



2020-2021

Jefferson County 4-H Family Booklet



Extension
UNIVERSITY OF WISCONSIN-MADISON



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What is 4-H?

4-H is a youth organization that provides opportunities for young people to learn new skills and contribute to their communities. Volunteer leaders collaborate with youth and Extension staff to conduct educational experiences. Professional leadership is given by the Extension staff of the University of Wisconsin-Madison, Division of Extension. Support for 4-H programs is a joint effort of local county government, the University of Wisconsin-Madison 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 ability. Most 4-H clubs have meetings once a month for the entire membership year. 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. 4-H Members and Leaders have fun learning, working and succeeding together in the home, neighborhood and community.

Why join 4-H?

The program provides real life experiences for youth through a fun, action-oriented and practical educational program. 4-H also provides opportunities for parents and other interested adults to work with youth in their development.

In Wisconsin, 4-H Clubs and Groups offer youth members the opportunities to:

- Develop positive relationships with peers and adults;
- Be actively involved in their own learning;
- Contribute as active citizens through community service and leadership;
- Develop skills that will help them succeed;
- Recognize, understand and appreciate others;
- Have fun.

Through 4-H, youth 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.
- Develop and test life skills in a safe and supportive "real world" environment.
- Become actively engaged in their communities and better informed about local issues.
- Prepare for the world of work through direct experience with projects and activities that correspond to future career opportunities.
- Experience success in a non-formal learning environment.

What makes 4-H different?

4-H is unique because it is the only youth organization tied to the research base of our nation's land-grant university system. This connection allows the University of Wisconsin-Madison, Division of Extension staff, and the volunteers they work with, to receive training based on the most up-to-date research on youth development theory and practice.

Who owns 4-H?

4-H is a public organization owned by the USDA – United States Department of Agriculture. 4-H is part of the University of Wisconsin-Madison, Division of Extension. The University, USDA, the National 4-H Council, and the Jefferson County government sponsor it jointly. The University provides faculty, staff leadership and resources. Extension educators and county coordinators join with a strong corps of adult and teen volunteers to conduct local programs. Private support forms a partnership with public funds to support Wisconsin 4-H.

Who can join 4-H?

4-H is open to all youth in 5K through one year after high school regardless of race, color, sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status.

How much does 4-H cost?

Member's fees are as follows

- \$20 to Jefferson County (this funding goes into the Jefferson County Extension budget for programming and supplies)
- The \$5 per child fee that is paid to the Jefferson County Leaders Association has been WAIVED for the 2020-2021 4-H Year.

Some clubs may cover the cost of these enrollment fees through fundraising efforts. Clubs may also charge additional fees to cover local activities. Please check with the club leader to learn more about what each club charges for participation. Additional fees may apply for 4-H workshops, camps, or programs that youth can choose to participate in.

In the event that a member or volunteer is unable to pay the club enrollment fee or a specific program fee, please contact the Jefferson County 4-H Office. There are scholarships available to those who contact the office. The Jefferson County 4-H Youth Development Program is open to all regardless of the ability to pay.

4-H Basics



4-H Emblem

The 4-H emblem is a green four-leaf clover with the letter H on each of the leaves representing head, heart, hands, and health. The 4-H clover is protected by federal code from the United States Congress.

The Four H's



Head



Heart



Hands



Health

These four H's represent the four fold training and development in which members participate. The meaning of the four H's is given in the pledge below.

The 4-H Pledge

I pledge my *Head* to clearer thinking,
my *Heart* to greater loyalty
my *Hands* to larger service, and
my *Health* to better living,
for my Club, my Community, my Country and my World.



The 4-H Slogan

LEARNING

by

DOING

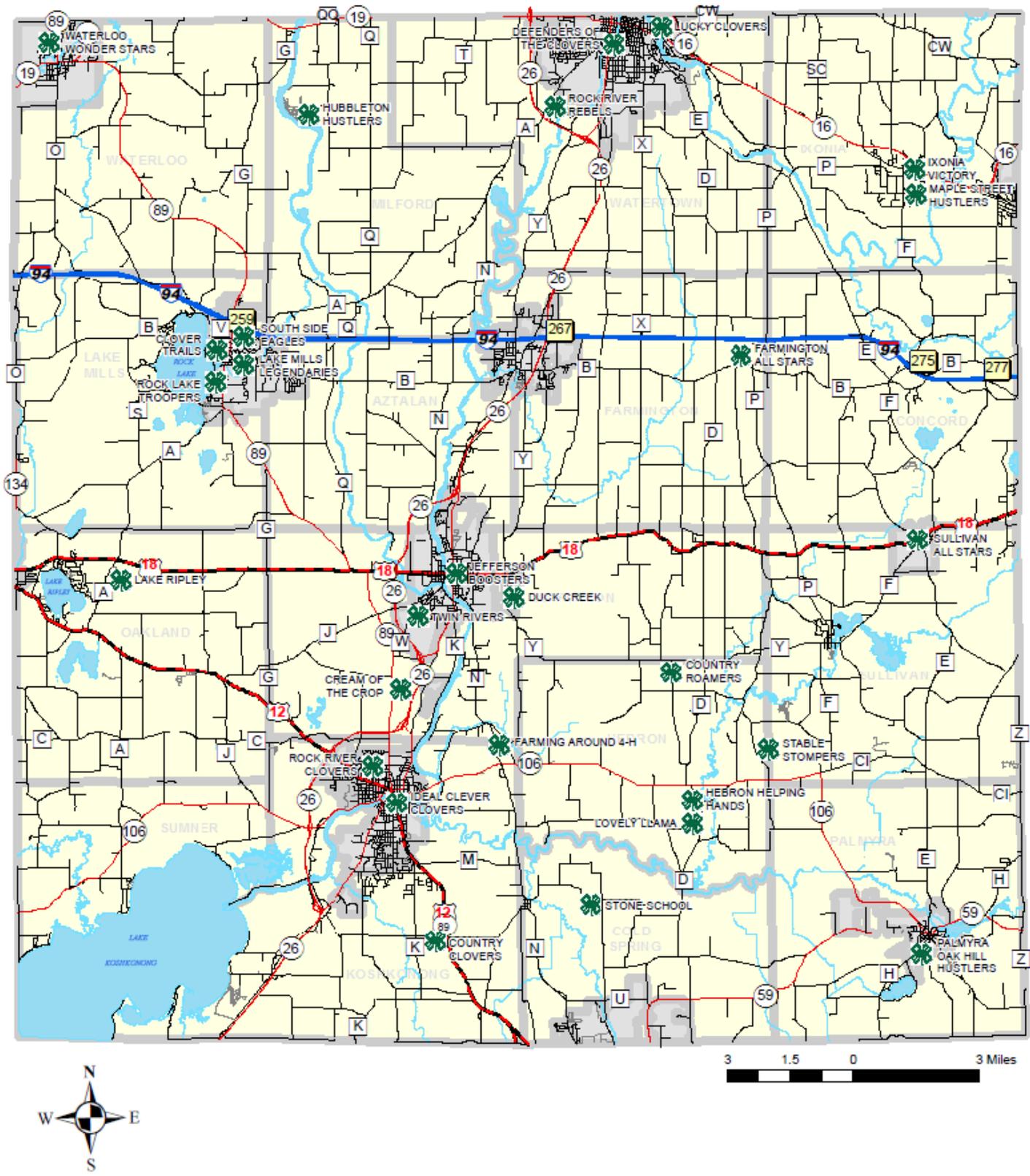
The 4-H Moto

To make the best

BETTER



4-H Clubs by Location



What is a 4-H Club?

A 4-H club is a group of youth and adults who meet on a regular basis and together practice positive youth development and cooperative learning.

4-H Clubs strive to create, within their group, a quality learning environment that gives members a chance to be an active part of the decision making process; values and respects the voices of all; provides members an opportunity to reflect on and demonstrate their learning; connects members to their community through service; encourages the development of positive relationships with peers and adults; is welcoming and accessible to all; celebrates individual and group achievements; challenges youth to establish and meet individual goals; and provides for the physical and emotional safety of all.

Questions to ask right away when joining a club:

- Who is the adult organizational leader and how do I contact them?
- When, where, and how frequently does the club meet?
- How does the club handle fees? Do they charge fees in addition to the Jefferson County 4-H Leaders Association enrollment fees?
- What are the club goals and planned activities for the year?

What happens at a 4-H Club Meeting?

A 4-H club meeting is run by youth leaders or youth officers. The meetings usually include three types of activities.

- **Business/Group Decisions:** This is where youth get to practice democracy in action. Members learn how to express themselves in a group, listen to the views of others, come to a decision either through consensus or parliamentary procedure, and abide by majority rule.
- **Group Building/Recreation:** A variety of activities add enjoyment to the meeting. This could include icebreakers, organized games, refreshments, and celebrations.
- **Education:** “Learning by doing” is one of the key elements of 4-H. Youth can do demonstrations at club meetings to teach skills to others. Clubs may also bring in guest speakers or do service learning activities.

What are 4-H Projects?

A project may be a topic like geology, photography, poultry, food and nutrition, horses, or bicycling. It can be almost any subject that young people are interested in. Each club offers different projects depending on the needs and interests of youth and availability of caring adults to lead the project. Projects are experiences that help 4-H'ers learn to make decisions. Projects are the "foundation tool" for helping young people develop life skills.

What are life skills?

Life skills are the long-range benefits youth gain from participating in 4-H. The term "skill" here means more than physical abilities such as writing, sewing, and athletic achievement. It includes a combination of behaviors, communication styles, and thinking skills.

Remember:

When selecting a project, the member should talk it over with their parent(s) or caregiver. Parents, do not decide for your children, but help them decide. Remember, decision making is one of the many important life skills young people can develop in 4-H.

Questions to ask yourself when selecting a project:

- Is it a project I like or think I will like?
- How much is this project going to cost?
- Is the space and equipment I will need to complete this project available?
- How much time will it take?
- Is there someone who can help me if I need it?

What is expected of a 4-H Family?

4-H Youth...

- Complete your enrollment steps through 4HOnline.com as soon as possible.
- Participate in club meetings, events, and service projects.
- Set and strive to complete 4-H goals.
- Help to share your knowledge with other club members.

4-H Parents and Caregivers...

- Advise your child in the selection of projects.
- Show your interest and enthusiasm for the projects they selected.
- Help guide your child with their projects, but do not do it for them.
- Assist your child in getting to meetings or other events. Parents and caregivers are encouraged to attend local club meetings and county-wide events with their children.
- Be informed by reading the 4-H information sent to your family and asking questions when unclear.
- Ask for a copy of your club's bylaws and constitution or operating guidelines and yearly calendar of events.
- Be a role model of a good sport so that children will learn to celebrate and appreciate the successes of others.
- Check the Jefferson County UW-Extension 4-H Youth Development website for the latest updates on 4-H programs and opportunities.
- Volunteer to assist with club events and activities when possible.

How to do you become a volunteer?

Volunteers are the key to successful experiences for 4-H members. Adults who volunteer also reap the benefits of interacting with youth and other adults. There are many ways adults and older youth can participate as volunteers. Volunteers might share knowledge and skills gained through work or hobbies or chaperone at camps and retreats. Many opportunities arise throughout the year. Check with your club leader or your County Extension Office for specific information.

All 4-H Youth Development staff and adult volunteers are required to be trained and screened for the protection of our youth and volunteers. The volunteer enrollment process includes the following steps:

- Enroll in 4HOnline
- Complete an online mandated reporter training through 4HOnline
 - This provides valuable information about how to recognize signs of child abuse and will provide the background for some conversations at the in-person VIP training
- Register and attend an in-person UW-Extension Volunteers in Preparation (VIP) training
 - These trainings are held several times each year and are facilitated by UW-Extension 4-H Youth Development staff
- Pass a national criminal background check

Screened and trained volunteers are covered under the University of Wisconsin-Extension liability insurance, as long as they are acting within the scope of their duties as a volunteer.

Who is involved in the Jefferson County 4-H County Program?

Leaders Association Board of Directors - The Board of Directors consists of the elected officers and representatives from the 4-H Leaders Association. The board meets in September, November, February, April and June to develop and implement policy and program direction. It works in cooperation with the 4-H Program Coordinator and Extension 4-H Program Area.

Current Board Members Include:

President- Alyssa Jaquith, Stone School (920)723-9517

President-Past – Cindy Jaquith, Stone School (920-723-9517)

President- Elect- Jessica Pfeifer, Stable Stompers (920-285-0513)

Secretary – Dustin Winkelman, Ixonia Victory (920-253-6836)

Treasurer – Warren Stendel, Sullivan Stars (262-949-6935)

Youth Member – Elizabeth Katzman, Stone School

Directors – Tracy Brandel, South Side Eagles (920)285-0083; Ashley Schlender, Hubbleton Hustlers (920)253-6329;

Shannon Streich, South Side Eagles (608)219-2097; Kim Kreger, Ideal Clever Clovers (920)723-1191; Susie Schuld,

Twin Rivers (920)988-8166; Emilie Shoop, Jefferson Boosters, (309)473-3083

Countywide Project Leader – Some projects are led at a county level because they require special trainings or knowledge of a certain subject matter. Countywide project leaders offer project meetings for anyone in the county, not just within a specific club.

Key Leader – A key leader is someone who has specialized knowledge in a particular subject. They serve as a resource for other leaders. They may plan events to train leaders and members. They are similar to a countywide project leader, but may or may not host countywide events or meetings.

4-H Program Coordinator - The professional who guides, teaches and administers the 4-H program. This coordinator is responsible for teaching youth development concepts, providing research, knowledge and resources to the people of Jefferson County. The 4-H Program Coordinator is an employee with the University of Wisconsin-Extension.

Other Ways You Can Get Involved:

4-H Jr. Leaders - This organization is for any 4-H member in 7th grade and up. The Jr. Leaders work together to plan fun social outings for members and educational activities for Cloverbuds. The social outings are planned around the interest of the members.

Project Youth Leader – If you have been active and enrolled in a project for a number of years or have an advanced skill set in a particular project, consider signing up as a Youth Leader. Youth Leaders assist project leaders in developing meeting plans and help other youth in the project as needed.

4-H Leaders Association - This organization is for all enrolled adult and youth leaders in the Jefferson 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. The association meets in August, October, March and May.

4-H Program, Project or Special Events Committees - Multiple county level committees of volunteer youth and adults meet to determine the specific needs of a project or activity. Committees plan and conduct 4-H educational trainings, workshops, activities and contests. 4-H project leaders and members are encouraged to join committees that interest them. Examples include Shooting Sports, Scholarships, Foods & Nutrition, Horse & Pony Committee, Meat Animal Project Committee (MAP), Small Animal Sale Committee (SAS), Clothing, Goats, Awards, Dairy, and Pizza/Pie and others. If you are interested in participating, please let the Extension Office know at (920)674-7295 and we will connect you with the appropriate person.

Countywide Project Leaders:

Below is a list of the current Countywide Project Leaders for Jefferson County. These leaders' hold supplemental meetings for the various projects they are in charge of. Please watch the monthly newsletter for meeting dates. For more information about the countywide projects please contact the below Project Leader for more information.

Project	Project Leader Contact
Cats	TBD
Clothing	Kim Kreger; 920-723-1191
Dairy	Bill Uecker; 920-285-9125
Dogs	Kate Anderson; 920-723-3614
Foods	Monica Gerner; 920-723-2663
Gardening/Plants	Sharon Schweitzer; 920-674-2544/920-650-7110
Goats	Stephanie Schadt; 920-285-8079
Horse and Pony	TBD
Junior Leaders	Alyssa Jaquith; 920-723-9039
Legos	Emilie Shoop; 309-473-3083
Llamas	Barb Parsons; 262-495-4944
Meat Animal Project	TBD
Natural Sciences	Sharon Schweitzer; 920-674-2544/920-650-7110
Photography	Angela Mitchell; 262-672-5786
Poultry	TBD
Rocketry	Rob Thomas; 920-563-2065
Rabbits	Sue Wilpolt; 608-669-3406
Robotics	TBD
Shooting Sports	David Saxby; 920-988-2542
Small Animal	Ryan Degner; 920-988-4584

4-H Activities & Events

<p>National 4-H Week</p>	<p>The first full week in October is National 4-H Week. It is a time to recognize and promote 4-H across the country. Each year a theme highlights the week. <i>October 4-10, 2020</i></p>
<p>Family Project Learning Day</p>	<p>4-H members and adult family members can discover new project areas or learn new skills when they take part in sessions of their choice at Family Project Learning Day. The event is held on a Saturday in February. Sessions in the past have covered a wide range of projects, from cake decorating to goats.</p>
<p>Pizza & Pie Fundraiser Sale</p>	<p>The month of September is the time for selling pizzas and pies. This is the Leaders Association annual fundraiser. Each club will receive money per item sold. Delivery is in November.</p>
<p>Awards Recognition Celebration</p>	<p>This event usually takes place in the fall before the new 4-H year begins. It is time to recognize adult and youth leaders for their special contributions to the Jefferson County 4-H Program. Recognition is given for length of service, outstanding contributions, exceptional leadership, clover awards, record book awards, project awards, trip awards, key awards, dairy promotion and community service.</p>
<p>Poster & Speaking Contest</p>	<p>4-H members compete in grade categories by entering posters and speech presentations based on the annual special emphasis theme. Special awards and recognition are awarded.</p>
<p>Foods Revue</p>	<p>This event is held before fair. Foods and nutrition project members enter this contest to have their meal planning, food preparation, and meal presentation skills evaluated.</p>
<p>Clothing Preview</p>	<p>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. Members plan and participate in the style show event at the Jefferson County Fair.</p>
<p>Jefferson County Fair</p>	<p>The county fair is held in July and provides an opportunity for all 4-H members to exhibit their project work, teach and mentor others, and participate in family fun. <i>July 7-11, 2021</i></p>
<p>Cloverbud Day Camp</p>	<p>This summer day camp experience for Cloverbuds is full of games, crafts and special activities. Jr. Leaders, trained as counselors, plan, organize and facilitate the day camp.</p>

Wisconsin State Fair	The state fair is held in August in West Allis. There are opportunities for 4-H members to participate in state fair events or have their project exhibited.
4-H Camp	Summer camp is held at Camp Upham Wood in Wisconsin Dells. Counselors and Youth Camp staff plan and carry out the camp experience for campers in third through eighth grade. Campers participate in campfires, skits, nature hikes, swimming, crafts, fishing and much, much more. Stay updated with camp news by reading the Clover Connection and Monthly Newsletter.

The Jefferson County Fair (July 7-11, 2021)

Many people join 4-H because they want to exhibit at the County Fair. Often the County Fair serves as the high point of the year for 4-H members and families. The county fair provides an opportunity for 4-H members to exhibit and display the items that demonstrate what they have learned through their project meetings and experiences over the enrollment year. Fair provides an opportunity for judges to evaluate the 4-H projects.

The fair is one of the many opportunities that 4-H members can participate in as part of the Jefferson County 4-H program. Please note that in Jefferson County the fair is NOT run by the EXT Office or the Jefferson County 4-H program. The Jefferson County Fair Park (and Fair) is a Department within Jefferson County government managed by an appointed committee of elected supervisors. Fair Park hires the superintendents for the week, establishes schedules and timelines, makes fair related rules, handles all fair enrollment procedures, hires the fair judges and regulates how rules and guidelines are followed during the fair. 4-Her's need to enroll in projects in 4-H Online by April 15th to enter in the fair.

Through 4-H you should be spending time learning about your project areas in order to be able to show and exhibit in those project areas at the Fair. Some project areas like horse, horseless horse and meat animal projects have additional requirements to exhibit, show and sell at the fair. It is suggested you read the 4-H newsletter and attend project related meetings to meet and understand those requirements.

Fair entries are due the 3rd Friday in May and are monitored by the Fair Park Office. All entries are submitted through their online system. The EXT Office and the 4-H program do not have access to the program and know little about how it works. **Enrolling in 4-H through 4-H Online (wi.4honline.com), which is what you do to join 4-H at the beginning of the year, is not the same as registering in the County Fair.** Please be sure to attend your 4-H club meetings to get updates on the Jefferson County Fair and how to enroll to exhibit at the Fair.

The Jefferson County Fair Park can be reached at 920-674-7148 or through e-mail at fair@jeffersoncountywi.gov. They can answer any fair related questions you might have.

4-H Awards and Recognition

Achieving 4-H Members –Year Pins

Members who successfully complete a 4-H year are those who complete all of the requirements of club and county membership. Refer to the bylaws of your club and the Jefferson County 4-H Leaders Association for clarification. In addition, specific projects may have special requirements that must be met for members to achieve in that project. Consult your project leader and the specific project handbooks and bylaws that may exist. All achieving members may receive a 4-H pin at the end of the year to signify successful completion of the 4-H year. The University of Wisconsin-Extension office supplies the pins for years 1, 5 and 10, etc. Clubs or families take responsibility for additional years of participation. Recommendations for rewarding 4-H year pins as established by the Jefferson County 4-H Leaders Association include:

- A. Be an active 4-H member.
- B. Enroll in and successfully complete 4-H projects.
- C. Complete and submit a record book to your local club.
- D. Read the 4-H Family Newsletter and be aware of upcoming events.
- E. Be active in club and county activities and events.
- F. Complete what you have started.
- G. Strive to make the best better and to achieve to the best of your ability.
- H. Exhibit and actively participate in Jefferson County Fair.

Clover Awards

Clover awards recognize and encourage participation by members in the many projects, activities and events offered through their club and by the county and state 4-H program. Members record points on the Clover Awards form. There are 5 levels of recognition, which take about 2 years each to complete. These levels are the green, bronze, silver, gold and emerald awards. The forms are available through the Extension office or on the county website. After completion they are due to the EXT Office by September 1. Visit <https://jefferson.extension.wisc.edu/4-h-youth-development/4-h-record-books/> for a Clover Award Application.

4-H Project Awards

Project Awards are offered in ANY project area that you enroll in at the beginning of the 4-H year. You can apply for Project Awards in three project areas per year, but are only able to receive two awards per year. Project awards will be presented to members who have reached their project goals, gain knowledge and skills, and have shown leadership, growth and achievement within a project. Visit <http://jefferson.uwex.edu/4-h-record-books/> for an application form.

4-H Key Award

The Key Award is the highest award given to a Wisconsin youth member in 4-H. It recognizes leadership, service and citizenship in youth leaders. Key award applications must be in 10th grade with 3 years of 4-H membership and one year of youth leadership. This award is intense and may take more than one year to complete. Visit <https://jefferson.extension.wisc.edu/4-h-youth-development/4-h-record-books/> for an application form.

Friend of 4-H Award

This award is presented to an individual or group who has shown outstanding service and support for the Jefferson County 4-H program. Nominations can come from 4-H members, leaders, families or clubs.

Trip Scholarship Application Form

Trip Application Forms are filled out for members who are interested in attending state and national trips as they are offered. An additional interview may be required to participate in select leadership workshops and trip experiences. These experiences may include <https://fyi.extension.wisc.edu/wi4hedopp/>:

- US Space Camp — this experience is for members in grades 6-8 at Huntsville, Alabama. Super experience to learn about aero-space, space travel, and astronaut experiences.
- Wisconsin 4-H Youth Conference — a 4-day statewide conference held in Madison in June for youth in grades 7–10.
- Citizenship Washington Focus — a week-long citizenship and leadership experience for youth grades 10 -12 while staying in Washington DC (weeks vary). (June/July)
- National Congress — a week-long leadership event focusing on hands-on leadership and citizenship opportunities for youth who have displayed exemplary skills at the local level. National Congress is right after Thanksgiving.

Visit <https://jefferson.extension.wisc.edu/4-h-youth-development/trip-awards/> for an application form. The application is the same for all trips.

Scholarships

The Jefferson County 4-H Leaders Association annually awards scholarships to 4-H graduates for their educational experiences beyond high school. Special applications are available at the UW-Extension office and are due March 15th by 4:00pm.

4-H Record Books

The 4-H program has a long history of record keeping. The focus reflects the importance of this life skill in our daily lives. In 4-H, young people have tracked their activities, events, profits and losses, skill development and learning experiences, and much more using the iconic 4-H Record Book. In addition to record keeping, the 4-H Record Book gives members an opportunity to reflect on their year, measure their achievements and growth, set goals, and develop plans to meet those goals.

It is encouraged that all 4-H members complete a record book. Some clubs have record book requirements at the club level. Encourage your 4-H members to work on their record books throughout the year. 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 his or her own writing. To be considered for Record Book Awards youth must turn their Record Books in by September 1st by 4:00pm to the Extension Office. Check with your club for other club deadlines.

Visit <https://jefferson.extension.wisc.edu/4-h-youth-development/4-h-record-books/> for record book guidelines.

Cloverbud 4-H members also fill out a 4-H Record Book. An age-appropriate record keeping system for Cloverbuds can be found at the following web address <https://jefferson.extension.wisc.edu/4-h-youth-development/4-h-record-books/> or by contacting the Extension Office.

4-H Communication

4-H Family Newsletter

The 4-H Family Newsletter is a source of information for families to learn about opportunities, activities and workshops, deadlines, and other information about Jefferson County 4-H. Leaders, members and UW-Extension staff may submit articles. The newsletter is available online. The newsletter also serves as the essential source of information for Jefferson County Fair, Meat Animal Project Committee (MAP) and other important activities.

4-H Calendar

The Jefferson County Extension maintains a 4-H Google Calendar. All events for the upcoming year are posted on the calendar. When Extension Office is notified of an event it is uploaded to the calendar. Please refer to this calendar for your 4-H activities, events and project meetings. [The calendar can be found at this link](#) or at <https://jefferson.extension.wisc.edu/4-h-youth-development/>.

Weekly Clover Connection

The Clover Connection is sent via email through 4-H Online each week usually on Mondays. The Weekly Clover Connection includes important information for the upcoming week. Please watch for the Clover Connection each week to be informed of important changes.

Social Media

You can find Jefferson County 4-H on Facebook and Instagram. Both of these social media platforms will be used to help update members about important events in 4-H and any upcoming changes. Jefferson County 4-H also highlights the cool things our 4-H members are doing through social media and look at past 4-H moments through our Throwback Thursday.

4-H Minute

The 4-H minute is a minute long video that is posted to Facebook each week that highlights the upcoming events for the week and also is a fun way to find new information about the Jefferson County 4-H program.

Glossary

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 Jefferson County 4-H constitution and bylaws for specific requirements.

Cloverbud: Members who join 4-H clubs in grades 5K-2 are automatically enrolled in the Cloverbud Project. They will have hands-on experiences within a wide variety of project areas, which allows them to explore all that 4-H has to offer them.

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

Club: 4-H clubs are a group of five or more youth (from three or more families) and at least one certified caring adult leader who takes part in an ongoing 4-H program. Clubs meet regularly throughout the year, are run by youth and have adult interaction and family involvement. Each club has written operating guidelines, bylaws or a constitution approved by members to govern the club or group.

Committees: Groups of members at the club or county level that come together with a specific purpose of planning, carrying out and evaluating activities or events. County committees combine youth and adults together and 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. A copy needs to be on file at the UW-Extension office.

4-H Endowment Fund: The 4-H Endowment Fund exists to receive memorials, gifts and bequests for the support, expansion and promotion of the Jefferson County 4-H program. Donations can be made online at <http://wis4hfoundation.org/> (be sure to indicate that your donation is for the Jefferson County 4-H Endowment) or sent directly to the Wisconsin 4-H Foundation with a note requesting the money be part of the Jefferson County 4-H Endowment.

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

4-H Family Newsletter: The 4-H Family Newsletter is a source of information for families to learn about opportunities, activities and workshops, deadlines, and other information about Jefferson County 4-H. Leaders, members and UW-Extension staff may submit articles. The newsletter is assembled, printed and distributed through the UW-Extension, Jefferson County Office. The newsletter also serves as the essential source of information for Jefferson County Fair, Meat Animal Project Committee (MAP) and other important activities.

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 Member: A youth in 3rd grade to one year out of high school who is enrolled in a 4-H club through the wi.4honline.com system. Members must have paid dues and meet club requirements to be in good standings.

MAP (Meat Animal Project): The Meat Animal Project Committee is responsible for 1) organizing and coordinating educational activities for youth enrolled in the meat animal project areas of beef, sheep and swine; 2) planning, promoting and conducting the Meat Animal Sale at the Jefferson County Fair; and 3) planning and conducting Livestock Camps.

4-H Year: The 4-H year starts October 1 and ends September 30 of the following year. Activities and events that youth and their families participate in follow an annual calendar. Consult your 4-H Family Newsletter and club leaders for details.

Project Literature: 4-H member and leader manuals 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. Project literature can be found on the State 4-H Website by following this link:
<https://fyi.uwex.edu/wi4hprojects/>

Record Book: The record book is a complete record of the member's activities for the current 4-H year. All 4-H activities should be entered in the record book. Members turn their record book in annually to their general leaders or the UW-Extension Office. See the Record Book section for more detailed information.

Extension: EXT is an abbreviation for Extension Division of UW-Madison. Extension provides educational programming to county residents in the areas of 4-H Youth Development, Family Living, Agriculture and Community and Natural Resource Development.