

# 2022 Seneca County Handbook

## Dear 4-H Family

The 4-H handbook has been prepared to assist you and your family. Please read it carefully and keep readily available. You will need this handbook for the entire 4-H year.

If you have any questions or concerns at any time, please call the Ohio State University Extension, Seneca County office. Our address and phone number are listed on the front cover. We hope you have a wonderful year in 4-H as you take part in the many activities planned for you.

Katie Cole  
Extension Educator  
4-H Youth Development

## What is 4-H?

4-H is an educational program for youth based on interactive and hands-on activities.

The 4-H program includes membership in community clubs, individual projects, group activities, camping, school enrichment and more.

## 4-H Pledge

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

## 4-H Creed

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

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

In all these things I believe, and am willing to dedicate my efforts to their fulfillment.

## 4-H Motto

To Make the Best Better

## 4-H Slogan

Learn by Doing

## 4-H is an Ohio State University

### Extension Program

Ohio 4-H is an educational program provided by The Ohio State University Extension. Each county's program is provided through a partnership between OSU Extension and local county commissioners.

Seneca County OSU Extension would like to thank the Seneca County Commissioners for partnering with us to make all Extension programs, including Seneca County 4-H possible.

Seneca County OSU Extension  
3140 South State Route 100, Suite E  
Tiffin, OH 44883

419-447-9722

Seneca.osu.edu

Seneca County 4-H App- Available in 4-H Now in Google Play or Apple App Store.

Facebook: Ohio State- Seneca County 4-H Program  
Office Hours: Mon-Thurs, 8 a.m.-4:30 p.m. Friday by appointment only. Hours subject to change. Call the Extension Office to ensure office personnel are available.

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# 4-H Membership

## Who Can Join 4-H?

All 4-H programs are open to all youth on a non-discriminatory basis. 4-H is open to youth ages 5-18 as of January 1<sup>st</sup> of the current year.

**Eligibility for 4-H Cloverbud Program:** Begins when a child is in Kindergarten and is at least five years old as of January 1<sup>st</sup> of the current year. A child is no longer eligible for Cloverbuds when he or she qualifies for the Project Member Program.

**Eligibility for 4-H Project Member Program:** Begins when a child is in the third grade and is at least eight years old as of January 1<sup>st</sup> of the current year. Any youth age 9 or above is eligible for project membership, regardless of grade level. Membership requires enrollment in an authorized Ohio 4-H club or group under the direction of an OSU Extension professional or an approved adult volunteer. Joining Ohio 4-H is a privilege and responsibility for individuals and is subject to the Ohio 4-H Code of Conduct and applicable policies of The Ohio State University.

Ohio 4-H membership ends December 31<sup>st</sup> of the year in which an individual reaches the age of 19 years.

## Enrollment Deadlines

The following are dates when 4-H volunteers and 4-H members must be enrolled in the 4HOnline database system and approved by the Seneca County Extension office.

All Advisors/Volunteers.....March 15<sup>th</sup>

All Members.....March 20<sup>th</sup>

All Project Changes.....April 20<sup>th</sup>

**This means that once members have enrolled and selected a minimum of one 4-H project by March 20<sup>th</sup>, you have until April 20 to add, drop**

**or change what projects members have already enrolled in or have already selected when they originally enrolled by March 20<sup>th</sup>.**

The first step to becoming a 4-H member or volunteer is getting connected to a 4-H Club. Please contact the Extension office to help you get connected if you don't have a club.

The next step for all 4-H members, volunteers or event participants is creating a profile in the 4-H online data management system. If you have already created an account, but forgot your e-mail or password to login, **DO NOT CREATE A NEW ACCOUNT.** Please contact your advisor or the Extension Office if you need your account information. Ohio 4-H uses the 4-H online system to manage all aspects of the 4-H program. All youth and adults who participate in Ohio 4-H must have a 4-H online profile. If you have already created a profile or need to create a new one, you can access 4-H online 2.0 here: <http://oh.4honline.com/>

Please see our website under the 4-Honline 2.0 tab for additional tips, instructions, and tutorials here: <https://seneca.osu.edu/program-areas/4-h-youth-development/4honline-20>

**Members enrolling after the March 20<sup>th</sup> deadline will be registered as non-traditional members.**

**Non-traditional members may still complete club activities (e.g. workshops, community service activities, fundraisers, etc.) and complete a project, but they are not eligible to participate in county competitions, place in any projects, compete at the Ohio State Fair, or exhibit livestock at the county fair.**

# 4-H Membership

## Member Fees

Project Members....\$12.00

The member fee includes receiving 4-H project books for up to three projects. Additional project books are \$5.00 each and replacement books are also \$5.00 each.

Membership fees are paid to the 4-H Advisory Council. Resource books are an additional fee that are paid to OSU Extension.

Cloverbud Members.....\$5.00

The member fee covers the cost of membership in the Cloverbud program.

Need-based fee scholarships are available; however, families are usually asked to cover project book costs if additional books are needed. Fees are due by April 1<sup>st</sup> to the Extension office. **A late fee of \$10.00/member and \$5.00/Cloverbud will be assessed after March 20<sup>th</sup> enrollment deadline.**

**Member fee (including non traditional members) refunds will not be given under any circumstance after the April 15<sup>th</sup> deadline to add, drop or change projects.**

## Enrollments and Project Book Pick-Up

Organizational Club Advisors will be sent a roster, via e-mail, of all members (project member and Cloverbud) five days prior to the March 20 enrollment deadline, which is March 15<sup>th</sup>. Organizational Advisors will be able to see who is enrolled and who potentially still needs to enroll online by March 20<sup>th</sup>. Advisors will be responsible for reaching out to those members who potentially still need to enroll before the March 20<sup>th</sup> deadline.

The Extension Office is not responsible for ensuring project enrollment and does not re-verify this information when fulfilling book orders. It is the responsibility of members and advisors to ensure they are enrolled and have selected the correct projects.

During the enrollment period, 4-H project books will **NOT** be distributed and Organizational Advisors will not be able to come to the Extension Office for project book pick-up or to pay membership fees, etc. Following the March 20<sup>th</sup> deadline for online enrollment, Organizational Advisors can begin project book pick-up, paperwork drop off, pay membership fees, etc.

Organizational Advisors must complete these tasks in the Extension Office no later than **April 1st**.

## Project Member Program

Project members must enroll in an approved chartered 4-H community club and select at least one 4-H project from the list contained in this handbook.

Members may enroll in more than one club, provided they select at least one project with each club. Members who enroll in more than one club do not have to pay two membership fees, but both clubs should be in agreement with which one pays the membership fee. The club who is not paying the membership fee should have this where the fees are being paid marked properly on their club checklist. They need to specifically state that the member is a part of their club, but will be paying with (insert other club's name).

While assistance is sometimes available from 4-H volunteers, it is the member's responsibility to complete their projects and keep track of any deadlines associated with them.

Projects in this handbook are labeled as beginner, intermediate, or advanced level.

# 4-H Membership

These levels refer to the previous knowledge needed to successfully complete the project, not the age of the member. It is completely appropriate for older members to select beginner projects when exploring a topic area new to them. **Members are encouraged to limit the projects to only those which they will be able to complete by judging.**

## Cloverbud Program

The Cloverbud Program is activity based, meaning children complete short-term activities at meetings, and not projects at home.

Cloverbud volunteers challenge the youth to explore a variety of topics through hands-on activities.

Cloverbud members are not eligible for most out-of-county activities, competitive events, residential camps, and/or projects designed for 8-19 year olds. Cloverbuds may not hold a club office.

Non-competitive public presentations (speeches, demonstrations, poster displays, etc.) are encouraged for Cloverbuds at the club and county level.

Cloverbuds may display items at the county fair for exhibit purposes only. Those projects are not judged competitively. Youth are not permitted to bring livestock to the fair through Cloverbuds.

Special Cloverbud days and camps may be held throughout the 4-H season.

## Dual Membership 4-H/FFA

Ohio 4-H members are often also FFA members, sometimes within the same county and sometimes in an adjacent county. These

members especially need to keep in mind the 4-H policy about 4-H projects being separate from school projects. To keep work in both organizations clearly separate, 4-H members are advised to take different species in the two organizations or, at the very least, to take market animals in one and breeding animals in the other. See chart below for allowable and not allowable examples.

	4-H Project	FFA Project
Allowable	Breeding Gilt	Market Hog
Allowable	Market Steer	Market Hog
Allowable	Welding (door stop)	Welding (boot scrapper made for ag class)
Not Allowable	Market Steer	Dairy Beef Feeder (market)
Not Allowable	Market Lamb	Market Lamb
Not Allowable	Welding (boot scrapper made for ag class)	Welding (boot scrapper made for ag class)

## Membership Across County Lines

Youth are required to join the 4-H program in their county of residence or receive approval ahead of time for membership outside of the county of residence.

- Members must fill out a Request for 4-H Membership Across County Lines form and turn it into the Extension office. There must be approval of both the 4-H professional in the county of residence and the county of request and is fully supported by the state organization.
- Requests for cross county membership must be made 30 days prior to the 4-H membership enrollment deadline of the county being requested.

## 4-H Membership

- Once granted the permission for membership across county lines, it shall be permanent and stable for the duration of the youth's 4-H membership. If youth's circumstances change (e.g., residence, school, or custody), the cross county lines membership can be reevaluated.
- Cross county privileges are only extended to those youth who maintain membership in good standing.
- Cross county membership is acceptable when the school district in which the child attends is located across two counties.
- Cross county membership is not permitted when requested for competitive reason(s), such as higher livestock sale prices, less competition in classes, etc.
- Cross county membership is not permitted when the parents or guardians of the 4-H members were members of the club in the other county, so it is hoped that the youth can have membership.
- Cross county membership is not permitted when another counties schedule of events better fits the family's schedule or when a county fair schedule in the other county better fits the youth's school schedule.
- 4-H membership is not based on the residence of the animal. Cross county membership is not permitted when an animal project is housed on someone else's property in the other county. The 4-H member is encouraged to select an entirely different project.
- Cross county membership is not permitted when the 4-H member is banned or suspended in the county of residence. Suspended membership is suspension of Ohio 4-H membership.
- 4-H membership in two counties (and/or two states) simultaneously is not permitted. Youth must choose one county.
- Per state requirements, in situations where the county of residence does not have a 4-H program, youth may not join in another county.
- Previously approved cross county lines or cross state lines memberships are revoked.
- If a member is approved for cross county membership, and the 4-H program in their county of residence ceases to exist for financial reasons, the youth's membership will end on December 31<sup>st</sup> of that year.
- In cases where youth have multiple addresses, the county of residence is based on the address they use to determine the public school system in which the youth is enrolled, regardless of actual attendance.

### 4-H Member in Good Standing

In order to be a 4-H member in good standing, the following criteria must be met.

- Complete enrollment in 4-H online 2.0 by March 20<sup>th</sup>. <http://oh.4honline.com/>
- Participate in required assessments including book and interview judging (still projects, livestock, horses and dogs). Interviews with advisors are acceptable for still projects only if unable to attend regular judging.
- Members must have paid all balances, fees, etc. with the Extension Office and 4-H Advisory Council.
- Members may exhibit and show only in projects they are enrolled in for the current 4-H year. 4-H members must also be in good standing with their local club, including attendance at meetings and other club requirements. These should be outlined in the club's By-laws.
- Members should follow and abide by the Ohio 4-H Standards of Behavior and Code of Conduct as well as the Seneca County Jr. Fair Code of Conduct. Any rules or Standards of Behavior set forth by the 4-H club must also be followed. These should be outlined in the club's By-laws.

# 4-H Membership

## Volunteer Information

Volunteers play an important role in the success of our overall program. The following must be met in order to be a volunteer in Seneca County.

### **New and Returning volunteers:**

All volunteers **must** attend mandatory volunteer training. Seneca County offers mandatory volunteer training (see calendar for exact dates), which includes Policy 1.50 (child abuse and neglect), additional training and a 4-H update annually. This is a requirement to be a volunteer in every county.

Cloverbud advisors must also follow the same application process and volunteer guidelines, but will attend a volunteer orientation specific to Cloverbud volunteers.

### **Returning Volunteers:**

- All returning volunteers must complete enrollment in 4-H online 2.0 by March 15<sup>th</sup> every year. <http://oh.4honline.com/>
- Volunteers will sign and abide by the Standards of Behavior.
- Every four years, volunteers are required to have their fingerprints retaken and submitted to OSU. There is an option for reimbursement for these expense with proper receipt.

### **New Volunteers:**

- Individuals must be at least 18 years old or older
- The potential volunteer must:
  - Complete the volunteer application online by January 31<sup>st</sup> of the current year:  
<https://go.osu.edu/newvolapp>,
  - Submit to and pass a fingerprint background check (which will be reimbursed with proper receipt),
  - Sign and abide by the Standards of Behavior form

- Once the application has been submitted, an interview will be conducted with the 4-H Extension Educator
- References will be checked
- Attend the new 4-H volunteer orientation
- After all of these have been successfully completed, the volunteer will receive a letter notifying them of their acceptance or denial of volunteering in the Seneca County 4-H program.

## County 4-H Opportunities

### Camp Counselor

Seneca County 4-H Camp is held on Kelleys Island. Camp is in June and typically three nights and four days. Camp Counselors are a group of teens selected to assist in being responsible for campers ages 8-13 during camp. As a result of participation, counselors will develop knowledge, skills, attitudes, and aspirations needed for adult success.

### **We want you as a camp counselor!**

The following outlines the process to be considered as a 4-H Camp counselor.

- Must be a 4-H member in good standing
- Must be at least 14 years old by January 1 of the year you are applying for
- Must fill out and turn in a camp counselor application to the Extension Office by early December
- First year counselors will be considered Counselors in Training (CIT's) and will be required to help with Cloverbud Day Camp in June
- Must attend all required trainings and meetings prior to camp, which run from January through June
- Must complete Child Abuse and Neglect Awareness training, sign and agree to the Standards of Behavior

and Code of Conduct and have current Ohio 4-H Health History form on file

- Counselors are in charge of paying half the cost of camp as well as half of any programming or trainings that include a registration

Requirements for some counselors:

- First time applicants; must provide two non-family references
- Counselors 18+ years old at least two months prior to camp must pass a background check

### CARTEENS

4-H CARTEENS is a traffic safety program conducted by teen facilitators. We partner with the Seneca County Juvenile Court and the Seneca County Sheriff's office. CARTEENS is for juvenile traffic offenders to learn more on speeding, the importance of wearing your seat belt, reaction times, distracted driving, operating a vehicle impaired (OVI), and other traffic laws and guidelines. The goals of the program are to:

- Reduce the number of repeat juvenile traffic offenders
- Decrease the number of teen traffic offenders
- Increase teen awareness of traffic/vehicular safety

#### **We want you as a teen facilitator!**

- CARTEENS meets every third Monday of every month except for July, because of the Seneca County Fair. We meet at the OSU Extension Office in the large conference room at 6:30 p.m. The program usually runs until 8:30 p.m.
- You must be 14 years old. You do not need to be 14 as of January 1, as soon as you turn 14 you are eligible to join
- You do not need to be a current 4-H member to attend and be a teen facilitator
- Facilitators are responsible for setting up prior to the start of the program, teaching and

facilitating the rotating sessions throughout the program, leading a game of Jeopardy towards the end of the program to review and serving as ambassadors for the CARTEENS program.

### Junior Leadership

Junior Leadership is a group of teens who do service projects, promote the 4-H Program, help with 4-H events and programs, conduct learning and educational programs, and host social events. The motto is Service with pride, Lead with confidence, and Inspire to impact lives.

#### **We want you to be a Junior Leader!**

- You must be 14 years old. You do not need to be 14 as of January 1, as soon as you turn 14 you are eligible to join
- Junior Leadership meets every second Monday of the month at 6:30 p.m. at the Extension Office in the large conference room
- Must be a 4-H member in good standing
- You don't need to apply or notify us in advance; just simply show up at the meeting to join!

### Jr. Fair Board

Seneca County Junior Fair Board is a select group of proven leaders from various youth organizations that assist in responsibilities before, during, and after the Seneca County Fair. Members help in many aspects of the fair including livestock shows, fun nights, royalty, and some activities that include Senior Fair events.

#### **We want you to be on Jr. Fair Board!**

- Must be 13 years old as of January 1 of the year you are applying for
- Must be a 4-H, FFA, Boy Scout or Girl Scout member in good standing
- Must fill out and turn in a Jr. Fair Board application and secure a recommendation letter from an advisor due to the Jr. Fair Office by October 31<sup>st</sup> each year



- Terms are year to year. As long as the member meets the minimum required points, they will automatically be invited back to continue for another year term.
- Members have the opportunity to decline for another year term
- If there is discipline or lack of involvement, member must go through the interview process to be considered for another year term
- Jr. Fair Board meetings are normally on the first Sunday of each month in the Youth Center at the fairgrounds
- Must be willing to attend monthly meetings and activities
- Must be willing to communicate with advisor and other members

### Food and Fashion Board

Food and Fashion Board is a group of teens who help conduct and plan food and nutrition clinics and skillathons and sewing and textiles clinics and skillathons. This group also promotes the food and nutrition and sewing and textiles projects, mentor younger members in these projects, conduct learning and educational programs, help with the Style Review and do community service projects.

#### **We want you to be on Food and Fashion Board!**

- Must be 14 years old as of January 1 of the current year
- Food and Fashion Board meetings are normally once a month January-July at the Extension Office in the large conference room or via Zoom
- To join, contact the Extension office to be notified when the meetings are and come to meetings.
- Must be a 4-H member in good standing
- Must be willing to attend monthly meetings and activities
- Must be willing to communicate with advisors and other members

## County 4-H Scholarships and Awards

### CARTEENS Scholarship

The Seneca County 4-H CARTEENS program offers \$500 scholarships to active CARTEENS teen facilitators.

#### **Requirements**

- Must be an active CARTEENS teen facilitator
- Must fill out and turn in a scholarship application to the Extension Office by July 1<sup>st</sup> of the current year
- Must participate in an interview and selection process
- Applicants must graduate from high school in the spring of the current year and be enrolled or plan to attend a post-secondary education in the fall of the current year
- Must submit an official copy of proof of enrollment to a post-secondary college/institution
- Must have a minimum of a 3.0 high school or college GPA
- Must submit an official copy of high school and/or college transcript

### Scholarship Application for State and National Opportunities

There are many great camps and trips offered at the state and national level for older youth to build leadership skills, citizenship, responsibility, communication skills, and life long memories and friendships with other youth throughout the state and United States. The award trips include: Leadership Washington Focus, Citizenship Washington Focus, State 4-H Leadership Camp, Ohio 4-H Sea Camp, Buckeye Leadership Workshop, and Carving New Ideas.

## Requirements

- Must fill out and turn in a scholarship application to the Extension Office by early December
- Must participate in an interview and selection process
- Must be at least in the 7<sup>th</sup> grade
- Must be a 4-H member in good standing
- If selected,
  - Write a thank you note to the scholarship sponsor of the award trip
  - Complete a poster with your learning experiences and highlights of the trip
  - Be an ambassador and promote the award trip/camp to other youth including at Teen Opportunities Workshop and other county events and programs
  - Come to an Advisory Council and/or Junior Leadership meeting within six months after trip completion to present on their experience

## Advisory Council Awards and Scholarships

The Seneca County 4-H Advisory Council sponsors several different scholarship opportunities for older youth, which includes the Home Economics Award, I Dare You Award, Seneca County Advisory Council Scholarship, and Seneca County 4-H Program Memorial Scholarship. The Golden Award is intended for younger youth who are in their first or second year in 4-H.

## Requirements

- Scholarships and awards range in eligibility from 1<sup>st</sup> and 2<sup>nd</sup> year 4-H members to graduated seniors in high school, so please read each scholarship and award carefully
- Must fill out and turn in a scholarship application to the Extension Office by July 1<sup>st</sup> of the current year

- Must participate in an interview and selection process
- Must be a 4-H member in good standing
- Applicants must attend the respective event in which the award or scholarship will be announced and given out. There will be no notification ahead of time.
- If you have previously won an award or scholarship, you are not eligible for that one again
- If selected, write a thank you note to the Advisory Council for sponsoring the scholarship

## Community Club Organization

### Club Requirements

To remain in good standing, clubs must meet the following expectations each year:

- A minimum of two approved adult advisors/volunteers must facilitate each club. These volunteers must meet all requirements, including attending annual training (outlined under volunteer requirements heading).
- Have at least five members from at least three different families enrolled on 4-H online 2.0 by March 20<sup>th</sup>. <http://oh.4honline.com/>
- Plan and hold a minimum of eight meetings or activities between January 1<sup>st</sup> and December 31<sup>st</sup>
- Elect an officer team of at least a president, vice-president, secretary, and treasurer by May 1<sup>st</sup>
- Complete at least two educational events each year (Project work session, guest speakers, tours, demonstrations, etc.)
- Complete and turn in a club charter checklist to the OSU Extension office annually by April 1<sup>st</sup>
- Maintain and reevaluate club Constitution and By-laws. If any changes are made to these documents, a new copy must be turned in to the OSU Extension office.
- Club EIN number from the IRS will be filed annually by OSU Extension by May 15<sup>th</sup>

- Maintain a club treasury and checking account
- Complete IRS and Ohio 4-H required financial reporting
  - File year-end financial report with OSU Extension by Jan. 18<sup>th</sup>

### New Clubs

New Clubs may be formed prior to March 1<sup>st</sup> each year. Clubs must meet at least these minimum requirements, in this order:

- At least two adult volunteers must undergo the volunteer selection process. See the 'volunteer information' section above for necessary requirements, including volunteer screening, selection, and training.
  - Begin the county 4-H charter process, which is required annually
  - Obtain an EIN number from the IRS between March 1<sup>st</sup> and May 1<sup>st</sup>
  - Establish a club treasury and open a club checking account
  - Complete club enrollment on 4-H online 2.0 by March 20<sup>th</sup>. <http://oh.4honline.com/>
  - Have at least five members from at least three different families enrolled on 4-H online 2.0 by March 20<sup>th</sup>. <http://oh.4honline.com/>
  - Complete a club Constitution and By-laws and turn in a copy to the OSU Extension Office
  - Develop a yearly club program plan with your officers and club advisors and communicate to club membership
  - Club officers must also be elected by May 1<sup>st</sup>
- Other information:
- Conduct meetings that members want to attend by including a balance of business, education, and social activity
  - Evaluate and celebrate your club's success
  - Provide a safe and welcoming environment

### Individual Club Rules

Clubs are required to adopt a Constitution which is provided as a template by Ohio 4-H.

Clubs may also adopt individual rules by creating By-laws to attach to their Constitution, provided those rules are not in conflict with state guidelines.

Some examples of rules adopted by individual clubs are:

- Club dues policies
- Maximum number of members
- Types of projects permitted and completion policies
- Attendance policies

Clubs are not permitted to vote on accepting or not accepting particular members into their club. This is a clear violation of Ohio and National 4-H Council policy.

Club By-laws should be provided to every member every year.

Fundraising: Raffles and any sort of game of chance are **not** permitted as acceptable forms of fundraising. Any fundraising conducted at the fairgrounds **must** be approved by the Senior Fair Board and OSU Extension. Please contact the OSU Extension office if you have any questions or if you are not sure if the fundraiser you plan to do is acceptable. All monies received from the 4-H fundraising programs must be expended to further the 4-H educational programs.

### Club Attendance Policies

Members are expected to participate in as many club meetings and activities as possible.

Every member must meet their club's attendance policies (as listed in the club By-laws) in order to exhibit at the county fair and receive Jr. Fair premiums or represent Seneca County at the State Fair.

**Members not meeting the club's requirements will NOT be permitted to exhibit. This will be enforced.**

Advisors are responsible for relaying this information to the 4-H Educator. See your club advisor for a copy of your club's By-laws.

# 4-H Projects

## Project Books and Resources

Every 4-H project has a designated project book, which includes background information, activities, and instructions for completing your project. These books are designed for the members to write in and complete as they do their project activities.

Only self-determined and master projects have outlines or worksheets (not books). In these projects, youth will design their own project.

Some projects also require a resource manual, which is designed to be used for as many years as you take the project. These are common for animal projects, but are also available for a few non-animal projects.

## Multi-Year Projects

Some project books are designed to be used for more than one year. The first section of each book will note if the project is designed for multiple years.

These projects may have 12-15 activities instead of the normal 6-8. Members need to read the instructions at the front of the book to see how they should decide which activities to do each year.

## Project Levels vs. Ages

There is an assigned level for each 4-H project. The levels of each project are listed next to the project name in this handbook. Levels are:

Beginner Level projects are designed for members of any age who have little to no experience in the project area.

Intermediate Level projects are designed for those members who have previous experience in the project area, or have completed the beginner level projects.

Advanced Level projects are designed for members who have completed the intermediate level projects and/or have extensive experience in the project area.

If members take multiple projects within the same project area, they should choose projects within the same level. For example, two beginner health projects, but not one beginner and one intermediate.

## Livestock Record Books

Members taking livestock projects must complete a record book for each project every year. These books must be completed and turned in at the time of interview judging.

## Project Central

Ohio 4-H offers a website where members can learn more about projects and preview the projects before deciding which project(s) to take.

[www.ohio4h.org/projectcentral](http://www.ohio4h.org/projectcentral)

Please note that only state-wide projects are listed. Most, but not all, state projects are currently offered in Seneca County. Additionally, county only based projects will not be available on Project Central, but may be viewed at the Extension Office.

## Frequently Asked Questions

### **Can I see the project books ahead of time?**

Yes. Project books can be viewed at the Extension Office during normal business hours or members can preview one activity of any Ohio 4-H project book any time through the online Ohio 4-H Project Central.

### **Does a member have to do all the activities in the project book?**

Answers for this question vary based on the project. Some projects are designed to be used for a single year

and require all activities to be completed. Others are designed for multiple years and require only some activities to be completed each year. This information can be found in the front section of each project book.

**Can I change a project if I decide I don't like it or it's too hard?**

Members may make changes to their project through April 20<sup>th</sup>. **After April 20<sup>th</sup>, if a member still wishes to change a project, they will not be eligible for awards or State Fair participation, or to exhibit livestock at the fair, if it was a livestock project that was changed.**

**How do I know what projects require, what to take to judging, or what to exhibit at the fair?**

Each project in this handbook lists requirements, what is required for judging, and what should be exhibited at the fair. If you have any questions, please call the Extension office.

## Project Judging

### Why are 4-H Projects Judged?

Project judging gives members an opportunity to visit with a judge about their project, their experience, and what they learned.

This interview style judging is designed to be a positive experience, which teaches youth valuable interview skills and provides closure for the project.

Judging also serves as a way for youth to be rewarded for their project work through letter grades, placings, State Fair participation opportunities, and other project awards.

All non-livestock projects for county placings and state fair qualification is up to the discretion of the project judge.

### Pre-Fair Judging

All non-livestock projects are evaluated at pre-fair judging.

Wednesday, July 13- Fairgrounds

Saturday, July 16- Fairgrounds

Saturday, July 23- Fairgrounds

Members will need to register online for a specific time for each individual project in late June/early July. A list will be issued with the projects that will be judged on which day.

At pre-fair judging members will meet with a judge for approximately 5-7 minutes. 4-H members are the only individuals allowed in the judging area. Members should bring the required items, which are listed in the handbook. They should be prepared to explain what they did, talk about their display items, and answer questions.

Although staff and volunteers do their best to keep the schedule moving on time, there are inevitably delays in some project areas. Families should allow plenty of time for judging, especially if members have more than one project.

Members will only be eligible for county awards and State Fair **IF** they are judged on their assigned judging day and are members in good standing. Members who are not in good standing, are judged on any day besides their scheduled day or are judged by anyone other than the judge for that project will **NOT** qualify for county awards or be eligible to participate at the State Fair.

### Make-Up Judging

If a member cannot attend the regular pre-fair judging day, they have an option for completing their judging requirements.

### Advisor Judging:

- Members can make arrangements to have their projects judged for a grade **ONLY** by their advisor/volunteer
- Member or advisor must turn in judging form to the Jr. Fair Coordinator by the first Saturday of pre-fair judging
- Projects judged by advisors are **NOT ELIGIBLE** for county awards or State Fair selection

### **New for 2022! Cloverbud Share Fair**

On Wednesday, July 13 and Saturday, July 16 in conjunction with pre-fair judging, we are going to allow Cloverbuds to bring in a project that they did with their 4-H Club. They will sit down with an individual and share about the experience and what they learned. The Share Fair will be for participation only and will **not** have placings or awards. All Cloverbuds will need to register online for a specific time in late June/early July.

### **What to Wear to Judging**

Please keep in mind that the goal of participating in project interviews is to help 4-H members prepare for future interview situations. Judging is a learning experience of presentation of both yourself and your project; therefore, clothing needs to be appropriate. With that in mind, members should dress as if they were attending a job or college interview.

- General appearance should be neat and clean
- No t-shirts with inappropriate language or graphics
- No gym shorts or cut-off shirts
- Jeans or long pants must not have any holes, tears, rips, or a destructed look
- Skirts/shorts/dresses should be longer than your fingertips at your sides
- No low cut tops or visible undergarments

- No spaghetti straps, open sides, or midriff showing
- No hats worn during judging. Hats that are part of an ensemble or costume should be removed when speaking with judges
- No flip-flops

**Examples of appropriate dress:** button-down shirts, polos, and blouses with a collar; dressy tops, 4-H club t-shirts, nice jeans or slacks, Docker style pants, capris, dresses or skirts that are longer than your fingertips at your sides, dressy sandals, flats, or dress shoes.

### **Presentation Tips**

- Introduce yourself
- Sit up straight with both feet on the floor
- Look straight into the eyes of the judge
- Do not chew gum or candy
- Speak loud enough to be heard
- Smile and be polite
- Give the title of your project
- Explain the background of your project
- Tell the judges how you got interested in your project topic
- Explain your areas of interest within your project
- Talk about your results (If you have charts, graphs, or a notebook, show them to the judge and explain them)
- Show the judge a sample of your project work
- Explain what you have learned. If you had some problems or errors with your project, don't be afraid to admit them.
- Tell the judges what you might do in the future to continue your project
- Explain what you would have done differently if you were to do the project again
- How would your project interest other 4-H members
- Ask the judge if they have any questions for you
- If you do not know the answer to a judge's question, that is okay, simply say, "I am sorry, but I do not know the answer, but I think it is \_\_\_\_"
- Thank the judges at the end

## State Fair Participation

Many projects can be taken to The Ohio State Fair or other state level competitions. Please see the project descriptions in the handbook to know which projects can be taken to the State Fair.

### **Livestock and Small Animals:**

- Members do not need to qualify, but they do need to pre-register by June 20<sup>th</sup>
- Members must be a 4-H member in good standing, enrolled in the 4-H project by the enrollment deadline of March 20 and complete any requirements such as Quality Assurance.
- Information is online at: [www.ohiostatefair.com](http://www.ohiostatefair.com)

### **Horse Projects:**

- Members must qualify through a special horse show called a PAS show
- Members must be a 4-H member in good standing, enrolled in the 4-H project by the enrollment deadline of March 20 and complete any requirements such as EquiStep.
- Please see your advisors for additional information

### **Miscellaneous Projects:**

- Members are selected for State Fair participation through County pre-fair judging
- Selection criteria vary between each project area
- Members who are selected for State Fair will receive a phone call from the Extension Office within a couple days after judging is completed. This excludes clothing projects. Clothing project members who are selected for State Fair will be recognized Tuesday evening of the fair following the Style Review.
- Members who are selected for State Fair should read their State Fair packet carefully

## **Poster Requirements**

Not all projects require posters. Please see the project descriptions in the handbook for judging requirements. Some projects give members the option to do a poster or educational display. Members may choose to display their posters in their club booth or may enter posters in the poster contest, which is displayed at the back of the 4-H booth building. Members whose club does not put up a booth at the fair may choose to display their poster in the county booth as long as they participate in the County Booth patrol time.

### **Poster Contest:**

Seneca County has a Poster Contest that is open to all project taking 4-H youth. This contest takes place during the Seneca County Fair and are displayed in the back of the Booth Building. Posters can be from those made with their 4-H project or a brand new poster can be created on a topic of interest.

- Posters must be 14" x 22" (a half sheet of poster board). Posters over or under this size limit will not be displayed or be eligible for the poster contest.

### **Poster Material:**

- Posters must be on standard poster board. They can be of any color or design.
- No tri-fold, corrugated cardboard, foam boards, or craft foam sheets may be used. Posters made from these materials will not be displayed.

### **General Poster Guidelines**

- Pictures, lettering, or other objects must be securely attached
- Please note some scrapbooking adhesives do not hold up well. If you choose to use them, make sure items are attached to the poster securely.
- Objects cannot extend more than ½ inch from the poster, preferably less. Avoid heavy objects that will weigh the poster down. 3D images must be securely attached along all edges.

- Do not attach valuable objects, as the buildings are open to the public at the fair
- Any type of food items such as vegetables, frosting, cereal, or pet food are **not** permitted on posters or in the 4-H booth building
- Ammunition cannot be used on posters, with the exception of shotgun shells, which are empty and open

**Other Information:**

- All poster contest participants must complete and return a Junior Fair entry form to the OSU Extension Office. Deadline for entries is during booth set-up.
- A member may enter only ONE poster
- Posters will be judged on the first day of the fair (Monday morning)
- Posters will be judged according to the age of the 4-H member as of January 1<sup>st</sup>  
Age Groups: 8-9, 10-11, 12-13, 14-15, 16 and up
- Members must leave a rectangle of blank space on the bottom right corner of the poster for the exhibitor card to be attached. Posters without this space will have the card attached over any items that are in that area.
- Please put your name, age as of January 1<sup>st</sup>, club, and project name on the back of the poster
- Posters are to be made by members, not parents. Parents and advisors are encouraged to teach members about poster design and assist them in planning their project, but cannot do the poster for them.
- Posters will be judged on the following criteria:

A. Neatness and readability
B. Tells a story
C. Relates to the project or topic chosen
D. Appropriate amount of reading for size
E. Composition-includes balance, color coordination, and size of print

**State Fair:**

Please note that State Fair competitions sometimes allow other poster options.

Members are permitted to modify their posters to create a new poster for State Fair. Members should read their State Fair packet carefully for specific project requirements.

## Educational Display

An educational display is an exhibit of objects or articles that teach or tell something about a 4-H project. Any project listed where an educational display is suggested for exhibiting at the fair will not be considered for this award. Posters alone will not be considered, but can be a part of the total display.

**Other Information:**

- Only ONE educational display entry per Junior Fair exhibitor
- All educational display participants must complete and return a Junior Fair entry form to the OSU Extension Office. Deadline for entries is during booth set-up.
- Educational displays can be exhibited in your club booth or the county booth if your club does not have a booth
- Educational displays will be judged on the first day of the fair (Monday morning)
- Educational displays are to be made by members, not parents. Parents and advisors are encouraged to teach members about display design and assist them in planning their project, but cannot do the educational display for them.
- Only ONE overall educational display will be awarded
- Educational Displays will be judged on the following criteria:

A. Depth of understanding of the basic concepts and information presented in the project book or topic chosen
B. Ability to express project or topic knowledge with display
C. Completeness of display
D. Accuracy and neatness
E. Originality, creativity, and functionality
F. Exhibit conforms to project guidelines
G. Overall quality of exhibit



# Demonstrations/Illustrated Talks

## Classes:

- Junior Individual: age 8-10
  - Junior Team: age 8-10
  - Intermediate Individual: age 11-13
  - Intermediate Team: age 11-13
  - Senior Individual: age 14 and over
  - Senior Team: age 14 and over
- All ages are as of January 1<sup>st</sup> of the current year

## Rules:

- The 4-H demonstrations and illustrated talks will be held in the Education building on Friday of the fair, beginning at 1:00 p.m.
- A member may select any topic for his or her demonstration. They must show and go through the steps of how to do the topic they chose.
- Due to the limitations of the building's facilities, no large animals (i.e. Horse, Beef, Sheep, Goat, Dairy or Hogs over 20 pounds) may be used in a 4-H presentation. Members should use models, photographs, or illustrations to make their point when giving a talk about large animals.
- Any small animal (under 20 pounds) may be used in a 4-H presentation provided the animals do not place the public at risk and provided they meet all of the health requirements established by the Ohio Department of Agriculture found in the Ohio State Fair Livestock Exhibitor Handbook. Current health and shot records must be carried with the animal. Animals must remain caged or leashed before and after the presentation.
- An individual who has participated in one of these classes in a previous year will be expected to present a different demonstration than he or she has previously presented.
- Members are responsible for setting up and cleaning up their demonstration area.

- All presentations will be timed. Timing begins when the member begins to speak and ends following the conclusion. Questions and answers are not included in the official time.
- Demonstration- Individual or team (two members) should be 5-7 minutes in length for junior individual or junior team.
- Demonstration- individual or team (two members) should be 8-10 minutes in length for intermediate individual, intermediate team, senior individual, or senior team.
- Junior individuals and junior teams must not use computer technology in their demonstration.
- Intermediate individuals, intermediate teams, senior individuals, and senior teams may use computer technology in their demonstration.
- When members of a team fall in different age categories, they will participate in the division of the older member.
- A team presentation consists of two people sharing the teaching and speaking role.
- Any sort of firearms, bows, arrows, weapons, air pistols or air rifles, paintball guns, and gun cases are not permitted on the fairgrounds.
- All equipment and supplies needed for the demonstration must be supplied by the individual 4-H member. An appropriate demonstration table will be provided (30" x 48").
- Entries are due to the OSU Extension office by the first pre-fair judging at the fairgrounds.
- An award presentation will be held shortly after the conclusion of judging the contest. 4-H members should be present to receive their awards.
- Premiums are awarded to members who place in the contest.
- The judge(s) will select outstanding demonstrations to advance to the Ohio State Fair
- Only one entry per participant will be allowed to go to the State Fair. The individual may choose which demonstration they will take.
- Criteria for judging all demonstrations and illustrated talks are as follows:

A. Introduction
B. Closing
C. Presentation Organization
D. Voice
E. Visual Clarity
F. Topic
G. Subject Knowledge
H. Manner and Appearance
I. Questions
J. Time (Points will be deducted if under or over time)

These will be judged on a fair, good, very good, or excellent scale.

### **New for 2022! Cloverbud Public**

#### **Speaking: 4-H Pledge**

The Cloverbud public speaking opportunity will be held in the Education building on Friday of the fair directly following the Demonstration and Illustrated Talk Contest and prior to Cloverbud graduation. Cloverbuds who register will be required to recite the 4-H pledge on stage. The public speaking opportunity will be for participation only and **no** placings or awards. All entries are due to the OSU Extension office by pre-fair judging at the fairgrounds.

## **Changes for 2022**

### **New Projects**

- 365.00-** 3D Printing: All Levels
- 365.00-** Disability Advocacy and Awareness: All Levels
- 365.00-** PhysBot-Your 4-H Fitness Tracker: All Levels
- 365.04-** Going Green: Learning to Lead a Sustainable Life: All Levels
- 434-** Superhero You: Beginner

### **Revised Projects**

- 127-** Dairy Calf, Heifer, and Cow Project and Record Book: All Levels- Revised version of Dairy Heifer Project and Record Book and Dairy Cow Project and Record Book: All Levels

- 370-** Mentoring: Leadership in Action: Advanced- Revised version of Mentoring: One on One
- 476-** Kitchen Boss: Advanced- Revised version of Pathways to Culinary Success

