4-H Calendar of Events

For the most up to date list of events, go to the Rolling Prairie/Elk County 4-H website.

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<td>Beginning of New 4-H Year</td>
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<td>3-4</td>
<td>Judge Record Books</td>
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<td>4-H Council -- 6:30 p.m.</td>
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<td>5-7</td>
<td>Kansas Junior Livestock Show -- Hutchinson</td>
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<td>7-13</td>
<td>National 4-H Week</td>
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<td>13-14</td>
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<td>4-H Achievement Banquet--West Elk School-6:30 p.m.</td>
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<td>7</td>
<td>Livestock Sale Committee Meeting--6:30 p.m.</td>
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<td>17-18</td>
<td>Leadership Weekend--Rock Springs</td>
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Kansas 4-H Leadership Weekend

The Kansas Youth Leadership Forum and the Kansas 4-H Volunteer Forum will be held November 17-18 at Rock Springs 4-H Center. KYLF is for youth ages 14-18 as of January 1, 2019 and KVF is for all Kansas 4-H Volunteers. KYLF will feature leadership workshops, Youth Council Elections, and opportunities to learn and have fun. The Kansas Volunteer Forum will include workshops, a program from the Kansas Leadership Center and lots of opportunities for networking and sharing resources.

The early bird fee (register by October 15) of $200.00 includes: a conference t-shirt, lodging, meals, insurance, and program fees. Some classes have additional small fees to pay for supplies. Delegates should pay fees to their local Extension Office that will in turn write one check payable to the Kansas 4-H Foundation. Registration fees are due for all who register. Registration is $225 October 15 - November 1. Registration will be non-refundable after November 1 and no late registrations will be accepted.

Registration is on-line so upon completing your registration online, you will immediately know your workshops and any related fees! No
waiting to see if you get your first choice! All online registrations are contingent upon your Extension Agent’s approval and your fee being turned in on time. If you cancel on or before November 1, you will be subject to a $25 cancellation fee. If you cancel after November 1, you will not receive your registration fee back and will be expected to pay the entire fee.

Register on line at [http://www.kansas4-h.org/events/index.html](http://www.kansas4-h.org/events/index.html)

If you are coming from a distance, there will be an option to come in after 8 p.m. on Friday evening for overnight lodging and breakfast. That can be added by November 1 if your transportation warrants it. The fee will be an additional $55 for this option, youth must be chaperoned and there is no planned programming. Again, this will need to be paid to your local office by November 1. Chaperons will be needed for Friday night.

### 4-H Enrollment

Families will be able to enroll for the 2019 4-H program year (October 1, 2018 - September 30, 2019) beginning Monday, October 1, 2018 at 8:00 a.m.

Kansas 4-H has an annual $15 Kansas 4-H Program Fee for organized 4-H community club members ages 7 - 18. Cloverbuds and adult volunteers will not be charged an annual program fee.

Everyone will enroll through the 4HOnline system. As part of the enrollment process, each member will be asked the following question: Please indicate your payment intention by selecting the appropriate option below. This will assist the state in processing your 4-H enrollment. Payment options are:

- Pay online with a credit/debit card
- Pay by mailing a check
- I am a Cloverbud, there is no fee
- Wish to request a waiver
- A local sponsor has agreed to pay my fee

Resources are available to help families enroll using 4HOnline. On the Rolling Prairie District website under the Enrollment/Club Leaders tab are several documents to assist families. These documents are step by step guides on how to enroll in 4-H and pay the program fee. One is the 4HOnline Enrollment Guide for New Families and the other is 4HOnline Enrollment Guide for Returning Families. Included in these documents are a list of projects that members may choose. These documents are also available at the Extension Office.

One other note on enrollment, members must be enrolled and have all fees paid by **FEBRUARY 1** in order to be eligible to exhibit at the county fair.

If you have any questions about enrollment related issues, don’t hesitate to ask me.

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### What is an Elk County 4-H Member

- 4-H is for youth 7 - 18 years of age.
- Youth who turn 7 before January 1 of the current 4-H year may enroll. Youth who turn 19 before January 1 of the current 4-H year are ineligible to enroll.
- 4-H age is based on age of the members as of January 1 of the 4-H year.
- February 1 is the enrollment deadline to be eligible to exhibit at the county fair.
- To join, youth must select a community club, complete enrollment and a participation form.

For more information, contact the Extension Office or read the Elk County 4-H Handbook.

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### National 4-H Week

October 7 - 13 is National 4-H Week. This is a time to promote 4-H, encourage membership, celebrate the completion of a successful 4-H year and make plans and set goals for the new 4-H year.
It is recommended that all clubs do something to promote 4-H during this week. Let us know what you are doing and where. If we can provide assistance, we will be glad to.

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48 Hours of 4-H

October 13 - 14 has been designated this year for the 48 Hours of 4-H. The weekend after National 4-H Week is the perfect opportunity to setup a service project to give back to our communities that have been so supportive.

For more information and to report your activities go to: http://www.kansas4-h.org/events-activities/conferences-events/48-hours-of-4-h/index.html.

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Record Book Judging

Elk County is part of a ten-county record book judging rotation. This year we judge books from Bourbon County. Volunteers are needed for this task. I will have books available at the Extension Office for anyone to help judge on Wednesday, October 3 from 1:00 - 6:00 p.m. or Thursday, October 4 from 8:00 a.m. - 3:00 p.m. Even if you can only judge for an hour or two, that would be appreciated. If you have questions about helping with this, let me know.

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October 4-H Council Meeting

4-H Council will meet Wednesday, October 3 at the Extension Meeting Room in Howard at 6:30 p.m. This will be the new 4-H year organizational meeting for 4-H Council. Clubs should have their new council representatives attend this meeting.

The agenda items include:

- Election of Officers
- Meeting Dates
- Achievement Banquet
- Officers and Club Leaders Training
- Record Books/KAP’s
- Fair Changes
- Other New Business

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Reorganization Time for Clubs

As the new 4-H year starts, the officers & leaders are busy getting everything reorganized for the year. Some things to remember are:

Club Program Books: The books or whatever your club uses are very helpful to your 4-H families. Try to get the year’s programs planned early so the families will have them. Be sure that each 4-H’er has time at least once, to present a talk or demonstration. Once you complete your club program book, please bring a copy to the Extension Office for our records.

A couple of suggestions for clubs: First, have a chairperson for each committee, not just a list of committee members. Second, when determining your monthly program and hosts; it may be a good idea not to have the family or families that are giving talks to serve as hostess as well.

Club Goals: A good time to set goals is as you fill out program books.

Parent’s Committee: This committee within the club helps support the community club leaders. They assist in getting project leaders, help committees and recruit community leaders when needed. They also help the community leaders with some of the problems and decisions that may arise in the club. The committee may be made up of adults who are parents of members, former leaders, interested adults in the community or a combination of these people. Clubs are strongly encouraged to form and use parent’s committees.

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Club By-Laws

With the end of the 4-H year nearing, another item that needs to be reviewed is the club bylaws and
constitution. The constitution and bylaws of your club should be reviewed annually. A suggestion would be to include reading the constitution and bylaws at the October or November 4-H club meeting. Upon the conclusion of the reading members are encouraged to sign the constitution and bylaws, indicating their approval. If changes are made send a copy to the local Extension Office.

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Welcoming New 4-H Families

Make a special effort to welcome all new 4-H members and their families. Try to involve them in club activities—not just at the first meeting, but throughout the year. Here are some suggestions for doing that.

Explain the sometimes confusing 4-H terms to new families. Don't assume they understand.

Form a buddy system by having older 4-H'ers help new 4-H members with meetings, records, and 4-H events.

Advise new families of deadlines. Explain the major events that happen in 4-H such as 4-H Club Day, fair, awards program, record books, etc.

Have other adults or 4-H'ers sit with new 4-H families. Involve them in conversations and explain what is happening in the meetings.

Have a parent's meeting during recreation or before or after the 4-H meeting. Be sure to brief all parents about plans for the year and the important skills we are trying to teach our youth.

Let new 4-H families participate at their own pace. Involve them in club activities, but allow them to participate at a level that is comfortable to them.

Be aware of special family circumstances and be flexible. All families are an important part of our 4-H program.

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Traits of a Strong Club

Listed are some traits of a strong 4-H club. Can you answer yes to each statement for your club?

✓ Fun for members!!
✓ Growing
✓ Doing things
✓ Strong leadership
  (Adult and youth)
✓ Visible in the community.
✓ New members (and their families) welcomed and supported.
✓ Members receive recognition for many accomplishments.
✓ Members participate in beyond the club level activities, events and training.
✓ High percentage attendance at meetings, activities, and events.
✓ Family involvement
✓ Lots of parents at the meetings & activities.
✓ Good relationship with the Extension Office.
✓ Fair to all
✓ Good communication
✓ Meetings belong to members.
✓ Standard meeting times and places.
✓ Club officers run the club meetings.

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Club Finances and Monies

Questions regarding club finances are frequently asked of the Extension Office. There are five basic principles that exist to assist with management of non-appropriated funds. First, what is non-appropriated? Non-appropriated funds are described as, “Any funds, outside of appropriated tax dollars, collected by groups for educational purposes, examples include fees, registrations, etc.”

The five principles to manage these funds include:

1. Extension Boards are accountable for all non-appropriated funds generated for Extension programs under their jurisdiction - which includes 4-H.
2. All accounts should require at least two signatures for withdrawals.
3. All funds should be receipted each time they change hands.
4. All 4-H clubs/groups must have their own Employer Identification Number from the IRS. Personal Social Security Numbers are not to be used.

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Club Treasury Health

Club finances are a necessary resource for a successful 4-H club. How is your club doing with money? Check out the survey below for help. If you need additional financial resources, contact the Extension Office.

- Prepare a yearly budget with club finance committee, Leaders and Treasurer.
- Only spend money with club approval.
- Keep club money & personal money separate.
- Treasurer’s record is accurate & up to date.
- Funds are deposited into the bank ASAP.
- Bills are promptly paid as directed & approved by the club.
- Bills should only be paid by check.
- Receipts must be collected for bills, before they are paid.
- A monthly Treasurer’s report is prepared for each meeting.
- Reconcile the account against the bank statement each month.
- All checks have two signatures before sending.

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Achievement Banquet

The Achievement Banquet will be Friday, November 2, 6:30 p.m. at West Elk School.

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What is 4-H Council

What is 4-H Council? I am sure that some of you are not exactly sure what the Elk County 4-H Council is and what its purpose is. The 4-H Council is the governing body of the Elk County 4-H Program.

Responsibilities of a county 4-H Council are to:

- Plan and carry out county wide activities and events involving 4-H members such as 4-H Club Day, Supporters Picnic, Achievement Banquet, 4-H Camp, Fashion Revue, Favorite Food Show, County Fair, and any other events which seem advisable.
- To coordinate all 4-H activities in the county.
- The program implementation body for county 4-H activities and events.
- To set policies for operation of the county 4-H program.
- Prepare budget of private funds necessary for carrying out the above mentioned activities.
- Plan and conduct money raising activities necessary for meeting the budget.
- Serve as a clearing house for 4-H club work and an exchange of ideas.

4-H Council is made up of four representatives from each club in Elk County as well as two club leaders from each club. These members represent their fellow club members. Members need to attend and participate in 4-H Council meetings by expressing opinions of their club, voting as their club would, and then reporting to their club on discussions and decisions made at 4-H Council.

Every 4-H member in Elk County is affected by the decisions made at 4-H Council. Some of you may think that only a few people are affected or just certain clubs, but that is not the case. Every member can reap the benefits of a successful county 4-H Council. We are a county 4-H program, not just individual clubs operating totally independent.

4-H Council is an opportunity to learn to work together and meet other 4-H members from across the county.

4-H Council meets six times during the 4-H year -- October, December, February, April, June, and August.
Rolling Prairie Extension District
Elk County 4-H News
Rolling Prairie Extension District
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