



# Adair County 4-H Handbook 2025- 2027



# Enrollment & Guidelines



# 4-H Enrollment

## "Youth"



### NEW Enrollment System Fall 2021



<https://4h.zsuite.org/>

Video Demonstration - Youth

<https://youtu.be/Q9WskR7KhQ0>



Create a **HOUSEHOLD** account. The Household account is used for one family unit living at the same address. Click the 'Sign Up' link on the ZSuite homepage.

Household profile will include youth members and adult volunteers.

- **IMPORTANT:** Email and password will be used throughout the year and to enroll next year. **SAVE** for later!
- Passwords are 6 characters or more.

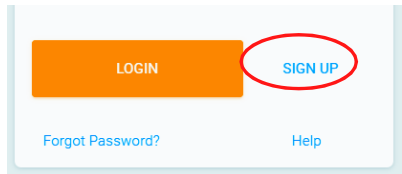
Email \_\_\_\_\_

Password \_\_\_\_\_

- Click 'Let's Go' to continue with required fields for registering your family.

### Creating Youth Enrollment

Click '+ Household Member' to start a new member profile.



Register New Household

1 You are setting up your parent/guardian account for the household.

STATE

Adult Email

Adult Email Confirmation

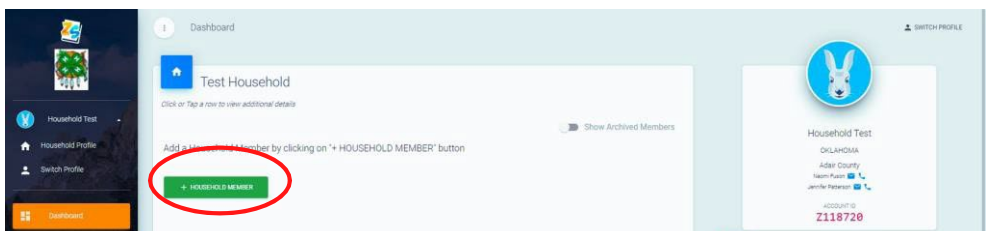
Adult First Name  Adult Last Name

Password (Must be 6 or more characters)

Confirm Password

Primary Profile PIN  Must be at least 4 characters

BACK LET'S GO



Complete required fields and other requested information.

Dates with a single digit must have a '0' in front of the number.  
Example: July 31, 2014 birthday, must be entered as 07/31/2014.

The screenshot shows the 'Test Household' enrollment form. At the top, there's a header 'Test Household' with a house icon. Below it is a profile section with a 'CHOOSE PICTURE' button and a silhouette icon. The form has two columns for 'First Name' (test) and 'Last Name' (test). Below that is 'CHOOSE A ROLE' (Youth) and 'Birthday' (07/31/2014). At the bottom, there are two buttons: '← BACK' and a green 'CONTINUE' button, which is circled in red.

If autofill is working, make sure information is correct.

The screenshot shows the 'Enrollment in 4-H for test test 2020 - 2021' form. The 'PERSONAL INFO' tab is selected. The form includes sections for 'Account Profile Information' (Name: test test, Birth date: 7/31/2014) and 'Basic information'. The 'Tribal Affiliation' section is highlighted with a red box, showing 'Tribal Affiliation not listed'. Below it, there's a 'Tribal Essentials' section with a 'Choose File' button and 'No file chosen' text.

If applicable, documents can be uploaded as a picture, PDF, etc.

## IMPORTANT:

- Only a LEGAL parent or guardian may sign an enrollment.
- Electronic signatures are legally binding.
- No initials. Full name only.
- Carefully read and complete each Waiver.
- Some counties will require a medical form as part of the enrollment process.

The screenshot shows the 'Waivers' section of the enrollment form. The 'WAIVERS' tab is selected. The form includes a section titled 'Read over and complete the following releases' with a link to 'Informed Consent, Voluntary Waiver, Release of Liability and Assumption of Risks'. Below this, there's a section for 'Informed Consent, Voluntary Waiver, Release of Liability and Assumption of Risks' with a signature line and a date field.



Thoroughly read and complete the medical waiver.

Updating online form, is as simple as logging in and making changes.

**Family is responsible to update ANY medical form, with life changes, in a timely manner.**

- Club - One club must be selected as your primary club.
- Must have one project per club.
- No more than 10 projects.
- Cloverbuds do not have 'projects.' Being a Cloverbud is a time for exploration.
- Click 'Add to Cart.'



Do not checkout/submit & pay/pay with CC until ALL youth are enrolled.

- Complete all youth enrollment before checking out/paying.
- More youth to enroll? Click 'Add Enrollment, to return to main screen.
- Click '+ Household Member' to start another enrollment.

**Need help?** Use the "Live Chat" feature during scheduled hours. After hours send an email.

ZSuite also offers an Accessibility Adjustments feature for your convenience.

# 4-H Enrollment "Volunteer"



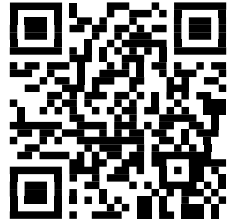
## NEW Enrollment System Fall 2021



<https://4h.zsuite.org/>

### Video Demonstration - Adult

<https://youtu.be/WDkQZ4v8mn8>



### One Profile per family.

If you already enrolled youth, login to that Household profile to enroll as an adult volunteer.

No youth enrolled, create a Family HOUSEHOLD to enroll.

- ♦ **IMPORTANT:** User name and password will be used throughout the year and to enroll next year. **SAVE** for later!
- ♦ Passwords are 6 characters or more.

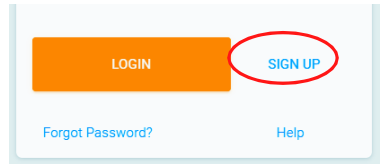
**Email** \_\_\_\_\_

**Password** \_\_\_\_\_

- ♦ Adult Enrollment is **ONLY** for those who want to be a "Certified" 4-H Volunteers. Both new and returning volunteers will complete the process.
- ♦ Must be at least 21 years old.
- ♦ Certification requires a background check.

## Creating Volunteer Enrollment

Click '+ Household Member' to start a new member profile.



Register New Household

You are setting up your parent/guardian account for the household.

STATE

Adult Email

Adult Email Confirmation

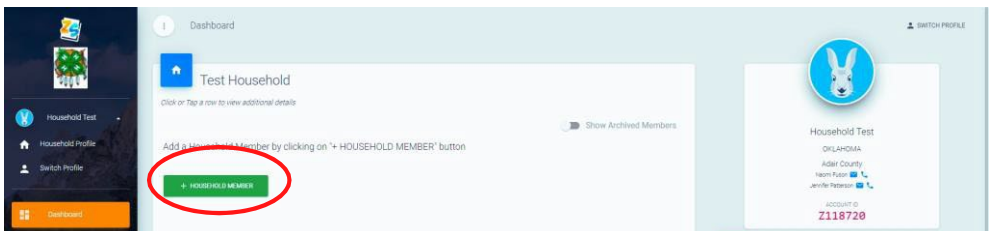
Adult First Name Adult Last Name

Password (Must be 6 or more characters)

Confirm Password

Primary Profile PIN   
Must be at least 4 characters

[BACK](#) [LET'S GO](#)



## IMPORTANT

- Must be 21 years old to serve as a "certified" 4-H volunteer.
- Must have a background check every four years.
- To maintain certification, must annually complete required University trainings and four hours of continuing educations.

Test Household

Click or Tap a row to view additional details

Show Archived Members

test test

test test

Year 2020 - 2021

Adult Enrollment is only for those applying for "Certification" or who are a "Certified" 4-H volunteer. Certified adult volunteers must be at least 21 years old. Certification is necessary for adult volunteers who will be in direct contact with youth without the immediate supervision of a certified 4-H volunteer(s) or extension. This includes but is not limited to: Clubs/Cloverbuds/Project Leaders and/or general Club Volunteers, Chapterones, and adults transporting youth as part of a sanctioned 4-H program. All certified volunteers require an initial Criminal Background Check. Background checks will be completed a minimum of every four years.

CONTINUE ENROLLMENT

VOLUNTEER EVENTS

HOUSEHOLD MEMBER

FOR FOR ENROLLMENTS

Dates with a single digit must have a "0" in front of the number.

Complete required fields and other requested information.

Test Household

CHOOSE PICTURE

First Name: Test

Last Name: Test

CHOOSE A ROLE

Volunteer

BACK

CONTINUE

Please list any email which might be different than the "family" email.

Email - if different from family email

City \*

State \*

Continue completing all required fields.

If autofill is working, make sure information is correct.

Background checks are completed by "Sterling Volunteers." Invitation will be sent to email listed in enrollment. Complete within 7 days of initial email.

Enrollment in 4-H for test test 2020 - 2021

PERSONAL INFO

WAIVERS

CLUBS

Account Profile Information

Edit in "Household Members" tab under Primary Profile

Name: test test

Birth date: 7/31/2014

Basic information

First Name \*

Middle Name

# Creating New Volunteer Enrollment

## New Volunteer - Applying to be Certified.

- Complete the required fields.
- Complete Background Check within 7 days of initial email.
- Complete three required trainings within 90 days of enrolling.

YEAR AS A CERTIFIED 4-H VOLUNTEER  
New - Applying to be Certified

Background Check Process: The county Extension office will submit your name and email to Sterling Volunteers (SV) for a Background Check. SV will send an invitation to login and complete the questions necessary to initiate the search. Each volunteer must have their own "unique" email. Family members cannot share the same email address. Each volunteer will get a copy of the Background Check. To comply with OCES - 4-H Youth Development guidelines, I understand a formal background check will be completed by a designated third-party agency 1) the initial year of certification, 2) every fourth year and/or 3) some reported adverse action would require an additional background check.

Have you ever been convicted of a crime, a criminal traffic offense, other than a minor traffic offense?

## IMPORTANT:

- Electronic signatures are legally binding.
- No initials. Full name only.
- Carefully read and complete each Waiver.
- Some counties will require a medical form as part of the enrollment process.

PERSONAL INFO

WAIVERS

CLUBS

Read over and complete the following releases

Informed Consent, Voluntary Waiver, Release of Liability and Assumption of Risks

Informed Consent, Voluntary Waiver, Release of Liability and Assumption of Risks

I, the undersigned, wish for my Child (hereafter "Child") to participate in Oklahoma 4-H Youth Development program (hereafter "Program") as part of his/her annual enrollment, in consideration for my Child's participation, I

If volunteering for more than one club, one must be designated as your primary club.

## Club Role:

- *General Volunteer*
- *Project Leader* - Working directly with youth in a "specific project."
- *Club Leader* - Must be approved by the Extension Office.

Enrollment in 4-H for test test  
2020 - 2021

PERSONAL INFO

WAIVERS

CLUBS

Optional: Click the Add Club button to add one or more Clubs

+ ADD CLUB

PREVIOUS

SAVE FOR LATER

SUBMIT

**Need help?** Use the "Live Chat" feature during scheduled hours. After hours send an email.

ZSuite also offers an Accessibility Adjustments feature for your convenience.

4/7/2021

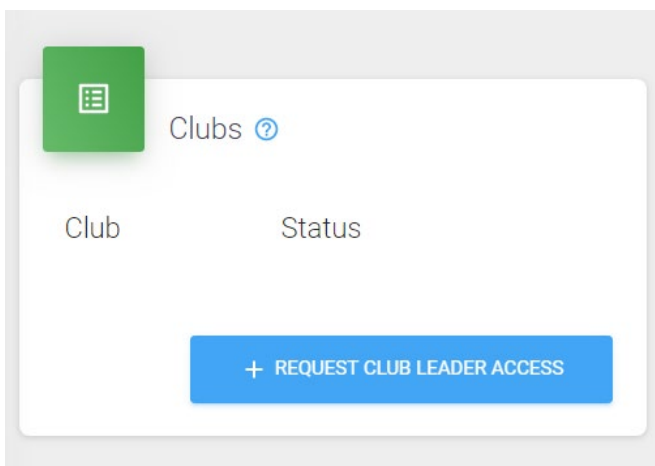
LIVE CHAT

ZSuite Live Chat Support

## Accessing Club Management tools

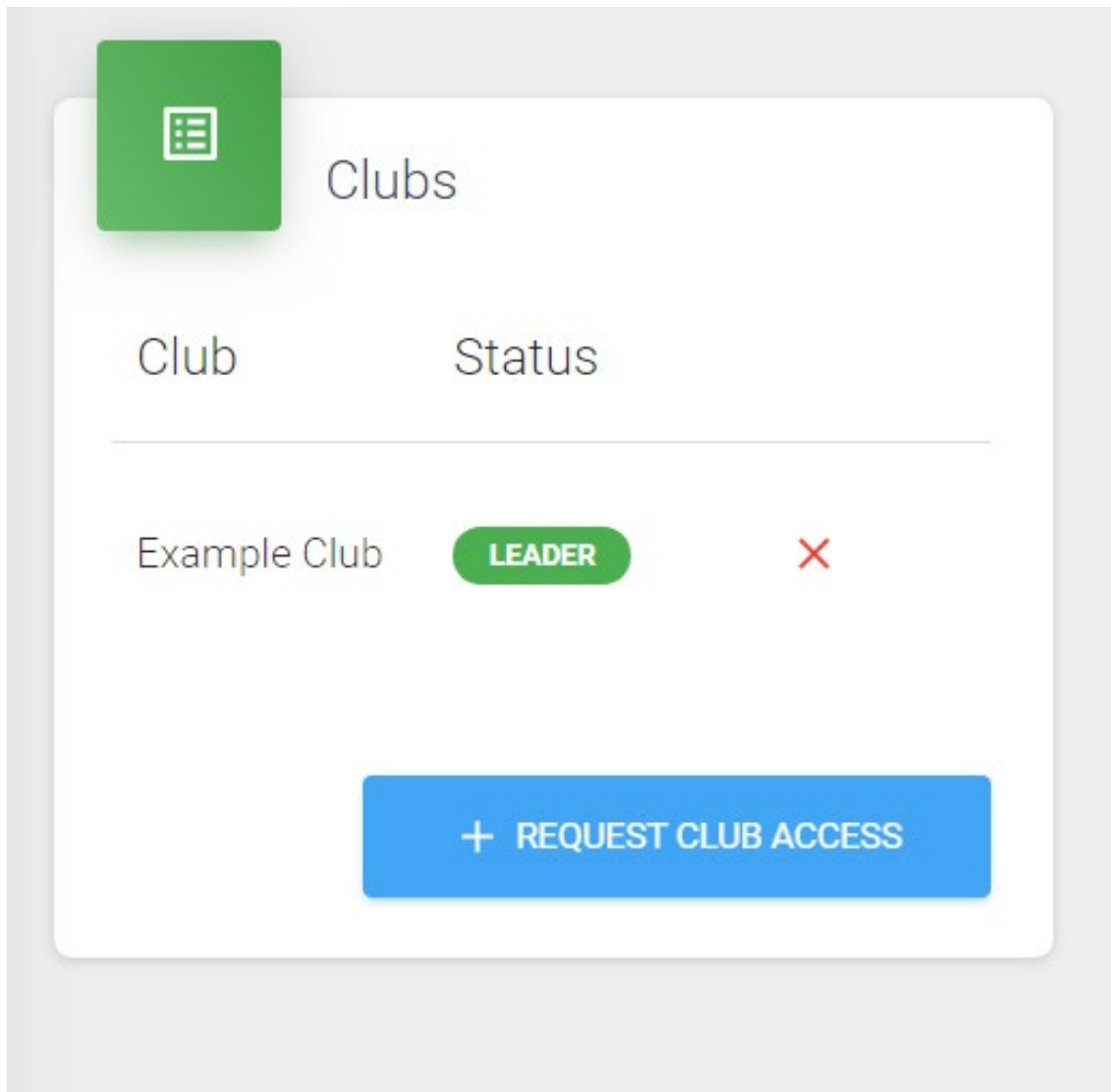
Club Leaders are exceptionally wonderful human beings, so we want to make sure that you have everything you need to make life easier.

1) If you want to be a leader you need to click the blue button to 'Request Club Leader Access'. This will notify your County Administrator that you want to be a club leader and they will approve or decline the request.



Once you have been approved to be a leader by your County Administrator your status will change from pending to leader.

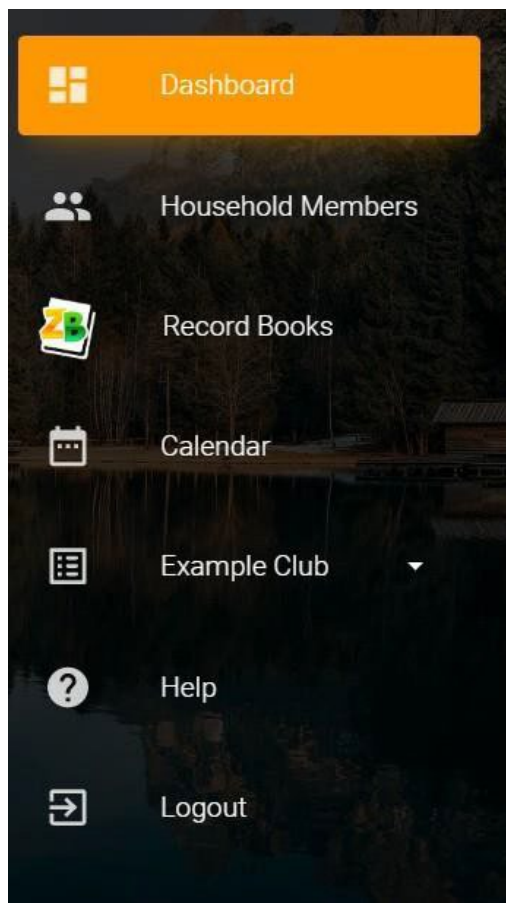
2) Check your status on the "Request Club Access".



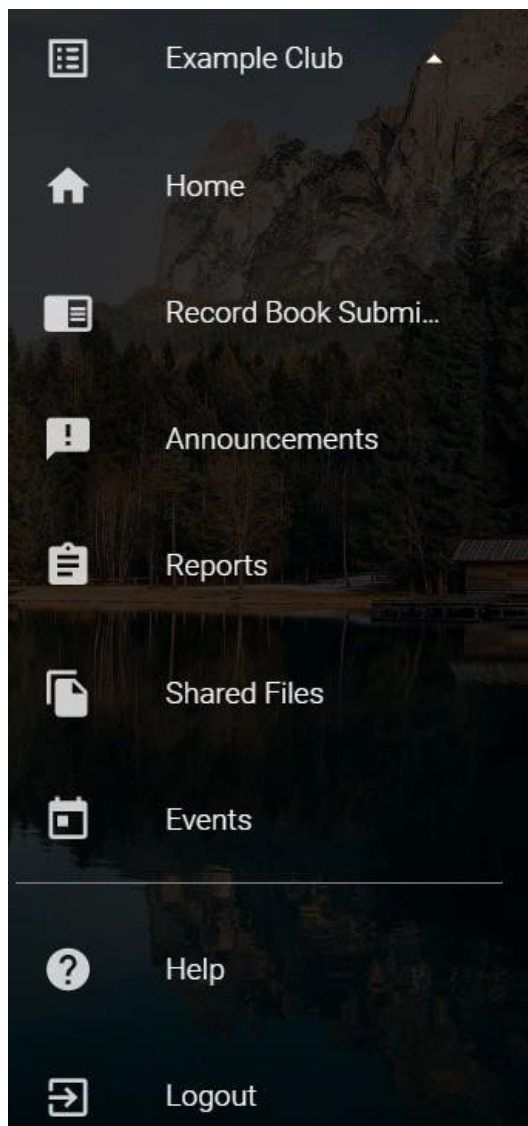
3) When you are approved as a club leader, your club will be in the navigation bar, you will see an arrow beside the club name.

**IMPORTANT!!** You will have to switch profiles before you can see your club information.

1. Click Switch profile under Household Profile. (This is on the left under the animal picture)
2. Click the Profile with your name.
3. Than follow directions below.



4) When you click beside the arrow all of your club navigation information will be located below the club name.



5) When you click any of the tabs under your club name it will be your club data.



## Example Club


2 Leaders & 6 Members

## Volunteers

Name	Role
Derrick Bruton	LEADER (PENDING)
Texas TestUser	LEADER

[+ View Additional Volunteer Information](#)

## Events



### 4-H Farmers Market

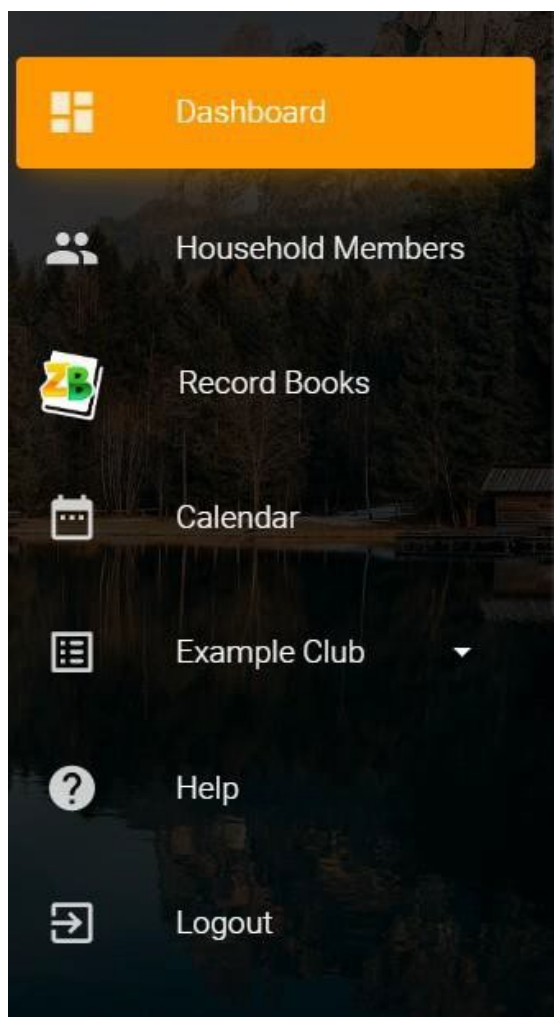
FEBRUARY 22, 2020 10:00 AM

Come join us at the fair for an old fashion Farmers Market

## Members

Name	E-mail
New Clubmember	tx@zingbooks.com

6) When you want to go back to your 'Household information', click dashboard at the top of the navigation bar. This will take you out of your club information and return you to your personal household information.



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# Club & Meeting Information



### **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 county, and my world.

### **4-H Motto**

*“To make the  
best better”*

### **The Emblem and Colors**

The 4-H emblem is a four-leaf clover with the letter “H” on each leaf. The four H’s stand for head, heart, hands and health. Leaves of the clover are green, and the H’s are white. The white is for purity. Green is nature’s most common color and is symbolic of youth, life and growth.



## 4-H Club Meetings

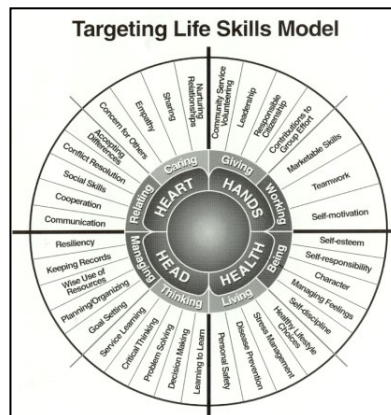
Successful 4-H members and clubs require families to be involved in supporting the member, the 4-H project, as well as participation in local and county programs. All families and 4-H members share in the leadership and responsibilities of being members of the 4-H organization.

### MEETINGS DEVELOP LIFE SKILLS

4-H programs concentrate on helping young people acquire life skills. Life skills are developed as a member learns a “skill”. There is a difference in a skill and a life skill. A “skill” is a learned ability to do something. “Life skills” are the ways we apply the information learned to real life situations.

Below are a few life-skills developed in a club setting.

- **Decision-making** — choosing among several alternatives
- **Learning to learn** — acquiring, evaluating and using information; understanding the methods and skills for learning.
- **Self-responsibility** — taking care of oneself; being accountable for one’s behavior and obligations; choosing for oneself between right and wrong.
- **Goal Setting** — deciding on the purpose or desired result; something to work toward, learning responsibility and how to set goals
- **Problem Solving** — clearly identifying a problem and a plan of action for resolution of the problem.
- **Cooperation** — to work or act together for a common purpose or mutual benefit.
- **Leadership** — to assist the group in meeting its goals by showing or directing along the way; using personal influence to guide the group in reaching its goals.
- **Contributions to group efforts** — to give or supply along with others for a common purpose.
- **Critical Thinking** — strategies for analyzing, comparing, reasoning, and reflecting focused on deciding what to believe or do; discovering meaning; building connections with past learning.
- **Responsible Citizenship** — an individual demonstrating love and devotion in response to duties, rights, and privileges as a member of a community or country.
- **Nurturing Relationships** — two or more people form a connection that contributes to their mutual well-being, each providing care and attention to the other person.
- **Concern for others** — to worry about, give attention to, the well-being of others.



### A 4-H MEETING SHOULD BE...



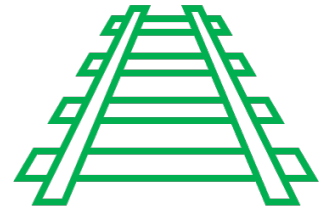
- Supported by caring adults.
- On a regular/consistent schedule - date, time, and place.
- Run by the youth officers, with supervision and guidance from positive adult volunteers/leaders.
- Pleasant, fun and an educational experience for 4-H members and families.
- Well organized (use of On TRAC planning processes)
  - Planned in advance.



- Start and end on time.
- Move briskly.
- Properly use parliamentary procedures
- Informative and educational
- An opportunity for recognition and peer support.

## On TRAC (TAKING REVITALIZATION TO ALL CLUB) PROCESS

On TRAC is a planning process designed to help each club plan a fun, organized and educational program each month. The planning involves a team of parents, volunteers, 4-H members and club officers. The process takes place before the new program year begins or very early in the new program year. Pre-planning reduces stress and allows clubs to begin the year with an organized fresh start.



### Purpose for On TRAC

- Encourage cooperation and teamwork between adults and youth (youth-adult partnership) as they plan and carry out the club year.
- Assist in the delegation of club responsibilities (educational program, service projects, recreation, public speaking, field trips, crafts, refreshments, etc.) among the leadership team, members, families and parents.
- Provide an agenda for each month, which includes educational program topic, community service, recreation, public speaking and refreshments.

The County Educator's On TRAC lesson plan/guide and PowerPoint slides are located under Club Management on the 4-H webpage. <https://4h.okstate.edu/educators/index.html>

★ At the conclusion of the program year at least 2/3rds of the plans should have been completed and reported against in the End-of-Year Report.

## PARTS OF A 4-H CLUB MEETING

See [literature](#) # 4H•VOL•305 *Beginning – The Club Meeting* and 4H•VOL•306 *Beginning - 4-H Club Ritual*, each of these resources will guide the club leadership in providing a quality program. [

### 1. Opening Ceremony – 4-H Ritual and Pledge

*Nothing more clearly expresses the purpose and character of 4-H Club work than the Ritual. The ritual should be part of every meeting, and members should be encouraged to commit it to memory.*

2. Monthly Business Meeting - agenda
3. Educational Program
4. Speeches/Demonstrations by members
5. Recreation
6. Refreshments (optional)

*(Consider an activity or game for members arriving early. Busy hands are constructive hands.)*

#### 4-H CLUB MEETING

##### Business

Call to Order  
Opening with Pledges and Ritual  
Roll call/sign in  
Introduction of Guests  
Minutes & Correspondence  
Treasurer's Report  
Reports of Committees  
Unfinished Business  
New Business  
Announcements  
Adjournment

##### Program or Education

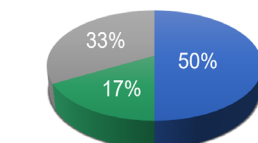
Talks & Demonstrations by Members  
Judging Activity or Project Lesson  
Opportunities to Learn by Doing  
Guest Speakers, Films, etc.  
Special Tours or Group Activities

##### Recreation & Refreshments

Games, skits, plays, parties, songs, etc..  
Snacks or meal

##### Recreation

##### Education



##### Business



## DEVELOPING CLUB LEADERSHIP

Excerpt from literature # 4H•VOL•304 *4-H Leadership Guide*.

The ultimate goal of 4-H leadership development is to allow members to explore the various faces of leadership, find the best fit for them as an individual and provide opportunities to get the knowledge and skills necessary to be successful in their chosen leadership role.

★ Leadership is much more than being an “officer.” Effective leaders start by being “participants” and good club members who regularly attend meetings and participate in activities planned by the club. As members gain knowledge about 4-H, the club and demonstrate responsibility they then combine their own unique talents and apply their skills to the various leadership teams serving the club. ★ **No “one” leadership role is more important than another.** All youth leadership experiences are important to the growth of the individual and the club.

Leadership development starts at the local club level early in the 4-H career by introducing leadership opportunities, other than elected office. There are three stages of leadership development: Awareness, Interaction and Mastery, (Fertman & Van Linden, 1998). We will call the three stages, “Progressive Leadership Development.”

Progressive leadership development is based on the idea that an individual/4-H member gradually acquires knowledge and skills through participation. With each new and more challenging experience, the individual determines the level of leadership in which they feel most capable and comfortable. Eventually, the individual possesses fundamental skills and knowledge necessary to take on and be successful in an “elected” office.

\*\* See literature # 4H•VOL•309 *Beginning – Are You Ready to Serve* when working with the local 4-H club.

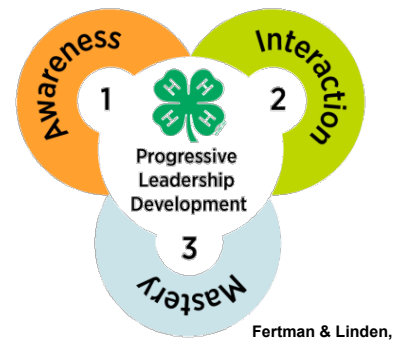
Resources: <https://4h.okstate.edu/volunteers/leadership/>

The **awareness stage** of leadership development can be as simple as choosing to participate in a group activity planned by club

members. The next stage of leadership development is **interaction**. Interaction can be making the decision to serve on the planning committee for an activity because one enjoyed the experience or would like to help the experience grow. The final stage of leadership development is **mastery**. Mastery occurs when the individual makes the decisions to serve in an important leadership role (such as committee chair, sub-committee chair, officer or teen leader).

Think of “Progressive Leadership Development” as a series of events much like a series of dominos standing on end. When each domino is positioned correctly and one is nudged to fall forward it causes the next to fall, and so on. The energy is passed from one domino to the next. If one domino is out of place the chain of events stops. Effective leadership development depends on the 4-H member participating in all three stages of leadership development. Each stage prepares a stable foundation for the next. 4-H members who gradually assume additional responsibility and skills are prepared for future leadership experiences.

Club leaders, parents and teen leaders should provide opportunities to help youth identify, develop, apply and enhance *personally* significant leadership skills, through assumed leadership roles. As a result, members are prepared with confidence, competence and are conscientious about the leadership roles they assume.





## 4-H CLUB OFFICERS AND COMMITTEE CHAIRS

Club officers and committee chairs are an important part of the leadership team in the local 4-H club. These roles help the member develop leadership skills as he or she performs the duties of office. See literature # 4H•VOL•304 *4-H Leadership Guide* and 4H•VOL•310 *Committee*.

Establishing and maintaining an effective local club leadership structure translates into a stronger and more effective county leadership structure. This reinforces the need for investing quality time and resources in training and counseling new clubs, families, parents, volunteers and leadership teams at the local club level.



**Officer Training** - Some form of formal education should be provided to club officers at the county level. This is often referred to as *Local Club Officer Training*. Under the supervision of the County Educator, it can be planned and conducted by the county officers/teen leaders using the various 4-H Leadership resources listed on page 25. The organizational leader/volunteers will continue the educational process as a mentor/teacher/helper at the local club. Appendix 2 is a working outline for the training.

Club officers are typically elected each year. Officers can be elected before the new program year begins or very early in the program year. End of year elections reduces stress and allows clubs to begin the year with an organized fresh start. No matter when officers are elected youth should fully understand the responsibility and expectations. Criteria for office should be part of the club by-laws. The criteria can be of assistance in electing youth for their ability/responsibility rather than for popularity.

**Election of Officers** - Allowing 4-H clubs to elect their own officers serves the following purposes:

- All members learn about and participate in an election process.
- Those elected, learn to be responsible to their peers, learn leadership skills and learn to practice parliamentary procedure.
- Members feel ownership in their club meetings.

### Typical leadership positions:

**President** - presides at all the meetings. The president manages the club's business meeting, appoints committees and helps keep order during the meeting. (Lit. 4H.VOL.301 4-H Club Presidents Planning Guide)

**Vice President** - takes charge of the meeting in the president's absence. The vice president may serve as chairperson of the program committee and/or coordinate committee work. (Lit. 4H.VOL.304 4-H Leadership Guide)

**Secretary** – primary responsibilities include keeping written minutes of all meetings and recording attendance. Lit. 4H.VOL.302 4-H Secretary's Guide.

**Treasurer** - takes records of all club funds and the club budget. The treasurer works in cooperation with the extension office/school/foundation to keep an accurate

record of the club's funds, reporting to the membership at club meetings and files necessary reports. (Lit. 4H• VOL•303 Club Financial Guide and Treasurer's Records)

**Reporter** - writes interesting and accurate reports about club meetings and special activities and sends them to the local newspaper and/or post to appropriate website(s)/social media. The reporter helps keep the community informed about 4-H activities. The office may even manage club website, scrapbook and history.

**Recreation/Song Leader** - promotes enthusiasm through games and songs at 4-H club meetings and other activities.

**Standing Committee Chair(s)** - chairs committees important to the general operation of the club year after year. Not to be confused with appointed committees.



A club may elect additional officers. In some clubs, the offices of secretary and treasurer may be combined into one office. Leadership positions should have a defined purpose. Positions and responsibilities should be included in the club by-laws. The club's size and its members' age will help determine the number and kinds of officers to elect.

One of the goals of 4-H is to develop leadership skills. Perspective club officers should be developing and gaining leadership skills through committee work. The existing officer team should be helping develop future leaders by involving members in committee work. Committees are where leadership development starts. See literature # 4H•VOL•310 *Beginning –Committee*.

It's a good idea to pass jobs around so members gain different experiences. This will usually mean that the same member doesn't hold the same office in consecutive years. A variety of experiences will help the member grow in leadership and develop new skills. For additional information see literature # 4H•VOL•304, *4-H Leadership Guide*.

## DEVELOPING THE MEETING AGENDA

See literature # 4H•VOL•312 *Beginning –The Agenda*, 4H•VOL•305 *The Club Meeting* and 4H•VOL•307 *Meeting Guide*

A club leader/advisor will consider the following things when helping the club officers plan a 4-H club meeting.

1. A week or two before the meeting the club leader or designated volunteer will meet with the Executive Board (club officers) to prepare the agenda.
2. The president will have used the previous meetings agenda and the secretary's minutes to prepare a draft agenda for the executive officer meeting.
3. Vice President should follow-up with any committees prior to the officer meeting. If a committee chair is ready to report, the report is placed on the agenda. The Vice President should remind the committee chair to have two copies of the report in writing – one for the secretary and the other for the club leader.
4. The club leader will review the same materials and have suggestions to the team as they build the final agenda. As the agenda is reviewed be sure everyone knows their responsibilities. Ask what is planned and how much time will be needed.
5. They should come to the executive meeting ready for the club meeting.
6. Make sure everyone [families] gets a copy of the agenda. Have a place where the agenda can be made public to families and members at least one week in advance or send it electronically.
7. The day of the meeting ask the officers to arrive 15 – 30 minutes early so they can organize things for the meeting.
8. Make sure the room is set up so that it is favorable to a business meeting. A semicircle with chairs facing the officers' table is one example of an inclusive seating plan.
8. Following the meeting, debrief with the officers, making the meeting a learning experience.



See literature # 4H.VOL.311 *How does our Meeting Measure Up?*

## PARLIAMENTARY PROCEDURE

See literature # **4H•VOL•308** *Beginning – The Motion* and Appendix 5  
**“The Motion Start to Finish”**

Parliamentary Procedure is a set of rules for making sure members of an organization, like a 4-H club, have time to talk about a topic of interest and arrive at a decision that is the “choice” of the membership. 4-H clubs should teach simple Parliamentary Procedures. As youth grow in their experiences, increase the introduction of more advanced forms of Roberts Rules of Order.



The single most important procedure we can teach youth is an understanding of what a “motion” is and how it is to be used to conduct business. Start by teaching a main motion. A main motion is used to introduce items to the membership for their consideration. Too often people think a topic must be discussed before a motion is made and voted on. **IN CORRECT.** A motion should be made before something is discussed. A motion simply “allows” the body/club to discuss the item prior to a vote.



### BY-LAWS

★ A 4-H club or organized group should have a set of By-laws. By-laws are rules established by an organization or community to regulate itself. By-laws should be written to provide structure yet be flexible enough to grow with the organization’s needs. By-laws adopted by any 4-H groups must fulfill the principles of “Positive Youth Development,” must not conflict with any established 4-H guidelines or principles and should be fair/apply to all members.

Alice Sturgis in her book, "THE STANDARD CODE OF PARLIAMENTARY PROCEDURE" (p. 194) makes an interesting comment: "Good by-laws alone do not make an effective organization; they are an outline of its structure. However, suitable bylaws are necessary to enable an organization to function well." She then adds, several paragraphs later, "By-laws should be custom made to fit each individual organization."

Let's think of by-laws as government by impartial law, not the changing whims of men. By-laws enable members to determine what rules they can all agree with and abide by, and yet allow the members to make changes when the organization grows and changes. These rules ensure stability, continuity and structure especially during times of rapid growth or when there are not many "old" members to tell the new members what to do.

To prevent problems, every member should be given a copy of the by-laws with the understanding they apply to all members/families. If there are by-laws the members are opposed to or outdated it is better to change them than ignore them. A copy of the club By-Laws is to be uploaded to 4-H on-line data management system and reviewed at least every five years by the club/organization.

Although by-laws should be "custom made" to the organization the following essentials should be included:

- Name
- Objective of the Organization/Purpose
- Membership
- Officers
- Meetings
- Executive Board
- Committees
- Parliamentary Authority
- Amending Bylaws.

*See appendices for examples of By-Laws for a Local Club (Appendix 1) and Parent-Volunteer Association (Appendix 4). Added 10/2005*

Resource: [The Spotlight on Bylaws](#) (a booklet on writing by-laws), NATIONAL ASSOCIATION OF PARLIAMENTARIANS, 213 South Main St. Independence, MO 64050-3850 1-888-NAP-2929

## HOUSE RULES/STANDING RULES

Another means of conducting efficient meetings and curbing controversy, is the establishment of house or standing rules. The membership must approve house rule.

*Common questions about establishing house/standing rules:*

### **"Can we limit additions to the Agenda?"**

Yes, adopt a rule that members must submit agenda items in writing or call the president/secretary at a specified time, to have business included in the agenda.

member's debate/discussion to three or four minutes each time he or she speaks. Or, members can only speak twice to each motion unless the members adopt rules that are different.

Follow the printed agenda. Avoid discussion of things not on the agenda. Inform members those items will be considered for discussion on the next agenda/meeting.

**"Can we assign time limits to each agenda item?"** Yes, give each order of business a time allocation and write it in bold print by each agenda heading. Then have the assembly adopt the agenda, when the time is up, the assembly must decide what to do - "vote on it," "postpone it to another time" or "refer it to a committee." No more spinning your wheels! Go forward.



**"Can we make a motion at the beginning of the meeting that states the time that we adjourn?"** Yes, you can.

**"Can we limit the amount of time each member speaks?"** Adopt a rule at the beginning of the meeting that limits a

**"What is the best way to recognize the person who has permission to speak (has the floor)?"** To obtain the floor – a member must rise and be recognized by the chair before beginning to speak.



In groups under twelve participants and depending on how the meeting room is arranged, it may not be necessary for the member to rise, but to raise his hand to be recognized by the chair.

**"Can we insist that motions are presented in writing?"** Yes, a well thought out motion includes what the group is to do, how and when it is to be done and how much time and money is to be spent. This saves time in having to amend a motion.

By putting a motion in writing the secretary can accurately record the motion and president can repeat the motion as stated/written.

## CLUB CEREMONIES - INSTALLING OFFICERS OR NEW MEMBERS

Ceremonies are a wonderful way to build a sense of belonging and community in a 4-H club.

### **WHY USE A CEREMONY?**



Ceremonies are used to highlight or recognize membership, leadership, accomplishments and/or goals attained. They can be used to convey a message or lesson or to challenge and inspire the members to reach greater heights in personal growth in the 4-H organization.

Group loyalty and personal identity may be enhanced by formal membership and reinforced by ceremonies. Recognition is a basic human need that is more meaningful when it is presented in front of "significant others" – peers, family and friends. When planned and executed properly, a ceremony can allow for all these things.

### **Maintaining a 4-H Club**

Steps required to maintain the charter of a 4-H Club:

1. Submit annual set of Monthly 4-H Meeting Planning Guides to your county Extension office. Keep OSU Extension informed of changes and additions.
2. Actively recruit and meet regularly with volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community.
3. Complete an end of year report of club activities and submit to your county Extension office.
4. Annual review of financial accounting/funds from the county office/school activity fund/foundation approved by the club's leadership team.
5. Complete a regular enrollment process for 4-H members and volunteers. Based on youth enrollment a healthy and/or adequate youth-adult ratio is maintained.
6. Have a team of local parent(s)/volunteer(s) attend Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club.
7. Club represented at all county Parent-Volunteer Association meetings by parent(s)/volunteer(s).

## **Helpful club management sites:**

### **Club Resources**

View guides and forms below about holding an officer position in a 4-H club.

[4-H Club President Planning Guide](#)

[4-H Secretary's Record Book](#)

[4-H Leadership Guide](#)

[Club Financial Guide and Treasurer's Records](#)

[Club Scrapbook/Electronic Scrapbook Guidelines](#)

[Club Management Guide](#)

[4-H Guidelines](#)



# Teen Leader & Volunteers



## **Adair County 4-H Officer Guidelines**

Adair County 4-H has two officer divisions, one senior and one junior. Offices to be held in both divisions – President, Vice President, Secretary/Treasurer, Reporter, Song Leader, Game Leader, Recruitment Leader, and Ambassador(s).

Junior officers shadow their senior counterparts and assist with officer duties, learning roles and giving input.

Senior officers consist of those going into the 8<sup>th</sup> grade and above. Junior officers are 7<sup>th</sup> grade and under.

Positions are determined by judges, their decisions are based 50% on your record book and 50% on the interview process.

In case of a tie both members will be named as Co-Officers.

### **Objectives:**

- Serve as a role model for area youth.
- Serve as representatives and spokesperson for the 4-H Program in Adair County.
- Uphold the high ideals, values, and moral standards for the Oklahoma 4-H Program.
- Serve as a voice for youth in county clubs.
- Serve your community to the best of your ability.
- Conduct programming at club and county levels.

### **Requirements to run for County Officer:**

1. Must have submitted a record book either State or County by date set by office.
2. Must submit resume along with record book. No late resumes will be considered for officer position.
3. County cover page must be completed and turned in with record book.
4. May only apply for one office per year.

# **2025-2026 Adair County Officer Roles and Duties**

Agreement Due to the Adair County Extension Office By: Wednesday, May 21st

Offices available for both Senior and Junior Officers. Junior officers shadow their senior counterparts and assist with officer duties, learning roles and giving input.

## **PRESIDENT**

- Prepare county meeting agenda with other officers and advisors
- Preside at all county meetings
- Use parliamentary procedure to conduct business meetings
- Understand the responsibilities and duties of all county officers
- Show a sincere interest in the Adair County 4-H program and serve as a leader to carry out Adair County 4-H events, activities and related decisions
- Actively search out leadership opportunities for team, encourage participation for all members. Appoint committees as needed
- Contact the Vice-President to preside at the meeting if President is unable to attend

## **VICE-PRESIDENT**

- Preside at meetings if the President is absent
- Work with County 4-H Extension Educator to secure educational program and/or service-learning project at each meeting
- Introduce educational program and speaker (if applicable) at county officer meetings
- Thank the educational guest speakers, presenters, member presenters, etc. as well as, write all thank you notes to speakers, hosts, sponsors, donors, etc.
- Assist with committees as needed

## **SECRETARY**

- Keep an accurate written record (minutes) of all county Teen Leader business meetings and turn into Extension Staff
- Read minutes at each meeting
- Write all correspondence as directed by the President, Executive Committee and/or County 4-H Educator
- Work with County Reporters to collect pictures, articles, etc. from other officers, local clubs, and members to include in the 4-H Archive

## **REPORTER**

- Take photographs at all 4-H county meetings, events and activities
- Work with Jr officer to compile the article for county 4-H newsletters
- Work with County Secretary to collect pictures, articles, etc. from other officers, local clubs, and members to include in the 4-H Archive
- Responsible to create content for social media posts & newspaper articles

## **RECREATION CO-LEADERS (formally song & game leaders)**

- Conduct a team building/icebreaker activity at each 4-H county Teen Officer meeting
- With the officer team, plan and conduct 4-H county social events
- Lead officers with get-acquainted activities during County officer training



- Plan fun recreation activity at the Adair County 4-H Share the Fun Contest

### **RECRUITMENT LEADER**

- Chair a committee to plan, organize and staff, a 4-H booth at civic groups, back to school events, summer workshops and other community events.
- Assist clubs with any recruiting efforts they would like to implement.
- Design recruitment material to promote the 4-H Program.

### **OFFICER TEAM**

- Serve as a liaison to your local club. Reporting back county information shared.
- Attend county officer meetings and serve on planning committees
- Represent Adair County 4-H by participating in county activities and events.

### **ALL ADAIR COUNTY 4-H OFFICERS ARE EXPECTED TO:**

- Attend Officer Meetings for the 2025-2026 4-H year
- Attend the Adair County 4-H Achievement Banquet and as many county 4-H events and activities as possible.
- If you miss more than three County Officer Meetings, you will be put on a plan of improvement and after the fourth missed meeting, you will be asked to resign from the officer team. Get with Extension staff if arrangements need to be made.
- You are required to wear official officer shirt to all County Contests
- You are expected to be a positive role model for all Adair County 4-H members, and volunteers
- Uphold the high ideals, values, and moral standards for the Adair County 4-H Program
- You are expected to serve as a voice for youth in county clubs and serve your community to the best of your ability.
- **You are required to work at least one shift at the Adair County Fair Concession Stand**

I understand that because I have been elected as an Adair County 4-H Teen Officer, there are numerous Adair County 4-H events and activities that I will be expected to help plan, set up, conduct, and clean up, as well as other activities determined by the Extension Educators and county officer team. I may also choose to participate and compete in Adair County 4-H events and activities, even if I am serving as an Adair County 4-H Teen Officer at the event.

**If I do not meet the requirements set forth by the Extension Educators, I can be subject to a plan of improvement and/or removed from my office. By signing this application, I agree to uphold my 4-H Officer responsibilities to Adair County 4-H and be a model 4-H member for Adair County 4-H members.**

**I understand and agree to uphold the roles, responsibilities and expectations as outlined above as an Adair County 4-H Teen Officer.**

\_\_\_\_\_  
4-H Member Signature

\_\_\_\_\_  
Date

**I agree to support my 4-H Member in serving as an Adair County 4-H Teen Officer.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



# Teen Leader

*Thank you for your time, talents and service.*

## Purpose

- To develop skills and knowledge necessary for assuming leadership roles at the club and county level. Roles include but not limited to committee member, project leader, activity leader, camp counselor, workshop instructor, etc.

## Primary Responsibilities

- Help ensure the safety and well-being of youth.
- Exemplify the 4-H name through positive behavior and actions and encourage other youth to do the same.
- Committed to the 4-H philosophy of “Learn by Doing.”
- Understand the effective use of three youth development models: Experiential Learning Model, 4-H Recognition Model and 4-H Life Skills Model.
- Encourage and welcome adult assistance, support and supervision in the development of your skills and knowledge.
- Accept responsibility for personal growth and quality project work.
- Actively seek training to increase your knowledge and skills in leadership and project content.
- Assist 4-H members with demonstrations, talks, records, officer training, etc.
- Assist project and activity leaders with teaching 4-H members.
- Take the lead with special club projects.
- Assume responsibilities as delegated by the club leader/volunteer/extension educator.
- Stay current and familiar with educational information available from the Cooperative Extension Service/4-H Youth Development.
- Be positive and enthusiastic. If conditions are less than desirable your tone will influence the group’s mood.
- Support the person(s) in charge – club, county, committee, council, etc.
- *Have fun.*

## Specific Duties

- Immediately address and report any behavior that endangers other youth or negatively impacts the surroundings.
- In advance of the activity/event, familiarize yourself with policies related to first aid, emergency plans or any other risk management issues.
- Be thoroughly prepared for any leadership responsibility, seeking guidance in the development and preparation of quality programming that enables growth, learning and friendship.
- Develop a personal leadership plan and share with adults, i.e. club/project/activity leader, volunteer, extension educator, etc.
- Evaluate progress toward self-determined goals and seek



## Teen Leader

*Thank you for your time, talents and service.*

### Benefits

- feedback from caring adult(s) recognizing improvement and advising when improvement is needed.
- Be familiar with project materials/curriculum and any associated guidelines or rules when leading project work or activity preparation with the primary focus on increased knowledge, skills and career exploration.
- Role model – following behavioral guidelines and any rules and guidelines for an activity/event.
- Personal satisfaction of enabling 4-H members to become more subject matter knowledgeable by developing confidence and life skills.
- Learning with the youth.
- Positive interaction with youth.

### Qualifications

- Certified 4-H Volunteer in good standing.
- Signed Volunteer Authorizations (“Behavioral Guidelines” for Volunteers. Form 5/6 Adult Liability Waiver, etc.) on file with the extension office.

### Training/Continuing Education

- Annually completed OK Working with Minors Training.
- Annually complete Title VII and IX Training
- Annually participate in educational programs that develop leadership and teaching skills.

### Time Required

- Workshops/lesson – 3-5 hours of preparation for every one hour of teaching.
- Recreation – 1-2 hours preparation for every 30 minutes of organized recreation.
- Committee Member –3-6 hours for planning meetings, individual assignments and time at the activity/event.
- Counselor – 3-24 hours per day camp and/or overnight camp

Oklahoma 4 H Volunteer Management System  
**BEHAVIORAL GUIDELINES**  
For Extension Educators and Volunteers  
Working with Oklahoma 4 H Youth Development Programs

These guidelines are not “all inclusive”, the Extension Service reserves the right to make adjustments to the Code of Conduct.

**Breaching the behavioral guidelines can be grounds for severing one’s relationship as a volunteer with the Oklahoma 4 H Youth Development Program.**

Oklahoma families and other youth service programs trust in the Oklahoma Cooperative Extension Service to provide educational programs in a safe environment for participating youth. Teens who assume educator and volunteer roles within Extension have the opportunity for a rewarding experience. The opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to demonstrate behaviors that fulfill this trust. The following behavioral expectations have been established for persons serving in educator and volunteer roles within Oklahoma Cooperative Extension Service programs.

1. Work cooperatively with youth, families, volunteers, Oklahoma Cooperative Extension Service faculty and staff, and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model for youth.

A Parent or Volunteer’s negative behavior, can jeopardize the membership status of a 4-H member. Persistent negative behavior can be grounds for withdrawing membership status from their child(ren).

2. Represent the Cooperative Extension Service and the 4-H program with pride and dignity, behave appropriately, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
3. Respect, adhere to, and enforce the rules, policies, and guidelines established by the Oklahoma Cooperative Extension Service and any other established rules or guidelines for sanctioned 4-H activities, this includes all state laws related to child abuse and substance abuse.
4. Recognize that verbal, mental or physical abuse, hazing or committing criminal acts, being aware of without reporting the same are grounds for termination as a volunteer or 4-H educator.
5. Comply with equal opportunity and anti-discrimination laws. Make all reasonable efforts to assure that 4-H youth programs are accessible to youth without regard to race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran.
6. Treat animals humanely and encourage 4-H youth and adults to provide appropriate and ethical animal care.
7. Under no circumstances, allow or consume alcohol, illegal drugs or any medical or marijuana products at 4-H events or activities. Understand that the use of or being under the influence of alcohol, legal or illegal drugs while in the presence of 4-H members and/or at 4-H programs or activities are grounds for termination as a volunteer or 4-H educator.
8. The use of tobacco and vapor products in the presence of 4-H members and/or during 4-H events and activities is strongly discouraged, as the use of these products by minors is illegal.
9. Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth and adults participating in 4-H programs.
10. Accept responsibility to promote, conduct, and support 4-H programs in order to develop an effective county, district, state, and national 4-H program.

Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status with regard to employment, educational programs and activities, and/or admissions. For more information, visit <https://eeo.okstate.edu>.

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Director of Oklahoma Cooperative Extension Service, Oklahoma State University, Stillwater, Oklahoma. This publication is printed and issued by Oklahoma State University as authorized by the Vice President for Agricultural Programs and has been prepared and distributed at a cost of 000 cents per copy.

# Oklahoma 4-H

## Volunteer Core Competencies

Competency	Behavioral Indicators
Communication Skills	<ul style="list-style-type: none"> <li>Effectively expresses ideas and facts concisely and in an organized manner through oral and written communication.</li> <li>Works well with 4-H members, parents, volunteers and extension staff.</li> <li>Practices active listening skills.</li> <li>Shares information in a timely and diplomatic way.</li> <li>Uses a variety of positive methods to promote 4-H and Cooperative Extension.</li> </ul>
Interpersonal skills	<ul style="list-style-type: none"> <li>Considers and responds appropriately to the needs, feelings and capabilities of others.</li> <li>Demonstrates good citizenship and treats others with respect and fairness.</li> <li>Exhibits patience in appropriate situations.</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>Is open-minded to new ideas, change, and new information.</li> <li>Adapts behavior and methods in response to new information, changing conditions and priorities, demands, unexpected obstacles, or situations.</li> <li>Demonstrates ability to compromise.</li> <li>Demonstrates flexibility due to change in conditions, priorities, demands or situations.</li> <li>Adapts leadership style to variety of situations.</li> <li>Adapts educational strategy for situation and audience.</li> <li>Encourages the development and use of imagination in the decision-making process.</li> </ul>
Decisiveness	<ul style="list-style-type: none"> <li>Exercises good judgment based on situation and surroundings.</li> <li>Makes sound, well-informed decisions.</li> <li>Perceives the impact of decisions.</li> <li>Commits to action to accomplish organizational goals.</li> </ul>
Initiative	<ul style="list-style-type: none"> <li>Motivated, self-starter.</li> <li>Committed to positive ethics in youth development – trustworthiness, respect, responsibility, fairness, caring, and citizenship.</li> <li>Follows through with projects and commitment.</li> <li>Works to develop an area of expertise.</li> <li>Recognizes own strengths and weaknesses and committed to personal improvement.</li> <li>Demonstrates belief in own abilities and ideas.</li> </ul>
Organizational Skills	<ul style="list-style-type: none"> <li>Effectively manages time, resources and people.</li> <li>Is prompt.</li> <li>Successfully manages multiple tasks.</li> <li>Uses conceptual and creative thinking in decision-making.</li> <li>Uses a proactive approach to problem solving.</li> <li>Uses a variety of educational tools (newsletters, presentations, tours, judging, news releases, displays, etc.).</li> <li>Evaluates strength, benefits and quality of educational programs.</li> </ul>
Service Orientation	<ul style="list-style-type: none"> <li>Effectively manages, develops and delivers educational programming.</li> <li>Is concerned with public perception and satisfaction.</li> <li>Is honest, trustworthy, fair, and dependable.</li> <li>Appearance and behavior is appropriate and professional.</li> <li>Works effectively with diverse audiences.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Offers assistance and is supportive of others.</li> <li>Gains satisfaction from group achievement.</li> <li>Demonstrates ability to work with diverse personalities.</li> <li>Maintains credibility with others.</li> <li>Coaches, mentors, and challenges peers and youth.</li> <li>Inspires, motivates and guides others toward goal(s) accomplishment.</li> <li>Actively involved and supportive of small group, club and county efforts.</li> </ul>
Institutional Systems	<ul style="list-style-type: none"> <li>Understands and appropriately applies procedures, requirements, regulations and policies as related to 4-H and Oklahoma Cooperative Extension.</li> <li>Supports and works effectively within the organizational and management systems of the local, county, and state 4-H programs.</li> <li>Supports the non-discrimination statement of the Oklahoma Cooperative Extension Service.</li> <li>Demonstrates commitment to positive youth development and education.</li> </ul>



# Organizational Club Leader

*Thank you for your time, talents and service.*

The following expectations have been established for persons serving in a volunteer capacity as an Organizational/Club Leader for a local, project or county 4-H club. The position description provides the basis for an annual Volunteer Position Feedback and Evaluation. Please carefully consider the following expectations and confirm that you are aware of the expectations by signing the document.

## Purpose

### 4-H Club (Name) \_\_\_\_\_

- Enrich lives of 4-H members and families by coordinating a 4-H Club which provides a safe and educational environment for personal growth, project work and friendship.

## Primary Responsibilities

- Help ensure the safety and well-being of club members and families.
- Encourage youth to exemplify the 4-H name through positive behavior and actions.
- Practice the Essential Elements of positive youth development – Belonging, Independence, Generosity and Mastery
- Committed to the 4-H philosophy of “Learn by Doing.”
- Understand the effective use of three youth development models: Experiential Learning Model, 4-H Recognition Model and 4-H Life Skills Model.
- Actively seek volunteers and youth from a variety of racial, ethnic, religious and socio-economic groups in your community.
- Encourage project development through project groups supported by Project Leaders/Volunteers.
- Assist in the identification, recruitment and training of volunteers as activity, project and teen leaders.
- Encourage and welcome parental assistance, ideas, support and attendance.
- Promote responsibility, personal growth and planning of 4-H project work by members, families and volunteers.
- Encourage/recruit youth, parents and volunteer participation in a variety of project areas and other opportunities – project work, community service, social activities and participation in county, district and state events.
- Stay current and familiar with educational information available from the Cooperative Extension Service/4-H Youth Development.
- Be positive and enthusiastic. If conditions are less than desirable your tone will influence the group’s mood.
- *Have fun.*

## Specific Duties

- Immediately address and report any behavior that endangers a child or group of youth or negatively impacts the surroundings.
- In advance of a meeting/activity/event, re-familiarize yourself with policies related to first aid, emergency plans or any other risk management procedures of Oklahoma State University, OK 4-H Youth Development and the county 4-H program.
- Maintain clear, frequent and timely communications with youth, families, volunteers and extension office.
- Annually renew Club Charter with the assistance of club members, volunteers and parents.



# Organizational Club Leader

*Thank you for your time, talents and service.*

## Benefits

- Organize the club through youth officers and committees. Ensure these groups are trained for effective leadership – preparing for meetings, basic parliamentary procedure, conducting meetings and developing committees.
- Return On TRAC plans, enrollment, financial review and other required annual reports to the county office in a timely manner.
- Assure that the Club is represented at all county Parent-Volunteer Association meetings.
- Assure that the Club is represented at all county Volunteer Continuing Education opportunities.

## Qualifications

- Personal satisfaction of enabling 4-H members to become more subject matter knowledgeable by developing confidence and life skills.
- Learning with the youth and adults.

## Training/Continuing Education

- Good organizational and communication skills.
- Ability to delegate tasks and responsibilities.
- Initiative to find and manage resources and materials.
- Ability and desire to work well with people - youth, families, volunteers and Extension Educators.
- Life-long learner
- Certified 4-H Volunteer in good standing, subject to annual review with Extension Educator.
- Signed Volunteer Authorizations (“Behavioral Guidelines” for Volunteers. Form 5/6 Adult Liability Waiver, etc.) on file with the extension office.
- Dependable transportation, home telephone and Internet access are desired, but not required.

## Time Required

- Annually completed OK Working with Minors Training.
- Annually complete Title VII and IX Training
- Annually participate in four Parent-Volunteer Training/continuing education opportunities.
- One-year commitment with the option of continuing service at the end of each year. Year begins September 1.
- Average of 8-12 hours per month, based upon:
  - Attendance at meetings: monthly club meeting, Parent-Volunteer Association Meetings, volunteer continuing education.
  - Planning/preparation time with club officers/committees for meetings and activities.
  - Participation in activities and events
  - Recruitment of families and volunteers

I willingly volunteer to serve as Organizational/Club Leader for \_\_\_\_\_ 4-H Club/Project

Group in \_\_\_\_\_ County from September 1, 20\_\_\_\_ to August 31, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Club Forms







### 4-H Crisis Management Plan

**In the event there is an emergency please be prepared to follow protocol.**

1. Clubs have step one included as part of their Activity and Event Intent form 7 filed with county office prior to the event.
2. Extension Educators should have form 9 when attending any Oklahoma 4-H/Oklahoma Cooperative Extension activity along with emergency contact information for parents of all youth attending. A copy of the Plan (form 9) is to be left quickly accessible in the county office.

#### STEP ONE – Club Leadership or County Educator

- |  |                               |
|--|-------------------------------|
| 1. Severe Weather/Fire/Evacuation Plan. Be sure it is communicated to youth and adults.  | <input type="checkbox"/> Done |
| 2. Safety and Security<br><input type="checkbox"/> Site has been inspected for any safety or security concerns.<br><input type="checkbox"/> Concerns have been verbally communicated, visually documented and addressed with the facility/site.<br><input type="checkbox"/> Participants/families, volunteers, spectators, chaperones have been provided with instructions on minimizing potential for accident and/or injury at the facility/site.<br>Does the facility/site have liability insurance? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> Done |
| 3. Call 911 or appropriate emergency personnel _____<br>(Local hospital, minor emergency, etc.)<br>Have medical release and insurance information available for emergency personnel/hospital/clinic.   | <input type="checkbox"/> Done |
| 4. See to any injured persons-using appropriate first aid. ASAP document treatment/action on Form 8.   | <input type="checkbox"/> Done |
| 5. Notify OSU Extension Office/Staff and be prepared to provide as much information as possible<br>County Office # _____ Alternate number: _____<br><i>In the event the office is closed call:</i><br>4-H Educator _____ County Extension Director: _____<br>The Extension Office/personnel will continue communications through the appropriate protocol sequence. <b>Do not talk to the any news media. All statements and information will be handled by OSU/OCES.</b>  | <input type="checkbox"/> Done |
| 6. Call or instruct the Extension Office to contact all parents of youth participating in accordance with the Clery Act (federal <a href="#">statute</a> codified at <a href="#">20 U.S.C. § 1092(f)</a> ). Release children only to parents or guardians listed on the “in case of emergency” contact form.   | <input type="checkbox"/> Done |
| 7. Thoroughly complete and then file Form 8, Incident and Accident Form, with the Extension office immediately following the event.  | <input type="checkbox"/> Done |

#### STEP TWO – County Office

- |  |                               |
|--|-------------------------------|
| 8. Get all pertinent information, even information yet to be confirmed. Use the Incident/Accident Form 8 to assist in documenting what happened. The volunteer/county educator is responsible for filing their own version with extension office ASAP following the event. | <input type="checkbox"/> Done |
| 9. Alternate phone number in the event the Extension Office phones become clogged with calls for information. Phone # _____  | <input type="checkbox"/> Done |

10. Contact the District Office with all information during the work day. Outside of office hours contact the appropriate district specialist _____ and/or district director _____.	<input type="checkbox"/> Done
11. As instructed by volunteer/county educator contact all parents of youth participating in accordance with the Clery Act (federal <a href="#">statute</a> codified at <a href="#">20 U.S.C. § 1092(f)</a> ). Be sure families understand that only the “in case of emergency” contact person(s) listed on the Participation form will be allowed to pick up children.	<input type="checkbox"/> Done
12. Resources for Crisis Communication (8/2018) <a href="#">Ag Communications Services</a> See Protocol and Checklist for additional resources.	<input type="checkbox"/> Done
13. News Media – tell any form of media to call... <ul style="list-style-type: none"> <li>Make the following statement “No information is available at this time and any official statements will be release from OCES/OSU.”</li> <li>District Extension 4-H Program Specialist/District Extension Director at _____</li> <li>State 4-H Program Leader at (405) 744-5394      Cell: 405-368-2145</li> </ul>	<input type="checkbox"/> Done
<b>STEP THREE– District Office</b>	
14. The District Office will contact: <ul style="list-style-type: none"> <li>State 4-H Program Leader - Dr. Steve Beck Office: 405-744-5394      Cell: 405-368-2145</li> </ul>	<input type="checkbox"/> Done
<b>STEP FOUR– State Office</b>	
15. The State 4-H Program Leader will contact: <ul style="list-style-type: none"> <li>Associate Vice President for OCES - Dr. Damona Doye Office: 405-744-5398      Cell: 405-612-4967</li> <li>Vice-President for DASNR - Dr. Tom Coon Office: 405 744-2474      Cell: 405 880 4359</li> </ul>	<input type="checkbox"/> Done
16. State Administration will issue a written statement for the media as soon as possible to the County Extension Office or another designated location. At the same time, they will release the statement from Stillwater, using standard media distribution channels. After that, Administrative staff will provide updates in the same manner, as soon as additional information becomes available.	<input type="checkbox"/> Done
<b>STEP FIVE– Post Crisis Recovery for Club and County Office</b>	
17. File any necessary post-trip insurance reports/forms with insurance company (crisis and non-crisis accidents). Be prepared for insurance claim questions.	<input type="checkbox"/> Done
18. Make sure the victims and their families understand exactly what happened.	<input type="checkbox"/> Done
19. Schedule sessions to deal with talking about the event. Take advantage of county and state resources for counseling, both for individuals and for the group immediately. Families need to be told what to expect. Continued communication with the families is important.	<input type="checkbox"/> Done
20. Keep records. Questions of liability are possible for 3 years after the age of majority (18 years old plus 3).	<input type="checkbox"/> Done
21. Return any belongings not claimed or lost during the accident/incident.	<input type="checkbox"/> Done



## Activity and Event Intent Form

This form must be filed in the Extension Office anytime your club is doing something outside of the regularly scheduled club meeting date and time. **Keep one copy for your records and file a copy with the extension office before the activity/event. Return by FAX, e-mail, US post office or personal delivery.**

*Examples of use:* field trip, tour, overnight trip, conducting an event/activity such as a horse show, dog show, livestock show, community service project, project group meeting, etc.

ACTIVITY	CLUB NAME	Contact Person(s)
DATE	TIME	Phone
Age of Youth Participants:		Email
PURPOSE FOR THE ACTIVITY/EVENT:		
LOCATION/ADDRESS/PHONE NUMBER FOR THE ACTIVITY/EVENT.		
TRAVEL/TRANSPORTATION PLANS – Include route, stops for food or breaks, etc. Be very specific with where you will be stopping and for what reasons. (Reason for stopping i.e. Stopping at Sulphur in route to Dallas. Stop will be for gas and restrooms. Or stopping at Sulphur for a picnic lunch at Mason Park.)		
☼ Overnight Activity/Event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
☼ Do you have activity/event insurance? Company _____ Policy # _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
☼ Did you purchase extra insurance for high risk activity(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
☼ Do you have Form 1 Youth Participation, Form 2 Prescription Medication, Form 4 Adult Health and Form 5 Adult 4-H Risk and Release for each participant? All forms have emergency contact information.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
☼ Have you reviewed the health forms for any special conditions or other pertinent information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
☼ Is there pre-registration for the event? If yes, list the names of participant on page two. If no, submit a list of participants immediately following the event.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
☼ Have you completed the Crisis Management Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
☼ Do you have copies of <u>Form 8 Incident and Accidents</u> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
☼ Do you have a First Aid Kit with surgical gloves?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**ACCESS/SUPERVISION OF YOUTH - Volunteers** – List the name(s) of any adult/teen leader(s) involved with this activity/event and their duty/responsibility. Volunteers providing transportation or who will be in direct contact with youth must be certified volunteer in good standing, including WWM training. Any non-certified volunteer in immediate contact with youth, must be under the supervision of a “certified 4-H” volunteer” and understand their responsibilities.

Volunteer(s) Name	Certified 4-H Volunteer with current WWM training.		Specify Duty or Responsibility beside the name of each Volunteer listed. (i.e. chaperon, transportation, resource person, guest instructor, etc.)
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Add addition sheet/spaces as necessary

**4-H Members participating**


Add addition sheet/spaces as necessary

**Signature of volunteer(s) with primary responsibility for planning/coordinating activity/event.**

Signature	Date
Signature	Date

**Keep one copy of the form with you during the event/activity and file a copy with the extension office before the activity/event.**

Return by FAX, e-mail, US post office, or by personal delivery to your extension office.

## Incident/Accident Form

**Form 8**

This form is track of injuries/incidents that occur during a 4-H activity or event. All club leaders and staff should have the forms on hand at *all* 4-H events and activities. This is to be turned in to the Extension Office and signed by the Volunteer in-charge, Club Leader, parent/guardian and an Extension Educator within 3 days. Copies can be made for club leaders and parents/guardians. The original will stay on file in the Extension Office. Forms will be kept on file in the county office until authorized to be destroyed.

- Incident Defined: An incident could be harassment, hazing, bullying, inappropriate language, a threat (verbal, physical, mental), inappropriate use of electronics/internet, etc.
- Accident Defined:
  1. Bump, sprain, scrape, cut, scratch, etc. needing attention/medication.
  2. Bug bite, sunburn, headache, stomachache, etc. needing attention/medication.
  3. Emergencies or medical treatment requiring professional attention.
  4. Accident involving car, equipment, ATV, bicycle, tractor, boat, animal, etc.

*Information in this report is for the injured person or person(s) involved in an incident*

Check one:			<input type="checkbox"/> Incident	<input type="checkbox"/> Accident
Name:		Date:	Time:	
Age:	4-H Club:			
Responsible Volunteer/Extension Educator:				
Name of Investigating Officer/Response Personnel/Doctor:				
Clinic/Hospital/Facility/Business Name:				
Location as well as site details:				
Total number of persons (youth and adults) Involved _____				
Names of all persons (youth and adult) directly involved:				
Type of Injury/Accident/Incident:				

What action/first aid/treatment was taken?	
Describe accident/incident in detail. Include witnesses.	
Were the parents or guardians informed of incident or accident? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, why not?	
Other pertinent information:	
Signature of Volunteer in Charge	Date
Signature of Club Leader	Date
Signature of Extension Educator	Date
Signature of Parent/Guardian	Date

# Monthly 4-H Meeting Planning Guide

**Club Name:** \_\_\_\_\_ **Month:** \_\_\_\_\_

**Meeting Date and Time:** \_\_\_\_\_ **Meeting Place:** \_\_\_\_\_

**Recreation:** \_\_\_\_\_

**Refreshments – Family(s) Responsible:** \_\_\_\_\_

**Educational Program or Activity:** \_\_\_\_\_

Program Objectives (what members will learn):

\*

\*

\*

Teaching Method (video, lecture, field trip, hands-on, props, etc.):

Program Presenter: \_\_\_\_\_

Person Responsible for Program Contact: \_\_\_\_\_

**County Event Preparation/Lesson:** \_\_\_\_\_

(Could include Activity/Event preparation at the local, county, district or state levels.)

Program Presenter: \_\_\_\_\_

**Club Community Service Project:** \_\_\_\_\_

Committee Coordinator: \_\_\_\_\_

**4-H Presentation(s)** by 4-H members (talk, demonstration, display, etc.)

\*

\*

\*

**Scrapbook Page(s)/Monthly Report/Activity Report**

Person(s) responsible for completing: \_\_\_\_\_

**Other Activities** (fun activities, etc.): \_\_\_\_\_

Person(s) responsible for completing \_\_\_\_\_

**Respectfully Submitted:** \_\_\_\_\_

(Signatures of Planning Team)



# Club By-Laws





\*\* A copy of these by-laws can be downloaded at <http://4h.okstate.edu/for-educators/club-management-system/charter-starting-a-club>.

Oklahoma Cooperative Extension Service  
4-H Youth Development Program

\_\_\_\_\_ COUNTY

## **4-H PARENT – VOLUNTEER ASSOCIATION BY-LAWS**

### **Article I                      Name**

This organization shall be known as the \_\_\_\_\_ County 4-H Adult Leader Council.

### **Article II                      Objectives**

In cooperation with the County Extension staff, the objectives of this organization shall be to:

- Support the mission and objectives of the 4-H Youth Development effort.
- Aid in the physical, mental and the social development 4-H members through clubs, programming, activities and events.
- Encourage and support Youth-Adult Partnerships in the planning, conducting and evaluation of county activities and events with general guidance from the Extension Office.
- Encourage a cooperative spirit among 4-H clubs and members.
- Encourage representation and participation of all clubs in the business and committee work of the council.
- Promote OCES 4-H Youth Development programs through marketing and visibility efforts at the local and county level.
- Encourage and support the certification and continuing education of 4-H adult and teen volunteers.
- Recruit and train volunteers for local and county volunteer responsibilities.
- Supplement and enhance efforts of the Oklahoma Cooperative Extension Service.

### **Article III                      Membership**

The membership of this organization shall include all 4-H parents and adult volunteers in \_\_\_\_\_ County, irrespective of race, color, national origin, gender, religion, ethnicity, age or disability.

### **Article IV - Meetings**

#### **Section 1. Meeting**

- A. The \_\_\_\_\_ will meet Quarterly (February, May, August, and November) on the second Monday at 7 pm via Zoom for a business meeting.  
The \_\_\_\_\_ will meet in person for August meeting at Extension Office. In person meeting will hold council election, program review, and yearly contest planning.
- B. In the event a meeting is changed or cancelled the membership will be notified one week in advance, unless it is an emergency or due to weather conditions. In which cases all due effort will be made to contact members by phone or other designated means.

## **Article IV            Officers**

### **Section 1. Elected Officers**

The elected officers of this organization are President, Vice-president, and Secretary. The Treasurer position is held by current Adair County 4-H Educator. All positions serve as a liaison to the \_\_\_\_\_ County Extension Office. Officers will be referred to as the Executive Committee.

### **Section 2. Duties of Elected Officers**

- A. The President shall: 1) Preside at all meetings of the \_\_\_\_\_ County Leader Council; 2) Appoint committees; 3) Serve as an ex-officio member of all committees 4) Consult with County Extension Educators and Executive Committee in the preparation of an Agenda for Business meetings and 5) Perform the usual duties of the presiding officer.
- B. The Vice-president shall: 1) Act in the capacity of President in the absence of that person, 2) Work closely with the extension educators to fill county 4-H activities and events chair and chair-elect positions, 3) Coordinate all council committees and 4) Perform all duties delegated by the president.
- C. The Secretary shall: 1) Record the minutes and actions of all meetings of the organization and submit to the Extension Office and Executive Committee ten (10) days following the meeting, 2) Maintain a copy of all council committee reports, and 3) Handle correspondence as needed.

### **Section 3. Tenure**

All elected officers shall serve a (2) two-year term or until succeeded, without privilege of succession to the same office. A term of office will begin at the conclusion of the meeting at which an individual is elected. The only exception shall be those individuals appointed or elected for incomplete terms. Such persons shall have privilege of succession for a full two (2) year term.

### **Section 4. Qualifications**

- A. The nominees for president, vice-president and treasurer shall have been a 4-H Adult Council Member for a minimum of one (1) year.
- B. Any individual qualified for membership in the organization is eligible to serve as an elected officer or appointed position.
- C. An individual who has previously served as an elected officer may again be elected to serve, provided at least one (1) year has lapsed since the last term of service.

## **Article V Election of Officers**

### **Section 1. Nominations**

- A. Nominations will be selected by Microsoft form that is sent via the Remind App to all certified volunteers. The four volunteers with the most nominations will be placed on the ballot for election if they consent to serve if elected.
- B. The Council shall make the nominees known to members at large at least fourteen (14) days prior to election.
- C. Ties will be broken by runoff election.

### **Section 2. Elections**

- A. Elections shall be announced during the August Meeting.
- B. Elections may be by online ballot, show of hands, standing count or acclamation.
- C. A majority of those votes cast shall be required for election to office.

## **Article VI Executive Committee**

### **Section 1. Membership**

- A. The Executive Committee shall consist of the Council and the Extension 4-H Youth Development Educator(s).
- B. Committee Chairs may be asked to attend Executive Committee meetings.

## **Section 2. Duties**

The Executive Committee shall be responsible for the functions of the organization between quarterly meetings. A complete record of all its proceedings shall be kept. A report of the executive committee shall be made at the quarterly meetings of the organization.

## **Section 3. Meetings**

The president, in consultation with the Extension 4-H Youth Development Educator(s), shall call meetings of the Executive Committee as needed.

## **Section 4. Powers**

The Executive Committee shall have the authority to make appointments as needed, make program/contest review and changes.

A Parliamentarian may be appointed and shall serve at the discretion of the Executive Committee.

## **Section 5. Vacancies**

In the event an officer resigns, becomes disqualified, or fails to perform the duties of the office to which elected or appointed, the Executive Committee shall declare the office vacant, and name a successor to complete the un-expired term. The exception shall be a vacancy in the office of president to which the vice-president shall succeed.

# **Article VII Council Order of Business**

## **Section 1. Business**

The order of business shall be as follows: call to order; attendance, reading and approval of minutes, a report of the executive committee, standing committees, special committees, unfinished business, new business, and announcements.

The agenda will be available 24 Hours prior to the Council business meeting. Elected Officers are to conduct the business meetings. County Extension Educators are to function only as an advisor to the Council.

# **Article VIII Standing Committees**

## **Section 1. Fundraising Committee**

A Fund Raising committee will be responsible for reviewing the needs of the 4-H program and developing opportunities and programs which will generate the revenue necessary to meet the needs of the \_\_\_\_\_ County 4-H program. The recommendation of the committee must be presented to and voted upon by the Council. They are also responsible for organizing volunteers and assisting with annual Pancake Breakfast.

## **Section 2. Achievement Banquet**

An Achievement Banquet committee along with Extension staff will be responsible for planning, decorating, meal and developing program for the annual awards banquet.

### **Section 3. County Fair**

The County Fair committee will be responsible for organizing volunteers to assist during indoor exhibit judging, organizing fair concession volunteer times and assisting in set up and clean up.

### **Section 3. Membership**

Committees will be composed of adult volunteers and teen leaders who will share equally in the decision making and responsibilities. Each committee will have a chair and chair-elect. The chair-elect will be in training for assuming the chair position the following year.

### **Section 4. Duties**

- A. Committees are appointed with the responsibility to plan and carryout an activity/event or to research alternatives for recommending action to the Council.
- B. Committee work shall be done outside the Quarterly Business meeting.
- C. Keep records of all committee work, correspondence, agendas and minutes, evaluations, etc. for future committees.
- D. The committee chair shall file a written report of all meetings with the Council Secretary, Vice President and the County Extension Educator.
- E. The committee will keep the executive committee informed and report to the Council.

## **Article IX      4-H Funds**

### **Section 1. Purpose**

All 4-H funds are for the purpose of providing educational opportunities for volunteers and youth, providing scholarships for membership, awards and recognition, and to pay for contest/workshop supplies .

## **Article X      Parliamentary Authority**

### **Section 1. Procedures**

- A. All meetings of the Council and its Executive Committee shall be governed by these bylaws, and parliamentary rules and usage contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED. Any member appointed as parliamentarian to advise the president shall not be disenfranchised by denial of the right to speak to and vote on issues before the organizations.
- B. These Bylaws shall have precedence over ROBERTS RULES OF ORDER NEWLY REVISED.

## **Article XI            Amendments**

**Section 1.** These By-laws may be amended or revised at any regular meeting of the organization by a two-thirds (2/3) vote of those members present, provided that said amendments shall have been presented in writing to the membership at least fifteen (15) days prior to its presentation for adoption.

Adopted \_\_\_\_\_ 20\_\_

Revised \_\_\_\_\_ 20\_\_



# Awards & Criteria



## **Achievement Banquet**

The Achievement Banquet is an annual event designed to recognize 4-H youth, volunteers, adults and donors for the 4-H year's accomplishments in their 4-H club work.

### **Objectives:**

- To offer incentives for 4-H member participation and growth in educational project work, activities and events
- To increase public awareness of 4-H
- To provide leadership opportunities to youth and adults

### **Who can Participate:**

4-H members are required to submit a completed County or State Record Book in order to be recognized. Special awards and county medals are awarded to members who meet project requirements. We also recognize our county contest champions and reserve champions at the banquet. Other 4-H members, families and special guests may attend or be invited to attend in order to also recognize the 4-H members for their accomplishments. Each award-winning member may invite **two guests**.

### **List of generally recognized members and volunteers:**

- Adair County 4-H Adult & Youth Officers
- Record Book Award winners
- Outstanding Juniors
- Speech and Demonstration Champion and Reserve Champions
- Image Dress Overall Champion and Reserve Champions
- Fabric and Fashion Champion and Reserve Champions
- Skill-a-thon Champions and Reserve Champions
- Share the Fun Champion and Reserve Champions
- Food Showdown Champion and Reserve Champions
- Job Readiness Champions and Reserve Champions
- Special Awards
- Hall of Fame

### **Sponsors**

Refer to current Achievement Banquet program for complete list of sponsors and donors.

Facilities: Mid County Community Building in Baron

Food Service: Stilwell Chamber of Commerce



## **Criteria for Special 4-H Awards**

### **\*Note\***

- **All awards are presented at the Achievement Banquet.**
- **All awards are selected by record book judges and the interview process**

## **Record Book**

### **Gate Sign Award**

To recognize 4-H members who have submitted a Record Book for the first time

#### **Criteria:**

- Must be a current 4-H member on 4-H Online
- Submit a completed Record Book

### **Participation Certificate**

To recognize 4-H members who have submitted a record book and worked on 4-H projects

#### **Criteria:**

- Must be a current 4-H member on 4-H Online
- Must have submitted County or State Record Book to Extension Office
- Learn at least one thing related to project
- Does not meet medal criteria

### **County Project Medal**

To recognize 4-H members who have focused on specific project in their record book.

#### **Criteria:**

- Be Enrolled In 4-H
- Write A 4-H Story
- Include Pictures Of 4-H Project Work
- List Three (3) Things Learned In The Project Area
- Participate In One (1) County Event During The Year

- Prepare At Least One (1) Or More Items For Exhibit At The County Fair. (Livestock Counts As One (1) Exhibit Per Species) or Participate in (1) Activity or Event in Specialty Club (i.e. Rabbit and Poultry, Shooting Sports, ACYEA, STEM, Robotics)
- Participate In At Least One Citizenship Activity.

Selection: May receive project only once per project.

### **Bronze Medallion**

Criteria:

- Be Enrolled In 4-H
- Include Pictures Of 4-H Project Work
- List Four (4) Things Learned In The Project Area
- Write A 4-H Story
- Give One (1) Speech Or Demonstration
- Prepare At Least Two (2) Or More Items For Exhibit At The County Fair. (Livestock Counts As One (1) Exhibit Per Species) or Participate in (2) Activities or Events in Specialty Club (i.e. Rabbit and Poultry, Shooting Sports, ACYEA, STEM, Robotics)
- Participate In At Least One Citizenship Or Community Service Project
- Participate In Two (2) County Events Or Activities During The Year

### **Silver Medallion**

Criteria:

- Be Enrolled In 4-H And Attend Three (3) County or Club Meetings
- Include Pictures Of 4-H Project Work
- List Six (6) Things Learned In The Project Area
- Write A 4-H Story
- Give One Speech Or Demonstration. Must Be In The Project Area And Be Presented At A 4-H Event.
- Participate In Three (3) County Events Or Activities During The Year

- Prepare At Least Three (3) Or More Items For Exhibit At The County Fair. (Livestock Counts As One (1) Exhibit Per Species) or Participate in (2) Activities or Events in Specialty Club (i.e. Rabbit and Poultry, Shooting Sports, ACYEA, STEM, Robotics)
- Participate In At Least Two (2) Leadership Experiences. (One (1) Must Be In The Project Area Reported.)
- Participate In At Least One Citizenship Or Community Service Project
- Be Involved In Promoting And Recruiting For 4-H
- Indicate On-going Growth In The Project Reported

### **Gold Medallion**

#### **Criteria:**

- Be Enrolled In 4-H And Attend Four (4) County or Club Meetings
- Include Pictures Of 4-H Project Work
- List Eight (8) Things Learned In The Project Area
- Write A 4-H Story
- Give At Least Two (2) Speeches Or Demonstrations. One Must Be In The Project Area And Be Presented At A 4-H Event. (May Be Same Speech – Different Audience)
- Must Develop and Present Workshop in Project Area
- Participate In Four (4) County Events Or Activities During The Year
- Prepare At Least Four (4) Or More Items For Exhibit At The County Fair. (Livestock Counts As One (1) Exhibit Per Species) or Participate in (4) Activities or Events in Specialty Club (i.e. Rabbit and Poultry, Shooting Sports, ACYEA, STEM, Robotics)
- Provide At Least Two (2) Types Of Leadership To Others. (One (1) Activity Must Be In The Project Area Reported.)
- Participate In At Least Two (2) Citizenship Or Community Service Project
- Be Involved In Promoting And Recruiting For 4-H
- Indicate On-going Growth In The Project Reported

## **Hall of Fame**

This award is given annually to recognize two 4-H members going into their sophomore, junior, or senior year in Adair County that have shown outstanding overall achievements in 4-H.

Objectives: Provide recognition for overall outstanding accomplishments in 4-H

### Criteria:

- Must be a senior 4-H member
- Must be current 4-H member on 4H enrollment system
- Minimum of four years of 4-H club work
- Submit State Record Book
- Must go through County interview process for selection

### Selection:

- Major emphasis to be placed on overall 4-H achievement
- Experience and participation in local and county activities
- Evidence of project growth and development
- Evidence of citizenship, community service, and leadership activities
- Evidence of support and encouragement of other 4-H members
- Served at least 2 years as an Adair County 4-H Officer

Award: Professional pictures will be displayed in Peoples Bank in Westville for one year.

Followed by one year displayed in the Adair County Extension Office. Winners will receive pictures after this time. Plaques are awarded the night of the banquet when photos are revealed.

Sponsor: Peoples Bank of Westville

## **Adair County Volunteer of the Year**

One adult volunteer is recognized each year for outstanding local club and county leadership.

Adair County Extension understands the sacrifice made by our volunteers and look forward to spotlighting achievements of our leaders that seem to go unnoticed.

### Objectives:

- Provide volunteer awareness and recognition

- Provide learning experiences beyond county boundaries

**Criteria:**

- Must be a current 4-H Volunteer and active online
- Experience and outstanding leadership as a 4-H Leader
- Volunteer will be nominated by county educators and volunteer council
- Once chosen the leader will be asked to complete an information questionnaire and submit it to the OSU Extension Office.

**Sponsor:** Adair County 4-H

**Award:** Glass Trophy

**Friend of 4-H**

This award is given as seen appropriate to recognize outstanding persons and/or organizations in the community for their continued support of Adair County 4-H. The award is given annually at the Achievement Banquet.

**4-H Lifetime Achievement Award**

This award is given annually as seen appropriate to recognize outstanding persons in the community for their participation and contributions to Adair County 4-H.

**Outstanding Alumni**

This award is given annually as seen appropriate to recognize an outstanding 4-H alumni in Adair County. The person receiving this award demonstrates and embodies the lasting benefits 4-H can have.

**Out of State Conferences**

**Denver Western Roundup**

Oklahoma 4-H Denver Western Roundup delegates will have the opportunity to:

- Establish new friendships with fellow 4-H members and leaders.
- Participate in social and educational programs by being a participant, not a spectator.
- Experience and develop greater personal growth.
- Continue to develop leadership and citizenship skills.
- Reach for new career ideas and cultural development in areas of business, agriculture, science, industry, education and the arts.

- Share personal experiences with others through things that have been meaningful to your growth and development.

To be eligible to attend Denver Western Roundup:

- Youth must be at least 15 years of age at the time of the trip.
- Youth must have an ACTIVE status in online 4-H enrollment system.
- Youth must submit a State and/or County Record Book
- Youth must be active in County 4-H Program. Emphasis is placed on overall 4-H achievement, leadership and community involvement.
- Youth will be REQUIRED to conduct at least two Powerpoint presentations based on the experiences of the trip, one of which must be during a 4-H Leader Meeting. Other must be presented to area civic group or 4-H Community partner.
- Youth can only participate once.

#### Citizenship Washington Focus

Citizenship Washington Focus is a 4-H leadership program for high school youth held in June. The program is aimed at enriching young people's lives by broadening their appreciation and respect for themselves and others in the world. Participants attend workshops, committees, field trips and social events, giving them hands-on opportunities to learn and grow. Participants learn and practice skills that will make them better citizens and more successful individuals.

To be eligible to attend Citizenship Washington Focus:

- Youth must be at least 15 years of age at the time of the trip.
- Youth must have an ACTIVE status in online 4-H enrollment system.
- Youth must submit a State and/or County Record Book
- Youth must be active in County 4-H Program. Emphasis is placed on overall 4-H achievement, leadership and community involvement.
- Youth will be REQUIRED to conduct at least two Powerpoint presentations based on the experiences on the trip, one of which must be during a 4-H Leader Meeting. Other must be presented to area civic group or 4-H Community partner.
- Youth can only participate once.

### **Larry Adair Citizenship Award**

The Citizenship award is presented annually at the 4-H Achievement Banquet. It is given to the individual 4-H member judging to have outstanding citizenship. May receive award one time in 4-H career.

Objective: To recognize a 4-H member for outstanding citizenship and leadership in the total 4-H Program. Also to help boys and girls understand the rights and responsibilities of membership within the family, neighborhood, community, state, nation, and world. As well as, develop a willingness to assume them.

#### Criteria:

- Must be current enrolled 4-H member on 4H enrollment system
- Submit completed Adair County or State Record Book by deadline
- 14 years old or over

#### Selection:

- Experience and participation in local and county activities.
- Evidence of growth and development in the areas of leadership, citizenship, community service
- May receive once in 4-H career

Sponsor: Larry Adair, Past Speaker of the House, Oklahoma State House of Representatives

Award: Plaque

### **I Dare You Leadership Award**

This national award was first offered in 1941 by William H. Danforth, successful businessman and one of the founders of the American Youth Foundation.

#### **Objectives:**

- To recognize two young people who exhibit personal integrity, balanced living, and a potential for leadership.

#### **Specific Requirements:**

- 4-H members, 14 years old and older, who submit a State or County Record Book to the Extension Office

#### **Award:**

- Personalized Certificate of Recognition
- Copy of I DARE YOU, Mr. Danforth's classic book on personal motivation
- Opportunity for international leadership conference scholarship

**Selection:** May only receive once in 4-H Career

#### **Sponsor:**

John Auffet- former delegate to the House, Oklahoma State House of Representatives

### **Outstanding Junior 4-H Member Award**

Two outstanding junior 4-H members from each 4-H Club are recognized annually for their active participation and achievement in 4-H.

#### **Objectives:**

- To recognize outstanding juniors for their participation in 4-H project work, activities and events

#### **Criteria:**

- Must be current 4-H member on 4H enrollment system
- Must submit a County Record Book



- 8-13 years of age
- Experience and participation in club and county 4-H
- Evidence of project growth and development

Selection:

- Two members from each club will be nominated based on their Record Book and leader input
- May only receive once in 4-H career

Award:

Determined by fund availability

Sponsor:

Adair County 4-H/FFA Booster Club

**Native American Achievement Award**

One senior Native American youth is recognized annually for accomplishments in 4-H project work, leadership and citizenship.

Objectives:

- Provide recognition for cultural awareness through leadership

Criteria:

- Must be a current 4-H member on 4H enrollment system
- Must submit a County or State Record Book

Selection:

- Selection is based on overall leadership reported in record book and interview.
- Experience and participation in local and county activities
- Citizenship and community service
- May receive once in 4-H career

Award: Plaque



# Contest Forms & Rules



All forms found at

<https://extension.okstate.edu/county/adair/4-h.html>

## **SHARE-THE-FUN**

Share-The-Fun is a talent sharing activity held on the county and district levels. District winners are invited to participate at the State 4-H Round-Up. The state show is non-competitive.

### **Objectives:**

To help youth:

- Develop leadership capabilities and cooperative attitudes.
- Discover, develop, and demonstrate talents.
- Develop an appreciation for talent and the performing arts.
- Develop poise, confidence, and skill by appearing before an audience.
- Opens doors to vocational or professional careers.
- Encourage continuation of special or formal training.
- Develop socially by working with fellow 4-H members.
- Provide opportunities for wholesome reaction by “sharing fun”.

### **Location**

The Adair County Contest is hosted by Westville School in October or November.

### **Specific Requirements:**

- Enrollment in 4-H
- Length of Act – 5 minutes (setup, performing, and removal)
- Types of Act-
  - Musical (vocal, instrumental, or combination)
  - Dramatic (plays, readings – humorous or serious)
  - Novelty (folk games, stunts, pantomimes, etc.)

### **Divisions-**

- Large Groups (5 persons or more)
- Small Groups (2 to 4 performers)
- Individual

### **Age Divisions-**

- Junior (Ages 8-13)
- Senior (Ages 14-19)
- \*\*If child is 8 years old and in the 3rd grade by Sept. 1, they will compete as a 4-H member. Any child with an age or grade below these requirements will compete as a Clover Bud\*\*

### Adair County Guidelines

Winners reserve the right to participate at the District Contest.

1. Each school/group is responsible for sending quality acts to the county competition. No foul language or obscene gestures will be allowed.
2. 4-H and Leaders reserve the right to remove act for inappropriate music.
3. There can be only 10 acts total per club to compete.
4. An individual may perform in group acts and individual but may only have 1 entry per division.
5. Acts with mixed age group (over 14 and under 14) will be judged as Senior Acts.
6. Music MUST be submitted with entry forms so files can be combined prior to contest. Acts will not be allowed to change once submitted.
7. No animals of any kind
8. Judges decisions are final
9. No parents or leaders in contest area.
10. Dress code to follow school dress code
11. Audience please respect the other acts. No heckling or booing

### Awards:

Certificates and ribbons will be given for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places day of event. Champions and reserve champions in each division will receive invitation to the Achievement Banquet.

**ADAIR COUNTY 4-H  
SHARE-THE-FUN**

Jr. Division  
Sr. Division

SCHOOL  
NAME

Name of  
Act

(Write individual names on back of form for groups)

**Individual          Small Group(2-4)          Large Group(5 or more)**

**\*\*If child is 8 years old and in the 3rd grade by Sept. 1, they will compete as a 4-H member. Any child with an age or grade below these requirements will compete as a Clover Bud\*\***

**PLEASE LIST PARTICIPANTS ON THE BACK OF FORM**

1. Performance  
(interpretation, talent, originality).....30 points
2. Polish  
(skill, grasp of material routine.....20 points
3. Appearance  
(Costume, props, atmosphere for acts....20 points
4. Projection  
(Ability to reach the audience).....15 points
5. Audience Appeal.....15 points

POINTS: ½ minute over-2 pt. penalty  
1 minute over- 5 pt. penalty  
Each additional minute – 10 pt. penalty

SCORE

TIME PENALTY

FINAL SCORE

RANK OF ACT:

# SKILL-A-THON CONTEST

The 4-H Skill-a-thon Virtual Contest is a judging contest designed to help 4-H members develop and demonstrate their knowledge in 4-H project related categories.

## Objectives:

- Grow in ability to think, reason and make logical judgments
- Improve in project knowledge
- Careful observation and wise selections
- Opens doors to vocational or professional careers.

## Who Can Participate:

- 4-H members must be actively enrolled.
- Junior Division (8 -10 years old)
- Intermediate Division (11- 13 years old)
- Senior Division (14 and up)

**\*\*If child is 8 years old and in the 3rd grade by Sept. 1, they will compete as a 4-H member. Any child with an age or grade below these requirements will compete as a Clover Bud\*\***

## Categories:

- |                      |                   |                   |
|----------------------|-------------------|-------------------|
| • Consumer Judging   | • Dairy           | • Poultry Judging |
| • Wildlife           | • FCS             | • Horse           |
| • Rabbit and Poultry | • Shooting Sports |                   |
| • Companion Animal   | • Land Judging    |                   |
| • Animal Science     | • Floriculture    |                   |

## Contest Etiquette:

Keep your eyes on your own screen. Judging is a comparative process, examine and compare choices carefully. Questions can only be asked to Leader during testing. Test must be completed by set date and during the allotted test time. If more than one submission first one will be counted. We trust leaders/parents to monitor youth during testing for a fair contest.

## Guidelines

- Each contestant may only enter TWO categories. Test can only be taken ONCE.
- Five topics will be selected from the above categories by leaders each year for contest.
- Junior contestants will have 20 questions and 20 minutes to compete test.
- Intermediate contestants will have 35 questions and 35 minutes to complete test.
- Senior contestants will have 50 questions and 50 minutes to complete test.

## Awards:

The Overall Champion and Reserve Champion per division will receive certificate and neck ribbon in each category, also an invitation to the Achievement Banquet. Third place in each division category will receive certificate and ribbon.

Persons who require alternative means for communication or program information or any other reasonable accommodation need to contact Adair County Extension at 918-696-2253/karen.christie@okstate.edu at least two weeks prior to the event.

## PERSONAL IMAGE DRESS CONTEST

The 4-H Image Dress Contest hosted by Peavine School is designed to help 4-H members develop a positive view of self.

### Objectives:

- Select clothing and accessories appropriate to the particular activity or occasion.
- Practice appropriate hygiene and grooming practices.
- Understand career options, such as merchandising, image consulting, accessory design, etc.
- Opens doors to vocational or professional careers.

### Who Can Participate:

- 4-H members must be actively enrolled.
- Cloverbud
- Junior Division (8 -10 years old)
- Intermediate Division (11- 13 years old)

**\*\*If child is 8 years old and in the 3rd grade by Sept. 1, they will compete as a 4-H member. Any child with an age or grade below these requirements will compete as a Clover Bud\*\***

### Specific Requirements:

4-H Members may choose one of five classes in their division:

- \* Snappy Dress
- \* Active Sports Wear
- \* Semi-Formal Wear
- \* Cultural Wear (Everyday Wear & Special Event)
- \* Western Wear

No animals of any kind

Judges decisions are final

No parents or leaders in contest area.

### School/Club Responsibility & Awards:

4-H clubs/schools should assist members in completing entry forms. Entries are to be brought to the judges on the day of the contest. Entries should be written by 4-H members.

\*\*\*All Divisions\*\*\* 4-H members will be judged based on fit, individual, becomingness, and fashion.

Member will receive a Certificate and ribbon for 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> place in each category. The Overall Champion and Reserve Champion per Division will receive certificate and neck ribbon, also an invitation to the Achievement Banquet.

Persons who require alternative means for communication or program information or any other reasonable accommodation need to contact Adair County Extension at 918-696-2253/karen.christie@okstate.edu at least two weeks prior to the event.

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Updated 6/2025

## IMAGE DRESS CLASS DESCRIPTIONS

**Snappy Dress** – Non ripped Jeans, khaki pants, slacks, skorts, gauchos or Capri pants. Polo knits or button front shirts, sweaters and cardigans. Dresses, pantsuits or coordinated separates suitable for church, social or awards events. Slacks for boys, button front shirt or knit shirts with collar, (NO TIE) **Accessories allowed**

**Active Sports Wear** – Clothing identified with a specific sport and the appropriate footwear: Hunting, ski suits, tennis outfits, gymnastics, golf attire, dance etc. **(NO SCHOOL TEAM UNIFORMS OF ANY KIND - NON SCHOOL SPONSORED TEAM UNIFORM ALLOWED)** Props appropriate for outfit and must be managed by the student

### **Semi-Formal**

For girls-Party and semi-formal dresses and coordinates. Appropriate dress shoes, **(hosiery optional)**.

For boys-Slacks with button down collar shirt or other dress shirt with tie, sports jacket or suit. Leather shoes with matching belt.

**(PAGEANT COSTUMES, FORMAL GOWNS, OR TUXEDOS ARE NOT ALLOWED)**

**Cultural Wear - Everyday Wear** - Cultural wear for everyday wear from any culture.

**Cultural Wear - Special Event** - Cultural wear for special events from any culture.

**Western Wear** – Western style jeans, dress or skirt with western style shirt, western style shoe, and western style belt.  
**(Western Style hat and/or vest optional)**



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CLASS CHAMPION	CLASS RESERVE CHAMPION
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OVERALL CHAMPION	OVERALL RESERVE CHAMPION
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## PERSONAL IMAGE DRESS CONTEST

NAME

SCHOOL/ CLUB

CLASS (CIRCLE ONE)

Snappy Dress      Active Sportswear      Semi-Formal      Cultural Wear      Western Wear

AGE DIVISION (CIRCLE ONE)      Cloverbud      Everyday      Special

Junior (8-10 years old )      Intermediate (11-13 years old)

**\*\*If child is 8 years old and in the 3rd grade by Sept. 1, they will compete as a 4-H member. Any child with an age or grade below these requirements will compete as a Clover Bud\*\***

Possible Points		Excellent	Good	Needs Improvement
Outfit and Individual	(15 per category)	11-15	6-10	1-5

### 1. Fit

Neckline & collar fits smoothly; Shoulder width is correct; Chest or bust has adequate ease for fashion and comfort; Side seams and sleeves hang Smoothly & straight; Waist & hip fit correctly for garment style; Hem is even and appropriate length for garment & individual

### 2. Individual

Has good posture; is well-groomed; has good personal presentation

### 3. Becomingness

Fabric, color, texture & design are compatible to each other; outfit is suitable for figure and age of individual; garment well pressed

### 4. Fashion

Outfit is currently fashionable; accessories are suitable to outfit and up to date

**TOTAL POINTS (60 MAX)**



## 4-H FOOD SHOWDOWN

Zion School

**\*Schedule and Agenda to be announced\***

Registration \$5.00 per team

**-NO MORE THAN 12 TEAMS PER SCHOOL.**

**-NO MORE THAN 4 TEAMS PER DIVISION.**

The Food Showdown is a youth culinary challenge where three member teams compete to create a dish while demonstrating their knowledge in foods and nutrition, kitchen safety, equipment and creativity in food preparation. 4-H Food Showdown teams will create their dish using only a clue, provided secret ingredients and items from the common pantry. From the secret ingredients, 4-H members must identify, prepare and then present information related to the serving size, nutritional value and cost of the dish.

### **Objectives**

- Provide opportunities for participants to exhibit their food and nutrition knowledge, skill, and creativity when preparing and presenting food.
- Provide opportunities for participants to learn from other team members, while promoting teamwork.
- Give participants opportunities for public speaking and leadership.

### **Age Divisions as Follows:**

- Junior: 8-10 years old (\*Child must be 8 years old AND in 3rd grade to compete)
- Intermediate: 11-13 years old
- Senior: 14 and up

### **Rules**

**\*\*\*ALL participants MUST be enrolled on Zsuite- NO EXCEPTIONS\*\*\***

- Participants must be 4-H members enrolled in Adair County 4-H and registration form turned into county office by due date set. A Medical Release form must be done online for each Food Showdown participant.
- Each team will have a maximum of three members, the team can be mixed ages. However, team will compete in the division oldest member qualifies for. To compete as a senior at District Contest ALL team members must be 14 years old and up.
- There is a 3 minute time limit on presentation with judges.
- Junior & Intermediate teams will NOT use heat and will have 30 mins to prepare their dish. Juniors will make snacks and intermediates will prepare side dishes.
- Seniors are the only division that will use heat and will have 45 mins to prepare dish. Seniors will prepare a main dish.
- All teams will be given the same ingredients that will not be announced until the start of the contest.
- Clean aprons, closed toed shoes; long pants and hair must be pulled back out of face. Each team will have the option of wearing coordinated clothing.
- All teams must supply their own equipment for the showdown. (See supply box list). Boxes will be checked upon arrival. Any extra equipment will be confiscated.
- Judges reserve the right to disqualify teams demonstrating unsafe food safety practices or dangerous use of the equipment.
- Judges reserve the right to taste dishes.
- No animals of any kind
- Judges decisions are final
- Any competitor who requires auxiliary aids, special accommodations or has food allergies must notify 4-H Office at pre-registration.

**\*\*Champion and Reserve Champions and 3rd place for each division will receive certificate and ribbon day of event. Champion & Reserve will get invitation to annual Achievement banquet. Winners reserve the right to participate at the District Contest.\*\***

**\*\*\*No parents or leaders will be permitted in the contest area. Any coaching will not be allowed. If students need help there will be adults in contest area they can ask. Judges reserve the right to disqualify teams.\*\*\***

## **Supply Box List**

Each team will bring an equipment box containing only the following items:

### **Jr. & Int. Teams**

Aprons (3)  
Can opener (1) Colander,  
medium (1) Cutting  
boards/mats (2) Bowl,  
small (1) Disposable  
tasting spoons  
Fork (1)  
Gloves disposable Grater  
(1)  
Hand sanitizer (1)  
Kitchen Shears (1)  
Kitchen Timer (1)  
Kitchen Towels (2)  
Knives (3)  
Measuring cups , dry  
Measuring cup, Liquid  
Measuring spoons  
Note Cards  
Pencil  
Pancake Turner (1)  
Rubber Spatula (1)  
Serving Platter (1)  
Serving bowl (1)  
Sanitizing wipes Mixing  
bowls  
Tub for dirty dishes paper  
towels  
serving spoon (1) mixing  
spoons (3)  
table cover  
(1) Decorative plater (1)  
serving bowl

### **Sr. Teams**

all items from Jr & Int teams **Plus:**

### **Seniors ONLY!**

Heat Source (can use one of the following)  
single or double burner hot plate  
Electric Skillet (1)  
Griddle (1)  
Hot pads (2)  
Baking Sheet (1)  
Extension Cord  
Food Thermometer (1)  
Rolling pin (1)  
Sauce pan w/lid  
Storage bags or containers  
Tongs (1)  
Vegetable peeler (1)  
Whisk (1)



## Adair County 4-H

Team Name: \_\_\_\_\_

Club: \_\_\_\_\_

Team members (Include all team members on one form)	Age on January 1
1. _____	_____
2. _____	_____
3. _____	_____

### **Age Divisions as Follows:**

Junior: 8-10 years old (**\*Child must be 8 years old AND in 3rd grade to compete**)

Intermediate: 11-13 years old

Senior: 14 and up

**\*\*Mixed Age group teams are permitted. However, the team will compete in the division of the oldest member. \*\* To compete as a senior at District Contest ALL team members must be 14 years old and up.**

Adult Contact for Team: \_\_\_\_\_

Contact person phone #: \_\_\_\_\_ Cell: \_\_\_\_\_

Food Allergies: \_\_\_\_\_

**\*\*Please be aware ingredients included in the common pantry or secret ingredients maybe allergenic for some individuals. If any team member has food allergies, please list members name and their allergy on reverse.**

A Medical Release form must be done online for each Food Showdown participant.

Persons who require alternative means for communication or program information or any other reasonable accommodation need to contact Adair County Extension at 918-696-2253/karen.christie@okstate.edu at least two weeks prior to the event.

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# 4-H Food Showdown

## Scoring Sheet



OSU EXTENSION  
4-H YOUTH DEVELOPMENT

Team Number/Name: \_\_\_\_\_

Recipe or Team Description: \_\_\_\_\_

Secret Ingredients Used in Dish:

Points Earned	Possible Points	Preparation Section of Cooking Challenge	Remarks
	20	<b>Decision Making:</b> Clean, professional appearance based on contest guidelines. Exhibits efficient use of space, logical process in food prep, and planning the recipe. Use of secret ingredients as the focus of recipe. Note taking for presentation.	
	10	<b>Kitchen Safety:</b> Demonstrates knowledge and use of kitchen safety guidelines while preparing recipe. Appropriate knife skills. Clean/uncluttered workspace throughout preparation time. Proper handling of sharp or hot objects.	
	10	<b>Food Safety:</b> Washes hands and surfaces frequently. Properly handle ingredients to avoid cross contamination. Check food temperatures to ensure foods are stored at an cooked to proper internal temperatures. Avoids touching face and hair.	
	20	<b>Preparation:</b> Demonstrates a variety of preparation skills: chopping, whisking, measuring, sautéing, boiling, stirring, etc. Creativity for ingredient use and technique. Team members work effectively together.	
	60	<b>Preparation Subtotal:</b>	

Team Number/Name: \_\_\_\_\_

Recipe or Team Description: \_\_\_\_\_



Points Earned	Possible Points	Presentation Section of Cooking Challenge	Remarks
	10	<b>Effective Communication:</b> Introductions include self, team members, dish prepared and ingredients. Professionally presented with personality and enthusiasm. Eye Contact, voice control, posture. Ability to effectively communicate team's preparation steps and process.	
	15	<b>Nutrition And Safety Knowledge:</b> Explains food groups included in MyPlate. Exhibits knowledge of ingredients used in dish and where they fit. Exhibits knowledge of nutritional benefits of ingredients used. Demonstrates knowledge of appropriate serving size. Understands the principles of food prep for their age and knows how they applied that knowledge to their dish.	
	15	<b>Food Appearance/Quality:</b> Dish has good eye appeal with textures, color and is thoughtfully plated. Utilized secret ingredients creatively, focusing on enhancing tastes and flavors of secret ingredients. Overall creativity and "Wow" Factor.	
	40	<b>Presentation Subtotal:</b>	

<b>Total Score out of 100 points:</b>	
---------------------------------------	--

**Additional Judges Remarks:**

Placing \_\_\_\_\_



# Adair County 4-H Cupcake Wars

Hosted by: Dahlongegah School



**\*\*NO MORE THAN 9 TEAMS PER SCHOOL\*\***  
**\*\*NO MORE THAN 3 TEAMS PER DIVISION\*\***

**PLEASE NOTE:** Participants must be 4-H members enrolled in Adair County 4-H and registration form turned into county office by due date set. A Medical Release form must be done online for each Cupcake Wars participant.

Each team will have a maximum of two members, the team can be mixed ages. However, team will compete in the division oldest member qualifies for. To compete as a senior at District Contest ALL team members must be 14 years old and up.

## RULES OF PLAY

### Cupcake Wars

- Contest will begin with **Juniors** followed by **Intermediates** and then **Seniors**
- Contest will be held at Dahlongegah School
- Teams must be checked in at least 15 minutes before start time.
- Each team will display three cupcakes
- Each team will bring 6 “naked” cupcakes. The cupcakes should have no frosting and be in the paper wrappers only.
- Each team will bring the frosting mixed in bowls. The frosting should not be tinted prior to contest. Teams will tint and place in frosting bags, if needed at the contest. Frosting can be either store bought or homemade. If store bought can be either white or chocolate frosting.
- If teams are using fondant they can use either homemade or purchased fondant. Teams may purchase tinted (colored) fondant to use or may tint fondant off site. Fondant cannot be precut.
- Teams may use purchased edible decorating items. Only edible items can be used on the cupcakes.
- Teams may decorate table per their team theme.

1. There will be three divisions.

**Junior Division:** 8-10 years old

**Intermediate Division:** 11-13 years old

**Senior Division:** 14 years and up

2. An orientation will be provided for all participants.
3. Each team will be directed to a preparation station and will have 3 minutes to set up.
4. Each team will have thirty (30) minutes to prepare the cupcakes and clean up the preparation area. Teams may bring their presentation scripts with them. Teams are allowed one picture no

larger than 8 X 10 of the items they are creating. It must not have any writing or directions on the picture.

5. Electricity will not be available at the contest. Teams should select their recipe with this in mind.
6. Each team must provide their own equipment. Washing facilities will not be available for teams to wash and share equipment.
7. Food Safety: Teams should practice proper food safety and be prepared to discuss food safety practice used by their team in their presentation to the judges. Judges will observe preparation to assist in determining the score.
8. Presentation: Teams may only present only 3 cupcakes to judges. When time is called, each team will present their dish and provide the following information:
  - Introduction
  - Creative Dish Name
  - Two major nutrients
  - Food preparation principles
  - Food safety
    - All team members must participate in the presentation; all team members must have a speaking role.
    - Judging time will include:
      - Four (4) minutes for the presentation (THERE WILL BE NO TASTING)
      - One (1) minute for judges to score (No comments will be given)
    - No talking or writing allowed among any team members while waiting to give the team presentation.
9. Clean-Up: Teams must clean up their preparation areas. Clean-up time is included in the 30-minute preparation allotment. Teams should not plan to have access to a kitchen facility; therefore, dirty dishes should be placed in a plastic container, bag or box to be cleaned at home. Leftover food should be disposed of properly.
10. No leaders or parents are allowed in contest or presentation areas.
11. No animals of any kind.
12. Judges decisions are final.
13. Judges reserve the right to taste.
14. Placings will be based on rankings of teams by judges. Judges' decisions are final. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> placings will be awarded. \*\*\*All Divisions\*\*\* Member will receive a Certificate and ribbon for 1st, 2nd and 3rd places. The Overall Champion and Reserve Champion per division also an invitation to the Achievement Banquet. Winners reserve the right to participate at the District Contest.

Updated 6/25

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## Adair County 4-H Cupcake Wars

Hosted by Dahlongegah School



**\*\*NO MORE THAN 9 TEAMS PER SCHOOL\*\***  
**\*\*NO MORE THAN 3 TEAMS PER DIVISION\*\***

Team Name:

Club:

Team members (Include all team members on one form)      Grade on January 1

- 1.
- 2.

**Age Divisions as Follows:**

**Junior Division:** minimum age 8 and in the 3<sup>rd</sup> grade – 5<sup>th</sup> grade

**Intermediate Division:** 6th Grade - 8th grade

**Senior Division:** grades 9<sup>th</sup> - 12<sup>th</sup>

Adult Contact for Team:

Contact person phone #:

**PLEASE NOTE:** Participants must be 4-H members enrolled in Adair County 4-H and registration form turned into county office by due date set. A Medical Release form must be done online for each Food Showdown participant.

**\*\*Mixed Age group teams are permitted. However, the team will compete in the division of the oldest member. \*\* To compete as a senior at District Contest ALL team members must be 14 years old and up.\*\***

# Adair County 4-H Cupcake Wars Scorecard

Team Name: \_\_\_\_\_

Category: \_\_\_\_\_

Team Members: \_\_\_\_\_

CRITERIA	5	4	3	2	1
<b>Introduction:</b>					
Names Stated					
Club Name mentioned					
Creative Dish Name					
<b>Nutrient Knowledge:</b>					
Team named two key nutrients					
<b>Food Preparation and Safety:</b>					
Steps in preparation					
Food safety concerns					
Food safety practices					
Preparation area cleaned					
<b>Food Appearance/Quality:</b>					
Appearance of Food					
Garnishing					
<b>Presentation Skills:</b>					
Voice					
Poise					

## **Fabric and Fashion Regulations**

### **Purpose:**

- Learn to select and buy fabrics and clothes
- Develop good grooming habits
- To care for clothing items, how to make garments using various construction techniques
- Apply principles of design function to make the home more attractive, convenient, and comfortable within the family's resources.
- Opens doors to vocational or professional careers.

### **Divisions**

**\*\*If child is 8 years old and in the 3rd grade by Sept. 1, they will compete as a 4-H member. Any child with an age or grade below these requirements will compete as a Clover Bud\*\***

- Grades 3-5
- Grades 6-8
- Grades 9-12

### **\*\*Guidelines\*\***

- Fair Category entries are fair entries General Category entries may not be fair eligible
- All participants must be enrolled on Zsuite
- A 4-H member may enter up to three projects in their division (grade) but may ONLY enter ONE project in a category.
- Entries will be released following the awards ceremony at contest
- General Category - Construction guidelines apply for coordinating fair category.
- There is no budget requirement for recycle or upcycle apparel in general category.
- Mastery Sheets not required for contest.
- Categories subject to change yearly to follow Tulsa State Fair Guidelines
- No animals of any kind
- No parents or leaders in contest area
- Judges decisions are final

### **Awards and Recognition**

**\*\*\*All Divisions\*\*\*** Member will receive a Certificate and ribbon for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places in each category. The Overall Champion and Reserve Champion per division will receive certificate and neck ribbon, also an invitation to the Achievement Banquet.

## **Apparel Design & Construction – (ADC)**

### **Grades 3-5**

**Simple Tops** (shirt, tank top, t-shirt, vest, poncho, costume, or any other **similar** simple top). No lined garments. Exhibits in classes 01 and 02 are to be SIMPLE. Exhibit must have two (2) or more of the specific skills/techniques: Buttons, Casing, Hem, Seams, Seam Finishes

**Simple Bottoms** (shorts, capris, pants, skirts, costume, or any other **similar** simple bottom). Garments are not to be lined, have pockets or a zipper. Exhibits in classes 01 and 02 are to be SIMPLE. Exhibit must have two (2) or more of the specific skills/techniques: Hem, Seams, Seam Finishes, Waistband.

**Simple Sewn Fashion Accessory** sewn hat, scarf, bag, wallet, purse, mittens, string-pack or textile based jewelry, or any other **similar** sewn fashion accessory

**Knitted/Crocheted Fashion Accessory** (knitted/crocheted hat, scarf, bag, wallet, string-pack, or textile based jewelry, or any other **similar** knitted/crocheted fashion accessory). Exhibit must have two (2) or more of the specific skills/techniques Crochet, Knitting.

### **Grades 6-8**

**Blouse/Shirt with sleeves and closure.** Exhibit must have two (2) or more of the specific skills/techniques listed under any of the following : Buttons and Buttonhole, Fasteners, Sleeves, Zipper. No jackets, coats or vests.

**Lined or Unlined Bottom with zipper and pocket(s)** Exhibit must have two (2) or more of the specific skills/techniques listed under any of the following

Interfacing/Underlining, Lining, Pockets, Zippers. Pocket style must be one described on the skill sheet.

**Lined or Unlined Two-piece garment** (coordinating top and bottom, jacket/vest with bottom/dress, PJ's, uniform, costume, or any other **similar** two-piece coordinate). Exhibit must have two (2) or more of the specific skills/techniques listed under any of the following Buttons and Buttonhole, Fasteners, Interfacing/Underlining, Lining, Pockets, Sleeves, Zipper.

**Fashion Garment or Accessory** created by Knitting/Crocheting/Tatting/Felting or similar technique. No accessory is to be constructed from commercial/purchased fabric (woven, knit, felt, etc.) Knitted or crocheted exhibit must have two (2) or more of the specific skills/techniques listed under any of the following Crochet and/or Knitting.

## **Grades 9-12**

**One-piece lined or unlined garment** (pants, skirt, coat, jacket, dress, jumpsuit, uniform, formalwear, costume, or any other **similar** garment) with two (2) or more of the specific skills/techniques listed under any of the following : Collar/Cuff, Buttons and Buttonholes, Fasteners, Hem, Interfacing/Under lining/Interlining, Lining, Seam, Seam/Finish, Zipper.

**Two-piece unlined ensemble/coordinate** (coat/jacket/vest/shirt/blouse with dress/pants/slacks/skirt/etc., suit, costume, or any other **similar** two-piece coordinate with two (2) or more of the specific skills/techniques listed under any of the following Collar/Cuff, Buttons and Buttonholes, Fasteners, Hem, Interfacing/Under lining/Interlining, Lining, Seam, Seam/Finish, Zipper.

**Recycling/Upcycling Apparel on a Budget** – Focus is on the skill/technique mastery applied to the recycling/upcycling of a garment with a budget of \$10 (Not required for general category). Must include an expense sheet for any supplies/garments purchased. In kind or on hand supplies (thread, fabric/trim scraps, buttons, interfacing, etc.) used in the design and construction are also to be listed on the expense sheet. Exhibit must include before and after (garment being worn) pictures and a written description of the design and construction process/steps the member undertook.

## **INTERIOR DESIGN & CONSTRUCTION - (IDC)**

### **Grades 3-5**

**Home Accent Kitchen:** apron, food caddy/warmer, appliance cover, message center/board, simple curtains, table cloth, simple table runner, hand/dish towel, potholders, hot pad, lunch bag, (1) placemat, (2) napkins, or any other similar item for the kitchen.

**Simple Storage Bag:** laundry, jewelry, cosmetic/toiletry/shaving/pencil, book/electronic cover, or any other **similar** bag for home/school/office/shop/vehicle/exercise/hobby/barn/etc. No fashion accessory type bags.

### **Grades 6-8**

**Home Accent Bedroom:** Examples: two pillowcases, two coordinating pillows, pair of curtains (no commercially produced linens), or any combination of two coordinating pieces (i.e., blanket/quilt with binding, lamp shade, lap desk, rug-latched/woven/braded/etc., painted floor cloth, any other item) for the bedroom).

**Seasonal Décor sewn from fabric:** table runner, (2) placemats with napkins, wall hanging, yard flag/banner/windsock, centerpiece, decoration, or any other similar item, sewn by hand or machine stitching. This class is not intended for full size quilts/blankets which do not fit “seasonal décor.”

## **Grades 9-12**

**Home Accent Outdoors/Patio/Camping** – any combination of a two-piece coordinate (picnic/BBQ accessories, patio furniture cushions/covers, shades, (1) placemat with napkin (this is a “set” and does not count as a two-piece coordinate), utensil/condiment caddy, insulated carrier, picnic blanket, outdoor sling chair, hammock, sleeping bag, or any other **similar** item not stated for outdoors/patio/camping.

**Design Storyboard** – For an “Ultimate/Ideal” Room. Include color scheme, wall treatment, floor treatment, floor plan, etc. Exhibit will consist of a multimedia presentation, notebook or story board (matte or foam core board 20” x 15”) with above items and a description of what was learned. Project can include but not limited to pictures, samples, diagram of room arrangement, drawings, narration, cost comparison of supplies, arrangements and budget/cost, etc. for project. See Storyboard instruction sheet.

**Recycled/Upcycled Furniture** – painted, stained, refinished, decoupage, tiled and/or upholstered furniture, or any other appropriate technique not stated. **MUST** include before and after (furniture displayed, showing how it was designed to fit a room’s décor) photos, a description of the process who it was made for, why the need, any special considerations, or any other pertinent information supporting the finished product. See Recycle and Redesign instruction sheet.

## **HOBBIES/TEXTILE DESIGN AND CONSTRUCTION - (HTDC)**

### **Grades 3-5**

**Decorative Textile Technique:** Skill techniques(s) being mastered/learned - screen printing, transfer printing, fabric pens, tie dye, batik, stenciling, block printing or a **similar** method applied to a textile foundation such as a piece of clothing (shirt/apron/accessory/etc.), home décor (wall-hanging/picture/pillow/rug/pillowcase/etc.) purchased or sewn by the exhibitor.

**Simple Sewn Stuffed animal**, doll or puppet with both hand and machine stitching techniques.

Focused on showing technique mastery/what was learned constructing the finished product.

### **Grades 6-8 & Grades 9-12 (Note: may not qualify for Tulsa State Fair)**

**Decorative Textile Technique:** Design and construction of an apparel/fashion accessory or home décor item from fabric created **using two (2) or more decorative textile techniques**

**Machine Pieced and/or Machine Appliquéd Item** finished with Machine Quilting. Quilting must be done by the exhibitor. Examples might include: picture or wall art, pillow, bag, doll quilt, lap robe, table runner, etc. Focus is 1) on the mastery of one or more “machine pieced or appliquéd technique(s),” 2) creativity, and 3) mastery of the use of the elements and principles of design.

Updated 6/25

Persons who require alternative means for communication or program information or any other reasonable accommodation need to contact Adair County Extension at 918-696-2253/karen.christie@okstate.edu at least two weeks prior to the event.

Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, national origin, marital status, disability, or veteran status with regard to employment, educational programs and activities, and/or admissions.



# ADAIR COUNTY 4-H FABRICS AND FASHION CONTEST ENTRY FORM

**\*\*If child is 8 years old and in the 3rd grade by Sept. 1, they will compete as a 4-H member. Any child with an age or grade below these requirements will compete as a Clover Bud\*\***

**NAME:**

**GRADE**

**CLUB**

## Fair Category

### Grades 3-5

#### ADC

- ☐ Simple top
- ☐ Simple Bottom
- ☐ Sewn Fashion Accessory
- ☐ Knitted/Crochet/Yarn/Thread Fashion Accessory

#### IDC

- ☐ Home Accent Kitchen
- ☐ Bags

#### HTDC

- ☐ Simple Sewn Stuffed Animal
- ☐ Decorative Textile Technique

### Grades 6-8

#### ADC

- ☐ Blouse/Shirt with Sleeves and Closure
- ☐ Bottom with zipper and pocket
- ☐ Two Piece Garment
- ☐ Fashion Garment

#### IDC

- ☐ Home Accent Bedroom
- ☐ Seasonal Décor sewn from fabric

#### HTDC

- ☐ Decorative Textile Technique
- ☐ Machine Pieced and/or Machine Appliqued

### Grades 9-12

#### ADC

- ☐ One Piece lined or unlined garment
- ☐ two piece ensemble/coordinate
- ☐ Recycle or Upcycle Apparel

#### IDC

- ☐ Home accent outdoors
- ☐ Design Story Board
- ☐ Recycled/Upcycled Furniture

#### HTDC

- ☐ Decorative Textile Technique
- ☐ Machine Pieced and/or Machine Appliqued

## General Category (May not be eligible for fair entry)

### Grades 3-5

#### ADC

- ☐ Simple top
- ☐ Simple Bottom
- ☐ Sewn Fashion Accessory
- ☐ Knitted/Crochet/Yarn/Thread Fashion Accessory

#### IDC

- ☐ Home Accent
- ☐ Bags

#### HTDC

- ☐ Simple Sewn Stuffed Animal
- ☐ Decorative Textile Technique

### Grades 6-8

#### ADC

- ☐ Simple top
- ☐ Simple Bottom
- ☐ Sewn Fashion Accessory

#### IDC

- ☐ Home Accent
- ☐ Seasonal Décor

#### HTDC

- ☐ Textile Création
- ☐ Décorative Textile Technique

### Grades 9-12

#### ADC

- ☐ Simple top
- ☐ Simple Bottom
- ☐ Sewn Fashion Accessory
- ☐ Recycle or Upcycle Apparel

#### IDC

- ☐ Home accent
- ☐ Design Story Board
- ☐ Recycled/Upcycled Furniture

#### HTDC

- ☐ Textile Creation
- ☐ Decorative Textile Technique

## **4-H PUBLIC SPEAKING CONTEST**

The 4-H public speaking contest hosted by Maryetta School is designed to promote a greater interest in public speaking and to allow all 4-H members the opportunity to develop and polish their public speaking skills.

### **Objectives:**

- To learn the different types of presentations - regular talk, illustrated talk and demonstration.
- Practice public speaking and leadership
- To properly plan, develop and deliver a presentation.
- To learn to receive feedback
- Opens doors to vocational or professional careers.
- Develop socially by working with fellow 4-H members

### **Who can participate:**

Youth, Age 8-19, ENROLLED and actively involved in 4-H projects.

**\*\*If child is 8 years old and in the 3rd grade by Sept. 1, they will compete as a 4-H member. Any child with an age or grade below these requirements will compete as a Clover Bud\*\***

**Entries:** All participants must complete an entry form and return it to the OSU Extension office by the designated due date.

Specific categories will be determined by the number of entries. The following is a **SAMPLE** used in previous years:

3 <sup>rd</sup> Grade	Regular Talk Illustrated Talk Individual Demonstration Team Demonstration		
4 <sup>th</sup> Grade	Regular Talk Illustrated Talk Individual Demonstration Team Demonstration	5 <sup>th</sup> Grade	Regular Talk Illustrated Talk Individual Demonstration Team Demonstration
6 <sup>th</sup> Grade	Regular Talk Illustrated Talk Individual Demonstration Team Demonstration	7 <sup>th</sup> Grade	Regular Talk Illustrated Talk Individual Demonstration Team Demonstration
8 <sup>th</sup> Grade	Regular Talk Illustrated Talk Individual Demonstration Team Demonstration	9 <sup>th</sup> -12 <sup>th</sup>	Regular Talk Illustrated Talk Individual Demonstration Team Demonstration

<b>Specials</b>	<b>Jr. 8-13</b>	<b>Sr. 14-19</b>
Breads	Jr & Sr	1 Team and 1 Individual
Dairy Products	1 division	1 Team and 1 Individual
Peanut	1 division	1 Team <u>or</u> 2 Individual
Pork	1 division	1 Individual
Powerpoint	Jr & Sr	1 Individual per division
Beef	Jr. & Sr.	1 Individual
Clothing		1 Individual per division
Conservation	Jr. & Sr.	1 Individual
Electric	Jr. & Sr.	1 individual per division
Commercial Banking	Jr. & Sr.	1 Individual per division
Com. Convenience	Age 16-18	1 Individual per division
Food Cooperative		1 Individual

### **Guidelines**

- No animals of any kind
- No weapons of any kind
- Judges decisions are final
- Parents are allowed in contest room if space allows
- Food Demos need to bring wipes to clean space for next competer

### Awards:

Certificates and ribbons will be given for 1<sup>st</sup>, 2<sup>nd</sup> And 3<sup>rd</sup> places day of event. Champions and reserve champions in each division and special awards Champions will receive invitation to the Achievement Banquet.

### Special Categories:

Some special awards are provided by State and National Donors. Local Sponsors also provide awards. Specific requirements are outlined on the following pages.

## STATE AND NATIONAL SPONSORS SPECIAL CATEGORIES 4-H SPEECH & DEMONSTRATION CONTEST Given at annual Achivement Banquet

### **1. BREAD - Cornmeal and Wheat Flour**

**Can receive only once per division**

1 Jr. (Age 13 and under)  
1 Sr. (Age 14 and over)  
1 Team (2) Demonstration AND  
Individual (1) Illustrated Talk or Demonstration

Yeast bread or quick bread, muffins, biscuits, cornbread, griddle cakes, waffles.

## **2. DAIRY PRODUCT**

**Can receive only once**

- 1 Team (2) Demonstration AND
- 1 Individual (1) Demonstration or Illustrated Talk

Milk, cheese, butter, cream, ice cream, yogurt, cultured products

## **3. PEANUT - Peanut Production or Peanut Food Nutrition**

**Can receive only once**

- 1 Team (2) Demonstration OR
- 2 Individual (1) Illustrated Talk or Demonstration

Presentations must relate to peanut production, processing, or marketing, or food recipes, using peanuts or peanut products.

## **4. SWINE - Pork Production**

**Can receive only once**

- 1 Individual (1) Demonstration or Illustrated Talk

Pork - related illustrated talk or demonstration which promotes pork as a food or pork production.

### **LOCAL SPONSORS**

### **SPECIAL CATEGORIES**

### **PUBLIC SPEAKING CONTEST**

Given at annual Achievement Banquet

### **BEEF - Adair Co. Cattlemens**

**Can receive only once.**

- 1 Individual Illustrated Talk or Demonstration

Beef - related illustrated talk or demonstration which promotes beef as a food or beef production.

### **CLOTHING**

Individual Demonstration or Illustrated Talk

**Can only receive once in each division**

1 Jr. (Age 13 and under)

1 Sr. (Age 14 and over)

Participants must be enrolled and actively involved in the 4-H Fabrics and Fashions project. Presentation topics may relate to CONSTRUCTION, PERSONAL IMAGE, TEXTILE SCIENCE AND CARE, OR CONSUMER EDUCATION.

### **CONSERVATION - Adair County Conservation District**

#### **Receive only once**

Individual presentation (Not to exceed 7 minutes).

Participants must be enrolled and actively involved in Natural Resources and/or Plant Science 4-H projects. The purpose of this award is to promote Soil and Water Conservation and to prepare young boys and girls for advanced competition sponsored by the Soil Conservation Districts

### **ELECTRIC - Ozarks Electric Co-Op**

#### **Receive only once per division**

Individual presentation (Not to exceed 7 minutes).

1 Jr. (Age 13 and under)

1 Sr. (Age 14 and over)

Participants must be enrolled and actively involved in Mechanical Sciences and/or Safety projects. The purpose of this award is to increase awareness of the important effects electric energy has on man and his environment

### **COMMERCIAL BANKING - Personal Money Management**

#### **Carson Community Bank – Can only receive once per division**

Individual Illustrated Talk (Not to exceed 12 minutes)

1 Jr. (Age 13 and under)

1 Sr. (Age 14 and over)

The purpose of this activity is (1) to learn about the functions and services of banks in Oklahoma, (2) to learn the fundamentals of the various aspects of personal money management, (3) to further stress the importance of illustrated talks as a tool in teaching subject matter.

### **COMMERCIAL CONVENIENCE FOODS - Jr and Sr Divisions- Zion School**

Individual Demonstration, (Not to exceed 8 minutes) **Can only receive once per division**

1 Junior (Age 12 and under)

1 Senior (Age 13 and over)

Participants must be enrolled and actively participating in the Revised 4-H Food Science Projects. The purpose of this awards program is to promote the use of commercial convenience foods in meal preparation. The presentation should focus on the use of one of the following: commercial frozen foods, commercial freeze dried foods, commercial dried foods and/or commercial canned foods. The presentation should include nutrition and consumer information

## **COOPERATIVE - Crozier Auction Service**

**Can only receive once**

Individual only- must be 16 years of age and not over 18; must have completed sophomore year.  
Illustrated Talk - Not to exceed 12 minutes

The purpose of this presentation is to explain the cooperative business with the use of visuals.  
A comparison may be made with the following types of business:

Individual Business  
Business Partnerships  
General or Ordinary Business Corporations

## **POWERPOINT - Cy & Celena Bray at CLD Tech**

1 Junior (Age 12 and under)  
1 Senior (Age 13 and over)

**Contest Rules: Can only receive once per division**

Power points may ONLY be used in the Power Point Special Category Only . No other power points will be accepted!

## **YEARLY SPECIAL- IMPROMPTU**

### **Contest Rules:**

1. Contestant will select a topic for their speech by randomly drawing three topics from a pool of topics. They will select one topic and return the other two. A maximum of one minute will be allowed for this process. Questions will be relative to today's youth and may include current events, 4-H, and/or social issues.
2. No two contestants will speak on the same topic in the same year.
3. 3 categories:
  - a. Junior- 8-10 years old
  - b. Intermediate- 11-13 years old
  - c. Senior- 14 years old and up
4. Contestants are not allowed to present any items to the judges and may not use any costumes, posters, visual aids, or props for their presentation and Contestants.
5. Contestants will be allowed a period of time to prepare their speech and give their speech.
  - a. Jr. times: 5 minutes to prepare speech, 1-5 minutes max to give speech
  - b. Int. times: 5 minutes to prepare speech, 2-5 minutes to max give speech
  - c. Sr. times: 4 minutes to prepare speech, 3-5 minutes max to give speech
6. Contestants will be allowed to organize their thoughts on a 5x7 blank note card (supplied)
7. Ties will be broken by the judges.

### **Awards:**

Champions in each Impromptu division will win registration, paid in full, to a 4-H youth conference.(Multi County Camp, Roundup, YIA, etc.)

# ADAIR COUNTY PUBLIC SPEAKING CONTEST

**Check one** if entering a **Special Category**

## Impromptu

Bread	Dairy Products	Peanut	Pork
Beef SPS	Com. Banking	Clothing	Cons.
Electric	Com. Con. Food	Power Point	Clover Bud

**\*Power points may ONLY be used in the Power Point Special Category Only . No other power points will be accepted!\***

Each member may enter in only one category. Up to **8 minute** time limit on all speeches including set up and clean up.

---

Name	School	
Grade in School	Age	
Name of Team Member	Grade in School	Age
<b>Presentation:</b> Speech	Illustrated Talk	
Demonstration: Individual	Team	
<b>Title of Presentation</b>		

**\*\*If child is 8 years old and in the 3<sup>rd</sup> grade by Sept. 1, they will compete as a 4-H member. Any child with an age or grade below these requirements will compete as a Clover Bud\*\***

---

## JUDGES SECTION: DO NOT WRITE BELOW THIS LINE.

### Speaker:

Possible Points 25

Appearance (Neat, appropriate)  
Voice (clear, fluent, voice control, pronunciation, articulation, projection)  
Poise and Posture (cheerful, confident, and erect)

### Presentation:

Introduction (short, complete, interesting)  
Organization of Material  
Delivery (smooth, appropriate speed, voice variations)  
Conclusion (adequate and effective)  
General Effect of presentation  
Interest to Audience

Possible Points 50

### FOR ILLUSTRATED PRESENTATION ONLY:

Proper Use of Visual Aids and Equipment  
Use of Appropriate Materials to "Show" Main idea  
Props (Well managed, neat work space)

### Comments:

### Subject Matter:

Originality  
Speaker's Understanding of Subject Matter  
Suitability of Topic (specific)  
Information (accurate, up-to-date, complete)

Possible Points 25

### Comments:

**TOTAL POINTS**

**Note to Judges:** Please rank the top three (3) in the contest. Upon completion of the contest, give the score sheet to the supervising adult who will take them to contest registration area.

**Placing if one of top three**

UPDATED 6/25



## **JOB READINESS CONTEST**

Job readiness is a set of skills and behaviors needed for any job youth may be interested in. These are often referred to as soft skills, and include things like communication, problem solving, teamwork, work ethic, and time management. The 4-H Job Readiness Contest gives 4-H members the opportunity to practice these skills in the format of applying for a job.

### Objectives:

- Select clothing and accessories appropriate for interview
- Practice appropriate hygiene and grooming practices.
- Learn to fill out the application and creating resume and cover letter.
- Opens doors to vocational or professional careers.

### Who Can Participate:

- 4-H members must be actively enrolled.
- Intermediate Division (11- 13 years old)
- Senior Division (14 and up)

### Specific Requirements:

Intermediate 4-H Members may choose one of two jobs in their division:

- \* Retail Sales Associate
- \* Kennel Assistant

Senior 4-H Members may choose one of four jobs in their division:

- \* Retail Sales Associate
- \* Kennel Assistant
- \* Equine Barn Student Assistant
- \* Greenhouse Worker

### Guidelines:

No animals of any kind  
Judges decisions are final  
No parents or leaders in contest area.

### School/Club Responsibility & Awards:

Leaders/Parents will be responsible for submitting the 4-H members application, cover letter and resume to [karen.christie@okstate.edu](mailto:karen.christie@okstate.edu) by set date. Entries should be filled out digitally or written by 4-H members.

Youth will be contacted one week before the contest through leaders to sign up for an interview time on contest date. Interviews will be held in person at contest location.

\*\*\*All Divisions\*\*\* 4-H members will be judged based on

Member will receive a Certificate and ribbon for 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> place in each category. The Overall Champion and Reserve Champion per Division will receive certificate and neck ribbon, also an invitation to the Achievement Banquet.

Persons who require alternative means for communication or program information or any other reasonable accommodation need to contact Adair County Extension at 918-696-2253/[karen.christie@okstate.edu](mailto:karen.christie@okstate.edu) at least two weeks prior to the event.

# Intermediate Job Position

## Kennel Assistant

Clover Kennels is a fast-growing pet service devoted to caring for our furry friends while their humans are away from home. We take pride in the hospitality and care we provide to the animals that stay with us.

### Basic Job Requirements:

- Love of animals and ability to work with them safely and confidently
- Knowledgeable in (or willing to learn) vaccine protocols, parasite prevention, and boarding requirements
- Experience with animal care is preferred, but not required.

### Responsibilities may include, but are not limited to:

- Assist in scheduling boarding appointments
- Greet humans and pets with kindness and reassurance
- Serve meals and clean kennels
- Provide exercise for pets
- Kennel Assistants are required to work at least one weekend day (Saturday and/or Sunday) per week.

Pay: \$9.50/hour

# Intermediate Job Position

## Retail Sales Associate

Communication is key in our store! If you enjoy helping people, our company provides you the opportunity to assist customers find just the right items for their needs. In addition to being a friendly face for our customers, you will also help keep your department clean and tidy, well stocked, and work as a team with your coworkers.

### Basic Job Requirements:

- Customer service skills & the ability to help maintain a customer focused culture
- Ability to work as part of a team and interact with different levels from hourly team members, customers, vendors, and corporate representatives
- Organizational skills to keep your area tidy and well stocked.

### Responsibilities include but are not limited to:

- Answer customer questions and assist them in finding products
- Share product knowledge with customers
- Prepare merchandise and designing displays
- Maintain a clean and tidy space
- Assist with inventory
- Create a positive customer experience and work environment

Pay: \$12.00/hour

# Senior Job Position

## Kennel Assistant

Clover Kennels is a fast-growing pet service devoted to caring for our furry friends while their humans are away from home. We take pride in the hospitality and care we provide to the animals that stay with us.

### Basic Job Requirements:

- Love of animals and ability to work with them safely and confidently
- Knowledgeable in (or willing to learn) vaccine protocols, parasite prevention, and boarding requirements
- Experience with animal care is preferred, but not required.

### Responsibilities may include, but are not limited to:

- Assist in scheduling boarding appointments
- Greet humans and pets with kindness and reassurance
- Serve meals and clean kennels
- Provide exercise for pets
- Kennel Assistants are required to work at least one weekend day (Saturday and/or Sunday) per week.

Pay: \$9.50/hour

# Senior Job Position

## Retail Sales Associate

Communication is key in our store! If you enjoy helping people, our company provides you the opportunity to assist customers find just the right items for their needs. In addition to being a friendly face for our customers, you will also help keep your department clean and tidy, well stocked, and work as a team with your coworkers.

### Basic Job Requirements:

- Customer service skills & the ability to help maintain a customer focused culture
- Ability to work as part of a team and interact with different levels from hourly team members, customers, vendors, and corporate representatives
- Organizational skills to keep your area tidy and well stocked.

### Responsibilities include but are not limited to:

- Answer customer questions and assist them in finding products
- Share product knowledge with customers
- Prepare merchandise and designing displays
- Maintain a clean and tidy space
- Assist with inventory
- Create a positive customer experience and work environment

Pay: \$12.00/hour

# Senior Job Position

## Equine Barn Student Assistant

Clover Equestrian Center is hiring motivated and enthusiastic Equine Barn Student Assistants. Students need no prior horse or barn work experience, you will be training on the job under the direction of one of our Equestrian staff members. This position is an opportunity to learn, develop horse handling skills and would be ideal for someone interested in pursuing a career in the Equine, Agriculture, or Veterinary Industries.

### Basic Job Requirements:

- This is a physically demanding job, must be able to lift 40 pounds
- Work in various weather conditions
- Ability to dress for all weather, including waterproof work boots and work gloves.

### Responsibilities may include, but are not limited to:

- Daily horse care
- Barn chores
- Facility maintenance
- Assisting lesson students before and after lessons

Pay: \$9.50/hour

# Senior Job Position

## Greenhouse Worker

Greenworks Greenhouse is a local greenhouse that provides a space for customers to shop for seasonal plants and ask questions about proper plant care.

Basic Job Requirements:

- Knowledge of basic horticulture preferred but not required
- Job will require frequent standing, kneeling, bending, and the ability to lift up to 50 pounds
- Basic money handling skills

Responsibilities may include, but are not limited to:

- Attend to customers' needs and questions
- Conduct cash register transaction
- Water, weed, deadhead, and prune plant stock
- Assist in unloading deliveries
- Assist with maintenance of property gardens
- General cleaning and organizing of greenhouse and retail space.

Pay: \$10.00/hour

## Application for Employment

Name

Telephone Number

First

Middle Initial

Last Address:

Street

Apt/Suite#

City

State

Zip

How long at this address

Previous Address

Position you are applying for

Full-time

Part-Time

Either

Are you under the age of 18 Yes No

Are you legally able to work in the United States: Yes No

Date available to work Referred by

Have you worked for this company before? If so, when?

Do you have a relative who is employed by our company? Yes No

If so, when and where were they employed?

### EDUCATION

	School name, City and State	Did you graduate	Degree/Courses	GPA
		Yes/No		
Elementary School				
High School				
College				
Other				

SKILLS (OFFICE)	Yes/No
Microsoft Word	
Excel	
Powerpoint	
Publisher	



**EMPLOYMENT HISTORY**

Employer	Address	Telephone
Position	Date of Employment From	To
Salary/Wages (per hour)		Mo/Yr Mo/Yr
Duties		
Reason for Leaving		

Employer	Address	Telephone
Position	Date of Employment From	To
Salary/Wages (per hour)		Mo/Yr Mo/Yr
Duties		
Reason for Leaving		

Employer	Address	Telephone
Position	Date of Employment From	To
Salary/Wages (per hour)		Mo/Yr Mo/Yr
Duties		
Reason for Leaving		

**REFERENCES****PERSONAL**

Name	Address	Telephone
1		
2		

**PROFESSIONAL**

Name	Address	Telephone
1		
2		

## **APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize our company to verify their accuracy and to obtain reference information on my work performance. I hereby release our company from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant

Date:

# Job Readiness Scoresheet

Name: \_\_\_\_\_

County \_\_\_\_\_



Job Category:

<input type="checkbox"/>	Team Member
<input type="checkbox"/>	Retain Cashier - Full-time or Part-time
<input type="checkbox"/>	Assistant Manager
<input type="checkbox"/>	Maintenance Person

Evaluation Criteria	Needs Improvement	Good	Excellent	SCORE	Comments
Application Complete					
Resume Complete & Appropriate					
Phone Call for interview appropriate					
Interview attire suitable for specific job					
Ability to express self					
Made eye contact with interviewers					
Friendly, poised and confident					
Neatly groomed with good posture					
Understanding of the job					
Follow-Up letter - Business-like letter - neat, legible, proper grammar					
TOTAL (50 points possible)					

Judges Signature: \_\_\_\_\_