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This document can be provided in an alternative format by calling Jayne Butts at (608) 328-9440 (voice)  (711 for Wisconsin Relay)
4-H is a community of young people across America who are learning leadership, citizenship and life skills.

Learn by Doing! Fun by Design! 

fun!
Welcome Green County 4-H Families:

Whether you are a new family or have been in 4-H for years and years, we are happy to have you involved in the Green County 4-H programs – an exciting youth program sponsored by the University of Wisconsin Cooperative Extension.

Green County has an active and diverse program for over 600 members, 90 Cloverbuds and over 250 adult volunteers.

The purpose of this handbook is to explain the basic points of the 4-H educational program. People join the 4-H family because it is exciting and fun. At the same time, youth and adults develop basic life skills such as how to relate to others, solve problems, make decisions and become productive citizens. The 4-H focus is on head, heart, hands, and health. 4-H is geared to help young people learn and develop life skills to aid in becoming productive citizens in the future!

Please remember we want each 4-H year, for both new and continuing families, to be an enjoyable and productive one. Use the resources of your club and the County Extension Office to customize a 4-H program to fit your family’s interests, goals, and schedules. **YOUR** active involvement in the program greatly enhances the benefits your family receives. Be sure to call with any questions or comments or stop by the Extension Office to get acquainted!

Sincerely,

Alissa Grenawalt
4-H & Youth Development Agent
UWEX Green County
alissa.grenawalt@ces.uwex.edu
This is Your New Green County 4-H Family Handbook!

The Green County 4-H Adult Leaders, Inc. handbook revision committee has worked hard to be able to present you with a new 4-H Family Handbook.

Each 4-H family will receive one copy of the Handbook to keep from year-to-year. The Green County 4-H Family Handbook is designed to be placed in a three ring binder. We suggest you use a binder with a clear plastic insert pocket on the front so the cover can be slipped in for easy recognition. The booklet is also available on the Green County 4-H Website.

Typically the 4-H calendar of events has been included. Please reference our website or the January/February Alphorn to get the calendar. Then use that to include in the handbook for easy access.

NOTE: If items become outdated, we will revise and reprint just those pages for you to replace in your handbook.

2013-14 Green County Adult Leaders Executive Board

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What is 4-H?

4-H is a youth organization that belongs to the members, their families and other interested adults who serve as volunteer leaders. Professional leadership is given by the Cooperative Extension faculty of the University of Wisconsin-Extension. Support for 4-H programs is a joint effort of local county government, the University of Wisconsin-Extension and the United States Department of Agriculture.

In 4-H, young people share, grow and learn together from various projects, events and activities in informal situations under the guidance of their families and other volunteer adult leaders. Members can choose projects that fit them and the places where they live. Group activities and events such as drama, trips, camps, fairs, shows and conferences provide additional learning experiences and opportunities.

4-H is open to all youth and adults regardless of their ethnic background, race, creed or disability. Most 4-H clubs have meetings for the entire membership once a month. During these meetings, decisions are made about group-sponsored activities such as community service efforts, project opportunities and fundraising efforts.

Regardless of the structure, a 4-H group may involve families, neighbors, relatives and others. Participants have fun learning, working and succeeding together in the home, neighborhood and community.

What is the Purpose of 4-H?

The purpose of 4-H is two-fold:
- To provide real life experiences for youth through a fun, action-oriented and practical educational program.
- To provide opportunities for parents and other interested adults to work with youth in their life skill development.

The major focus of 4-H is on the activities of the local 4-H club. Volunteers serve as 4-H leaders who plan and carry out organized learning experiences with youth. The many county, state, national, and international activities are considered secondary. Their purpose is one of supplementing and supporting local club programs. The Youth Development Agent is a resource to the members, families, parents and other adults in the program.

How Will 4-H Benefit Youth?

4-H members will:
- Learn, make, and do things that appeal and are meaningful to them.
- Make friends, belong to a group, and give and receive acceptance and affection.
- Have a good time which makes learning appealing and enjoyable.
- Earn recognition and awards for their work.

Through 4-H, members develop and practice important life skills. They will:
- Develop an inquiring mind and desire to learn.
- Make decisions and solve problems.
- Relate to and work with other people.
- Develop a concern for their community and the people in it.
- Build self-confidence.
- Accept responsibility.
The History of 4-H

4-H as we know it began around 1900 as a means of reaching parents with improved farm and home practices. American farmers had experienced poor economic times for 30 years. It was risky business for them to try a newly recommended farm practice. In 1902, a few Midwestern school teachers developed some crop demonstrations with their students who in turn shared their successes with their parents.

These school projects developed small groups covering a single topic such as beef, corn, gardening or canning. By 1909, some of these groups were called 3-H clubs, and in 1911 the name 4-H was finally adopted.

There were corn clubs in Wisconsin as early as 1904. The first county agents were hired about 1915 and the first Wisconsin State 4-H Leader was hired in 1914.

A plan of organizing boys’ and girls’ agricultural clubs in Wisconsin was later adopted. This plan called for definite organization with the usual club officers, an adult leader, regular meetings and a series of projects. Clubs were organized in schools and rural communities under the direction of the local teachers.

Have 4-H objectives changed since its early days?
YES! Today the objective is the development of young people by providing a wide variety of learning opportunities in which all youth can participate. 4-H is for all youth, whether they live in the city or in the country.

Some Facts and Figures:
- Nearly one of every five Wisconsin youth is involved in 4-H, making it the largest youth organization in the state. Every county in Wisconsin is involved.
- Wisconsin 4-H reaches over 155,000 youth from about 50,000 families each year. There are over 25,000 adult volunteers in Wisconsin.
- Nationally, over six million youth participate in 4-H.
What are the 4-H Emblem and Symbols?

4-H Emblem:
The national 4-H emblem is a four-leaf clover with the letter “H” on each leaf.

The Four H’s:
The four H’s stand for Head, Heart, Hands and Health. These four H’s represent the fourfold training and development in which members participate. This meaning of the four H’s is clearly given in the pledge below.

The 4-H Pledge:
4-H members should learn the national 4-H pledge. It is stated at each 4-H event.
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:
Green and white are the 4-H colors. The white background of the flag symbolizes purity. The green 4-H emblem is nature’s most common color in the great outdoors, and green is also the color of springtime, life and youth.

Motto:
The national 4-H motto is: “To Make the Best Better.” It should be the objective of every member and leader.

Slogan:
“Learn By Doing” This slogan represents the 4-H member’s way of acquiring new skills and learning how to get along with others. New skills come from working with the hands. The ability to get along with others comes from working and playing with the group.
**4-H Terms**

**4-H Grade**
Your 4-H grade is of October 1 of the current 4-H year.

**4-H Age**
Your 4-H age is of January 1 of the current 4-H year.

**4-H Project Guide**
This guide lists the many project opportunities for 4-H members. From beef to flowers, archery to crafts, there is a wealth of opportunities for everyone.

**4-H Exhibit**
An exhibit is an object or display created by a member to show what she/he has learned and accomplished through their project work. Exhibits can be at the county or state fair, local businesses, libraries, or other community setting.

**4-H Family Calendar**
The 4-H Family Calendar provides upcoming dates for 4-H activities and events throughout the year. 4-H Project and Special Events Committees, UW-Extension and Green County 4-H Executive Board work to have this resource for families. In addition, current local contacts, organization officers and resource sources are listed for members and families use.

**4-H Graduate**
4-H members who have successfully completed their career as a 4-H member and are now ready to apply the skills learned to their future endeavors. Members may graduate when they graduate from high school or one year beyond high school. To receive graduate recognition, they must notify their 4-H club’s general leader.

**4-H Project**
A 4-H project is a series of learning experiences for 4-H members to learn new skills or a new subject. Most projects have volunteer leaders who have knowledge of the project and are willing to assist members through their experiences. Projects include areas of animal sciences, plant and soil sciences, foods and nutrition, natural sciences and shooting sports, clothing construction and design, photography, theater arts, leadership, health sciences, and Cloverbuds.

**4-H Year**
The 4-H year starts September 1 and ends August 31 of the following year. Activities and events that youth and their families participate in follow an annual calendar. Each month holds new activities and new experiences. Consult the Alphorn and club leaders for details.

**Achievement**
Achievement in 4-H means a member completes all the membership requirements of the 4-H club for the year. Members should consult their club’s bylaws and the Green County 4-H constitution and bylaws for specific requirements.

**Action Center**
This is a place where 4-H youth can share in doing fun activities with younger children at the county and state fairs.
Bronze, Silver, Gold & Emerald Awards
These awards recognize and encourage participation by members in the many projects, activities and events offered through their club, county and state 4-H program. Members record points in their record book on the participation record form. There are 4 levels of recognition, which take about 2 years each to complete.

Certified Leaders/Volunteers
Adults, 18 years, and over, working with 4-H members must be certified through the Volunteer Orientation/Youth Protection program as established by the University of Wisconsin-Extension, 4-H Youth Development Program. This includes all organizational (general) leaders, project leaders, activity leaders, resource leaders, and chaperones. Leaders need only to attend one session of the Volunteer Orientation/Youth Protection program. Certified leaders receive ongoing training opportunities and are covered by liability and accident insurance provided by the Leader’s Association. Certified leaders are required to sign a Volunteer Behavior Expectation Statement annually.

Cloverbuds
Members that join 4-H clubs in grades K-2 are automatically enrolled in the Cloverbud Project. They will have hands on experiences within a wide variety of project areas allowing them to explore all that 4-H has to offer them.

Club
4-H clubs are a group of five or more youth and at least one certified caring adult leader who takes part in an ongoing 4-H program. Clubs meet regularly throughout the year, are youth run and have adult interaction and family involvement. Clubs develop a yearly calendar and plan of meetings and activities. A copy of the plan should be sent to the UW-Extension Office by January 1st.

Club Committees
Groups of club members that come together with a specific purpose of planning, carrying out and evaluating all club activities or events. Club committees usually have an adult mentor.

Club Meeting
4-H clubs usually meet once per month. At a club meeting, clubs conduct business, have recreation or social activities, participate in project work, give demonstrations, do community service, or hold special interest programs. It is recommended that club meetings are held at a consistent time and are well publicized so that all members are able to attend.

Club Rules/Bylaws
4-H clubs have a set of written rules for the operation of the club. Each member should become familiar with the club’s rules early in the year.

County 4-H Policy
Countywide rules that must be followed by all 4-H members and their local clubs.

County Communication and Performing Arts Program
This is Green County’s countywide communication arts activity that involves public speaking, prose, poetry, demonstrations, drama, posters, photos and displays.
**4-H Terms (page 3)**

**Enrollment Forms**
All members and leaders enroll annually in 4-H through completion of an enrollment form. These forms confirm your name, address, phone number, club name and other statistics about you. They also provide space to enroll in specific 4-H projects and indicate a need for 4-H project literature. The enrollment form needs to be signed by your club’s general leader and a parent or guardian.

**Exploring Project**
This project is recommended for 1st and 2nd year members in 3rd & 4th grades. The member is able to explore a variety of other projects through exploring activities during the year.

**EZ Long M.E. Form**
The EZ Long M.E. Form application is to be completed by members to apply for the Citizenship Washington Focus, Wisconsin Youth Conference, Green County 4-H Ambassador and National Conference.

**EZ Short M.E. Form**
Application form used for members 6-8th grade to participate in Wisconsin Youth Conference and Space Camp to Huntsville, AL.

**Fair Entry Form**
A form that contains a list of classes in which the member plans to exhibit at the fair. (The fair premium book contains the class lists.) It is vitally important that this be filled out accurately and turned in to your local club leader before its due date. (Usually late May.)

**Fair Premium Book**
A book published annually which lists all fair classes, rules and schedules that apply to the Green County Fair.

**Major Emphasis**
The Major Emphasis program is a countywide club participation program where every family and member can get involved. The annual major emphasis theme assists clubs in focusing their educational programs at the club level. It is often a current issue or community concern. The theme also serves as the theme for the annual speech and poster contest and other county events. Clubs document their activities surrounding the annual theme and submit their report form for end of the year program recognition.

**M.E. Form**
Known as the Membership Evaluation Form. Older members fill out this form before the end of the 4-H year if they are interested in applying for National 4-H Congress, Key Award, Ambassador and Citizenship Washington Focus. Must be used if applying for National 4-H Conference.
4-H Terms (page 4)

**Project Literature**
4-H member and leader guides and other support materials are written by university professors and specialists using research-based information. These guides assist members and leaders in their project work and studies. Members will use most project literature guides for 2-3 years. 4-H clubs have 4-H Literature Libraries where club members can check out resources.

**Record Book**
The record book is a complete record of the member’s activities for the current 4-H year and all earlier years. All 4-H activities should be entered in the record book. Each member needs to turn in their record book annually to their general leaders according to their club’s policy. Recognition and awards are issued based on the information submitted.

**“The Alphorn” Green County’s 4-H Family Newsletter**
The Alphorn is the number one source of information for families to learn about opportunities, activities and workshops, deadlines, and other information about Green County 4-H. Leaders, members and UW-Extension staff may submit articles. The newsletter is assembled, printed and distributed through the UWEX Green County Office and is available on the web site.

**Teleconferencing (AKA Wisline)**
UW-Extension provides leader and member training and State 4-H committee meetings through direct line teleconferencing. Watch the Alphorn and call UW-Extension if you want to be part of a teleconference. We will make arrangements for you to be part of your meeting at the UWEX Green County Office.

**Upham Woods 4-H Camp**
This camp is open to members grades 3-6 as of October 1 of the current 4-H year and is located near Wisconsin Dells. It is a co-educational program, involving a wide variety of activities.

**UWEX or UW-Extension**
UWEX is a possible abbreviation for University of Wisconsin-Extension, a part of the University of Wisconsin system. University of Wisconsin-Extension provides educational programming to county residents in the areas of 4-H Youth Development, Family Living, Agriculture and Community and Natural Resource Development.

**Volunteers**
Volunteers are the valued members of the University of Wisconsin 4-H Youth Development Program. A volunteer is anyone who gives time and expertise without monetary compensations. Volunteers contribute their skills, talents and experiences to strengthen all aspects of the program and support its mission. They work with the UW-Extension staff as members of a team to better serve the youth and families in the 4-H program.

**Wisconsin 4-H Youth Conference**
This event takes place on the University of Wisconsin campus. It is open to older 4-H youth and involves social and educational experiences to help youth develop better leadership and citizenship skills.
Who’s Who in 4-H! ~ Local Club Level

4-H Member
Any youth in grades Kindergarten-2nd grade (Cloverbud) and age 8 and in 3rd grade through one year beyond 12th grade (13th grade) in the current 4-H year is eligible for regular membership in Green County 4-H.

Cloverbud
Members in Kindergarten through 2nd grade. Cloverbuds get a taste of the 4-H project areas.

Exploring Project
This project is recommended for 1st and 2nd year members in grades 3 & 4. The member is able to explore a variety of other projects through “exploring” activities during the year.

Club Officer
Youth leaders that are elected by the membership to lead their clubs, conduct the club business meetings and represent their clubs are club officers. These include president, vice-president, secretary and treasurer. Clubs can also have sunshine leaders, club photographers, club reporters, sergeant of arms and others as deemed by their club constitution.

General Leader or Organizational Leader
A volunteer who takes the lead in organizing club meetings, communicating between the club and county, assisting in delegating club responsibilities, and supporting and assisting club officers in running the local 4-H club.

Project Leader
A volunteer who helps 4-H members as they learn, make or create within their project areas. This person can be an adult or youth leader. They assist 4-H members in their clubs with exhibiting and special event opportunities.

Activity Leader
A volunteer who is responsible for organizing and conducting special activities within the club. Examples include music and drama events, community service activities, etc.

Youth Leader
A 4-H member that serves in a leadership role supporting a project, activity or club officer. Youth leaders are encouraged to enroll in the youth leadership project. Youth leaders take an active part in helping the younger members in the club. Youth are also encouraged to participate in the Jr. Leaders Association.

Parents
Parents are very important to the success a child will have in the 4-H program. Parents are encouraged to attend monthly meetings and project meetings with their child. All countywide events are open to parents and parents are encouraged to attend with their child. The parent’s key role is supporting their child’s accomplishment, helping the child think through decisions and seeing the child reach his/her goal. There are several ways for parents to help:
- Attend 4-H meeting and other special events
- Guide and encourage completion of your child’s project work without doing the work for them.
- Support the local 4-H club leader by offering your services.
- Make it possible for your child to participate in a variety of 4-H activities such as camps, fairs, contests, etc.
- Be an example of a good sport so your child will learn to appreciate the success of others.
- Make others in your community more aware of 4-H and its benefits to youth.
Who’s Who in 4-H! ~ County Level

4-H Ambassadors
A team of 4-H youth and adults who promote the Green County 4-H program.

Adult Chaperone
A person chosen to chaperone Green County youth at local, district and state events. An application and successful completion of the New Volunteer Orientation training must be completed.

Green County 4-H Adult Leaders
This organization is for all 4-H volunteer youth and adult leaders, families and others that have demonstrated interest in the Green County 4-H program. This group sets policy for the organization, is responsible for fund development and works to build and support the quality 4-H program to meet the needs of its youth members. They meet approximately 9 times per year.

Green County 4-H Jr. Leaders
This organization is for any 4-H member in 6th grade and up. This group plans social and educational events for its members. The meetings of this group are in addition to participation in a local club. The group also raises funds at the Green County Fair at the Dairy Bar to help support county activities and awards.

4-H Program or County Level Committees
Multiple county level committees of volunteer youth and adult leaders come together to determine the specific needs of a project or program. These committees plan and conduct 4-H educational trainings, workshops, activities and contests. They work to propose policy that insures a high quality educational program. All 4-H project leaders and members can join their favorite committee. Examples include Shooting Sports, Major Emphasis, Awards & Recognition, Foods & Nutrition, Horse & Pony Committee, Dairy and Livestock as well as others.

Green County 4-H Executive Board
The Executive Board consists of the officers and elected representatives from the 4-H Adult Leader’s Association and 4-H Jr. Leaders Organization. They meet monthly to develop and implement policy and program direction. They work in cooperation with the Youth Development Agent and UW-Extension 4-H Youth Development Program area.

Fair Superintendents
Adult and youth volunteers who work with the youth exhibits and project judging at the Green County Fair.

Key or Resource Leader
A volunteer who is willing to answer project or activity questions and work with other volunteers to assist members.

Youth Development Agent
The professional who guides, teaches and administers the 4-H program. This agent is responsible for teaching youth development concepts, providing research, knowledge and resources to the people of Green County. The Youth Development Agent is a faculty member with the University of Wisconsin.
4-H Projects

A 4-H project is what a 4-H member learns about, makes, creates or does. For example: learn to grow a vegetable garden, sew a dress, build a wardrobe, train a dog, or build a herd. Projects vary from aerospace to woodworking, from birds to rabbits and from theater arts to small engines.

4-H members need to take at least one project each year and complete the records for that project as part of their 4-H record book. Cloverbuds complete only the Cloverbud Project and have a separate Record Book. Third grade members may take up to three projects. Fourth grade members and above may take as many projects as they can successfully exhibit and keep records for. It is recommended that 4-H members who are actively involved in school, church, job and other 4-H opportunities try to limit their projects to three.

Each 4-H club will try to locate a Project Leader when there are three or more members enrolled in a project. The Project Leader will notify members when and where project meetings will be held. Most projects will require at least three project meetings, and often more are held. When there is no Project Leader, the member will be expected to work individually or with a family member using the project literature to guide your learning.

The family of a 4-H member should take an active interest in the 4-H member’s project. Assist, encourage, offer advice, but remember, the 4-H member learns by doing.

Youth Leadership
Entrepreneurship
Self-Determined
International
Exploring
Cloverbuds

Animal Sciences
Beef
Cats
Clothes Horse
Dairy
Dogs
Goats
Horseless Hors
Horses
Pets
Poultry
Rabbits
Sheep
Swine
Vet Science

Arts & Communication
Arts & Crafts
Block Printing
Clowning
Communications
Computers
Creative Writing

Drawing & Painting
Folk Arts
Leathercraft
Metal Enameling
Photography
Public Speaking
Puppetry
Theatre Arts
Videography

Family, Home & Health
Child Development
Clothing
Consumer Savvy
Crocheting
Foods & Nutrition
Cake Decorating
Health
Home Environment
Intergenerational Programs
Knitting

Mechanical Sciences
Aerospace
Bicycling
Electricity
Scale Models
Small Engines
Tractors
Woodworking

Natural Resources & Environmental Education
Adventures
Backpacking
Bicycling
Birds
Canoeing
Entomology
Forestry
Naturespace
Recycling
Shooting Sports
Sportfishing
Water
Wildflowers
Winter Travel

Plant & Soil Sciences
Corn
Crops
Flowers
Forage
Fruits
Home Grounds
House Plants
Plant Crafts
Small Grains
Vegetables
Roles & Responsibilities

GENERAL LEADERS
- Attend Green County 4-H Adult county leaders meetings
- Guide the overall organization of the club
- Work with the enrollment coordinator who secures enrollments and advises members and parents on project selection
- Assist the committee that plans the yearly program for the club.
- Guide the club in the election of officers
- Work with officers, helping them understand and perform their duties
- Serve as contact person with the Extension (4-H) Office
- Distribute literature to members and leaders
- As a coordinator involve lots of other people in the operation of the club – no one expects you to do it all by yourself!

PROJECT LEADERS
- Attend Green County 4-H Adult Leaders county meetings
- Help the member plan his/her project, starting with what the member now knows
- Help members use project materials, literature and complete project records
- Arrange for project meetings to teach skills and gain understanding in the project
- Help members with their progress
- Help members with various activities related to their projects: tours, exhibits, booths
- Work with activity leader to train members in demonstration and judging
- Involve youth whenever possible. Many hands lighten the load and makes it more fun for everyone!

ACTIVITY LEADERS
- Work with the whole club or with the group interested in the activity
- Plan and carry out a selected activity such as music, speaking, drama, recreation, safety, health or community service
- Use leader’s guides
- Attend county training meetings
- Work with committee of 4-H members in planning the work to be done
- Plan ways of helping members take part
- Junior leaders may serve as activity leaders

PARENTS
- Need to know the purpose of 4-H
- Need to know what their children may gain from 4-H
- Need to know what members are required to do in their respective projects
- Assist activity, project and general leaders
- Help members select the right projects
- Help to provide financial aid in starting projects
- Provide a place for records and other club materials in the home
- Help members set standards of sportsmanship and honesty
- Give encouragement and supervision with projects, but allow members to do their own work
- Attend club & project meetings monthly and county meetings when possible and relevant to your needs
- Oversee child’s work on his/her record book; encourage work throughout the year.
AMBASSADOR

- Promote 4-H to the general public. Talk to community groups, the Green County Board, and Legislators. Do radio programs. Write newspaper articles. Ride in parades. Assist with promotion booth or action center for fair. Become involved in promotions during National 4-H week.
- Assist with 4-H events and activities.
- Participate in county leadership training or assist in planning county leadership training.
- Other responsibilities designated by the 4-H Youth Development Agent or promotion committee.
- Act as a positive role model for other 4-H members and the community.

CLUB OFFICERS

Each club is responsible for electing club officers for one-year terms starting in early fall. The following are club officer positions and basic job descriptions:

PRESIDENT

- Responsible for conducting the business meeting
- Prepares an agenda for the meeting
- Works closely with the general leader
- Attends County Officer Training Workshop

VICE PRESIDENT

- Follows through with the president’s responsibilities in the absence of the president
- May serve as a luncheon committee chair, calling committee chair, welcoming committee chair or recreation director of the club
- Attends County Officer Training Workshop

SECRETARY

- Responsible for taking attendance (at the beginning of the meeting)
- Keep accurate minutes during the business meeting
- Responsible for submitting a completed Secretary’s Book to the UWEX Office by August Leaders meeting.
- Attends County Officer Training Workshop
- Mails or emails a copy of minutes to the Green County Extension office monthly

TREASURER

- Responsible for collecting club dues
- Pays bills for club expenses
- Reports to the club monthly the balance of the club treasury
- Attends County Officer Training Workshop
- Turn in a copy of the treasurer’s report to the general leader monthly

REPORTER

- Responsible for telling the community about their 4-H club
- Formulates a scrapbook throughout the year
- Responsible for submitting a brief summary of club happenings to the Extension (4-H) Office monthly. These will be printed in The Alphorn – The 4-H Family Newsletter.
- Responsible for submitting a completed scrapbook to the Extension (4-H) Office by August Adult Leaders’ Inc. meeting.
Green County 4-H Adult Leaders, Inc.

PURPOSE:
- To stimulate interest in the 4-H program among the eligible boys and girls in the county
- To provide a common ground for the exchange of ideas between all club leaders.
- To encourage a closer unity between all 4-H clubs in the county.
- To develop an educational program for leaders through leader training meetings.
- To provide 4-H project support on the county level, i.e. materials, literature support, adult leader resources.

MEMBERSHIP:
- All Green County Leaders are invited to attend. This includes:
  - General Leaders
  - Assistant Leaders
  - Project Leaders
- Must complete the New Volunteer Orientation training to be recognized as a bona-fide 4-H Adult Volunteer in the Green County 4-H program.
- All new Adult Volunteers who plan to be a project or activity leader or chaperone events (i.e. exchange, camp) can attend. For more information, contact your club general leader or the 4-H & Youth Development Agent.

SUBCOMMITTEES of the Adult Leaders, Inc.
- State Fair Committee
- Green County Livestock Auction Committee
- Dairy Youth Recognition Auction Committee

By-laws of these organizations can be available by going on the Green County 4-H Website at http://green.uwex.edu/4-h-youth-development/ or by calling the UWEX office at 328-9440.

Green County Junior Leaders Association

PURPOSE:
- To train youth in community and personal leadership responsibility.
- To become better trained to assist adult leaders in the projects and activities of the local club.
- To train and offer guidance to 4-H members.
- To promote a better understanding of 4-H club work.
- To ultimately develop today’s youth into responsible citizens of tomorrow.

MEMBERSHIP:
- Membership is open to all 4-H members 6th through 13th grade (or 1 year past youth’s high school graduation).

MEETINGS:
- The first Monday of the month (unless otherwise noted) 7:30 p.m. at the Justice Center Multi-Purpose Rooms, then dismissed to meet in to Room 1 of the Multi-Purpose Rooms
The primary purpose of Record Books is to help the 4-H member and the family measure the progress that is made. It is recommended that all 4-H members complete a record book.

4-H record book should be filled out completely and accurately. Encourage your 4-H member to work on their record book throughout the year. Members will receive a green 4-H Record Book Cover at the beginning of their first year of membership. This cover should last for the member’s 4-H career. The cover has tables for the member to complete that will document project enrollment and other 4-H activity participation and can be put into a three-ring binder for easy assembly. Other sections of the record book include:

**Record Book Guidelines:**
1. Follow all assembly guidelines received with your materials.
2. Lined or unlined paper is acceptable. Heavier weight paper may be used for mounting pictures. Tabs are recommended at the beginning of each individual project and required for an outstanding record book award.
3. Blue or black ink, typing or computer print is acceptable. Printing is acceptable. Please stay with one format; all one color of ink, all typing all computer, etc.
4. Follow good basic rules of written expression including correct grammar, spelling, punctuation, capitalization, and sentence structure.
5. Ribbons, letters, trip mementos, programs and rating sheets are scrapbook items and do not belong in the record book. You may comment on them in your activity or project story and tell what you learned by participating.
6. Clippings should be included if they pertain to your involvement. Underline or highlight your name in the article. Check your Record Book Assembly Sheet for limits on photographs and clippings. Watch the page limit on clippings and photographs (1 pg front/back for clippings and 1 pg front/back for photos).
7. Financial records are required for all projects to receive points.
8. Members are to complete the member nomination form to indicate interest for awards.
9. The only records that should be carried over from year to year are the permanent participation records.

Some projects have additional requirements; consult your project leader for additional information.

4-H Record Books should be filled out completely and accurately. Parents may oversee the member’s work, but it is best if the member does their own writing. 4-H Record Books will be due to the member’s local 4-H club at the end of the 4-H year, which is August. General Leaders then submit their clubs record book to County Level at the August Leader’s Meeting.
Awards & Recognition

There are many awards and trip opportunities available to 4-H members. Awards are generally given in the fall of the year at a county recognition event. The following are current club, county, state, and national awards. These may change slightly from year to year.

**Awards received through local recommendation and/or county judging:**
- Cloverbud Award – Each Cloverbud that completes and turns in a record book receives a ribbon.
- First Year Member – Each member, after completing their first year as a 4-H club member, will receive this award.
- Special Club Awards – General leaders can nominate one member for each of these club awards:
  - Most Improved;
  - Most Cooperative;
  - Most Helpful.
- Project Awards are determined by the member's record book. Up to three projects per member can be nominated by local leaders for county consideration.
- Achievement Pins – (Bronze, Silver, Gold, Emerald) These awards are earned by accumulating points in the permanent record portion of the record book. In addition to points, higher levels require activities like junior leadership and speeches or demonstrations on the county level.
- Special Awards –
  - Club Secretary Book – Awarded to top secretarial records in the county. This is determined by the secretary books that are submitted at the end of the 4-H year.
  - Leadership Award—youth who earns the highest score in the leadership category earns this award.
  - Step Beyond Award—Given to youth who applies, has filled out a county record book for 7 years, earned the emerald award and is in their last year of 4-H.
- Citizenship – This award is presented to the members that went on the Washington Focus this 4-H year.
- Achievement – This is awarded to the members that have contributed the most to the overall 4-H program and shown leadership from the local level to the state and national level. All current year projects must have been completed and a quality record book is turned in. The member must have been a member of the junior leaders association for at least two years.
- Record Book – Outstanding record books in three age divisions will receive this award. Books are judged on completeness, accuracy, and neatness.
- Project Category Awards – The member must excel in three or more projects in the particular category. Records must be completed, well done, and show growth in the category. Leadership and self determined projects may be used as a third project in a category. Categories are as follows:
  - Animal Science
  - Mechanical Sciences
  - Family, Home, Health
  - Environmental Education
  - Arts & Communication
  - Plant & Soil Sciences
- **E.Z. Short M.E.** form is filled out by youth, grades 6-8, as of October 1, of current 4-H year. Applicants are evaluated to determine a members eligibility to attend the State 4-H Conference and/or Space Camp.
  1. **Wisconsin 4-H Youth Conference** – This is a four-day event held at the UW-Madison campus. It involves social, educational, and leadership opportunities to members.
  2. **Space Camp** – Huntsville, AL Members spend 5 days, 4 nights on a fun and educational trip at the NASA Space Aviation Center in AL.
- **E.Z. Long M.E.** form is completed by youth in grades 9 through 11th as of October 1 of current year. Application form and short interview are required to become eligible. List of trips/awards follows below.
- **M.E. Form (Member Evaluation)** The M.E. form is filled out by older 4-H members interested in one of the following.
- The selection process also includes interviews conducted by volunteers from another county.
  1. **County 4-H Ambassador:** Ambassadors are chosen to represent and promote 4-H throughout Green County.
  2. **Wisconsin Key Award:** Sponsorship by the Wisconsin Farm Bureau Federation and Affiliates. The purpose of the Key Award is to provide special recognition to 4-Hers who have shown consistent growth in their 4-H program; who have developed their leadership ability; and who have been helpful members in their club and community. This is considered to be the highest 4-H award. Members are selected from the previous years awards forms.
  3. **Citizenship Washington Focus:** This is a weeklong experience studying citizenship and government while staying at the National 4-H Center in Washington, D.C.
  4. **National Conference, National Congress:** Members in their last year(s) of 4-H may be selected for National Congress. This is a leadership conference through the national 4-H program. Members may also be eligible for National Conference, also a leadership experience.
- **Scholarships:** The Green County Adult and Junior Leaders Associations annually award up to six scholarships for post high school education. A special form needs to be completed. Check the Alphorn or contact the 4-H Youth Development Agent for more information. Scholarships are due by the first Monday in May of each year.
- **Friend of 4-H Award:** This award for adults or organizations who have contributed time and/or resources to the program. Criteria: can be received once in ten years, supports 4-H with financial, time and/or energy can be received by individual, a business, service organizations or a community agency such as a school district or town board. Each club is encouraged to make a nomination for this award. Nominations should include contributions to 4-H by the nominee.
GREEN COUNTY 4-H RECORD BOOK ASSEMBLY GUIDELINES

4-H members who fill out the Green County 4-H Record Book can use this sheet as a guide to help them put it together in the correct format. For more information on proper record book guidelines, please contact Awards Committee members: Valli Brauer (934-5678), Connie Heimann (934-5377), Roxanne Klossner (527-2654), Marie Swedlund (966-3748), Pat Sleiter (325-1464), Alice Brooks (325-7740), Cathy Crubaugh (328-4813), or your club general leader. Additional copies of record book forms can be obtained by calling the UWEX Office at 328-9440 or on the Green County 4-H Website at http://green.uwex.edu/4-h-youth-development/4-h-forms/.

Tips to Remember!

1. The Green County 4-H Year runs from September 1 to August 31. Any records MUST be a result of the member's efforts during the current year.
2. Remove all records from the previous year EXCEPT for the PERMANENT RECORD. (Members will use new participation report form each year.)
3. All club level judging sheets must be removed before book is turned into the county.
4. Only members with completed records are eligible for PROJECT, BRONZE, SILVER, GOLD, and EMERALD awards. Members must fill out the member nomination form (for possible award recognition) and have their book read and verified by their club general leader.
5. If your record book is in a 3-Ring Binder without a plastic sleeve to place the front cover in, please write your name on the outside of the binder somewhere so it can be easily identified.
6. Ribbons and scrapbook items Do Not belong in the record book. Use of these items will cause points to be lost in the evaluation process.
7. Blue or black ink, typing or computer print is allowed. Printing is acceptable. NO PENCIL!
8. Please stay with one format: all one color ink, all typing, all computer, etc.
9. Follow good basic rules of well written expression (grammar, spelling, punctuation, capitalization, and sentence structure.)
10. DIVIDER TABS ARE:
   a. RECOMMENDED for all record books to mark the beginning of each section and project record in your book.
   b. REQUIRED to be eligible to earn an Outstanding Record Book Award.
11. Media and photo pages will enhance the overall appearance of your record books and will earn more points in the evaluation process.
12. The Green County 4-H Award Nomination Form must be filled out by each member and included inside the front cover of your record book!
13. Members who sold in the Green County Fair Fur & Feather and/or Livestock Auction must complete BOTH the livestock financial form (one for the record book) and the ORANGE form requested by the Auction Committee. The ORANGE form DOES NOT go into the record book! If a member is using the auction form as their required 4-H record for the year it is due to your general leader in August.

Listed below is the correct format on how to put your county record book together. Please follow directions carefully!

I. General Activities
   A. Personal Information Page (Picture Page) - 1 per member - new each year
   B. MPE-A - My Activity Program - 1 per member
      • My plans for this year - write down plans early in the 4-H year.
   C. 4-H Clipping/Picture pages (no limit on number of pages)
      • It is recommended to include clippings/pictures in this section
      • Include general 4-H activities, internet/newspaper/picture pages

OVER
II. Combined Activities (both club and project)

A. 4-H Club Member PERMANENT RECORD - 1 per member-(Revised 2013)
   • This form is given 1 time - as a new member
   • This form is used the member’s entire 4-H career.
   • Update progress to this form on an annual basis.

B. 4-H PARTICIPATION REPORT - 1 per member -Use a new sheet each year (Revised 2013)
   • Use PERMANENT RECORD to complete this page
   • Continuing members should use last year’s record to complete past year column.

III. Specific Project Activity Forms

A. 4-H Project Record:
   • Complete for each project enrolled. (Excluding Foods Nutrition- See explanation under Special Project Forms)
   • Fill in completely. Don’t forget parent comments!
   • Add extra pages as needed.

B. FINANCIAL RECORD
   • DAIRY, LIVESTOCK and SMALL ANIMAL FINANCIAL RECORD:
     Use for dairy, beef, swine, sheep, goat, rabbit, poultry, horse, cat, dog, cavies, etc.
   • 4-H Financial Record: Use for all NON-Livestock except for Foods & Nutrition and Clothing - one per project. (Foods and Nutrition included on special project form.)
   • Clothing Project Financial Record: Use for clothing project only.
   • Financial records are required for all projects to receive the points.

C. SPECIAL PROJECT FORMS
   • ALL DAIRY MEMBERS: “Lifetime Dairy Records” - 1 per animal
   • ALL FOODS MEMBERS: “4-H Foods and Nutrition Project Record” - 1 per member
   • ALL YOUTH IN LEADERSHIP: Leadership Project Record-1 per Youth Leader
     • (If only enrolled in Jr. Leaders Association, this does not apply)

D. PHOTO AND MEDIA PAGE
   • Limit 2 pages (both sides) per project. Photos/Clippings should be project specific & can be from a variety of sources: Newspaper, Internet, Alphorn, etc.
   • Necessary to receive required points.
     ✓ Grades 3-5 – Minimum of 2 photos and/or clippings
     ✓ Grades 6-8 – Minimum of 4 photos and/or clippings
     ✓ Grades 9-13 –Minimum of 6 photos and/or clippings
   • Photos/Clippings should show growth and/or completion of project.
     o (i.e. start to finish, before and after)
   • Underline or highlight your name in clippings to show your involvement.

Criteria for an Outstanding Record Book
To qualify for the Outstanding Record Book Award, the member must have completed the following:

• Entire book is completed and in correct order (Following this Record Book Assembly Guideline.)
• All enrolled projects have completed records.
• Each section divided by a title page with TABS separating each project.
• Neatness is evident.
• Correct spelling and grammar is used.
• Permanent record is complete from enrollment to the present.
• Clipping and picture pages are included.
• Accurate financial pages are included.
• Stories are complete and reasonable in length.
Where to Find Updates about Green County 4-H?

4-H Online Family Enrollment System:
- This is the **FIRST** location where families in the 4-H program obtain information.
- Enrollment begins in September each year and needs to be completed by the first Monday in November.
- Families will set up a user name and password which allows families to get information like newsletter updates, registration deadlines, upcoming events, etc. 4-H Leaders can also access membership lists.
- Families will also receive updates through the 4HOnline system with updates and changes to scheduled 4-H events.

Green County UW-Extension Website
- Find us at http://green.uwex.edu and click on the 4-H Youth Development Link.

Facebook
- Follow **CHRIS CLOVER GREEN** on **FACEBOOK** for daily updates.

WEKZ Radio—1260 AM or 93.7 FM:
- Tune in to 1260 AM or 93.7 FM for weather related updates or cancellations to scheduled 4-H events.

Calling the UW-Extension Office:
- Contact the Extension Office with any of your questions related to 4-H.
- How to reach the Green County UW-Extension Office...
  - Address: 2841 - 6th Street, Monroe, WI 53566
  - Phone: (608) 328-9440
  - Fax: (608) 328-9519
  - Email: Alissa Grenawalt, 4-H Youth Development Agent at alissa.grenawalt@ces.uwex.edu
  - OR
  - Amy Krass, 4-H Activity Assistant at amy.krass@ces.uwex.edu
CONSTITUTION OF GREEN COUNTY 4-H ADULT LEADERS

Article I (The Name)
The name of this association shall be – The Green County 4-H Adult Leaders, Inc.

Article II (The Purpose)
It shall be the purpose and aim of this association to:
- Stimulate interest in the 4-H program among the eligible boys and girls in the County;
- To provide a common ground for exchange of ideas between all local leaders;
- Encourage a closer unity between all 4-H clubs in the county;
- Develop an educational program for leaders through leader training meetings;
- Help plan and administer the yearly program of county 4-H activities;
- Set policies and provide financial support for 4-H activities, trips, programs, and scholarships.
- 4-H project support at the county level (Materials, Literature, Adult Leader resources)

Article III (Membership)
Membership shall consist of all adult leaders that have completed the New Leader Orientation Training. The GREEN COUNTY 4-H Program along with the University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements which does not discriminate on the basis of race, color, sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, arrest or conviction record, or membership in the national guard, state defense force or other reserve component of the military service or religion.

Article IV (Officers and Executive Committee)
Section 1 – Officers
The elective officers of this association shall be President, Vice President, Secretary and Treasurer and Two Members at Large. All officers will be installed at the annual awards program and take their officer position in January of each year.

Section 2 - Terms of Office
1. The President and Vice President shall serve for a one year term.
2. The Vice President, after serving for his or her term of one year shall automatically become president for a year.
3. The Secretary (odd) and Treasurer (even) shall serve a term of two years each with election on alternating years.
4. Officers cannot serve more than two consecutive terms in the same office.
5. Two Board Members at Large shall be elected on alternate years to serve a term of two years. Members at Large have the option to succeed themselves.

Section 3 – Election of Officers
All officers shall be elected at the August/September meeting. The Nomination committee, which will consist of the Vice President, and two Members at Large will work to recruit nominee of open positions for the annual meeting.

Section 4 – Executive Board
1. The Executive Board shall include Green County 4-H Adult Leaders, Inc. officers, Junior Leader Association officers, Board Members at Large, and Junior Leader Adult Advisor(s).
2. The Executive Board with input from the Green County 4-H Financial committee will be empowered to develop the annual financial proposal, which must be approved by Green County 4-H Adult Leaders annually.
3. The Executive Board shall serve as the review committee and determine any disciplinary action for youth issues. Volunteer issues are handled by the 4-H Youth Development Agent.
4. The Constitution shall be reviewed at the first meeting of the new Executive Board annually.

Section 5 – Removal of Officers
If officers do not serve favorable as outlined in the Constitution, they shall be removed by a majority vote of the Executive Board.
Article V (Committees)

Section 1 – Standing Committees
The Standing Committees shall be as provided in the By-Laws.

Section 2 – Special Committees
Special committees shall be appointed by the President of the Green County 4-H Adult Leaders Association Inc. as the need may arise during the year for such committees.

Section 3 – Project Committees
The project committees may be organized as the need arises.

Section 4 – Green County 4-H Financial Committee
a. Financial committee will consist of five (5) members:
   a. Voting Members include:
       - Treasurer from Adult Leaders (1)
       - Volunteer advisor of Junior Leaders or Youth Treasurer (1)
       - Three (3) additional members selected at large, with at least one individual having an accounting background and one member being a youth if possible. (3)
   b. Non-Voting Members:
       - UW-Extension Green County 4-H & Youth Agent will serve as the Ex-Officio.
   Terms of office will be two years
b. Will meet a minimum of two times per year, or as needed.
c. Financial Committee will review financial practices of county committees/boards with their own checkbook chartered and recognized through the Green County 4-H Adult Leaders Organization.
   - Review treasurer’s reports (monthly/quarterly) and make recommendations to the Adult Leaders.
   - Review money handling procedures and make recommendations as needed to the Adult Leaders and the specific committee.
   - Financial committee will submit reports annually regarding financial practices (i.e. audit) of chartered groups to the Adult Leaders.

Section 5 – Decisions of Committees
1. Decisions of the committees may be reviewed by the Executive Board. Policy decisions should be brought before the Green County 4-H Adult Leaders for final approval. Review of any decision may be appealed to the Green County 4-H Adult Leaders Executive Board.
2. All Committees shall stay within their yearly budgeted amount. Additional funds needed over budgeted amount shall require prior approval of the Executive Board and 4-H Youth Development Agent.
3. All Committees are encouraged to generate their funds in compliance with Green County Fundraising Guidelines. (see Article IX; Fundraising Guidelines)

Article VI (Meetings)

Section 1 – Number of Meetings
The Executive Board will develop a yearly calendar at the start of the new 4-H year to be approved by the Green County 4-H Adult Leaders Association. The August/September meeting shall be the annual meeting.

Section 2 – Special Meetings
The officers of the organization shall have the authority to call a special meeting of the organization when they see it necessary.

Section 3 – Quorum
A majority of the membership present – all members having been duly informed – at a meeting shall constitute a quorum.

Section 4 – Board Meetings
The Executive Board shall meet when the President and/or 4-H Youth Development Agent deems it necessary.

Article VII (Amendments)

Section 1
A copy of the proposed changes of the constitution of the Green County 4-H Adult Leaders Inc. must be in the hands of all members present and must be read at an open meeting a total of 3 times before being voted upon.

Section 2
Amendments of the constitution may be made after due consideration where a majority of the member present at a meeting agree to it.

Article VIII (Capital Structure)
All Contributions and fundraising efforts shall be income to the association for the purpose promoting youth and leadership development of Green County 4-H members.

Article IX (Fundraising Guidelines)
FINANCIAL ACCOUNTABILITY – WISCONSIN/GREEN COUNTY:

Section 1
Federal regulations governing the use of the 4-H name and emblem require annual financial reporting/accountability of all organized 4-H units. Funds raised in the name of 4-H must be publicly accountable, and must be used for 4-H purposes. Failure to annually submit the financial report may result in loss of approval to use the 4-H name and emblem.

Section 2 - 4-H Clubs:
All Green County 4-H Clubs are required to submit a charter packet which includes the 990 financial/audit report to the Green County Extension Office annually by the deadline given. Upon dissolution of a Green County 4-H Club any assets must be turned over to a recognized 4-H club or group, with the approval of the Green County 4-H Adult Leaders Inc. and Green County 4-H Youth Development Agent.

4-H clubs will be randomly selected for an internal financial audit by the Adult Leaders Executive Board at the August/September meeting. Failure to comply with this request may result in the loss of the 4-H club charter.

Section 3 - 4-H Adult Leaders Association and County 4-H Committees:
The Green County 4-H Adult Leaders and county 4-H committees recognized in the annual budget are required to submit a financial record and an audit of this record to the Green County UW-Extension Office annually by the deadline given. Upon dissolution of a committee, any assets remaining shall by conveyed to the Green County 4-H Adult Leaders.

Section 4
Individual members or volunteers may not use the 4-H name and emblem to solicit funds or donations for any 4-H club, group or committee without proper authorization. Authorization for club level solicitation must be approved by the 4-H club general leader and officer team at their regularly scheduled club meeting. Clubs who plan on doing club level solicitation need to complete the donation request form showing the businesses solicited for the specific club activity if the donation is over $10. Authorization for county level solicitation must be obtained from the 4-H Youth Development Agent and the Green County 4-H Adult Leaders, Inc. Failure to obtain proper authorization may result in the loss of permission to use the 4-H name and emblem.

Section 5 - Donations: (see Donation request form)

Monetary Donation: (Cash) County 4-H Committees that want to obtain funds from outside businesses in the name of 4-H need to contact the 4-H Youth Development Agent and submit the Donation request form to the UW-Extension office. All correspondence shall go out on Extension Letterhead and have 4-H Youth Development Agent’s signature represented.

In-Kind Donation: (Food, Supplies, Materials, etc.) County Committees/Jr. Leaders Association who want to approach organizations/businesses for non-monetary donations need to obtain and fill out a Donation Request Form and send request to the organization/business on Extension Letterhead with the 4-H Youth Development Agent’s signature represented.

Section 6 - Reimbursement Procedure:
Leaders and youth who pay out of pocket expenses or fees related to 4-H sponsored events are eligible to receive reimbursement, if prior approval is granted from the Green County 4-H Adult Leaders Executive Board. Individuals should obtain and fill out the Green County 4-H Payment Requisition Form and return it to the Green County Adult Leaders Executive Board Inc. at least one month prior to the event or registration deadline, whichever is earlier. All other requests for reimbursement will be at the discretion of the Green County 4-H Adult Leaders, Inc. Executive Board.

Article X (Custodial/Non-Custodial Parental Rights)

Section 1. Right to General Information about 4-H Programs
The Green County 4-H Program shall implement policies to ensure that local clubs and county committees provide general information to all Parents and Legal Custodians of children involved in specific clubs and county programs.

Section 2. Right to Child - Specific Information
Both Parents and the Legal Custodian of any child enrolled in the Green County 4-H Program shall have the right to receive specific information regarding their child’s involvement in Green County 4-H Programs and Activities, including access to the child’s 4-H enrollment forms and project activities, and access and notice of the child’s participation in local, county, district, state and national activities. These rights will continue unless an interested party, (i.e., other parent or legal custodian) makes a written request to limit, restrict or deny access to such information and provides written evidence and documentation that there is a court order, state statute, or legally binding document relating to such matters as divorce, legal separation, custody or a lawful injunction or restraining order that specifically revokes or limits such rights.

Section 3. Procedure upon Receiving a Request to Restrict Access Information:
All requests to restrict access of a parent or legal custodian shall be to the Green County 4-H Youth Development Agent. Appropriate written evidence and documentation must be submitted with the request.
THE BY-LAWS

Article I (Duties of Officers)

Section 1 – President
The President of the Green County 4-H Adult Leaders, Inc. shall also serve as president of the Green County 4-H Executive Board.

Section 2 – Other Officers
Vice President: shall act in the capacity of the President in his/her absence and act as a standing member of all committees.
Secretary: shall keep all minutes of the meetings, record motions, whether adopted or defeated, attend to all correspondence and send a copy of the minutes to the 4-H Youth Development Agent.
Treasurer: shall keep an account of all receipts and disbursements of the organization and submit a financial report at each meeting to the group and a copy to the 4-H Youth Development Agent: i.e. Fair entries, budget, enrollment, insurance, etc. The Treasurer elect would still be installed with the rest of the officers.

Article II (Committees)

Section 1
The Awards and Recognition Committee shall work with the 4-H Youth Development Agent to determine requirements, proper guidelines, method and criteria for judging record books.

Section 2
The Financial Committee shall audit treasurer’s books of committees chartered under Green County 4-H by November 1st each year.

Section 3
The Junior Leaders Association shall be governed by its adopted by-laws.

Section 4
The Junior Livestock Auction Committee shall be governed by its adopted by-laws.

Section 5
The State Fair Committee shall operate according to its approved rules and regulations.

Section 6
The Dairy Youth Recognition Auction (DYRA) committee shall be governed by its adopted by-laws.

Section 7
Each committee shall consist of the number of members deemed necessary to fulfill the committee duties and is required to turn in reports as directed by the Green County 4-H Adult Leaders Executive Board.

Article III (Green County 4-H Disciplinary Review Procedure)

Section 1 – Situations for Required Executive Board Action
4-H members accused of any of the following while participating in a county, state or national 4-H related activity will be required to appear before the Executive Board:
• Illegal possession or use of drugs or alcoholic products;
• Theft, misuse, or abuse of public or personal property;
• Sexual misconduct;
• Unauthorized absence from the premises of the event; and
• Violation of federal, state or municipal law.

If the accused 4-H member is found to be in violation of the above, he/she will be suspended from participation in county, state or national 4-H activities for a period of up to twelve months.

Section 2 – Situations for Possible Executive Board Action
4-H member accused of any of the following while participating in a county, state or national 4-H activity may be required to appear before the Executive Board:
• Breaking curfew or disturbing the peace;
• Unexcused absence from activities of the event;
• Unauthorized use of vehicles during the event;
• Use of tobacco products; and
• Participation by his/her willful presence at secretive events where people are using tobacco, alcohol or unauthorized drugs.
• Any other action not supported by the appropriate behavior form

Section 3 - Convening the Disciplinary Review Committee:
The Disciplinary Review Committee may be convened at the request of the person(s) in charge of the activity or group, the 4-H member or leader involved in the alleged violation, or other 4-H members or leaders directly involved in the situation. A Special Executive Board Meeting will be called with matters relating to Disciplinary Review concerns, and will not be held or discussed on regularly scheduled Executive Board meeting nights.
The committee will convene as soon after the alleged violation as possible within a reasonable period of time, not to exceed thirty (30) days, unless special circumstances warrant otherwise.

Section 4 - Composition of the Disciplinary Review Committee:
The committee will consist of the Green County Executive Board Officers consisting of both Adult and Junior Leaders. The Executive Board President will chair the committee and the Executive Board Secretary will be the recorder. Executive Board members have the option to remove themselves from disciplinary action cases if he/she has close ties to the issue at hand.

Section 5 - Conduct of a Disciplinary Review Committee Hearing:
The hearing shall be confidential. Only committee members and persons directly involved in the alleged violation and/or hearing will be allowed to be present during the hearing.

The member or leader involved in the alleged violation and the person(s) who requested the hearing may make statements to the committee and present statements from witnesses. Committee members may question all persons involved and ask for additional information.

The committee will deliberate in private without the presence of the member or leader involved and will reach a decision before adjourning. If possible, the committee chair will announce the decision to the member or leader involved immediately following this deliberation. The decision will be sent to the member or leader in writing within ten (10) days of the hearing.

Section 6 - The Appeal Procedure:
If the member or leader wishes to appeal the committee's decision, he/she must submit the appeal in writing to the Executive Board President and the 4-H Youth Development Agent within ten (10) days following notification of the decision. The person wishing to make the appeal may incur up to one-third of the cost of the appeal, not to exceed $25.00.

The written appeal should include: 1) member/leader's alleged violation; 2) situation in which it occurred; 3) disciplinary action taken by the committee; 4) clarification of what is being appealed (that alleged violation occurred, or the disciplinary action); 5) written evidence justifying the appeal.

The Appeals committee will be selected by the 4-H & Youth Development Agent along with suggestions of panel members given by the Green County Adult Leaders Executive Board. Panel members will be selected on a case-by-case basis to avoid appearance of bias, etc.

The Appeal Committee will consist of three (3) youth/adults with past or present ties to the Green County 4-H program. This could include: 1. Former Executive Board/Adult Leaders President. 2. Young Adult, 4-H Alumni, formerly involved in the Green County Junior Leaders Association. 3. General Leader and/or Committee Member at Large (past or present). In the case of an appeal by an adult volunteer, only members of the Adult Leaders Executive Board will review the case. An Executive Board Representative will chair the committee and the Executive Board Secretary will be the recorder. However, they will not participate in discussion or vote at the Appeal Hearing.

The role of the Appeals committee is to determine whether or not the ruling made by the voting members of the Green County Adult Leaders Executive Board was fair or unfair. If appeals committee finds initial ruling made by the Green County Adult Leaders Executive Board as unfair, the appeals committee will make a recommendation of new ruling.

Each member of the Appeal Committee will receive a copy of the written appeal submitted by the member or leader. The committee will convene as soon as possible after the appeal is received within a reasonable period of time, not to exceed thirty (30) days. The Appeal Hearing will be conducted using the guidelines for the Disciplinary Review Committee.

The committee's decision will be announced to the member or leader in writing within ten (10) days. The decision of the Appeal Committee is final.

Section 7
Realization that these guidelines are not all inclusive; the Green County 4-H Adult Leaders, Inc. reserves the right to make adjustments to these policies.

Section 8
Green County will also support and uphold the appropriate behavior form.
GREEN COUNTY 4-H PROGRAM POLICY as of 1/14
The Green County 4-H program policies are set up by the Green County Adult Leaders, Inc., Executive Board. These county policies are to be followed by all clubs wishing to be a part of the Green County 4-H Program.

1. The Green County 4-H year runs from September 1 through the following August 31. The Green County 4-H fiscal year shall follow that of the UW-System.

2. Membership is open to all persons grades K – 13th regardless of race, color, sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, arrest or conviction record, or membership in the national guard, state defense force or other reserve component of the military service or religion.

3. Membership: Youth in Kindergarten through second grade are eligible to enroll in the Green County 4-H program as Cloverbuds. Regular members are youth in grades 3 who will continue to be eligible for membership through the next year following their high school graduation (grade 13.)
   - Cloverbuds receive the same privileges as regular 4-H members, except they cannot show for premiums at the county fair.

4. Enrollment: 4-H clubs are encouraged to recruit members’ year around. Members may join at any time and receive most benefits.
   a. Enrollments must be completed on the 4-H online website.
   b. Official Enrollment Deadline: as it pertains to showing at county fair is by the first Monday night in November at the regularly scheduled Adult Leaders meeting.
   c. New-Member Enrollment Deadline: All enrollments must be in by the first Monday in November for Green County Fair eligibility.
   d. Re/New enrollments received after the deadline of the 1st Monday night on November can be accepted by the local club. Club enrollment fees are due to the county office by November 20. This is a firm deadline to avoid late fees and loss of fair exhibition privileges.
   e. A 4-H family moving into Green County after November enrollment deadline may transfer into a Green County 4-H club without losing their county fair exhibiting privileges for the current year. To do so however, they must provide proof of current year 4-H membership in the county from which they came.
   f. Youth may not hold 4-H membership in more than one county or state at the same time. Youth must qualify for participation in District, State, or National 4-H events through their county of membership. If any infraction is discovered that member is not eligible for any Green County awards, re: Key Award, scholarships, and trip opportunities.

5. 4-H Clubs: An organized 4-H club must have at least 5 members from three or more families. Once a member has joined a club for the 4-H year there is no switching of clubs (by Nov. deadline). If a 4-H family is dissatisfied with their 4-H club they are free to re-enroll in another 4-H club during the fall re-enrollment period. (Sept.-Nov. time frame) Any specific issues/problems/concerns with a local club should be directed to the 4-H YD Agent. The Executive Board would address special circumstances on a case by case basis.

6. Project Guidelines: It is recommended that first year members enroll preferably 1 or 2 and no more than 3 projects. Other members should limit enrollments to a maximum of 6-8 projects. Leaders should limit their enrollments to 3 projects.
   a. In most cases the term PROJECT refers to the individual subject matter listed in the Green County 4-H Project Guide.
   b. Project Changes: 4-H members may add or drop projects up until the February enrollment deadline. The individual member is responsible for notifying his/her club general leaders or enrollment leader of the change.

7. County Fair Guidelines: To exhibit at county fair and stay a member in good standing in Green County 4-H, a member must:
   a. Be enrolled in 4-H
   b. Follow membership guidelines as stated above.
   c. Attend at least 50% (1/2) of all club general meetings. For re-enrolling members this is calculated from the beginning of the 4-H year, September 1st to July 1st. Individual clubs may have more stringent attendance policies.
d. Attend as many project meetings as possible for which there is a registered leader on a local club level. **EXCEPTION:** In projects where there is no local leader, but where there are local or county project sessions, attendance is recommended.

e. Young people in their last year of 4-H who have graduated from high school and who are enrolled in post-high school educational opportunities outside the area will be waived from the 50% attendance rulings. However, when home, these members should make every effort to attend scheduled project & club meetings.

f. Completion of record book requirement. (Either County Level or Club Level record book) **See below:**

8. **Record Book Requirements:** **ALL** Green County 4-H members are **REQUIRED** to fill out a record book to stay in good standing in the 4-H Program. Keeping records are one measurement of learning that is taking place through being a 4-H member. Youth have three (3) options to complete this requirement: Record book materials are distributed at club meetings in January of the 4-H year, on the web at [http://green.uwex.edu/4h/forms.html](http://green.uwex.edu/4h/forms.html) or available at the UWEX Office. **NOTE:** Green County 4-H Policy states that members who do not complete a record at the end of the 4-H year will forfeit Green County Fair eligibility in the next year. (Est. 11/06) Clubs will be responsible for keeping track of membership requirements and turn in a final list to the county office at the August/September Adult/Junior Leaders meeting.

1. **County Level Record Book: (Green Cover)** Youth who fill out the county level record book are eligible for county awards. These books are to be turned into your 4-H club general leader at the clubs designated meeting date. Members can nominate themselves for the awards they look to earn and give that form to their club general leader. Club general leaders will then forward ALL County Level Record Books (Green Cover) to the UWEX Office which are due at the August/September Adult/Junior Leaders meeting.

2. **Club Level Minimal Record/or Club Approved Option:** Members who do not fill out a county record book are to complete the club level minimal record book. Members are free to be creative with their record book in addition to the pages listed. 4-H clubs have the option to establish an alternative form of club level record book if desired. A club approved record book must be agreed and voted on by club membership and needs approval from the 4-HYD Agent to proceed for the year. These books are turned in and accounted for also at the clubs designated meeting time (Mid-August). It is suggested that clubs establish a committee of volunteers to ensure this component of 4-H club work is being completed. Clubs are encouraged to recognize members for these books at the end of the 4-H year. **Note:** **Minimal Records are a club level record and do NOT get turned into the county.** Two clubs will be randomly drawn at the August/September meeting and will need to submit their minimal records for a compliance check within two weeks of the drawing. Failure to submit may result in the loss of 4-H club charter certificate.

3. **Green County Auction Record (Orange Sheet):** All auction participants exhibiting through 4-H MUST complete the Livestock Financial Form to their 4-H club general leader at the clubs designated meeting time (August). The Auction Committee will take these forms until October 1st; however, 4-H members must turn their completed orange auction form and turn it into their club leader by August/September (Adult/Junior Leaders meeting) to achieve. **NOTE:** If youth completes a county or club record book and participated in the Green County Fair Auction, they are still **REQUIRED** to fill out the orange auction form to satisfy requirements of the Green County Fair Auction Committee.

9. **Adult Leaders & Volunteers:**

a. All adult leaders must complete the New Volunteer Orientation training before working with youth.

b. Adult leaders must sign an Adult Expectation Agreement on a yearly basis.

c. Certified 4-H Volunteers must offer a minimum of 1 face to face (club/county) meeting with project members annually. 4-H project leaders at the club level will need to report this to their club general leader by the August/September Adult/Junior Leader meeting to keep in good standing for the next 4-H year. Failure to offer 4-H project or activity meetings will result in leaders not receiving their reduced price fair pass for the Green County Fair.
CONSTITUTION
OF
GREEN COUNTY 4-H JUNIOR LEADERS' ASSOCIATION

Article I  Name of Organization
The name of this organization shall be the “Green County 4-H Junior Leaders' Association.”

Article II  Purpose of Organization
The Green County 4-H Junior Leader Association is a chartered subsidiary of the Green County 4-H Adult Leaders and the National 4-H non-profit educational organization. Any funds received by the association shall be used for carrying out its purposes and shall not accrue to the benefit of individual members.

The purpose of this organization shall be:
- to train youth in community and personal leadership responsibility
- to enable youth to better assist adult leaders in the projects and activities of the local club
- to train and offer guidance to 4-H membership
- to promote a better understand of 4-H club work
- to ultimately develop today's youth into responsible citizens of tomorrow

Article III  Membership
Section 1 – Membership is open to all registered Green County 4-H members who are in 6th grade to one year beyond high school graduation.
Section 2 – Each member shall loyally and to the best of his/her ability, support the Association and its purpose. Each member shall cooperate with the other members of the Association and the Cooperative Extension Services.
Section 3 – Membership or participation is in no way limited nor prohibited according to Title IX and ADA requirements.
Section 4 – Fifty-one percent of the members present shall constitute a majority vote.
Section 5 – Voting shall be done by method determined by members present.

Article IV  Election of Officers
Section 1 – The officers of the Green County 4-H Junior Leaders' Association shall be:
- President - The President shall preside over the business meetings. Facilitate the members' wants and needs for the organization. Act as the breaker of tie votes. Be responsible for creating meeting agendas with help from advisors. As well as, coordinate meetings as needed with the executive team to better help direct the membership of the organization.
- Vice President - The Vice President shall preside over the business meeting in the absence of the President. The Vice President shall act as a standing member on all committees formed by the membership.
- Secretary - The Secretary is responsible for taking roll call of the members present at all regular and special meetings. The secretary will also take accurate minutes of all regular and special meetings and send a copy to the Advisor(s) and 4-H Agent.
- Treasurer - The Treasurer is responsible for keeping track of all receipts and disbursements of the Association. The Treasurer will give a financial report at each meeting to the group
and send a copy to the Advisor(s) and 4-H Agent. The Treasurer will help answer any questions of the charter committee and the financial committee in regards to the funds of the organization.

- **Reporter/Communications Officer** - The Reporter/Communications Officer shall coordinate communications with the Extension Office to make sure that members are duly informed about upcoming activities and events of the Association. These updates should come in form of short articles that can be published in the Alphorn or posted online. This officer shall chair the Communications Committee. This officer shall become the Administrator on the Junior Leader social media sites and maintain the respectability of these sites. Additionally, the officer is encouraged to write news release to be published in local newspapers to inform the community of the Association's activities as well as serve as a recruiting tool.

- **Member at Large (2)** - The Member(s) at Large are a liaison between the Junior and Adult Leaders Association. The Member(s) at Large should keep the membership duly informed of the activities of their partner association, The Green County 4-H Adult Leader Association.

**Section 2** – The officers are to be elected to annual terms by a simple majority vote.  
**Section 3** – Vacancies occurring in any of the officers may be filled at any monthly meeting by a simple majority vote upon the recommendation of the officers.  
**Section 4** – Nominees for President and Vice President must have completed at least two years in the Green County Leaders' Association. Nominees for all other offices must have completed one full year of Junior Leaders. All nominees must have 51% attendance of Junior Leader regular monthly meetings during previous year.

**Section 5** – Officer nominations will be accepted in July. Elections will occur at August/September meeting. Installation of officers will be held at the annual County Awards Program.

**Section 6** – The Executive Board of the Green County 4-H Junior Leaders’ Association will consist of the President, Vice President, Secretary, Treasurer, Reporter, two Members at Large, and the Advisor(s). The 4-H Agent will act as a resource person. These officers shall be representatives to and hold a chair on the Green County Adult Leaders Executive Committee as allowed by that group.

**Article V  Advisor(s) to the Association**

**Section 1** – The 4-H youth Agent and/or other adult(s) selected by the members shall act as advisor(s) to the Green County 4-H Junior Leaders' Association.

**Section 2** – The duties and responsibilities of the selected advisor(s) are as follows:

- Assist and support the Green County 4-H Junior Leader program in its role as serving future leaders for the Green County and WI 4-H Youth Development program. Work with other established programs and committees within the Green County 4-H program to identify opportunities for Junior Leader members to be involved in meaningful leadership roles.
- Assess training needs and conduct training for Junior Leader members throughout the year.
- Provide guidance as Junior Leader members develop an annual program plan that aligns with 4-H Youth Development programming in Wisconsin.
- Incorporate evaluation strategies that align with 4-H Youth Development goals and initiatives.
- Develop role descriptions for youth officers and be a mentor to youth membership.
- Work in cooperation with 4-H Youth Development Agent, Green County 4-H program volunteers, activities and programs.
- Coordinate details for annual programming, including registration, working with the President on the agenda and program, and evaluation of the retreat/meeting experience.
• Assist and support the Junior Leaders in planning, preparation, and implementation of their responsibilities with the Green County 4-H program.
• Provide leadership for coordination and communication of additional events and activities that Junior Leader members may be involved in throughout the year.
• Document and submit a log of time and/or activities engaged in for the work completed for responsibility. Regularly communication with Green County Youth Extension Agent and attend scheduled board meetings.

**Section 3** – Advisor(s) must have completed New Volunteer Orientation process and incoming candidates should submit a letter of interest outlining their qualifications and experiences related to the duties for this position; a resume and two references. Candidates should also be prepared to be invited to an interview with members of the organization to select their advisor.

**Section 4** – Adult Advisor(s) will be selected through an application and interview process by the membership. An Advisor shall serve a three year term. If the Advisor wishes to serve an additional term after serving the current term, they will need to re-enter the application and interview process.

**Section 5** – Adult volunteers shall be at discretion of youth involved and will not be a member of executive board nor serve in advisory role unless fulfilling Section 1 - 4 above.

**Article VI  Meetings**

**Section 1** – Meetings shall correspond with Adult Leaders' meetings.
**Section 2** – Special meetings may be convened by the President and/or the Advisor(s).
**Section 3** – Robert's Rules of Order shall govern meetings of the organization.
**Section 4** – Quorum. The membership of the Association is dynamic and constantly changing; a quorum will consist of the members present at any regular or special meeting.

**Article VII  Committees**

**Section 1** – The number and kind of committees will be determined by the officers or advisor(s) as deemed necessary for the year's projects and activities.
**Section 2** – Membership on committees is voluntary or can be appointed by the President and/or Advisor(s).
**Section 3** – The President and/or Advisor(s) will pick a chairman for each committee from those on the committee.

**Article VIII  Yearly Program**

**Section 1** – The Executive Board of the Green County 4-H Junior Leaders' Association shall plan and submit annual program for the Green County 4-H Junior Leaders' Association as required by county or state 4H offices.
**Section 2** – The program will be presented at appropriate monthly meeting for changes or additions and approval.
**Section 3** – The program will encompass the 4H calendar year and will consist of an education and/or entertaining feature plus activities which are vital to the organization.

**Article IX  Finances**

**Section 1** – The Junior Leaders Dairy Bar and other money making projects will provide finances for the organization.
**Section 2** – Finances will be used for the needs of the organization or as deemed usable by the members. No funds will be used for the profit of one sole individual.
Section 3 – The Executive Board of the Green County 4-H Junior Leaders' Association shall be responsible for forming a yearly budget. This shall be submitted as part of responsibilities of Article VIII Section 1.

Section 4 – Financial support for trips will be allocated to recipients who were awarded trips through the ME Program. Additional information on how these funds are received will be sent to the recipient following their award confirmation.

Section 5 – Scholarship Requirements: Education is very important to the Association. A scholarship can be available to graduates to help offset the cost of post-secondary education. Scholarship guidelines are laid out in the scholarship application and may be obtained from the Extension Office.

Section 6 – Involvement in State and National 4-H events is highly encouraged among the membership. Members seeking financial support must attend a regular business meeting with a funding request. Priority will be given to members who are active members in the Association. Reporting about the event, that the Association helped member fund, is expected post event.

Section 7 – Retreats are an annual event during each calendar year. All 4-H members in grades 6 - 13th grade are invited to attend the retreat each year. Active members of the Jr. Leaders Association, who attend 51% of the yearly meetings and work the number of required shifts at the Dairy Bar, will receive full payment for the retreats. Non active members, those either who are new to the organization or haven't completed the minimal meeting attendance, will be required to pay 75% of the cost of the trip. These individuals will be reimbursed for their cost of this retreat if they attend the required meetings for the year and also work requisite shifts at the Dairy Bar.

Article X Amendments

Section 1 – The articles or section contained in this constitution may be amended by submitting a written proposed change at a regular meeting for discussion. A 2/3 majority vote at the regular meeting will be required to approve the amendment.

Revisions

First Revision-December, 1966
Second Revision- December, 1972
Third Revision-January, 1983
Fourth Revision- April, 1991
Fifth Revision- January, 1996
Sixth Revision- February, 1998
Seventh Revision- March, 1999
Eighth Revision -March, 1999
Ninth Revision- May, 2003
Tenth Revision-November, 2011
Eleventh Revision- May, 2013  Note (Combined By-Laws into Constitution)
Information for 4-H Leaders

What is the Volunteer Orientation Process?
- This is a process which all volunteers who wish to become 4-H leaders must go through to become a volunteer 4-H leader.

Who needs to take Volunteer Orientation Training?
<table>
<thead>
<tr>
<th>General Leaders</th>
<th>Judging Coaches</th>
<th>Project Leaders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Events Leader</td>
<td>Activity Leaders</td>
<td>Key or Resource Leaders</td>
</tr>
</tbody>
</table>

Why is 4-H doing this?
- Society has changed; our world places our children in situations where they are in more danger. Society is becoming more aware of child abuse (the types and frequency) and parents are very concerned about the safety of their children. We are in a more mobile society; adults move into our county often and our current leaders or the 4-H Office may not know these adults very well.
- Legal reasoning plays a role in this: from the perspective of liability our organization has to provide a system that addresses protection of the child.
- To protect every child who is involved with 4-H, and to make a solid effort in training our leaders so a safe environment is maintained.

Here is the Process:
- All adults 18 and older acting as a project leader, chaperone, activity leader, special events leader or just spending time with groups of children should fill out a 4-H Enrollment Form and 4-H Volunteer Application Form. Before completion of the orientation training, leaders will be asked to sign a list of behavior guidelines.

Additional Volunteer and Background Check Policies:
- Background checks and attendance at Volunteer Orientation are required for host parents/guardians who aren’t certified 4-H volunteer.
- Background checks are required for all adults (18+) living with host families. County discretion will be used in required Volunteer Orientation for these adults.
- Returning volunteers who have been absent one to four years need to have a record check and sign a volunteer expectation form, but do not need to attend New Volunteer Orientation.
- Returning volunteers who have been absent five or more years need to repeat the youth protection process.
- Volunteers must sign a behavior agreement annually as part of their leader enrollment form.

Background Check Details:
- Information submitted on the volunteer application form will be sent to the Department of Justice located in Madison.
- Local staff works with state staff to identify any convictions against a volunteer which may make him/her questionable in working with children.
- If a questionable conviction is found, then the volunteer will be contacted for verification and further information.
- Volunteers who have lived in Wisconsin for less than 3 years will fill out the volunteer application form and provide 3 references.
- Each volunteer’s background will be checked every 4 years.

Orientation Training:
- Sessions will be held several times each year. Individual or club sessions can be arranged by calling the Extension Educator.
- This training will run approximately 2 hours in length.
- Session will be taught by the 4-H and Youth Agent and members of the Executive Board.
- Session will include the following:
  - 4-H Organization & Structure
  - Youth/Adult Partnerships in 4-H
  - Developing Life Skills in Youth
  - Youth Protection

Insurance:
- Green County has purchased a liability policy that covers all 4-H leaders who are officially enrolled. The policy covers leaders during the times they are functioning as a 4-H leader (in project meetings, field trips, etc.) where they might be held liable for injuries. These policies are for your protection when and if you may need it.
Green County 4-H Adult Leader Guidelines

Note: All Green County 4-H leaders are ultimately accountable to the Green County 4-H Adult Leaders, Inc.

Requirements
Paperwork to be completed ANNUALLY:
• Submit a Leader Enrollment form including the Adult Volunteer Expectation Agreement to the Club General Leader.
• Wisconsin 4-H Youth Protection Program, to be completed ONE TIME ONLY:
  * Submit a Volunteer Application form, authorizing a record check with the Wisconsin Department of Justice.
  * Attend a Youth Protection Program Leader Orientation session.
  * Upon completion of above, sign the Volunteer Behavior Guidelines.

Additional requirement for 4-H project leaders:
• Schedule and complete a minimum of three educational, face-to-face meetings with project members. 4-H Club Project and Activity Leaders must hold one face to face meeting. Telephone calls and meetings limited to the preparation of entry forms will not count as project meetings.

Resources
• 4-H literature - obtained through the Club Chairperson OR directly through 4-H Source Book available through UW-Extension. [http://www.4-Hmall.org](http://www.4-Hmall.org)
• Audio-visual resources through UW-Extension - contact the UWEX Office for a catalog of available resources OR access the catalog through the UWEX website: [www.uwex.edu/ces/media/](http://www.uwex.edu/ces/media/)
• UW-Extension agents and activity assistants - call (608) 328-9440 with questions.

Benefits
• Opportunity to help youth learn and practice valuable life skills.
• Covered by Green County 4-H Adult Leaders liability insurance.
• Eligible to receive a discounted leader pass for the Green County Fair.
• Recognition for each year of volunteer service.

4-H Leader Job Descriptions

Club Organizational Leader:
Purpose: Oversee club leadership; coordinate members, parents, and other leaders; serve as liaison between the club and the county UWEX office.
Time Required: One year, approximately five hours per month.

• Coordinate 4-H club leadership.
• Coordinate years program.
• Supervise election of and guide officers.
• Encourage all members to participate.
• Provide positive learning environment.
• Communicate and inform members, parents, and leaders.
• Guide members in project and activity involvement.
• Guide members in awards and recognition program.
• Recruit and guide other club leaders.

Recruit, counsel, and relay communications to project and activity leaders.
• Assist members in record keeping.
• Attend county leader workshops.
• Promote 4-H program in the community.
• Inform families of opportunities to guide members and participate in activities on the club, county, district, and state levels.
• Refer youth/teen leaders to project or activity leaders.

Qualifications:
• Willingness to work with any 4-H member, leader, or parent.
• Ability to relate to others.
• Enjoy working with people.
• Enthusiasm
• Able to delegate to others.
• Willingness to work as a member of the club organizational team.
• Willingness to listen and guide others.

Resources Available:
• County 4-H youth development agent
• County 4-H handbook
• 4-H literature
• County workshops or seminars
• Other 4-H volunteers

• Access to multi-county, district, and state level training workshops
• County UW Extension staff
• State Extension specialists
• Youth/teen leaders
**Project Leader:**
**Purpose:** Guide and support 4-H members in project learning experiences.
**Time Required:** One year, with six hours or more of contact time/meetings with project members.

- Continue updating own skills.
- Share knowledge of project area.
- Guide learning of members.
- Offer parents suggestions on how they can assist members learning experiences.
- Provide interesting learning opportunities.
- Relate learning to life skills.
- Help members decide project direction.
- Be familiar with 4-H project literature.
- Encourage members through praise.
- Help members evaluate their own work.
- Be sensitive to individual needs.
- Help members prepare for county fair and the judging experience.
- Assist member record keeping.
- Communicate with the club organizational leaders.
- Delegate tasks to youth/teen leaders.

**Qualifications:**
- Interest in young people.
- Willingness to delegate tasks to youth leaders.
- Ability to communicate to youth, parents and other leaders.
- Knowledge of the project area and willingness to update skills.
- Patience & Enthusiasm
- Willingness to listen and share.
- Ability to cooperate and organize.

**Resources Available:**
- Project literature
- Workshops on county, multi-county, and state levels
- Key/resource leaders
- Assistance from other club leaders and parents
- County UW Extension staff
- Community resources, people, and places
- Audio-visual materials
- Project Leader Guide

**Activity Leader**
**Purpose:** Organize member learning through involvement in an activity.
**Time Required:** One year, time varies per month and type of activity.

- Plan related learning opportunities.
- Inform members of 4-H activities.
- Secure resources for learning.
- Guide learning in activity.
- Help members evaluate their work.
- Inform parents and other adults as to how they can assist member in the activity.
- Assist members in record keeping.
- Update own skills and knowledge.
- Help members participate in county, district, and state activities.
- Delegate tasks to youth leaders and other adults.

**Qualifications:**
- Interest in young people
- Ability to communicate to members, leaders, and other adults
- Enthusiasm
- Patience
- Knowledge of community resources
- Ability to cooperate and organize

**Resources Available:**
- 4-H Newsletter
- Community leaders
- Club organizational leaders
- Handbooks and other related literature
- UW Extension staff
- Youth/teen leaders
- Other 4-H leaders
- Audio-visual materials

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4-H **Volunteers**

Make a World of Difference
4-H Activities and Events

4-H Summer Camp
Summer camp is held in June at Upham Woods in WI Dells. Counselors and Youth Camp staff plan and carry out the camp experience for campers in third through seventh grade. It is a time for campfires, skits, nature hikes, swimming, crafts, fishing and much, much more.

Area Animal Science Days (AASD)
AASD is a great learning opportunity for youth in the Dairy, Horse, Beef, Swine, Sheep and Small Animal projects. Youth compete against youth from other counties in the District on judging competitions, skill-a-thons, poster contests, etc. Teams can also go on to state or national competitions.

Cake Revue
This annual pre-fair event is for members enrolled in the Cake Decorating Project. Members decorate cakes, cookies and other items. This is normally held in March or April.

Clothing Revue
This annual pre-fair event is for members enrolled in the clothing project. Members model their work and compete for awards and the honor of participating in the State Fair Clothing Revue. This is normally held in March or April.

Cloverbud/Exploring Workshops
These experiences are for Cloverbuds and Explorers. Workshops are full of games, crafts and special activities. Jr. Leaders and Ambassadors help plan and participate in these activities.

Foods Revue
Held in early summer, foods and nutrition project members hold this contest to evaluate their skills in meal planning, food preparation, and meal presentation.

Green County Fair
The county fair is held in July and provides an opportunity for all 4-H members to exhibit their project work, attend educational sessions, teach and mentor others and participate in family fun.

4-H Communications/Performing Arts Program
4-H Activity where youth and clubs participate in performing music pieces, dramas, skits, music groups, communications, speeches and clownsing activities. The top music and drama groups get the chance to perform at the WI State Fair in August. Special awards are given.

Major Emphasis Program
4-H Major Emphasis program is an excellent educational tool that adds fun and direction to the year-round community club program. The annual theme is used to plan club events, the poster and speech contest, banquets and events at the county fair.

WI State Fair
The state fair is held in August in Milwaukee. There are opportunities for 4-H members to participate in state fair events or have their project exhibited.

National 4-H Week
The first full week in October is designated as National 4-H Week. It is a time to recognize and promote 4-H across the country. Each year a theme highlights the week. Many clubs have window displays or hold special promotions within their community to celebrate.
4-H and the Green County Fair

The Green County Fair is held annually during the month of July. The county fair is a great opportunity for 4-Hers to display things they have made or animals they have worked with in their project areas. This is a major event where many people see that 4-Hers can do.

Who runs the Green County Fair?
The Green County Fair is run by the Green County Fairboard. They work in cooperation with volunteers, the Green County 4-H Adult Leader’s Association, the State Department of Agriculture, Trade, and Consumer Protection and others to provide a quality educational and community event for the families of Green County.

How does 4-H relate to the Green County Fair?
The Junior Fair is open to all youth in Green County who are members of 4-H, FFA or any other recognized youth organization having adult leadership and educational program approved by the Green County Fair. The Junior Fair is the part of the county fair that 4-H members exhibit their projects and compete in educationally focused contests.

How are Items Judged?
The Danish system of judging is used for all project exhibits. In this system, the judge is directed to place 25% of the exhibits in each of the four ribbon categories. If this is not done, the fair board may lose state aid. The ribbon categories are:

- Blue ~ First Place
- Red ~ Second Place
- White ~ Third Place
- Pink ~ Fourth Place

Special “Merit Award” ribbons are presented to top exhibits in each non-animal department. State Fair exhibits are also chosen.

Pre-Fair judging takes place in some project areas. This is usually face-to-face judging which requires the member or their representative to be present. During the fair face-to-face judging also takes place. Read the fair book and the Alphorn carefully to determine when judging will take place and if your presence is required. Face to face judging is also based on the Danish system of judging.

All items prejudged must also be exhibited at the fair to receive premiums and ribbons.

Getting The Most From Exhibiting at the Green County Fair?
1. Complete your project exhibit and all project requirements for participation.
2. Read the Green County Fair Book carefully and follow all guidelines.
3. Complete your entry form and submit it on time. Enter only the projects you will exhibit.
4. Arrive at the fair for judging at the designated time and location.
5. Actively discuss your project and what you have learned with the judge. Do ask questions.
6. Apply what you have learned to your project work next year.
7. Have FUN!
Member-to-Member / Parent-to-Parent

If I Had Only Known... (from a member)
- I should read the 4-H Newsletter each month.
- I need to keep records of activities in a 4-H file. These include activities, speeches, demonstrations, involvement in the community, school, church and other organizations. These would be helpful to refer to when applying for trips, awards, scholarships, etc.
- I should have a special place like a folder or box to keep photos, newspaper clippings, records, etc. They will come in handy in completing my record book.
- I do not need to own an animal or cook or live in the rural part of the county to belong.
- I ought to invite my friends to join 4-H.

If I Had Only Known...(from an adult)
- I should bring a calendar with my child to meetings to mark down club and county events.
- I need to keep a drawer or shelf for all the 4-H newsletters, mailings and record books.
- I need to encourage other family members to attend and participate in 4-H events with our youth. Everyone’s help is needed to make the program strong. 4-H is a family organization.
- I can get help from the UW-Extension office with videos, slides, literature, etc. to use at club and project meetings.
- I should read my newsletter and call the UW-Extension Office or club leader and other 4-H parents with ANY question.
- I can get leader materials from the UW-Extension Office and faculty members to help me with my child’s project work.
- I can take pictures of my children at their 4-H events. Photos hold great memories, especially at record book time.
- I need to be enrolled and certified as a leader if I take responsibility for 4-H youth other than my own.
Green County 4-H Committees

Standing

Awards/Recognition
- Plans fall county awards program
- Provides record book training
- Develops guidelines for awards and recognition
- Updates record books
- Judges record books on the county level

Major Emphasis Committee
- Chooses a topic to emphasize during the 4-H year
- Serves as a resource to local clubs
- Develops a list of resources available to clubs
- Sets up county wide activities in which clubs can participate

Promotions Committee
- Handles 4-H promotion year-round
- Special promotion during National 4-H week
- Plans communication arts program
- Promotion booth and/or action center at county fair

Project/Activity

Cat
- Conducts county wide trainings
- Recommends changes in records and Fair Book
- Implements Showcase of Cats and a fundraiser

Clothing/Style Revue
- Implements style revue program
- Conducts county wide trainings
- Recommends changes in records and Fair Book

Cloverbud/Exploring
- Plans and implements county day camps and activities
- Conducts county wide trainings
- Recommends changes in records and Fair Book

Cultural Arts
- Conducts county wide trainings
- Recommends changes in records and Fair Book

Dairy
- Plans and conducts county wide trainings including fitting clinics
- Dairy bowl training
- Recommends changes in records and Fair Book

Dog
- Plans and conducts countywide trainings including workshops
- Recommends changes in records and Fair Book

Exchange
- Provides youth with information on international exchanges and assists interested youth in applying for such trips
- Sets up interstate exchanges
- Recruits host homes for exchanges
- Plans fund raisers for participants

Foods/Nutrition
- Conducts the foods revue
- Conducts county wide trainings
- Recommends changes in records and Fair Book

Fundraising
- Helps select possible fundraising opportunities throughout the 4-H year
- Makes recommendations to the Executive and Adult Leaders boards.

Home/Family
- Conducts county wide trainings
- Recommends changes in records and Fair Book

Horse
- Plans and implements county wide clinics
- Conducts horse shows
- Plans fund raisers
- Plans and implements new and present program activities
- Recommends changes in records and Fair Book

Livestock
- Assists in activities relating to Area Animal Sciences Day, Meats Judging, skillathons and the overall education of livestock projects.
- Conducts county wide trainings
- Recommends changes in records and Fair Book

Poultry/Rabbits/Small Animals
- Conducts county wide trainings
- Recommends changes in records and Fair Book

Photography
- Conducts county wide trainings
- Recommends changes in records and Fair Book

Rocketry
- Conducts county wide trainings
- Recommends changes in records and Fair Book

Shooting Sports
- Implements shooting sport project trainings at the county level
- Recommends changes in records and Fair Book

Woodworking
- Conducts county wide trainings
- Recommends changes in records and Fair Book
Green County Adult/Junior Leaders 4-H Scholarship

1. Scholarships will be awarded to students graduating from high school and/or graduating from 4-H. (The latter could be a 19-year-old 4-H member who has already completed 1 year of college.)

2. Applicants must have been enrolled in Green County 4-H for at least three (3) years.

3. Applicants must also have been active in the Junior Leaders organization for at least one (1) year for the Adult Leader Scholarship, and three (3) years to be eligible for the Junior Leaders Scholarship. Scholarships will be available during the 2nd semester of 1st year of college or the 1st semester of your 2nd year if you have already completed your 1st year of college. You also must COMPLETE that 2nd semester or you would have to pay the scholarship back. You must also show proof that you are still in college. Proof of graduation from any short-course would be required – payment would then be made directly to individual.

4. Any student enrolled in a 4-year college program, Vo-Tech, Short-Course, etc., any secondary education program would be eligible to apply.

5. Applicants will only be allowed to win one (1) scholarship one (1) time, either the Junior or Adult Leaders scholarship. The Green County 4-H Executive Board reserves the right to change the number given based on applications received on an annual basis.

6. **Attach two (2) recommendations to the application.** (One 4-H adult and one other: teacher, clergy, employer, etc.)

7. You will be contacted for an interview date (if necessary).

8. The scholarships will be in the amount of $500.

9. **Return applications by May 1st** to: 4-H Scholarship Committee, % Green County Extension Office, 2841 6th St, Monroe, WI 53566

10. **DO NOT** add additional sheets
GREEN COUNTY 4-H
County 4-H COMMITTEE
REIMBURSEMENT/DISBURSEMENT FORM

Please attach any receipts you have for expenses you seek reimbursement for. This form will be turned into the UWEX office where the Green Count 4-H Adult Leaders Treasurer will receive and keep for accounting purposes. 4-H Committees that would like to know their financial status at any given time during the 4-H year, please contact the Adult Leaders Treasurer.

PLEASE ISSUE CHECK TO: (NAME & ADDRESS) _____________________ _____________________

DATE OF REQUEST _______________ DATE CHECK ISSUED ___________
CHECK AMOUNT _______________ CHECK # _______________

EXPLANATION: ACCOUNT AMOUNT
Category (please circle)

_________________________________ Membership Dues __________
_________________________________ Fundraising Expenses _ __________
_________________________________ Community Service __________
_________________________________ Donation __________
_________________________________ Recreation/Entertainment __________
_________________________________ Miscellaneous/Other __________
TOTAL __________

APPROVED: ___________________________ ADULT LEADERS TREASURER

__________________________________ EXECUTIVE BOARD MEMBER

REQUESTED BY: ____________________________

Reimbursement Procedure:
Leaders and youth members who pay out of the pocket expenses or fees related to 4-H sponsored events are eligible to receive reimbursement, if prior approval is granted from the specific committee (i.e. Green County 4-H Adult Leaders, Junior Leaders, Green County State Fair Committee, DYRA or Meat Animal Auction Committee.)

Individuals should complete the Green County 4-H Reimbursement form and attach any receipts and return it to the Green County UWEX Office within one month of the event or registration deadline. Forms turned in within that time should expect payment within 10 days of the next scheduled Executive Board meeting. All other requests for reimbursement will be at the discretion of the Green County 4-H Executive Board.

The Green County 4-H Adult Leaders Inc. is a tax-exempt organization. Please contact the UW-Extension office at 608/328-9440 for the necessary tax-exempt information or a copy of the Certificate of Exempt Status prior to your purchase; sales tax will not be reimbursed.

New in 2012
Green County 4-H
Donation Request Form

This form is for 4-H clubs/committees requesting funding through Monetary or In-Kind donations in the name of Green County 4-H. The Donation Request form must be submitted to the Green County UW-Extension Office in care of the 4-H Youth Development Agent for approval before transactions are made. All correspondence to businesses will go through the Green County Extension Office.

Name of Business: _____________________________________________________

Leaders/Junior/Group Name:

<table>
<thead>
<tr>
<th>4-H Club</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

If a Junior/Youth Leader is requesting a donation, the signature of their General Leader or Youth Advisor is required here.

Please explain the purpose/need of the donation:
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Why are you soliciting this business/organization?
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

(4-H Youth Development Agent use only:)
Current market value of donation: (For In-Kind items only:) ________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Date Submitted: _____/_____/_____
Request: Accepted: ______  Rejected: _____  Why? __________________________

Letter sent to business?  Yes _____  No____ Date: __________
CC: To individual making the request? Yes _____  No____
Tax-Deductible Info sent to business? Yes _____  No____

Signature: _____________________________________ Date Completed __________________

Clubs/Individuals who want to solicit donation from outside groups need to submit this form for approval. Please review the Adult Leaders Constitution for more information.
A General 4-H Calendar of Events

You will enjoy taking part in many of the fun and educational activities within your club. There are many additional activities at the county level you will want to consider over the 4-H year.

October Thru December
National 4-H Week, Member, Leader & Club Enrollments are Due, County Fundraiser, County Awards & Recognition Banquet, Club Officer Training, General Leader and Board Trainings, Volunteer Orientation/Youth Protection Training for new leaders, Meats Judging and Livestock Quiz bowl workouts, Dairy Bowl Workouts, County Committee Project Planning meetings, budget meetings, National 4-H Congress, club literature pull, county steer weigh-in and Re-enrollments are due.

January Thru March
Creative Communications Celebration, Volunteer Orientation/Youth Protection Training for new leaders, Meats Judging and Livestock Quiz bowl workouts, Project Leader Trainings/workshops, New enrollments are due, project additions/changes are due, Clothing Revue, State Fair Steer ID dates, camp counselor training and selection, Tractor Safety program begins.

April Thru June
Midwest Horse Fair, State Fair swine and lamb ID Days, Performing Arts Festival, Area Animal Science Days, 4-H Summer Camp, Foods Revue, Cake Revue, State & District Special Events, Livestock & Dairy judging workouts, Adult Leaders Scholarship is due, dog trainings begin, State 4-H and Youth Conference, Dairy promotion activities, Fair entries are due, Area Animal Science Day activities, County Rocket Shoot.

July Thru September
Green County Fair, State 4-H Horse Expo, State 4-H Dog Show, State Fair, Citizen Washington Focus, 4-H Club Celebrations, Record Books and Award application forms due, Awards Interviews, etc.

****************************************************************************************

Project areas hold a number of important events for youth participation:

- Beef
- Foods
- Dairy
- Cats
- Clothing
- Rabbits
- Shooting Sports
- Natural Sciences
- Dogs

And many, many more!

Keep current and register for these special opportunities by reading your monthly 4-H newsletter!
<table>
<thead>
<tr>
<th>Club Name</th>
<th>Meeting Location, Date &amp; Time</th>
<th>General Leader(s) (Phone #)</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browntown Busy Beavers</td>
<td>Browntown Civic Center 2nd Sunday @ 7:30 p.m.</td>
<td>Dana Montgomery: 558-9636 Teena Prieb-Fey: 214-4783</td>
<td><a href="mailto:brookmont@yahoo.com">brookmont@yahoo.com</a></td>
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<td><a href="mailto:tpreviefe@gmail.com">tpreviefe@gmail.com</a></td>
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<tr>
<td>Cheese Country Closers</td>
<td>Green County Justice Center 2nd Sunday @ 1:30 p.m.</td>
<td>Sharon Buri: 966-1515 Krista Bethke: 934-5512</td>
<td><a href="mailto:btownburi@tds.net">btownburi@tds.net</a></td>
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<td><a href="mailto:dbethke@yahoo.com">dbethke@yahoo.com</a></td>
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<tr>
<td>Clarence Bridge Pioneers</td>
<td>Spring Grove Town Hall 2nd Sunday @ 7:00 p.m.</td>
<td>Val Wymer: 897-8098</td>
<td><a href="mailto:thewymers5@yahoo.com">thewymers5@yahoo.com</a></td>
</tr>
<tr>
<td>Clarno</td>
<td>Staver Church (Nov-April) Clarno Forestry Center (May-Oct) 3rd Monday @ 7:30 p.m.</td>
<td>Lori Peterson: 325-3558 Kris Shipp: 329-6059</td>
<td><a href="mailto:peterson5@tds.net">peterson5@tds.net</a></td>
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<td><a href="mailto:4ships@tds.net">4ships@tds.net</a></td>
</tr>
<tr>
<td>Dayton Dairy Landers</td>
<td>First United Church of Christ, Bellevue, 2nd Monday @ 7:00 p.m.</td>
<td>Leanne Neild: 424-3555 Chris Meier: 424-6337</td>
<td><a href="mailto:neildfam@yahoo.com">neildfam@yahoo.com</a></td>
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<td><a href="mailto:chrisandbob.meier@gmail.com">chrisandbob.meier@gmail.com</a></td>
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<tr>
<td>Decatur</td>
<td>Bethlehem Lutheran Church Broadhead 2nd Sunday @ 6:30 p.m.</td>
<td>Todd Long: 920-691-2684 Christy Long: 558-7833</td>
<td><a href="mailto:toddandchristy@litewire.net">toddandchristy@litewire.net</a></td>
</tr>
<tr>
<td>Dougherty Creek</td>
<td>Argyle H.S. Library 1st Tuesday @ 7:00 p.m.</td>
<td>Dixie Stechsulte: 543-3952</td>
<td><a href="mailto:Steck5@mhtc.net">Steck5@mhtc.net</a></td>
</tr>
<tr>
<td>Firefly 4-H</td>
<td>Monroe Bible Church 2nd Monday @ 2:15 p.m.</td>
<td>Deb Hurlbert: 325-3430</td>
<td><a href="mailto:clarnoclan@cppweb.com">clarnoclan@cppweb.com</a></td>
</tr>
<tr>
<td>Hiawatha</td>
<td>Green County Justice Center OR Monroe Town Hall</td>
<td>Rhonda Alton: 325-2196 Mariann Rufer: 938-4211</td>
<td><a href="mailto:ralton@tds.net">ralton@tds.net</a></td>
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<td><a href="mailto:mariannrufer@yahoo.com">mariannrufer@yahoo.com</a></td>
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<tr>
<td>Jolly Mixers</td>
<td>Albany Lions Building 3rd Sunday @ 7:00 p.m.</td>
<td>Jon Ischi: 212-8193 Lisa Nelson-Ishichi: 235-3810</td>
<td><a href="mailto:ilvshuz@gmail.com">ilvshuz@gmail.com</a></td>
</tr>
<tr>
<td>Juda Jolly Juniors</td>
<td>Juda Community Center 2nd Monday @ 7:00 p.m.</td>
<td>Lelani Erb: 934-5342</td>
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<tr>
<td>New Glarus</td>
<td>New Glarus Home Chapel 2nd Wednesday @ 7:30 p.m.</td>
<td>Roxanne Klossner: 527-2654</td>
<td><a href="mailto:krichdairy@tds.net">krichdairy@tds.net</a></td>
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<tr>
<td>New Horizons</td>
<td>Oakley Church, Juda 2nd Sunday @ 1:30 p.m.</td>
<td>Paul Heimann: 934-5377</td>
<td><a href="mailto:phiemann@tds.net">phiemann@tds.net</a></td>
</tr>
<tr>
<td>Next Generation</td>
<td>Zion United Church, Juda 2nd or 3rd Sunday @ 1:30 p.m.</td>
<td>Deb Myers: 934-5460</td>
<td><a href="mailto:april18@tds.net">april18@tds.net</a></td>
</tr>
<tr>
<td>Spring Grove Honest Workers</td>
<td>Spring Grove Township Hall 2nd Monday @ 7:15 p.m.</td>
<td>Jody Makos: 934-5347, Kathie McCullough: 934-1425</td>
<td><a href="mailto:jodymak@tds.net">jodymak@tds.net</a></td>
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<td><a href="mailto:rockhill2@tds.net">rockhill2@tds.net</a></td>
</tr>
<tr>
<td>Washington Center</td>
<td>Monticello Schools Cafeteria 2nd Monday @ 7:00 p.m.</td>
<td>Sally Roe: 938-1309 Carolyn Schwartzlow: 938-4419</td>
<td><a href="mailto:sroxe@tds.net">sroxe@tds.net</a></td>
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<td><a href="mailto:cschwartzlow@gmail.com">cschwartzlow@gmail.com</a></td>
</tr>
<tr>
<td>York 4-H</td>
<td>Blanchardville Lutheran Church 3rd Sunday @ 8 p.m.</td>
<td>Rae Reason: 523-1640 Pam Burke: 523-1544</td>
<td><a href="mailto:DRReeson@tds.net">DRReeson@tds.net</a></td>
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<td><a href="mailto:ridgian@mhtc.net">ridgian@mhtc.net</a></td>
</tr>
<tr>
<td>Young Americans</td>
<td>St. Johns Church Fellowship Hall 2nd Monday @ 6:30 p.m.</td>
<td>Lisa Gellings: 325-7209 Cathy Crubaugh: 328-4813</td>
<td><a href="mailto:gellings@tds.net">gellings@tds.net</a></td>
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<td><a href="mailto:crubaugh4@yahoo.com">crubaugh4@yahoo.com</a></td>
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</table>
Check out the Green County 4-H Web page!!!

Access all your activity, program and award application forms on the Green County 4-H Web Site at:

http://green.uwex.edu/4-h-youth-development/

This is just a sample of what is available on the Green County 4-H Web page:

4-H Calendar
- The most up to date version of the calendar. New meetings and activities are added as they are scheduled -- so you won't have to wait until the next Alphorn to see what's going on!

4-H Newsletter
- The Alphorn is posted on our website as the primary way of distribution.

4-H Clubs Listing
- A list of each club, the leaders, meeting times and places, and links to leaders’ email addresses and contact information.

4-H Forms
- Record Book Forms
- ME Awards Forms
- General Health Form & Permission Slip

Scholarships Available
- A listing of current 4-H and Community Scholarships with links to the scholarship forms and more information.

4-H Leaders
- A listing of the Adult Leaders Executive Board
- Resources for Adult Leaders

Green County Project Pages
- More and more project leaders are providing information for custom Green County Project pages to be posted.
- Projects without specific Green County information have links to the State 4-H Project Pages.
4-H Resources Available to You!

4-H Newsletter “The Alphorn”
The Green County 4-H newsletter is called the "The Alphorn". It is published 6 times a year and is a resource for all 4-H families. Each issue of the "The Alphorn" is packed full of upcoming events, news, how to tips, and much, much more. We encourage you to submit your ideas, news, or comments in writing by the 15th of each month for publication in the next issue. Distribution of the newsletter is available by indicating you would like to be on the email list and/or getting the hardcopy from your club general leader and your scheduled 4-H club meeting.

Project Leader List
A Project Leader list is available in January for all 4-H families. If your club does not have a leader in a project area, contact another club leader and ask about joining their project meetings.

Extension Publications
Information is available on a variety of topics, based on the research findings of the University of Wisconsin. A nominal fee is charged.

Meeting Rooms
The Justice Center Building has two meeting rooms available for holding meetings. Reserve these rooms by contacting the Extension Office. Some restrictions do apply, including room priority for government-related meetings.

Audio-Video Equipment
There is a variety of equipment available: VCR, Overhead Projector, Slide Projector and TV. Some of the equipment can be transported to a variety of sites around Green County, others must remain in the Justice Center. A staff person, with the exception of the 4-H slide projector, must transport all of the equipment to the site.

UWEX Media Collection Library
The University of Wisconsin-Madison library consists of video, slides and filmstrips, which are available for loan on a variety of topics. Resources must be ordered through the Extension Office; the 4-H Secretary is the contact person. The more advance notice the better; two weeks notice is desired. There may be minimal cost to you (return postage at library rate).
Meet the UW-Extension Staff Here to Serve You!

Mark Mayer, Agriculture Agent/Department Head
Alissa Grenawalt, 4-H & Youth Development Agent
Bridget Mouchon, Family Living Agent
Victoria Solomon, Community Resource Development Agent
Jayne Butts, Activity Assistant, Agriculture and CNRD Program Areas
Amy Krass, Activity Assistant, 4-H & Family Living Program Areas

Feel free to call on them at any time. Office Hours are 8 a.m. to 4:30 p.m., Monday thru Friday. Our address is: UWEX Green County, Justice Center 2841 6th St. Monroe, WI 53566 (608) 328-9440

You can reach Alissa Grenawalt via email at alissa.grenawalt@ces.uwex.edu or check out the website at: http://www.green.uwex.edu/4-h-youth-development/
To register for 4-H programs or events, please email Alissa Grenawalt or Amy Krass, 4-H Activity Assistant at amy.krass@ces.uwex.edu

Green County Agriculture and Extension Education Committee:
Ron Syse, Chair (608) 523-4090
  W9248 County Hwy H, Blanchardville, Wisconsin 53516
Oscar Olson (608) 325-2939
  W7760 CTH P, Browntown, Wisconsin 53522
Ken Hodgson (608) 543-3006
  N7005 County Rd. A, Argyle, Wisconsin 53504
Arthur Carter (608) 325-5453
  N2659 Richland Rd., Monroe, Wisconsin 53566
Betty Grotophorst (608) 424-3353
  N8841 Dayton Street, Belleville, Wisconsin 53508

Special Thanks to Jefferson, Columbia, Racine, Sheboygan and Richland County 4-H Youth Development Programs. Portions of this guide were adapted from their 4-H Family Guides.

Prepared by
Alissa Grenawalt, Youth Development Agent
Fall 2013