Elk County 4-H News

September 2022

Rolling Prairie Extension District - Howard Office
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4-H Calendar of Events

September
5          Holiday -- Extension Offices Closed
7          Kansas State Fair Exhibits Due to Extension Office by 8:00 a.m.
9-18       Kansas State Fair -- Hutchinson
21         Record Books, Achievement Pin Applications, Excellence Award Applications, Club
          Summary Reports and Officer Notebooks Due
27         Club Leaders Meeting -- Extension Office - 7:00 p.m.
30 - October 2 Kansas Junior Livestock Show -- Hutchinson

October
1          Beginning of New 4-H Year
2-8        National 4-H Week
5          4-H Council -- 6:30 p.m.
8-9        48 Hours of 4-H

November
1          Kansas Youth Leadership Form Registration Due
13         4-H Achievement Banquet -- Grenola - 6:00 p.m.
19-20      Kansas Youth Leadership Forum -- Rock Springs

Kansas State Fair

Static or indoor exhibits that I will be taking to the state fair must be at the Extension Office by 8:00 a.m. on
WEDNESDAY, SEPTEMBER 7!! Exhibits are accepted and encouraged earlier than September 7.
Wednesday morning gets very hectic so the more exhibits that are here before then, the better!

Exhibitors were mailed information about how to prepare their exhibit(s). Please prepared as directed and ask if
you have questions.
4-H Record Books

Elk County is using the state system to make record keeping more consistent and uniform system between all counties/districts and for recognition at the area and state level.

To help you through this process, please refer to the Guide to Kansas 4-H Project Recognition.

We still have the Excellence in Project Achievement Award for members to try for. Members may choose to complete one or more project record report forms. Excellence awards may be awarded to Juniors (members age 7-9); Intermediates (members age 10-13); 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.

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.

All forms and other information are located on the website at: https://www.rollingprairie.k-state.edu/elkcounty4h/recordbooks/index.html

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 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.

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.
✓ Be sure to get all signatures. If you don’t have a project leader, your parents may sign as your leader.
✓ Fill in the blanks--even if it is with none or N/A.
✓ 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 OR REQUIRED!!!
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.

**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 9-21-22**

- 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 this year 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.

Excellence Award check sheets and record books are due in the Extension Office **Wednesday, September 21.** Also due **September 21** are achievement pin applications, key award applications, club summary reports, and officer notebooks.

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.**

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:

- **Beef**
- **Bucket Calf**
- **Civic Engagement (formerly known as Citizenship)**
- **Clothing & Textiles (includes Clothing Construction & Buymanship)**
- **Communications**
- **Dairy (includes Dairy Cattle & Dairy Goats)**
- **Dog Care & Training**
- **Entomology**
- **Environmental Science**
- **Exploring 4-H**
- **Family Studies**
- **Fiber Arts**
- **Foods & Nutrition**
- **Geology**
- **Health and Wellness**
- **Home Environment**
- **Horse**
- **Leadership**
- **Meat Goats**
- **Performing Arts**
- **Pets**
- **Photography**
- **Plant Science (includes Forestry, Horticulture, and Crops)**
- **Poultry**
- **Rabbits**
- **Reading**
- **Self-Determined**
- **Sheep**
- **Shooting Sports**
- **STEM (includes Aerospace, Robotics, Astronomy, UAS & Architectural Block)**
- **STEM: Energy Management (includes Electricity, Ag Mechanics, Small Engines, & Renewable Energy)**
- **Swine**
- **Visual Arts**
- **Wildlife (includes Sportfishing)**
- **Woodworking**

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**Club Officer Elections**

The September club meeting is the time for clubs to elect officers for the new 4-H year. Electing officers can be a very educational process for both young and old members. Here are a few suggestions I have for your club in electing officers.

Election of officers should not be a popularity contest. Members need to be reminded to elect the individual(s) that will do the best job for each office.

- ✓ Talk to members about the election process and why we use it in a democracy.
- ✓ I strongly suggest that clubs use a nominating committee and prepare a ballot. Allow write-ins and let the 4-H’ers vote by written ballot.
- ✓ Allow the group to see the total nominating committee’s report before taking nominations.
- ✓ New members probably should not be eligible to be elected to offices.
- ✓ Candidates should be introduced or allowed to introduce themselves with a very brief campaign “speech” before balloting.
- ✓ Numbering the candidates may allow very young members to vote without assistance.
Writing a number instead of a candidate’s name may be easier for younger members.

✓ A member does not have to be present to be elected. However, an effective officer must be someone that does have a good attendance and club participation record.

✓ Every leader, nominating committee member and current officer should review the club bylaws and be familiar with them before elections.

Clubs be sure to elect your 4-H Council representatives for the new 4-H year. Let me know who they are and have them attend the October 4-H Council meeting as we will elect officers at that meeting.

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**4HOnline Enrollment**

4HOnline will be closed in September to complete end of the year reporting. It will re-open October 1 at 8:00 a.m. Clubs let us know at the Extension Office whether you will be paying the enrollment fee for your members or if individual families will pay their own.

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**48 Hours of 4-H**

October 8 - 9 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](http://www.kansas4-h.org/events-activities/conferences-events/48-hours-of-4-h/index.html).

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**National 4-H Week**

October 2 - 8 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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**Kansas Youth Leadership Forum**

**What:** Build your leadership skills and potential through workshops, consulting groups, inspirational speakers and more. In addition, the 2022 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 19-20, 2022

**Where:** Rock Springs 4-H Center

**Who:** Youth 14-18 years of age before January 1, 2023

**Registration Deadline:**
Will open Mid October
Deadline - November 1, 2022

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**Community Club Leaders Meeting**

**Tuesday, September 27**
7:00 p.m. -- Extension Office

Current club leaders or interested volunteers in being a club leader plan to attend as we will be making plans for the new 4-H year and go over forms for clubs to complete for the new year and other items.
Perfect Thank You Notes: Heartfelt and Handwritten

This information was given out to delegates at National 4-H Congress, which I have attended as a chaperone. Delegates were encouraged to write thank you notes to donors and sponsors of the event. The information is very good and relevant to any work done in 4-H when you are thanking donors/sponsors.

4-H receives donations from many donors who believe in our cause and our impact. They have heard about us, and have decided we are worth their support. Part of a good public relations campaign is letting our current supporters know we appreciate what they do for us.

Saying “thank you” is simply the right thing to do. It fits nicely with the 4-H Essential Element of Generosity. We may want them to help us again next year, so it’s in our best interest to take the time now.

The basics:

✓ Think of the donor first - the gift is not just money, it also represents time, goodwill, faith in your potential, a desire to invest in the future, etc. A good thank you note begins by acknowledging the donor, rather than bragging about our accomplishments, or begging about our needs.

✓ Mention something that you accomplished, or that you learned, that could only happen with the donor’s support. People like to measure the impact of their gifts.

✓ Avoid jokes. You don’t need to entertain your reader, and a joke may backfire. We want to have fun, but our donors may not share our sense of humor. There’s no need to be dreary, but do be professional.

✓ Write within the border of the paper. Do not write up against the left hand side, leave a little space between the border and your first word.

✓ Use neat handwriting. Practice in pencil, or write a draft and then copy it over again as neatly as possible. Take your time and don’t rush.

✓ The message should be brief and to the point. “Thank you very much” should be only once in the note.

Things to include in your note:

1. Include your name.
2. Thank them by using the name of the sponsor in the letter.
3. Talk about something memorable about the activity/event that you will never forget.
4. Talk about how this person/donor helped you out.
5. Sign your letter with your name.

Remember your letter is a reflection of you!

If your letter is good then it reflects positively upon you!
If your letter is poor with lots of misspelled words and grammar mistakes then that will be a poor reflection on you.
Record Book Check Sheet

Below is a list of items to consider when completing your record book. These are items that you may want to include somewhere in your record book.

**General Items**

- Personal Information Page complete with picture
- Personal Information Page signed
- Permanent Record up to date
- General 4-H Story completed
- Applied for achievement pin or other county awards
- Achievement Pin application signed
- Excellence in Project Achievement Awards completed and signed
- Record book assembled in correct order

**Activities**

- Held office in 4-H Club
- Held office in 4-H Council
- Participated in Elk County Teen Leaders
- Worked on a club committee
- Attended a majority of club meetings
- Gave a project talk, demonstration or other program to 4-H Club or project meeting
- Participated in model meeting and/or gavel games or other club presentation for county 4-H Club Day.
- Made individual presentation at county 4-H Club Day
- Made a presentation to a non 4-H group about 4-H
- Participated in club tour
- Attended 4-H Sunday with your club
- Participated with club exchange meeting
- Helped with club community service project
- Attended county 4-H Achievement Banquet
- Assisted with Fair cleanup
- Make presentation to non 4-H group
- Exhibited at county fair
- Assisted at the county fair
- Attended 4-H Camp, Leadership Forum, Discovery Days, Citizenship in Action and/or other similar events
- Participated in judging contest or school
- Participated in a Southeast District or Area Judging Contest or School
- Participated at Regional 4-H Club Day
- Exhibited at Kansas State Fair or National Jr Livestock Show
- Exhibited at Spring Livestock Shows
- Exhibited or plan to exhibit at Kansas Junior Livestock Show
- Receive recognition at 4-H Achievement Banquet
- Serve as a counselor at 4-H Camp
- Submit a KAP to area KAP screening
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