respective species must conform to local, state and federal regulations and **withdrawal times.**"

Animals shown at fairs must be regularly fed and watered. Show management should regularly inspect livestock housing for areas of overcrowding, frequency of stall cleaning, amount of bedding, and methods of livestock restraint.

# RULES AND REQUIREMENTS FOR MAKING A NIOBRARA COUNTY 4-H LOAN

December 1995

- PURPOSE:** To aid 4-H members in the purchase of their project animals.
- FUNDS:** Money for this loan program will be provided by the Lusk State Bank. The 4-H Council shall pledge its Checking and Saving Account as collateral to fund this loan program.
- SUPERVISORY COMMITTEE:** This committee will be responsible for the supervision of the loan program. These responsibilities shall include but not be limited to:
- Receive applications for project loans.
  - Do a need assessment of the applicant. Since there are limited funds for program. The committee shall try to provide loans to the neediest applicants.
  - Approve loan applications.
  - Instruct the Lusk State Bank on the structuring of each loan.
- COMMITTEE MEMBERSHIP:** The committee shall consist of the following:
- The President of the 4-H Council
  - The County Extension Educator/Educators
  - A Loan Officer of the Lusk State Bank
  - Two 4-H Club Leaders
- ELIGIBILITY OF LOANS:** Applicant must be a member of a Niobrara County 4-H Club.
- The animal/animals purchased must be enrolled as a 4-H livestock project.
- Applicant must have had satisfactory results with all 4-H projects previously enrolled in and be recommended by his/her 4-H club leader.
- Each applicant must send the committee a written statement detailing the source of repayment for the loan, and the requested term of the loan.
- Each applicant must have a person co-sign the loan who has reached the age of majority in the State of Wyoming. This person shall be subject to approval by Lusk State Bank.
- ADDITIONAL PROVISIONS:** There will be a minimum finance charge of \$20.00 per annum for all loans under \$500.00. The interest rate on loans above \$500.00 will be determined by current market rates.
- All loans on market animals are due and payable upon receipt of sale proceeds from buyer.
- All loans on breeding animals and horses can be set up on a 3 year repayment schedule. One third of the principal plus interest to be paid at the end of each project year for 3 years.
- No 4-H member shall be approved for more than one project loan per species at one time.
- Any project loan that is not paid in a timely manner and according to the terms of the contract will be declared in "default". Loans in default will be aggressively pursued for collection by the committee and the Lusk State Bank.

# LIVESTOCK PROJECTS AND JUDGING

Following is a list of requirements to complete a livestock project. These are in addition to the Market Animal Project and Sale Rules.

**The project animal(s) must be in the 4-H members' possession by no later than the ownership deadline date(s):**

|  |  |
|--|--|
| Market Beef - February 1 <sup>st</sup>                         | Breeding & Market Sheep-June 1 <sup>st</sup>           |
| Dogs - May 1 <sup>st</sup>                                     | Breeding & Market Swine-June 1 <sup>st</sup>           |
| Horses - May 1 <sup>st</sup>                                   | Cats, Rabbits, Goats, & Poultry - June 1 <sup>st</sup> |
| Breeding Cattle/including Feeder Calves - June 1 <sup>st</sup> | Dairy Cattle - June 1 <sup>st</sup>                    |

Leaders are responsible to insure that projects are owned by the deadline. Hence, if an ownership question or problem arise, leaders will be responsible as will the project member and his/her parents.

Each member **must show their own project animal(s)** at the Niobrara County Fair for judging. Participation at county fair or a public event displaying one or more exhibits of projects carried during the year is required. A public event is interpreted as five or more persons other than the immediate family and the county Extension Educator. In cases of hardship, exceptions to exhibit requirements must be approved by the 4-H leader and University Extension Educator. To be eligible for the market animal sale a member must show and sell their animal. The only exception to this rule is an unforeseen medical emergency or family death.

If the project animal becomes injured, dies or is too wild, youth must exhibit their record book at the Niobrara County Fair for judging. Permission from the Extension Educator is required to exhibit your record book.

A **completed** record book pertaining to the project animal(s) must be submitted in the fall of the project year to be eligible for Achievement Day awards. If each of the member's Record Books does not receive at least a red ribbon, their County Fair premiums will be forfeited.

Any 4-H member enrolled in a livestock project **must attend at least one livestock judging, other than the County Fair judging.**

Livestock judgments will include at least three judgments and if possible one senior field trip to judge before the County Fair judging.

To be eligible for livestock judging awards, the senior livestock judging team or junior livestock judging team, members must attend two of the three county livestock judging practices plus the County Fair Contest. If members attend all three judging practices their low score will be dropped. The top four seniors and juniors will represent Niobrara County at the Wyoming State Fair Contest. Senior team members **must** participate in the two day training between County and State Fair.

Instated in 2018, ***ALL members enrolled in a livestock project are also required to attend at least one of the several Educational Opportunities offered throughout the year - in addition to the one required livestock judging.*** There will be opportunities to learn more about animal nutrition, selection and management, reproduction, record books, showmanship, entrepreneurship, livestock skill-a-thon, etc. This is a County Fair requirement, and will also apply to the Rawhide FFA chapter. Dates and times of each workshop will be published in the monthly newsletter and on the Facebook page.

## **Family Back-up Animal for the Niobrara County Fair (continued on the next page)**

The Family Back-up Animal is an opportunity for families to identify an animal as a Back-up in case of death, not making weight, or other unforeseen circumstances. The following are the rules for identifying such an animal. Those livestock eligible for a back-up include: Market Beef, Market Sheep, Market Goat and Market Swine.

- All youth entering market livestock in the Niobrara County Fair must have the animal tagged by the appropriate program (4-H/FFA) by the tagging deadline for that species (beef: Feb. 1<sup>st</sup> and sheep/goat/swine June 1<sup>st</sup>). Animal is to be tagged and specified as "Kelso Family", not under an individual.

- Animal is to be designated to which specific member of the family will be exhibiting the animal at the Niobrara County Fair weigh-in day.
- Only family members that have an animal(s) of that same species tagged in their name are eligible to use that animal. i.e. a hog for a hog, but not a lamb for a hog.
- Any Family Animal CANNOT be shown at state fair since the animal isn't identified to a specific individual by the state fair ownership deadline.
- This animal is eligible to be sold in the livestock auction at the Niobrara County Fair.
- A brand inspection would have to be obtained before Fair weigh-ins to transfer ownership from the family to the individual, if applicable.
- Family Animal is shared with family members in the SAME household (same mailing address). Only one Back-up animal per family per species.

## MARKET ANIMAL PROJECT AND SALE

All Market Animals must be tagged with an Official WY State Fair tag number by a specified date. Tagging must be done at the annual county wide tagging day for each species or arrangements must be made with the Extension Educator to tag your animal by the ownership deadline. (February 1<sup>st</sup> for market beef projects and June 1<sup>st</sup> for market sheep, market swine, and market goat projects.) Market rabbits and poultry broilers, must be identified with the sale committee by June 1<sup>st</sup>, if they plan to sell them in the Market Animal Sale during county fair. ***When your animal is tagged you must provide a brand inspection for that animal plus a proof of ownership, such as a bill of sale.***

### MARKET ANIMAL RATE OF GAIN CONTEST:

Animals are weighed on a specified beginning date which is normally the same as tagging date. To promote fair competition all animals are required to be weighed on this date or an adjusted Rate of Gain can be used if an animal is weighed late. Rate of Gain is determined by the total weight gained over a specified number of days. Ending date will be weigh-in date at County Fair. At county fair the top gaining animals (five to ten depending on livestock numbers) in each species will be shown in a special rate of gain class. Winners of the rate of gain contest will be based on both average daily gain and animal quality.

### RULES FOR MARKET ANIMAL SALE:

Each member wishing to sell an animal through the Market Animal Sale must complete a consignment sheet, where the member agrees to abide by rules set by the Market Sale Committee. Consignment sheets for each species are due the first day of County Fair.

A 4-H member can sell one steer, one hog, one lamb, one goat, one pen of chickens and one pen of three rabbits in the sale. All animals sold in the sale must have been shown in their respective market class at fair.

All animals consigned will be sifted by the judges during the Fair. ANY ANIMAL THE JUDGES DEEMS NOT SUITABLE FOR SALE AS A MARKET ANIMAL WILL BE SIFTED AND NOT ALLOWED TO SELL.

**All market heifers MUST be spayed and proof of spay must be provided to the Extension Office by Wyoming State 4-H ownership deadline (February 1). If there is no proof of spay on file in the Extension Office by February 1 the animal is not eligible to show or sell at the Niobrara County Fair.**

### **2019 Minimum Sale/Maximum Pay Weight**

|                | <u>Min.</u> | <u>Maximum</u> |
|----------------|-------------|----------------|
| Market Steers  | 1150 lbs.   | 1400 lbs.      |
| Market Heifers | 1050 lbs.   | 1400 lbs.      |
| Market Lambs   | 110 lbs.    | 150 lbs.       |
| Market Swine   | 220 lbs.    | 285 lbs.       |
| Market Goats   | 50 lbs.     |                |
| Market Rabbits | 5 lbs.      |                |

A commission will be deducted from the sale proceeds in an amount required to cover costs involved in performing the sale.

Animals will not be delivered until **one week** following the sale, unless an earlier date is deemed necessary because of available packing house sacrifice dates or the resale buyer requests an earlier delivery. Those animals exhibited at State Fair will be delivered **one week** following the Wyoming State Fair. **Each animal sold remains the property, liability, and responsibility of the seller until it is delivered.** It is **strongly suggested that members insure their animal(s) following the sale in case of death.**

Members will receive market price (resale price the day of the sale) on the pounds gained between County Fair and delivery. When animals are weighed on the day of delivery, they must have maintained or gained weight since County Fair. Animals not gaining or maintaining their weight will be paid on delivery weight rather than Fair weight. For example, if a hog weighs 255 lbs at Fair and only weighs 245 lbs at delivery, the member will only be paid on 245 lbs - rather than 255 lbs. Members are required to keep livestock on **FULL FEED**. The weight gained between County Fair and delivery will receive the resale price for each particular species, up to 50 lbs for steers, 30 lbs for hogs, and 15 lbs for lambs. 4-H members are expected to let the Extension Educator know as soon as possible if animals have incurred any illness from time of sale until delivery. Sick animals can then be withheld from delivery until they are gaining weight.

All 4-H members who sell an animal through the market sale will be required to write a letter of thanks to the buyer(s) for their animal(s). **You will not receive payment for your animal until the Extension Office has received your thank you note to your buyer and for any applicable add-on's. Thank you notes are to be brought to the Extension Office in an addressed and stamped envelope no later than October 1<sup>st</sup>. If thank you notes are not received by October 1<sup>st</sup>, the 4-H member MUST attend the October Fair Board meeting to give reason for tardiness and ask for payment.**

**Members will receive payment from the Market Animal Sale Committee when the Extension Office has all of their thank you notes (any relevant add-on thank you notes included) in stamped and addressed envelopes and when the buyer has paid.**

On January 1, 2017 the Veterinary Feed Directive was enacted. What this means to you as a responsible 4-H member raising livestock is you must:

- Only feed animal feed bearing or containing a VFD drug or a combination VFD drug (a VFD feed or combination VFD feed) to animals based on a VFD issued by a licensed veterinarian;
- Not feed a VFD feed or combination VFD feed to animals after the expiration date on the VFD;
- Provide a copy of the VFD order to the feed distributor if the issuing veterinarian sends the distributor's copy of the VFD through you, the client;
- Maintain a copy of the VFD order for a minimum of 2 years; and
- Provide VFD orders for inspection and copying by FDA upon request.

More information can be found at <http://www.fda.gov/safeefed>

Each member wishing to sell an animal at the Market Animal Sale must fulfill all the requirements of the market animal project. This includes attending at least one livestock judging (other than the one at County Fair) **AND** at least one Educational Opportunity workshop.

If members treat animals with any drugs, antibiotics or feed additives they must follow label instructions and adhere to proper dosage, injection site and withdrawal times. Members will be required to sign a statement which indicates that their animals are free from any drug or drug residues at the time of the sale.

Sale Order: The Champion and Reserve Champion Animals of beef, sheep, swine, and goats will sell first. The remaining animals of each species will be determined by a drawing which will be held during the livestock exhibitors meeting held Monday of Fair week. Blue ribbon animals will sell prior to red ribbon animals.

Which species' Champions sell first is at the discretion of the sale committee. After all beef, sheep, swine and goat champions are sold, a set number of animals per species will sell, followed by a set number of the next species and then a set number of the third species. For example, the champion and reserve sell and then 10 beef, 10 lambs and 10 hogs. This process will repeat until all animals are sold. The chickens, rabbits and goats will sell about mid sale or at the discretion of the sale committee.

**Champions and Reserve Champions MUST sell:** The Grand and Reserve Champion animals of each species MUST sell in the Market Animal Sale at County Fair. If the exhibitor should happen to win both the Grand and Reserve Champion awards in one species, the Grand Champion MUST sell - the member DOES NOT get to choose between the animals.

## MEAT JUDGING – (If there is a screened volunteer able to help)

Meat Judging is open to any 4-H member, regardless of what projects they are enrolled in. Members should, however, select the 'Meat Judging' activity under the 'Activities' tab on 4-H online. Meat judging is an excellent supplement to any livestock or family and consumer science project.

Meat judging training sessions are held weekly February through April with a County Meats Judging Contest. It is recommended that the member attend as many training sessions as possible, preferably all of them. However, in order to compete for attendance at the State Meats Judging Contest members must attend three of the last four practices, in which scores are kept, plus the County Contest.

Each county may enter a senior and a junior team in the state contest. Extra junior and senior members may participate and will be eligible for individual awards. If a county has fewer than three contestants in either division, they may be entered as individuals and are eligible for individual awards.

## PRODUCE JUDGING – (If there is a screened volunteer able to help)

Produce judging is open to any 4-H member. Members do not need to be enrolled in a vegetable or gardening project, but should select the Produce Judging Activity on 4-H Online. Produce judging is an excellent supplement to any project as all members will become adult consumers and shoppers.

Produce judging training sessions will be held throughout June. It is recommended that members attend as many sessions as possible. In order to compete for attendance at the State Produce Judging contest, members must attend at least two of the three county-wide trainings.

Both junior and senior contests will be held during the Wyoming Showcase Showdown in June.

If a member (junior or senior) attends the county-wide practices, their lowest score will be dropped in calculating total points and making team determination.

## HORSE PROJECT AND JUDGING – (If there is a screened volunteer)

Following is a list of requirements to complete a 4-H horse project:

- All rules included in the latest edition of the Wyoming Junior Horse Show Rule Book will be followed.
- Each member must have on file in the Extension Office by no later than **May 1<sup>st</sup>, a completed identification sheet and photograph** for each horse carried as a 4-H project for the current year.
- Each member must attend at least one of the three county wide horse judgings to complete their project.
- To be eligible for awards or junior and senior horse teams or participate in the state horse judging contest members must attend at least two out of the three horse judgings (or three out of the four judgings); fill out placing cards and present oral reasons. If a member attends all judgings their low score will be dropped. (Continued next page)

- Each member must show at least one of their 4-H horses at the Niobrara County Fair.
- If the 4-H horse is injured or undisciplined, you must exhibit your record book at the Niobrara County Fair for judging. Permission from the Extension Educator is required to exhibit your record book.
- A completed record book pertaining to the horse project must be submitted in the fall of the project year for judging.
- A member must have completed the certification process before they are eligible to show their horse at county fair or state fair or any sanctioned 4-H event or activity. This must be done prior to the July certification clinic by certified raters in the levels program.
- The top two county fair winners in each county level performance class are eligible to enter at state fair. If the top two place winners do not wish to attend state fair then the third place winner is eligible to attend in his/her place, provided they receive a blue ribbon.
- In order to participate in the 4-H Riding Clinics, the person must be a currently enrolled Niobrara County 4-H member.

## Best Self Trained Horse

All 4-H horse members are eligible to compete. Any member wishing to compete for this award must complete an application and submit it to the Extension Educator no later than 3 weeks before fair. The horse must be totally trained by the 4-H member. The horse must be in the member's possession before he/she is 4 years old. The horse must be exhibited at the County Fair. Members will also be involved in an interview with a horse committee and submit a complete record book in the fall.

## Judging Team Rules for Participants and Members

If a member has completed the entire respective judging program (meats, horse, livestock or produce), it will be assumed that these members will attend the state competition unless they have specifically told the respective coach that they will not be attending.

Since state contest officials require pre-registration, members must tell their coach at least two weeks prior to the state contest that they will not be attending. Otherwise, it will be assumed that they will attend the state contest. If members decide not to go after the pre-registration deadline (and they have not communicated this to their respective coach), they will be required to pay the contest registration fee as well as the motel expense. Exceptions to that would be illness and or a family emergency.

Furthermore, members of senior judging teams who win out of state trips will be expected to attend their respective state/regional competition. If team members are unable to attend the state/regional competition, they must inform their coach before August 1<sup>st</sup> in the case of meats, wool, vegetable and horse judging teams and September 1<sup>st</sup> for livestock judging trips. If they do not make this communication they will be held responsible for registration fees, airline tickets and any other incurred expenses.

If members participate on county teams at state competitions, they have made a commitment to their team, their coach, the state 4-H program and state donors to represent Wyoming to the best of their ability at these national/regional competitions. If they cannot fulfill these obligations they must let the team coach know prior to the aforementioned deadlines or pay the incurred expenses. Furthermore if more than one member cannot fulfill these obligations it is necessary to inform the State 4-H Office as soon as possible so that another Wyoming team can attend the national/regional competition.



*"Tell me and I forget. Teach me and I remember. Involve me and I learn."*

*- Benjamin Franklin*

# DOG PROJECT

Each 4-H member must have on file in the Extension Office by no later than May 1<sup>st</sup> an identification sheet for each dog carried as a 4-H project. Identification sheets are available at the Extension Office.

## 4-H SHOOTING SPORTS PROJECT

In this project members learn the SAFE way to use firearms and/or archery equipment. Members learn to be good marksmen, learn how to shoot and have the opportunity to practice. Most importantly, members ENJOY this project and have fun!

Many Shooting Sports activities can be linked to other 4-H projects. For example, foods can be linked either by preparing and serving wild game or by planning and preparing meals for a hunting trip. Hunting can be linked to photography if you do your shooting with a camera instead of a gun.

Included in the Shootings Sports project are seven different areas: PISTOL, RIFLE, ARCHERY, SHOTGUN, MUZZLELOADING, & HUNTING. Members are allowed to use their own equipment, as long as it is deemed safe by a certified Shooting Sports leader.

Members may enroll in any area in which all of the following guidelines can be met:

Project leader must have received 4-H Shooting Sports leader training in that discipline area.

Parents or guardian must give their permission for youth to enroll.

Parent(s), guardian, or other responsible adult must be willing to go to project meetings with the member if the project leader requests.

If members plan to enroll in muzzle loading or shotgun, your project leaders or University Extension Educator will determine if the members size and/or strength is adequate to properly seat the ball. This is a safety factor.

After enrollment and project meetings begin, members will follow the guidelines provided by the project leader so that all Shooting Sports meetings are safe.

## REQUIREMENTS

Members must participate in the Niobrara County Winter Shooting Sports Program to be eligible to compete at any other county or state shooting sports match or postal matches.

Members must prepare a shooting sports exhibit. The required exhibit is limited only by your imagination. This requirement can be satisfied ONE of the following ways:

Enter an exhibit relevant to shooting sports at the Niobrara County Fair to be judged.

If the project member wishes to be eligible to enter his/her exhibit at the state fair the exhibit must be presented at the Niobrara County Fair for judging or be presented at the Niobrara County Presentation contest.

Exhibit categories depend upon project enrollment in – such as rifle, pistol, etc.

Poster or display board exhibits must come with a sufficient hanging device. Exhibits with live ammunition will not be accepted. Exhibits must be directly related to sport of shooting.

\*\* If you are using your own equipment it needs to be deemed safe by a certified leader. If the equipment is deemed to be not safe, it can not be used at a 4-H Shooting Sports activity. \*\*



All exhibits should attach skills summary questions

Class:

Juniors (8-10 years old)

First or second year in project

Three years in project

Intermediate (11-13 years old)

First or second year in project

Three years or more in project

Seniors (14-19 years old)

First or second year in project

Three years or more in project

A completed Shooting Sports Record Book and a record book folder must be submitted in the fall of the project year for judging. The folder includes a Cover, Record of Activities and Events, and a 4-H Story.

The Shooting Sports member must strictly follow the Firearms and Archery Safety Rules. Violation of these rules can result in dismissal from the shooting sports program by any Certified Shooting Sports Leader.

All youth participating in the 4-H Shooting Sports project must be enrolled 4-H members in an organized 4-H Club.

## **NIOBRARA COUNTY 4-H JUNIOR LEADER CLUB**

The Niobrara County 4-H Junior Leader Club was organized in 1981 and the club is currently under the leadership of the County Extension Educators.

The Junior Leader Club provides additional leadership training and experience for 4-H junior leaders. Along with the training they receive in their individual clubs, junior leaders also assist younger members and their leaders in club and county wide activities.

Junior leaders are responsible for organizing, planning and carrying out a variety of programs and projects. Some of these responsibilities include the annual Achievement Day, Halloween Carnival, working with younger 4-H members, the Pet Show, etc. Junior leaders have many responsibilities at 4-H judgings and county fair. Money making projects are also held each year to help finance Junior Leaders attending:

Youth Leadership Conferences

Camps

Citizenship Washington Focus Trip

Fun activities

National 4-H Congress

Other National Award trips

Junior leaders are usually seen helping at most 4-H activities throughout the year putting their leadership skills to work.

A 4-H member must be between the ages of 13 - 19 as of January 1<sup>st</sup> of the current year to be eligible for the junior leadership project.

# COUNTY FAIR TROPHIES, AWARDS & RECOGNITION

Awards may be added or dropped depending on the enrollment in a particular project. Not all awards must be awarded each year. Awards are only made if the judge feels the project is deserving of an award.

## FAMILY AND CONSUMER SCIENCES

4-H FOOD SWEEPSTAKES AWARD: All FOODS members are eligible to compete.

OVERALL FABRIC & FASHION EXHIBIT: (Judges Choice Award for creativity) All FABRIC & FASHION members are eligible to compete.

CHAMPION 1<sup>st</sup> Year FABRIC & FASHION AWARD: All 1st year FABRIC & FASHION members (ages 10 and under) are eligible to compete.

CHAMPION 4-H JUNIOR FABRIC & FASHION EXHIBIT: All Junior FABRIC & FASHION members are eligible to compete.

CHAMPION 4-H INTERMEDIATE FABRIC & FASHION EXHIBIT: All Intermediate FABRIC & FASHION members are eligible to compete.

CHAMPION 4-H SENIOR FABRIC & FASHION EXHIBIT: All Senior FABRIC & FASHION members are eligible to compete.

BEST WOOL AWARD: All FABRIC AND FASHION members with wool exhibits are eligible to compete.

MOST CREATIVE FABRIC & FASHION AWARD: All Fabric & Fashion Members are eligible to compete.

LICKETY STITCH FABRIC AWARD: All FABRIC & FASHION members who purchased their fabric for their project at the Lickety Stitch Quilt Shop are eligible to compete.

CHAMPION QUILTING AWARD: All FABRIC AND FASHION and QUILTING members with quilting exhibits are eligible to compete.

CHAMPION FOODS EXHIBIT: All 4-H foods members are eligible to compete.

CHAMPION 4-H INTERIOR DESIGN EXHIBIT: All Interior Design members are eligible to compete.

CHAMPION 1<sup>ST</sup> YEAR STYLE REVUE CONTESTANT: All 1st year 4-H members (ages 10 and under) who model are eligible to compete.

CHAMPION JUNIOR STYLE REVUE CONTESTANT: All Junior members who model are eligible to compete.

CHAMPION INT. STYLE REVUE CONTESTANT: All Intermediate members who model are eligible to compete.

CHAMPION SENIOR STYLE REVUE CONTESTANT: All Senior members who model are eligible to compete—one award for constructed and one for Ready-to-Wear.

CHAMPION READY TO WEAR (RTW): Style Revue Contestant-All 4-H members who model RTW are eligible to compete.

STYLE REVUE AWARDS: Will be presented to the State Fair Style Revue Contestants in the Junior, Intermediate, Senior, and RTW Divisions.

CHAMPION CAKE DECORATING AWARD: All 4-H members enrolled in Cake Decorating are eligible to compete.

CHAMPION CHILD DEVELOPMENT AWARD: All 4-H members enrolled in Child Development are eligible to compete.

CHAMPION CROCHETING AWARD: All 4-H members enrolled in Crocheting are eligible to compete.

CHAMPION KNITTING AWARD: All 4-H members enrolled in Knitting are eligible to compete.

CHAMPION QUILTING AWARD: All 4-H members enrolled in Quilting are eligible to compete.

CATTLEWOMEN BEEF COOKERY AWARDS: The Niobrara County Cattlewomen will give an award for the best 4-H Presentation Contest entry using beef.

## GENERAL

**CHAMPION 1ST YEAR 4-H PRESENTATION AWARD:** Any 1st year 4-H member (ages 10 & under) entering the 4-H Presentation Contest is eligible to compete.

**CHAMPION JUNIOR 4-H PRESENTATION AWARD:** Any 4-H Junior member ages 9-10 (as of January 1st of current year) entering the 4-H Presentation Contest is eligible to compete.

**CHAMPION INTERMEDIATE 4-H PRESENTATION AWARD:** Any 4-H Intermediate member ages 11-13 (as of January 1st of current year) entering the 4-H Presentation Contest is eligible to compete.

**CHAMPION SENIOR 4-H PRESENTATION AWARD:** Any Senior 4-H member entering the 4-H Presentation Contest is eligible to compete.

**CHAMPION ROBOTICS AWARD:** All 4-H members enrolled in Robotics are eligible to compete.

**CHAMPION & RESERVE CHAMPION CAKE DECORATING:** All 4-H members enrolled in Cake Decorating are eligible to compete.

**CHAMPION CAT AWARD:** All 4-H members enrolled in Cat are eligible to compete.

**CHAMPION LEATHERCRAFT AWARD:** All 4-H members enrolled in Leather Craft are eligible to compete.

**CHAMPION PHOTOGRAPHY AWARD:** All 4-H members enrolled in Photography are eligible to compete.

**CHAMPION VET SCIENCE AWARD:** All 4-H members enrolled in Vet Science are eligible to compete.

**CHAMPION SHOOTING SPORTS AWARD:** All 4-H members enrolled in Shooting Sports are eligible to compete. (Awards are given in First Year, Junior, Intermediate, and Senior Divisions, if deserving)

**CHAMPION WOODWORKING AWARD:** All 4-H members enrolled in Woodworking are eligible to compete.

**CHAMPION ROPECRAFT AWARD:** All 4-H members enrolled in Rope Craft are eligible to compete.

**CHAMPION VISUAL ARTS AWARD:** All 4-H members enrolled in Visual Arts are eligible to compete.

**CHAMPION SELF-DETERMINED AWARD:** All 4-H members enrolled in the Self-Determined Project are eligible to compete.

**CHAMPION GARDENING AWARD:** All 4-H members enrolled in Gardening are eligible to compete.

**BEST BEEF PHOTO:** All 4-H members enrolled in the Photography project and entering a beef photo are eligible to compete.

**CHAMPION CITIZENSHIP AWARD:** All 4-H members enrolled in Citizenship are eligible to compete.

**CHAMPION WILDLIFE AWARD:** All 4-H members enrolled in Wildlife are eligible to compete.



# AGRICULTURE

## BEEF:

- OVERALL CHAMPION MARKET BEEF: Receive a belt buckle donated by the Boyd Bannan Memorial Fund, in honor of the late Boyd Bannan.
- CHAMPION COMMERCIAL HEREFORD BREEDING ANIMAL: All 4-H breeding beef members with commercial Herefords are eligible to compete
- CHAMPION COW-CALF OVERALL: All 4-H breeding beef members are eligible to compete. Cows and calves must be carried as a current 4-H project. Member projects will be evaluated on a completed record book (turned in prior to fair), an interview and evaluation of animal confirmation.
- CHAMPION COW-CALF PAIR: All 4-H breeding beef members are eligible to compete. Cows and calves must be carried as a current 4-H project. Member projects will be evaluated on animal confirmation.
- CHAMPION COW-CALF INTERVIEW: All 4-H breeding beef members are eligible to compete. Cows and calves must be carried as a current 4-H project. Member projects will be evaluated on interview with the cow/calf committee.
- CHAMPION COW-CALF RECORD BOOK: All 4-H breeding beef members are eligible to compete. Cows and calves must be carried as a current 4-H project. Members project will be evaluated on a completed record book (turned in prior to fair).
- CHAMPION ENGLISH BRED FEEDER CALF: All 4-H beef members with an English cross bred feeder calf are eligible to compete.
- CHAMPION CONTINENTAL BRED FEEDER CALF: All 4-H beef members with a continental bred feeder calf are eligible to compete.
- CHAMPION OVERALL FEEDER CALF: Champion and Reserve Champion English and Continental bred calves are eligible to compete.
- CHAMPION RED ANGUS HEIFER: All 4-H breeding beef members with a Red Angus Heifer are eligible to compete.
- CHAMPION COMMERCIAL YEARLING HEIFER: All 4-H breeding beef members with commercial yearling heifer are eligible to compete.
- CHAMPION ANGUS HEIFER: All 4-H breeding beef members with a yearling Angus heifer are eligible to compete.
- CHAMPION PUREBRED HEREFORD HEIFER: All 4-H breeding beef members with purebred Hereford heifers are eligible to compete.
- OVERALL CHAMPION BREEDING HEIFER: Champion heifer from each breed will compete.
- CHAMPION MARKET BEEF: Champion breed market steers and heifers will compete.
- RESERVE CHAMPION MARKET BEEF: Champion and Reserve Champion market steers and heifers will compete.
- CHAMPION RED ANGUS STEER: All 4-H market beef member with a Red Angus steer are eligible to compete.
- CHAMPION ANGUS MARKET STEER: All 4-H market beef members with an Angus steer are eligible to compete.
- CHAMPION CHAROLAIS MARKET STEER: All 4-H market beef members with a Charolais steer are eligible to compete.

CHAMPION HEREFORD MARKET STEER: All 4-H market beef members with a Hereford steer are eligible to compete.

RESERVE CHAMPION HEREFORD STEER: All members with Hereford steers are eligible to compete.

CHAMPION ENGLISH CROSS BRED STEER: All 4-H market beef members with a English cross bred steer are eligible to compete.

CHAMPION CONTINENTAL CROSS BRED STEER: All 4-H market beef members with a Continental Cross Bred steer are eligible to compete.

CHAMPION MARKET HEIFER: Any 4-H member with a market heifer is eligible to compete.

CHAMPION FIRST YEAR BEEF SHOWMAN: Will be awarded the Si West Memorial Buckle. All 4-H beef members are eligible to compete, who are first year 4-H members only and are 8-10 years of age as of January 1<sup>st</sup> of the current year.

CHAMPION JUNIOR BEEF SHOWMAN: All 4-H beef members are eligible to compete, who are 9-10 years of age as of January 1<sup>st</sup> of current year (and are not 1st year members).

CHAMPION INTERMEDIATE BEEF SHOWMAN: All 4-H beef members are eligible to compete, who are 11-13 years of age as of January 1<sup>st</sup> of current year.

CHAMPION SENIOR BEEF SHOWMAN: All 4-H beef members are eligible to compete, who are 14 years and older as of January 1<sup>st</sup> of current year.

PEN OF THREE MARKET STEERS: Each club can enter two pens of three market steers.

PEN OF THREE FEEDER CALVES: Each club can enter two pens of three feeder calves.

### **SHEEP:**

OVERALL CHAMPION MARKET LAMB: Receive a belt buckle donated by the Boyd Bannan Memorial Fund, in honor of the late Boyd Bannan.

CHAMPION FIRST YEAR SHEEP SHOWMAN: All 4-H sheep members are eligible to compete, who are first year 4-H members only and are ages 8-10 of January 1<sup>st</sup> of current year.

CHAMPION JUNIOR SHEEP SHOWMAN: All 4-H sheep members are eligible to compete, who are age 9-10 as of January 1<sup>st</sup> of current year (and are not first year members).

CHAMPION INTERMEDIATE SHEEP SHOWMAN: All 4-H sheep members are eligible to compete, who are 11-13 years of age as of January 1<sup>st</sup> of current year.

CHAMPION SENIOR SHEEP SHOWMAN: All 4-H sheep members are eligible to compete, who are age 14 and up as of January 1<sup>st</sup> of current year.

PEN OF 3 MARKET LAMBS: Each club can enter two pens of 3 market lambs.



## HORSE:

CHAMPION QUARTER HORSE GELDING: All 4-H horse members with a Quarter Horse gelding are eligible to compete.

CHAMPION QUARTER HORSE MARE: All 4-H horse members with a Quarter Horse mare are eligible to compete.

CHAMPION PAINT GELDING HORSE: All 4-H horse members with a Paint gelding horse are eligible to compete.

CHAMPION PAINT MARE HORSE: All 4-H horse members with a Paint mare horse are eligible to compete.

CHAMPION JR. BARREL RACING: All 4-H Jr. horse members are eligible to compete.

CHAMPION SR. BARREL RACING: All 4-H Sr. horse members are eligible to compete.

CHAMPION JR. POLE BENDING: All 4-H Jr. horse members are eligible to compete.

CHAMPION SR. POLE BENDING: All 4-H Sr. horse members are eligible to compete.

CHAMPION JR. REINING: All 4-H Junior horse members are eligible to compete.

CHAMPION SR. REINING: All 4-H Senior horse members are eligible to compete.

CHAMPION 1ST YEAR HORSE SHOWMANSHIP: All 4-H horse members are eligible to compete, who are first year 4-H members only and are ages 8-10 as of January 1<sup>st</sup> of current year.

CHAMPION JR. HORSE SHOWMANSHIP: Will receive the Ken Sides Memorial buckle. All 4-H horse members are eligible to compete, who are age 9-10 years as of January 1<sup>st</sup> of current year (and not a first year member).

CHAMPION INT. HORSE SHOWMANSHIP: Will receive the Ken Sides Memorial buckle. All 4-H horse members are eligible to compete, who are age 11-13 years of age as of January 1<sup>st</sup> of current year.

CHAMPION SR. HORSE SHOWMANSHIP: Will receive the Ken Sides Memorial Buckle. All 4-H horse members are eligible to compete, who are age 14 years and over as of January 1<sup>st</sup> of current year.

CHAMPION JR. TRAIL CLASS: All 4-H Jr. horse members are eligible to compete.

CHAMPION SR. TRAIL CLASS: All 4-H Sr. horse members are eligible to compete.

CHAMPION JR. WESTERN EQUITATION: All 4-H Jr. horse members are eligible to compete.

CHAMPION SR. WESTERN EQUITATION: All 4-H Senior horse members are eligible to compete.

CHAMPION JR. WESTERN RIDING: All 4-H Junior horse members are eligible to compete.

CHAMPION SR. WESTERN RIDING: All 4-H Senior horse members are eligible to compete.

CHAMPION WORKING COW HORSE: All 4-H Senior horse members are eligible to compete.

CHAMPION JR. ENGLISH HUNTER HACK: All 4-H Junior horse members are eligible to compete.

CHAMPION SR. ENGLISH HUNTER HACK: All 4-H Senior horse members are eligible to compete.

CHAMPION JR. ENGLISH HUNT SEAT: All 4-H Junior horse members are eligible to compete.

CHAMPION SR. ENGLISH HUNT SEAT: All 4-H Senior horse members are eligible to compete.

**KEN SIDES MEMORIAL:** High Point Junior Performance Horse-awarded to the junior member whose horse accumulates the most points during the county fair horse performance classes.

**RALPH SIDES MEMORIAL:** High Point Senior Performance Horse-awarded to the senior member whose horse accumulates the most points during the county fair horse performance classes.

## SWINE:

OVERALL CHAMPION MARKET HOG: Receive a belt buckle donated by the Boyd Bannan Memorial Fund, in honor of the late Boyd Bannan.

CHAMPION 1ST YEAR SWINE SHOWMANSHIP: All 4-H swine members are eligible to compete, who are first year 4-H members and are ages 8-10 as of January 1<sup>st</sup> of current year.

CHAMPION JR. SWINE SHOWMANSHIP: All 4-H swine members are eligible to compete, who are ages 9-10 years as of January 1<sup>st</sup> of current year (who are not first year members).

CHAMPION INT. SWINE SHOWMANSHIP: All 4-H swine members are eligible to compete, who are ages 11-13 as of January 1<sup>st</sup> of the current year.

CHAMPION SR. SWINE SHOWMANSHIP: All 4-H swine members are eligible to compete, who are age 14 and up as of January 1<sup>st</sup> of current year.

PEN OF THREE MARKET HOGS: Each club may enter two pens of three market hogs.

CHAMPION BREEDING SWINE PROJECT: All 4-H members with breeding swine projects are eligible to compete.

## POULTRY:

CHAMPION POULTRY AWARD: All 4-H poultry members are eligible to compete.

## RABBITS:

CHAMPION RABBIT AWARD: All 4-H rabbit members are eligible to compete.

## GOATS:

OVERALL CHAMPION MARKET GOAT: Receive a belt buckle donated by the Boyd Bannan Memorial Fund, in honor of the late Boyd Bannan.

CHAMPION DAIRY GOAT AWARD: All 4-H dairy goat members are eligible to compete.

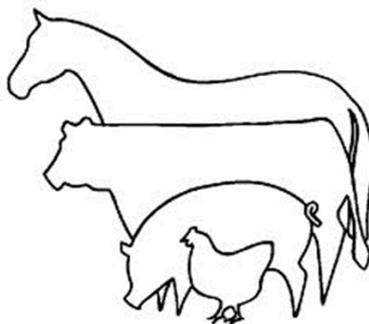
CHAMPION 1ST YEAR MARKET GOAT SHOWMANSHIP: All 4-H market goat members are eligible to compete, who are first year 4-H members and are ages 8-10 as of January 1<sup>st</sup> of current year.

CHAMPION JR. MARKET GOAT SHOWMANSHIP: All 4-H market goat members are eligible to compete, who are ages 9-10 as of January 1<sup>st</sup> of the current year.

CHAMPION INT. MARKET GOAT SHOWMANSHIP: All 4-H market goat members are eligible to compete, who are ages 11-13 as of January 1<sup>st</sup> of the current year.

CHAMPION SR. MARKET GOAT SHOWMANSHIP: All 4-H market goat members are eligible to compete, who are age 14 and up as of January 1<sup>st</sup> of current year.

CHAMPION DAIRY GOAT SHOWMANSHIP: All 4-H dairy goat members are eligible to compete who are 8-18 as of January 1<sup>st</sup> of current year. If numbers are sufficient members will show by age divisions.



# NIOBRARA COUNTY RECORD BOOK GUIDELINES AND HELPFUL HINTS:

Record books can be picked up at the Extension Office or found online (contact the Extension Office for more information)

**\*\*Record books are a factual record of the 4-H year.\*\***

**\*\*They are NOT a scrapbook.\*\***

Each 4-H member must fill out a standard Project Record Book for each 4-H project they are enrolled in plus the Portfolio and Contest Forms to complete the 4-H year.

All record books completed and turned in will be judged.

## GENERAL INSTRUCTIONS:

It is strongly recommended that all record books be handwritten in pencil. Senior records may be handwritten in ink, but must be done by the member. Please use either blue or black ink. The Portfolio ("White Pages") may be typed, but must be done by the member. The following are only recommendations pertaining to pictures and newspaper clippings:

Each project record may include project clippings and/or pictures which should be placed directly behind that project record.

The Record of Events and Contests may be accompanied by clippings and/or pictures which should be placed directly behind the Portfolio.

Pictures and clippings should be attached to pieces of paper. It is recommended that construction paper or a similar weight paper be used for mounting.

Pictures may be shingled and/or overlapped.

Pictures may be cropped.

A very brief caption should be used to identify each picture.

Clippings should have the member's name underlined or "highlighted".

Clippings may be photocopied.

**Front and Back Covers:** The standard covers available from the county extension office are to be used.

**Table of Contents:** A table of contents and index tabs or dividers is helpful if more than one project is included in the book. These may be purchased or homemade.

**Portfolio:** The 2019 form is available from the County Extension Office. First Year members will need a 2019 form. All other members use the previous year Portfolio form and just continue with 2019. This is the only book that may be typed—but like all record books, must be done by the member.

**4-H Story:** Stories may be handwritten, or typed on a computer, but must be done by the member.

Include:

What learning experience you had in each project area.

A brief introduction characterizing or describing your community club.

Any hardships or circumstances beyond your control that influenced your final product.

Highlights or "memorable moments".

A brief description of a few of the activities that you were involved in on the club, county, or state level.

Any changes you might have made.

What new skills or information you learned and how you grew from your project or program experience.

**Project Record Book:** There is a project book or record sheet for each project in which a member is enrolled.

## Consequences for Late Record Books

Members who do not turn in a completed record book and receive at least a red ribbon on each project book and white pages and by the designated deadline in September **will not receive their fair premium checks, rate-of-gain contest check, ultrasound contest check or any other special premium monies.**

Each community club leader may designate a date for that club's record books to be submitted to her/him prior to the county deadline.

BE SURE YOUR BOOK INCLUDES ALL SIGNATURES, yours, your parents and your 4-H leader's.

## Suggested Format for a Completed Record Book:

Front Cover

Table of Contents

Project Record Sheet or Book

Project Pictures and Clippings

Record of Events and Contests (Portfolio)

4-H Story

General 4-H Pictures and Contests

Back Cover

## 4-H RECORD BOOK AWARDS

4-H Record Book Judging is a two-step process.

4-H Record Books are first judged by committees of 4-H leaders.

The 4-H Leader committees will select the top books in each award area. Then a special committee composed of individuals who have extensive experience in 4-H record books, but who don't have children or grandchildren involved in 4-H, will select the winners in each award area.

New record book awards will be created if deemed necessary from enrollment numbers.

In order to be eligible for record book awards a record book must be completed for that particular project.

Not all record book awards must be awarded each year - awards are only made if there are 4-H members enrolled in the project and if the judging committee feels a record book is deserving of an award.



## **FAMILY AND CONSUMER SCIENCES**

**BEST FIRST YEAR FABRIC & FASHION RECORD BOOK AWARD:** Any 1<sup>st</sup> year (ages 10 and under) 4-H member enrolled in the Fabric & Fashion project is eligible to compete.

**BEST JUNIOR FABRIC & FASHION RECORD AWARD:** Any junior 4-H member enrolled in the Fabric & Fashion project is eligible to compete.

**BEST SENIOR FABRIC & FASHION RECORD AWARD:** Any senior 4-H member enrolled in the Fabric & Fashion project is eligible to compete.

**BEST FIRST YEAR FOODS RECORD BOOK AWARD:** Any 1st year 4-H member (ages 10 & under) enrolled in the Foods project is eligible to compete.

**BEST JUNIOR FOODS RECORD AWARD:** Any junior 4-H member enrolled in the Foods project is eligible to compete.

**BEST SENIOR FOODS RECORD AWARD:** Any senior 4-H member enrolled in the Foods project is eligible to compete.

**BEST INTERIOR DESIGN RECORD AWARD:** Any 4-H member enrolled in the Interior Design project is eligible to compete.

**BEST CAKE DECORATING RECORD AWARD:** Any 4-H member enrolled in Cake Decorating project is eligible to compete.

**BEST KNITTING OR CROCHET RECORD AWARD:** Any 4-H member enrolled in either project is eligible to compete.

**BEST QUILTING RECORD AWARD:** Any 4-H member enrolled in the Quilting project is eligible to compete.

**LINDA KRUSE FABRIC AND FASHION AWARDS:** Linda was a very active 4-H member in Nebraska, and Extension Educator in Carbon County, Wyoming, an outstanding 4-H leader in Niobrara County and a 4-H mom. In addition to her love for 4-H, Linda had a passion for sewing. These awards will honor the hard work of the recipients plus encourage other members to work hard as they start the new 4-H year.

### **Linda Kruse Award Guidelines:**

One award may be presented to a Junior member (ages 8-10) enrolled in the 4-H Fabric and Fashion project.

One award may be presented to an Intermediate member (ages 11-13) enrolled in the 4-H Fabric and Fashion Project.

An award may also be presented to a Senior member based on the same criteria. This award will only be given if a member meets the qualifications.

The member must have had a 4-H Fabric and Fashion exhibit at this year's County Fair.

The member must have turned in a completed 4-H Fabric and Fashion Record Book for the current year.

Traits that the 4-H member must possess include having a positive attitude, responsibility, reliability, being helpful to others, being prepared, participating in sewing meetings, being respectful of others, creativity, effort, doing their own work, helping to clean up after the project meetings and participating in FCS Activity Days.

A committee of 4-H leaders will select the finalists for these awards. If there is more than one finalist for each award, a winner in each division will be drawn from the pool of finalists at the annual 4-H Achievement Day. The winners of these awards will each receive an award.

## GENERAL

**4-H ACHIEVEMENT AWARD:** Two awards can be awarded annually. These award winners are chosen by the Extension Educators and are based on the accumulation of the member's total 4-H careers – including participation, awards, involvement at the club, county, state and national 4-H levels plus their attitude and conduct. Awards go to Senior level members only.

**BEST 4-H CLUB SECRETARY'S BOOK AWARD:** Awarded to the elected Secretary and their club.

**BEST 4-H CLUB TREASURER'S BOOK AWARD:** Awarded to the elected Treasurer and their club.

**BEST CITIZENSHIP RECORD AWARD:** Any 4-H member enrolled in a citizenship project is eligible to compete.

**BEST DOG RECORD AWARD:** Any 4-H member enrolled in a dog project is eligible to compete.

**BEST ENTOMOLOGY RECORD AWARD:** Any 4-H member enrolled in an entomology project is eligible to compete.

**BEST GARDEN RECORD AWARD:** Any 4-H member enrolled in a garden project is eligible to compete.

**BEST GEOLOGY RECORD AWARD:** Any 4-H member enrolled in a geology project is eligible to compete.

**BEST LEATHERCRAFT RECORD AWARD:** Any 4-H member enrolled in a leather craft project is eligible to compete.

**BEST PHOTOGRAPHY RECORD AWARD:** Any 4-H member enrolled in a photography project is eligible to compete.

**BEST RABBIT RECORD AWARD:** Any 4-H member enrolled in a rabbit project is eligible to compete.

**BEST SELF-DETERMINED RECORD AWARD:** Any 4-H member enrolled in a self-determined project is eligible to compete.

**BEST CAT RECORD AWARD:** Any 4-H member enrolled in the cat project is eligible to compete.

**BEST VISUAL ARTS RECORD AWARD:** Any 4-H member enrolled in the visual arts project is eligible to compete.

**BEST SHOOTING SPORTS RECORD AWARD:** Any 4-H member enrolled in a shooting sports project is eligible to compete (1<sup>st</sup> Year, Junior and Senior Awards may be awarded depending upon number enrolled).

**BEST VET SCIENCE RECORD AWARD:** Any 4-H member enrolled in a vet science project is eligible to compete.

**BEST WILDLIFE RECORD AWARD:** All 4-H members enrolled in a wildlife project is eligible to compete.

**BEST WOODWORKING RECORD AWARD:** Any 4-H member enrolled in a woodworking project is eligible to compete.

**BEST SPORT FISHING RECORD AWARD:** Any 4-H member enrolled in a sport fishing project is eligible to compete.

**BEST JUNIOR LEADERSHIP RECORD AWARD:** Any 4-H member enrolled in a Junior Leader project is eligible to compete.

**BEST ROBOTICS RECORD AWARD:** Any 4-H member enrolled in a Robotics project is eligible to compete.

## AGRICULTURE

**BEST FIRST YEAR AGRICULTURE RECORD AWARD:** Any first year 4-H member enrolled in any agriculture project (other than livestock) is eligible to compete.

**BEST JUNIOR AGRICULTURE RECORD AWARD:** Any junior 4-H member enrolled in any agriculture project (other than livestock) is eligible to compete.

BEST SR. AGRICULTURE RECORD AWARD: Any senior 4-H member enrolled in any agriculture project (other than livestock) is eligible to compete.

BEST 1<sup>ST</sup> YR MARKET BEEF RECORD AWARD: Any 1<sup>st</sup> year member enrolled in a market beef project is eligible to compete.

BEST JR. MARKET BEEF RECORD AWARD: Any Jr. 4-H member enrolled in a market beef project is eligible to compete.

BEST SR. MARKET BEEF RECORD AWARD: Any senior 4-H member enrolled in a market beef project is eligible to compete.

BEST 1<sup>ST</sup> YEAR BREEDING BEEF RECORD AWARD: Any 1<sup>st</sup> year member enrolled in a breeding beef project is eligible to compete.

BEST JR. BREEDING BEEF RECORD AWARD: Any junior 4-H member enrolled in a breeding beef project is eligible to compete.

BEST SR. BREEDING BEEF RECORD AWARD: Any senior 4-H member enrolled in a breeding beef project is eligible to compete.

BEST DAIRY RECORD BOOK AWARD: Any 4-H member enrolled in a dairy project is eligible to compete.

BEST 1<sup>ST</sup> YR HORSE RECORD AWARD: Any 1<sup>st</sup> year 4-H member enrolled in a horse project is eligible to compete.

BEST JR. HORSE RECORD AWARD: Any junior 4-H member enrolled in a horse project is eligible to compete.

BEST SR. HORSE RECORD AWARD: Any senior 4-H member enrolled in a horse project is eligible to compete.

BEST 1<sup>ST</sup> YR LIVESTOCK RECORD AWARD: Any 1<sup>st</sup> year 4-H member enrolled in a livestock project is eligible to compete.

BEST JR. LIVESTOCK RECORD AWARD: Any junior 4-H member enrolled in two different livestock species is eligible to compete.

BEST SR. LIVESTOCK RECORD AWARD: Any senior 4-H member enrolled in two different livestock species is eligible to compete.

BEST 1<sup>ST</sup> YR MARKET SHEEP RECORD AWARD: Any 1<sup>st</sup> year 4-H member enrolled in market sheep project if eligible to compete.

BEST JR. MARKET SHEEP RECORD AWARD: Any junior 4-H member enrolled in a market sheep project is eligible to compete.

BEST SR. MARKET SHEEP RECORD AWARD: Any senior 4-H member enrolled in a market sheep project is eligible to compete.

BEST 1<sup>ST</sup> YR BREEDING SHEEP RECORD AWARD: Any 1<sup>st</sup> year 4-H member enrolled in a breeding sheep project is eligible to compete.

BEST JR. BREEDING SHEEP RECORD AWARD: Any junior 4-H member enrolled in a breeding sheep project is eligible to compete.

BEST SR. BREEDING SHEEP RECORD AWARD: Any senior 4-H member enrolled in a breeding sheep project is eligible to compete.

BEST MARKET GOAT RECORD BOOK AWARD: Any 4-H member enrolled in a market goat project is eligible to compete.

BEST BREEDING GOAT RECORD BOOK AWARD: Any 4-H member enrolled in a breeding goat project is eligible to compete.

BEST 1<sup>ST</sup> YR MARKET SWINE RECORD AWARD: Any 1<sup>st</sup> year 4-H member enrolled in a market swine project is eligible to compete.

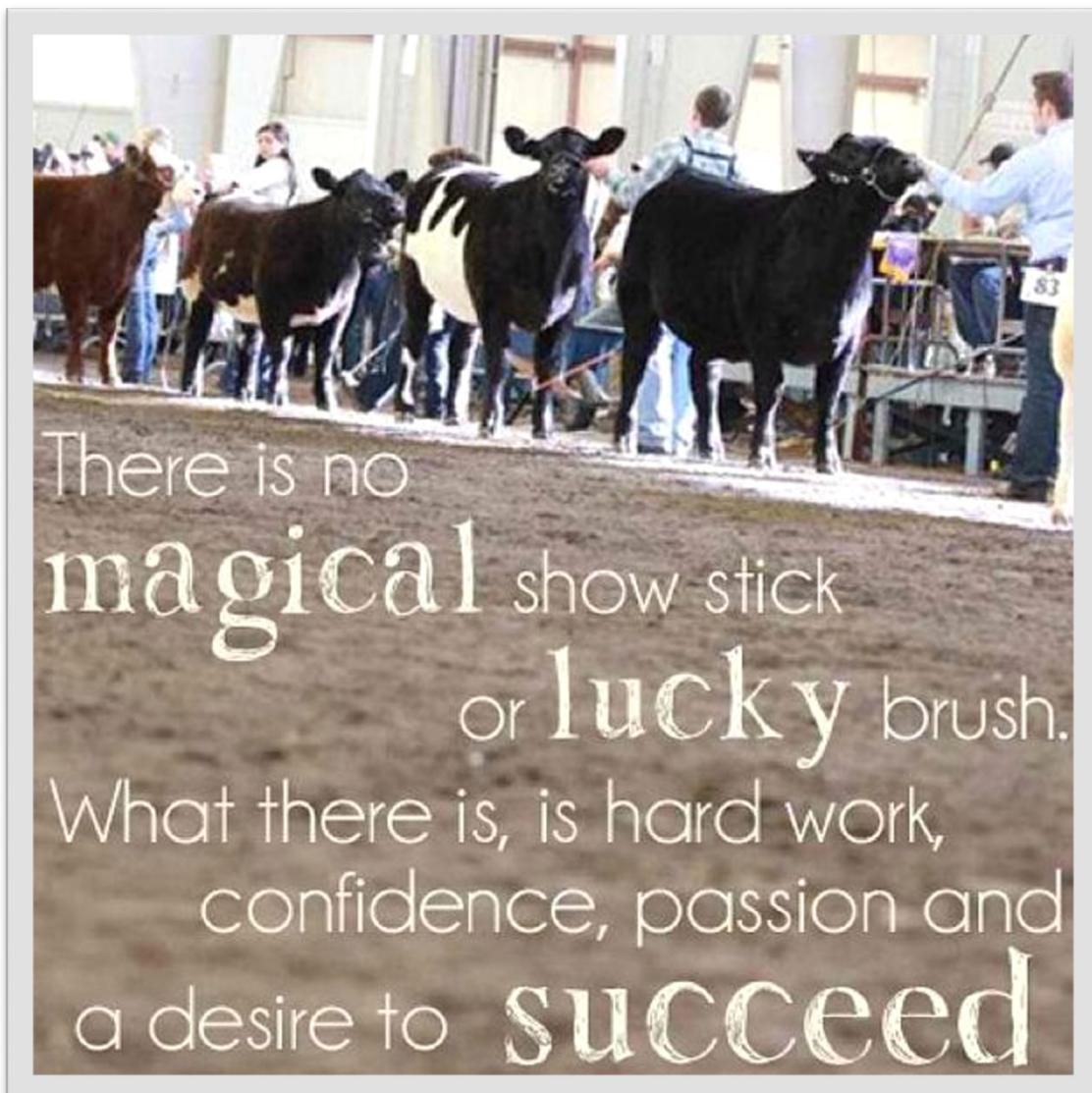
BEST JR. MARKET SWINE RECORD AWARD: Any junior 4-H member enrolled in a market swine project is eligible to compete.

BEST SR. MARKET SWINE RECORD AWARD: Any senior 4-H member enrolled in a market swine project is eligible to compete.

BEST 1<sup>ST</sup> YR BREEDING SWINE RECORD AWARD: Any 1<sup>st</sup> year 4-H member enrolled in a breeding swine project is eligible to compete.

BEST JR. BREEDING SWINE RECORD AWARD: Any junior 4-H member enrolled in a breeding swine project is eligible to compete.

BEST SR. BREEDING SWINE RECORD AWARD: Any senior 4-H member enrolled in a breeding swine project is eligible to compete.



# Wyoming 4-H Member Achievement Program

The achievement program is designed to support degrees of annual recognition of youth based upon the extent of their involvement in the 4-H program each year. Over continued years of involvement in 4-H, a youth can earn recognition of prominence that reflects their efforts. The achievement program applies only to youth ages 8-19, but Pre 4-H and Cloverbud members will be recognized, as well.

## Annual Recognition

### **Membership Recognition**

- Member has turned in all required enrollment materials
- Member has behaved in an appropriate manner at all 4-H activities, events, and meetings
- Member is enrolled in at least one project
- Member is enrolled in at least one club or has approval of county 4-H Educator

### **Silver Recognition**

- Member meets Membership Recognition criteria.
- Member has exhibited what he/she learned at some point in the current 4-H year
- Member provides documentation of setting goals, knowledge/skills gained, and participation in project (most likely via the portfolio)

### **Gold Recognition**

- Member meets Membership Recognition criteria.
- Member has exhibited what he/she learned at some point in the current 4-H year
- Member provides documentation of participation in all essential elements of positive youth development: setting goals, knowledge/skills gained, recognition, leadership, community service, and participation. (Most likely via the portfolio)

## WYOMING 4-H HONORS CLUB

The ultimate achievement that a 4-H member can obtain is inclusion in the Wyoming 4-H Honors Club. It is based on the principle of providing recognition for youth that maximize their opportunities to foster positive youth development elements of belonging, independence, generosity, and mastery over their time as a member in the program. Nineteen (19) points must be accumulated to obtain the status. Annual efforts are accumulated based on receiving three (3) points for a gold effort and one (1) point for a silver effort.

## ACHIEVEMENT AWARDS

\*1<sup>ST</sup> YEAR JUNIOR LEADER AWARD: Junior Leader Pin and Junior Leader Certificate. Each year a Junior Leader completes a 4-H Junior Leader project they will receive a gold seal for their Junior Leader certificate.

\*"I DARE YOU" AWARDS: Each year two "I Dare You" Leadership Awards are presented to two senior 4-H members who display personal integrity, balanced living, and motivation for leadership.

\*LORENA ELLICOTT MEMORIAL AWARD: Each year an outstanding Senior 4-H member is selected based on their 4-H involvement, leadership, community service and positive attitude. Senior members complete an application and the Lorena Ellicott family selects the recipient.

## **MEMBER AWARDS:**

- 1<sup>ST</sup> YEAR MEMBER AWARD: Bronze Pin and Membership Certificate
- 3<sup>RD</sup> YEAR MEMBER AWARD: Silver Pin
- 5<sup>TH</sup> YEAR MEMBER AWARD: Gold Pin
- 9<sup>TH</sup> YEAR MEMBER AWARD: Nine year Award

Each year a member completes a 4-H year they receive a gold seal to put on their Membership Certificate.

## **LEADER AWARDS:**

- 1<sup>ST</sup> YEAR LEADER AWARD: Bronze Clover Pin and Leadership Certificate
- 5<sup>TH</sup> YEAR LEADER AWARD: Silver Clover Pin and Certificate
- 10<sup>TH</sup> YEAR LEADER AWARD: Gold Clover Pin and Certificate
- 15<sup>TH</sup> YEAR LEADER AWARD: Pearl Clover Pin and Certificate
- 20<sup>TH</sup> YEAR LEADER AWARD: Diamond Clover Pin and Certificate(2 point)
- 25<sup>TH</sup> YEAR LEADER AWARD: Small Emerald Clover Pin and Certificate
- 30<sup>TH</sup> YEAR LEADER AWARD: Small Ruby Clover Pin and Certificate
- 35<sup>TH</sup> YEAR LEADER AWARD: Sapphire Clover Pin and Certificate
- 40<sup>TH</sup> YEAR LEADER AWARD: Diamond Clover Pin and Certificate(5 point)
- 45<sup>TH</sup> YEAR LEADER AWARD: Large Emerald Clover Pin and Certificate
- 50<sup>TH</sup> YEAR LEADER AWARD: Large Ruby Clover Pin and Certificate

Each year a leader completes a year of 4-H leadership they will receive a gold seal to attach to their Leadership Certificate.

## **CLUB AWARDS:**

**HONOR SEAL OF COMPLETION:** A club that successfully completes 90-100% of their club members' projects at the end of the 4-H year receives this seal for their club charter.

**MERIT SEAL OF COMPLETION:** A club that successfully completes 75-89% of their club members' projects at the end of the 4-H year receives this seal for their club charter.

## **Citizenship - Washington Focus Trip:**

This trip is open to any 4-H member ages 15-18 enrolled in any 4-H project. Members wanting to attend the trip must fill out an application form that is available in the Extension Office.

To be eligible for the 4-H Niobrara County Junior Leader Club to pay for the members Citizenship Washington Focus trip to Washington DC the member must be a second year or above Junior Leader Club member and be present at the majority of club meetings and Citizenship Washington Focus fundraisers.

## **4-H Congress**

In the event of any Niobrara County 4-H Junior Leader Club member is selected to attend National 4-H Congress, the Niobrara County 4-H Junior Leader Club will join the selected members in raising funds for this event.