Chautauqua County 4-H Update

4-H Calendar
September
5 Labor Day—Extension Offices Closed
6 State Fair Entries Due
9-18 Kansas State Fair—Hutchinson
23 Record Books and Pin Applications Due
30-October 2 Kansas Junior Livestock Show—Hutchinson

October
1 Beginning of New 4-H Year/Online Enrollment Begins
2-8 National 4-H Week
8-9 48 Hours of 4-H
9 Volunteer at CQ County Animal Shelter, Cleanup
12 4-H Council
15 4-H Bingo Fundraiser—Fairgrounds
28-29 4-H Spook Walk—Sedan

November
12 County Achievement Banquet
19-20 Kansas Youth Leadership and Volunteer Forums, Rock Springs

If you have any pictures from the fair or other 4-H events during the year, please share with me. I am needing pictures for the slide show at the Achievement Banquet. Email me at lmmbever@ksu.edu
Volunteers Needed!

Volunteers really are the heart of 4-H. Kansas 4-H invites you to make the difference in the life of a young person. Volunteers make 4-H possible through the passion, skills, and talents they share with young people. 4-H Volunteers are screened and receive ongoing training. Assisted by local staff, they guide youth learning using research-backed curriculum. If you sew, we need your skill. If you love to work with horses, we need your expertise. If you are a whiz at decorating, we’ve got a job for you. Woodworking your hobby? We need a volunteer for that. Just want to help? Absolutely room for you. No matter what you want to teach, there is more than likely a project that needs a teacher, helper, or sometimes just an extra adult body. Yes, there is a screening process. Yes, there are a few videos to watch. Yes, we need to do a background check, especially if you will be transporting kids. Consider all of those as safety measures for you and our 4-Hers. Come join us, you all have knowledge to share.

4-H Enrollment

September 30 is the end of the 4-H year and October 1 starts re-enrollment for the new 4-H year. Enrollments and re-enrollments will all be done on 4-H Online, https://v2.4honline.com/#/user/sign-in. If you can’t remember your log on or are having trouble, call Jenny at (620) 725-5890.

Remember, you must be 7 by January 1, 2023 to enroll in 4-H. Kids ages 5-7 may sign up to be in Cloverbuds.

Enrollment Deadline for competing in the county fair will be February 1st. Drop/Add Deadline will still be May 1st.

Club Officer Elections

With October beginning a new 4-H Year, the September or October 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:

- 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.
48 Hours of 4-H

According to the 4-H study of Positive Youth Development, 4-Hers are nearly 4 times more likely to make contributions to their communities. But just how much can they do?

In one weekend this fall, October 8-9, 48-Hours of 4-H will challenge club members, adult leaders and 4-H alumni to explore their service capabilities and inspire the community around them by taking part in some type of service project during the weekend of October 8-9. It might be a little project for a club, or a big project the whole district or county gets involved in. It will be awesome to see what Kansas 4-H can accomplish during that time period.

This Kansas 4-H challenge is brought to you by the Kansas 4-H Youth Leadership Council in conjunction with the K-State Research and Extension Department of 4-H Youth Development with generous support from the Kansas 4-H Foundation.

On October 9, we are planning to work at the new Chautauqua County Animal Shelter (picking up rocks or whatever they need done). Watch the Chautauqua County 4-H Facebook page to find out the time.

Mark Your Calendars!

4-H Bingo

Bingo will be October 15 at 5:00pm. Each 4-H family will need to pre-sell 10 tickets and bring a $10-$20 prize basket. More information and the concession stand sign up will be available next month.

4-H Spook Walk

Calling all ghost and goblins! We will be doing a county wide Spook Walk on October 28 - October 29 from 8-10 pm. More details will be available in the October Newsletter. We will need everyone’s help to make this a monster of a success.

4-H Members who participate in the Spook Walk will get their $15 program fee paid for by council.

CQ Co. 4-H Council Meeting

The next council meeting will be on Wednesday, October 12, 2022 at 7:00 p.m. in Sedan, Courthouse Meeting Room.

We will be discussing the upcoming Achievement Banquet.
4-H Record Books

4-H record books are rarely one of the most favorite tasks for anyone, yet they can be one of the most valuable learning tools. One of the real values of 4-H record keeping is as a monitor of growth. For project work, charting the number of items made, books read, demonstrations or talks given, members helped, tours taken and items exhibited—really makes progress obvious. Many of the rewards of 4-H record keeping are not immediate. Record keeping is one of those temporarily painful experiences that leaves a young person with a good feeling when it is completed—a sense of pride & accomplishment. Record keeping is filled with personal lessons in diligence, decision making, self-expression, time management, creativity, and honesty. All records are available from the Rolling Prairie website. Records are available in a form filler version. If you have Adobe Acrobat Reader (which is a free program on the internet) you can type and complete the record on your computer using the form filler version. Make sure you save each form BEFORE you start editing on it. Also available on the website, is the publication Rolling Prairie District 4-H Records Guide. This tells all about completing your records and lists the record sheet to use for each project.

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

1. **Achievement Pin Application**—If you are applying for one.
2. **Check Sheet**—Used to verify that all information is included and complete.
3. **Personal Information Page**—Should be current year’s Personal Page; be sure to include a picture of yourself.
4. **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.

5. **Current year’s Project Report Forms**—This will include General Project Report Forms for non-animal related project and Animal Project Report Forms for all animal related projects. Only include current year’s records. Pictures should be added to project records only include the amount asked for. Take other years out and put in a safe place.

**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 and accurate.
- Be sure to get all signatures. If you don’t have a project leader, your parents may sign as your leader.
- Fill in ALL the blanks—even if it’s none or N/A.
- Add another page if you need more room on Permanent Record. Extra pages can be copied or picked up at the Office.
- Be sure to always fill out your own book.
- Action photos are best. Show yourself doing different parts of your project.
- Goals should be Specific, Measurable, Attainable, Relevant, Time-based (SMART).
- Don’t include newspaper clippings, ribbons, awards or things like this in your record book.
- 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.

All records for the different projects are available on the Rolling Prairie Extension Website in both hard copy and form filler version. Remember to download and save the form as a PDF, then open it in Adobe before completing it. The 4-H Project Recognition Guide is available on the website and has all kinds of information about completing 4-H records as well as a listing of what record to use for all projects and age levels.

4-H Story

Your 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.

• **Introduction:** Include your age, interests, parents, brothers, 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 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.

**Remember:** If there is more space for you to write your story, that means you are expected to write a longer story. Not just a paragraph. 7-9 year old 4-Hers just have to answer questions, but in complete sentences.

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**Awards Applications due 9/23/2022**

After you’ve put in all the hard work on your Record book, don’t forget to turn it in by September 23! This is also when you turn in your Achievement Pin Applications, Club Summary Reports, and Officer Notebooks if you held a Club Office. Here’s a list to help you remember everything to submit.

- 4-H Record Book
- Achievement Pin Applications
- 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.
  - **Historian**
    - ◊ Historian’s book telling the story of the club for that year.
    - ◊ Include Club Charter, pictures, newspaper clippings, special correspondence.
  - **Story**
    - ◊ This should be the final location of the Secretary’s and Treasurer’s books.
Kansas Youth Council
Application Process
The Kansas 4-H Youth Leadership Council (K4-HYLC) and Kansas 4-H'ers are looking for committed, enthusiastic members to serve on the 2023 Council, and we think that you might fit that description! We are confident that, if elected, you will acquire many valuable, life-building skills through your K4-HYLC experiences.

The Youth Council and National 4-H Conference application will be combined, with applicants indicating if they are applying for one or both opportunities. Any Kansas 4-H member between the ages of 14 and 18 before January 1, 2023 may apply as a Council Rep and those 15-18 before January 1, 2023 may apply for National Conference. This year’s KYLF delegation will elect representatives from the four extension program regions (NE, NW, SE, SW) for one year terms on council. Up to six National Conference delegates will be selected through an interview process at KYLF and they serve a two-year term on council. The application deadline is October 1, 2022. Contact Jenny for more info on how to apply.

Kansas Youth Leadership (KYLF) and Volunteer (KVF) Forums
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.

The Kansas Volunteer Leaders Forum is an opportunity for volunteers from around the State to learn together while building a network of likeminded passionate adults. Participants will have the opportunity to dive into interactive content they can use to engage their youth members, connect with state and local extension staff to learn about new and exciting 4-H happenings, and engage with the Kansas Association of 4-H Volunteers as a support system for volunteering efforts throughout the year.

The Forums will be held November 19-20, 2022 at Rock Springs 4-H Center. KYLF is for youth ages 14-18 before January 1, 2023 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 a workshop with the Kansas Leadership Center, opportunities for networking and sharing resources.

KYLF: Registration will open Mid-October; Deadline is November 1, 2022
KVF: Registration open date is coming soon; Deadline: October 1, 2022

Fees and schedules for both have not yet been announced.

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**National 4-H Week**

October 2-8, 2022

National 4-H Week is a time to promote 4-H, encourage membership, celebrate the completion of a successful 4-H year, 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. Some ideas include hanging up your club banners at businesses, wearing your 4-H shirts as a club, or making thank you gifts for local supporters.
CLUB FINANCES

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. What are non-appropriated funds, you ask?

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 $15 fee you pay every years? That’s a non-appropriated fund.

Rules for Managing Club Finances

There are five principles, or rules, used to manage these funds:

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.
5. All Extension groups, including 4-H Clubs, must have their financial records reviewed each year by the Extension Board. This includes all 4-H Community Clubs, Livestock Sale Committees, Shooting Sports, 4-H Councils, Jr Leaders, etc. In order for the Extension Board to keep track of the financial activities of these groups, they need a financial report each year from these organizations. Every year, each of these groups will be given a club financial review to be completed and returned to the District Board. In order for these groups to continue operation and using the 4-H name, this financial review must be completed.

Club Financial Review

Essentially, the club financial review is a yearly audit of the club’s monies, with a report completed and filed with the Extension Office. These forms will be sent out in October.

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 as soon as possible.
• 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.
Rolling Prairie Extension District on Facebook

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