

Adair County 4-H Handbook 2023-2025



Enrollment & Guidelines



4-H Enrollment "Youth"



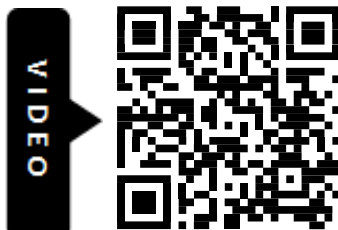
NEW Enrollment System Fall 2021



<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.

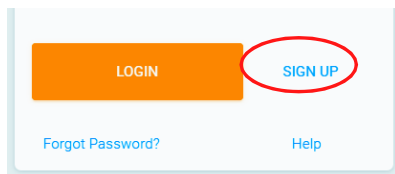
Household profile will include youth members and adult volunteers.

- **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 _____

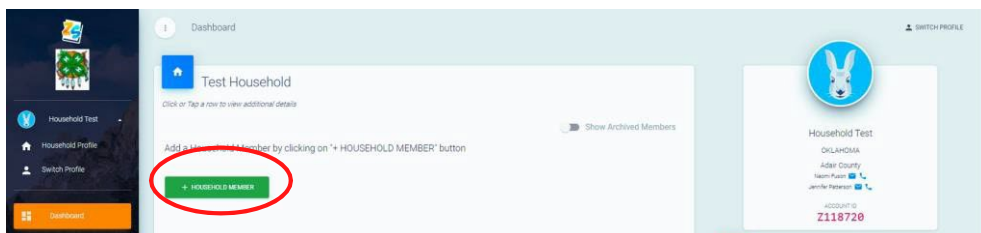
Password _____

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



Creating Youth Enrollment

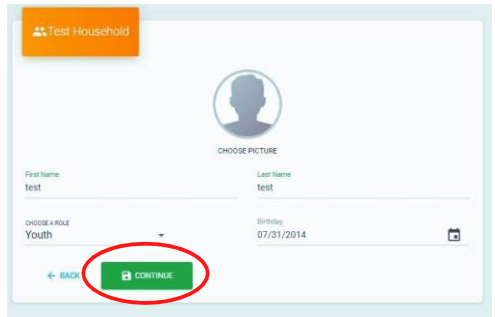
Click '+ Household Member' to start a new member profile.



Complete required fields and other requested information.

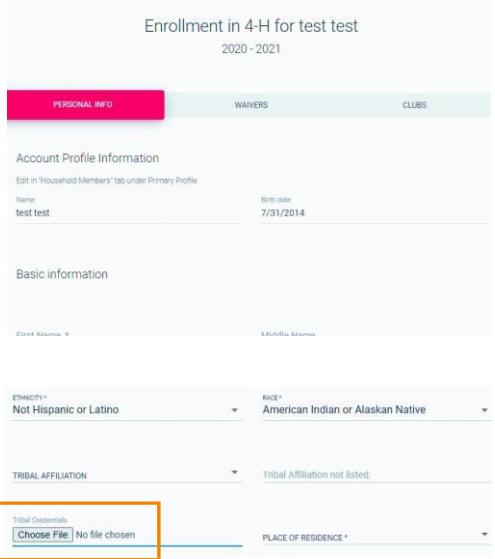
Dates with a single digit must have a '0' in front of the number.

Example: July 31, 2014 birthday, must be entered as 07/31/2014.



The screenshot shows a web form titled "Test Household". It includes fields for "First Name" (test), "Last Name" (test), "CHOOSE A ROLE" (Youth), and "Birthday" (07/31/2014). A "CHOOSE PICTURE" button is at the top. At the bottom, there are "BACK" and "CONTINUE" buttons. The "CONTINUE" button is highlighted with a red circle.

If autofill is working, make sure information is correct.

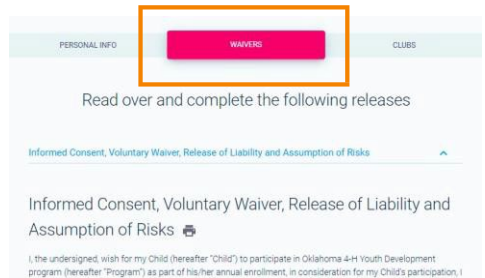


The screenshot shows the "Enrollment in 4-H for test test" page for the year 2020-2021. It has tabs for "PERSONAL INFO", "WAIVERS", and "CLUBS". Under "PERSONAL INFO", there is "Account Profile Information" (Name: test test, Birth date: 7/31/2014) and "Basic information" (Ethnicity: Not Hispanic or Latino, Race: American Indian or Alaskan Native, Tribal Affiliation: Tribal Affiliation not listed). The "Tribal Credentials" section has a "Choose File" button and "No file chosen" text, which is highlighted with an orange box. There is also a "PLACE OF RESIDENCE" field.

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 highlighted with an orange box. Below the tab, it says "Read over and complete the following releases". There is a section for "Informed Consent, Voluntary Waiver, Release of Liability and Assumption of Risks" with a "Read" icon.

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.

Health Form
Date Medical Information ENTERED, REVIEWED and/or UPDATED
Youth Name
Address
City
State
Zip
Birthdate
GENDER AT BIRTH

- 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.'

Choose a Club
COUNTY: GAR COUNTY
A.C.R.E.S Home School 4-H Club
Adair County Rabbit & Poultry Club
Bell 4-H Club
Dahlonega 4-H Club
Maryetta 4-H Club
Peavine 4-H Club
SAVE FOR LATER
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.

ame	Amount
use Enrollment Fee for test test	\$20.00
ansaction Fee:	\$0.00
total Due:	\$20.00

+ ADD ENROLLMENT SUBMIT & PAY LATER-IN PERSON
PAY WITH CREDIT CARD

Test Household
Click or Tap a row to view additional details
test test YOUTH PERSONAL PRESENT
Year: 2020 - 2021
UPDATE ENROLLMENT YOUTH EVENTS YOUTH PROJECTS
+ HOUSEHOLD MEMBER PAY FOR ENROLLMENTS

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

4-H Enrollment "Volunteer"



NEW Enrollment System Fall 2021



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

Video Demonstration - Adult

<https://youtu.be/WDkQZ4v8mn8>

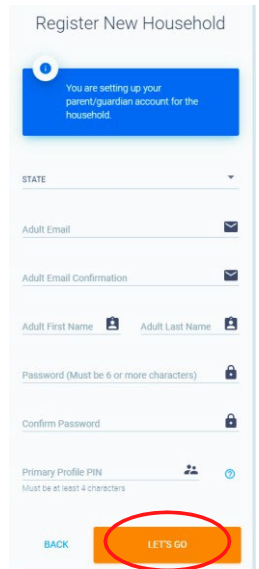
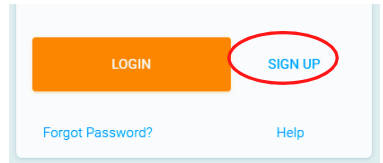


One Profile per family.

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.

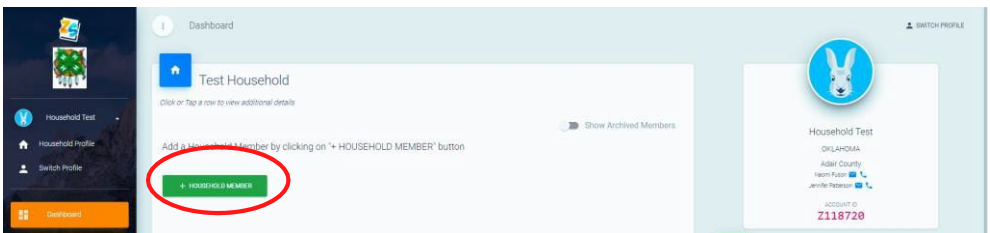


Email _____
Password _____

- ♦ 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.



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.

The screenshot shows a user profile for 'test test' under the heading 'Test Household'. At the top, there are buttons for 'HOUSE' and 'PENDING PAYMENT'. Below the profile name, there are buttons for 'VOLUNTEER' and 'IN PROGRESS'. A 'Year' dropdown is set to '2020 - 2021'. A note states: '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/Cloverbud/Project Leaders and/or general Club Volunteers, Chaperones, 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.' At the bottom, there are buttons for '> CONTINUE: ENROLLMENT', 'VOLUNTEER EVENTS', '+ HOUSEHOLD MEMBER', and 'PAY FOR ENROLLMENTS'.

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

Complete required fields and other requested information.

This screenshot shows the profile page with a 'CHOOSE A ROLE' dropdown menu set to 'Volunteer'. The 'CONTINUE' button is highlighted with an orange box.

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

This screenshot shows the 'Email - if different from family email' field highlighted with an orange box. Other fields like 'City' and 'State' are also visible.

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.

The screenshot shows the 'Enrollment in 4-H for test test 2020 - 2021' page. It has tabs for 'PERSONAL INFO', 'WAIVERS', and 'CLUBS'. Under 'PERSONAL INFO', there is 'Account Profile Information' with a link to 'Edit in "Household Members" tab under Primary Profile'. The 'Name' field is 'test test' and the 'Birth date' is '7/31/2014'. Below that is 'Basic information' with 'First Name' and 'Middle Name' fields.

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.

NEW 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 OCEES-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 WAVERS 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 WAVERS CLUBS

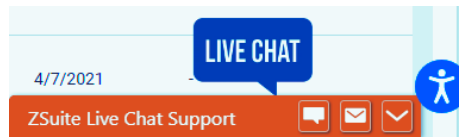
Optional: Click the Add Club button to add one or more Clubs

+ ADD CLUB

PREVIOUS SAVE FOR LATER SUBMIT

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

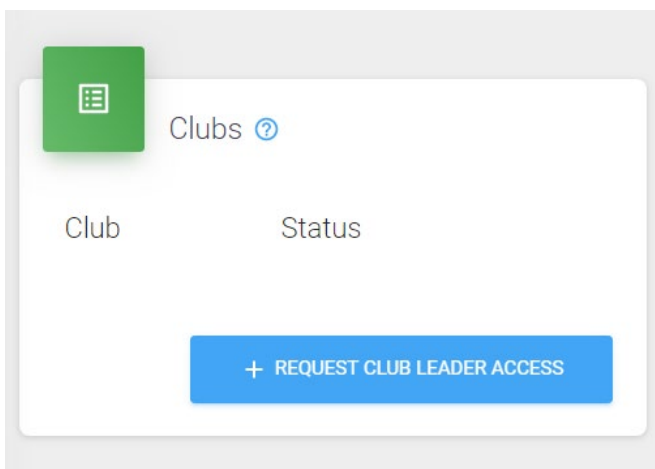
ZSuite also offers an Accessibility Adjustments feature for your convenience.



Accessing Club Management tools

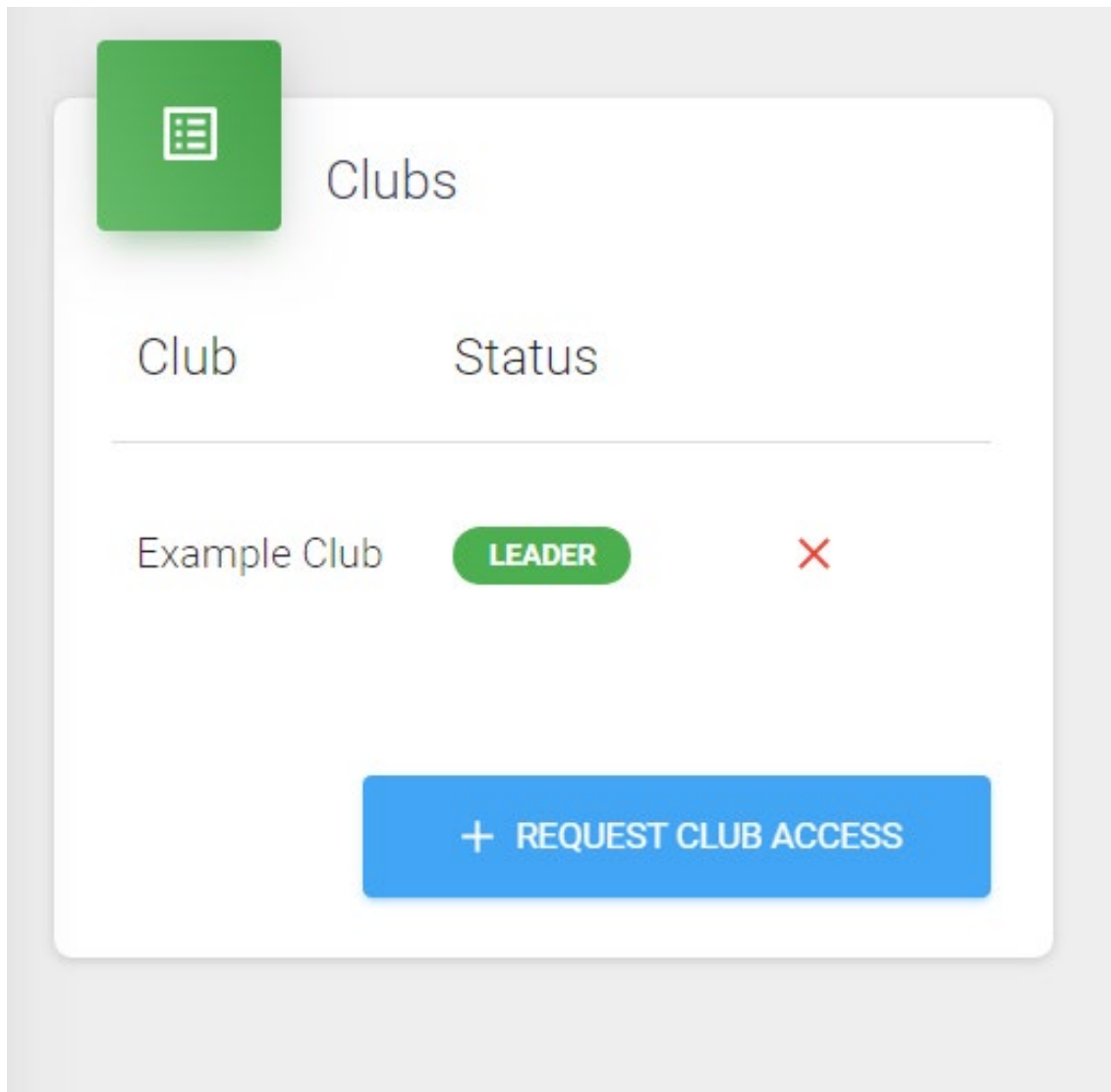
Club Leaders are exceptionally wonderful human beings, so we want to make sure that you have everything you need to make life easier.

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.

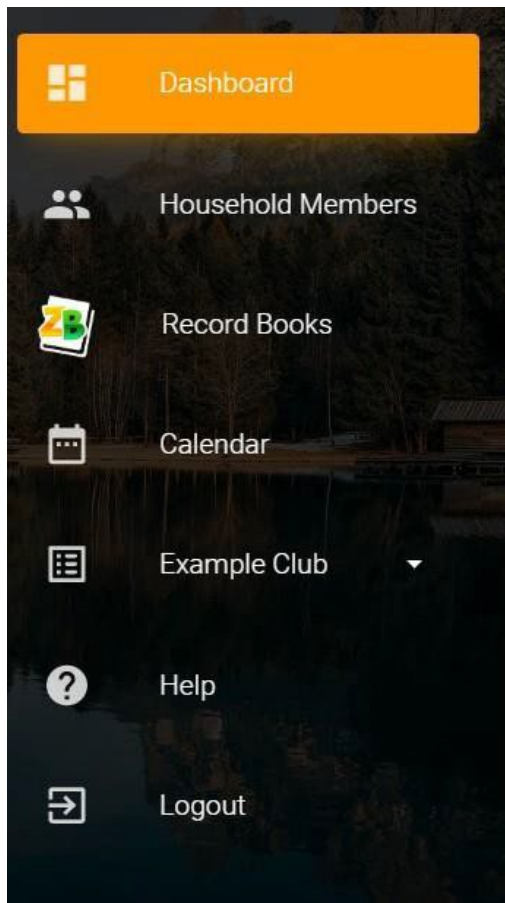
2) Check your status on the "Request Club Access".



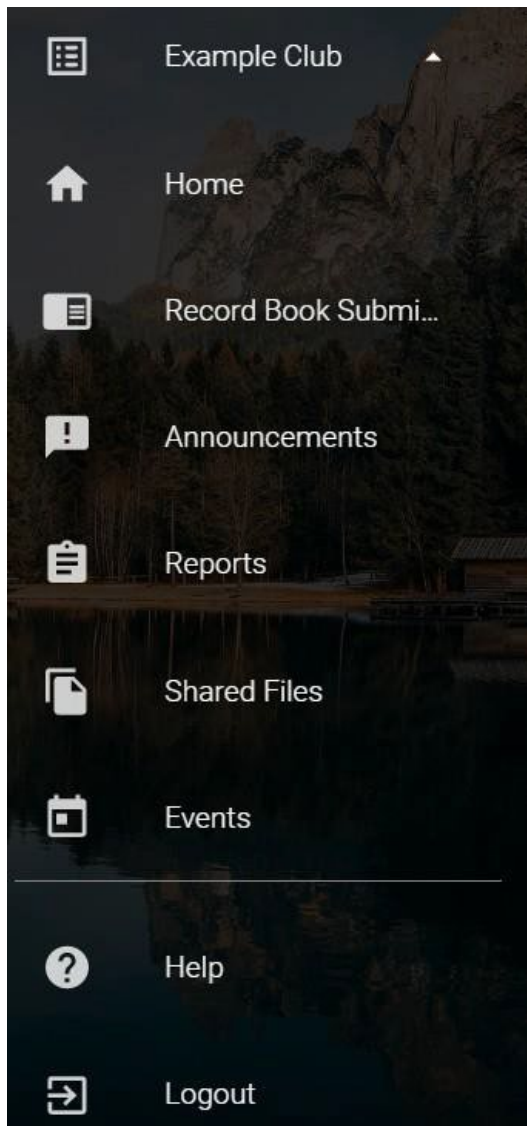
3) When you are approved as a club leader, your club will be in the navigation bar, you will see an arrow beside the club name.

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.



Copyright © 2019-2020 by ZSoft Technologies, Inc. All Rights Reserved.



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.

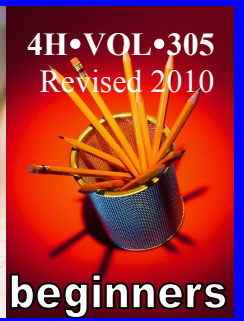
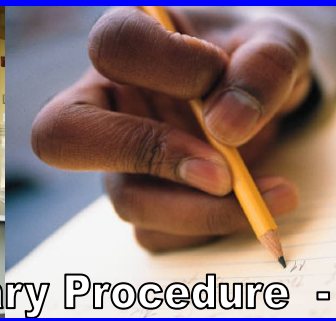
4-H Motto

*“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.





4H•VOL•305
Revised 2010

4-H Parliamentary Procedure - beginners



THE CLUB MEETING

Life Skills we learn in a 4-H meeting.

Cooperation— to work or act together for a common purpose or mutual benefit.

Contributions to Group Efforts— to give or supply along with others for a common purpose.

Managing Feelings — expressing one's feelings appropriately and in proportion to circumstance.

Critical Thinking— strategies for analyzing, comparing, reasoning, and reflecting focused on deciding what to believe or do; discovering meaning; building connections with past learning.

Style of Meeting

Parliamentary Procedure and controlled discussion practiced by a chair or officer. This style is most often used for committee work.

Formal—*Clear-cut* agenda and standard Parliamentary Procedure followed by officers and membership.

A simple meeting format is a great way to be introduced to the life skills of *Contributions to Group Efforts* and *Managing Feeling*. As skills mature informal meetings, often referred to as committee meetings, provide opportunity for developing "Cooperation and *Critical Thinking*" skills. Youth begin learning to research, make motions and write reports in the process.

The simple and informal meeting styles develop confidence for formal meetings.

Parliamentary Procedure, simply put, is the rules for making sure the 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.

"Parli Pro" is not as scary when the members, officers and volunteers learn and use the skills.

Skills should be developed over time, gradually increasing the level of information and its practical use. As the age of members increase, so should the "Parli-Pro" skill level.

There are three styles of meetings which could be applied to the 4-H club experience.

Simple—no *formal* agenda; open group discussion. This form might take place during a project group meeting.

Informal—*flexible* agenda, basic



Parts of a 4-H Club Meeting

There are six individual parts of a 4-H meeting.

1. Opening Ceremony - 4-H Ritual and Pledge
2. Monthly Business Meeting
3. Educational Program—

which includes Speeches/ Demonstrations Done by Members

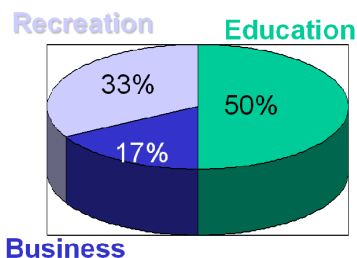
4. Recreation
5. Refreshments (optional)

Lets visit each part of the meeting and why it is important to the members and club.



Parts of the Agenda

1. Call to Order
2. Opening with Pledges and Ritual
3. Roll Call/Sign In
4. Introduction of Guests
5. Minutes and Correspondence
6. Treasurer's Report
7. Reports of Committees
8. Unfinished Business
9. New Business
*(Unfinished and New business are items requiring a decision. It is **not** a time for committee work or announcements.)*
10. Announcements
11. Adjournment



Opening Ceremonies

the 4-H pledge. The ritual is a excellent reminder of what it means to be a member.

Thought for the Day

Optional—This is an opportunity to present the group with a thoughtful challenge or inspirational message. The message could tie into the meetings program.

Call to Order

The meeting usually is opened by the president who says: *“The meeting will now come to order.”* Meetings should begin on time and should close on time.

Ritual/Pledge

The 4-H ritual should be done at least once a month. On other occasion(s) it can be replaced with

Keep Business to 17%

The purpose of a business meeting is to take care of tasks (business) important to the club.

To help members, officers and volunteers stay on task the group have an agenda. *Agenda is a Latin word for “Things to be Done.”* A 4-H club agenda or “to do list” will list the things the club needs to report on, talk about or make a decision about.

The club officers and leader will prepare the agenda in advance and share it with the club membership before the meeting.

The agenda will have the same headings each month. The business under each heading will change.

Educational Program—50%

An important part of the “educational program” is club members conducting speeches, demonstrations or illustrated talks related to their 4-H projects. Each 4-H'er should do one speech, demonstration or illustrated talk at a club meeting each year. This is a

time to show what is being learned.

The rest of the time will be introducing/learning a skill, idea, subject and/or life skill. Guests, parents or teen leaders teach the lesson. The most important thing is that you “Learn by Doing.”

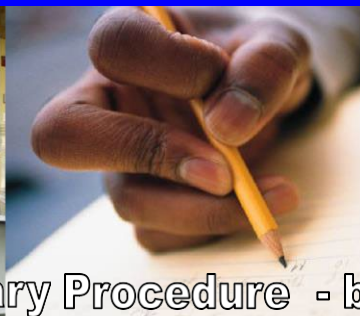
Recreation—33%



Recreation can include singing and/or games and snacks and should never be skipped. Youth learn many social skills during this time.

Recreation can be used anytime to have fun—before the meeting; during the meeting; while someone is getting ready; to change the tempo; to relieve tensions; or at the close of the meeting.

Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational service. Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Samuel Curi, Director of Cooperative Extension Service, Oklahoma State University, Stillwater, Oklahoma. This publication is issued by Oklahoma State University as authorized by the Dean of the Division of Agricultural Sciences and Natural Resources and has been prepared for both internal and external distribution. Editors- K. Knoepfli and C. Allen 9/2010



4H•VOL•307
Revised 2010

4-H Parliamentary Procedure - beginners



MEETING GUIDE

Life Skills we learn in a 4-H meeting.

Cooperation— to work or act together for a common purpose or mutual benefit.

Contributions to Group Efforts— to give or supply along with others for a common purpose.

Managing Feelings — expressing one's feelings appropriately and in proportion to circumstance.

Critical Thinking— strategies for analyzing, comparing, reasoning, and reflecting focused on deciding what to believe or do; discovering meaning; building connections with past learning.

Conducting Good Meetings

This is a suggest procedure the officer of your club may use as a guide in conducting club meetings. Variations may be used. **Bold** type indicates suggested statements the officer may make.

The president opens the meeting by rapping the desk with a gavel.

The gavel, the presiding officer's symbol of authority, may be rapped at

opening of meeting, at conclusion of business meeting, at close of recreation period and at adjournment if needed to secure attention or if desired to add dignity or emphasis.

The use of the gavel should never be abused.

Example of a Club Meeting

The meeting of the ___ 4-H Club will come to order. The Vice President will lead us in the 4-H Club Ritual.

Optional_____will lead us in the **thought for the day.**

The secretary will call the roll which is to be answered by (a project completed since the last meeting, etc.) The secretary calls roll and reports number present.

Do we have any special guests? Introduce people attending the meeting as a visitor or who will be presenting a program.

The secretary will read the minutes of the previous meeting. Secretary reads the minutes.

Are there any additions of correction to these minutes? (Pause) **If not, they stand as read.** President signs minutes.

At this time the we will have a Treasurers report. A balance of club finances should be reported. Bills requiring payment should be presented and approved. A written report should be provided to the secretary. The treasurer will say **"I move that we reimburse Mrs White for the \$21 spent to purchase supplies for our program at today's meeting."** The president waits for a second or asks for a second, discussion and a vote.

Are there any communications? Secretary reads communications/ letters of general interest to the club.

The officers will now give their reports. Limit these reports to conferences, meeting or other events that have been held. Do not confuse reports with announcements given just prior to adjournment.



(Continued on page 2)



Five Points of a Good Meeting

1. Members participate in the meeting.
2. Officers are elected to serve and they insure that a meeting is simple, practical and a good use of time.
3. An agenda is prepared and shared with the membership before the meeting.
4. All members and officers having some knowledge of how to conduct meetings.
5. Everyone is proud to be a 4-H member.

Tap of the gavel

One tap – adjournment, completion of business and members to be seated.

Two taps—call the meeting to order.

Three taps—all members are to stand in unison.

Four taps—restore order to a meeting,

Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational service.

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Samuel Curf, Director of Cooperative Extension Service, Oklahoma State University, Stillwater, Oklahoma. This publication is issued by Oklahoma State University as authorized by the Dean of the Division of Agricultural Sciences and Natural Resources and has been prepared for both internal and external distribution.

Editors- K. Knoepfli and C. Allen 9/2010

(Continued from page 1)

Committee reports will now be given. Committee chair or a member of the committee will present the results/recommendations of duties performed and the work completed. Report should be in writing and presented to the secretary for the minutes. The chair will say **“I move the report be accepted as presented.”** This motion does not require a second.

Committee recommendations requiring discussion or a vote of the membership will be handled under New Business.

Is there unfinished business to come before the club? Unfinished business may come under the heading of one of the following:

- Business pending at last adjournment (meeting).
- General orders left over from last meeting.
- Special matters postponed as general orders.

If an item appears in the minutes of the previous meeting, the secretary should call it to the attention of the president when s/he calls for unfinished business. If no unfinished business appears in the minutes of the last meeting, the secretary should state this fact.

Since there is no unfinished (or other) business, we are open for new business. A 4-H'er addresses chair and is recognized. s/he then states the motion.

It has been moved and seconded that the ___ 4-H club spend \$5 per member to purchase a green club T-shirt from the BIG T Printers. Is there discussion? Discussion follows and when the motion is ready for a vote, the chair again states the motion.

Those in favor that the ___ 4-H club spend \$5 per member to purchase a green club T-shirt from the BIG T Printers. Signify by raising your right hand. After the vote is counted

and recorded, call for vote of those opposed by the same sign. Vote is counted and the president announces the outcome of the voting.

Is there any more new business to come before the club? Dispose of all new business.

Are there any announcements?

Announcements should pertain to tours, meetings, etc., scheduled for future dates. At this point, the leaders, parents, and guest may make any comments/announcements.

Are there any further announcements? This is not a time for taking care of business forgotten earlier in the meeting.

If not, will a member program committee announced the program for our next meeting. The program is announced.

A motion for adjournment of the business meeting is in order. Act on the motion for adjournment.

The motion carried, the business meeting is adjourned. Will the program chair please introduce the program for today?

The program chair introduces the program, speeches or activity. Recreation and snacks usually follow the program. The program chair says, **“There will now be a recess for recreation. The recreation leader will take charge.**

The recreation leader explains the first game and divides the group, if necessary, while they are still seated, then moves to the recreation area in an orderly manner. If the game is a contest type, the recreation leader, at the close of the game, should announce the winners. When recreation is completed, the leader announces the close of recreation and the president announces the completion of the meeting.

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](#)

[Activity and Event Intent](#) - Form 7

[Incident and Accident](#) - Form 8

[Club Management Guide](#)



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 Officer team.

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

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

Positions are determined by out-of-town 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.

2023-2024 Adair County Officer Roles and Duties

Agreement Due to the Adair County Extension Office By: Wednesday May 31, 2023

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 2023-2024 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://eoo.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"> Effectively expresses ideas and facts concisely and in an organized manner through oral and written communication. Works well with 4-H members, parents, volunteers and extension staff. Practices active listening skills. Shares information in a timely and diplomatic way. Uses a variety of positive methods to promote 4-H and Cooperative Extension.
Interpersonal skills	<ul style="list-style-type: none"> Considers and responds appropriately to the needs, feelings and capabilities of others. Demonstrates good citizenship and treats others with respect and fairness. Exhibits patience in appropriate situations.
Flexibility	<ul style="list-style-type: none"> Is open-minded to new ideas, change, and new information. Adapts behavior and methods in response to new information, changing conditions and priorities, demands, unexpected obstacles, or situations. Demonstrates ability to compromise. Demonstrates flexibility due to change in conditions, priorities, demands or situations. Adapts leadership style to variety of situations. Adapts educational strategy for situation and audience. Encourages the development and use of imagination in the decision-making process.
Decisiveness	<ul style="list-style-type: none"> Exercises good judgment based on situation and surroundings. Makes sound, well-informed decisions. Perceives the impact of decisions. Commits to action to accomplish organizational goals.
Initiative	<ul style="list-style-type: none"> Motivated, self-starter. Committed to positive ethics in youth development – trustworthiness, respect, responsibility, fairness, caring, and citizenship. Follows through with projects and commitment. Works to develop an area of expertise. Recognizes own strengths and weaknesses and committed to personal improvement. Demonstrates belief in own abilities and ideas.
Organizational Skills	<ul style="list-style-type: none"> Effectively manages time, resources and people. Is prompt. Successfully manages multiple tasks. Uses conceptual and creative thinking in decision-making. Uses a proactive approach to problem solving. Uses a variety of educational tools (newsletters, presentations, tours, judging, news releases, displays, etc.). Evaluates strength, benefits and quality of educational programs.
Service Orientation	<ul style="list-style-type: none"> Effectively manages, develops and delivers educational programming. Is concerned with public perception and satisfaction. Is honest, trustworthy, fair, and dependable. Appearance and behavior is appropriate and professional. Works effectively with diverse audiences.
Teamwork	<ul style="list-style-type: none"> Offers assistance and is supportive of others. Gains satisfaction from group achievement. Demonstrates ability to work with diverse personalities. Maintains credibility with others. Coaches, mentors, and challenges peers and youth. Inspires, motivates and guides others toward goal(s) accomplishment. Actively involved and supportive of small group, club and county efforts.
Institutional Systems	<ul style="list-style-type: none"> Understands and appropriately applies procedures, requirements, regulations and policies as related to 4-H and Oklahoma Cooperative Extension. Supports and works effectively within the organizational and management systems of the local, county, and state 4-H programs. Supports the non-discrimination statement of the Oklahoma Cooperative Extension Service. Demonstrates commitment to positive youth development and education.



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.
- 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.

Training/Continuing Education

- Annually completed OK Working with Minors Training.
- Annually complete Title VII and IX Training
- Annually participate in four Parent-Volunteer Training/continuing education opportunities.

Time Required

- 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

** 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
- Project Medal 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 Campions
- Special Awards
- Hall of Fame

Sponsors

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

Facilities: Larry Adair Exhibit Building- Adair County Fairgrounds

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

- 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

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



Contest Forms & Rules



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 boys and girls:

- 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

Judges will select the Acts 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.

Awards:

Certificates and ribbons will be given for 1st, 2nd and 3rd 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. Music MUST be submitted with forms NOTE: Music must be reviewed before submission. 4-H and Leaders reserve the right to remove act for inappropriate music)

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
(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:

BLUE

RED

Signature of Judge

County

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 judgements
- Improve in project knowledge
- Careful observation and wise selections

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

Contest Etiquette:

Whispering and or talking while testing is not allowed. 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.

Guidelines

- Each contestant may only enter TWO categories.
- Five topics will be selected from the above categories by leaders each year for contest.
- Junior contestants will have 20 questions.
- Intermediate contestants will have 35 questions.
- Senior contestants will have 50 questions.

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.

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. Curriculum materials are found in the 4-H Fabrics and Fashions 4-H Leader's Guide for Personal Image, (No. 830)

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.

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****

Specific Requirements:

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

- * Snappy Dress
- * Active Sports Wear
- * Semi-Formal Wear
- * Cultural Wear
- * Western Wear

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.

Sr Division - May be required to answer interview questions.

Member will receive a Certificate and ribbon for 1st 2nd and 3rd 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.

IMAGE DRESS CLASS DESCRIPTIONS

Snappy Dress – 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) Shoes may be slip on or lace up shoes, boots or sandals.

(NO TENNIS SHOES OF ANY KIND)

Active Sports Wear – Clothing identified with a specific sport and the appropriate footwear: Hunting, ski suits, tennis outfits, gymnastics, golf attire, dance etc.

(NOT SCHOOL TEAM UNIFORMS OF ANY KIND)

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 - Cultural wear for everyday wear or special events.

Western Wear – Western style jeans, dress or skirt with long sleeve western style shirt, western style shoe, and western style belt with buckle.

(Western Style hat and/or vest optional)

--	--

CLASS CHAMPION	CLASS RESERVE CHAMPION
-------------------	---------------------------

OVERALL CHAMPION	OVERALL RESERVE CHAMPION
---------------------	-----------------------------

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

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

	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 Personal Image Dress Contest

Participants Outline for Judges

To be completed by the 4-H Member

NAME

SCHOOL

CLASS

Garment Description

Who Am I?

A. Where do you plan to wear the outfit?

B. Why I like this outfit.

C. How my outfit makes me feel.

SUMMARY:

4-H FOOD SHOWDOWN

Stilwell Grade School

Schedule and Agenda to be announced

Registration \$10.00 per team

-NO MORE THAN 9 TEAMS PER SCHOOL.
-NO MORE THAN 3 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

ALL participants MUST be enrolled on Zsuite- NO EXCEPTIONS

Rules

- 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.
- All teams will be assigned the same category and given the same ingredients. Category, secret ingredients and the clue 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.
- 4-H Food Showdown Worksheet and copies of grocery prices are provided day of event. Calculators will be allowed. Cell phones or other electronic devices will not be permitted in the contest area. Teams may not use their personal copies of the resources during the contest.
- 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.
- 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. Top two will get invitation to annual Achievement banquet. *

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)
Calculator (1)
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:

Heat Source (can use one of the following)

Seniors ONLY!

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

Stock pot (1)

Storage bags or containers

Tongs (1)

Vegetable peeler (1)

Whisk (1)

4-H Food Showdown Scorecard

TEAM NUMBER:

CLASS:

Judges will not taste food they consider to have been prepared using unsafe food handling practices or heated unsafely.

CATEGORY	COMMENTS	OUTSTANDING	GOOD	FAIR	POOR
Knowledge of MyPlate: Food group of individual ingredients Serving amount needed from each group daily Food group that dish falls into Number of servings provided by an individual serving of the dish					
Food Preparation and Safety: Steps in preparation Food safety practices Appropriate attire Healthy substitutions					
Serving Size Information: Number of servings in dish Size of serving Cost per serving					
Food Appearance/Quality: Appearance of food Garnishing Taste					
Presentation Skills: Voice Poise Number of members presenting Overall effectiveness of Communication Professional appearance Response to judge's questions					
Teamwork					

4-H Food Showdown Team Worksheet

This page is intended to serve as a guide for teams preparing their presentations. This page will be turned in to the judges but will not be used as part of the judging criteria.

Use back of sheet for additional space.

Knowledge of MyPlate

Write the food and where it falls on MyPlate:

Food	MyPlate	Number of servings needed each day

Food Preparation

Know the steps in the preparation of the dish.

Steps:	What was prepared/performed in this step?

Food Safety

List food safety risks associated with this dish.	Steps taken to reduce risk.

Serving Size Information

Accurately calculate the cost of the dish using the secret ingredients only, and the cost per serving.

Ingredient	Total cost of ingredient	Cost per serving
TOTAL		





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:

****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.

"Oklahoma State University, U. S. Department of Agriculture, State and Local governments cooperating. Oklahoma State University in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, gender, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures."

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.
- To properly plan, develop and deliver a presentation.
- To learn to score and judge a presentation.

Who can participate:

Boys and girls, 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 rd Grade	Regular Talk Illustrated Talk Individual Demonstration Team Demonstration		
4 th Grade	Regular Talk Illustrated Talk Individual Demonstration Team Demonstration	5 th Grade	Regular Talk Illustrated Talk Individual Demonstration Team Demonstration
6 th Grade	Regular Talk Illustrated Talk Individual Demonstration Team Demonstration	7 th Grade	Regular Talk Illustrated Talk Individual Demonstration Team Demonstration
8 th Grade	Regular Talk Illustrated Talk Individual Demonstration Team Demonstration	9 th -12 th	Regular Talk Illustrated Talk Individual Demonstration Team Demonstration

Specials	Jr. 8-13	Sr. 14-19
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 1
Pork	1 division	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

Awards:

Certificates and ribbons will be given for 1st, 2nd And 3rd 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 Achievement 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 – Be Sew In, Muskogee

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- IMPROMTU

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 Inpromptu 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	
Presentation: Speech	Illustrated Talk		
Demonstration: Individual	Team		
Title of Presentation			

****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****

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) Possible Points 50
Organization of Material
Delivery (smooth, appropriate speed, voice variations)
Conclusion (adequate and effective)
General Effect of presentation
Interest to Audience

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 Possible Points 25
Speaker's Understanding of Subject Matter
Suitability of Topic (specific)
Information (accurate, up-to-date, complete)

Comments:

TOTAL POINTS

Note to Judges: Please circle the ribbon color and 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.

Circle one: BLUE RED

Judges Signature

Placing if one of top three

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.

Divisions (as of Jan. 1 of the current year 2020)

****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

- All classes are fair entries
- All participants must be enrolled on 4-H Online
- 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
- Categories subject to change yearly to follow Tulsa State Fair Guidelines

Awards and Recognition

*****All Divisions***** Member will receive a Certificate and ribbon for 1st, 2nd and 3rd 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 listed under any of the following headings Level 1 Mastery Sheet: 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 listed under any of the following headings Level 1 Mastery Sheet: 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 listed under any of the following headings in the Level 1 Mastery Sheet: 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 headings in the Level 3 Mastery Sheet: 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 headings in the Level 3 Mastery

Sheet: 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 headings in the Level 3 Mastery Sheet: 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 headings in the Level 3 Mastery Sheet: 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 headings in the Level 4 Mastery Sheet: 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 headings in the Level 4 Mastery Sheet: 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. 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.

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:

AGE(AS OF SEPT. 1):

GRADE

CLUB

You may enter up to 3 projects in your Skill Level Division but only ONE in each category NOTE: Some categories may not qualify for Tulsa State Fair

Grades 3-5 (ADC)

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

Grade 3-5 (IDC)

Home Accent Kitchen
Bags

Grades 3-5 (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

Grades 6-8 (IDC)

Home Accent Bedroom
Seasonal Décor sewn from fabric

Grades 6-8 (HTDC)

(Note: may not qualify for Tulsa State Fair)

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

Grades 9-12 (IDC)

Home accent outdoors
Design Story Board
Recycled/Upycled Furniture

Grades 9-12th (HTDC)

(Note: may not qualify for Tulsa State Fair)

Decorative Textile Technique
Machine Pieced and/or Machine Appliqued



Adair County 4-H Cupcake Wars

Hosted by: Dahlongah School



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.

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 **Seniors**
- Contest will be held at Dahlongah School
- Teams must be checked in at least 15 minutes before start time.
- Each team will display three cupcakes
- Each team will bring “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 two divisions.

Junior Division: minimum age 8 and in the 3rd grade – 7th grade

Senior Division: grades 8th - 12th

2. An orientation will be provided for all participants.
3. Each team will be directed to a preparation station.
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: 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. Placings will be based on rankings of teams by judges. Judges' decisions are final. 1st, 2nd and 3rd 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.



Adair County 4-H Cupcake Wars

Hosted by Dahlongah School



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 3rd grade – 7th grade

Senior Division: grades 8th - 12th

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.****