

Elk County 4-H News

October 2025

**KANSAS STATE
UNIVERSITY**

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4-H Calendar of Events

October

1	Record Books, Achievement Pin Applications, Excellence Award Applications, Club Summary Reports and Officer Notebooks Due
1	Cowley County Livestock Judging Contest
1	Beginning of New 4-H Year
1	Elk County 4-H Council Meeting -- 6:30 p.m.
3-5	Kansas Junior Livestock Show
5-11	National 4-H Week
11-12	48 Hours of 4-H

November

1	Annual Financial Review Reports Due
9	4-H Achievement Banquet

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## State Fair Exhibits

Exhibits from the Kansas State Fair, comment sheets and ribbons are ready to be picked up at the Extension Office. Please pick these up at your earliest convenience.

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New 4-H Year

The new 4-H year begins October 1. **ELK COUNTY MEMBERS MUST BE ENROLLED BY DECEMBER 1 TO BE ELIGIBLE FOR THE 2026 COUNTY FAIR.** You will still have until May 1 to drop or add projects, but you need to be enrolled by the DECEMBER 1 deadline in order to be eligible to exhibit at the 2026 County Fair.

Link to 4HOnline and other resources for enrolling: <https://www.kansas4-h.org/resources/4-h-online/index.html>

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**Cowley County Livestock Judging Contest** -- Wednesday, October 1 @ Cowley County Fairgrounds in Winfield. Pre registration is by Monday, September 29. Contact Extension Office for more information.

## 4HOnline Enrollment

4HOnline will be open for enrollments beginning October 1 at 8:00 a.m.

This year, funds are available to pay for member's enrollment fees. When members start enrolling in October, **you will mark your payment as a check payment.** Once they complete enrollment and it is sent to the Extension Office for approval, we will enter a code and your fees will be paid. If you have any questions about this, please ask before you enroll!

## 4-H Publicity Release and Enrollment

### What Is the Publicity Release?

When families enroll in 4-H Online, they are asked to agree (or not agree) to a **publicity release**. This release gives permission for the use of a member's name, image, and likeness by:

- Local Extension Units
- Kansas State University (including the State 4-H Office)
- The Kansas 4-H Foundation

This includes use in photos, videos, social media, websites, press releases, and more. If a family selects **"I Do Not Agree,"** their child's name and image **cannot** be used. Some examples include:

- Kansas State Fair & County Fair entry cards, schedules, or results
- Local or state contests
- Social media posts
- News articles or promotional materials

### Additional Consent Questions

To provide more clarity, families are asked to give specific permission for:

- First and last name
- Extension unit
- 4-H club or town name
- Media (photos, video, audio, etc.)
- Print-only media
- Social media
- County fair-related publicity

These responses **override** the general publicity release and help guide what can or cannot be shared publicly.

## 4-H Council

4-H Council will meet **Wednesday, October 1 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.

4-H Council has several new members this year! If you cannot attend, send a replacement from your club in your place. There are 4 youth and 2 club leaders that are voting members per club.

The agenda items include:

- ✓ 4-H Council Orientation and Training
- ✓ Election of Officers
- ✓ Meeting Dates -- months and days
- ✓ Achievement Banquet
- ✓ Officers Training
- ✓ Other New Business

## 4-H Record Books

**4-H Record Books are due WEDNESDAY, OCTOBER 1 by 4:00 P.M. to the Extension Office to be eligible for judging for Achievement Awards!!** All forms and other information are located on the website at:

<https://www.rollingprairie.k-state.edu/elkcounty4h/recordbooks/index.html>

For Market Livestock exhibitors that went through the premium sale in order to receive your premium sale check, members must turn in at a minimum the livestock record(s) for the animal(s) that they sold in the premium sale as well as a permanent record and personal information page. For example, if you sold a goat and a hog in the premium sale, at a minimum you must turn in a market hog record and market goat record as well as the personal information page and permanent record to receive your check.

When record books are handed in, they should be arranged in the following order:

1. **Achievement Pin Application** - (If you are applying for one). If not sure which pin you are eligible to apply for, contact the Extension Office.

2. **Excellence in Project Achievement Award Check Sheet(s)** - (If you are applying for any.)

3. **Personal Information Page**--Should be current year's Personal Information Page; be sure to include a picture of yourself.

4. **General 4-H Story**--Not to exceed six pages, double-spaced on one side.

5. **Permanent Record**--A well completed Permanent Record should reflect growth of the project. Size of the project does not mean exhibits at the fair, it means number of animals, articles made, pictures taken, books read, etc. A well completed and updated Permanent Record will also be a big benefit and help to you when completing college scholarships in the future.

6. **Current year's project report forms** -- Complete per the instructions on the project report forms.

**DIVIDERS:** Use tab dividers to make projects easy to find.

#### **Things to Remember:**

- ✓ Your records are the only impression of you the judge has.
- ✓ Tell everything about your project--don't take anything for granted.
- ✓ Be neat.
- ✓ Be accurate.
- ✓ Add another page if you need more room on Permanent Record.
- ✓ Be sure to always fill out your own book.
- ✓ Do not include newspaper clippings, ribbons, awards or things like this in your record book. These go in a scrapbook or shoebox.
- ✓ Pencil, pen, or type? Whatever the 4-H'er feels comfortable with as long as the 4-H'er completes their own records. Be consistent with whatever you do. If you print or write, use blue or black ink, or type, try to do the same for all of your records.

- ✓ **DO NOT ADD MORE PICTURES THAN WHAT IS ASKED FOR!!!**
- ✓ Follow directions on assembly order, number of picture pages and information requested on the records.
- ✓ On Project Report Forms, extra pages or pictures cannot be added. Only use the spaces that are allowed on each page.
- ✓ **Do NOT use plastic page sleeves to put pages in.**

#### **Other General Comments about Project Record Forms and Excellence in Project Applications:**

- If you mark on Excellence Award or pin application that you are an assistant project leader or project leader, it should be mentioned in your 4-H story and on Section 5 of project form -- project leadership. That is a big deal and should be worth mentioning.
- Read the requirements for Achievement Pin applications and Excellence Awards and make sure what you are checking actually applies!!
- Spelling, spelling, check it!!
- Achievement Pin applications are for 4-H activities completed during the current 4-H years. (Exceptions are marked with \*\*; these may have been completed in previous years. Date must be noted.) ***You cannot use events or activities more than one time on pin applications.***
- Signatures on pin applications and others. Don't wait until last minute to get signatures.
- If requirements are checked and no information is provided to verify it in the particular section of the project form or record book, credit WILL NOT be given.

#### **General 4-H Story:**

Your General 4-H story is an important part of your records. It should focus on how the total 4-H year impacted you and your family. Tell about experiences you have had this 4-H year; good and bad and what these experiences meant to you. Do not just tell what ribbons or awards you received. You can include these, but talk about your experiences, growth, and development.

The following outline may help you in developing your story. **Do not use** numbers or asterisks to outline your story when writing it.

- ✿ **Introduction:** Include your age, interests, parents, brother and sisters, where you live, where you go to school, and for first year members why you joined 4-H.
- ✿ **Project Information:** Tell about your projects -- things you learned, whether your project grew in size and scope, successes and failures, experiences and 4-H events participated in i.e. 4-H Club Days, Livestock Judging, Spring Livestock Shows, etc. Can also tell if you served as any officers on the club or county level, or other leadership roles, and other 4-H events participated in.
- ✿ **Future plans:** Tell how you have benefited from 4-H participation and what are some future plans you have.

If you have any questions, please ask!!

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Summary of Achievement Awards Due 10-1-2025

- 4-H Record Book
 - Achievement Pin Applications
 - Excellence in Project Achievement Awards
 - Project Report Forms
- Club Summary Reports
- Officer Notebooks
 - **Secretary**
 - Original Notes Taken
 - Minutes of Meeting
 - List of Members/Roll Call
 - List of Committees
 - List of Leaders
 - **Treasurer**
 - Monthly Record of Club Finances
 - Club Budget
 - Yearly Summary of Club Finances
 - Monthly Bank Statements
 - Receipts
 - **Reporter**
 - Monthly Meeting Reports

- Include what you wrote for the paper
 - Include original article that appeared in paper.
 - Other stories written
 - **Historian**
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Excellence in Project Achievement Awards

Community club leaders and the 4-H'er will determine if the Excellence in Project Achievement Award should be awarded. The record book should still be turned into the club leader by the 4-H'er. The form has been updated to a check sheet. Your record book **should include the completed Personal Information Page, General 4-H Story, Permanent Record, and the age-appropriate Project Report Form for the project you are applying for to receive the Excellence Award. INFORMATION IN THE PROJECT REPORT FORM, GENERAL 4-H STORY, AND/OR PERMANENT RECORD should answer the questions.**

Members basically decide how many projects they want to be recognized in by completing the requirements on however many projects they want to. Only members receiving the Excellence in Project Achievement Awards will be eligible for county project champion.

The Excellence forms are available at the Extension Office or on the website. **Applications need to be completed according to the directions listed on them. Listed by each requirement is where the information should be found in your record book to verify you met that particular requirement**

Excellence awards may be awarded to Juniors (members age 7-13); and Seniors (members 14 and older). Age is based on January 1 of the current year. County Champions will be selected in the Senior Age Division (14 and older) and in the Junior Age Division (Age 13 and under). Seniors are the only ones that are eligible to compete at the area level judging.

From the Excellence in Project Achievement Award winners in a project, a county champion may be selected, if the quality merits.

The Excellence in Project Achievement Awards that may be awarded at 4-H Achievement Banquet are as follows:

Aerospace/Rocketry
Ag Mechanics Welding
Agronomy
Astronomy
Beef
Bucket Calf
Building Block Engineering
Civic Engagement
Communications
Computer Science
Dairy (includes Dairy Cattle & Dairy Goats)
Dog
Electric & Renewable Energy
Entomology
Environmental Science
Family Studies
Fiber Arts
Foods & Nutrition
Forestry
Geology
Health and Wellness
Horse
Horticulture & Landscape Design
Interior Design & Architecture
Leadership
Meat Goats
Performing Arts
Pets
Photography
Poultry
Rabbits
Reading Adventures
Robotics
Self-Determined
Sewing & Textile Design
Sheep
Shooting Sports
Shopping in Style
Small Engines
Swine
Veterinary Science
Visual Arts
Wildlife
Woodworking

Uncrewed Aircraft Systems

Achievement Pins

The Achievement Pins are based on activities participated in during the 4-H year and leadership activities the members had. The focus of achievement pins for each year moves from local club work for beginning awards to county, regional and state activities for more experienced members. Once again, members must apply and meet requirements in order to receive these pins.



Refer to the enclosed page with more information about Achievement Pin applications. Contact the Extension Office if you are not sure which pin you should be applying for.

National 4-H Week

October 5 - 11 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, let us know.

48 Hours of 4-H

October 11 - 12 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>.

Kansas Youth Leadership Forum

What: Build your leadership skills and potential through workshops, consulting groups, inspirational speakers and more. In addition, the 2024 State 4-H Youth Leadership Council will be elected and up to six National 4-H Conference delegates will be selected through an interview process at KYLF.

When: November 22 - 23, 2025

Where: Rock Springs 4-H Center

Who: Youth 14-18 years of age before January 1, 2026

Registration Deadline - October 15.

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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.

**Club Budget:** Club Leaders and the treasurer should work together to put together a budget for the year.

**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

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.

Make sure new members and families know about the 4-H Handbook. It is available on the Rolling Prairie website at: <https://www.rollingprairie.k-state.edu/elkcounty4h/clubleaders/leaderdocs/4-H%20Handbook%20September%202022.pdf>

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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.
 - Write checks for all expenditures. Do not pay bills with cash. Do not do business by online or internet banking. Have a bill and get a receipt.
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Kansas 4-H Projects



Animal Science

Beef
Dairy Cattle
Dairy Goats
Dog
Horse
Meat Goats
Pets
Poultry
Rabbits
Sheep
Swine
Veterinary Science

Communication & Expressive Arts

Communications
Interior Design & Architecture
Performing Arts
Photography
Visual Arts

Engineering & Technology

Aerospace/Rocketry
Ag Mechanics Welding
Astronomy
Building Block Engineering
Computer Science
Electric & Renewable Energy
Robotics
Small Engines
Uncrewed Aircraft Systems
Woodworking

Family & Consumer Sciences

Family Studies
Fiber Arts (includes 9 projects)
Foods & Nutrition
Health & Wellness
Sewing & Textile Design
Shopping in Style

Leadership & Personal Development

Civic Engagement
Entrepreneurship
Leadership
Reading Adventures
Self-Determined

Natural Resources

Environmental Science
Geology
Shooting Sports (includes 10 projects)
Wildlife

Plant Sciences

Agronomy
Entomology
Forestry
Horticulture & Landscape Design

August, 2025

