



# Washington County 4-H Handbook

*2011-2012*

# WASHINGTON COUNTY 4-H HANDBOOK

## INTRODUCTION

What is 4-H?.....	4
Who is Involved in 4-H? .....	4
4-H Membership Definition .....	4
The 4-H Prayer, Emblem, Pledge, Motto, Slogan.....	5
4-H Terminology.....	6
Code of Conduct.....	8
Club Opportunities .....	11
Project Opportunities.....	12

## ORGANIZATIONS

4-H Council .....	14
4-H Parent Association.....	14
4-H Financial Guidelines.....	14

## AWARDS

County Awards .....	16
Scholarship Opportunities for Graduating Seniors.....	19

## POLICY STATEMENTS

4-H Project Participation.....	21
Rules Governing Eligibility to Show at County Fair .....	22
Rules Governing Eligibility to Show at Major Shows.....	22
School Absence Policy for 4-H Activities .....	23

# *Washington County Extension Office*

*1305 East Blue Bell Road, Suite 104  
Brenham, Texas 77833  
(979) 277-6212 phone  
(979) 277-6223 fax  
washingt@ag.tamu.edu*

*Washington County Website: <http://washington.agrilife.org>*

## *Texas AgriLife Extension Service Staff*

### **Brice Mund**

County Extension Agent-4-H  
brice.mund@ag.tamu.edu

### **Larry W. Pierce, Jr.**

County Extension Agent-AG/NR  
lpierce@ag.tamu.edu

### **Tanya McConagill**

County Extension Agent-FCS  
tanya.mcgonagill@ag.tamu.edu

## *1890 Cooperative Extension Program Staff*

### **Mary Sanders**

Extension Agent- FCS  
mary.sanders@ag.tamu.edu

### **Kelvin Neal**

Extension Agent-AG/NR  
kwneal@ag.tamu.edu

## *Office Support Staff*

### **Lindsey Franklin**

lindsey.franklin@ag.tamu.edu

### **Nancy Burch**

nburch@ag.tamu.edu

## ***INTRODUCTION***

### **WHAT IS 4-H?**

4-H is a youth development program to develop youth through the involvement of parents, other adults and volunteers who organize and conduct learning experiences for youth in a community setting. In 4-H, your son or daughter can grow in knowledge, skills, citizenship and leadership. Your child will experience:

1. working with adult volunteer leaders to make new friends through 4-H meetings and activities
2. feeling a sense of accomplishment and developing self-confidence through "learning by doing"
3. developing leadership and the ability to speak before a group
4. exploring projects that may lead to future careers and leisure-time skills recognizing growth and achievement in areas of interest
5. and, most importantly, having fun while being involved in 4-H.

For more information on 4-H visit the Texas 4-H website at <http://texas4-h.tamu.edu/>.

### **WHO IS INVOLVED IN 4-H?**

- 4-H Members: Boys and girls that are nine years of age (or in the third grade) to nineteen year of age.
- Parents: Parents provide help and inspiration, financial support, and help keep their sons and daughters active.
- Volunteer 4-H Leaders: Both adult and junior leaders help 4-H members with 4-H projects and activities and advise members in running the affairs of a 4-H club.
- Texas AgriLife Extension Service : Your county Extension staff are professionals who extend the knowledge and research findings of Texas A&M University to your local 4-H club in conducting 4-H projects and activities.
- Friends of 4-H: Many adults, businesses, and organizations in your community offer support with donations, personal service, and encouragement. These are indeed "Friends of 4-H."

### **4-H MEMBERSHIP DEFINITION**

A 4-H member can be any boy or girl who has reached his or her ninth birthday or who has entered the third grade in school and who enrolls in an organized 4-H club. Enrollment is accomplished by completing a 4-H profile at <https://texas.4honline.com>. At the beginning of each Texas 4-H year, 4-H members must update their enrollment profile on the 4-H enrollment website to renew their active membership for the current Texas 4-H year.

### **THE 4-H PRAYER**

Help me, O Lord, to live so that the world may be a little better, because thou did'st make me.

### **THE 4-H EMBLEM**

The 4-H club emblem is a four leaf clover with the letter "H" on each leaf. The four "H's" stand for Head, Heart, Hands, and Health. Leaves of the clover are green and the "H's" are white. The white is for purity. Green is nature's most common color, and is symbolic of youth, life, and growth.

### **4-H PLEDGE**

The 4-H's represent the 4-square development of:

Head - To help youth learn new and better ways of doing things.

Heart - To help youth develop ideals and standards for living in society.

Hands - To give youth the opportunity to develop useful skills and to apply them.

Health - To help youth develop habits of good health



"I pledge –

My Head to clearer thinking,

My Heart to greater loyalty,

My Hands to larger service,

My Health to better living,

for my club, my community, my country and my world."

### **4-H MOTTO**

"To Make the Best Better"

### **SLOGAN**

"Learn by Doing"

## 4-H TERMINOLOGY

- 4-H Member** Any youth may become a member of 4-H when he or she has reached 9 years of age, or 8 years of age and has entered the third grade. "Entered the third grade" is interpreted as September 1 of the year the member is enrolled in the third grade.
- Washington Co. 4-H Year -** Begins October 1 and ends July 31.
- Texas 4-H Year -** Begins September 1 and ends August 31.
- 4-H Member in Good Standing -** In order to be in good standing as a 4-H member, members should attend their monthly club meetings and should participate in at least one 4-H project each year, and must have a completed or updated their 4-H enrollment profile on the 4-H Connect website for the current 4-H year.
- Clover Kid -** Five to eight years old but not in the third grade who is an honorary member of a 4-H club or project. They are not bona fide 4-H members who can compete in competition or the county fair.
- Project -** A subject or specific topic taught by a project leader. It is taught through a series of lessons which must include at least six learning experiences. Written materials are available as project leader guides and member guides for most of the projects. Examples of projects are: Food and Nutrition, Poultry, Wood Science, etc. Project groups meet at times other than a regular club meeting. 4-H members may take a project as an individual with adult or leader supervision or with approval from the County Extension Office.
- 4-H Club -** An organization with at least eight (8) members, one or more volunteer leaders, and elected officers. Clubs follow an agenda and have business meetings usually once a month.
- Record Book -** A well organized, accurate, and concise report or journal of a 4-H'ers activities in a particular project which he or she completed during the past year. It includes information on that project from the first year taken to the present.
- Roundup -** A contest held for 4-H'ers which includes a Method Demonstration, Illustrated Talk, Share the Fun, or team judging. 4-H members can enter County Roundup and then can progress to District Roundup and State Roundup. (State Roundup is for Senior 4-H'ers only)
- 4-H Newsletter -** A 4-H newsletter will be prepared and sent to every 4-H family and leader and is a good source of information on upcoming events, activities, and contests. It is meant to be read by parents as well as by 4-H'ers and leaders.
- Family Night -** The banquet is held to recognize 4-H'ers from Washington County for their achievements. Also recognized are the numerous supporters and donors of the 4-H program.

- Method Demonstration** - A well planned presentation by one or more 4-H'ers that teaches information related to a project or activity. They tell how to do something and usually demonstrate the process step by step. A few posters are usually used.
- Illustrated Talk** - A well-planned presentation by one or two 4-H'ers that teaches information related to a project or activity. They tell how to do something with the aid of visuals such as charts, slides, pictures, models, cut outs, etc.
- Share the Fun** - A planned presentation by one 4-H'er or a group of two to nine 4-H'ers. The presentation can be categorized into one of five categories: drama, dance, vocal/musical, comedian/poet, and celebrating 4-H. Accompaniments may be recorded or live.
- Judging Team**- A team of three or four 4-H members who are assisted by a leader. They focus on one subject while learning the finer points of judging during competition. The subjects or project areas they may enter as a team are: livestock, dairy, soils, meat identification, forestry, horse, consumer, etc.
- National 4-H Week** - 4-H is observed and honored internationally each year during the first full week of October. Clubs and counties celebrate and publicize 4-H during this special week.
- County 4-H Council** - The County 4-H Council is made of up of the Council officers, President, and Council Delegate from each 4-H club. When one cannot attend the Council meeting, then an alternate may go instead. The council's purposes are: 1) to assist with planning and conducting county 4-H events; and 2) to act as an information source between the district and state 4-H office and local 4-H clubs.

### **VOLUNTEER TYPES**

- Direct Volunteer:** As defined in Extension Service and Land Grant University Cooperating Extension Service, United State Department of Agriculture ES Form 237 (7/93): "Unpaid support for the 4-H program through face-to-face contact with youth, by a youth or adult, e.g.: project leader, club leader, camp counselor, teacher."
- Indirect Volunteer:** As defined....."Unpaid support for the 4-H program by a youth or adult which does not include face-to-face contact with youth, e.g.: board members, committee members."
- Random Volunteer:** An individual who volunteers for a single or limited activity, event or program conducted as part of the Texas AgriLife Extension Service, 4-H and Youth Development programs. Usually, these individuals have two or fewer supervised contacts with youth participants each year. Examples include: fair judges, workshop members, presenters serving on special committees, and assistants or helpers at 4-H events.

# **Texas 4-H and Youth Development Code of Conduct**

During my 4-H involvement...

1. I am expected to attend all sessions that are part of the planned program for all activities. I will inform staff if I am not feeling well or have a schedule conflict.
2. I will dress appropriately to the occasion and adhere to any attire requirements stipulated for the event I am attending. 4-H members should be courteous and clean, and possess good manners.
3. Language must be controlled and appropriate for a 4-H member — I will not use language that is socially offensive.
4. Except for planned tours and outings, I will not leave an activity facility any time without permission of the chaperone and/or staff responsible for the event.
5. I will not smoke or use tobacco products, or be in possession of such products, at any 4-H program event.
6. I will not be in possession of, use alcohol or drugs (except those directed by a doctor), or be associated with or remain in the presence of others when they are being used.
7. I will not be in possession of, use, or threaten another person with a weapon, bodily force or language.
8. I will respect the rights of privacy of those attending an activity and those with whom I may be rooming.
9. I will observe hours established by the staff and be in my room. No boys in girls' rooms, no girls in boys' rooms.
10. I will avoid unnecessary roughness to room furnishings, furniture, equipment, etc. Towels, ashtrays, etc., are not to be taken as souvenirs. Occupants of a room or conveyance are financially responsible for any damage or results of misconduct.
11. Any participant at an official 4-H activity who observes a breach of the code of conduct has the responsibility and obligation to report the misbehavior to appropriate chaperones.



# Texas 4-H and Youth Development Consequences of Misbehavior

## Violators May Expect:

To have the opportunity to explain actions to the professional Extension staff in charge.

Behavior that is disruptive to the event will be documented and a letter describing such will be sent to the District 4-H Leadership Team, County Extension Agent(s) and parents/guardians of those involved. Examples of offenses are as listed below, but not limited to:

## Minor Offenses

1. *Habitually late to program activities*
2. *Not in room at designated time*
3. *Not possessing good manners and using language that is offensive to others*
4. *Not respecting the rights and privacy of those rooming with or attending an activity*
5. *Lying or untruthfulness to chaperones, leaders, event organizers or others in attendance*

## *Consequences*

- *For every offense 4-H member will receive a verbal reprimand.*
- *For every offense the violator shall write letters of apology to the appropriate people.*

## *Major Offenses*

- Automatic removal from an event/activity and/or sending a participant home at the parent's/guardian's expense.
- One major offense during any 4-H year may lead to suspension of membership in all Texas 4-H and Youth Development programs for a defined period of time, along with the possibility of facing criminal charges, depending on offense. In addition, 4-H member may be asked to resign from all 4-H offices or leadership roles held or give up monetary awards or scholarships from the Texas 4-H program.
- May lead to Termination of 4-H Membership.

## *Intermediate Offenses*

- One or two violations is grounds for removal from the event/activity and/or sending a participant home at the parent's/guardian's expense.
- Three violations during one calendar year is grounds for the 4-H member to not be allowed in any county, district or state activities for the remainder of the 4-H year. In addition, 4-H member may be asked to resign from all 4-H offices or leadership roles held or to give up monetary awards or scholarships from the Texas 4-H program.

## *Minor Offenses*

- Consistent discipline problems requiring more than two reprimands is grounds for sending a 4-H member home at the parent's/guardian's expense.
- Habitual discipline problems requiring more than four reprimands during one calendar year is grounds for the 4-H member to not be allowed in any county, district or state activities for the remainder of the 4-H year. In addition 4-H member may be asked to resign from all 4-H offices or leadership roles held or to give up monetary awards or scholarships from the Texas 4-H program.

## *Course Of Action*

Event managers responsible for 4-H events and activities are encouraged to communicate to 4-H participants and adult chaperones prior to the event a standard of acceptable behavior, via the Commitment to Excellence. Standards of behavior and consequences should be reviewed with participants as part of the initial orientation.

1. Event Manager obtains all the relevant facts.
2. Brief the on-site adult responsible for the youth delegate (Extension faculty member or 4-H volunteer).
3. If not on-site, but available via phone, brief the county Extension faculty member and District Extension Administrator responsible.
4. Review consequences of misbehavior. The following steps should be taken when sending a 4-H member home:

\*Extension faculty member contacts parents.

\*Parents advised that child is being sent home by safest, most direct means, and that parents are responsible for cost.

\*Event manager decides if parents should be given the option of picking up the child.

\*County Extension faculty member collects money from parent to pay transportation charges.

\*Follow-up correspondence from event's manager to appropriate county Extension faculty member, District 4-H Leadership Team, child and parent for documentation.

5. For all reprimands a Summary Letter and Accident/Incident Report Form will be completed and mailed to the 4-H member, parent, County Extension Agents, District Extension Administrator, County Extension Directors (if applicable), 4-H Specialist, Texas 4-H Program Director and the Associate Directors for 4-H, Youth and Human Sciences and County Programs. Additionally, notification will be made to District 4-H Leadership Team prior to letter and form being mailed.

I have read the Texas 4-H Commitment to Excellence and understand what violators may expect. I agree with the Code of Conduct and do intend to abide by it throughout my 4-H activities. I have reviewed and understand the Consequences of Misbehavior.

### *Intermediate Offenses*

- 1. Inappropriate visitation*
- 2. Leaving a 4-H activity without the permission of staff member(s) in charge*
- 3. Intentional damage to meeting site, sleeping quarters, person, or other person's property*
- 4. Bullying*

### *Major Offenses*

- 1. Smoking or using tobacco products*
- 2. The use of alcohol or drugs*
- 3. Carrying an unauthorized weapon*
- 4. Threatening another person with a weapon or bodily harm*
- 5. Cheating*
- 6. Sexual activities*
- 7. Theft of any kind*
- 8. Acting in a manner considered by 4-H leadership to be harmful or potentially harmful to the health or well-being of themselves or others, whether such act occurred within, or outside of the 4-H program*

## WASHINGTON COUNTY 4-H CLUBS

<u>CLUB</u>	<u>MEETING DATE, TIME &amp; PLACE</u>	<u>LEADER CONTACT</u>	<u>PHONE NUMBER</u>
<b>Bluebonnet 4-H Club</b> (Club #102)	3 <sup>rd</sup> Tuesday of the month	Chris Kaminski <a href="mailto:chris12169@att.net">chris12169@att.net</a>	979-251-0063
	7:00 p.m., Chappell Hill	Crystal Mikolajchak <a href="mailto:mikolajchake@yahoo.com">mikolajchake@yahoo.com</a>	979-830-7125
	St. Stanislaus Community Center		
<b>Burton 4-H Club</b> (Club #130)	2 <sup>nd</sup> Monday of the month	Misty Lucher <a href="mailto:mlucher@germaniainsurance.com">mlucher@germaniainsurance.com</a>	979-289-2170
	7:00 p.m. Burton	Rhonda Spies <a href="mailto:rlivestock@yahoo.com">rlivestock@yahoo.com</a>	979-289-2130
	St. John's United Church		
<b>Gay Hill 4-H Club</b> (Club #107)	3 <sup>rd</sup> Monday of the month	Sheryl Naumann <a href="mailto:littlefoot@academicsplanet.com">littlefoot@academicsplanet.com</a>	979-830-8793
	6:00 p.m.	Debra Wagner <a href="mailto:shotgun8701@gmail.com">shotgun8701@gmail.com</a>	979-830-8122
	St. Peter Lutheran Church		
<b>Prairie Hill 4-H Club</b> (Club #104)	3 <sup>rd</sup> Wednesday	Cathie Klatte <a href="mailto:cathieklatte@yahoo.com">cathieklatte@yahoo.com</a>	979-830-8690
	7:00 p.m.	Brenda Randermann <a href="mailto:Brenda.randermann@bluebell.com">Brenda.randermann@bluebell.com</a>	979-836-6208
	Prairie Hill – Rocky Hill Volunteer Fire Department Building		
<b>Salem 4-H Club</b> (Club #117)	2 <sup>nd</sup> Thursday of the month	Jeri Bentke <a href="mailto:jbentke@brenhamisd.net">jbentke@brenhamisd.net</a>	979-836-9742
	7:00 p.m.	Donna Bridges <a href="mailto:donnasue@texasbb.com">donnasue@texasbb.com</a>	979-836-3833
	Salem Lutheran Church Educational Building	Cassi Herrin <a href="mailto:cherrin.realtor@gmail.com">cherrin.realtor@gmail.com</a>	979-451-0063
<b>Sandy Hill 4-H Club</b> (Club #115)	1 <sup>st</sup> Thursday of the month	Diana Kohring <a href="mailto:dkohring524@hotmail.com">dkohring524@hotmail.com</a>	979-836-4877
	7:00 p.m.	Tina Seeker <a href="mailto:tseeker@academicplanet.com">tseeker@academicplanet.com</a>	979-836-4055
	St. Matthew Lutheran Parish House; Sandy Hill Community		
<b>Washington 4-H Club</b> (Club #124)	2 <sup>nd</sup> Monday of the month	Misti & Josh Corn <a href="mailto:mistihcorn@yahoo.com">mistihcorn@yahoo.com</a>	936-878-1881
	7:00 p.m.	Amie Walton <a href="mailto:amiekwalton78@yahoo.com">amiekwalton78@yahoo.com</a>	713-647-2383
	Friedens UCC Activity Center	Jane Wellmann <a href="mailto:jwellmann@trinitymed.org">jwellmann@trinitymed.org</a>	936-878-2130
<b>Zionsville4-H Club</b> (Club #122)	2 <sup>nd</sup> Tuesday of the month	Allison Bentke <a href="mailto:abentke@brenhamisd.net">abentke@brenhamisd.net</a>	979-289-4805
	7:00 p.m.	Melissa Raley <a href="mailto:melissaraley@hughes.net">melissaraley@hughes.net</a>	979-830-0878
	Zion Lutheran Church	Melanie Roberts <a href="mailto:melanieroberts@yahoo.com">melanieroberts@yahoo.com</a>	979-836-2086
	Educational Building	Pam Zibilski <a href="mailto:mpzibilski@yahoo.com">mpzibilski@yahoo.com</a>	979-277-9366

## **PROJECT OPPORTUNITIES**

4-H has a variety of projects to offer its members. To be an active 4-H member, you must enroll in one or more of these various projects each year: The following five basic skill objectives apply to all of the 4-H projects:

1. Develop leadership skills, build character and assume citizenship responsibilities.
2. Explore career, job and productive leisure opportunities.
3. Develop skills, knowledge and attitudes for life-long use.
4. Learn to use accepted practices for mental, physical and emotional health and to respect yourself and others.
5. Share knowledge gained with others.

A listing of all Texas 4-H projects can be found on the Texas 4-H website at <http://texas4-h.tamu.edu> .

## ORGANIZATIONS

### **COUNTY 4-H COUNCIL**

The purpose of the county 4-H Council will be to promote and encourage 4-H club work, to coordinate county 4-H activities, to develop youth leadership and to provide recognition for 4-H adult leaders. The membership of the county 4-H Council shall consist of the elected officers and one elected Council delegate from each organized club in the county. The 4-H Council will conduct meetings on the first Monday evening of September, November, January, March, May, and July at 6:30PM at the Washington County Fairgrounds Sales Facility. Any 4-H members are welcome to attend the County 4-H Council meeting.

The officers of the 4-H Council shall consist of a Chairman, First vice-Chairman, Second Vice Chairman, Secretary, Treasurer, Reporter, and Parliamentarian. All officers must be at least 14 years of age on or before August 31<sup>st</sup> of the year in which they are elected. The term of office for all officers shall be from September 1 to August 31.

Officers shall be elected annually at the May meeting from outgoing Council members. Elections shall be by ballot starting with the Chairman and continuing through Parliamentarian. Officers may not run for the same office which they are currently holding. The newly elected Chairman and First Vice-Chairman shall serve as the District Council Delegates. Two alternate District Council Delegates will also be elected and will represent the county when the regular delegates cannot attend.

**4-H PARENT ASSOCIATION** - The 4-H Parent Association membership is open to all 4-H parents and other volunteer leaders in Washington County. The purpose of this organization is to:

- . Provide a way for leaders to exchange ideas
- . Plan and conduct leader training opportunities for all volunteers
- . Establish committees to coordinate county-wide activities and promote 4-H to the general public
- . Approve the policy and financial decisions of the county 4-H program
- . Develop financial assistance need to promote, to conduct and expand the 4-H program

The officers shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer and Reporter. The officers are elected for a two (2) year term and no officer shall serve more than two (2) consecutive terms in the same office. Terms of officers begin after the installation ceremony at 4-H Family Night. Officers shall be elected in the following rotation:

Odd Year - Vice Chairman, Secretary and Treasurer

Even Year - Chairman and Reporter

The 4-H Parent Association meetings are held on the first Monday evening of September, November, January, March, May, and July at 6:30PM at the Washington County Fairgrounds Sales Facility.

**DISTRICT 11 LEADERS ASSOCIATION** - The purpose of the District 11 Leaders Association is to provide training for leaders and coordinate district activities and events. This group makes suggested changes in the established procedures to create and develop a stronger 4-H program. The District 11 Leaders Association meets twice a year at 4-H District Roundup and 4-H District Academy.

The parents of the County 4-H Council Chairman and Vice-Chairman will be Washington County's representatives to this Association. These two people will serve as the county's voting delegates. Any 4-H parent is welcome to attend the District 11 4-H Adult Leaders Association Meeting.

**4-H FINANCE AND POLICY TASK FORCE** - The purpose of this committee is to develop the annual 4-H proposed

budget, to review the old and propose new financial guidelines, and to review the old and propose amendments to the 4-H Handbook. To consider any proposals requesting special funding not included in the county 4-H budget.

The budget, financial guidelines, and handbook revisions will be proposed by the committee to the Parent Association for consideration at the September meeting each year.

The membership of this committee will be made up of the 4-H Parent Association officers and one adult leader representative from each organized 4-H Club. This committee will have meetings as needed and will be chaired by the 4-H Parent Association Chairman. The county 4-H budget will take effect each September.

#### **4-H PARENT ASSOCIATION FINANCIAL GUIDELINES**

1. Procedure to be used to request funds which are not included in the budget:

A written proposal with an:

- a) itemized list of expenses
- b) a listing of 4-H'ers
- c) a listing of chaperons

must be submitted to the 4-H Parent's Association officers 30 days before the next 4-H Parent Association meeting. If monies are needed before this 30 day period, individuals involved must finance it out of their pocket until the meeting takes place. A request for monies should not be considered an automatic "yes". All monies requested may or may not be granted. If the 4-H Parent's Association officers considers a lesser amount more appropriate it will advise the Association.

2. For reimbursement requests, a check request form should be completed with itemized receipts attached and submitted to the Extension office or to the Treasurer, including income and expenses no later than 30 days following the event.
3. 4-H'ers and one coach, advisor or chaperon that qualify for state or national contests or other events beyond the district level may be considered for funding from the Parent Association. Funding for invitational events will not be considered. The mileage will be paid at the current county mileage rate, or from gas receipts, or air fare, whichever is less expensive. The registration fee and the motel fee are also items that will be considered by the Association. At no time shall the funding from the Parent Association cause the total reimbursement from any source to exceed 100% of the total expense.
4. **A Special Transportation Fund:** These funds are set aside to assist 4-H members and/or leaders in paying for travel to 4-H events if they are having difficulty in getting to the event. These funds must be requested in advance by using the same procedure as indicated in number one of these guidelines.
5. Adult leaders/parents are encouraged to carpool when traveling to out-of-county 4-H events. This includes the transporting of 4-H'ers. **NOTE:** It is common courtesy for those traveling together (in the same vehicle) to share in the driver's transportation expenses, such as gasoline.
6. Any 4-H member receiving financial support from the 4-H Parent Association must be in good standing with the 4-H Club they attend.
7. The Parent Association will pay room and registration expenses for 4-H'ers qualifying for State Roundup and for one chaperon per team or group of four (4) members. If meals are not included with registration costs, up to \$20.00 per day per registered participant will be reimbursed. A check request form with receipts must be submitted for reimbursement.
8. The Parent Association will pay State Record Book judging fees.

9. The Parent Association will pay all adult/teen leaders expenses for District and State training workshops, if they give a county workshop upon return.
10. County Extension Agents fees will be paid when serving as chaperons for 4-H'ers to district and state events.

11. **Bank Accounts**

**Clubs**: All organized 4-H clubs in Washington County need to have at least two authorized signatures (not from the same family) **including one youth and one adult on each bank account**. Every 4-H account should have a yearly audit conducted in **July** and submit an audit report to the Extension Office. See attached audit form.

**Parent Association**: The Parent Association bank account will require two (2) officers' signatures (not from the same family) on checks in amounts greater than \$200. A yearly audit will be conducted on the account in **July**.

12. **District and/or State Council Representative Expense** - 4-H members may receive up to \$500.00 for reimbursement for expense incurred on trips when fulfilling State Council duties. Receipts of itemized expenses must be turned in.

## COUNTY 4-H AWARDS

**Outstanding Rookie Award** - This award will be given to the most outstanding first year 4-H member, regardless of age. Selection is based on submission of a 4-H record book. Judging will be done by the Senior Interview Committee. This award can be won only one (1) time. Judging will be done by the Interview Committee, based on record book, interview and application form.

**Outstanding Junior** (3) and **Outstanding Intermediate** (3) - These award winners will be selected by the Senior Interview Committee based on submission of an overall 4-H record book. 4-H member can win each award only one (1) time. Judging will be done by the Interview Committee, based on record book, interview and application.

**Work Horse** (3) - This award is for senior 4-H members who are fourteen (14) years of age as of August 31<sup>st</sup> of the current year. Selection will be based on completion of an application form which may be obtained from the Extension Office. Any 4-H leader or member may nominate a senior club member for this award. This nomination form will be judged by the Senior Interview Committee. No interview will be conducted. 4-H member can win this award only one (1) time. A 4-H member cannot win this award if they have won Gold Star, I Dare You or Silver Star in the same year.

**Silver Star** (2) and **I Dare You** (2) - 4-H member must submit an overall 4-H record book, a county application form and participate in a county 4-H senior interview to be considered for these awards. 4-H members must be at least fourteen (14) years of age by August 31<sup>st</sup> of the current year and can win each of these two awards only one (1) time. Judging will be done by the Senior Interview Committee, based on record book, interview and application form.

**Gold Star** (3) - The Gold Star Award is the highest county achievement award and intended to be received only once in a member's 4-H career. Counties have award quotas based on the number of senior 4-H members. The award will be presented to the most deserving young people without regard to sex. The following requirements must be met:

1. The member must be at least 15 years of age as of August 31<sup>st</sup> of the current year and must have completed at least 3 years in 4-H including the current year.
2. The 4-H member must submit an awards program record book in the year he or she is to be considered for the award.
3. The 4-H member must have completed projects in three different project areas, including submission of appropriate record forms, and have participated in one or more activities in at least three of the following areas:

Educational Presentation

Contests

Projects

Project Exhibits

Camps

Leadership Labs

Public Relations (demonstrations, speeches, poster displays, radio, TV, newspapers, etc.)

Other (exchange programs, fund-raising, State & National Congress, etc.)

Note: It is not expected that the requirements for projects and activities all be completed in the current year. They may have been accomplished over the entire period of time the 4-H'er has been in the program.

During his or her years in 4-H, the member must have exhibited leadership skills by serving as a 4-H officer or committee



chairman (club, county, district or state), and/or as a junior or teen leader in an activity or project with or under the supervision of an adult volunteer leader. The 4-H member must have participated in one or more community service activities. Examples are working or counseling with junior 4-H members; participating in community service projects (individual, group or club-type); and motivating other 4-H members through participation in demonstrations, projects and/or exhibits.

4-H member must submit an overall 4-H record book, a county application form and participate in county 4-H senior interview to be considered for the Gold Star Award. Once a 4-H member has won the Gold Star Award, he or she cannot receive the Silver Star or I Dare You Award. Judging of the Gold Star Award will be based on 40% record book, 40% interview and 20% application form. This award can only be won one (1) time.

\*\*\* The Senior Interview Committee will have the final determination to the number of award winners per category based on the qualification of applicants.

**Jacket/Buckle Program** - A special 4-H jacket or a belt buckle will be awarded to 4-H members who win first place in District or State competitive events, providing the contests are placed 1st, 2nd and 3rd. A 4-H member may win only one (1) jacket or one (1) belt buckle in each age division (junior, intermediate, or senior). Other awards will be presented to those 4-H members placing first at district or state who have previously won a jacket or buckle in that age division.

**4-H Alumni Criteria** - Each club may nominate one or more persons for the 4-H Alumni Award. This award is designed to recognize individuals who have completed successful 4-H careers and who have distinguished themselves in services to others in their adult lives. The 4-H & Youth Committee will select the winners. These nominations are due in the County Extension office on a date to be announced.

**Friend of 4-H Criteria** - Each club may nominate one or more persons or businesses. This award is designed to recognize individuals who have contributed their time, money and effort to 4-H club work. The Friend of 4-H nominations, and a paragraph stating their contributions, is due in the County Extension office on a date to be announced. The Youth Board will select the winners.

**Outstanding 4-H Family of the Year Criteria** - Each of the family members must be actively involved in the 4-H program. Each 4-H club can submit a family nomination to the County Extension Office on a date to be announced. The Youth Board will review the nominations and select the Outstanding 4-H Family.

**4-H ATTENDANCE PINS** - To recognize 4-H members who have had 100% perfect attendance from (October through July - making all 10 meetings), clubs may purchase 100% perfect attendance pins. These pin orders need to be turned in to the County Extension Office by the club managers on or before July 31st. If 4-H members attend at least 8 of their 4-H club meetings from (October through July) they are eligible to receive an attendance pin. Attendance pins are awarded on a yearly basis. The first year a member meets the minimum attendance requirement, they receive a one year pin. The second year they meet the minimum attendance requirement, they receive a second year pin, etc., up to an eleven year pin.

The year on the pin is based on attendance, not membership. The attendance pins are funded by the 4-H Parent Association. Club Managers also need to turn in this order to the Extension office by August 15th. Club's currently participating in this activity usually present these pins, either at their club's award night in October, or at their Christmas Party in December.

**CRITERIA BASED AWARDS PROGRAM** - In recognizing 4-H members for achieving, the major focus should always be on the development of the individual youth in relation to project work, club and leadership activities, helping others and sharing experiences rather than on awards won.

This criteria based awards program has been designed to provide more recognition to 4-H'ers that are not based on competition, but rather on accomplishment. With this criteria based awards system, 4-H'ers will be able to work towards awards that will build their self-confidence. The awards system will also strengthen local units because 4-H members will stretch themselves to achieve criteria necessary to receive these non-competitive awards. Criteria based awards available to members include:

**Rookie** - Available to any 4-H member who is in their first year of membership.

**4-H Honor Roll** - Available to junior members ages third grade to 10. May be received as many years as criteria is completed or criteria may be accumulated over the years as a junior member. Once received the member continues to be known as an Honor Roll Member during junior age.

**4-H All Star Award** - Available to intermediate members ages 11-13. May be received as many years as criteria is completed or criteria may be accumulated over the years as an intermediate member. Once received, the member continues to be known as a 4-H All Star member during intermediate age.

**4-H Letterman Award** - Available to senior members ages 14 and over. May be received as many years as criteria is completed or criteria may be accumulated over the years as a senior member. Once received the member continues to be known as a 4-H letterman during the rest of their 4-H career.

Individual award applications are available for each of the four criteria based awards. The major responsibility of recording the accomplishment of the individual criteria will be the 4-H member's. Club managers and project group leaders will be needed to verify the 4-H member's accomplishments. Copies of these application forms need to be obtained by each family from the Extension Office in October and completed forms need to be turned in to the County Extension office with your 4-H record book.

## SCHOLARSHIP OPPORTUNITIES FOR GRADUATING SENIORS

### TEXAS 4-H OPPORTUNITY SCHOLARSHIPS

Texas 4-H and Youth Development Program Opportunity Scholarships are awarded each year to applicants based on their 4-H experience, academic record and financial need (for scholarships for which it is a prescribed criterion). The Texas 4-H and Youth Development Opportunity Scholarship Program is conducted in coordination with the Texas 4-H and Youth Development Program, the Texas 4-H Youth Development Foundation, and Texas AgriLife Extension Service.

The Texas 4-H Foundation seeks to ensure that each recipient receives the highest dollar amount of scholarship for which that recipient is eligible. For the majority of the total scholarships and scholarship funds available, participation in a livestock show is not a requirement for consideration for an opportunity Scholarship. Instructions and applications are available on the state 4-H website at <http://texas4-h.tamu.edu/scholarships>.

### T.E.A.F.C.S. SCHOLARSHIPS

Ann Sonner Scholarship - Eligible individuals must have actively participated in 4-H 3 years; be attending a Texas college or university with a 2.5 grade point average in home economics; and currently be a sophomore or junior in college (scholarship is to be applied to junior or senior year). To apply, submit one copy of the Ann Sonner application, a recent black and white glossy photo (2 inches x 3 inches to 5 inches x 7 inches), complete college transcript including the last semester attended, and three letters of recommendation (one from your county Extension agent, a 4-H adult leader and some college personnel) to your agent by January 15<sup>th</sup>. Agent is to submit application to the district TEAFCS director by May 1st.

### AREA GO-TEXAN SCHOLARSHIP

1. Applicant must enroll in a Texas university or college.
2. Applicant must be a member in good standing in 4-H or FFA.
3. Applicant must be in the top 25% of graduating class.
4. Applicant must satisfy the college entrance examination requirements. SAT or ACT must have been taken before application is made. Please take one of these exams as soon as possible, in order to get the score back in time.
5. Applicant must submit a 3 x 5 glossy photo with the application.
6. Applicant must submit an 8 1/2 x 11 narrative.
7. Applications must be returned no later than January 3rd in order to get them to the Houston Committee by January 15th.

## **WASHINGTON COUNTY E.E.A. 4-H SCHOLARSHIP**

**Sponsor:** Washington County Texas Extension Education Association Clubs

**Purpose:** To recognize worthy 4-H club boys and girls for outstanding achievement and assist them to receive further education.

**Amount:** Amount to be reviewed yearly

**Eligibility:** Any Washington County 4-H member who is a high school senior attending either Brenham High School or Burton High School may apply for the Washington County 4-H Scholarship.

### **They must:**

1. Have been an active 4-H member for the past three (3) years.
2. Submit the previous year's 4-H record book and a 4-H information form to the county Extension office by March 1st, in addition to completing the high school scholarship application form.
3. Be planning to pursue a degree in an accredited college or trade technical school.
4. Be active in church and in community affairs.
5. Participate in a personal interview conducted by the Washington County Texas Extension Education Association 4-H/Scholarship Committee by March 31st.

The scholarship will be given to a well deserving applicant at the discretion of the committee. A certificate will be awarded to the recipient at their school's annual recognition event. The scholarship can be used at any accredited college or trade technical school for any course of study. The scholarship will be paid to the college registrar at the beginning of the fall semester. The money may be used for fees, tuition, or room and board.

### **Rules and Regulations for 4-H Scholarship Application Sponsored and Presented by the Washington County Texas Extension Education Association Club**

1. The Washington County TEEA 4-H/Scholarship committee shall be the official judge of the applicants.
2. The agents shall serve in an advisory capacity and shall attend all meetings of this judging committee.
3. The 4-H information form and previous years record book must be turned in to the county Extension office by March 1st.
4. Each applicant will be interviewed by the judging committee by March 31st.
5. The Scholarship committee would appreciate receiving written correspondence from the scholarship recipient periodically to be informed about their progress, accomplishments and future goals. This correspondence may be mailed to the County Extension Office, 1305 East Blue Bell Road, Suite 104 Brenham, Texas 77833.

**OTHER SCHOLARSHIPS TO INQUIRE ABOUT INCLUDE:** 1) The State Fair of Texas Scholarship; 2) National 4-H Council Scholarships; 3) Washington Co. Extension Horticulture Committee Scholarship; and 4) Washington County Extension Swine Task Force Scholarship; 5) Washington County Fair. It is highly recommended that youth interested in applying for scholarships make arrangements to take their first SAT or ACT tests as a high school sophomore or junior. Most scholarship applications require a minimum SAT score of 900 or more.

## **POLICY STATEMENTS**

### **RULES GOVERNING ELIGIBILITY TO PARTICIPATE IN 4-H PROJECTS AND ACTIVITIES**

The following special rules must be followed by every 4-H member who would like to participate in 4-H projects and activities including:

- A. Any youth may become a member of 4-H when he or she has reached 9 years of age, or 8 years of age and has entered the third grade. "Entered the third grade" is interpreted as September 1 of the year the member is enrolled in the third grade.
- B. In order to be in good standing as a 4-H member, members should attend their monthly club meetings and should participate in at least one 4-H project each year, and must have completed 4-H enrollment for the current 4-H year in Washington County. Members must declare a primary 4-H club at the beginning of the Washington County 4-H year.
- C. In order to compete in a 4-H event, 4-H members must be enrolled, regularly attending, and in good standing with public or private elementary or secondary schools or home school. Any 4-H member who is failing a course or is academically ineligible, WILL NOT be allowed to compete in 4-H activities such as livestock shows, Fairs, Roundup, camps, 4-H Council, mandatory Fair meetings, weigh-ins, Fashion Show, judging teams, etc. during this period of time.
- D. A \$1.00 insurance fee is requested from each 4-H member and adult volunteer each year. A \$2.00 insurance fee is requested from each 4-H member and adult volunteer participating in the 4-H Horse Project and/or the 4-H Shooting Sports Project each year.

### **ADULT VOLUNTEERS**

- A. To be appointed as a 4-H adult volunteer, you must :
  - 1. Be at least 18 years of age. (Overnight chaperones must be at least 21 years of age).
  - 2. Update or complete enrollment annually in the Washington County 4-H program.
  - 3. Be subject to a criminal background check and screening process.

### **EXCEPTIONS AND OR MAKE-UPS**

- 1. A 4-H member will be excused from an organizational club meeting if he/she is participating in a valid 4-H activity. (Examples: livestock shows, Fairs, Roundup, camps, 4-H Council, mandatory Fair meetings, weigh-ins, Fashion Show, judging teams, etc.) on the day of his regularly scheduled organizational meeting. However, the member must notify his/her club manager/leader as to the reason for his/her absence no later than two (2) weeks after the date of the meeting in order to be excused.
- 2. If there is a death in the family, a 4-H'er will be excused, provided he/she notifies the club manager no later than two (2) weeks after the date of the meeting.
- 3. A 4-H member will be allowed to make up one 4-H club meeting a year by attending another 4-H club meeting in the county before their club's next regularly scheduled meeting. A member must obtain a special form from the visiting club manager to be turned in to their club managers within two (2) weeks of the visiting meeting. A 4-H member must attend the entire meeting.

### **RULES GOVERNING ELIGIBILITY TO SHOW AT THE WASHINGTON COUNTY FAIR**

The following special rules must be followed by every 4-H member who would like to participate in the Washington County Fair:

- A. Any youth interested in showing in the Washington County Fair must be nine (9) years of age or entering the third (3rd) grade in September. All third graders wanting to show in the Washington County Fair will need to note that some projects will need to be purchased while in the second (2nd) grade. Upon purchase and start of the project, these members will be required to attend the mandatory weigh-in/tag-in program and educational programs relating to their projects, as stated in the rules of the Washington County Fair.
- B. 4-H members must have joined a Washington County 4-H Club by the ownership deadline of their Fair livestock project and must attend 5 of their club meetings from October through July, except for 4-H members who are joining 4-H for the first time, regardless of age, who must attend 50% of their club meetings from the time they join a 4-H club.
- C. 4-H members must be enrolled, regularly attending, and in good standing with public or private elementary or secondary schools or home school. Any 4-H member who is failing a course or is academically ineligible, WILL NOT be allowed to show or sell his animal in the Junior Livestock Division.
- D. 4-H members who have graduated from high school prior to the Fair are not eligible to participate.
- E. All Junior Livestock Fair entries and fees will be made at the beginning of each fair project. 4-H Club Managers will correspond with the Fair Association if any 4-H member is ineligible, due to the attendance rule.
- F. Fair catalogs are available at the Extension office or Fair Office.

#### **RULES GOVERNING ELIGIBILITY TO SHOW AT MAJOR LIVESTOCK SHOWS**

- A. Participation in junior livestock shows are limited to Texas youth only, who are members of a 4-H Club or FFA Chapter in the state. To be eligible, exhibitors must be enrolled in a public or private elementary or secondary school, or home school in Texas, and they must be in the third grade or nine years old but not more than 19 years old on September 1<sup>st</sup>.
- B. 4-H members must own their animals at the beginning of and throughout the feeding period and must feed, care for and exhibit animals entered without any aid or assistance during the entire feeding period, except from a County Extension Agent of Agricultural Science Teacher, an immediate family member, or another bonafide Texas youth exhibitor.
- C. Youth exhibitors agree to abide by all rules and regulations set forth by each show which they are entering. All entries to major livestock shows must be made through the County Extension Agents or Agricultural Science Teacher.

## SCHOOL ABSENCE POLICY FOR 4-H ACTIVITIES

The Brenham and Burton Independent School Districts recognize 4-H activities and events as approved by the CEA for extracurricular excused absences for 4-H club members. In order to obtain an excused absence, the following steps must be followed in order to receive an excused absence from school for a 4-H activity:

- 1) 4-H members should notify one of the County Extension Agents at least two (2) weeks in advance of a 4-H activity in which an excused absence will be requested from the school. County Extension Agents will submit a letter to the appropriate principal with a request to check student eligibility for a particular activity on a particular date. Students are only allowed to miss ten (10) days each school year for all extracurricular events. Some students will need to plan wisely days they can miss.
- 2) As soon as the school can determine a student's eligibility for a particular activity, the school will notify the Extension Office, who is NOT eligible scholastically.
- 3) County Extension Agents will notify 4-H members and parents that they are not eligible to participate in the 4-H activity due to academic reasons.
- 4) If a 4-H member does participate in a 4-H activity, WHILE NOT ELIGIBLE, the County Agents will notify appropriate principals that the ineligible student has participated in 4-H activities. The absences will be unexcused and students will not receive credit for work missed during those absences.
- 5) 4-H members who are on an excused extracurricular trip or activity, and are found to have broken any school related behavior or policy, will be subject to school disciplinary action by school officials when they return to school.
- 6) The 4-H Parent Association strongly supports the rule that all 4-H members must be academically eligible to participate in all 4-H events at the county, district and state level. 4-H member's grades will be checked with each school system to determine eligibility for 4-H events and activities.

*Revised 2011-12*

Washington County 4-H Parent Association  
Check Request Form



Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Payable To: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Item(s) To Be Purchased \_\_\_\_\_

\_\_\_\_\_  
*(Attach Invoice or Receipt)*

Date Submitted \_\_\_\_\_

Requested By \_\_\_\_\_

*Signature*

To be completed by the Treasurer:

Approved By \_\_\_\_\_

*Signature*

Date \_\_\_\_\_ Check Number \_\_\_\_\_



COUNTY EXTENSION SUPPORT FUND ANNUAL REPORT

Name of Fund (checking account) \_\_\_\_\_

Bank: \_\_\_\_\_ Address: \_\_\_\_\_

Account Number: \_\_\_\_\_ Employer Tax ID Number: \_\_\_\_\_

Person(s) Authorized to Sign Checks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Signatures Required on Checks: \_\_\_\_\_ Number of Checks Issued This Year: \_\_\_\_\_

Opening Balance (Jan 1, 20 ): \$ \_\_\_\_\_ Closing This Date: \_\_\_\_\_

If yes, name of institutions where invested, type of investment and amount invested:

Name of Institution	Type of Investment	Amount
		\$
		\$
		\$

Is an annual budget developed for expenditure of these funds? \_\_\_\_\_

Can funds be expended over and above those budgeted? \_\_\_\_\_

Attach a copy of latest bank statement(s)/investment summaries, employer tax identification number notification from I.R.S., current year's budget and current investment policy (if any).

STATEMENT OF REVIEW:

We, the undersigned, have examined financial records relating to this fund and find no obvious errors or omissions, nor do we find obvious evidence of mismanagement except as may be noted in the attached statements.

\_\_\_\_\_ Date \_\_\_\_\_ Date

\_\_\_\_\_ Date \_\_\_\_\_ Date



## AGE CALCULATOR FOR 2011-2012 TEXAS 4-H YEAR

For 4-H Year Beginning:			1-Sep-11		
If you were born between:			Your 4-H age is:		
September 1, 2010	and	August 31, 2011	0	years old	<b>TOO YOUNG FOR 4-H</b>
September 1, 2009	and	August 31, 2010	1	years old	
September 1, 2008	and	August 31, 2009	2	years old	
September 1, 2007	and	August 31, 2008	3	years old	
September 1, 2006	and	August 31, 2007	4	years old	
September 1, 2005	and	August 31, 2006	5	years old	
September 1, 2004	and	August 31, 2005	6	years old	
September 1, 2003	and	August 31, 2004	7	years old	
September 1, 2002	and	August 31, 2003	8	years old*	<b>JUNIOR</b>
September 1, 2001	and	August 31, 2002	9	years old	
September 1, 2000	and	August 31, 2001	10	years old	
September 1, 1999	and	August 31, 2000	11	years old	<b>INTERMEDIATE</b>
September 1, 1998	and	August 31, 1999	12	years old	
September 1, 1997	and	August 31, 1998	13	years old	
September 1, 1996	and	August 31, 1997	14	years old	<b>SENIOR</b>
September 1, 1995	and	August 31, 1996	15	years old	
September 1, 1994	and	August 31, 1995	16	years old	
September 1, 1993	and	August 31, 1994	17	years old	
September 1, 1992	and	August 31, 1993	18	years old	

\*Minimum joining requirement: 8 years old and in the 3rd grade as of August 31, 2011.