



STILLWATER COUNTY

4-H FAMILY GUIDE

**“ALL RESOURCES IN YOUR
POSSESSION IS AN
OPPORTUNITY FOR SERVICE.”
-SUNDAY ADELAJA**



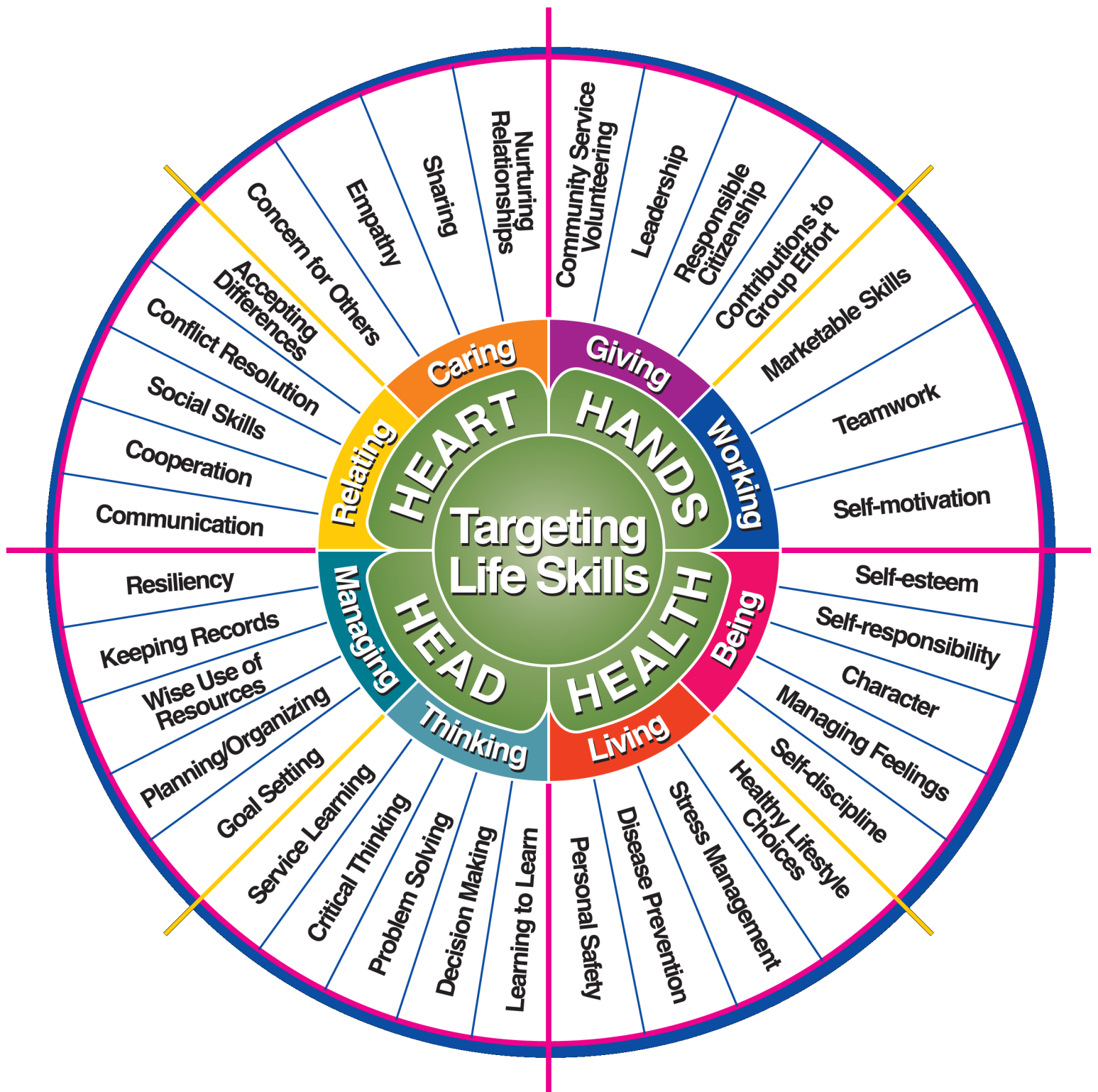
4-H Pledge

**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.**



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Targeting Life Skills Model (VI-960601 PH) used with permission from Iowa State University and Patricia A. Hendricks.

Acknowledgments:

"New 4-H Club Member Welcome Packet" was written in part by Donna M. Carter, Assistant Professor Utah State University.

Stillwater County 4-H Handbook

Welcome to the Stillwater County 4-H Program! We are so very excited that your family has chosen to join this great program in your county & community. We encourage you to make 4-H a family affair. You may have some questions about 4-H as your child progresses through the program. Please feel free to visit with your child's organizational or project leader or you may contact the MSU Extension Office at any time for more information, assistance or guidance at: P.O. Box 807, Columbus, MT 59019, stillwater@montana.edu or 406-322-8035.

This handbook provides the 4-H principles and standards of excellence and we hope that it will offer clarification on issues, deadlines, and policies and procedures. Please remember that policies and deadlines **specific to the fair** are provided in the Fair Book. **This Handbook does not replace the Fair Book!**

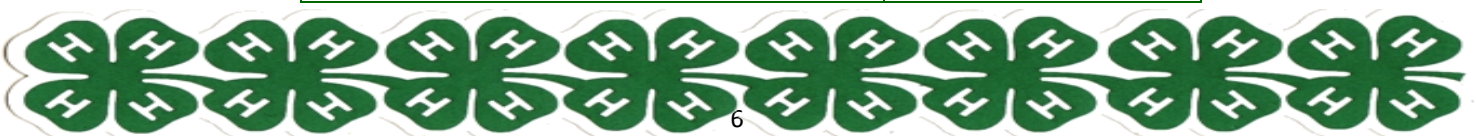
Another great tool for new members and current members alike is "The New Family Handbook." It is a Montana 4-H publication which contains basic information about 4-H: the Pledge, Motto, Emblem, the Learning Model and Philosophy of 4-H. If you would like a copy of this publication, please contact the Extension Office or visit our website at <http://msuextension.org/stillwater/>

We, at Extension, look forward to sharing in your child's growth and development through 4-H events and activities with you! **Please be sure to read the monthly newsletters and emails from our office as these are the two main sources we use to communicate with all of our members.**

Dates To Remember

The following are dates to remember each year. Specific dates for each year will come out in monthly 4-H extension. Please be watching for those so you don't miss out on the many exciting events that take place in our neck-of-the-woods and around the state. **ALL registration forms and county deadlines are due as stated on specific event forms or in newsletter. They will be accepted up to a week after the original listed deadline but MUST be accompanied by a \$10 late fee. No late entries/forms will be accepted after the following week of posted deadline.** (EX: Form says due on July 22, 2018. They have up to 7 days (July 29th) to turn in late form and \$10 fee. They may not turn in form/late fee after the 29th. If the 29th falls on a weekend, forms must be turned in before the weekend/date.)

Enrollment/Re-enrollment Begins	October 1
Re-enrollment Deadline (late fee applies)	November 15th
Market Beef Weigh In	1st Sunday in January
4-H Project Enrollment & Drop/Add Due	May 1
Horse ID Cards	May 1
Hog Pictures & Tags	May 1
Independent/Self Determined Plans Due	May 1
Market Sheep Weigh-In	1st Sunday in May
Fair Entry Deadline	June 15th
Fair: Project Add Deadline	June 30th
Cloverbud Camp	June
4-H Tri-County Camp	June
State 4-H Congress	2nd week in July
Stillwater County Fair	3rd week in July





About 4-H

4-H is about preparing young people to be successful adults. The 4-H Program is designed to help youth with 4 needs and 8 critical elements, which research has shown are essential in developing the full potential of youth:

<p><u>Belonging</u></p> <ul style="list-style-type: none"> ☘ Positive relationship with caring adults ☘ An inclusive environment ☘ A safe environment 	<p><u>Mastery</u></p> <ul style="list-style-type: none"> ☘ Engagement in learning ☘ Opportunities for mastery
<p><u>Independence</u></p> <ul style="list-style-type: none"> ☘ Opportunities to see oneself as an active participant in the future ☘ Opportunities for self-determination 	<p><u>Generosity</u></p> <ul style="list-style-type: none"> ☘ Opportunities to value and practice service for others

Montana 4-H Life Skills

The following are the life skills that Montana 4-H strives to develop:

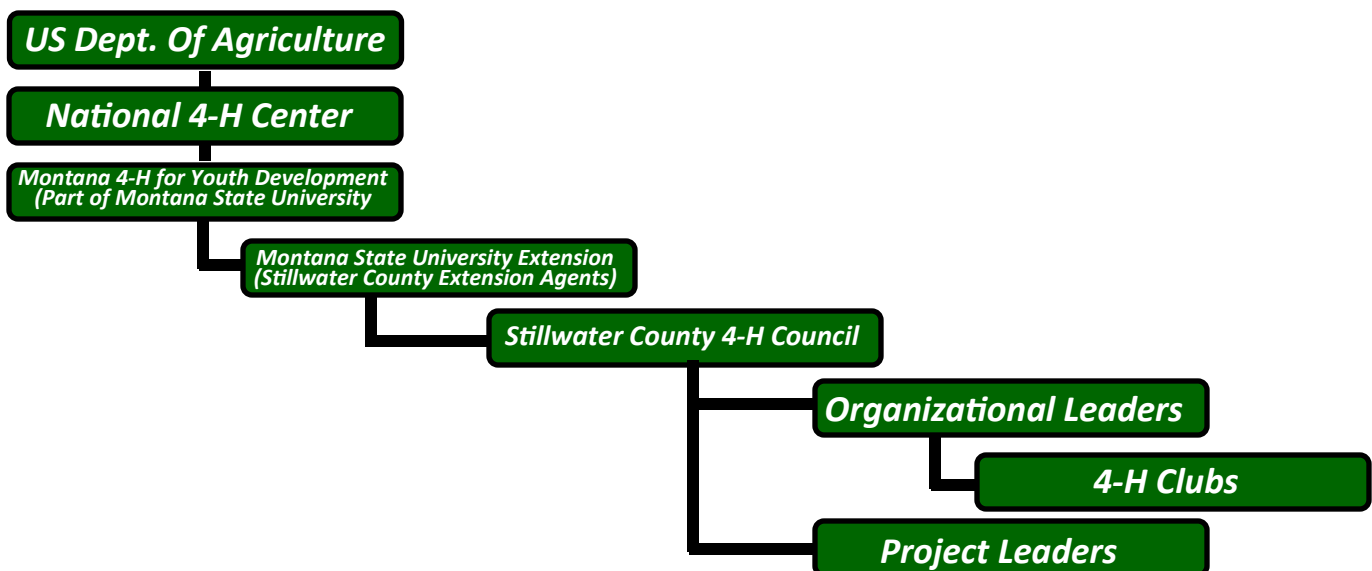
- ◆ Fostering Positive Self-Concept and Self-Respect
- ◆ Learning Decision-Making and Responsibilities for Choices
- ◆ Developing an Inquiring Mind
- ◆ Relating to Self and Others
- ◆ Acquiring a Concern for Communities—Local & Global

Mission Statement

Educating youth and adults for living in a global world through experiential learning programs using the resources of the land-grant University and USDA.

4-H Structure

The following diagram illustrates the structure of 4-H in the United States. The Extension Agent is the authority on the program in each county and is supported by the local 4-H Council. The Council supports and provides direction to club organizational leaders and project leaders.



Guiding Principles of Montana 4-H

- ◆ 4-H is a human development program that teaches life skills.
- ◆ 4-H uses a variety of delivery methods such as clubs, special interest groups, activities and events, newsletters, satellite programs, camps, enrichment programs or individual participation.
- ◆ A youth enrolling in any 4-H project is considered a 4-H member is eligible to take part in other 4-H programs.
- ◆ 4-H relies on local determination of programs to fit specific needs of youth to be involved.
- ◆ 4-H is a family centered program.
- ◆ The 4-H program is carried out by salaried Extension Staff, volunteers, teen leaders, and members.
- ◆ 4-H strives to provide programs that appeal to diverse audiences.

What is a 4-H Council?

4-H Councils have provided key support to 4-H programs and have strengthened youth development since Montana 4-H's earliest beginnings. With a small number of professional staff, leaders organized councils as a way to share information, establish more uniformity in programs and events, and to provide training for new leaders.

The first county 4-H leaders' association was formed in 1926 in Cascade County, and the form spread widely. By 1930, refinements were made which produced the first County 4-H Councils. Montana was one of the first states to adopt the council idea. During council meeting, arrangements were made for details related to fairs, achievement days, tours, demonstration's, picnics, dress revues, camp awards, and trips to conferences and conventions. Finances, transportation facilities and other ever-present needs, as well as general promotion and marketing, all lay within the province of the 4-H Council.

Today, the purpose of 4-H Councils remains the same. Councils help organize county and regional events and activities, plan achievement programs, support trips to conferences and all the rest. Councils are still designed to promote youth development opportunities for boys and girls in urban, rural and suburban areas, and to increase the number of volunteers. (An action form is used when someone is wanting an action to take place. This form is on page 44.) For example, 4-H Councils can help with the following roles—

Education

- ◆ **Organize and support additional programs for youth**
Establish or support educational opportunities for youth beyond the club level, including camp, member exchanges (intra- and inter-state) county fair and project activities
- ◆ **Support volunteer education**
Conduct adult and youth volunteer training, provide financial support for volunteer education and promote volunteer development via meetings, newsletters and phone.
- ◆ **Advise county 4-H program development**
Explore new 4-H youth development opportunities and challenges. Provide advice on youth and volunteer needs and issues to the county Extension agent. Work to ensure that all youth participating in Extension youth programs (afterschool programs, camp, clubs, and other programs) have equal access to 4-H programs.

Support

- ◆ **Manage budget and raise funds to support 4-H youth development work.**
Develop and manage a budget that supports 4-H youth development work. Do fund-raising to support these budgets.
- ◆ **Coordinate county level recognition.**
Develop meaningful recognition for young people and volunteers.





Connect

- ◆ **Represent 4-H Youth Development in the community.**

Establish a promotion committee or Ambassador program.

- ◆ **Connect all clubs in the county.**

The 4-H Council can provide a vital communication link for all clubs in the county. Common interests and goals can be coordinated, such as with fund-raising and community service activities.

- ◆ **Advocate for 4-H youth development with public officials.**

Maintain personal contact with government officials so that they understand the benefits of 4-H work and 4-H programs.

What are the roles of the County Extension Agents?

As paid employees of the MSU Extension Service, County Extension agents have ultimate responsibility for and leadership of the 4-H program at the local level.

- ◆ **Educator**

The role of the salaried Extension 4-H staff is to educate youth and adults, and to develop and manage a system through which Extension and other volunteers provide educational programs that enhance subject matter knowledge and life skills development in youth. Extension personnel serve as educators, change agents, leaders and program managers, including ensuring fiscal responsibility of 4-H programs.

- ◆ **Mission Guardian**

4-H program policy authority is held by Extension personnel. Moreover, the county Extension agent has final authority in matters of conduct, discipline, health and safety in connection with 4-H members and leaders attending 4-H events and activities in the county.

- ◆ **Link to Larger System**

Extension agents are the link to the larger 4-H youth development and MSU Extension system. They have knowledge of state and national level resources, new programs, policies and sources of training. They report local progress and concerns to state staff who support the work of the county 4-H organization.

- ◆ **Youth development**

The Extension agent ensures that programs are focused on positive youth development and essential elements of positive youth development settings. The county agent also provides youth development programming in the community, promotion of outreach 4-H programming such as after-school clubs, summer youth program, community garden programs, community youth leadership groups, and short-term youth programs taking place in the community.

4-H Councils are not responsible for the hiring or supervision of 4-H youth development faculty or staff. At the same time, 4-H Councils do not determine 4-H program policies, but can advise the county Extension agent on policy matters for the county-wide program.

4-H Councils are accountable to MSU Extension for their activities and finances. Their continuing existence is dependent upon MSU Extension's authorization and oversight. 4-H youth development volunteers are expected to abide by the code of conduct established for 4-H volunteers, and to conduct themselves as positive role models for youth. All 4-H youth development volunteers are ultimately accountable to MSU Extension for their 4-H related activities and actions.



What is a 4-H Club?

4-H clubs are groups of young people organized with officers, organizational leaders, project leaders, and teen leaders under the sponsorship of the Extension System. Your club organizational leader, project and activity leaders will be able to answer many of your questions. Teen members, with first hand experience in a project or activity, or county level resources leaders that are willing to help, are also great resources.

What Happens at a 4-H Meeting?

The purpose of the club meeting is to help boys and girls:

- * Acquire new information
- * Acquire leadership and citizenship traits
- * Learn to use leisure time creatively
- * Learn to conduct meetings
- * Develop social skills

A typical 4-H meeting will include Group Decisions, Groups Building, and a Program or Activity. For more information on the parts of a good club meeting, please refer to the "New 4-H Family Handbook," available at the Extension Office or at <http://msuextension.org/stillwater/>

4-H Club Meetings should include:

- *15 Minutes Business Meeting
- *45 Minutes Educational Program
- *30 Minutes Recreation

What is a 4-H Year?

The fiscal year for 4-H starts October 1 and ends the following September 30th. Each year that you complete the program, you advance one year. In order to complete a 4-H year, you must be enrolled in the program by the enrollment deadline and you must complete your record book by the record book deadline. If you enroll in the program, but do not complete your record book by the deadline, you do not advance that year. For an example, if Sally enrolled in 4-H for 8 years, but never completed her 4-H record book, she would still be a first year member in the program.

What is my 4-H Age?

Your 4-H age is different than your years in 4-H. Your 4-H age is based off of the 4-H fiscal calendar, which starts October 1. To calculate your 4-H year: if your birthday is prior to Oct. 1, the beginning of the 4-H year, then your current age is also your 4-H age. If your birthday falls after Oct. 1, your 4-H age is then 1 year less than your actual age. For example, if John turns 14 on September 30, then John's 4-H age is 14. However, if John turns 14 on October 2, John's 4-H age is 13.



What are the 4-H Age Divisions?

The 4-H age decisions are based on your 4-H age. Age divisions are used when you are competing in 4-H events.

<i>Cloverbud</i>	<i>5 to 8 year olds</i>	} Members—\$20 each
<i>Junior Division</i>	<i>8 to 13 year olds</i>	
<i>Senior Division</i>	<i>14 to 19 year olds</i>	

What is a Cloverbud?

Any youth who turns 6 years of age during the 4-H program year may join 4-H as a Cloverbud. Cloverbuds Project is the only 4-H program a youth can join between the ages of 6 and 8. When a youth turns 9 during the 4-H year, they may join as a regular 4-H member, who can participate in a variety of projects. Cloverbuds may compete in 4-H events, but can only be awarded a participation ribbon.

What is a 4-H Leader?

Adults and teens provide guidance and serve as leaders for club and project work. Parents are usually the best source of adult leaders—but not the only source. Other friends of 4-H and teens are often willing to help and can have key leadership roles. Volunteering as a leader can be a great opportunity!

Forms

In order to keep track of all of the members involved in the program and in various events, a variety of forms are used.

Enrollment Forms:

Enrollment forms are necessary to be completed each year, along with yearly Medical History forms, Media Release form, Travel Release form, Code of Conduct, and Livestock and Horse Release forms. Re-enrollment forms, along with your 4-H fees, are **due October 1** and will be accepted until **May 1** which is the absolute **last day deadline**. **Enrollment fees must be returned with the enrollment forms in order for a member to be enrolled in the program. (New Volunteers—\$40, Re-enrolling Volunteers—\$15)**

First year enrollment forms, along with the above-mentioned forms and appropriate new member booklets, can be obtained by calling the Extension Office. Re-enrollment forms, yearly forms, and project materials will be distributed by the organizational leaders. If you did not receive these forms or your requested materials, contact the Extension Office and they will be happy to send those out to you via email or mail.

Review the re-enrollment form to make sure that your “Year in 4-H” appears correct **and** all projects listed are correct. If a project is not listed that you have been enrolled in or want to be enrolled in, please add to the list. Also check the column listing the number of years you have been in this project for accuracy. **Remember that when you go to another or higher level in a project, it will then have a *different* code number and project number AND the “YR IN PROJECT” will go back to 1.** For example, if you have been in Sewing Level 1 for 3 years and want to enroll in Sewing Level 2, your year in Sewing Level 2 is one.

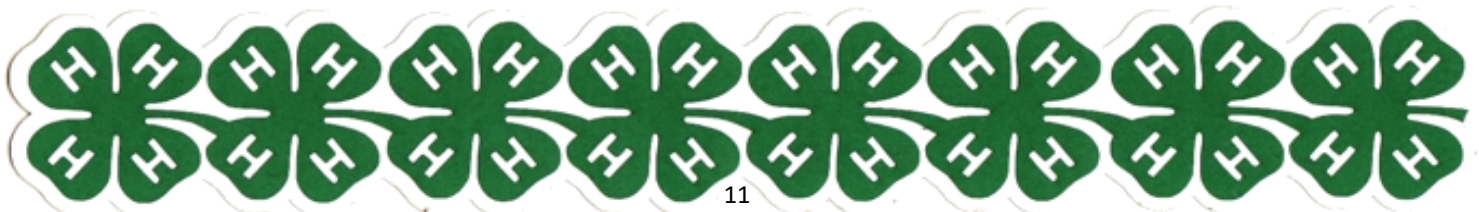
If you are enrolling in a new project and/or need the corresponding manuals, circle “YES” in the “Need Lit” column. But if you already have the project manual, PLEASE circle “NO” in the area for needed literature. If you leave this section blank, your leaders will assume that you do NOT need literature. (NOTE: All Club leaders will instruct you on ordering books or will order them for you. Please check with your club leader first.)

Teen Leaders: Please only check the column for teen leadership if you intend to actively aid in leading the project. Remember to demonstrate your leadership role in your record books.

Medical and Media Release Forms:

Why do we need these forms yearly?

- ◆ **Medical Release:** This allows a 4-H leader or volunteer to seek out medical care for you if you were to become ill or injured during a 4-H club meeting or event and your guardian was not immediately available. This form is especially important yearly if you are on any medications or have any known allergies as this might have changed since last year.





Media Release: This form protects members who, for a variety of reasons, do not wish to have their photo published in the newspaper, on the web, or in other print. Without this form, we are prohibited from publishing your photo, so if you're hoping to see your picture in the paper, please complete this release form.

Travel Release: This is also necessary yearly so that the Extension Office and leaders will know if a member is allowed to ride with others to events and activities.

Livestock Release: This form is necessary for you to acknowledge that working with animals can be dangerous. It tells us that you and your parents are aware of the risks.

Horse Release: Like the livestock form, the horse release form asks for you to acknowledge that horses can be dangerous. Also, horse members must either ride with a helmet, or sign a helmet release waiver.

If applicable, PLEASE make sure both sides of the form are filled out AND that your parent or guardian has signed the form(s).

Other Forms

Forms are required for a number of events in 4-H such as camp, 4-H Congress, fair, and much, much more. Be sure to watch your newsletters and listen at your club meetings so that you don't miss a deadline!

4-H Projects

Every member is required to enroll in and complete a minimum of one project per year. If a member wants to advance to higher levels in a project, they must complete the records and project requirements for that project.

- ◆ 4-H is based on a "Learn by Doing" model. Projects are a hands-on education activity.
- ◆ There is a huge variety of projects that members can choose that hold a special interest for them.

Members are encouraged to take a realistic number of projects that they can complete each year.

- ◆ Each project has specific requirements that the member must complete in order to advance to the next level in the project.
- ◆ Project Drop/Add deadline is May 1.

What is a Project Leader?

Project leaders are adult volunteers who help members to complete their projects. If your project has a leader, they will most likely schedule meetings to work with you. If not, you may contact them to request assistance.

Not all projects have a leader. If you sign up for a project that has no leader, you can ask another leader or your club leader for help, or you can drop the project **by the May 1 deadline**. If you do not drop the project by May 15th, you will be expected to complete the project.

How do I get Project Manuals?

Each club in Stillwater County is different. You will need to check with the club you enrolled with to figure out how they get their manuals to the members. Some clubs will get the forms from the members and then order them through the club all at once and then again some families/clubs will purchase them on their own. So again, please double check with the club that you are enrolled in to receive your project manuals or project books.

Please read the front part of the project books to learn more about completion requirements. Most workbooks require completing 7 activities per year. If you cannot find the completion requirements for your project, contact your club leader or the Extension Office. If the required number of activities is not completed, the member will not be advanced to the next level in the project. Project completion must be demonstrated in the member's record book.

4-H Record Books

4-H records are the ones which record your accomplishments and triumphs during the year. 4-H records are COOL!! And FUN!!! It's like writing your *own* history helping you track what you do, when you did it, and what you learned while doing it. Records are *your* way of saying:

"Yes! I DID IT!"

Completing your record book can give you a sense of personal accomplishment: after all—**YOU** did it! And this is the way the Extension Office and leaders can keep track of how far each member has progressed in their projects for the year and what type of recognition they will receive. Good record keeping can help you set challenging goals, such as:

Purpose & Goals

Specific goals for keeping 4-H records are to:

- ◆ Help you earn credit for completing the 4-H year
- ◆ Keep a positive attitude in your life—don't use *bummer* words like can't won't, never, maybe, if—they may stand in your way of having fun and reaching your goals
- ◆ Instill good record-keeping habits
- ◆ Develop analytical thought processes by using records as a basis for decision making and setting future goals
- ◆ Practice self-discipline
- ◆ Provide a measure of member/leader accomplishments including life skill development through activities and projects
- ◆ Establish support documentation which may be used for applications such as job resumes, scholarships, and awards

Here are some fun things you will learn with your record keeping:

- ◆ How to deal with life beyond 4-H
- ◆ Organization of time and material—accuracy and neatness
- ◆ Logical thought processes; question and challenge
- ◆ Teamwork, both competitive and non-competitive
- ◆ Plan development, completion and evaluation
- ◆ Problem solving
- ◆ Learning responsibility and eliminate excuse-making
- ◆ Learning how to learn and to follow instruction
- ◆ Creativity
- ◆ Bookkeeping and financial skills

Record Book Guidelines

- ◆ Record books are required to be completed in full in order to advance to the next project level and for completion of the 4-H year. You will not be advanced for your current year until your record books have been turned in and evaluated for completion by your club leaders.
- ◆ **Record books must be turned in to the 4-H leader prior to the August Leaders Council meeting.** They will be checked for completeness; if deemed excellent, they will be awarded the "Gold Seal of Excellence" award. For detailed help in completing your records, refer to the manual "For the Record". Extension will be glad to send one out to you.
- ◆ What is a completed record book?
 - Enroll in and complete at least one project
 - Identify and achieve at least **3 overall goals** for the year
 - Complete the "My 4-H Year" journal form
 - Fill in each of your record journals with the things you do throughout the year. If you record this *as* you do it, it will not be such a headache at year end.
 - Participants in at least 3 activities, such as judging, demonstrations, public speeches, tours, reports at club meetings, and record them in, "My 4-H Year."
 - List any awards and honors you receive—both 4-H and other
 - Complete the Project & Financial Journal for *each* project you were enrolled in
 - If you own an animal, keep records for it—no matter what type it is. Please use the Stillwater Animal Journal forms.

Think of record keeping as teaching us another “Life Skill,” one of 4-H learning tools. This is a great way to hold on to your memories about each incredible year you have/had in 4-H. Use your record books (primarily in “My 4-H Year”) to write down what you want to accomplish by the 4th, 8th, and 12th month of the 4-H year. Think what fun it will be to look back in years to come and remember what you did and how much fun you had. AND these records can be used as a reference for scholarships and job applications.

The Extension Office is willing to offer assistance with record books throughout the year at club meetings or call or come in to the office at any time for help with them.

Having trouble setting your goals? Getting started in your project books or record books? Or if you need help with any aspect of your project books or record books, call the Extension Office for help, 406-322-8035.

Stillwater County 4-H Events

Stillwater County currently has two standing 4-H events. They are the Stillwater County 4-H Fair and Awards Night. Other county events will be announced on a yearly basis through emails and newsletters.

Stillwater County 4-H Event Grievance Policy

In the event that something occurs during a Stillwater County 4-H event that you would like to challenge or question, we encourage you to complete the Stillwater County 4-H Grievance Policy Process. Forms will be available at the fair or anytime at the Extension Office. All grievances must be submitted in writing within 3 business days of the situation causing the grievance. A copy of the grievance policy is located in this manual.

Stillwater County 4-H Fair

The Stillwater County 4-H Fair is an opportunity for youth to display the work that they have done on their projects throughout the year. Events included in the fair include, but are not limited to:

- ◆ 4-H Horse Show
- ◆ 4-H Dog Show
- ◆ 4-H Indoor Fair
- ◆ 4-H Outdoor Fair
- ◆ 4-H Livestock Sale
- ◆ 4-H Silent Auction
- ◆ 4-H Adult Showmanship
- ◆ 4-H Peewee Showmanship
- ◆ Pig Wrestling

Participation in the fair is not required, however, it is a chance to learn and receive feedback about your projects.

Guidelines and information about the fair are included in the Stillwater County 4-H Fair Book. Contact the Extension Office if you would like to have a copy of the Fair Book. It is also located on our website at <http://msuextension.org/stillwater/>.



Stillwater County Achievement Night (AKA: Awards Night)

At the end of each 4-H year, Achievement Night is held to celebrate the accomplishments of 4-H members. The awards presented at that event are:

Member year Pins:	Given to 1st, 3rd, 5th, and 9th year members who were enrolled with dues paid by the May 15th deadline AND who completed their record books for evaluation by the 4th Friday in August. REMEMBER: If a member does not complete their record book, they do not advance to the next 4-H year.
Member Seals:	Given to 1st year members who were enrolled with dues paid by the May 15th deadline AND who completed their record books for evaluation by the 4th Friday of August. These seals are placed on members certificates which are handed out to first year members on completion of their first year.
Leader Year Pins & Seals:	Given to adult leaders enrolled in the program. The years for pins and seal follow the member guidelines. However, leaders are also recognized with special pins for 10, 15, 20 and 25 years of service.
Premium Money:	Members are presented with their premium monies from the fair. See the fair book for more information on premium money.
Club Booth Award:	Given to the club that gets the most votes for their booth at Fair. This is voted by the public and families that come to the Stillwater County 4-H Fair.
Volunteer Of The Year:	Given to adult 4-H leaders who have shown excellence in volunteerism for Stillwater County 4-H. Volunteer of the Year is selected by the Stillwater County Leaders Council.
License Plate Award:	Given to any community member who has supported Stillwater County 4-H. A 4-H license plate is given to this awardee the 1st year. Subsequent years an additional fee would be added to their vehicle registration renewal which would go to support Montana 4-H.
4-Her of the Year	
Calvin Lane Memorial— Highest Average Interview	

Other 4-H Events and Opportunities

State 4-H Rec Lab

All 4-H members 12 and over are eligible to attend. Recreation Lab is hosted by counties on a rotating basis. It is an amazing opportunity for anyone interested in developing and improving their leadership skills for recreational activities. You will leave with lots of great ideas for games, events, team builders, and ways to have fun with 4-H. Generally held in March or April. Information will be sent out by the Extension Office in the monthly newsletters.

4-H Camp

There are 3 counties that participate in this camp; Stillwater, Carbon & Yellowstone. Camp takes place at the Beartooth Christian Ranch, generally held in June. Camp is open to all 4-Hers third grade through sixth grade. Applications are due in May. Counselors must be 14 years of age by June 6th of the current year. Counselors-In-Training must be 13 years of age by June 6th of the current year. Applications to be a counselor or CIT are also due in May.



National 4-H Week

Held annually the first week of October, National 4-H Week is an opportunity for clubs to promote and celebrate 4-H. Clubs are encouraged to develop creative ideas making 4-H more visible in the community.

4-H Ambassador

An Ambassador is chosen from 4-H members (over 14 by October 1st) on an annual basis through an application process (around March 1st) to serve as Junior Ambassador for the year. They must have been a member for 2 years and be currently enrolled. They then move up to Senior Ambassador. Ambassadors are to: represent 4-H promotional activities, encourage financial support to the 4-H Foundation. Complete qualifications and duties can be found in the "Ambassador Handbook" at the Extension Office.

Teen Leaders Council

Members 12 and over, by October 1st, can participate in Teen Leaders activities. They meet every third Sunday at 3 p.m. in the West Annex meeting room. Members take part in a variety of activities which are aimed at leadership development.

4-H Stillwater County Exchange

Interstate Exchange is a program that is an opportunity for youth and adults to experience the geography, culture and heritage of a local community of 4-Hers from another state. This is a two year program for 4-Hers 12 and older. Contact the Extension Office for more information.

State 4-H Congress

Teens age 14, by October 1, and older are eligible to attend State 4-H Congress. Teens wishing to compete at Congress are selected by the Extension office and the 4-H Council to attend State 4-H Congress in Bozeman. Most often competitors are chosen as top competitor's in county contests. The following contests are available at State 4-H Congress:

- **Demonstrations**
- **Public Speaking**
- **Fashion Revue**
- **Horse Judging**—team of 4
- **Stir-Ups**—a fun challenging food program where members prepare a meal, display the meal, and create a notebook.
- **Gavel Games**—a Parliamentary Procedure Contest: teams of four compete.
- **Quilting**
- **Horse Skill-a-Thon**—team of four compete about horse knowledge

State 4-H Citizenship Seminar

This is held every two years in Helena. One delegate per county is selected to attend (14 & over). February 15 is the approximate deadline. Activity is held in March. Citizenship seminar is a mock-Congress event where member learn to develop legislation, pass bills, and influence policy. This event is a lot of fun!

Citizenship Washington Focus

This is the national citizenship seminar. It is open to members grades 10-12. It is held in June. Anyone can apply to go, however if delegate wished to be considered for partial funding from the council, they must apply through the county.

Scholarships

Annin Youth Fund Scholarship—Must be a graduating senior residing in Stillwater County, enrolled in 4-H or FFA program this year and are obtaining some type of training beyond high school (college, trade school, etc.)

Stillwater County Homemaker's Scholarship—Up to \$1,000 (\$333 awarded the sophomore, junior and senior years in college)

Must:

- ***be a high school senior or college freshman***
- ***have had 3 years of 4-h, FFA and/or FCCLA membership (any 3 yrs.);***
- ***plan to enroll or be presently attending: in-state school working toward a Bachelor of Art or Science degree, in-state school working toward a program which is 2 or more years in length, or Northwest College, located in Powell, Wyoming, working toward a program which is 2 or more years in length***
- ***recipient will send a copy of his/her spring grade transcript and classes fo study to the Stillwater County Extension Office prior to the issuance of the scholarship check each fall. The Extension Agent, Council President and Treasurer will review the transcript to ascertain that the recipient is continuing toward a degree.***
- ***Awardees must take at least 12 credit per semester and maintain no less than a C+ average or its equivalent. Technical school hors are at the discretion of the board.***
- ***Should the above criteria not be followed, scholarship recipients will forfeit the used portion (s) of the scholarship.***

THIS I BELIEVE...

- ♦ The 4-H boy and girl are more important than the 4-H projects.
- ♦ 4-H is not trying to replace the home, the church, and the school, only to supplement them.
- ♦ 4-H'ers are their own best exhibit.
- ♦ No 4-H award is worth sacrificing the reputation of a 4-H member or leader.
- ♦ Competition is a natural human trait and should be recognized as such in 4-H club work. It should be given no more emphasis than other fundamentals of 4-H.
- ♦ Learning how to do the project is more important than the project itself.
- ♦ A blue ribbon 4-H'er with a red ribbon pig is more desirable than a red ribbon 4-H'er with a blue ribbon pig.
- ♦ To "learn by doing" is fundamental in any sound educational program and is characteristic of the 4-H program.
- ♦ Generally speaking, there is more than one good way of doing most things.
- ♦ Every 4-H member needs to be noticed, to be important, to achieve, and to be praised.
- ♦ Our job is to teach 4-H members **HOW** to think, NOT what to think.



-Purpose of 4-H-

Projects are important, but the overall purpose of the MSU Extension Service youth program in Montana is actually to provide experiences that help youth become effective citizens in our democratic society. Each member must carry a project, but the development of the youth is what is most important-not the making of the dress or the raising of an animal.

All young people have basic needs which must be satisfied if they are to become adjusted persons. These needs are confidence, security, curiosity, status, acceptance, responsibility, recognition, and a philosophy of life. The purpose is to make these needs accessible.

-The Purpose of Projects-

We feel the overall purposes of 4-H can best be fulfilled by having the youth work on a project. The project is actually a tool Here's why:

- Projects offer real life experiences.
- Projects carried by several members create more interest for each.
- Members work toward a standard of competence and excellence.
- Members improve themselves by trying to beat their own best achievements.
- Members are given opportunity to compare their progress with others.
- Projects offer members opportunity to explore careers.
- Projects help members decide on a type of work they may prefer.
- Members are taught they should be more concerned with the learning involved than with just completing their project. The broader and more thoroughly the members are into their projects, the more they will learn about the projects.

-The Leader's Role-

Your job as a youth leader is to help each youth find out what they want to do. Then try to help them do it. You may open doors and help them to see their goal, but do not set the goal for them. You may teach them to think, but do not think for them. You may counsel with them, but do not manage them. Your job is to teach, not govern; to guide, not control.

The Organizational Leader may find themselves involved in:

1. Organization of the club at the beginning of the year.
2. Obtaining supplies and materials (project literature, enrollment paperwork, Clovers, etc.)
3. Directing development and coordination of the program.
4. Providing opportunities for officers to perform their duties.
5. Assisting junior leaders by providing worthwhile experiences.
6. Assembling reports for the County Extension Office.

Specific duties of the Project Leader may include:

1. Assisting members establish realistic goals.
2. Offering ideas and encouragement in development of the club's overall program.
3. Helping arrange and conduct training and work meetings for members in the project area.
4. Maintaining close contact with members to keep them informed of their progress and where they may need assistance.

-The Parents Role-

Parent cooperation in the 4-H program is vital to its success. 4-H leaders and Extension agents may interest youth in becoming 4-H members but it takes the good will and help of parents to keep them interested, enthusiastic and taking an active part. A child's attitude and what he/she is able to accomplish is strongly influenced by the attitude and activity of his/her parents.

What Parents Can Do...

1. Hold 4-H meetings in their homes.
2. Help members select, finance and manage their projects.
3. Encourage record keeping.
4. Help members get to 4-H meetings and events.
5. Attend 4-H meetings and events.
6. Serve on committees to help plan and conduct 4-H events.
7. Share special talents, such as piano playing, song leading, flower arranging, camp leadership, crafts, animal knowledge, etc.
8. Help leaders conduct project work.
9. Help leaders locate and secure other qualified adults to conduct project work and help with 4-H activities.

-The Member's Role-

The 4-H program seeks to provide informal educational opportunities for mental, physical, social and spiritual growth of young people, so they may lead useful, satisfying lives and be better prepared for adult citizenship responsibilities.

-the member should have sufficient interest in the project or activity so that he/she wants to do the work.
-the member participates in the activities (demonstrations, tours, exhibits, etc.) of his/her local 4-H club.

-The member keeps records of his/her 4-H project work in order to have a better understanding of what has happened during the year.

-Montana 4-H Life Skills-

- ◇ Fostering positive self-concept
- ◇ Learning decision-making and responsibility for choices
- ◇ Developing an inquiring mind
- ◇ Relating to self and others
- ◇ Acquiring a concern for communities—local and global

FOR MORE INFORMATION, CONTACT:

MSU Extension Office, Stillwater County
P.O. Box 807
Columbus, MT 59019-0807
Phone: 406-322-8035

Lee Schmelzer—Ag & 4-H Extension Agent
Haley Barker—FCS & 4-H Extension Agent
Ashley House —Administrative & 4-H Assistant
Karen Marts—Extension Administrative Assistant



4-H GROWS HERE

Stillwater 4-H Leaders Council By Laws

By Laws

Stillwater 4-H Leaders Council
Adopted: December 6, 1965
Reviewed: December 19, 1972
Amended: January 22, 1992
Revised: May 15, 1996
Revised: August 17, 2011
Revised: July 13, 2013
Revised: December 18, 2019

ARTICLE I – Name

The name of this organization shall be “The Stillwater County 4-H Leaders Council”.

ARTICLE II – Purposes

The purpose of this organization shall be to promote 4-H club work in the county through: Meetings of the county 4-H Leaders Council for the purpose of assessing the needs, interest, and concerns of the county's children and youth.

Cooperation with the County Extension Agents and other agencies interested in assisting in the development of the 4-H club program.

Informing 4-H club leaders and members in order that the 4-H club program may more effectively serve the county.

ARTICLE III – Membership and Dues

Sec. 1. The membership of the organization shall be composed of all club leaders (whose 4-H Leaders Council leaders dues are paid), and Ambassadors, and the Extension Agents shall act as ex-officio members of the council.

Sec. 2. Increases for leader dues shall be discussed and voted on each year, for the coming calendar year.

Sec. 3. Each club will be limited to two (2) voting council leaders on any one motion, decision or issue. Any new clubs formed or disbanded in the County will inform the Council of the additional representation to ensure appropriate Council membership and utilization of Extension resources. Each of the two Ambassadors has one vote. In the event an Ambassador cannot attend a council meeting, she/he may be represented by a member of the Teen Leader Club.

ARTICLE IV – Officers and Their Election

Sec. 1. The Stillwater County 4-H Leaders Council shall have a chairman, vice chairman, secretary, and treasurer.

Sec. 2. Chairman and vice chairman shall be elected by the county 4-H Leaders Council at their first meeting of the 4-H year.

Sec. 3. The secretary and treasurer will be elected by the county 4-H Leaders Council at their first meeting of the 4-H year. The functions of secretary and treasurer may be combined.

ARTICLE V – Executive Council

Sec. 1. The business and property of the Council shall be managed by the Executive Council consisting of the Stillwater 4-H Leaders Council officers (Chairman, Vice Chairman, Secretary, Treasurer) and the County Extension Agents.

Sec. 2. Duties of the Executive Council

The Executive Council shall be authorized to transact such business as may be necessary between meetings of the council, enter into contracts or business as authorized by the council, to appoint committees needed to carry out the 4-H program, to report Executive Council activities at regular council meetings, to keep accurate minutes of Executive Council meetings, and other duties as specified by the council.

Sec. 3. The Executive Council may appoint (to a maximum of five at any one time) ex-officio members to the executive council as special sub-committee Chairmen. These need not be council members, and will not have voting rights on the Executive Council and their term of appointment shall be specified at time of appointment.

Sec. 4. Vacancies on the Executive Council caused by resignations or for any other reason, shall be filled by appointment of the Executive Council with guidance of the Extension agents, until the next election for the remainder of the unexpired term.

Sec. 5. The Executive Council shall meet as often as needed.

Sec. 6. A quorum of the Executive Council shall be three Executive Council members.

ARTICLE VI – Elections

Sec. 1. The Executive Council chairman may appoint a three member nominating committee (not Executive Council members) at least 30 days prior to the 1st of the 4-H year. The nominating committee should offer at least one nominee for each office. Following the nominating committee report at the 1st meeting of the 4-H year, nominations will be open from the floor.

Sec. 2. All council members shall be eligible to hold office.

Sec. 3. All voting for offices, where there is more than one candidate, shall be by ballot.

ARTICLE VII – Duties of Officers

Sec. 1. The 4-H Council Chairman shall preside at all meetings of the 4-H Leaders Council and Executive Council and shall perform such other duties as shall be authorized or prescribed by these bylaws or the 4-H Leaders Council.

Sec. 2. The Vice Chairman shall act for the Chairman whenever the latter is unable to perform his duties.

Sec. 3. The Secretary shall keep the minutes of council meetings, minutes of Executive Council meetings, take roll and record other activities, and make reports as required by the Executive Council or the 4-H Leaders Council.

Sec. 4. The Treasurer will keep an accurate record of all income to the 4-H Leaders Council fund. S/he shall also make authorized disbursements and be prepared to report at all council and Executive Council meetings.

ARTICLE VIII – Meetings and Quorum

Sec. 1. There shall be six regular meetings of the 4-H Leaders Council. The schedule of the council shall be set by the council.

Sec. 2. Special meetings of council may be called as deemed necessary by the Executive Council, or upon written request of ten members of the 4-H Leaders Council.

Sec. 3. Meetings of the 4-H Leaders Council or Executive Council shall be held wherever the Executive Council shall specify.

Sec. 4. Each 4-H Leaders Council member shall be given a notice of meeting prior to any regular or special meeting of the 4-H Leaders Council.

Sec. 5. A Quorum at any regular or special council meeting shall be at least one leader representing at least half of the county 4-H clubs.

Sec. 6. Any business that does not affect or change by-laws and/or require more than \$3000.00 may be voted and approved by the majority vote of Council members present at regularly scheduled business meeting. All by-law changes will follow steps already in place in said by-laws. Purchases over \$3000.00 will require majority vote of all council members.

ARTICLE IX – Amendments to the Bylaws

Sec. 1. Amendments may be presented by an council member at any meeting of the council, but cannot be voted on until the next meeting.

Sec. 2. To pass, an amendment must receive a favorable vote from one half of the clubs in the county.

Sec. 3. Any additions or revisions to the by-laws shall be currently recorded.

ARTICLE X – Compensation and Conflicts of Interest

Sec. 1. All persons associated with this chartered group are volunteers.

Sec. 2. No adult or youth will use their position with 4-H or the knowledge gained from their position in 4-H for personal financial benefit.

ARTICLE XI – Whistleblowers Protection

To maintain the highest standards of conduct and ethics, this 4-H program will investigate any suspected fraudulent or dishonest use or misuse of resources. Any allegations of dishonesty will be handled with sensitivity, discretion and confidentiality to the extent allowed for by law. This 4-H organization will use its best efforts to protect whistleblowers against retaliation.

ARTICLE XII – Document Retention and Destruction

The following procedures for the retention and destruction of records will be followed.

Charter	permanent
By-Laws	permanent
EIN Paperwork	permanent
990 tax returns	7 years
Annual and Audit Reports	7 years
Bank Records	3 years
Donor Records & Acknowledgement Letters	3 years
Grant paperwork	3 years after completion
Minutes	3 years
Correspondence	3 years
Yearly Program Plans	3 years

Copies of all permanent records will be kept on file at the local Extension office. The Extension offices in collaboration with the Chairman are the designated persons to identify the records that have met their required retention time and will oversee the destruction. All destruction will be by shredding.

ARTICLE XIII – Dissolution

If this chartered group disbands, all assets, money, and club materials will be turned over to the County Extension Office.

Note (voted on at December 2019 council meeting):
August brainstorm necessary action items to make the best better. All action items to be presented by the October meeting. Action plan presenter must be present at the August meeting and at the September or October meeting to present ideas. All business that requires a fair book change will be completed at the November meeting. The intent is to streamline council meetings, accomplish needed changes in a timely manner and allow fair book publication earlier.

Stillwater County 4-H Grievance Policy and Procedures

The County Extension Agent and/or current 4-H committees will make rule(s) interpretation and decisions. When an individual has given verbal notification of grievance of a rule or policy infraction and the concern is not satisfied, a written request is needed to file a grievance.

Submission of Statement of Grievance:

The party(s) grieving the process or decision shall file a formal written statement of grievance, and complete the Grievance/Appeal form. The statements must be filed no more than 3 days after the incident or notification of the results of the grievance if they wish to file the grievance to a higher level.

The statement shall contain the following information at a minimum:

- 1.) The date and location of the incident
- 2.) The name(s) of the people filing the grievance
- 3.) A complete statement describing the incident including all facts upon which the complaint is based.
- 4.) Any rules, regulations, policies and/or procedures which have been violated, if any
- 5.) List the names and addresses (preferably with phone numbers) of people who have been involved and their role in the incident.
- 6.) A proposed resolution or the result the party filing the grievance recommends
- 7.) Signatures of those submitting the grievance

The grievance should be turned into the Extension Office. If it occurs during the fair, the grievance should be turned into the fair office.

Grievance Committee:

The Grievance Committee will include:

- All designated 4-H Superintendents—including, but not limited to livestock and indoor project superintendents.
- 4-H Council President
- The County agent as mediator
- FFA Advisor (if the grievance involves an FFA member)

A secretary will be designated from the group to take notes. A quorum of the committee consists of 5 committee members and is required to take action on any grievance.

Procedures:

The County Agent will convene the meeting and notify everyone involved with the date, time and location. The person(s) filing the grievance must be present at the hearing or available by phone to express their concerns. In the interest of time and to make it fair for everyone involved, the length of time each person is allowed to talk may be limited. If the procedure escalates to include inappropriate behaviors (i.e.: foul language, improper gestures, threats, etc. as determined by the majority of the grievance committee) the grievance will be immediately dismissed resulting in an elimination of the grievers' rights.

After discussion the person(s) filing the grievance will be excused from the committee meeting and committee members must vote. All committee members must vote, (unless excused for a direct conflict, and will not be included in the vote.) The decision is determined by the majority of the votes cast. Votes will not be publicized.

If a member of the grievance committee files a grievance/protest they must withdraw from the committee during the process. If wording or technical terms are involved a professional in the field may be present to provide information. The people directly involved in the first decision(s) will attend the grievance committee meeting(s) to provide background information. If applicable, the club Organizational Leader and/or FFA Advisor of the person filing the grievance will be notified and is strongly encouraged to attend the discussion portion of the Grievance Committee Meeting.

Appealing a decision of the Grievance Committee:

If the person filing the grievance or the individual(s) affected by the grievance are not satisfied with the decision of the committee, they may request a hearing with the Council Executive Committee. The process and procedure needs to follow the same course as it did in the original grievance but be directed to the Council Executive Committee. The mediator is the County Extension Agent.

All committee members must vote, (unless excused for a direct conflict, and will not be included in the vote.) If the vote is a deadlock the decision of the Grievance Committee stand and cannot be overturned.





Stillwater County 4-H Council Out-Of-County Trip Policy

Revised 3/2009
Revised 8/2010
Revised 11/2016

GENERAL

All trips are subject to state and local regulations.

This policy is contingent upon whether funds are available.

Any change in this policy must be discussed at one council meeting and voted on at the following council meeting. Changes to this policy shall not be retroactive.

All travel to and from out-of-county 4-H events under this policy will have an adult chaperone present in the vehicle. If there is no adult chaperone attending, no 4-H members will attend. A male and female chaperone is needed if both boys and girls attend a function.

All age specifications are as of October 1 at the beginning of the 4-H year unless otherwise designated.

Where one payment is required for an event (such as Montana 4-H Congress, etc.), the council will pay in full and Council Treasurer or Extension Secretary will bill the 4-H member. Payment to the 4-H Leaders Council is due within 45 days.

All trips awarded funding from 4-H council MAY be eligible for further reimbursement upon final review of said councils financial statements at end of year.

All trip applicants may be required to interview with the 4-H council to receive financial assistance from said council.

Application for reimbursement must be submitted within 45 days of an event to the Stillwater County Extension Office or to the 4-H Leaders Council treasurer using the specified reimbursement form and providing the necessary receipts.

Meal money at per diem will be given to chaperones and members going to and from the event.

Applications are required for all trips.

Other Opportunities:

* Opportunities related to 4-H not specifically mentioned in this policy may be reimbursable in total or part by the 4-H Leaders Council upon approval prior to the event.

Trips are awarded for merit. Trips do not have to be awarded if applications do not merit awards.

OBJECTIVES OF TRIP POLICY:

- Leader development – encourage participation in leader and project training
- Member leadership development

EXPENSES DEFINED Expenses will include actual fuel expenses, meals, registration fees, and lodging. Most expenses are paid at state rate with the exception of the motel which sometimes cannot be obtained at state rate and thus will be paid in full if receipt is returned to office; otherwise if receipt is not available, the motel will be paid at state rate also.

POLICY STATEMENT TRIP CONDUCT

Members and adults attending any 4-H sponsored trip will be expected to represent Stillwater County in a responsible manner. Anyone not acting in such a manner or who is grossly reprimanded or expelled, will not be eligible for future trips.

PROCEDURE FOR REIMBURSEMENT

ADULTS--To be reimbursed, adults must submit expense sheet. Receipts are required for hotel and supplies for events.

YOUTH--Submit expense sheet for one-half of your expenses. Receipts are required for hotel and supplies for events.



CITIZENSHIP SEMINAR, Helena

Requirements: Age 14. Write letter of application to 4-H Leaders Council plus one letter of recommendation. Tell why you wish to go to the seminar and what you will do with what you learn upon your return.

Number of Members Involved:

1 delegate

1 alternate approved by Council. State sets quota.

Number of adults involved: 1 chaperone if no other means of transportation is available.

Finances: Council MAY pay up to ½ members expenses. Council pays chaperone's expenses.

STATE RECREATION LAB:

Requirements: Age 13 and older

Number of members: variable

Number of adults: depends on # of members attending.

Finances:

Member: Council MAY pay UP TO ½ expenses. Adult: 4-H Council will pay for leaders' expenses. [See "Expenses defined."] (Adult registration includes a Rec Lab Workbook which is brought back to Extension Office for reference).

CITIZENSHIP-WASHINGTON FOCUS, Washington D.C.

Requirements: Age 15

Must write letter of application to Council plus 2 letters of recommendation, one being from 4-H organizational leader.

Number of members involved:

1 delegate (if monies available then 2) 2nd person may attend at own expense if no \$ are available. Must still be selected by council.

Finances:

Member responsible for down payment and any balance after 4-H Leaders Council pays it's agreed upon amount. (MAY pay UP TO \$750 total for this trip.

State 4-H Foundation contributes a variable amount.

4-H Council will only pay up to \$750 total for this trip

STATE 4-H CONGRESS, BOZEMAN

Requirements: Age 14

Winners in competitive events: Fashion Revue, Public Speaking, Demonstrations, Livestock Judging, Home Ec., etc. Members interested in other areas can apply and will be selected by interview committee.

Number of Members: variable

Number of Adults: 1 man, 1 woman if both boys and girls attend.

Finances:

Members: Council MAY pay UP TO ½ total expenses.

Adults: 4-H Council will pay all expenses. (See "Expenses defined.")

STATE PROJECT AWARD WINNERS, BOZEMAN

Finances:

½ of total expenses MAY be paid by the 4-H Council to attend the Awards Ceremony in Bozeman at Congress if not already attending in another project.

LEADER AWARD WINNERS

Expenses will be reimbursed in full for awards presented in Montana. (See "Expenses defined.")

National Member & Leader Award Winners (including 4-H State Award Winners)

Up to \$750 paid by Council

4-H FOUNDATION REPRESENTATIVE

Expenses will be reimbursed for Montana 4-H Foundation meetings. Representative will report back to the Council with an update of Foundation activities.



AMBASSADOR TRAINING PROGRAM:

Requirements: Designated Ambassador Leader from County

Number of Members: variable

Number of Adults: Chaperone

Finances:

Members: 4-H Council MAY pay UP TO ½ of the expenses for the Ambassador Fall Training Trip & the Ambassador Weekend. If duties are not completed, council may reserve the right to be reimbursed for expenses.

Adults: 4-H Council will pay all expenses. (See “Expenses defined.”)

HORSE & LIVESTOCK LEADER FORUM

Requirements: Age?

Number of Members: variable

Number of Adults: depends on # of members attending

Finances:

Members: 4-H Council MAY pay UP TO ½ of the expenses

Adults: 4-H Council will pay all expenses. (See “Expenses defined.”)

SHOOTING SPORTS CERTIFICATION

Number of Adults: variable depending on interest

Finances:

Adults: 4-H Council will pay all expenses. (See “Expenses defined.”)

LEGISLATIVE BREAKFAST

Requirements:

Number of Members: One

Number of Adults: One Chaperone

Finances:

Members: 4-H Council MAY pay UP TO ½ of the expenses for breakfast/preview dinner

Adults: 4-H Council will pay all expenses for breakfast/preview dinner. (See “Expenses defined.”)

Extra teams & individuals (where allowed by the individual contest/event) may attend at their own expense, but all phone contacts and coordination must go thru the Extension Office. This is for all events where members are representing the Stillwater County 4-H Program.

STILLWATER COUNTY 4-H CLUBS

CLUB NAME	ORGANIZATIONAL LEADER	PHONE NUMBER & EMAIL	MEETING DATE & TIME	LOCATION OF MEETING
Beartooth Ramblers	Tammi Kirch	855-3839 tmkirch@hotmail.com	1 st Monday at 6 pm	First Interstate Bank-Upstairs
Broadview Homesteaders	Shelley Erickson Sarah Karpstein	667-2390 shelerickson@yahoo.com 907-394-2451 akkarpys@yahoo.com	1 st Tuesday at 7 pm	Broadview Community Center
Johnny's Buckaroos	Melissa Kramer	780-0575 mak.kramer1@gmail.com	1 st Monday at 6 pm (Call First)	West Annex Meeting Room
Molt Happy Helpers	Kris Krieger	860-9843 kkrieger1@hotmail.com	1st Sunday at 1pm	Molt School
Park City Wranglers	Reita Reiter Nicole Hess	860-9754 kevinreita@yahoo.com 633-2097	2 nd Monday at 6:30 pm	Park City Civic Center
Rapeljacks and Jills	Eve Brubaker Jessica Yorke	322-8618 evebrubaker@yahoo.com 663-2262 jessicayorke37@gmail.com	1 st Saturday at 9 am	Rapelje School-Shop Classroom
Rosebud Adventurers	Jolene Degele	328-6536 tjdegele@yahoo.com	1 st Sunday at 2:00 pm (Every other Month -March/May)	Jolene's House
Spring Creek Stockgrowers	Meredith Feddes Johna Zumbrun	547-4025 meredith.feddes@gmail.com 328-7299 zumbrunj@absarokee.k12.mt.us	1 st Sunday at 4 pm	Spring Creek Community Center
Stillwater Ranch Hands	Finis Sandlin	328-6277 sandlin_5@nemont.net	1 st Monday at 6:30 pm	Nye Fire Hall

Enrolling in 4HOnline

Your county Extension office staff can help you find a club, get the forms you need, and begin the enrollment process, whether you do that with a paper form, or electronically using the 4HOnline software. Please call the Extension Office if you have any questions or need assistance when enrolling online.

To enroll using Montana 4HOnline software, you will need a computer, Internet access, a valid e-mail address and a web browser.

1. Go to <http://mt.4honline.com> (notice there's no "www" in that address).
2. Click "I need to set up a profile". A drop down menu will appear.
3. Select the county you want to join.
4. Type in your **valid** family e-mail address.

**E-mail addresses must be valid in order for you to have access to your enrollment information—it's your account login as well as how you receive information.*

5. Confirm (retype) your e-mail address
6. Type in your parent/guardian/household's last name. (This will be the name that appears on mailing labels—"The Johnson Family" for example.)
7. Create your password – Which must be a minimum of 8 characters and contains at least one capital letter or one number/symbol.
8. Click on "Create Login"



The screenshot shows the 4HOnline enrollment page. At the top, it says "4Honline Montana 4-H Youth Development". Below that, it says "Welcome to 4hOnline". There are three radio buttons: "I have a profile", "I need to setup a profile" (which is selected and circled in red), and "I forgot my password". Below that is a checkbox for "Are you in a Military 4-H Club?". The form has several input fields: "County" (a dropdown menu), "Email", "Confirm Email", "Last Name", "Password" (with a note "Min. of 8 characters, at least 1 non-alpha"), "Confirm Password", and "Role" (a dropdown menu set to "Family"). A "Create Login" button is at the bottom of the form. At the very bottom, there is a logo for "4Honline" and "Registration powered by 4HOnline".

To move between boxes, you need to use your mouse or the TAB key. Don't press the ENTER key or click on the BACK ARROW – you will lose any information that you have entered.

Family Information page

- Fill in all your personal information correctly and completely.
- Make sure that you choose your correspondence preference to either "Mail" or "Email".
- Do not check the "update member records" box at this time.
- Click on the "Continue" button at the bottom of the page.

Family Information

Profile Information •Required Fields

•Email: joe@gmail.com

•Last Name:

•Mailing Address:

•City:

•State:

•Zip Code: 12345

•Primary Phone: 555-555-1234

•Correspondence Preference:

•4-H County:

Update member records with the same address

Password Management

Member List page

In the drop down box under "Add a New Family Member", select "youth" and click on "Add Member".

NEW adult volunteers must complete and submit paper copies of the [Volunteer Application, 4-H Volunteer Agreement](#) and [Volunteer Disclosure & Consent Form](#) to their County Extension Office to be approved as a 4-H volunteer. The County Extension Office will add the enrollment information to your family's profile.

Smith Family

123 Alphabet Lane
Choteau, MT 59422

406-466-5555
smith@hotmail.com [send mail]
Demo - Admin County [contact info]

Add A New Family Member

ReActivate An Archived Family Member

Youth Personal Information page

Fill in all information for this member correctly and completely.

- If he/she has a DIFFERENT e-mail address than the family one entered at login, enter it in the top box.
- If his/her last name is different than the parent/guardian/household name, make that change on this page.
- For the Years in 4-H, enter "1" if this is your first year. If you are reenrolling in the 4-H program, enter the number of years you have been a member.
- Enter parent's first and last name, along with their cell phone number, if applicable.



Youth Personal Information

Profile Information *Required Fields

Email: joe@gmail.com

*First Name:

Middle Name:

*Last Name:

Preferred Name:

*Mailing Address:

*City:

*State:

*Zip Code: 12345

*Birth Date: mm/dd/yyyy

*Gender:

*Primary Phone: 555-555-1234

Correspondence Preference:

Cell Phone: 555-555-1234

You wish to receive notices via text message:

Years in 4-H:

Second Household Send Correspondence:

Second Household Family Name:

Second Household First Names:

Second Household Primary Phone: 555-555-1234

Second Household Mailing Title:

Second Household Address:

Second Household City:

Second Household State:

Second Household Zip Code: 12345

Second Household Email: joe@gmail.com

Emergency Contact Name:

Emergency Contact Phone: 555-555-1234

Emergency Contact Cell Phone: 555-555-1234

Emergency Contact Email: joe@gmail.com

Emergency Contact Relationship:

*4-H County:

- If there are parents/guardians that do not live in the same residence as you, you may enter their mailing information under Secondary Household.
- Mark the check box if the parents/guardians in the secondary household would like to receive correspondence.
- Complete the Emergency Contact information in the event that the parent/guardian cannot be reached.
- Select your county from the drop down box.

- In the Volunteer section, mark Yes if you serve in a leadership capacity in 4-H. If not, mark no.

Volunteer

Select "Yes" if you serve in a leadership capacity in 4-H.
Examples for youth: Junior Leader, Club Officer, etc.
Examples for adult: Chaperone, Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No: Yes:

Additional Information

Each youth member will need to digitally sign the following forms on the Additional Information page.

Animal Project Permission and Assumption of Risk

Additional Information

Animal Project Permission and Assumption of Risk

REQUIRED FOR YOUTH PARTICIPATING IN ANY ANIMAL PROJECT (including Beef, Cat, Dairy Cattle, Dog, Goat, Pocket Pet, Poultry, Rabbit, Sheep and Swine). **EXCLUDING HORSE** (see separate form). **If your child is not participating in any animal projects, please select that option from the Drop Down List below and sign the form.**

FOR PARTICIPANT

I hereby request and apply to participate in Montana State University Extension Service 4-H Animal Project. I agree that I will abide by all Extension Service 4-H rules and regulations. I further agree that I will abide by all the directions and requirements which are specified in the project manual, safety guidelines manual, and/or specified by the course leader(s).

FOR PARENTS OR LEGAL GUARDIANS

As parent(s) or legal guardian(s), I/we agree to have my/our child abide by directions and requirements specified in the project manual, safety guidelines manual and assessment criteria provided for the above described Montana State University Extension Service 4-H Animal Project. I/we understand the program and activities which are involved, consent to my/our child's participation, and agree to have my/our child abide by all the applicable rules, regulations and directions specified by the course leader(s). I/we are fully aware that this can be a dangerous activity and there are many serious risks of injury inherent with the handling of animals and participating in the 4-H Animal Program. Animals can be unpredictable and may react to sudden movement, unfamiliar surroundings or persons or other activities. I/we also recognize and understand that some injury may be required and are aware of the risks associated with that activity. I/we understand and agree that Montana State University and MSU Extension 4-H does not provide accident/medical insurance covering my/our child while participating in 4-H Animal Projects. I/we hereby assume all responsibility for any injury or illness my/our child might sustain while participating in this program. In consideration of my/our child's being permitted to participate in the 4-H Animal Program, I/we hereby assume all the risks associated with participation and acknowledge that I/we have carefully read the foregoing permission and assumption of risk and sign of my/our own free will and accord.

I have read the above statements and understand the risks associated with participation in 4-H Animal Projects.

Member Signature _____
Guardian Signature _____

Montana 4-H Code of Conduct Form

Code of Conduct

Montana 4-H Code of Conduct

The 4-H Center & Montana State University Extension wants your participation in 4-H projects, events and activities to be filled with exciting experiences, new friendships and fun. To ensure a positive experience for all participants, it is expected that all 4-Hers be considerate of others, participate fully in the programming and observe the following expectations. If a situation or question arises which is not clearly covered by this list, ask an Extension faculty/ staff member, volunteer leader, or chaperone before acting.

While attending 4-H activities and events, I will:

- Obey all rules established by the 4-H program, the local 4-H program and all local, state and federal laws.
- Conduct myself at all times in order to be a credit to the club, school and community.
- Dress neatly and appropriately for the occasion and in accordance with the activity dress code.
- Show respect for the rights and property of others, be courteous at all times.
- Be honest and not take unfair advantage of others.
- Refrain from disruptive behavior and swearing.
- Demonstrate sportsmanship, modesty in winning and generosity in defeat.
- Attend meetings and sessions promptly and respect the opinion of others in discussion.
- Be respectful of the authority of adult volunteers, youth leaders, 4-H staff and others in leadership roles.
- Not use, except in very special cases, drugs or tobacco, or associate with others using the substances.

While attending overnight events, I will also:

- Not leave the activity or event unless permission is secured from my agent or chaperone.
- Not use my personal vehicle when it is not allowed by an event or trip.
- Care for the lodging property and respect the rights of other guests of the facility and observe all rules instituted by the property.
- Be in my sleeping area and stay there after curfew time and be out each day by the bedtime.
- Not enter the sleeping areas of members of the opposite gender and not invite non 4-H participants in the sleeping areas.
- Respect supervision at all times, being responsible to all adults connected with the trip or event.
- Be prepared to report to my local 4-H program knowledge gained by attending these activities.

Member: I have read the 4-H Code of Conduct and agree to live up to these expectations while participating in 4-H programs and events. I am aware that my actions and decisions affect others. I understand that my failure to do so could result in consequences, including dismissal from the event or program. I am willing to accept appropriate consequences of my actions.

Parent/Guardian: I have read the 4-H Code of Conduct and I support my child living up to the expectations it outlines. I will support the individual(s) in charge in maintaining appropriate behavior.

Member and Parent/Guardian have read and agree with the above.

Member Signature _____
Guardian Signature _____

Horse Project Permission & Assumption of Risk Form

Horse Project Permission & Assumption of Risk

REQUIRED FOR YOUTH PARTICIPATING IN ANY 4-H HORSE PROJECTS. Please note members still need to sign the Horse Safety Policy and have a hard copy on record with the Extension Office. **If your child is not participating in the 4-H Horse Project, please select that option in the drop down list and sign the form.**

FOR PARTICIPANT

I hereby request and apply to participate in the Montana State University Extension Service 4-H Horse Project. I agree that I will abide by all Extension Service 4-H rules and regulations. I further agree that I will abide by all the directions and requirements which are specified in the project manual, safety guidelines manual, and/or specified by the course leader(s).

FOR PARENTS OR LEGAL GUARDIANS

As parent(s) or legal guardian(s), I/we agree to have my/our child abide by directions and requirements specified in the project manual, safety guidelines manual and assessment criteria provided for the above described Montana State University Extension Service 4-H Horse Project. I/we understand the program and activities which are involved, consent to my/our child's participation, and agree to have my/our child abide by all the applicable rules, regulations and directions specified by the course leader(s). I/we are fully aware that this can be a dangerous activity and there are many serious risks of injury inherent with handling of animals and participating in the 4-H Horse Program. Animals can be unpredictable and may react to sudden movement, unfamiliar surroundings or persons or other activities. I/we also understand the stated risks are increased without my/our child's use of a helmet whenever he/she is around a horse. I/we recognize and understand that some injury may be required and are aware of the risks associated with that activity. I/we understand and agree that Montana State University and MSU Extension 4-H does not provide accident/medical insurance covering my/our child while participating in 4-H Horse Projects. I/we hereby assume all responsibility for any injury or illness my/our child might sustain while participating in this program. In consideration of my/our child being permitted to participate in the 4-H Horse Project, I/we hereby assume all the risks associated with participation and acknowledge that I/we have carefully read the foregoing permission and assumption of risk and sign of my/our own free will and accord.

I have read the above statements and understand the risks associated with participation in 4-H Animal Projects.

Member Signature _____
Guardian Signature _____

Media Release Form

Media Release

Media Permission: 4-H would like to use photos or video of your 4-H club events or activities in our news releases and other publicity. The photo or video may be used for the following purposes:

- Press
- Press Release
- News Story
- Marketing Materials
- Other

CONDITIONS OF USE:

- We will not use personal details or full names (first name and last name) of any club member in a photograph on our web site.
- We will not include personal email or postal addresses or telephone numbers on our web site or in other printed publications.
- We require the name of the club to accompany photos or video captions.

I have read, consent, and agree, individually and, as a parent or guardian of the minor named above, to the foregoing terms and provisions. I warrant that I am of legal age and have every right to make such for the above request.

Guardian Signature _____

Member Information

Discard any special accommodations? Please email _____

Ethnicity

Are you of Hispanic or Latino ethnicity? (Yes) Yes No [Need help?](#)

Race

Check all the races that apply to you. If you selected "Not Hispanic", you must select at least one option. [Need help?](#)

White:

Black or African American:

American Indian or Alaska Native:

Native Hawaiian or Pacific Islander:

Asian:

Prefer Not to State:

Residence

Farm:

Town under 10,000 and rural non-farm:

Town/City: 10,000 - 50,000 and its suburbs:

Suburb of city more than 50,000:

Central city more than 10,000:

Military Service of Family

Family Member Military Service: [Need help?](#)

Branch of Service:

Branch Component:

School Information

Please select your school from the list below, by selecting your school's county, then district and then your school.

School County: [Need help?](#)

School District:

School Name: [Need help?](#)

If you are unable to locate your school in the list above, please enter the school name and type, in the fields below.

School Name:

School Type: [Need help?](#)

Select school grade

Grade: [Need help?](#)

[Continue >>](#)

Ethnicity – if you consider yourself/child to be a part of the Hispanic culture, mark “yes”.

- You may choose any of the other options listed below or mark “prefer not to state”.
- Choose your **residence**.
- Complete the **Military Service of Family** section.
- **School Information** –Select your child’s current grade in school.
- Click on the “**Continue**” button at the bottom.

Clubs page

- Select the correct club from the drop down menu and click on it.
- Be sure to click “**Add Club**”.
- Click the “**Continue**” button.

Personal Information Additional Information **Participation**

Clubs **Projects** **Groups**

Youth: Select the appropriate club from the pull-down list, then click “Add Club”. Indicate the primary club with the radio button.

Club Leaders: Choose both the club and the volunteer type on this page.

Select a minimum of 1 club(s)

Add a Club

Select a Club: [Need help?](#)

[Add Club](#)

Club List		
Primary	Club	edit
<input checked="" type="radio"/>	Teton Shamrocks	Delete

[<< Previous](#) [Return to Member List](#) [Continue >>](#)

Projects page

- Under “Select a Project” click on the drop down menu and select the first project for this youth.
- “Years in Project” – must have 1 for 1st year members. For returning members, enter the number of years you have been enrolled in the project.
- Click on “Add Project”.
- For each additional project that you want to add, repeat the steps above.
- Click the “Continue” button.

Activities (Committees) page

- If you would like to volunteer to be part of a committee, you will enroll on this page.
- Select the committee you wish to enroll in from the dropdown box.
- Click on “Add Activity”.

Once you have entered all your project(s), and activities (committees, if applicable), you need to click on “Submit Enrollment” and you are done!

If there is another youth in your family enrolling in 4-H, you will need to repeat this process for them. There is an option to “copy parent information from another youth record” drop box that will shorten the process some for the second (and beyond) youth.

Once your enrollment has been submitted, it is sent to your County Extension Office for approval. If there are any problems with your enrollment – incorrect or missing information, etc. – you will get an e-mail stating so. If there are no problems, you will receive an e-mail stating that you have been accepted and will have access online to view your enrollment throughout the 4-H year.

Keep your login (family email address) and password handy so that you can log in to the program and view your records whenever you need to and receive important updates.



FAQ – Frequently asked Questions

Passwords and E-mail Addresses

Q: I forgot my password, how can I get it?

A: On the login page, click on "I forgot my password" and then click "Send My Password"

Q: I forgot the e-mail address that I used, how can I get it?

A: You will need to contact your county Extension office and ask them to look at your profile for the correct e-mail address.

Q: I requested my password to be sent, but it never came, what can I do?

A: Contact your county Extension office and ask for your password to be reset.

Q: If I forgot my e-mail and/or password, can I just set up another profile?

A: No! If you do that it duplicate the enrollment numbers in the system and creates multiple profiles for families and 4-H members and does not allow you to create a "transcript" of all your 4-H events.

Q: I was given/e-mailed a password but when I typed it in, but it did not work?

A: Because of the sensitivity of the passwords it is recommended that you "cut and paste" the password into the password field. Then once you are logged into the system, you can reset it to something more memorable, as long as it has a minimum of 8 characters & includes letters, plus numbers and/or symbols.

Family and Individual Profile

Q: I completed my profile over a week ago and it is still pending, what do I do?

A: Contact your county Extension office and ask them to approve your enrollment, or ask if there are any problems with it.

Q: If I enrolled using the paper format, how do I access my 4HOnline account?

A: If you did not enroll using the Montana 4-H Online software, and would like to access your account, please access the Montana 4HOnline software at <http://mt.4honline.com> , select "I forgot my password," type in your email address and click the Login button.

New Volunteers (first year) will need to fill out a paper form so that we can run a background check. Please see office for form.



Re-enrollment for Members & Families

Families and members can begin re-enrollment using 4hOnline on September 15.

Type <https://mt.4honline.com> in your web browser.

Montana 4-H Youth Development

Welcome to 4-H Online

I have a profile
 I need to setup a profile
 I forgot my password

Email:

Password:

Role:

Select the “I have a profile” button, enter your email address and password. Select Family as the Role and click the “Login” button.

Have you forgotten your password?

Montana 4-H Youth Development

Welcome to 4-H Online

I have a profile
 I need to setup a profile
 I forgot my password

Email:

Role:

If you have forgotten your password, or have never logged into your account, click “I forgot my password.” Type your email address, select “Family” as your role and click on the “Send My Password” button. A temporary password will be sent to your email account.

If you are unable to remember the primary email address you supplied, contact the Extension Office.

Return to 4HOnline, click I have a profile and enter your email address and temporary password. Select “Family” as your role and click on the “Login” button.

Logged in as Beadle # Home | My Member List

Email History **Family** Family Settings Login History

Please update your password

Password Management

New Password:

Confirm New Password:

If you requested a new password, you will need to update it. First enter and confirm your temporary password, and click the "Continue" button.

In order to reset your password, enter the temporary password in the "Current Password" box. Then enter and confirm your new password, and click the "Continue" button.

Logged in as Beadle # Home | My Member List

Email History **Family** Family Settings Login History

Your password has been successfully updated

Please update your password

Password Management

Current Password:

New Password:

Confirm New Password:



Logged in as Beadle

My Meetings

Announcements & Newsletters

August 2014
Jul 23, 2014 Teton County

Continue to Family

The next screen may contain announcements and newsletters available to view. If you would like to change your password in the future, you can do so on this screen.

Click the "Continue to Family" button to re-enroll.

Member List

Smith Family Edit Family

Po Box 130
 Choteau, MT 59422-0130
 406-455-2491
 teton@montana.edu
 Demo - Admin County [contact info]

Add A New Family Member
 select a member type...

If your enrollment status is 'inactive' or 'incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Jamie Smith	Youth	400545	Inactive	2011-2012	<input type="button" value="Edit"/>
2)	Jane Smith	Adult		Inactive		<input type="button" value="Edit"/>

Click on the "Edit" button next to the re-enrolling member.

On the Personal Information Screen, scroll to the bottom of the page and click "Enroll for (current year)" button.

Enrollment | Member Settings | Trainings

Personal Information | Additional Information | Participation

Youth Personal Information

Profile Information + Required Fields

Jamie Smith - Youth record created: 09/18/2012

Email: teton@montana.edu

First Name: **Jamie**

Middle Name:

Last Name: **Smith**

Emergency Contact Phone:

Emergency Contact Cell Phone:

Emergency Contact Email:

Emergency Contact Relationship:

4-H County: Demo

You can make changes to many of the fields on the Personal Information screen. Check the information displayed for accuracy. **Fields in BOLD are required.**

Enrollment | Member Settings | Trainings

Personal Information | Additional Information | Participation

Youth Personal Information

Profile Information + Required Fields

Email: teton@montana.edu Joe@gmail.com

First Name: Jamie

Middle Name:

Last Name: Smith

Preferred Name:

If you would like to receive text messages, please enter your cell phone number, check the appropriate box and select your provider from the dropdown box.

When you have completed this page, click the "Continue" button at the bottom of the page.

Additional Information

All fields are required on this page. Members and parents and/or guardians must sign the Code of Conduct area and parents and/or guardians must sign the Media Release section.

When you have typed your name into the appropriate boxes, click on the "Continue" button.

Missouri 4-H Youth Development [Logout](#)

Logged in as **Smith, James** [Home](#) / [My Member List](#)

[Enrollment](#) [Member Settings](#) [Training](#)

[Personal Information](#) **Additional Information** [Proficiency](#)

Additional information

Code of Conduct

Missouri 4-H code of conduct

The 4-H Career & Missouri State University Extension wants your participation in 4-H programs, events and activities to be filled with exciting experiences, new friendships and fun. To ensure a positive experience for all participants, it is expected that all 4-Hers be considerate of others, participate fully in the programming and observe the following expectations. If a situation is questionable which is not clearly covered by the list, ask an Extension Faculty Staff member, volunteer leader, or supervisor before acting.

While attending all activities and events, I will:

- Obey all rules established by the 4-H program, the local 4-H program and all local, state and federal laws.
- Conduct myself at all times in a manner that reflects well on the 4-H, school and community.
- Behave respectfully and appropriately for the occasion and in accordance with the activity dress code.
- Uphold respect for the rights and property of others, be courteous at all times.
- Be honest and not use unfair advantage of others.
- Refrain from disruptive behaviors such as:

 - Demonstrate rudeness, hostility or disrespect.
 - Attend meetings and sessions promptly and respect the opinion of others in discussion.
 - Be respectful of the authority of adult volunteers, youth leaders and staff and other in leadership roles.
 - Participate, abstain from using alcohol, drugs or tobacco, or associate with others using the substances.

While attending overnight events, I will also:

- Not leave the activity or event unless permission is secured from my agent or chaperone.
- Not use my personal vehicle when it is not allowed by an event or trip.
- Care for the lodging property and respect the rights of other guests of the facility and observe all rules established by the property.
- Be in my sleeping area and stay there after bedtime and be out each day by the set time.
- Not enter the sleeping areas of members of the opposite gender and not invite any 4-H participants to the sleeping area.
- Respect expectations at all times, being responsible to all adults associated with the trip or event.
- Be prepared to report to my local 4-H program manager upon entering these events.

Member: I have read the 4-H Code of Conduct and agree to live up to these expectations while participating in 4-H programs and events. I am aware that my actions and decisions affect others. I understand that my failure to do so could result in consequences, including dismissal from the event or program. I am willing to accept appropriate consequences of my actions.

Parent/Guardian: I have read the 4-H Code of Conduct and I support my child living up to the expectations it outlines. I will support the individual(s) in charge in maintaining appropriate behavior.

Member Signature **REQUIRED**

Parent/Guardian Signature **REQUIRED**

Media Release

Media Release Form

Missouri Extension - 4-H would like to use photos or video of your child during 4-H events or activities to use in press releases and other publicity. The photo or film may be used for the following purposes:

- Website
- Press Release
- News Story
- Marketing Materials
- Other

CONDITIONS OF USE:

- We will not use personal details or full names (last name and last name) of any child in a photograph on our web site.
- We will not include personal e-mail or social addresses or telephone numbers on our web site or in other printed publications.
- We may use the name of the child in accompanying text or a photo caption.

I have read, consent, and agree, individually and, as a parent or guardian of the minor named above, to the foregoing terms and provisions. I warrant that I am of full legal age and have every right to contract for the minor in the above regard.

Parent/Guardian Signature **REQUIRED**

[U.S. Privacy](#) [Continue >>](#)

Your primary club should be listed under “Club List.” If you are switching your membership to a new club, please contact the office.

Click the “Continue” button.

To add a project, click on the drop down box next to “Select a Project.”

Click on the drop down box beside years in project and choose the appropriate year. Select the Project materials you need from the drop down box next to “Select Project Materials”. Lastly, click on the “Add Project” button.

To drop a project that you were enrolled in last year, locate the project in the “Project List” section at the bottom of the page. Click on the “Edit” button next to the project and click on the “Delete” button.

Click the “Continue” button.

If your county has populated the group list, you can add a group (such as committees) on this screen. Select the group from the drop down box and then click on the "Add Group" button.

Click on the "Submit Enrollment" button.

The screenshot shows a web interface for adding a group. At the top, there are navigation tabs: "Enrollment" (selected), "Member Settings", and "Trainings". Below these is a progress indicator with three steps: "Personal Information", "Additional Information", and "Participation". The main content area has three tabs: "Clubs", "Projects", and "Groups" (selected). Under the "Groups" tab, there is a section titled "Add a Group". It contains a dropdown menu labeled "Select a Group" with the text "Select a group ..." and a downward arrow. Below the dropdown is an "Add Group" button. Underneath is a section titled "Group List" which contains a table with one row: "Group" and "Edit". At the bottom of the form are two buttons: "<< Previous" and "Submit Enrollment".



In the member list for your family, your enrollment status will be displayed as "Pending" until the Extension Office confirms your membership. Your enrollment status will then be "Active."

When you have completed your re-enrollment, log out of your account by clicking on the "Logout" button on the top right hand side of the screen.

If you have any questions, please contact the Extension Office for information.

CODE OF CONDUCT FOR 4-H MEMBERS

Name _____ County _____

The 4-H Center & Montana State University Extension wants your participation in 4-H programs, events and activities to be filled with exciting experiences, new friendships and fun. To ensure a positive experience for all participants, it is expected that all 4-H'ers be considerate of others, participate fully in the programming and observe the following expectations. If a situation or question arises which is not clearly covered by this list, ask an Extension Faculty/Staff member, volunteer leader, or chaperone before acting.

While attending 4-H activities and events, I will:

- Obey all rules established by the 4-H program, the local 4-H program and all local, state and federal laws.
- Conduct myself at all times in order to be a credit to the club, school and community.
- Dress neatly and appropriately for the occasion and in accordance with the activity dress code.
- Show respect for the rights and property of others; be courteous at all times.
- Be honest and not take unfair advantage of others.
- Refrain from disruptive behavior and swearing.
- Demonstrate sportsmanship, modesty in winning and generosity in defeat.
- Attend meetings and sessions promptly and respect the opinion of others in discussion.
- Be respectful of the authority of adult volunteers, youth leaders, 4-H staff and others in leadership roles.
- Not use, accept or carry alcohol, drugs or tobacco, or associate with others using the substances.

While attending overnight events, I will also:

- Not leave the activity or event unless permission is secured from my agent or chaperone.
- Not use my personal vehicle when it is not allowed by an event or trip.
- Care for the lodging property and respect the rights of other guests of the facility and observe all rules instituted by the property.
- Be in my sleeping area and stay there after curfew time and be out each day by the set time.
- Not enter the sleeping areas of members of the opposite gender and not invite non 4-H participants to the sleeping areas.
- Respect supervision at all times, being responsible to all adults connected with the trip or event.
- Be prepared to report to my local 4-H program knowledge gained by attending these activities.

I have read the 4-H Code of Conduct and agree to live up to these expectations while participating in 4-H programs and events. I am aware that my actions and decisions affect others. I understand that my failure to do so could result in consequences, including dismissal from the event or program. I am willing to accept appropriate consequences of my actions.



Member Signature _____ Date _____

I have read the 4-H Code of Conduct and I support my child living up to the expectations it outlines. I will support the individual(s) in charge in maintaining appropriate behavior.



Parent/Guardian Signature _____ Date _____



MONTANA
STATE UNIVERSITY

EXTENSION



Montana 4-H Center
FOR YOUTH DEVELOPMENT

MEDIA RELEASE FORM

Montana State University Extension

Name of participant: _____

County: _____ 4-H Year: _____ - _____

MSU Extension - 4-H would like to use photos or video of your child during 4-H events or activities to use in press releases and other publicity. The photo or film may be used for the following purposes:

- Website
- Press Release
- News Story
- Marketing Materials
- Other

CONDITIONS OF USE:

1. We will not use personal details or full names (first name and last name) of any child in a photograph on our web site.
2. We will not include personal e-mail or postal addresses or telephone numbers on our web site or in other printed publications.
3. We may use the name of the child in accompanying text or a photo caption.

I DO authorize the use of photos or video of my child at 4-H events or activities.

I DO NOT authorize the use of photos or video of my child at 4-H events or activities.

I have read, consent, and agree, individually and, as a parent or guardian of the minor named above, to the foregoing terms and provisions. I warrant that I am of full legal age and have every right to contract for the minor in the above regard.



Parent or Guardian Signature _____ Date _____



Medical Release Form for 4-H Youth & Adults

PARTICIPANT INFORMATION:

Name: _____ County: _____
Address: _____
Name of Parent or Legal Guardian: (YOUTH ONLY): _____
Primary Physician: _____ Phone: _____
Dentist: _____ Phone: _____

IN CASE OF EMERGENCY:

Primary Contact: _____ Phone: _____
Relationship: _____ City: _____ State: _____
Alternate Contact: _____ Phone: _____
Relationship: _____ City: _____ State: _____

INSURANCE INFORMATION

Name of Insurance Carrier: _____
Policy Holder Name: _____ Policy #: _____
Date of Last: _____

Tetanus Shot: _____ Polio Shot: _____ Mumps Shot: _____ Measles Shot: _____ Rubella Shot: _____

Medical Information: (check all that apply and explain if necessary)

- | | |
|---|---|
| <input type="checkbox"/> Stomach or Intestinal problems | <input type="checkbox"/> Any allergies to food or plants |
| <input type="checkbox"/> Diabetes or hypoglycemia (low blood sugar) | <input type="checkbox"/> Special diet or food restrictions |
| <input type="checkbox"/> Nervous disorder (convulsions, epilepsy, dizziness, ect) | <input type="checkbox"/> Are you currently under a doctor's care? |
| <input type="checkbox"/> Respiratory problems | <input type="checkbox"/> Are you currently taking medications? |
| <input type="checkbox"/> Heart Disease | <input type="checkbox"/> Are there any physical restrictions or medical problems that may require special considerations? |
| <input type="checkbox"/> Any allergies to medication | |
- _____

AUTHORIZATION FOR TREATMENT (YOUTH ONLY)

I, _____ do hereby give permission to _____
PARENT/GUARDIAN Name CHAPERONE Name
to seek and obtain any medical care necessary for my child _____
YOUTH Participant Name
Parent/Guardian Signature _____ Date _____

ALL PARTICIPANTS

To the Best of my knowledge, accurate information has been provided in all areas of this form.

Participant Signature (youth/ adult) _____ Date _____
IF YOUTH: Parent/Guardian Signature _____ Date _____



MONTANA
STATE UNIVERSITY

EXTENSION



Montana 4-H Center
FOR YOUTH DEVELOPMENT

The Montana State University Extension Service is an ADA/EO/AA/Veteran's Preference Employer and Provider of Educational Outreach.

Montana State University Extension Montana 4-H Animal Project

Signed Form
is Required
YEARLY



Permission and Assumption of Risk for Participation in all 4-H Animal Projects Excluding Horse

4-H YEAR from: _____ to: _____ County: _____

Participant Name: _____ Birth Date: MM/DD/YYYY _____

Project Name(s): _____

FOR PARTICIPANT

I hereby request and apply to participate in the above listed Montana State University Extension Service 4-H Animal Project. I agree that I will abide by all Extension Service 4-H rules and regulations. I further agree that I will abide by all the directions and requirements which are specified in the project manual, safety guidelines manual, and/or specified by the course leader(s).

Participant Signature: _____ Date: _____

FOR PARENT(S) OR LEGAL GUARDIAN(S)

As parent(s) or legal guardian(s) of the above named child, I/we agree to have my/our child abide by directions and requirements specified in the project manual, safety guidelines manual and assessment criteria provided for the above described Montana State University Extension Service 4-H Animal Project. I/we understand the program and activities which are involved, consent to my/our child's participation, and agree to have my/our child abide by all the applicable rules, regulations and directions specified by the course leader(s). I/we are fully aware that this can be a dangerous activity and there are many serious risks of injury inherent with the handling of animals and participating in the 4-H Animal Program. Animals can be unpredictable and may react to sudden movement, unfamiliar surroundings or persons or other activities. I/we also recognize and understand that some travel may be required and are aware of the risks associated with that activity.

I/we understand and agree that Montana State University and MSU Extension 4-H does not provide accident/medical insurance covering my/our child while participating in 4-H Animal Projects. I/we hereby assume all responsibility for any injury or illness my/our child might sustain while participating in this program.

In consideration of my/our child's being permitted to participate in the 4-H Animal Program, I/we hereby assume all the risks associated with participation and necessary travel.

I/we have carefully read the foregoing permission and assumption of risk and sign of my/our own free will and accord.

Printed Name of Parent or Legal Guardian: _____

Signature: _____ Date: _____

Printed Name of Parent or Legal Guardian: _____

Signature: _____ Date: _____

signatures are required yearly

What is going to happen?

List committee members and chair person.

How will we know when action is accomplished?

When should the Council review it?

What is the cost?

Does action affect other funding sources?

What resources do you need to request from the Council?

What is your motion for the Council?

The one making the motion needs to be present, otherwise we don't know if action plan is actual motion or just an idea to go off.

Montana State University Extension Montana 4-H Horse Project

Signed Form
is Required
YEARLY



Permission and Assumption of Risk for Participation in all 4-H Horse Projects

4-H YEAR from: _____ to: _____ County: _____

Participant Name: _____ Birth Date: MM/DD/YYYY _____

Project Name(s): _____

FOR PARTICIPANT

I hereby request and apply to participate in the above listed Montana State University Extension Service 4-H Horse Project. I agree that I will abide by all Extension Service 4-H rules and regulations. I further agree that I will abide by all the directions and requirements which are specified in the project manual, safety guidelines manual, and/or specified by the course leader(s).

Participant Signature: _____ Date: _____

FOR PARENT(S) OR LEGAL GUARDIAN(S)

As parent(s) or legal guardian(s) of the above named child, I/we agree to have my/our child abide by directions and requirements specified in the project manual, safety guidelines manual and assessment criteria provided for the above described Montana State University Extension Service 4-H Horse Project. I/we understand the program and activities which are involved, consent to my/our child's participation, and agree to have my/our child abide by all the applicable rules, regulations and directions specified by the course leader(s). I/we are fully aware that this can be a dangerous activity and there are many serious risks of injury inherent with handling of animals and participation in the 4-H Horse Program. Animals can be unpredictable and may react to sudden movement, unfamiliar surroundings or persons or other activities. I/we also understand the stated risks are increased without my/our child's use of a helmet whenever he/she is around a horse. I/we recognize and understand that some travel may be required and are aware of the risks associated with that activity.

I/we understand and agree that Montana State University and MSU Extension 4-H does not provide accident/medical insurance covering my/our child while participating in 4-H Horse Projects. I/we hereby assume all responsibility for any injury or illness my/our child might sustain while participating in this program.

In consideration of my/our child being permitted to participate in the 4-H Horse Project, I/we hereby assume all the risks associated with participation and necessary travel.

I/we have carefully read the foregoing permission and assumption of risk and sign of my/our own free will and accord.

Printed Name of Parent or Legal Guardian: _____

Signature: _____ Date: _____

Printed Name of Parent or Legal Guardian: _____

Signature: _____ Date: _____

4-H Horse Helmet Policy & Acknowledgement of Education

Signed Form
is Required
YEARLY



4-H YEAR from: _____ to: _____ County: _____

Participant Name: _____ Birth Date: MM/DD/YYYY _____

Montana State University Extension: 4-H Horse Helmet Policy

A certified equestrian helmet with safety harness fastened in place is required in over fence classes and gymkhana events, activities, and practice sessions. Gymkhana refers to horseback speed events (timed or un-timed) that do not use livestock. Events that usually fall in this category include, but are not limited to: barrel racing, pole bending, keyhole races, stake races, rescue races, pony express race, etc. Events that are not intended to be included in this policy are events such as calf roping, team roping, goat tying, and team penning that may be timed but use livestock.

Participants in the 4-H Horse Project are required to attend a helmet education workshop and/or view the video "Every Ride Every Time" once as a junior 4-H member (9-13) and once as a senior 4-H member (14 and up).

It is the responsibility of the parent or guardian of the 4-H member to see that the headgear worn complies with such standards and is in good condition. The Montana 4-H Center for Youth Development encourages the use of ASTM certified/SEI approved safety helmets in all equine events. Protective headgear may be used in all classes and shall not be discriminated against.

Helmet use is encouraged in all 4-H horse activities any time a 4-H member is around a horse. Counties may establish more stringent policies regarding helmet use.

I have read, understand, and agreed to adhere to the above Montana 4-H Horse Helmet Policy in order to participate in the Montana 4-H Horse Project.

Participant Signature: _____ Date: _____

signatures are required yearly

Montana State University Extension: 4-H Acknowledgement of Receiving Horse Helmet Education

I have attended a 4-H horse helmet safety workshop and/or viewed the video "Every Time, Every Ride". I acknowledge that helmet education is required twice during my 4-H membership - first in my junior years, 4-H age 9-13, and again in my senior years, 4-H age 14 and up, unless I joined 4-H as a senior member whereas I need only receive training once.

Participant Signature: _____ Date of Education: _____

Printed Name of Parent or Legal Guardian: _____

Signature: _____ Date: _____



Montana State University Extension 4-H
Permission, Release, and Assumption of Risk
for Participation in 4-H Shooting Sports Program



Please return this form to the Extension Office by February 1. This form must be on file for you to participate in any Shooting Sports programs.

(Please Print or Type)

MT County: Stillwater County Date of Program: October 1, 20 to September 30, 20-----

Project(s) Description:

Participant's Name: Date of Birth:

FOR PARTICIPANT

I hereby request and apply to participate in the above listed Montana State University Extension Service 4-H Shooting Sports Program. I agree that I will abide by all Extension Service 4-H rules and regulations. I further agree that I will abide by all the directions and requirements, which are specified in the project manual and/or specified by the course leader(s).

Participant's Signature: Date:

FOR PARENT(S) AND LEGAL GUARDIAN(S)

As parent(s) and legal guardian(s) of the above named child, I/we agree to have my/our child abide by the directions and requirements specified in the project manual provided for the above-described Montana State University Extension 4-H Shooting Sports Program. We understand the program and activities, which are involved and consent to have my/our child participate in this program. I/we are fully aware that this can be a dangerous activity and there are many risks of injury inherent with the handling of firearms and participating in the 4-H Shooting Sports Program. I/we also recognize and understand that some travel may be required and are aware of the risks associated with that activity.

I/we understand and agree that Montana State University and MSU Extension 4-H does not provide accident/medical insurance covering my/our child while participating in 4-H Shooting Sports programs. I/we hereby assume all responsibility for any injury or illness my/our child might sustain while participating in this program.

In consideration of my/our child's being permitted to participate in the 4-H Shooting Sports program, I/we hereby assume all the risks associated with participation and necessary travel. I/we agree to hold the State of Montana, Montana State University Extension 4-H, its trustees, officers, employees, agents, representatives, volunteers and/or any property or area owner allowing Extension Service 4-H Shooting Sports Project activities upon his/her property harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my/our child's participation in the MSU Extension 4-H Shooting Sports program. The terms hereof shall serve as a release and assumption of risk for myself/ourselves, my/our estate, executor(s), administrator(s), assignees, and for all members of my/our family.

I/We hereby attest that I/We have carefully read the foregoing release, consent, and assumption of risk and sign this release, consent and assumption of risk of my/our own free will and accord. I/We also certify that I/we are lawfully empowered to enter into this release, consent and assumption of risk.

Name of Parent/Legal Guardian: (Please Print)

Signature: Date:

Name of Parent/Legal Guardian: (Please Print)

Signature: Date:

4-H Online Add Form

Name of Member: _____

Club: _____

ADD	Years in Project <small>(If adding and have been in the project previously.)</small>

Parent/Guardians Signature

Date

Please have all Adds into the office by May 1st! This form needs to be filled out before we can change the members current information.

Thanks!

Activity Financial Assistance Application

Date of Application:

Name:

Birthdate:

4-H Club:

4-H projects of which you are enrolled:

Event:

Date of Event:

Cost of Event:

Please describe why you would like to attend this event:

Please describe why you are requesting financial assistance:

Please describe your involvement in your 4-H club:

Please describe how you plan to share this information with other 4-Hers:

Have you attended an event similar to this? What was your experience?

Please describe what you plan to learn from attending this event:

4-H Project Scholarship Form

Applicant must have

- Completed a minimum of one year in 4-H
- Starting a new project that member has not enrolled in during previous years
- Completed entire 4-H year as verified by the Extension Agent and Club Leader
- Participated in Stillwater County fair
- Submitted completed application form by September 1 of each year.

In addition to application please include the following:

- Copies of receipts related to project (must be reflected in financial records)
- Letter from club leader regarding members' participation in the project as well as any other information relevant to member and project.

By completing this application the member and parent(s) and/or guardian(s) understands that the Stillwater Leaders Council is not financially responsible for any costs related to the project. One scholarship will be awarded and will not exceed \$100. Applications will be reviewed by Leaders Council. Additionally, it is understood that because the form has been submitted does not ensure that the applicant will be the chosen recipient of the scholarship.

The scholarship will be awarded at Achievement Night.

For additional questions regarding the application, please contact Tammi Kirch at 406-855-3839.

To Make The Best Better

Applicants Name: _____

Applicants Club: _____

Applicants Address: _____

Applicants Phone Number: _____

Applicants Email (if applicable): _____

Parent/Guardian Name(s): _____

Year in 4-H: _____

New Project: _____

Why Did You Choose This Project:

Other information applicant feels relevant to application or would like to share:

Applicant Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Club Leader Signaure: _____ Date: _____

Extension Office Received Date: _____ Initials: _____

Independent Study/Self Determined Projects

Definitions:

Self Determined Project: offers an opportunity to develop and carry out a project or individual design. This means selecting a topic, deciding upon goals, obtaining resources, and designing records. The project can cover any subject and may or may not be related to any current 4-H project. (these projects are typically designed around an individual interest in which there is not currently a formalized project offered within the County).

Independent Study: is for any youth who are looking for opportunities and new challenges within a specific project in which the member is currently enrolled. The members determine specific experiences needed to accomplish project goals, and locate resources helpful in carrying out their plans. This is for after ALL levels have been completed for that specific project area. (example: utilizing project “option” books available through the County Extension office instead of the project manuals that are designated for each project.)

Deadlines:

Self Determined: Self Determined project plans must be turned into the County Extension Office by May 1. These plans will be reviewed and approved as a project before moving forward.

Independent Study: A member enroll in the “Independent Study” portion of a specified project area as designated in the 4-H Clover. 4-H project enrollment deadlines apply. Members must also turn in the Independent Study Form with their 4-H Fair Entry. All Entry deadlines apply. If the form is not turned in, members are required to utilize a 4-H Project Book and complete the designated activities in order to complete their project and be eligible for sale at the fair.

Materials:

Self Determined: All project records are required as well the You Decide, 5314 as designated in the 4-H Clover.

Independent Study: All project records for the specified project (i.e. market beef, cooking, leather, etc.) are required. The Independent Study Form (available from the Extension Office) is also necessary to complete the project.

Independent Study/Self Determined Project Form

NAME:	
PROJECT:	
YEARS IN PROJECT:	
AGE:	

Project Goals: What do you plan to accomplish/learn in your Independent Study Project?

1.	
2.	
3.	

List 5 specific activities you plan to complete and the timeframe for completion:

	Activity	Completion Date
1.		
2..		
3.		
4.		
5.		

How do you plan to showcase what you have learned in this project?



Enrolling Yourself in FairEntry



Enrolling yourself online for the Stillwater County Fair has never been easier!

Important Reminders



- You may enroll for fair starting NOW!
- Deadline for Fair Entries is June 15th
- (Online enrollment will be closed after June 15th.)
- Late entry forms are due June 22nd and need to be turned into the office to be entered for fair.

Fair Entry Reminders



- Recommended browsers: Google Chrome or Mozilla Firefox.
- Register all entries for each exhibitor in the family before proceeding.
- Be sure to click the “Submit” button when you have completed your entries.
- Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries.
- You will receive a second email when your entries have been approved by us.

Steps



- Go to <http://stillwatercountyfair.fairentry.com/>
OR
- Go to <http://www.fairentry.com> and click “Find Your Fair”.
- Filter by state, click Search, and then click on our fair.

Signing In OR Signing Up



- 4-H Online
- Open Class or No 4-H Online Account
(create a FairEntry account)

The screenshot shows the 'Exhibitor and Staff sign-in' page for 4Honline. It features a green 'Sign in with 4Honline' button and a blue 'Sign in' button. Three arrows point to these elements: a green arrow to the 4Honline button, a blue arrow to the blue 'Sign in' button, and a yellow arrow to a link that says 'Not in 4-H and need to create a FairEntry account?'. The page also includes input fields for 'Email' and 'Password'.

Begin Registration



Welcome!

We noticed you haven't yet registered for the fair.

[Begin Registration](#)

Registration as a 4-H Online Member



- Select the green “Sing in with 4HOnline” button
- Enter your 4HOnline login information
- When you select to add an exhibitor, your Active Youth 4-H members will be listed to select for entries
- Confirm your information
- You DO NOT have to re-enter the contact information or personal details, they should all transfer from 4-H Online
- Then follow the creating entries steps.

Exhibitor Information



Exhibitors Entries Payment \$0.00

Do you want to register an **Individual**?

[Back Entry](#)

New Individual Exhibitor

First Name
(Required)

Last Name
(Required)

Birthdate
(Optional)

Exhibitor Contact Information



Exhibitor added

Exhibitors Entries Payment \$0.00

Myfamily, Sally
1/01/1970

Delete this Exhibitor

1 Personal Details 2 Contact Info 3 Address 4 Questions 5 Review

Contact Info

Home Phone Number (Required)
Format: ###-###-#### or #####

Email Address (Optional)
Format: name@website.com

Cell Phone Number (Optional)
Format: ###-###-#### or #####
Specify your cell phone number (and cell phone provider) if you want to receive SMS Text messages about your FairEntry records.

Cell Phone Carrier (Optional)

Review Exhibitor Information



- Please Review your Information
- Click the green “Edit” button to make changes
- If and when all information is correct, click “Continue to Entries”

Helpsheet, Becky
8/05/2000
#2345

Delete this Exhibitor

1 Personal Details 2 Contact Info 3 Address 4 Questions 5 Files 6 Review

Please review the exhibitor registration. [Continue to Entries](#)

Personal Details		Contact Info	
First Name	Becky	Email	
Last Name	Helpsheet	Home Phone	555-123-4444
Date of Birth	8/05/2000	Cell Phone	
Gender	Female	Cell Phone Carrier	

Creating Entries



- Each Exhibitor can have multiple entries.
 - EX: If your child is bringing 2 photographs, 2 entries into the photography class must be created.
 - EX: If an exhibitor is showing 1 horse in 5 events, five class entries must be created.
- After finishing your first exhibitor (4-Her) you have the choice of:
 - Creating another exhibitor in this family and their entries
 - Proceeding to check-out (submitting the entries page)


Adding Entries




- Click Add an Entry beside the correct exhibitor.



- Click select beside the first Department

- **Select**  the Division


- **Select**  the Class

- After you have selected the class, click the green "Continue" button **Continue** 

What Next...



Exhibitors **Entries** Payment \$2.00

 **Helpsheet, Becky**
8/05/2000
#2145

What do you want to do next?

[+ Register another Exhibitor](#)

[+ Add another Entry for this Exhibitor](#)

[Continue to Payment](#)

Finalize and Submit Entries

Review, Review, Review!!!



Exhibitors **Entries** Payment \$2.00

1 Review — 2 Payment Method — 3 Confirm

Invoice [Summary](#) [Detail](#)

Individual Exhibitor: Becky Helpsheet

Exhibitor Fee \$2.00

Entry #266: Food and Nutrition / Cooking 101 / One loaf banana bread

Total: \$2.00

[Continue](#)

- Review for completeness & accuracy.
- REMEMBER: There will be no additions after June 22nd.



Payment Method

- Only open class entries should be charged
- Please select "Continue" to the last "Confirm" step to submit your entries.

A screenshot of a web application interface for payment. At the top, there are three tabs: 'Exhibitors', 'Entries', and 'Payment'. The 'Payment' tab is active, and the amount '\$2.00' is displayed in the top right. Below the tabs is a progress bar with three steps: '1. Review', '2. Payment Method', and '3. Confirm'. The 'Payment Method' step is highlighted with a red circle. Below the progress bar, there is a section titled 'Instructions to Pay by Check' with the following text: 'If you are paying for: 1. Shooting Sports entry fee: Make check payable to 4-H Shooting Sports. 2. If you are paying for Open Fair Entries: Make check payable to Fremont County Fair Board.' At the bottom right of this section is a green 'Continue' button with a right-pointing arrow.

Last Step!

- Read the Information
 - "After you Submit"
 - Read and Check the Box "Agree to Terms"
- Click Submit to finalize the entries for the exhibitors in your family.
- After you click Submit, no changes are possible to these entries.
 - Please contact Ashley at the Extension office if you have changes.

20__ HORSE & COLT PROJECT IDENTIFICATION CARD

(Card is due to Extension Office by May 1st)

Member's Name _____

Horse Leader's Signature _____

Member's Signature _____

Parent's Signature _____

Photo
of
Horse

******Attach Proof of 5 Way Vaccination******

Horse's Name _____

Horse's D.O.B. _____ Gelding _____ Mare _____

Color & Markings of Horse _____

Person my horse is owned by or leased from _____

One card per horse

Circle Projects for this Horse below:

Western Horsemanship	1	2	3	4	5	6	7
English Horsemanship	1	2	3	4	5	6	7
Colt to Maturity	1	2	3	4	5	W	E
Green Horse	1	2	3	4	5	W	E
Working Ranch Horse	1	2	3	4			
Driving	1	2	3	4			
Packing	1	2	3	4	5		

Please check if this is a mini horse project card.

20__ HORSE & COLT PROJECT IDENTIFICATION CARD

(Card is due to Extension Office by May 1st)

Member's Name _____

Horse Leader's Signature _____

Member's Signature _____

Parent's Signature _____

Photo
of
Horse

******Attach Proof of 5 Way Vaccination******

Horse's Name _____

Horse's D.O.B. _____ Gelding _____ Mare _____

Color & Markings of Horse _____

Person my horse is owned by or leased from _____

One card per horse

Circle Projects for this Horse below:

Western Horsemanship	1	2	3	4	5	6	7
English Horsemanship	1	2	3	4	5	6	7
Colt to Maturity	1	2	3	4	5	W	E
Green Horse	1	2	3	4	5	W	E
Working Ranch Horse	1	2	3	4			
Driving	1	2	3	4			
Packing	1	2	3	4	5		

Please check if this is a mini horse project card.

My 4-H Year



#2FM0263

INSTRUCTIONS

This form may be completed on your computer, using Adobe Acrobat Reader. If you don't have the latest version of Adobe Acrobat, you can download it for free at <http://get.adobe.com/reader>. If you do not wish to complete this form on your computer, you may print the pages you need, and write on the form.

ONLY PAGES 2 THROUGH 7 OF THIS DOCUMENT ARE YOUR RECORD FORM The remaining pages are extra pages that you may need to record additional information. This instruction page is not part of your record book and can be removed.

Your photo can be inserted directly into the form. Due to the limitations of Adobe, the image needs to be in a .pdf format, and will be resized to fit the space provided. Alternatively, if you don't have software to convert your image to a .pdf file, you may print your photo separately, and attach it to the page after you print it.

If you need additional space for any of the sections of the form, check the box at the end of that section, and add additional information on the appropriate page at the end of the form. Be sure to transfer subtotals to the appropriate section at the beginning of your record book. If you still require additional space, make a copy of this file and complete the appropriate section, saving that particular page to print when you compile your record book.

At the end of the year, when it is time to print out your record form, use your printer properties to print only the additional pages you completed. For example, use the format 2-7, 10 to print pages 2 through 7 (record form) and 10 (additional page).

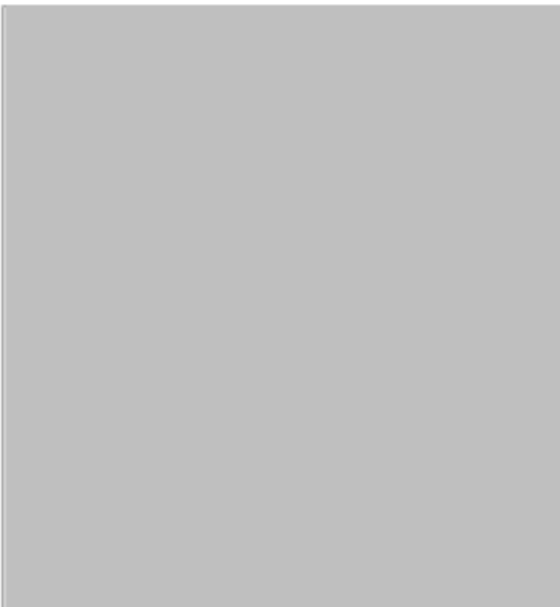
Revised January 2016

My 4-H Year



4-H Year: _____

This Record Belongs to			
County			
Club			
Age	Years in 4-H	Grade in School	



My Photo

These are my projects for this year	

These are my goals for this year <i>Briefly describe your goals for the coming year. Use only the space provided. Use your tab key to move to the next line.</i>

Did you reach your goals? <i>Briefly describe what happened throughout the year as you attempted to reach your goals. Use your tab key to move to the next line.</i>

My 4-H Year



MONTANA
STATE UNIVERSITY

EXTENSION



Club & Project Club Meeting Participation

Record the number of club & organized project meetings you attend. Add notes as needed.

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Club Name Example Club	1	1	No Meeting	1	Missed Meeting -Sick	2	1	1	No Meeting	2	1	1
Club/Project Name _____												
Club/Project Name _____												
Club/Project Name _____												
Club/Project Name _____												
Club/Project Name _____												

Offices & Committees (4-H and other)

Record club offices you hold and committees you are a member of. If you need more space, use the extra pages at end of this record form, and check the box below.

<i>Name of Committee or Office</i>	<i>Describe what you do</i>

More committees & offices are listed at the end of this record form.



My 4-H Year



Promotional Presentations

Record ways you have promoted or publicized 4-H (examples: wore my club t-shirt, National 4-H Week booth, published a news article, etc.). If you need more space, use extra pages at end of this record form, and check the box below.

Type of Presentation	Description	Event or Location	Date

More promotional presentations are listed at the end of this record form.

Communications Activities

Record your communications activities. (examples: Demonstration/illustrated talk, Kiwanis Report, reports at club meetings, public speaking, etc.) If you need more space, use extra pages at end of this record form, and check the box below.

Type of Communication	Title	Event or Location	Date

More communications activities are listed at the end of this record form.

My 4-H Year



Awards & Honors (4-H and other)

Record ALL awards and honors that you have received this year. Include both 4-H and other, such as school, sports, community etc. If you need more space, use extra pages at end of this record form, and check the box below.

<i>Activity or Event</i>	<i>Award</i>	<i>Location</i>	<i>Date</i>

More awards & honors are listed at the end of this record form.

My 4-H Year



Journal of Activities, Events & Experiences

Use this page to record **ALL** activities, events, and experiences as you have them. Include things such as school, sports, church, home chores, civic and volunteer activities. If you need more space, use extra pages at end of this record form, and check the box below.

<i>Type of Activity</i>	<i>Location</i>	<i>Description</i>	<i>Date</i>

More activities, events & experiences are listed at the end of this record form.

My 4-H Year



Comments

Record notes or other comments you have about the experiences you have had this year in 4-H. If you need more space, use extra pages at end of this record form, and check the box below.

More comments are listed at the end of this record form.

I have evaluated my records and believe that they are accurate, complete and verify that this represents my own work.

4-H Club Member

Date

I have reviewed this record book.

4-H Club Leader

Date



The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension Service prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status.



Non-Animal Project Journal & Financial Record



#2FM0264

INSTRUCTIONS

This form may be completed on your computer, using Adobe Acrobat Reader. If you don't have the latest version Adobe Acrobat, you can download it for free at <http://get.adobe.com/reader>. If you do not wish to complete this form on your computer, you may print the pages you need, and write on the form.

ONLY PAGES 2 THROUGH 5 OF THIS DOCUMENT ARE YOUR RECORD FORM The remaining pages are extra pages that you *may* need to record additional information. This instruction page is not part of your record book and can be removed.

Your photo can be inserted directly into the form. Due to the limitations of Adobe, the image needs to be in a .pdf format, and will be resized to fit the space provided. Alternatively, if you don't have software to convert your image to a .pdf file, you may print your photo separately, and attach it to the page after you print it.

If you need additional space for any of the sections of the form, check the box at the end of that section, and add additional information on the appropriate page at the end of the form. Be sure to transfer subtotals to the appropriate section at the beginning of your record book. If you still require additional space, make a copy of this file and complete the appropriate section, saving that particular page to print when you compile your record book.

At the end of the year, when it is time to print out your record form, use your printer properties to print only the additional pages you completed. For example, use the format 2-5, 8 to print pages 2 through 8 (record form) and 10 (additional page).

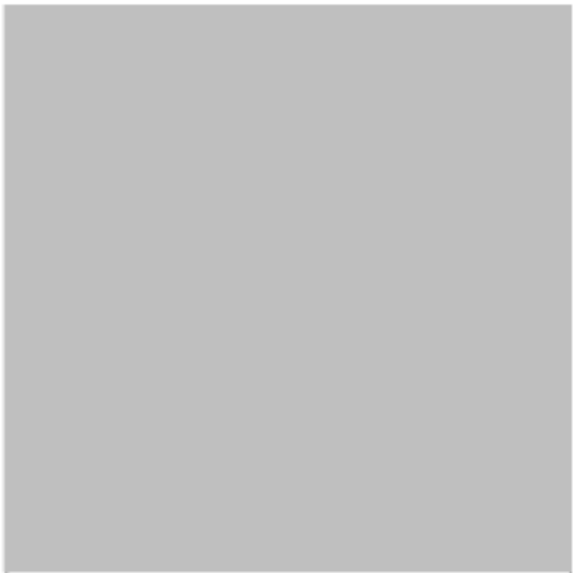
Revised January 2016

Non-Animal Project Journal & Financial Record

4-H Year: _____



This Record Belongs to	
County	
Project Name	
Years in the Project	



My Photo

These are my project goals for this year.
Briefly describe your project goals for the coming year. Use only the space provided. Use your tab key to move to the next line.

Did you reach your project goals?
Briefly describe what happened throughout the year as you attempted to reach your goals. Use your tab key to move to the next line.

Non-Animal Project Journal & Financial Record



Record ALL the activities you do in this 4-H project as you do them.

Include things such as: project meetings, workshops, field trips, work, trainings, shows, concerts, learning experiences... anything related to your project.

WHEN YOU DID IT... WHAT YOU DID... WHAT YOU LEARNED!

Date	What You Did	What You Learned

More activities are listed at the end of this record form.

Non-Animal Project Journal & Financial Record



Record of Project Finances

Record as **INCOME** all money you receive from the sale of services and/or products from this non-animal project. Record as **EXPENSES** all the items you pay for with money to support this non-animal project.

Date	Description of Income or Expense	Income	Expense
Subtotals (this page)		\$0.00	\$0.00

More finance records are listed at the end of this record

Non-Animal Project Journal & Financial Record



Financial Summary	Income	Expense
Subtotals from previous page		
Combined subtotals from any additional pages		
Total Income & Expenses		
	Total Income	
	Total Expenses	
	Profit or Loss	
<p><i>Subtract your income from your expenses. PROFIT is a positive amount and LOSS is a negative amount.</i></p>		

Comments

Record notes or other comments you have about this project.

I have evaluated my records and believe that they are accurate, complete and verify that this represents my own work.

4-H Club Member

Date

I have reviewed this record book.

4-H Club Leader

Date



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Animal Project Journal & Financial Record



#2FM0265

INSTRUCTIONS

This form may be completed on your computer, using Adobe Acrobat Reader. If you don't have the latest version of Adobe Acrobat, you can download it for free at <http://get.adobe.com/reader>. If you do not wish to complete this form on your computer, you may print the pages you need, and write on the form.

ONLY PAGES 2 THROUGH 11 OF THIS DOCUMENT ARE YOUR RECORD FORM The remaining pages are extra pages that you *may* need to record additional information. This instruction page is not part of your record book and can be removed.

Your photo can be inserted directly into the form. Due to the limitations of Adobe, the image needs to be in a .pdf format, and will be resized to fit the space provided. Alternatively, if you don't have software to convert your image to a .pdf file, you may print your photo separately, and attach it to the page after you print it.

If you need additional space for any of the sections of the form, check the box at the end of that section, and add additional information on the appropriate page at the end of the form. Be sure to transfer subtotals to the appropriate section at the beginning of your record book. If you still require additional space, make a copy of this file and complete the appropriate section, saving that particular page to print when you compile your record book.

At the end of the year, when it is time to print out your record form, use your printer properties to print only the additional pages you completed. For example, use the format 2-11, 15 to print pages 2 through 11 (record form) and 15 (additional page).

Revised January 2016

Animal Project Journal & Financial Record

4-H Year: _____



This Record Belongs to	
County	
Project Name	
Years in the Project	

A large, light gray rectangular area intended for a photograph. Below this area, centered, is the text 'My Photo' in a bold, black font.

These are my project goals for this year.
Briefly describe your project goals for the coming year. Use only the space provided. Use your tab key to move to the next line.

Did you reach your project goals?
Briefly describe what happened throughout the year as you attempted to reach your goals. Use your tab key to move to the next line.

Animal Project Journal & Financial Record



Record ALL the activities you do in this 4-H project as you do them.

Include things such as: project meetings, workshops, field trips, work, trainings, shows, concerts, learning experiences... anything related to your project.

WHEN YOU DID IT... WHAT YOU DID... WHAT YOU LEARNED!

<i>Date</i>	<i>What You Did</i>	<i>What Your Learned</i>

More activities are listed at the end of this record form.



Animal Project Journal & Financial Record



Value of Animal(s) Purchased/Owned/Possessed

Enter the value of animal(s) that you owned prior to beginning this project year or that you purchased or were given for this project.

Date	Description	Number	Purchased From/ Owned By	Weight	Unit Price	Market Value
Subtotal (this page)						\$0.00
Subtotal (combined from additional pages)						
Total Market Value (TOTAL A)						\$0.00

More animals owned at the BEGINNING of project are listed at the end of this record form.

Value of Animal(s) Owned at End of Project

Enter the value of animal(s) that you owned at the end of this project year.

Date	Description	Number	Weight	Estimate Value/ Price
Subtotal (this page)				\$0.00
Subtotal (combined from additional pages)				
Total Estimated Value (TOTAL B)				

More animals owned at END of project are listed at the end of this record form.

Animal Project Journal & Financial Record



Feeding Record

Write the kind of feed at the top of the columns. Use the units (pounds, cwt, tons) that are most convenient for you, however be consistent. Also record how much the feed for each month costs. Use the chart to keep track of feed for all animals in this project.

Animal								
Kind of Feed								
Month	Amount	Price	Amount	Price	Amount	Price	Amount	Price
October								
November								
December								
January								
February								
March								
April								
May								
June								
July								
August								
September								
Totals		\$0.00		\$0.00		\$0.00		\$0.00
Price/Unit								
Subtotal (this page)							\$0.00	
Subtotal (combined from additional pages)								
Total Feed Cost (TOTAL C)								

Comments

Record notes or other comments you have regarding this feeding record. Use the tab key to move to next line.

More feeding records are listed at the end of this record form.



Animal Project Journal & Financial Record



Market Animal Growth Record

Use this chart for *Market Animal Projects ONLY*.

Name of Animal	Birth Date	Date Project Started	Start Weight	Date Project Ended	End Weight	Total Weight Gain	Total Days on Feed	Average Daily Gain	Feed Cost Per LB. Gain

Total Weight Gain = Ending Weight MINUS Starting Weight
Average Daily Gain = Total Weight Gain DIVIDED BY Days on Feed

More market animal growth records are listed at the end of this record form.

Animal Project Journal & Financial Record



Expenses other than feed.

Record any other expenses such as taxes, marketing, transportation cost, show expenses, insurance etc.

<i>Item and Description</i>	<i>Cost</i>
Subtotal (this page)	\$0.00
Subtotal (combined from additional pages)	
Other Expenses Total (TOTAL E)	

More expenses are listed at the end of this record form.

Animal Project Journal & Financial Record



Health Care Chart						
<i>Date</i>	<i>Reason for Treatment</i>	<i>How Administered</i>	<i># of Animals</i>	<i>Size of Dose</i>	<i>Cost Per Animal</i>	<i>Total Cost</i>
Subtotal (this page)						\$0.00
Subtotal (combined from additional pages)						
Total Health Care Cost (TOTAL F)						

More healthy care records are listed at the end of this record form.



Animal Project Journal & Financial Record



Sales Record

Record the sale of your animal(s) or sale of goods from the animal (includes wool, etc.)

<i>Animal Sold</i>	<i>#</i>	<i>Date</i>	<i>Place Sold</i>	<i>Sale Weight</i>	<i>Selling Price</i>	<i>Total Sale</i>
Subtotal (this page)						\$0.00
Subtotal (combined from additional pages)						
Sales Total (TOTAL D)						

More sales records are listed at the end of this record form.

Animal Project Journal & Financial Record



Production Record for Animal Breeding Project

Fill this out only if you are taking a breeding project, otherwise you may delete this page.

Dam ID	Date Bred	Sire ID	Date Offspring Born	Number Born		Average Birth Weight	Number Weaned		Number Sold	
				Male	Female		Male	Female	Male	Female

More breeding records are listed at the end of this record form.

Animal Project Journal & Financial Record



Project Summary			
Receipts		Expenses	
Value of animals at end of project TOTAL B		Value of animal(s) at the beginning of project TOTAL A	
Value of animals sold TOTAL D		Feed Costs TOTAL C	
Prize money received		Health Care Costs TOTAL F	
		Other Expenses TOTAL E	
Total Receipts		Total Expenses	
		Net Income: <u>Total Receipts</u> minus <u>Total Expenses</u>	

Comments

Record notes or other comments you have about this project.

I have evaluated my records and believe that they are accurate, complete and verify that this represents my own work.

4-H Club Member

Date

I have reviewed this record book.

4-H Club Leader

Date



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STILLWATER 4-H DOG, CAT & SMALL ANIMAL

FINANCIAL RECORDS

Name _____ Year in Dog, Cat or Small Animal Project _____

VALUE OF DOGS, CATS OR SMALL ANIMALS PURCHASED/OWNED

Date	Dog Description and Number	Weight *	Value
* = Optional		Total (A)	

VALUE OF DOGS, CATS OR SMALL ANIMALS AT THE END OF THE YEAR

Date	Dog Description and Number	Weight *	Value
* = Optional		Total (B)	

4-H DOG, CAT OR SMALL ANIMAL INCOME OTHER THAN FAIR (Agility, Stockdog, etc.)

Date	Description of Income	Total Income
Total (C)		

Designed by Zachary Nordahl, Molt Happy Helpers

The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension Service prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Dr. Douglas L. Steele, Vice Provost and Director, Extension Service, Montana State University, Bozeman, MT 59717.

Revised: 4/28/2005 2:16 PM

4-H DOG, CAT OR SMALL ANIMAL FEEDING RECORDS

Write kind of feed above each column								
Month	Amount	Price	Amount	Price	Amount	Price	Amount	Price
August								
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								
July								
TOTALS:								
			TOTAL FEED COSTS (D)					

4-H DOG, CAT OR SMALL ANIMAL EXPENSES OTHER THAN FEED/HEALTH

ITEM	COST	ITEM	COST	ITEM	COST
Total for Column 1		Total for Column 2		Total for Column 3	
				TOTAL (E) All 3 columns	

4-H DOG, CAT OR SMALL ANIMAL HEALTH CARE COSTS

Date	Reason for Treatment	Name of Drug or Treatment	Number of Animals	Size of Dose	Cost Per Animal	Total Cost = (Number of animals x Cost)
TOTAL (F)						

PRE-FAIR PROJECT FINANCIAL SUMMARY

Income:

Value of Dog(s) at end of project (item B)\$ _____

Other Income (item C)\$ _____

Total Income (B + C)\$ _____

Expenses:

Value of Dog(s) at beginning of project (item A)\$ _____

Feed Costs (item D)\$ _____

Other Costs (item E)\$ _____

Health Care Costs (item F)\$ _____

Total Expenses\$ _____

PRE-FAIR NET INCOME/LOSS (Income minus Expenses)\$ _____

POST-FAIR FINANCIAL SUMMARY

Pre-Fair Net Income/Loss\$ _____

Prize Money Received\$ _____

TOTAL INCOME/LOSS AT THE 4-H FAIR\$ _____

Date Records Completed: _____

Signed (Parent/Leader) _____

Signed 4-H Project Member _____

I'M A CLOVERBUD!

Put a picture
of you here.



Put a picture of
your Cloverbud
group here.





ALL ABOUT ME

Fill in the blanks and boxes!

My name is: _____

And I am _____ years old.

I am a  Boy  Girl

At school, I am in the _____ grade





My Cloverbud leader's name is :

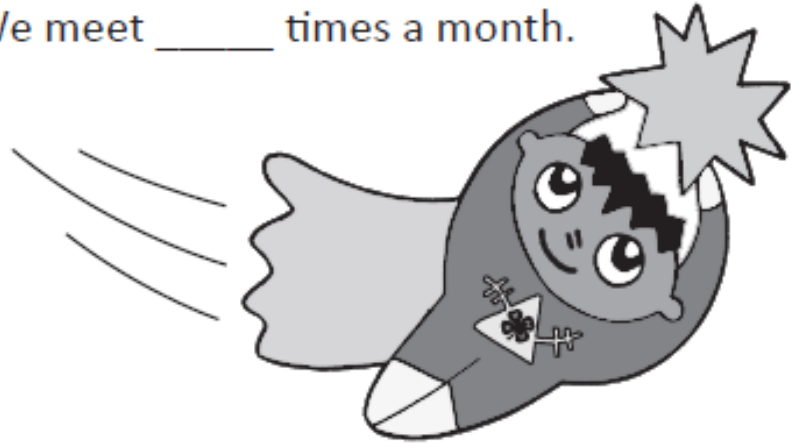
ALL ABOUT ME

My Cloverbud group name is _____

There are _____ in my group. We meet _____ times a month.

I go to Cloverbuds

-  on my bike
-  walking
-  in a car
-  with my superhuman powers (just kidding!)




My favorite thing about Cloverbuds is: _____.

My favorite fun thing to do is: _____.

My birthday is _____ / _____ / _____.
(month / day / year)

 I have a pet

 I do not have a pet



My pet is:  cat  dog  fish
 horse  bird  other: _____

My pet's Name is: _____

MY ACTIVITIES

Put a star, check or maybe your thumbprint by the activities you have done!

Note for the Helper: There is a web based version and a printed version of Cloverbuds. Some of the activities are in both curricula and some are specific to the curricula. We have indicated which lessons are web or print only, all others are found in both curricula. Please refer to www.montana4h.org/#project:53 for the Web curricula.

SCIENCE AND TECHNOLOGY

- ★ Five Senses
- ★ Good Vibrations
- ★ Air
- ★ Weather

- WEB ONLY -

- ★ Bubble Mania
- ★ Water

COMMUNITY & EXPRESSIVE ARTS

- ★ Art Exhibits
- ★ Acting
- ★ Creating a Display

- WEB ONLY -

- ★ Hobbies
- ★ Sports
- ★ Story Telling

HEALTHY LIVING

- ★ Fitness Fun
- ★ Food choices
- ★ Safe at Home

- WEB ONLY -

- ★ Plants/Foods
- ★ Looking your Best

ENVIRONMENTAL SCIENCE

PLANTS & ANIMALS

- ★ Helping Your Environment
- ★ Nature Fun
- ★ Pollution

- WEB ONLY -

- ★ Dinosaurs
- ★ Habitats
- ★ Wildlife
- ★ Ants

- PRINT ONLY -

- ★ Pets
- ★ Birds
- ★ Plant/Seeds



PERSONAL DEVELOPMENT

- ☀ Experiencing Disabilities
- ☀ Feelings
- ☀ I'm Special

- WEB ONLY -

- ☀ Building Character
- ☀ Celebrations
- ☀ Family

CITIZENSHIP

- ☀ Food Drive
- ☀ Heart to Heart
- ☀ Our Flag

- WEB ONLY -

- ☀ Democracy
- ☀ Our Country
- ☀ Rules



FAMILY & CONSUMER SCIENCE

- ☀ Managing Time
- ☀ Money \$\$\$
- ☀ Television

- WEB ONLY -

- ☀ Food Facts
- ☀ Shopping
- ☀ Weaving

OTHER AREAS

Write any other activities you did:

Your Cloverbud group tried a lot of new activities this year.

- What activity did you do?
- What was the best part of doing that activity.

You can write or draw a picture of the activity you liked best.



CONTACT US AT:

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We ARE your 4-H & Extension Family!



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