Chautauqua County 4-H Update

4-H Calendar

September
3  Labor Day—Extension Offices Closed
7-16  Kansas State Fair—Hutchinson
12  Chautauqua Co. 4-H Parents’ & Leaders’ Meeting—Cedar Vale
12  Chautauqua County 4-H Council—Cedar Vale
21  Record Books, Pin Applications, Officer Notebooks Due
28-30  Kansas Jr Livestock Show—Hutchinson

October
1  Beginning of New 4-H Year/Online Enrollment Begins
7-13  National 4-H Week
13-14  48 Hours of 4-H

November
3  Achievement Banquet and Supporters’ Dinner
14  Officer Training—Sedan
17-18  Kansas Leadership Weekend—Rock Springs

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, 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.
Parents’ & Leaders’ Meeting
On September 12th at 6 pm at the Long Shed in Cedar Vale we will have a planning meeting for the 4-H year. This meeting is open to current and future leaders as well as parents. We will be discussing several items about the upcoming year. Including an idea share, setting meeting dates, county wide events, building your club, etc. The meeting will only last an hour. 4-H members may attend also.

Volunteer Screening Process
August 1, 2014, Kansas 4-H implemented an updated volunteer screening policy for 4-H volunteers who work with youth or provide leadership to 4-H programs in public settings.

Moving forward, all volunteers (in positions requiring screening) must be screened under the new process. Any steps completed under the old process will still be valid with the exception of the background screening which must be completed using the new process. An interview will now be required as specified in the new process.

Resources to support the new process are posted at http://www.kansas4-h.org/p.aspx?tabid=603. Resources are also available at the extension offices.

Volunteer Screening Checklist
- Kansas 4-H Volunteer Service Application complete, signed and dated
- Interview complete
- Kansas Child Abuse and Neglect Registry Information and Permission form filled out and mailed to Department for Children and Families
- Background check
- Orientation session completed
- File reviewed
- Name submitted to Local Extension Unit Board for Appointment

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, 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 13-14, 2018. 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.

4-H Council decided to do a canned food drive this year again to benefit the Ministerial Alliance’s Food Bank. Some items that are really needed are canned meats such as tuna, chicken and spam. Also things like paper towels, toilet paper, paper plates and cups are not often donated but are used.

Please follow the 48 Hours of 4-H project on Facebook

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.
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.

National 4-H Conference

The National 4-H Conference is a working conference in which youth and adults, at the invitation of the Secretary of Agriculture, assist in the development of recommendations to help guide 4-H Youth Development programs nationally and in their communities. This event brings together youth, volunteer leaders, and state and county Extension Staff members from across the United States, the U.S. Territories, and the Canadian Providences.

The conference is April 6-11, 2019 in Washington D.C. It is for youth 15 - 18 Years Old by January 1, 2018.

Up to six Kansas youth may be selected to attend the conference. A panel will screen the written applications and top applicants will be invited to interview at Rock Springs during Kansas Youth Leadership Forum. Nominees must register and attend the Kansas Youth Leadership Forum. Final selection of delegates will be made on the basis of the written application and interviews.

Cost of the conference is approximately $1,400.

Applications and letters of reference are due by October 1, 2018.

Discovery Days Task Force

If you who love to attend Discovery Days, apply to be on the Discovery Days Task Force! Youth will meet once in December and then will have several conference calls throughout the year. They will arrive in Manhattan the day before Discovery Days begins to help set up and will provide leadership throughout that week. Applications are due October 1. The application can be found on the Discovery Days webpage.

CQ Co 4-H Council Meeting

The next council meeting will be on Wednesday, September 12, 2018 at 7:00 p.m. at Long Shed in Cedar Vale

We will be discussing Achievement Banquet, and 48 Hours of 4-H.
**Kansas Leadership Weekend**

Come and build your leadership skills and potential through workshops, consulting groups, inspirational speakers and more. In addition, the 2019 State 4-H Youth Leadership Council will be elected at KYLF. Come to KYLF to learn more!

Volunteer Forum will help you SHINE brighter and lead youth to SHINE their brightest. The Forums will be held November 17-18, 2018 at Rock Springs 4-H Center. KYLF is for youth ages 14-18 before January 1, 2018 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.

Registration is open for both of these events. Both forums will register though the same system. You will find this information on the website, 4-H Events and Activities > General Events > and there you will find info for both events. Registration deadline is October 16 for both events at an early bird rate or before November 1 at the regular rate.

Cost of KYLF is $200. Cost of KVF is $165.

**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 2018 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.

There will be 12 Council members (3 from each Extension area) elected at the Kansas Youth Leadership Forum, November 17-18, 2018, at Rock Springs 4-H Center to serve Kansas 4-H for the 2019 year. Any Kansas 4-H member between the ages of 14 and 18 before January 1, 2019 may apply.

Contact Jenny for more info on how to apply.

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**4-H Enrollment**

September 30 is the end of the 4-H year and October 1 starts to re-enroll for the new 4-H year. This year re-enrollment and new enrollments will all be done on 4-H Online [https://ks.4honline.com](https://ks.4honline.com) If you can’t remember your login or are having trouble call Doris or Jenny at (620)725-5890.

Remember you must be 7 by January 1, 2019 to enroll in 4-H. Kids ages 5 and up 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.

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**Chautauqua County 4-H Scholarship Committee**

**Gun Raffle**

*Mossberg Patriot bolt action 270 Rifle with Scope*

$1 a chance

Contact a Chautauqua County 4-H member for tickets

Drawing will be December 1st!

Gun purchased from H & H Hunting Supplies. Proceeds will benefit the Chautauqua County 4-H Scholarship Fund.

Contact Jenny with any questions 620-725-5890.

Tickets and flyers will be handed out at the September Council Meeting. There will be a prizes for the top 3 sales persons.
4-H Records

Now is the time that most people do not think of their 4-H records, however it is an excellent time to get started while you are completing fair projects. All records for the different projects are available on the Rolling Prairie Extension Website in both hard copy and form filler version.

The 4-H Records 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.

Summary of Achievement Awards due 9-21-2018

- 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.
  - Other stories written
- Historian

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.
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 and a hard copy 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. 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. **Personal Page**—Should be current year’s Personal Page; be sure to include a picture of yourself.
3. **4-H Story**—Not to exceed six pages, double-spaced on one side. Younger 4-H’ers can write on the back of your Personal Page and continue on white paper. Older members should write their story on white paper and place it behind their Personal Page.
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. **Photographs**—A maximum of three pages of pictures on one side only. Photography project members may have an additional 10 pages of photos that they have taken. Captions for each photo improve the quality of your record book.
6. **Current year’s project sheets**—Only include current year’s records. Pictures should only be added to project records if the record requires them and 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 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.
- 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.
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 are 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.

4-H Club and Groups Financial Review
The Rolling Prairie Extension District Board is accountable for all non-appropriated funds generated for Extension programs under their jurisdiction. 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. This 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 each year.
Essentially the club financial review is an audit of the club’s monies, with a report completed and filed with the Extension Office each year. 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.

State Fair Entries
Members may bring in their exhibit(s) to the Sedan Extension Office anytime this week but they must be here by 4:00 p.m. on Thursday September 6. Please refer to the letter you received for the instructions and requirements for your exhibit(s).
Pick up will be after September 17, 2018.
Rolling Prairie Extension District #8, Chautauqua and Elk Counties
215 N. Chautauqua
Sedan, KS 67361

Rolling Prairie Extension District on Facebook

“Like” our Facebook page to get the most up-to-date information and news about the happenings of Rolling Prairie District! Visit https://www.facebook.com/pages/Rolling-Prairie-Extension-District/146463602083477 to like our page.

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