

# Enrollment & Guidelines



#### 4-H Family - Online Enrollment

#### New to 4-H?

#### **WELCOME!**

Login: <a href="https://ok.4honline.c">https://ok.4honline.c</a> <a href="https://ok.4honline.c">om/.</a>

Bookmark the site for future use.

Carefully read this help sheet and online instructions.

To establish a Family Profile - Select "I need to set up a profile." Record email and password in the box "Profile



**\*** Annual 4-H **Programming Fee - A** \$20 fee applies to all enrolled youth ages 5-19 and is due within 30 days of enrollment. There is no pro-rated fee based on enrollment date. Families with three or more children enrolled in 4-H will pay a \$60 maximum fee. A family is defined as those children living at the same address.

Oklahoma Family Profile Account		
Family Email		
Family Password		
Keep account information in a safe place.		
Login @ ok.4honline.com		

### Getting Started...

- Browser Use ONLY Firefox, Safari or Google Chrome. Safari does not work on a Mac.
- **Every family will have a single "Family Profile."** Each individual (4-H Member, Cloverbud and Volunteer) will have their own individual profile within the Family's Profile. Enrollment is reviewed and accepted based on the information entered within the family profile. Accurate information will affect communications, notifications and registrations.
- Re-enrolling? Contact the Extension office if you can't remember the email address on your account. Can't remember your Password? Click on the button "I forgot my Password" at <a href="https://ok.4honline.com/">https://ok.4honline.com/</a>.

Logged in. Re-enrolling, locate the name at the bottom the "Member List" page. Click the "Edit" button to the right of name.

Name missing? DO NOT start a new enrollment. Look for earlier enrollment in the drop down menu labeled "ReActivate An Archived Family Member." Select name and click [ReActivate Member] or contact Extension office.



**Enrollment in another family profile?** Contact the Extension office to have it transferred.

- \* Transferring Counties? <u>Do not</u> start a new family profile. Contact the county Extension office to transfer enrollment.
- **Carefully read each screen** and AUTHORIZATION. Continue filling in information and following screen prompts.

Important things to know:

**Electronic Signatures** are legally binding. It is illegal for anyone besides the legal parent/guardian to sign enrollment.



#### 4-H Family - Online Enrollment

- On August 1 each year, all membership (youth and volunteer) goes to Inactive. At that time everyone must re-enroll.
- \*\* 4-HOnline is the official enrollment system for Oklahoma 4-H Youth Development. The system provides families the luxury of enrolling online and updating records from a PC or electronic hand-held device.

We encourage all families to become familiar with the various **4HOnline** features.

atabase that is in compliance with the PCI Security Standards
Council. Oklahoma 4-H, nor 4HOnline do not share or sell any personal information to third party vendors without your knowledge or permission.

Youth/Adult Personal Information Screen: When asked "Are you a Volunteer?" ALL youth, other than "Certified" Teen Volunteers will answer "NO." ALL adults will answer "Yes."

**Clubs:** If affiliated with more than one club, enter each club and projects associated with that club. *One club* **MUST** be selected as the member's primary club.

**Projects:** Members are limited to enrolling in a total of ten projects. Cloverbuds do not have "projects."

**Groups:** If your county has SPIN/Project Groups they will be available in the dropdown menu.

\* Adding a new Family "Member"? Select a member type, "Adult Volunteer or Youth" from the drop down menu and click [Add Member].



"Adult Volunteer" applies ONLY to new and returning "certified" volunteers, not parents. \*\*IMPORTANT – Refer back to "Member List" page, the instruction screen.

#### **4-H Programming Fee Payment and Invoice**

The fee is to be paid by cash/check/credit card within 30 days of enrollment or the enrollment will be deactivated/deleted.

Credit Card/Debit Card payments can ONLY be done online before enrollment is submitted. The county Extension office CANNOT take Credit Card/Debit Card payments.

Credit/Debit Card payments are charged for each individual member and cannot be generated as one payment by a family.

**Families Exceeding Three Enrolled Members** – Multi-family Discount: <u>Prior to the county approving enrollment</u>, the Extension office is responsible for contacting the state 4-H office to zero out an invoice for any member exceeding the third youth enrollment. Please provide adequate time for the county office to submit the request.

Adult Volunteers – No program fee associated with enrollment process.

- \*\* Click "Submit Enrollment". Once enrollment is submitted <u>and</u> the youth program fee paid, the county office will review and accept enrollment.
- **Communications** Family will be kept informed of enrollment status through emails from 4HOnline. Check Junk/Trash if you are not receiving the emails. Reset filter as needed.

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## OKLAHOMA 4-H **% RULES & GUIDELINES**

August 1, 2020 - July 31, 2021

#### **The Vision**

Oklahoma 4-H will be recognized as a national leader in developing youths' abilities to become productive citizens and catalysts for positive change to meet the needs of a diverse and changing society.

#### The Mission

4-H, the youth development program of the Oklahoma Cooperative Extension Service, provides opportunities for all youth to reach their fullest potential by developing and enhancing skills for living.

#### The 4-H Pledge

I pledae:

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

#### The 4-H Motto

"To make the best better."

#### **The 4-H Emblem**

A green four-leaf clover with the letter H on each leaflet representing the Head, Heart, Hands and Health.

#### The 4-H Colors

Green represents nature's most common color and represents youth, life and growth. White represents purity and high ideals





Welcome to 4-H! The Oklahoma 4-H program is full of opportunities for a family to work, play and learn together. This publication will help families understand the general rules and guidelines that govern Oklahoma 4-H membership and participation. We encourage families to review the document so they know what to expect as a child participates in 4-H events and activities. Please direct questions regarding 4-H rules and guidelines to your county Extension office.

What does it mean to be a "member in good standing?"
Participation in some events is limited to members who are in "good standing" "Good standing" is enrollment status

in "good standing." "Good standing" is enrollment status designated as "Active," and may include, but is not limited to, meeting deadlines, attending a majority of project and club meetings prior to an event, and/or meeting other published requirements established by the club, county, district and/or state. In all cases, these requirements must provide equal access for all young people, apply to all project areas (cannot single out any project areas) and must not create barriers to participation.

Membership rules and guidelines, stated in this publication, will be followed at all levels of the Oklahoma 4-H Program. The Oklahoma State 4-H office will have final ruling on any interpretation or discrepancy resulting from any 4-H membership rules and guidelines, 4-H managed contest/activities/events eligibility or enrollment issue within the state of Oklahoma.

#### **Program Specific Rules and Guidelines**

Each 4-H program, activity or event may have its own unique rules and guidelines. Care will be taken to avoid rules that exclude youth for reasons they cannot control. Cooperation among Extension staff, volunteers, parents and sponsors is essential to solving specific problems that may arise. It is the family's responsibility to obtain rules and guidelines for any program/activity/event in which they choose to participate.

#### **Parental Involvement**

Families are important and enhance the 4-H experience. Parents are encouraged to attend meetings with their child(ren) and support the 4-H club, project or activity leader(s) and staff as requested. Parents who are disruptive at meetings, verbally abusive to members or other adults, or who exhibit threatening behaviors will be subject to exclusion from the 4-H program. If a parent's negative behavior persists, membership status may be withdrawn from their child.

**4-H Program Insurance:** Only youth who have submitted enrollment (electronically or on the paper enrollment form) will be covered by 4-H program insurance.

## 4-H Member (3rd-12th Grades) Enrollment Guidelines:

Members must reside or attend school in Oklahoma.

**Grade for Enrollment:** 4-H age will be determined by the youth's public school grade as of September 1 each year.

A child's "grade division" will not change until re-enrollment on August 1.

Youth may enroll in 4-H on August 1 if they are 8 **AND** in the 3<sup>rd</sup> grade on September 1. If they turn 8 <u>after</u> September 1 and are in 3<sup>rd</sup> grade, they will not be eligible to enroll as a 4-H member until the next 4-H year, but they may participate as a Cloverbud. When a child turns 9, they may join as a 4-H member regardless of grade level. 4-H membership ends on July 31 following the completion of the 12<sup>th</sup> grade, equivalence of 12th grade, GED or having reached the age of 19 on or before September 1, **whichever comes first**. Graduated high school seniors may complete their 4-H career by exhibiting in the fall fairs (see pages 4 and 5 for additional information).

Enrollment, with all rights and privileges, requires the enrollment being "ACTIVE" within 4HOnline Data Management System.

\*\*Cloverbud Enrollment – see page 3

Parental/Guardian Authorization: Oklahoma 4-H must comply with Oklahoma State University's Minors on Campus policy. The enrollment process requires that a legal parent or guardian accept or decline required authorizations and sign the enrollment. It is <a href="mailto:illegal">illegal</a> for anyone other than the legal parent or guardian to complete an enrollment for a minor child.

#### 4-H membership may only be held in one county.

- A member/family may complete a "Petition for Membership" form to request 4-H affiliation in a county other than where they live or go to school—public, home, private, charter, online, etc. The petition must be mutually approved by Extension staff in EACH county involved. The signed agreement will be kept on file in each Extension office.
- In some events affiliated with 4-H, but not managed by 4-H, such as county fairs and livestock shows, exhibitors may be required to be residents and/or students in the county where competing. It is the family's responsibility to check with the governing body for specific guidelines.
- If a county does not offer a particular project, a youth may cross county lines to participate in educational programs and project clubs but may not join that county's competitive teams. However, he/she may compete representing his/her home county.
- When a 4-H member moves, youth will:
  - Complete a "<u>Petition for 4-H Membership Transfer</u>" to transfer of membership from one county to another within the state of Oklahoma or
  - 2. Enroll in Oklahoma 4-H when transferring from another state.

At the time enrollment is filed in the new county, all membership rights in the former county/state are surrendered. Oklahoma 4-H membership transfers without an additional program fee. If the program fee has not been paid for the current program year, it must be paid to the new county at the time of the transfer. If "length" of membership is required for participation in a specific activity in the new county, membership time in the former county is considered when the new/transfer of enrollment is completed in a timely fashion.

 When a 4-H member's parents live in separate counties, the youth must declare membership in one county and the family must notify the Extension office in both counties where custody and residency is shared. Even when custody is jointly shared, youth may not exhibit or compete in 4-H activities in two counties. The youth's parents' court decree governs determination of the custodial parent. If this is not present, the person who claimed the child on his/her federal and state income tax the previous year generally is considered to be the custodial parent.

**Annual Enrollment:** The 4-H year in Oklahoma begins August 1 and ends July 31 of the following year. All enrollment becomes "inactive" August 1 each year, no matter the date enrolled. The 4HOnline Data Management System will annually close for maintenance and updates July 15-31 and no new enrollment will be accepted during this time.

#### Active Enrollment Status: An individual who

- Meets the age and grade requirement or is 9 years old.
- Completed the 4-H enrollment process (through 4HOnline enrollment system or submitted paper enrollment) and
- Has paid the 4-H program fee and is considered "ACTIVE."

**Members-at-Large:** Members are expected to participate in local 4-H clubs. If a club is not available in your area or if the club's meeting time creates an unusual hardship, families should work with their county Extension staff to establish a new chartered 4-H club.

**Loss of Membership:** Membership in 4-H is a privilege and may be denied to or withdrawn from persons who have exhibited any of the following behavior(s):

- Convicted of a crime.
- Banned from school or school-related programs or another organization.
- Violated the 4-H Code of Conduct.
- Exhibited behavior that may discredit the image of the 4-H program.
- Placed another individual or animal at undue risk.
- Violated published rules or guidelines governing the 4-H affiliated events or activities.

**Enrollment for Livestock Shows:** Livestock shows at local, county, district, state and regional levels establish their own rules. It is the family's responsibility to obtain and comply with said rules. The 4-H program's role is to verify date of enrollment or enrollment status. The show's governing board determines eligibility.

## 4-H Cloverbud (K-2nd Grade) Program and Guidelines

The Cloverbud program is family-oriented and noncompetitive. Due to the developmental skills of this age group, Cloverbud members will not be permitted to participate in events where they or their projects are compared or judged against their peers.

Cloverbud members may only participate in noncompetitive activities on a local or county basis as deemed appropriate by the OSU Extension Staff and Parent-Volunteer Association/Council. District and state activities will not be provided for Cloverbuds. Fundraising for Cloverbuds is not permitted.

#### Active Enrollment Status: An individual who

- Meets the Cloverbud age requirement of being 5 years old on or before September 1. Cloverbud youth are in grades K-2nd.
- If a Cloverbud turns 8 after September 1 AND is in the 3rd grade, they will be a Cloverbud until the next 4-H year – see page 2.
- Completed the 4-H enrollment process (electronically or on the paper enrollment form) and
- Paid the 4-H program fee is considered "ACTIVE."

## 4-H Teen Volunteer Enrollment and Certification

Serving as a certified teen volunteer with the Oklahoma 4-H program is a privilege. Teens who have the potential of working with youth unsupervised as a project leader, teen leader, camp counselor, district/state officers, etc., must complete the same certification process and requirements as an adult, with the exception of having a background check run.

## 4-H Adult Volunteer Enrollment and Certification

Serving as a volunteer with the Oklahoma 4-H Program is a privilege. Volunteers serve at the pleasure of the Oklahoma Cooperative Extension Service and Oklahoma State University. A breach in the Volunteer Behavioral Guidelines or any other established rules/guidelines is grounds for immediate dismissal as a 4-H volunteer.

#### Active Enrollment Status: An individual who

- Meets the age requirement (21+).
- Completed a certification process: enrollment, application, background check, training and approval process.
- Annually completes the 4-H enrollment process through 4HOnline enrollment system.
- Annually complete the required continuing education, including Working With Minors and Title VII and IX training.
- On a regular interval, all volunteers will be re-certified completing the certification process.

**4-H Program Insurance:** Only certified volunteers who have submitted enrollment will be covered by 4-H program insurance.

#### **Program Fee**

- The cost is \$20 per year and applies to all 4-H youth enrollment (Cloverbuds and 4-H members).
- If a youth is enrolled between August 1 and July 31 of the 4-H year, the full \$20 fee will be collected. There will be no pro-rated fee based on enrollment date.
- The payment must be remitted to the county Extension Office within 30 days of enrollment or the enrollment will be rolled back to inactive or new enrollment will be deleted.
- The program fee can be paid a) Online by credit/ debit card; b) Cash/check/money order to the county Extension office; c) 4-H club or another organization; or d) Requesting financial assistance through the Extension office.
- The 4-H program fee is based on an individual's membership, not by club. Members are required to submit only one program fee annually through their primary 4-H club.

- Families with three or more children will pay a maximum of \$60 in 4-H program fees. The definition of family is identified as children living at the same address.
- No child will be denied the opportunity to enroll in 4-H due to the inability to pay. Be it understood, the enrollment process is not complete (which means "Active") until the fee is paid. Contact the county Extension office about local scholarships or opportunities for satisfying the program fee requirement. A scholarship application is posted at: http://4h.okstate.edu/youth-enrollment

#### **4-H Participation and Competition**

#### **4-H Project Work and Exhibits:**

Why youth enroll in a project? The 4-H project (entomology, photography, food science, etc.) is the gateway to the 4-H member. Through project work, members "Learn by Doing." The 4-H project is a tool for helping youth develop into more capable adults by teaching them how to set goals, make decisions, follow through with commitments, do evaluations and report their work. Enroll in the number of projects the member will have time to plan and carry out. Choose a project(s) that meets the family situation and lifestyle.

Project work/exhibit(s) is the effort of the 4-H member. Exhibits are the result of the child applying their mastery of knowledge and skills for a "project." Projects/exhibits are to be completed during the current enrollment year.

Fall Fairs are intended as the culmination or end of the previous 4-H year's project work. Exhibits represent work completed by the member sometime during their previous 12 months of enrollment. A 4-H member's enrollment status must have been "active" the previous year to exhibit in the fall fairs.

#### **Livestock Exhibits**

An animal nomination form does not constitute 4-H enrollment. Enrollment must be completed through 4HOnline enrollment system or paper enrollment signed and submitted to the Extension office and 4-H program fee paid to be considered an "active" enrolled 4-H member.

To show livestock (beef, horse, sheep, swine, goats, poultry, rabbits, etc.) in the fall at the state fairs, members must have had an "active" enrollment status during the

previous program year by the date published by the show's governing board.

To show in the spring, youth must have an "active enrollment status" by the date published by the show's governing board.

\*\* Be aware of each individual show's eligibility rules. Each governing board determines eligibility.

#### **School Absences**

When it is necessary for a 4-H member to miss school to attend a 4-H event, the member and his/her family should work with local school officials regarding his/her absenteeism. Local schools have guidelines regarding attendance polices for activities which qualify for excused absence. Families are responsible for talking to teachers and school administrators about these issues in advance of events and activities requiring an excused absence.

#### **Grade Divisions**

The table below is a guide for grade-age divisions. Some events/activities at the county, district, state and national level may use different grade divisions. Event-specific grade divisions will supersede those noted below. A child's "grade division" will not change until re-enrollment on August 1.

Grade division exceptions might include a) A county chooses to include 7th graders in the senior division; b) Grade requirements for elected office; or c) A grade requirement for attending a conference/participating in an event.

	Junior	Intermediate	Senior
Grade	3 <sup>rd</sup> (and 8 years old), 4 <sup>th</sup> , 5 <sup>th</sup>	6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup>	9 <sup>th</sup> , 10 <sup>th</sup> ,11 <sup>th</sup> , 12 <sup>th</sup>
	Junior 3-7 Grades		Senior 8-12 Grades

#### **Enrollment Requirements for Participation**

To participate in events/contests beyond the county, youth must have been enrolled for 30 days prior to the event and in "ACTIVE" status in 4H0nline at the time registration is submitted. Some events may have additional age/grade classification as well as enrollment requirements. The family is responsible for obtaining the rules and guidelines, from the sponsoring body, of any event they choose to participate.

#### **Graduated Seniors**

Immediately following high school graduation, graduating seniors may:

- Continue to exhibit their projects through the fall state fairs (seniors are responsible for referencing fair guidelines to confirm eligibility).
- Participate in a national 4-H competitive event and/or trip, if qualified or awarded during active membership and are otherwise eligible to participate according to the rules and regulations of the national 4-H trip/event.
- Fulfill their role as a State 4-H Council member when elected during Roundup.
- As of September 1, 2018, grade will be the determining factor for activities/events/contests/ awards.

#### **Youth Representing Oklahoma at National 4-H Contests**

Youth who have represented 4-H or another youth organization at an event that serves as the national 4-H contest, or its equivalent, are ineligible to return to that contest as a representative of Oklahoma 4-H. Participation in equivalent out-of-state contests will be handled on an individual basis. The Oklahoma State 4-H office will have final ruling on contest eligibility.

Youth enrolled in 4-H who have participated at a national contest may still be eligible to participate and compete in state level contests (See individual contest rules).

#### **General 4-H Participation**

- All events and activities planned, conducted or sponsored by the Cooperative Extension Service are open to all youth who meet 4-H membership criteria. Events not planned, conducted or sponsored by 4-H may limit participation to youth who meet additional criteria. If those criteria are discriminating in nature, that group may be denied the use of the 4-H name and emblem in conjunction with the event, even if the event is open to 4-H members.
- 2. Youth participating as 4-H members in approved activities or events sponsored by other organizations have the responsibility to abide by the regulations and guidelines of the sponsoring organization.
- 3. The Oklahoma 4-H Youth Development Program encourages members to maintain good academic standing at school. Local school districts are expected to inform students and families of the student's eligibility status. If a family knowingly violates the

- school's policy regarding eligibility, 4-H will support the school in any actions taken.
- 4. Guidelines for 4-H sponsored events and activities will be available prior to the event. Families, volunteers, parents and members are responsible for checking with the Extension office for county and district information or visiting the Oklahoma 4-H website for state coordinated activities: <a href="http://4h.okstate.edu/events-and-activities">http://4h.okstate.edu/events-and-activities</a>

#### Oklahoma 4-H Open Membership Guidelines

Oklahoma 4-H supports membership in other youthserving organizations. We do not support the policies of organizations who do not allow dual membership in 4-H or any other group or organization.

The following rationale and guidelines should be followed in advising 4-H members about membership in 4-H and all other youth organizations.

#### **Rationale for Open Membership**

- Young people and adults are unique, each with their own interests and talents. Different organizations have their own unique and varied strengths and program offerings.
- 2. Cooperation and collaboration between youth organizations should result in each child meeting his/her specific needs by utilizing the programs and leadership provided by various youth organizations.
- Young people who participate in more than one organization have opportunities to capitalize on the specific strengths of each organization to reach his/her own full potential as an individual.
- 4. As skills are learned through participation in various community organizations, those skills will be applied to the individual's work within each and every organization, thus improving the potential of all community organizations.
- 5. If organizations are not competing for the exclusive loyalty of an individual, all organizations can work together to provide better support for the youth of the community.
- Questions regarding dual membership should first be addressed cooperatively through the educators and administrators involved.

#### **Guidelines for Open Membership**

The following practices will guide implementation of the open membership rule by Extension staff and volunteers.

• 4-H membership is open to all youth. Members of other

- organizations are welcome to be actively involved in 4-H.
- When specific activities for more than one organization are held at the same time (as in some judging contests) members will be expected to indicate their preference for organizational representation prior to the development of a team roster so that other individuals may be included on the team.
- When specific community activities create competition for an individual's time or loyalty, the organizations involved should establish a spirit of mutual cooperation and fairness and work out a local agreement prior to the beginning of training, workout or preparation for an event or contest.
- Some regional and national competitive events prohibit youth from participating more than one time, regardless of the organization.
- If a young person is declared ineligible to participate in other youth development organizations due to unethical behaviors, he/she will not be permitted to participate in 4-H. Likewise, if his/her local chapter or organization is placed on probation by a fair or show, he/she will not be eligible to transfer membership to 4-H in order to avoid the probation.
- Dual projects in other youth organizations: Members are encouraged to avoid using the same projects, records, leadership activities, etc. for similar awards and recognition in two organizations.
  - If a project is nominated at the beginning of the year in one program, it should stay in that same program unless the member physically relocates to a new school where the same program is not available.
- It is the family's responsibility to obtain rules and guidelines for any program/activity/event in which they choose to participate to determine eligibility for participation, teams, awards, etc.

The 4-H Name and Emblem are protected under federal statute (Title 18, U.S.C. 707) which states:

Whoever, with intent to defraud, wears or displays the sign or emblem of the 4-H clubs, consisting of a green four-leaf clover with stem, and the letter H in white or gold on each leaflet, or any insignia in colorable imitation thereof, for the purpose of inducing the belief that he is a member of, associated with, or an agent or representative for the 4-H clubs; or

Whoever, whether an individual, partnership, corporation or association, other than the 4-H clubs and those duly authorized by them (members of Chartered Clubs and certified volunteers), the representatives of the United States Department of Agriculture, the land-grant colleges, and persons authorized by the Secretary of Agriculture, uses, within the United States, such emblem or any sign, insignia, or symbol in colorable imitation thereof, or the words "4-H Club" or "4-H Clubs" or any combination of these or other words or characters in colorable imitation thereof -- shall be fined not more than \$5,000 for individuals and \$10,000 for groups, or imprisoned not more than six months, or both.

The federal guidelines require all non-4-H groups and individuals who wish to use the 4-H Name and Emblem of to make application to the USDA.

Groups who discriminate against any persons who meet 4-H membership eligibility will be denied use of the 4-H Name and Emblem and will be subject to having that privilege revoked.

#### **Official Clover:**



For additional guidelines, see: <a href="http://4h.okstate.edu/for-educators/4-h-name-emblem/">http://4h.okstate.edu/for-educators/4-h-name-emblem/</a>

Oklahoma 4-H Website: 4h.okstate.edu



## Meeting Information



#### 4-H 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.







#### THE 4-H RITUAL

## 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.





### **Opening Ceremonies**

Nothing more nearly represents the purpose and character of 4-H Club work than the ritual. When correctly given it is beautiful and impressive. Every member should commit it to memory.

The entire club in unison at each club meeting should give the ritual. It is as follows:

Vice President: "Stand Please."

Members: [All members rise and stand erect.]

Vice President: What is our **4-H Club motto**?"

Members: (In unison): "To make the best better." Vice President: "We will repeat the 4-H Club pledge."

Members: "I pledge

Members:

My head to clearer thinking, My heart to greater loyalty, My hands to larger service, and

My health to better living, for my club, my community, my country and my world."

[In repeating the pledge, raise the right hand to side of head when speaking line No. 1, lower right hand over heart when speaking line No.2; extend hands, palms upward, when speaking line No.3; and stand at

attention when speaking line No. 4.]

Vice President: "We will now give the **Pledge to the Flag**."

"I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all." [At attention facing the flag repeat together the pledge of allegiance. The right hand should be placed over the heart while giving the pledge of allegiance. Congress, made this change December 15,

1942, Section 7, Public Law 623.]

*Vice President:* "We will now review the meaning of the club emblem.

What is the national **4-H club emblem**?"

#### 4-H Pledge

I pledge

My **head** to clearer

thinking,

My **heart** to greater

loyalty,

My **hands** to larger

service and

My **health** to better living for my club, my community, my country and my world.

4-H Colors Symbolize:

White - purity and high ideals

**Green** is nature's most abundant color and is emblematic of springtime, life, youth, and growth

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Members: "The National 4-H Club emblem is the four leaf clover

with the letter "H" on each leaflet running parallel

with the mid-rib of the leaflet."

Vice President: "What do the four H's on the club emblem represent?"

Members: "They represent the equal training of the head, heart,

hands and health of every member."

Vice President: "For what is the head trained?"

Members: "To think, to plan, to reason."

Vice President: "For what is the heart trained?"

Members: "To be kind, to be true, to be sympathetic."

Vice President: "For what are the hands trained?"

Members: "To be useful, to be helpful, to be skillful."

*Vice President:* "For what is the health trained?"

Members: "To resist disease, to enjoy life, to make for

efficiency."

Vice President: "In the All-Star Emblem, what does the Fifth H

represent?"

Members: "The Home."

*Vice President:* "In what way can we be of help in our home life?"

Members: "By striving to train for a home life that represents

true character, comfort and contentment."

Vice President: "Be seated, please."

#### **Understanding the 4-H Pledge**

Look at the pledge and it's meaning by examining some key thoughts for each "H."

My head to clearer thinking

4-H:

- Helps you learn to plan before you take action.
- Lets you learn things you can use as an adult.
- · Lets you make decisions.

**My heart** to greater loyalty Through 4-H you:

- Make many friends.
- Learn about trusting and respecting others.
- Learn about people who are different from you.
- Learn about values.

**My hands** to larger service 4-H:

- Is learning by doing.
- Is learning to complete tasks.
- Is serving your community.
- Is helping others.

**My health** to better living

4-H:

- Encourages activities that are fun and healthy.
- Teaches about protecting the environment.
- Promotes wise use of leisure time.

## For my club, my community, my country and my world.

Through 4-H you:

- Learn to be a good citizen.
- Learn about community relationships.
- Learn that you are part of a larger group and that you belong.
- Learn about 4-H across the nation and around the world.





#### **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.

## 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.
- 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,

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(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 nmay 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

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

comments/announcements.

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.



# Teen Leader & Volunteers



#### **Club Volunteer Position Description**

#### Position - Teen Leader

#### **PURPOSE**

To assist adult volunteers toward developing skills and knowledge so they can assume roles of Project, Activity Leader or Organizational Leader.

#### **BENEFITS**

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

#### **PRIMARY RESPONSIBILITIES**

- Study, understand and practice the purpose and philosophy of the 4-H youth development program and OCES.
- Actively seek volunteers and youth from a variety of racial, ethnic, religious and socioeconomic groups in your community.
- · Assist 4-H members with demonstrations, talks, records and officer training.
- Assist Project and Activity Leaders with teaching 4-H members.
- Take the lead in special projects of the club. Assist with planning, conducting and evaluating of meetings, recreation and other special programs of the club.
- Assume responsibilities for communication with members perhaps a telephoning system to inform members of meetings and other activities.
- Serve as a resource person to provide project related information.

- Communicate regularly with county Extension Educator, club leader, families and members.
- Provide a positive educational environment that will enable youth to grow, learn and develop friendships.
- Work with members and volunteers to develop an annual program plan.
- · Commit 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.
- Stay current and familiar with educational information available from the Oklahoma Cooperative Extension Service.
- Support participation in county activities and events.
- Follow the "Behavioral Guidelines for Extension Educators and Volunteers" serving as a positive role model for youth.

#### **EXTENSION EDUCATOR AND COOPERATIVE EXTENSION AGREE TO:**

- Provide orientation session to the Oklahoma 4-H program's mission, purpose and goals as they relate to youth development and programming.
- Provide orientation, educational programs and resource materials to develop an individual's understanding and management of volunteer assignments.
- Effectively communicate and encourage opportunities for continuing education on the district and state levels.
- Set educational tone and direction for 4-H and extension programs. Serving as a resource person on the basic philosophy of the 4-H youth development program and 4-H organizational structure.
- · Provide access to educational materials and resources for programming.

- Provide position descriptions for leadership roles and committees for use at the local and county level.
- Maintain sound working relationship with volunteers and parents involved in the 4-H
  program providing assistance, support and encouragement.
- Give recognition for time and energy devoted by volunteers at all levels of the 4-H program.
- Inform volunteers in a timely manner of events and activities via Extension newsletter, general correspondence, by telephone or the Internet.
- Provide educational support for program planning and evaluation.
- · Complete annual evaluation of volunteer.

#### **ORGANIZATIONAL LEADER RESPONSIBILITY**

- Communicate information in a timely manner and maintain a positive relationship with the project group.
- Providing support for program planning and evaluation.

#### **QUALIFICATIONS**

- Subject to Oklahoma 4-H Volunteer Management System approval and annual review.
- Interest and desire to educate and develop life skills through positive youth development, programs and activities.
- Ability to work well with 4-H members (ages 5-19) and their parent/guardian.
- Able to provide 4-H members with positive encouragement and support.
- · Good organizational and communication skills.
- Dependable transportation, home telephone and Internet access are desired, but not required.

#### TIME REQUIRED

- One-year commitment with the option of continuing service at the end of each year. Year begins July 1.
- Average of 8-12 hours per month, but will vary based upon scheduled activities and needs and goals of the 4-H members.

#### TRAINING AND CONTINUING EDUCATION

- Annually attend four 4-H Parent-Volunteer training/continuing education opportunities. Two trainings should be at the county level or part of the Oklahoma Volunteer Self-Study Series. The remaining training can be at the district or state level or through relevant professional development conducted by another organization. File documentation with the Extension Office.
- Attend District and State Volunteer Conferences.
- · Participate in Teen Leaders' Club.
- Participate in district and state youth conferences that will develop and enhance leadership skills.

Revised 10/2005

Revised October 2003



#### Oklahoma Volunteer Management System

### **4-H Teen Volunteer Application**

If you have any questions about this process; contact your county Extension educator or the State 4-H Office (405) 744-8891.

Four-H volunteers provide leadership and service to the community by assisting youth in developing life skills and civic responsibility. Quality leadership is important in the development of capable 4-H members. This application provides the 4-H program an opportunity to select individuals best suited for leadership roles necessary for furnishing youth with a quality educational experience and a safe environment. Thank you for your interest in sharing your time, talents and resources with the Oklahoma 4-H program as a certified teen volunteer.

#### Volunteers and the 4-H Program

Volunteers are an integral part of the Oklahoma Cooperative Extension Service 4-H Youth Development team who do not receive monitorial compensation.

Volunteers team with Extension Educators to enable 4-H youth development programs to reach larger numbers of youth and adults through programming efforts.

The purpose for volunteer certification is four-fold:

- To ensure a safe environment for youth involved in Oklahoma Cooperative Extension Service 4-H Youth Development programs;
- To provide documentation of volunteer activities in Oklahoma 4-H programs and to strengthen liability coverage for volunteers under the State of Oklahoma Governmental Tort Claims Act;
- To assist in the selection, tracking and placement of volunteers in Oklahoma 4-H Youth Development programs.
- To develop 4-H volunteer competencies through continuing education activities.

#### **Civil Rights**

Oklahoma Cooperative Extension Service programs provide opportunities for all citizens, without discrimination on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures.

#### The Mission of Oklahoma 4-H

The mission of Oklahoma 4-H Youth Development is to provide Oklahoma youth, families, and communities with educational programs which will create an environment for diverse audiences of youth and adults to reach their fullest potential by developing and enhancing skills for living.

#### 4-H VISION

Oklahoma 4-H is a national leader in developing youths' abilities to become productive citizens and catalysts for positive change to meet the needs of a diverse and changing

society. Through 4-H youth development education, youth will:

- Feel valued and empowered as a resource in the community.
- Practice effective problem solving and decision making skills
- Be environmental stewards.
- Demonstrate positive character and ethical behavior.
- Appreciate human differences.
- Have a strong sense of community and social responsibility.
- Contribute to positive relationships with families, peers, and community.
- Demonstrate communication and leadership skills.
- Value lifelong learning.
- Feel the personal pride that comes from mastery.

#### **Certification Steps**

If interested in working with 4-H youth as a teen leader, a project or activity leader, a camp counselor, workshop instructor, district or state 4-H officer or in any situation that is unsupervised by staff or a certified volunteer, this application must be completed. 4-H volunteers and extension staff recruit potential volunteers; however, the OCES staff in cooperation with the county Volunteer Advisory Committee must approve all volunteers.

To become a teen volunteer in the Oklahoma 4-H Program, a person is required to:

- Learn more about 4-H leadership roles.
   Download position descriptions at <a href="http://4h.okstate.edu/for-educators/volunteer-management-system/volunteer-position-descriptions-2015-revisions">http://4h.okstate.edu/for-educators/volunteer-management-system/volunteer-position-descriptions-2015-revisions or visit with the Extension Educator.</a>
- 2. Complete *Teen Volunteer Application*. The application aids in gathering information to verify instances where a legitimate question arises as to qualifications.
- Attend/participate in the OK 4-H Youth Development Orientation, OSU/4-H Working with Minors Training and Title VII/IX Training.
- 4. Annually complete a minimum of four continuing education units/parent-volunteer trainings and renew Working with Minors and Title VII/IX Training.
- 5. Youth volunteers working with some grant funded programs will be required to pass an OSBI background check.
- At this time, no background check is being run on teens serving as a teen leader, a project or activity leader, a camp counselor, workshop instructor, district or state 4-H officer

#### 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.

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	Competency	Behavioral Indicators
	Communication Skills	<ul> <li>Effectively expresses ideas and facts concisely and in an organized manner through oral and written communication.</li> <li>Works well with 4-H members, parents, volunteers and extension staff.</li> <li>Practices active listening skills.</li> <li>Shares information in a timely and diplomatic way.</li> <li>Uses a variety of positive methods to promote 4-H and Cooperative Extension.</li> </ul>
	Interpersonal skills	<ul> <li>Considers and responds appropriately to the needs, feelings and capabilities of others.</li> <li>Demonstrates good citizenship and treats others with respect and fairness.</li> <li>Exhibits patience in appropriate situations.</li> </ul>
cies	Flexibility	<ul> <li>Is open-minded to new ideas, change, and new information.</li> <li>Adapts behavior and methods in response to new information, changing conditions and priorities, demands, unexpected obstacles, or situations.</li> <li>Demonstrates ability to compromise.</li> <li>Demonstrates flexibility due to change in conditions, priorities, demands or situations.</li> <li>Adapts leadership style to variety of situations.</li> <li>Adapts educational strategy for situation and audience.</li> </ul>
·H peten	Decisiveness	<ul> <li>Encourages the development and use of imagination in the decision-making process.</li> <li>Exercises good judgment based on situation and surroundings.</li> <li>Makes sound, well-informed decisions.</li> <li>Perceives the impact of decisions.</li> <li>Commits to action to accomplish organizational goals.</li> </ul>
oma 4- re Com	Initiative	<ul> <li>Motivated, self-starter.</li> <li>Committed to positive ethics in youth development – trustworthiness, respect, responsibility, fairness, caring, and citizenship.</li> <li>Follows through with projects and commitment.</li> <li>Works to develop an area of expertise.</li> <li>Recognizes own strengths and weaknesses and committed to personal improvement.</li> <li>Demonstrates belief in own abilities and ideas.</li> </ul>
Oklał unteer Co	Organizational Skills	<ul> <li>Effectively manages time, resources and people.</li> <li>Is prompt.</li> <li>Successfully manages multiple tasks.</li> <li>Uses conceptual and creative thinking in decision-making.</li> <li>Uses a proactive approach to problem solving.</li> <li>Uses a variety of educational tools (newsletters, presentations, tours, judging, news releases, displays, etc.).</li> <li>Evaluates strength, benefits and quality of educational programs.</li> </ul>
Vol	Service Orientation	<ul> <li>Effectively manages, develops and delivers educational programming.</li> <li>Is concerned with public perception and satisfaction.</li> <li>Is honest, trustworthy, fair, and dependable.</li> <li>Appearance and behavior is appropriate and professional.</li> <li>Works effectively with diverse audiences.</li> </ul>
	Teamwork	<ul> <li>Offers assistance and is supportive of others.</li> <li>Gains satisfaction from group achievement.</li> <li>Demonstrates ability to work with diverse personalities.</li> <li>Maintains credibility with others.</li> <li>Coaches, mentors, and challenges peers and youth.</li> <li>Inspires, motivates and guides others toward goal(s) accomplishment.</li> <li>Actively involved and supportive of small group, club and county efforts.</li> </ul>
	Institutional Systems	<ul> <li>Understands and appropriately applies procedures, requirements, regulations and policies as related to 4-H and Oklahoma Cooperative Extension.</li> <li>Supports and works effectively within the organizational and management systems of the local, county, and state 4-H programs.</li> <li>Supports the non-discrimination statement of the Oklahoma Cooperative Extension Service.</li> <li>Demonstrates commitment to positive youth development and education.</li> </ul>



#### Organizational Club Leader

Thank you for your time, talents and service.

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

#### Purpose

#### Primary Responsibilities

#### 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.
- 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.



Benefits

Qualifications

Training/Continuing

Education

Time Required

#### Organizational Club Leader

Thank you for your time, talents and service.

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

I willingly volunteer to serve as Organizational/Club Leader for \_\_\_\_\_\_\_\_\_4-H Club/Project

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

Signature Date



#### **Signing Up for 4HOnline Training**

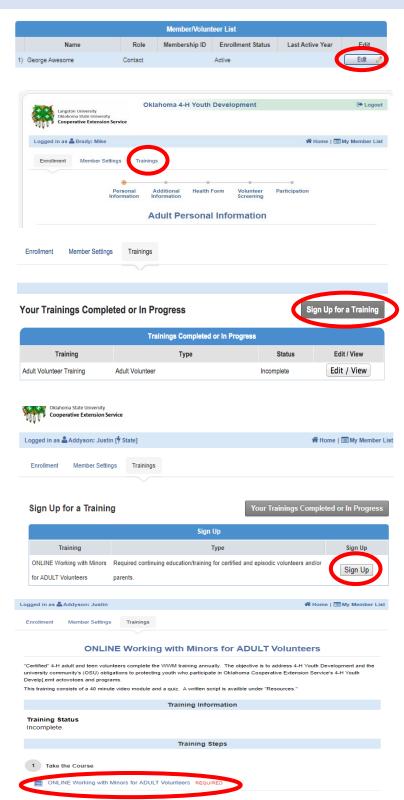
Hearing Impaired – A written script is available under "resources".

- 1. Log in to a family 4-H Online account.
- 2. Click Edit button, next to the volunteer/member to be trained.
- 3. Click the "Trainings" link at the top of the page.

4. Click Sign Up for a Training.

5. Select the Training, click the "Sign-up" button to enroll.

- Click on the hyperlinked course name. The course content will open in a pop up screen.
   Adobe Flash will be needed to run the program.
- Upon completion, return to this screen, click "Print Certificate" for your records. The county does not need the certificate.





# 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
- o To increase public awareness of 4-H
- o 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:

- o Adair County 4-H Adult & Youth Officers
- Project Medal Award winners
- Outstanding Juniors
- o Speech and Demonstration Champion and Reserve Champions
- o 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
- o 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\*

- o All awards are presented at the Achievement Banquet.
- o 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:

- o Must be a current 4-H member on 4-H Online
- o 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:

- o 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
- o Does not meet medal criteria

#### **County Project Medal**

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

- o Be Enrolled In 4-H
- o Write A 4-H Story
- o 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)
- o Give One (1) Speech Or Demonstration In Club or County
- o Participate In At Least One Citizenship Activity.

Selection: May receive project only once per project.

#### **Bronze Medallion**

#### Criteria:

- o Be Enrolled In 4-H
- o Include Pictures Of 4-H Project Work
- o List Four (4) Things Learned In The Project Area
- o Write A 4-H Story
- o 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)
- o Participate In At Least One Citizenship Or Community Service Project
- o Participate In Two (2) County Events Or Activities During The Year

#### Silver Medallion

- o Be Enrolled In 4-H And Attend Three (3) County or Club Meetings
- o Include Pictures Of 4-H Project Work
- o List Six (6) Things Learned In The Project Area
- o Write A 4-H Story
- Give Two (2) Speeches Or Demonstration. One Must Be In The Project Area And Be
   Presented At A 4-H Event. (May Be Same Speech Different Audience)
- o 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.)
- o Participate In At Least One Citizenship Or Community Service Project
- o Be Involved In Promoting And Recruiting For 4-H
- Indicate On-going Growth In The Project Reported

#### **Gold Medallion**

- o Be Enrolled In 4-H And Attend Four (4) County or Club Meetings
- o Include Pictures Of 4-H Project Work
- o List Eight (8) Things Learned In The Project Area
- o 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
- o 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.)
- o Participate In At Least Two (2) Citizenship Or Community Service Project
- Be Involved In Promoting And Recruiting For 4-H
- o Indicate On-going Growth In The Project Reported

#### **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
- o Submit completed Adair County or State Record Book by deadline
- o 14 years old or over

#### Selection:

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

<u>Sponsor:</u> Larry Adair, Past Speaker of the House, Oklahoma State House of Representatives <u>Award:</u> 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
- o Copy of I DARE YOU, Mr. Danforth's classic book on personal motivation
- o 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, activites and events

- o Must be current 4-H member on 4-H online
- Must submit a County Record Book

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

#### Selection:

- Two members from each club with be nominated based on their Record Book and leader input
- o 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:

o Provide recognition for cultural awareness through leadership

#### Criteria:

- o Must be a current 4-H member on 4-H online
- Must submit a County or State Record Book

#### Selection:

- o Selection is based on overall leadership reported in record book and interview.
- o Experience and participation in local and county activities
- o Citizenship and community service
- o 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:

- o Must be a senior 4-H member
- o Must be current 4-H member on 4-H online
- o Minimum of four years of 4-H club work
- Submit State Record Book

#### Selection:

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

<u>Award</u>: 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:

o Provide volunteer awareness and recognition

o Provide learning experiences beyond county boundaries

Criteria:

o Must be a current 4-H Volunteer and active online

o Experience and outstanding leadership as a 4-H Leader

o 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.



# 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 a school/club in October or November.

#### Specific Requirements:

- Enrollment in 4-H
- Length of Act 8 minutes (setup, performing, and removal) with 6 minutes or less for performance.
- Types of Act
  - o Musical (vocal, instrumental, or combination)
  - o Dramatic (plays, readings humorous or serious)
  - o 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. Based on current junior member enrollment, school/clubs are limited to the number of junior acts (3, 6, or 9) which may participate in county competition. Annual junior enrollments vary, and the number of acts will be determined each year.
- 3. An individual may perform in one group act and one individual act during the county contest.
- 4. There is no limit on the number of Senior Acts.
- 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places day of event. Champions and reserve champions in each division will receive invitation to the Achievement Banquet.

# ADAIR COUNTY 4-H Jr. Division\_\_\_\_ SHARE-THE-FUN Sr. Division\_\_\_\_ SCHOOL NAME Name of Act (Write individual names on back of form for groups) Individual \_\_\_\_\_ Small Group(2-4) \_\_\_\_\_ Large Group(5 or more) \_\_\_\_\_ \*\*If child is 8 years old and in the 3rd grade by Sept. 1, they will compete as a 4-H member. Any child with an age or grade below these requirements will compete as a Clover Bud\*\* PLEASE LIST PARTICIPANTS ON THE BACK OF FORM 1. Performance (interpretation, talent, originality)......30 points \_\_\_\_\_ 3. Appearance (Costume, props, atmosphere for acts....20 points 4. Projection 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:

Signature of Judge\_\_\_\_\_County\_\_\_\_

BLUE\_\_\_\_

RED\_\_\_\_\_

#### **SKILL-A-THON CONTEST**

The 4-H Skill-a-thon Contest is a judging contest designed to help 4-H members develop and demonstrate their knowledge in 5 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:**

- FCS (sewing, cooking and interior design)
- Livestock
- Rabbit and Poultry
- Companion Animal
- Dairy (cattle, goat and food)

#### **Contest Etiquette:**

Whispering and or talking on the floor is not allowed. Keep your eyes on your own test sheet.

Judging is a comparative process, examine and compare choices carefully.

Questions can only be asked to the adults on the floor during testing.

#### Awards:

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

# **2021 SKILL-A-THON CONTEST**

## November at Zion Public School

# Registration is **DUE** in Extension office November 1, 2021

Name		
School		
Age		
Jr. Division	Intermediate Division	Senior Division
Junior Division (8-1 and up)	0 years old) Intermediate Division (11	- 13 years old) Senior Division (14
<u>E</u>	ach contestant may only ente	er ONE category
FCS (sew	ing, cooking and interior des	ign)
Livestock		
Rabbit and	d Poultry	
Companio	on Animal	
Dairy (cat	tle, goat and food)	

#### PERSONAL IMAGE DRESS CONTEST

The 4-H Image Dress Contest 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 six classes in their division:
  - \* Snappy Casual
  - \* Sports Wear
  - \* Active Sports Wear
  - \* Dress Wear
  - \* Professional and Semi-Formal 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 <u>Divisions\*\*\*</u> 4-H members will be judged based on fit, individual, becomingness, and fashion. Member will receive a Certificate and blue or red ribbon for 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> place in each category. The <u>Overall</u> Champion and Reserve Champion per Division will receive certificate and neck ribbon, also an invitation to the Achievement Banquet.

#### IMAGE DRESS CLASS DESCRIPTIONS

<u>Snappy Casual</u> – Jeans, khaki pants, slacks, skorts, gauchos or non-denim Capri pants. Polo knits or button front shirts, sweaters and cardigans. Shoes may be leather slip on or lace up shoes, boots or sandals.

(NO TENNIS SHOES OF ANY KIND)

<u>Sports Wear</u> – Wind Suits, matching or coordinated sweats, jerseys with matching shorts or pants with tennis shoes.

(NO TEAM UNIFORMS OF ANY KIND)

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

(NOT TEAM UNIFORMS OF ANY KIND)

<u>Dress Wear</u> – 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**). Dress shoes, leather or suede type.

(NO TENNIS OR ATHLETIC SHOES) (NO BLUE DENIM)

#### **Professional and 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)

<u>Western Wear</u> – Western style jeans, dress or skirt with long sleeve western style shirt, western style boots, and western style belt with buckle.

(Western Style hat and/or vest optional)

	PERSONAL IMA	AGE DRESS (	CONTEST	
NAME				
SCHOOL/				
CLUB				CLASS
(CIRCLE ONE)				
Snappy Casual S	ports Wear Acti	ve Sportswear	Dress V	Wear
Professional & Semi-Fo	ormal Western V	Vear		
AGE DIVISION (CIRC	CLE ONE)			
Junior (8-10 years old) **If child is 8 years old and in below these requirements will	the 3rd grade by Sept. 1, the	(11-13 years of will compete as a		or (14 and up ) y child with an age or grade
	Possible Points	Excellent	Good	Needs Improvement
Outfit and Individual	(15 per category)	11-15	6-10	1-5
1. Fit				
Neckline & collar fits s fashion and comfort; S for garment style; Hem	ide seams and sleeves	hang Smoothl	y & straight;	Waist & hip fit correct
2. Individual				
Has good posture; is w	ell-groomed; has good	d personal pres	entation	
3. Becomingnes	SS			
Fabric, color, texture & of individual; garment	•	e to each other	; outfit is sui	table for figure and age

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

**CLASS RESERVE** 

CHAMPION

OVERALL

CHAMPION

OVERALL RESERVE

CHAMPION

CLASS

4. Fashion

TOTAL POINTS (60 MAX)

CHAMPION

### 4-H FOOD SHOWDOWN

Larry Adair Exhibit Building

\*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 4Honline- 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 neck ribbon day of event. Top two will get invitation to annual Achievement banquet. \*\*\*

<sup>\*\*\*</sup>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	Sr. Teams all items from Jr & Int teams Plus:
Aprons (3)	Heat Source (can use one of the following)
Calculator (1)	Seniors ONLY!
Can opener (1)	
Colander, medium (1)	single or double burner hot plate
Cutting boards/mats (2)	Electric Skillet (1)
Bowl, small (1)	II 1 . (0)
Disposable tasting spoons	Hot pads (2)
Fork 1	Baking Sheet (1)
Gloves disposable	
Grater (1)	Extension Cord
Hand sanitizer (1)	Food Thermometer (1)
Kitchen Shears (1)	rood Thermometer (1)
Kitchen Timer (1)	Rolling pin (1)
Kitchen Towels (2)	~
Knives (3)	Sauce pan w/lid
Measuring cups, dry	Stock pot (1)
Measuring cup, Liquid	
Measuring spoons	Storage bags or containers
Note Cards	Tanag (1)
Pencil	Tongs (1)
Pancake Turner (1)	Vegetable peeler (1)
Rubber Spatula (1)	Whisk (1)
Serving Platter (1)	willsk (1)
Serving bowl (1)	
Sanitizing wipes	
Mixing bowls	
Tub for dirty dishes	

paper towels



#### 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 g	grade to compete)
Intermediate: 11-13 years old		<u> </u>
Senior: 14 and up		
**Mixed Age group teams are permitted. Howe	ver, the team wi	III compete in the
division of the oldest member. ** To compete	as a senior at Di	istrict 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 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.
- o To properly plan, develop and deliver a presentation.
- o 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\*\*

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

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

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

Specials	Jr. 8-13	Sr. 14-19	
Breads Dairy Produc Peanut Pork	ets	Jr & Sr	1 Team, 1 Individual 1 Team, 1 Individual 1 Team or 2 Individual 1 Individual
Beef Clothing		Jr. & Sr.	1 Individual 1 Individual per division
Conservation	l		1 Individual
Electric		Jr. & Sr.	1 individual per division
Commercial	_	Jr. & Sr.	1 Individual per division
Com. Conver	nience Food	Jr. & Sr.	1 Individual per division
Cooperative		Age 16-18	1 Individual

#### Awards:

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

#### **Special Categories:**

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

# STATE AND NATIONAL SPONSORS SPECIAL CATEGORIES 4-H SPEECH & DEMONSTRATION CONTEST

Given at annual Achivement Banquet

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

1 Team (2) Demonstration

Individual (1) Illustrated Talk or Demonstration

#### Demonstration

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

#### 2. DAIRY PRODUCT

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

1 Team (2) Demonstration

1 Individual (1) Demonstration or Illustrated Tal

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

- 1 Team (2) Demonstration or
- 1 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.

#### **5. BEEF -**

Can recieve only once.

1 Individual Illustrated Talk or Demonstration

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

#### LOCAL SPONSORS SPECIAL CATEGORIES PUBLIC SPEAKING CONTEST

Given at annual Achivement Banquet

#### CLOTHING - Be Sew In, Muskogee

1 Jr. (Age 12 and under) 1 Sr. (Age 13 and over)

Individual Demonstration or Illustrated Talk

Receive only once as a Junior.

Receive only once as a Senior.

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

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

#### Receive only once

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**

1 Jr

1 Sr

Individual presentation (Not to exceed 7 minutes).

#### Receive only once

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**

Individual Illustrated Talk (Not to exceed 12 minutes)

1 JR

1 SR

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.

For more information refer to 4-H member guide, Illustrated Talk on Commercial Banking.

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

2 per County

1 Junior (Age 12 and under)

1 Senior (Age 13 and over)

Individual Demonstration, (Not to exceed 8 minutes)

Receive only once as Junior

Receive only once as Senior

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**

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

Updated 04/20

## 2021 ADAIR COUNTY PUBLIC SPEAKING CONTEST

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

	Dairy Products Com. Banking		Pork Cons
Electric	Com. Con. Food		Clover Bud
wer points may ONI	Y be used in the Power P	oint Specia <u>l Category Only</u> . I	No other power points will be accepted
member may enter in	only one category. Up to 8	minute time limit on all speec	hes including set up and clean up.
Name		School	
	Ag		
Name of Team M	lember	Grade in School	Age
<b>Presentation</b> : S <sub>1</sub>	beech Illustrated	Talk	
Demonstration:	Individual Tea	.m	
Title of Presenta	tion	·····	
an age or grade belo	ow these requirements wil	compete as a Clover Bud** TE BELOW THIS LINI	es a 4-H member. Any child with
Speaker:		Poss	ible Points 25
Voice (cle	ce (Neat, appropriate) ar, fluent, voice control, pro Posture (cheerful, confident	onunciation, articulation, project, and erect)	ction)
<b>Presentation:</b>			
Organizat Delivery ( Conclusio	on (short, complete, interest ton of Material smooth, appropriate speed, n (adequate and effective) ffect of presentation Audience	1 088	ible Points 50
Proper Us Use of Ap	USTRATED PRESENTATION  of Visual Aids and Equiparts  propriate Materials to "Shool managed, neat work spaces:	nent w'' Main idea	
Subject Matter	:		
Suitability	Understanding of Subject M of Topic (specific) on (accurate, up-to-date, cor	<b>Matter</b>	ible Points 25
Comment	<u>:s:</u>	ТОТ	AL POINTS
		r and rank the top three (3) in thing adult who will take them to	he contest. Upon completion of contest registration area.
Circle on	BLUE R	ED	
Judges Signature_		Placing if one	e 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\*\*

- Level 1: 8 yr olds & in 3rd and 4th Grade
- Level 2: 5th and 6th grade
- Level 3: Grades 7-9
- Level 4: Grades 10-12

#### Guidelines

- All classes are fair entries
- All participants must be enrolled on 4-H Online
- A 4-H member may enter one exhibit in each class but are restricted to those exhibits designed for his/her age group.
- 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 blue or red ribbon for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places in each category. The Overall Champion and Reserve Champion per level will receive certificate and neck ribbon, also an invitation to the Achievement Banquet.

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

#### Level 1 ADC(Grades 3-4)

**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.

#### Level 2 ADC (Grades 5-6)

Lined or Unlined One-piece garment with facing (top, robe, jacket, dress, jumpsuit, vest, costume, or any other similar one-piece garment with a facing). Exhibit must have two (2) or more of the specific skills/techniques listed under any of the following headings in the Level 2 Mastery Sheet: Facing, Interfacing, Seam Finish.

Lined or Unlined Bottom with one or more: pocket, waistband or facing (shorts, capris, pants, skirts, costume, or any other similar bottom.) Exhibit must have two (2) or more of the specific skills/techniques listed under any of the following headings in the Level 2 Mastery Sheet: Facing, Pocket, Waistband, Zipper. No invisible zippers in level 2. Waistband can be a flat front band and elastic back.

Lined or Unlined Two-piece Garment with one or more: pocket, waistband or facing (coordinating top and bottom, jacket/vest with bottom/dress, PJ's, costume, or any other similar two-piece garment). Exhibit must have two (2) or more of the specific skills/techniques listed under any of the following headings in the Level 2 Mastery Sheet: Facing, Pocket, Waistband. No invisible zippers level 2. Waistband can be a flat front band and elastic back.

**Sewn Fashion Accessory** (sewn hat, scarf, bag/string-pack/purse/backpack/hip pack, wallet, or textile based jewelry, or any other **similar** sewn fashion accessory)

#### Level 3 ADC (Grades 7-9)

**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.

#### Level 4 ADC(Grades 10-12)

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.

**Two-piece lined 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.

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

#### Level 1 IDC (Grades 3-4)

**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.

#### Level 2 IDC (Grades 5-6)

**Home Accent Bedroom**: Examples: two pillow cases, 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).

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

#### Level 3 IDC (Grades 7-9)

**Home Accent Living Room/Family Room**: any combination of two-piece coordinates for the living/family room (slipcovers, lined or unlined curtains/drapes/shades, pillows, lap throw/lap quilt, remote caddy, ottoman, lamp shade, fireplace mantel scarf, doily, or any other similar item).

Functional Home Accessory design for Special "Needs" – "Special Needs" being the individual requirements of a person with a mental, emotional, physical disability or disease.

MUST include a description of who it was made for, why the need, any special adaptations per the individuals request and any other pertinent information supporting the finished product.

(Examples of housing accessories for special needs: sensory swing/activity station; fidget quilt/blanket/mat; bedding/pillows/lap blanket; weighted/pressure/gravity blanket; bed/chair/walker caddy; bath or kitchen accessory; bedrail; storage; etc.) See Citizenship through Service Learning and Sewing for Special Needs instructions.

#### Level 4 IDC (Grades 10-12)

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)**

#### Level 1 & 2 HTDC (Grades 3-6)

**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. *Any skill technique listed in classes 45-48 are not to be exhibited in this class. Focus is on the 1) mastery of one or more decorative textile technique, 2) creativity, and 3) mastery of the use of the elements and principles of design.* 

Textile Fabric Creation: Skill technique(s) being mastered/learned - weaving (beading or textile), latch-hook, braiding, macramé, knitting, crochet, felting, basket weaving or a combination of one of these techniques to create a textile. "Textile" defined as any woven, looped or felted thread or fiber. Textile is to be constructed into a finished end product no larger than 16" x 16" or an equal surface area (examples of equal surface area: knitted scarf 6" x 42" or a macramé plant hanger 8" x 32"). Knitted or crocheted exhibits refer to Level 1 & 2 Mastery Sheets for specific skills/techniques. Focus is on 1) the mastery of one or more textile technique(s) used to produce a textile which is incorporated into an end product 2) creativity and 3) master of the use of the elements and principles of design. Examples: toy/game (rug for doll house, doll, ball, etc.), home décor (doily, table scarf, pillow, coaster, wall hanging, plant hanger, small basket, linen - dish cloth, scrub, towel, pillow cover, etc.), clothing/fashion accessory (hat, scarf, purse/bag, jewelry, etc.) or similar small item. Any skill technique listed in classes 44, 46-49 are not to be exhibited in this class.

#### Level 3 & 4 HTDC (Grades 7-12)

**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** described in class 44. *Any skill technique listed in classes 52-57 are not to be exhibited in this class. Focus is on the 1) mastery of technique, 2) the creative and appropriate blending of two or more decorative textile techniques, 3) fabric/trim fittingly showcased in a finished product, and 4) master of the use of the elements and principles of design.* 

Textile Fabric Creation: Design and construction of an original "fabric/trim" using at least two (2) techniques described in class 45. No size limit. Additional techniques might include but are not limited to hand spinning, cotton linter, and tatting. Additional example: shawl, afghan, stool, socks, etc. Fabric and/or trim must be made into a finished product. Knitted or crocheted exhibits refer to Level 3 & 4 Mastery Sheets for specific skills/techniques. Focus is on 1) the mastery of two or more textile technique(s) used to produce a fabric/trim, 2) creative and appropriate use of "fabric/trim" in finished product, and 3) master of the use of the elements and principles of design. Any skill technique listed in classes 51, 53-57 are not to be exhibited in this class.

## 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):		
GRADEC	CLUB		
*You may enter up to 3 projects in your Skill Level Division*			
Level 1 (ADC) (Grade 3-4)	Level 3 (ADC)(Grade 7-9)		
Simple topSimple BottomSewn Fashion AccessoryKnitted/Crochet/Yarn/Thread Fashion Accessory	Blouse/Shirt with Sleeves and Closure Bottom with zipper and/or pocket Two Piece Garment		
Level 1 (IDC)(Grade 3-4)	<u>Level 3 (IDC) (Grade 7-9)</u>		
Home Accent KitchenBags	Home Accent Living RoomSpecial Needs		
Level 1 (HTDC)(Grade 3-4)	Level 3 (HTDC)(Grade 7-9)		
Decorative Textile TechniqueTextile Fabric Creation	Decorative Textile Technique Textile Fabric Creation		
***************	***		
Level 2 (ADC)(Grade 5-6)	<u>Level 4 (ADC)(Grade 10-12)</u>		
One piece garment with facing Simple Bottom with pocket and/or waistband or facing Two piece garment Sewn fashion accessory	One Piece lined or unlined garment Unlined two piece ensemble/coordinate Lined two piece ensemble/coordinate		
Level 2 (IDC)(Grade 5-6)	<u>Level 4 (IDC)(Grade 10-12)</u>		
Home Accent Bedroom Bags  Level 2 (HTDC)(Grade 5-	Home accent outdoorsBesign Story BoardRecycled/Upcycled Furniture		
<u>6)</u>	<u>Level 4 (HTDC)(Grade 10-12)</u>		
Decorative Textile TechniqueTextile Fabric Creation	Decorative Textile TechniqueTextile Fabric Creation		