

**Yorkville 4-H**

**Member Guide**

**Contents:**

|  |  |
| --- | --- |
| Quick Reference | Page 2 |
| Requirements | Page 3 |
| General Meetings | Page 3 |
| Fundraising | Page 4 |
| Projects | Page 4 |
| Exhibiting at the Fair | Page 5 |
| Record Books | Page 5 |
| Annual Enrollment | Page 6 |
| Leadership | Page 6 |
| Volunteering | Page 7 |
| Clover Center | Page 7 |
| Communication | Page 7 |
| Appendix 1 – Elected Officer Duties | Page 8 |
| Appendix 2 – Appointed Officer Duties | Page 9 |
| Appendix 3 – Clover Cash Program | Page 10 |
| Appendix 4 – Activity Reimbursement Form | Page 11 |
| Appendix 5 – Project age requirements | Page 12-13 |

 **Yorkville 4-H Guide** 

**Welcome!**

4-H is the nation’s largest youth development organization. Locally, the Racine County University of Wisconsin-Extension office oversees the Racine County 4-H organization. Yorkville 4-H club is just one of many 4-H clubs available in Racine County.

We are happy your family has decided to join Yorkville 4-H. Yorkville 4-H, founded in 1944, is one of the oldest clubs in Racine County. Some of our memberships span 3 generations!

**Quick Reference**

***Meetings***

* General Meetings – 2nd Monday of each month, 7pm at Yorkville School. No meeting January or August. July is Picnic. Minimum requirement is 5 meetings per year.
* Jr. Leader meetings – Immediately follow General meetings each month (7th grade and up).
* Council Meetings – 4th Sunday of each month, 6:30 pm at Clover Center. All are welcome to join.
* Racine County 4-H meetings – 4th Monday of each month, 7pm. Location varies, check <http://racine.uwex.edu/events/jr-leader-and-adult-leader-meetings-7/> for locations. All are welcome to join.

***Contact Info:***

* Report absence for General meeting - email yorkville4hclub@gmail.com
* Facebook – search for us by “Yorkville 4-H”
* Yorkville 4-H mailing address – PO Box 302, Union Grove, WI 53182
* Clover Center address – 17640 Old Yorkville Road, Union Grove, WI 53182
* Reserve the Clover Center – call Ellen Gehrand at 878-1387.
* Club Officers (elected new each October)
	+ President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***4-H Pledge***

I pledge my head to clearer thinking,

My heart to greater loyalty,

My hands to larger service, and

My health to better living,

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

***4-H Year***

The 4-H year runs September thru August. We start the year with enrollment in September and end the year with record book collection in August. Your child’s “4-H age” is always their age as of January 1st.

**Requirements**

Yorkville 4-H has 4 requirements for active membership:

1. Attend 50% of the General Meetings – We hold 10 General Meetings a year. There are no meetings in January or August. January is usually an optional fun outing and August is record book turn in. General meetings are always the 2nd Monday of each month at 7pm at Yorkville School. The only exception is July in which we have the club’s picnic, usually held at Old Settlers Park.
	1. Junior Leader Meetings - All members, 7th grade and older are considered Junior Leaders. Yorkville 4-H by-laws require that Junior Leaders attend a minimum of one junior leader meeting. Junior Leader meetings are typically held following the general meetings. Please contact one of our Junior Leader advisors, Jenny Dabbs or Ann Wendorf, for additional information.
2. Work a shift in the Yorkville 4-H food stand at the Racine County Fair - This is Yorkville 4-H’s ***only*** fundraiser. Each family (2 adults and each youth member) is required to work a 5 hour shift. We can be very flexible with working around your busy schedules. Each family is also asked to bring 1 pan of homemade brownies and 1 homemade pie to be sold at the food stand. Our food stand is known for its homemade treats!!
3. Exhibit a project at the fair – The youth work hard on their projects or animals during the course of the 4-H year. The fair is their chance to show off their hard work!
4. Complete and submit a record book – The record book is a summary of each child’s 4-H “career”. The youth will submit this book each year for review, and will add/update it each year. We will provide you with the binder and sheets to complete; you just need to keep track of your child’s 4-H accomplishments. Record books are due 3rd Monday in August.

**General Meetings**

General Meetings will start promptly at 7pm and usually last around an hour. If you cannot make it to a meeting you can email your absence to yorkville4hclub@gmail.com to be marked as “excused”. You must attend at least 5 of the 10 meetings each year.

Our elected youth leaders run the meetings. We start each meeting with the Pledge of Allegiance, followed by the 4-H Pledge. We then conduct our meetings according to Robert’s Rules, in which the Secretary and Treasurers report are read and a motion to accept each is requested. Next will be old and new business. We also try to do a fun activity during the meeting. The meeting will be formerly adjourned by the President when complete.

Please help keep the meeting running smoothly by being on time and keeping children quiet and attentive. It is preferred adults stay with the children during General meetings, as there is a lot of important information provided.

There is not a regular meeting in January; instead we usually do a fun, optional, activity. July’s meeting is our club’s picnic which is typically held at Old Settlers Park in Union Grove. Both the January activity and the July picnic are considered “general meetings” and, if attended, do count towards the required 5 per year. There also is not a regular general meeting in August; instead members only need to turn in their record book.

**Fundraising**

The Yorkville Foodstand is the club’s only fundraising event. The Racine County 4-H project will also have a Pizza sale fundraiser each year, but the Food stand is the Yorkville Club’s fundraiser. All proceeds from the food stand go directly back to the members of the Yorkville club. The money we raise supports the club all year in many ways:

* Project support – we are able to purchase tools, equipment, and training materials for the various projects available to our members
* Fun club activities – such as roller skating and going to a Trampoline park
* Scholarships – Yorkville 4-H grants scholarships that only Yorkville 4-H members are eligible for (this can be in addition to scholarships earned at the County level!)
* Clover Center – Yorkville 4-H owns the “Clover Center” it is an old one-room school house that has recently been renovated and put on the State and National Historical Registers! This building is used by many Project leaders to hold meetings and is a great resource for our club!

Working in the food stand is a fun experience for the entire family. The day will go fast, as the food stand is often very busy! The Yorkville food stand has some of the most family-friendly prices at the fair and is the only stand offering homemade brownies and pies!

During your shift you may be asked to wait on customers or help cook and prepare food. Other activities include cleaning, stocking, and assisting the younger children. It is important that we have 2 adults per family, as many of the kitchen duties require an individual 18 or older to perform. Children 16 and younger will always be in the front serving customers. Very young members (1st and 2nd grade) do not have to work their entire shift if they cannot handle it, however the adults do need to remain for full 5 hour shift.

**Projects**

When you enroll in 4-H you will also select “Projects” for your child to participate in. Members ages 3rd grade and up can enroll in multiple projects. However, for new or young members we recommend sticking to 1 or 2 projects the first year.

* Members ages Kindergarten – 2nd grade should enroll *only* in Clover Buds
* 1st Year members ages 3rd grade should enroll in Explorers
* Note: Some projects have minimum age requirements (see Appendix 5)

Projects are led independently by volunteers. Yorkville 4-H has project leaders for many projects, but not all. If Yorkville 4-H does not have a project leader for a project your child is interested in, there may be a Project leader at the County level, or in a different club that can assist.

A full list of projects available within Racine County can be found at: <http://racine.uwex.edu/files/2013/01/4H218-Guide-with-Supplements.pdf>

Project leaders will reach out to you directly in regards to project meetings. Many projects don’t start their meetings until spring. During these project meetings your child will practice skills related to that project or learn information about that project. The project meetings should help your child prepare for what they will exhibit at the fair. For example, a child in Explorers may work on making an arts and craft project that they will exhibit at the fair. A child in the Swine project will learn how to care for and handle a pig that they will show at the fair.

**Exhibiting at the Fair**

Yorkville 4-H by-laws require each member to present at least 1 project at the Racine County fair. If the fair schedule conflicts with family commitments, a special request may be made to the Yorkville Advisory Council to present the project at a council meeting before the fair is held. No premiums will be paid, but a participation ribbon will be awarded.

* Members will need to complete fair entry forms each year using the Racine County Fair’s Website ([www.racinecountryfair.com](http://www.racinecountryfair.com)). Fair entries are due by in mid-June each year. An email will be sent out when the online registration is open. When completing the online fair entry forms, you will indicate each individual project you will show at the fair. Fair exhibit tags will be generated for each fair entry entered. These tags are usually available and distributed at the July Picnic. It is incredibly important that these tags are attached to your projects before judging!! If you are showing an animal, you should have the exhibit tag with you on show day.
* Be sure to remove and keep the claim ticket at the bottom of each exhibit tag! You are required to have this to collect your items at the end of the fair!
* There is a fee required when submitting the entry forms (per member fee + per exhibit fee). In addition, if you are showing an animal there may be additional “pen” fees. However, each 4-H youth member will be given a 5-day pass to the Racine County Fair included with their exhibit tags. Parents are responsible for the own entry into the Fair (including the day of your Foodstand shift).
* Judging schedules and guidelines for all projects are listed in the Fairbook (also available at the Racine Country Fair’s website). Many projects have judging the Monday and Tuesday before the fair (and some projects – such as the Dog project – have judging a few weeks before the fair). There is no fair admission collected on Monday or Tuesday of the fair.
* Most projects (including *most* animal projects) stay at the fair the entire duration of the fair. Projects are released from the fair Sunday night.
* Members receive a premium check in the fall, for each project they exhibited at the fair. The amount of the premium various by project and based on the ribbon earned.

**Record Books**

The record book is a summary of each child’s 4-H “career”. The Club will provide each child with the binder and packet to complete.

* You will fill out new green sheets each year. These are sheets specific to activity in the current 4-H year.
* Yellow sheets stay with the child year-after-year. These are a running-total of all 4-H activity the child has participated in during their entire 4-H “career”.
* White sheets are “project sheets” – fill out a new one each year for each project taken.

Decorate your Record book cover to illustrate who you are and what 4-H means to you! Keep newspaper clippings and photographs of you and your projects during the year to include in your record book. Also be sure to keep track of all project expenses during the year.

Record books need to be completed and turned in on the 3rd Monday in August at the Clover Center. Exact time will be communicated in early August.

**Annual Enrollment**

Each year, you must re-enroll in 4-H to be a member. Enrollment is done online and usually opens in mid-September and must be completed by early October. Exact dates will be emailed out each year. During the enrollment process you must select the Club you wish to join (Yorkville!!) and the individual projects you wish to join. You will be able to add/drop projects until March 1st each year. There is a $12 fee per member that is due each year.

* Online registration is done at <http://wi.4honline.com/>
* Enrollment instructions are available at <http://racine.uwex.edu/4-h-youth-development/change-in-4-h-enrollment/>

**Leadership**

Our club has a parent advisory council and a junior leader advisor that oversee the activities planned by our elected officers. The council meets on the last Sunday of each month at the Clover Center. Anyone is welcomed to attend.

* Elected Officers are Junior Leaders that have been elected by the club to hold either the President, Vice President, Secretary, or Treasure position. They hold their position for 1 year terms and may hold the same position for 2 terms, but not longer. Nominations are held for the next 4H year during the June and July meetings. During the October meeting the youth members vote on the elected positions for the new 4-H year (you must have been a member in the prior 4-H year in order to vote). New elected officers are initiated in November.
* Appointed Positions are Junior Leaders that have been appointed by their fellow Jr Leaders to one of the other leadership positions. These positions include: Club photographer, Sargent at arms, Snack Person, Sunshine Person, and Newsletter. These positions are appointed during the September Jr Leader meeting.

*\*\*See Appendix 1 and 2 for specific responsibilities of appointed and elected officers*

* Parental Advisory Council Members are a group of adult volunteers that help guide the junior leaders of the club in the decisions and activities they make. The current council members are (as of 8/31/2015):
	+ Amy Grimes—825-3435
	+ Randy Henderson - 210-0265
	+ Katie DeWees - 498-3964
	+ Angie Storey - 880-3057
	+ Deb Dabbs - 498-4013 (Enrollment Coordinator)
	+ Ann Wendorf - 939-8902
	+ Rory Esch - 414-881-6094
	+ Jenny Dabbs (Jr Leader Advisor)

**Clover Center**

Yorkville 4-H is one of the only 4-H clubs that owns property; the Old Yorkville School, a one room schoolhouse which we call the Clover Center. The Clover Center currently houses the woodworking project in the basement and the upstairs is available for our project leaders to hold their meetings. The Clover Center is located at 17640 Old Yorkville Road, Union Grove, WI 53182. To reserve the Clover Center, please call Ellen Gehrand at 878-1387.

Recently, various restorations to the Clover Center have been made. The upstairs has been repainted to original colors and the floor has been sanded and refinished. Many old pictures from classes in the good old days grace the walls. Basement upgrades include new floor, painted walls, updated electrical fixtures and new cabinets. Our Clover Center is officially listed on the State and National Historic Register.

**Communication**

* *The Clover* is Yorkville 4-H’s monthly newsletter. Watch for it in your inbox! If you aren’t receiving it, please send an email to yorkville4hclub@gmail.com
* Also, be sure to join our Facebook group “Yorkville 4-H” as we often post important updates here!
* Additional County-wide 4-H information is available at the UW Extension website <http://racine.uwex.edu/4-h-youth-development/>
* You may also receive emails regarding Racine County 4-H events

**Volunteering**

Our club is always in need of additional adult volunteers. Without the volunteers, our club could not continue to function. There are many ways to volunteer and various levels of time commitment.

Please contact a member of the council if you’d like more information on how to volunteer.

**Appendix 1 – Elected Officer responsibilities:**

**Elected Club Officers**

* *Must be member in good standing for one year and a Junior Leader prior to being elected.*
* *Officers must attend all General Meetings and Junior Leader meetings unless excused by an adult council member.*
* *All elected officers will be voting members of the Council and are expected to attend all meetings of the council.*

**President** **of the Yorkville 4-H Club Duties:**

* attend and preside over the 4-H General Meetings
* conduct the meeting in a reasonable and orderly fashion
* oversee the preparation of the General meetings and Junior Leader meetings
* attend the monthly Council meetings

**Vice-President of the Yorkville 4-H Club Duties:**

* assume the duties of the President in their absence
* assist the President in meeting organization and preparation
* be responsible to assume the duties of the Secretary at any meeting at which the Secretary is not present
* be responsible to assemble an elected officers committee to put together a scrapbook of the year’s programs, “Clovers,” “Reach-Outs” and other information in order to maintain a history of our club’s activities. It is to be turned in to the Council after the 4-H year, to be archived at the Clover Center
* attend all county Junior Leader meetings as Yorkville 4-H Club’s representative and give a report at the Club Junior Leader meeting
* attend the monthly Council meetings

**Secretary** **of the Yorkville 4-H Club Duties:**

* keep complete minutes of all General meetings and Junior Leader meetings
* read out loud minutes from previous General meetings and Junior Leader meetings
* provide the University Extension Office with a copy of all minutes within two weeks following the General meeting
* handle all written Correspondence
* attend the Finance committee meetings as a liaison
* attend the monthly Council meetings

**Treasurer of Yorkville 4-H Club Duties:**

* keep a full and accurate account of receipts and disbursements
* balance the Club’s checkbook monthly
* read out loud the beginning balance, total income, total Disbursements, and ending balance at every General meeting. A detailed financial statement will be filed in the Secretary’s book
* assume the duties of the President and Vice-President in their absence
* write all checks in accordance with the Council
* attend the monthly Council meetings

**Appendix 2 – Appointed Officer responsibilities:**

**Appointed Officers**

* *Must be a member in good standing for one year and a Junior Leader prior to being appointed.*
* *Each appointed officer must attend all General meetings and Junior Leader meetings unless excused by an adult Council member.*

**Sergeant at Arms** **of Yorkville 4-H Club Duties:**

* attend all General meetings at least ½ hour before the meeting to set up
* will keep order at the General meetings
* present the American flag and the 4-H flag at the beginning of all General meetings
* stay after the General meeting to clean up the Meeting area

**Club Reporters and Club Photographer Duties:**

* + responsible for writing articles for The Clover
	+ report on all events and happenings of the Yorkville 4-H Club and forward the information to the Racine County Extension Office
	+ report Yorkville 4-H Club events and happenings to the local newspapers (i.e. Westine)
	+ take photographs of all Yorkville 4-H Club functions
	+ have current photographs displayed at the next General meeting
	+ be enrolled in the past or presently enrolled in the Photography project
	+ prepare an album of the pictures s/he has taken throughout the year This is to be archived at The Clover Center

**The Sunshine Person of Yorkville 4-H Duties:**

* sends cards or flowers to members and leaders when hospitalized or in case of death
* act as a Greeter at the General meetings
* send a monthly list of Birthdays to The Clover Committee for publication

**The Attendance Secretaries of Yorkville 4-H Duties:**

* sit at the sign-in table before each meeting taking attendance of members present
* arrive at the General meeting one-half hour before meetings are to begin They may stop taking attendance fifteen minutes after the meeting has begun

**The Refreshments Person of Yorkville 4-H Duties:**

* responsible to ensure that there is a treat provided for the members after each General meeting
* purchases treats s/he is to turn the receipt into the Treasurer for reimbursement
* recruit others to bake goods for the General meeting

**Appendix 3 – Clover Cash Program**

**Clover Cash Program**



***How does it work?***

There are several ways you can earn Clover Cash “bucks” at General Meetings:

* Check in with the Attendance Secretary prior to 7pm
* Stop at Attendance Secretary on way out – after meeting is adjourned
* Speaking/Volunteering/Sharing during a General Meeting
* Bringing in a donated item for our monthly collection

In addition to the above, you might earn extra Clover Cash if you are witnessed helping another 4-H member, participating in after-meeting project or activity, or by exhibiting leadership qualities.

***What do I do with my Clover Cash?***

Save them! Don’t lose them! You can turn them in for Prizes at the July Picnic.

***Who can participate?***

All active Yorkville 4-H youth members!!

***Questions?***

See a Council Member.

**Appendix 4 – Activity Fee Reimbursement Form**

**** Yorkville 4-H ****

Activity Fee Reimbursement Form

Active 4-H members may request the club subsidize a County-level (or higher) activity. Requests may be made before the activity occurs. However, reimbursement will only be made after completion of the event. Each request will be reviewed by the Club’s Council and determination of funding will be made on a case-by-case basis.

***As a condition of eligibility, the 4-H member must agree to make a short presentation describing the activity he or she participated in. The presentation will be made during a General Meeting.***

|  |  |
| --- | --- |
| **Today’s Date:** |  |
| **4-H Member Name:** |  |
| **Parent/Guardian Name:** |  |

|  |  |
| --- | --- |
| **Activity Attended:** |  |
| **Date(s) of Activity:** |  |
| **Location of Activity:** |  |
| **Brief Description of Activity:** |  |
| **Total Cost of Activity:** |  |
| **Name check should be made out to:** |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4-H Members Signature Parent/Guardian’s Signature

***\*\*\* Submit your completed form to any Council Member***

***or email to*** ***yorkville4hclub@gmail.com\*\*\****

**Appendix 5 – Popular 4-H Projects and minimum age requirements (if any)**

|  |  |  |
| --- | --- | --- |
| **Grade** | **Project**  | **Minimum Age Requirement** |
| K - 1st | Clover Buds |   |
| 2nd - 3rd | Exploring 4-H (only project)  |   |
| 3rd - 12th  | LEGO |   |
| 3rd -12th  | ARCHERY |  3rd grade and 9 as of Jan. 1 |
| 3rd -12th  | AIR RIFLE (PISTOL) |  3rd grade and 9 as of Jan. 1 |
| 3rd -12th  | CAT |   |
| 3rd -12th  | FOODS & NUTRITION |   |
| 3rd -12th  | FLOWERS |   |
| 3rd -12th  | POULTRY |  3rd grade as of Jan. 1 |
| 3rd -12th  | TURKEY |   |
| 3rd -12th  | FRUITS |   |
| 3rd -12th  | VEGETABLES |   |
| 3rd -12th  | ARTS & CRAFTS |   |
| 3rd -12th  | FISHING |   |
| 3rd -12th  | RECYCLING |   |
| 4th -12th  | BEEF |  4th grade and 10 as of Jan. 1 |
| 4th -12th  | DAIRY |  4th grade and 10 as of Jan. 1 |
| 4th -12th  | GOATS |  4th grade and 10 as of Jan. 1 |
| 4th -12th  | HORSE / HORSELESS HORSE |  4th grade and 10 as of Jan. 1 |
| 4th -12th  | SWINE  |  4th grade and 10 as of Jan. 1 |
| 4th -12th  | SHEEP |  4th grade and 10 as of Jan. 1 |
| 4th -12th  | RABBIT |  3rd grade or 9 as of Jan. 1 |
| 4th -12th  | DOG OBEDIENCE |   |
| 4th -12th  | CLOWNING |   |
| 4th -12th  | COMPUTERS |   |
| 4th -12th  | ELECTRICITY |   |
| 4th -12th  | ENTOMOLOGY |   |
| 4th -12th  | HOME ENVIRONMENT |   |
| 4th -12th  | WOODWORKING |  3rd grade and 9 as of Jan. 1 |
| 5th -12th | LEATHERCRAFT |  4th grade and 10 as of Jan. 1 |
| 4th -12th  | MACRAME |   |
| 6th -12th  | BASKETRY |   |
| 4th -12th  | KNITTING |   |
| 4th -12th  | AEROSPACE  |   |
| 5th -12th | CAKE DECORATING |   |
| 5th -12th | CLOTHING |   |
| 5th -12th | CROCHETING |   |
| 5th -12th | PHOTOGRAPHY |   |
| 6th -12th  | RIFLE |  must be 12 as of Jan. 1 |
| 6th -12th  | MUZZLELOADING |  must be 12 as of Jan. 1 |
| 6th -12th  | SHOTGUN |  must be 12 as of Jan. 1 |
| 6th -12th  | TRACTOR |   |
| 7th -12th  | YOUTH LEADERSHIP |   |