



# Adams County 4-H Family Handbook



# 2016

Revised: February 2016

**Welcome to the 4-H year! This 4-H Family Handbook will provide you with details about the Adams County 4-H policies, deadlines, projects and activities. We hope you refer to this handbook frequently.**

**The involvement of youth, volunteers, leaders, Nebraska Extension and the Institute of Agriculture and Natural Resources are the building blocks of a strong Adams County 4-H program.**

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## THE 4-H VISION

4-H ... A world leader in developing youth to become productive citizens and catalysts for positive change to meet the needs of a diverse and changing society.

## THE 4-H VALUE SET

We believe in these values:

**Youth Development** is the focus of everything we do and 4-H allows individuals to unlock their potential through:

- active involvement in self-determination of learning activities,
- quality experiences that stimulate skills for living and lifelong learning,
- relationships that empower people to voluntarily help themselves and each other,
- interaction with caring adults and peers to create a positive family-like support system.

**Partnerships** are essential in successful youth development for:

- resource development,
- program innovation,
- delivery capabilities,
- creating and delivering caring environments,
- access to research-based knowledge.

**Volunteerism** is fundamental to:

- delivering quality programs,
- developing adult educational capacity,
- teaching youth to volunteer.

**Diversity** strengthens the ability of 4-H to:

- develop positive values among program participants in today's global society,
- develop and deliver quality educational experiences,
- provide opportunities for program involvement regardless of culture, age, disability, gender, social or economic status.

## THE 4-H MISSION

The 4-H Youth Development Education Program creates supportive environments for culturally diverse youth and adults to reach their fullest potential. In support of this mission, we will:

- provide formal and non-formal community-focused experiential learning,
- develop skills that benefit youth throughout life,
- foster leadership and volunteerism in youth and adults,
- build internal and external partnerships for programming and funding,
- strengthen families and communities,
- use research-based knowledge and the land grant university system.

Achievement of this mission will result in capable, competent, and caring citizens.

## **4-H MOTTO**

"To Make the Best Better"

## **4-H EMBLEM**

The 4-H emblem is the four-leaf clover with the letter "H" on each leaf standing for head, heart, hands and health.

## **4-H COLORS**

The 4-H colors are green and white. Green symbolizes nature's most common color and represents life, springtime and youth. White symbolizes purity and high ideals.

## **4-H PLEDGE**

**I pledge  
My head to clearer thinking,  
My heart to greater loyalty,  
My hands to larger service, and  
My health to better living,  
for my club, my community,  
my country and my world.**

## **4-H EVENTS CALENDAR**

**Check current monthly newsletter.** Please note all dates or times are subject to change.

## **ADAMS COUNTY 4-H YEAR**

The Adams County 4-H year will be from January 1 to December 31, current year.

## **ADAMS COUNTY 4-H COUNTY FEES**

The county fees will be set by the Adams County 4-H Council. The fees help cover insurance costs and miscellaneous costs. 4-H manuals will continue to be paid for by the 4-H members. Enrollment fee is **\$5.00** per child until April 15th. Late enrollment/project deadline fee is \$10.00 after April 15th and before May 1st.

## **ADAMS COUNTY 4-H DATE REQUIREMENTS**

The Adams County 4-H Council has set dates for when items are due. Please refer to the newsletter for these, but in general the ruling is Enrollment and Project deadline is April 15th of each year. Late enrollment/project deadline will be May 1st. No enrollment into 4-H or project additions will be accepted after May 1st for the current 4-H year, unless approved by 4-H Council. If a deadline falls on a weekend or observed holiday, the forms will be due on Monday or the next business day.

## ADAMS COUNTY 4-H GRIEVANCE POLICY

Differences in opinions are a part of life. To ensure consistency and fairness, a written grievance process is necessary to respond to and resolve 4-H issues and complaints in a manner that teaches good character and life skills.

- A. A protest shall be in writing, signed by the exhibitor/protester and submitted to the 4-H Livestock Office or the Extension Office.
- B. The written grievance must be filed **by 10 AM** of the next day following the disputed show.
- C. Written protests must include:
  - 1) Names of persons involved.
  - 2) Nature of concerns.
  - 3) Situation and documentation.
  - 4) Specific action, rule etc. in question.
- D. The 4-H Council Executive committee will review the written protest. They may discuss the situation with affected persons and show officials, if appropriate, prior to making a final decision.
- E. The Executive committee will recommend appropriate action to management in writing.
- F. The recommendations will be followed and communicated both verbally and in writing to the group or individual affected.

**\*Official Protest Form** is available at the following Locations:

Adams County Extension Office (year round)

4-H Livestock Office (during Fair)

**The 4-H Council may revise this current policy in the future. Any changes will be reported in the Adams County 4-H Newsletter.**

## 4-H YOUTH SAFETY

Keeping the children and youth in the 4-H program is one of the most important things that we do. In order to assure the safety of the youth in our programs the University of Nebraska-Lincoln has instituted a Youth Safety Policy. The policy is similar to what 4-H has always been doing. Key issues include:

- making sure that staff and volunteers working with 4-H'ers have been screened to make sure that there is no history of abuse or neglect
- all 4-H'ers have access to first aid and CPR treatment in the case of accidents
- youth will not be alone in one-on-one situations with unrelated adults
- all adults will be using common sense measures to assure the safety of the youth in their care

Parents can be assured that the adults working with their children have the best interest of the child in mind as they mentor and lead 4-H programs.

## 4-H MONTHLY NEWSLETTERS

All enrolled 4-H'ers will receive a monthly newsletter for their family. This newsletter is the main form of communication from the Extension Office. The monthly newsletter will keep you posted on upcoming events, deadlines, policy changes and general information about the Adams County and State 4-H programs. **All dates and times are subject to change**; please refer to your most current monthly 4-H newsletter for the most current information.

## 4-H AGE, MEMBERSHIP & PARTICIPATION CRITERIA

### AGE CRITERIA

Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture. The 4-H Youth Development program abides with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.

4-H is open to all youth between the ages 5 and 18 (4-H Age), regardless of race, color, national origin, gender, religion, age, disability, political beliefs, and marital or family status as determined by the following age criteria:

- 4-H: The age of the youth before January 1 of the current year.
- If your birthday is on January 1, your 4-H age is the age you were on December 31st.
  - If you turn eight (8) on January 1, your 4-H age is seven (7).
  - If you turn nine (9) on January 1, your 4-H age is eight (8).
- 4-H eligibility is determined based on the 4-H age. **(The actual age of the member on December 31st of the previous year)**
- The first year of eligibility for participation in the 4-H Clover Kids program is the 4-H age of five (5).
- The last year of eligibility for participation in the 4-H Clover Kids program is the 4-H age of seven (7).
- The first year of eligibility for the regular 4-H program is the 4-H age of eight (8).
- The last year of eligibility is 4-H age of eighteen (18).
- Certain programs designed for children with special needs/disabilities may establish age limits outside of those stated above. This decision will be determined locally.

### Clover Kids:

- Children may join Clover Kids when they are five to seven 4-H age as of January 1 of current calendar year. This program will assist youth in developing emotional, physical, intellectual, and social skills. Clover Kids programming is designed with activities and learning opportunities that are developmentally appropriate for six to eight year-old children. Youth within this age are not yet ready for competition.
- The Clover Kids program is developmentally appropriate and involves the following components:
  - Encourage involvement of parent or significant adult
  - Focus on self-esteem and provide positive feedback
  - Share through cooperative learning
  - Non-competitive: emphasize fun and success of every child
  - Recognize individuals for participation
  - Recognize and give incentives without rank or placing

Clover Kids programs, in addition to the curriculum provided, can be developed as long as a safe environment is assured. Go to NE 4-H Policy and Procedures Handbook, Section 10, *Risk Management* for related guidelines.

## MEMBERSHIP CRITERIA

### 1. County Traditional 4-H Membership:

- a. The potential member is 8 years old on December 31st and on January 1st or
- b. The potential member is no older than 18 years old on December 31st. (The last year of eligibility is the calendar year the member is 18 on January 1 and turns 19 before December 31.)

### 2. Clover Kids Membership:

- a. The potential Clover Kids member is 5 years old on December 31st and January 1st or
- b. The potential Clover Kids member is no older than 7 on December 31st and January 1st.

## PARTICIPATION CRITERIA

1. **State Participation:** A 4-H member is allowed to physically compete on the state level (i.e. judging, speech, presentation, etc.) if he or she meets the age requirements set by the State 4-H office. This does not pertain to competing with static exhibits such as clothing, foods, etc.
2. **National Participation:** A member is allowed to compete on the national level when he/she is 14 years of age as of January 1.
3. **Handicapped Participation:** 4-H programs should be designed to consider the needs of participants with special needs/disabilities. All applications to any program should contain the following question:

*Do you request any accommodation for a disability in order to participate in this program? If so, please explain.*

Should you encounter a participant, either adult or child, in need of or requesting accommodation for disability, contact the University of Nebraska–Lincoln ADA/504 Compliance Office, (402) 472-8404, for assistance in evaluating what actions might be necessary or appropriate.

The Adams County 4-H Council will consider waiving rules and regulations when requirements place unreasonable restrictions on handicapped youth (for example, grooming rules for livestock shows that restrict parental help or record book requirements for youth with writing disabilities).

4. **Married Members Participation:** Married individuals who meet age requirements are eligible to fully participate in the 4-H program and are eligible for all benefits therein.

## METHODS OF PARTICIPATION

An **Independent 4-H member** is a member that does not belong to an organized 4-H club, but is allowed to be a member of any Special Interest groups (i.e. tennis, junior leaders, shooting sports etc). They enroll and complete projects the same as other 4-H members but without the benefit of a club setting. Independent 4-H members are not restricted from entering any project, activity or workshop offered by the 4-H program.

A **4-H club member** is a member of an organized 4-H club. A club member participates in projects and also has the benefits of participating in club work.

A **Traditional 4-H member** is a member who participates in the Adams County 4-H program as a 4-H club member or independent 4-H member. You will find the words traditional 4-H member used throughout this book.

The **School Enrichment 4-H member** is a student who is enrolled in a class where the teacher is using materials on any of several different subjects (Embryology, Sun's Up Cover Up, etc.) provided by the Extension Office.

A **Junior Leader Club 4-H member** is a member who participates in the Adams County Junior Leader 4-H Club. The 4-H member must take the “Serving as a Junior Leader” project, and be an independent member or a member of another 4-H club to belong to the Junior Leader club.

## WHAT IS A 4-H CLUB?

**National Club Charter:** Charters must be issued upon establishing a 4-H entity. The Nebraska State 4-H office will maintain documentation on the issuance of Charters to 4-H entities within Nebraska. A National 4-H Charter is required before any 4-H entity can:

- Use the 4-H Name and Emblem
- Be included under the Tax-Exemption Group Ruling for 4-H

**Organized 4-H club:** is an organized group of youth, led by an adult, with a planned program that is carried on throughout all or most of the year. 4-H clubs may meet in any location and typically have elected officers and a set of rules approved by the membership to govern the club.

The club must have a National Club Charter, a ‘Constitution & Bylaws’ (that follows the state guidelines and is approved by the 4-H Council) and meet all other 4-H Club requirements found on page 28 of handbook. Copies of the documents must be on file in the Adams County Extension office.

Types of organized clubs can be:

2. Community clubs - Community clubs typically meet in the evenings or on weekends and offer self-chosen multiple learning experiences and activities.
3. In-school clubs - In-school clubs meet during school hours, but have officers and planned activities beyond school enrichment.
4. 4-H after-school clubs - 4-H after-school clubs are organized within child care settings. They have officers and planned activities.
5. Military 4-H clubs - Military 4-H clubs are organized by the Armed Forces, often on military installations, and principally for military dependents.

**Nebraska 4-H Club of Excellence** (formerly known in NE as a Charter Club): The overall goal of 4-H clubs is to develop enthusiastic young people who boldly take action to demonstrate life skills as capable, caring, confident, competent kids of character, thus contributing to the improvement of themselves, their family, their club, their community, and their world. One way clubs can measure their success in meeting that goal is to become a Nebraska 4-H Club of Excellence.

To receive the designation as a Nebraska 4-H Club of Excellence, clubs must meet the following criteria and document how this criterion was met.

1. Have at least five members from at least two different families.
2. Recite the 4-H Pledge at meetings.
3. Meet at least six times per year.
4. Choose/elect youth officers.
5. Have youth serve in leadership roles.
6. Have one club project, related to curriculum, which they do together.
7. Have adult role models/parental involvement.
8. Be facilitated by organizational and project leaders who have successfully completed the volunteer screening.
9. Have members who perform a presentation or public speaking at the club level or above.
10. Complete one community service project.
11. Have members who participate in county, district or state events.
12. Celebrate member and club achievements.
13. Turn in a completed Annual 4-H Club of Excellence Summary Form.

If the Club meets all the requirements, they will get a certificate and a seal the first year and an additional seal in subsequent qualifying years.

**Special Interest group:** is a group of 4-H members from any organized club, an independent member, or school enrichment member that meet for one specific project only (dog, shooting sports, etc.). Members are not limited to the number of special interest groups they are involved with. Members may also take other projects that do not correspond to the special interest group. For example, Betsy is a member of the Shooting Sports Group as well as the Dog Group. She is also involved in the clothing, cooking and beef projects.

**Primary club:** denotes the organized 4-H club that the 4-H'er spends the most time with. Youth can be involved in more than one 4-H club. The Primary club leader will be the leader that the 4-H'er will contact for assistance.

## 4-H ENROLLMENT

**4-H Enrollment** is required to be completed on a yearly basis. To be enrolled in 4-H in Adams County, you must enroll in at least one project, pay the yearly enrollment fee and have a signed Code of Conduct on file thru 4-H Online. Enrollment instructions are available at the Extension Office or by visiting our website: <http://adams.unl.edu/adamscounty4h>

**New Members:** The 4-H enrollment process used by Traditional 4-H members, and Clover Kids who are enrolling in 4-H for the first time is available at the Extension Office. **Continuing in 2016:** parents/guardians must enroll their youth on-line through 4-H Online and pay their enrollment fee before they are officially an Adams County 4-H'er.

**Current Members:** Traditional 4-H members, Clover Kids, who were enrolled in 4-H the previous year can get a list of projects they were in the previous year to use when re-enrolling. **Continuing in 2016:** youth & parents/guardians must enroll on-line through 4-H Online. They can use this project list to make project changes for the current 4-H year (whether in a club or enrolled as an independent member). Instructions are available at the Extension Office. Youth must pay their enrollment fee before they are officially an Adams County 4-H'er. The organizational leader may possibly pass out a project list to their club members or have an on-line enrollment meeting.

**Leaders and Volunteers: 2016** must enroll on-line through 4-H Online. Volunteer profile only needed at initial enrollment and then when the District require it. Instructions are available at the Extension Office.

**Enrollment deadline for Adams County is April 15th, of the current year.** Any Enrollment changes, corrections, additions or deletions must be made online. Changes made by telephone calls may or may not be accepted, depending upon what change is requested. Project changes and fees paid must occur before that deadline to avoid any penalties. **April 16th thru May 1st** any enrollments or project additions will be allowed with payment of a Late Enrollment/Project fee. **After May 1st** enrollment in 4-H will be allowed for participation in the 4-H program but the member will not be eligible to participate in the current year's county fair, county contests or county events, unless approved by the 4-H Council.

**Members enrolled in more than one club or special interest group,** make sure that each leader is aware of your association with the other club(s). You must also inform the Extension Office of which club is your primary club (i.e. the club you spend most of your time with) before April 15th, of the current year.

**Carefully read all information** on enrollment, deadlines, materials needed, etc. For example, some livestock projects (beef, sheep, swine and goat) have special deadlines for weighing, identifying, tagging and registering animals (please refer to the current 4-H newsletter for more information).

## CODE OF CONDUCT

Character development is the cornerstone of the 4-H program and therefore the Adams County 4-H Council expects all people involved with the 4-H program to exemplify the six pillars of character. 4-H is a family affair. Parent(s) are to help 4-H members by teaching and showing them how projects could be done. Parents are not to do the project for the 4-Her, but are to instruct and guide the 4-Her from the knowledge, experiences and expertise a parent may hold. To make sure that you are aware of these expectations, all 4-H members, parents and volunteers who wish to be considered active will need to read, agree to and sign a Code of Conduct (electronically for youth and for volunteers) in order to be enrolled in the Adams County 4-H Program.

**Members, parents** are asked to electronically sign these forms and return them with their completed enrollment forms. **Volunteers** in 2016 are asked to electronically sign the form. **If a signed Code of Conduct is not on file by April 15, of the current year, 4-H'ers/Volunteers will be considered Inactive, which means they will be ineligible to compete/assist for the current 4-H year.** This Code of Conduct only needs to be signed yearly during the enrollment process. **Enrolling online, you still need to complete the Code of Conduct with a "Yes" and sign it electronically.**

## 4-H PROJECTS

The 4-H project is the "gateway" to the rest of the 4-H program. Perhaps it would be more accurate to say, however, that the project is the "gateway" to the 4-H'er. Projects provide the basis of the 4-H program by offering various educational experiences. Carrying out a project will help the member "learn by doing" as well as learn "why" things happen the way they do.

### Why projects?

The project is a teaching tool that can be used to develop many desirable traits in addition to the more evident project skills.

Project work is a means to an end, not the end itself. The development of the individual is the most important consideration.

### What are projects?

Projects are real life experiences that help 4-H'ers learn to make sound decisions. Projects put the hands and mind to work.

The selection of 4-H projects has expanded greatly over the years. There are over 100 different projects. Most of the projects have been planned with several phases so that a member may advance to more difficult and challenging activities within that project.

Projects are selected early in the 4-H year when enrollment sheets are filled out. **(Deadline to add or subtract projects is April 15, current year.) April 16 – May 1** project additions will be accepted with payment of \$10.00 late enrollment/project deadline fee. No changes will be allowed after May 1st. **If a deadline falls on a weekend or observed holiday, the forms will be due on Monday or the next business day.**

**4-H Project Limits: 2016** - number of projects that a 4-H'er is allowed to enroll online in Adams County:

- A. Clover Kids (**ages 5-7**) will be allowed to enroll in **six (6) Clover Kids** projects, but no Traditional 4-H projects.
- B. Traditional 4-H'ers who are the **ages of 8 and 9** are allowed to enroll in **twenty (20) projects** but no Clover Kid projects.
- C. Traditional 4-H'ers who are the **ages of 10 and over** **are restricted to fifty (50) projects** they can enroll in but no Clover Kid projects.

**What are the objectives of 4-H projects?**

- 1. Create a sense of ownership.
- 2. Give a feeling of achievement.
- 3. Strengthen family and community ties.
- 4. Provide members the opportunity to:
  - a) learn project skills
  - b) develop and understand project knowledge
  - c) develop good attitudes
  - d) assume responsibility
  - e) provide healthy competition
  - f) make meaningful decisions
- 5. Provide leisure time activities.
- 6. Explore career opportunities and thus the need for continued education. All projects are, in a sense, career explorative - giving each member a taste of the work and responsibilities involved.

**In selecting projects, the youth should consider the following:**

- 1. Does it meet your needs and interests?
- 2. Is the project compatible with your age and ability (physical and mental)?
- 3. Will it challenge you educationally?
- 4. How much time do you have and how much time does the project require?
- 5. In what season of the year does most of the activity of the project occur?
- 6. Is the project acceptable to your parents and does it fit into the family needs and situation?
- 7. How much will the project cost?
- 8. Is adequate space and equipment available?
- 9. Is there an opportunity for ownership and management responsibilities?
- 10. Are leaders available to help you with the project or are your parents willing to help with the project?

**How are projects conducted?**

Project work is conducted through various delivery methods:

- 1. Project meetings at club, county, district or state events.
- 2. Demonstrations and talks at club meetings, county or district contests.
- 3. Tours.
- 4. Family activities or work at home.
- 5. Exhibiting at the County Fair.
- 6. Recordkeeping.
- 7. Workshops or camps.
- 8. Participation in School Enrichment.

## **PROJECT LEADER**

### **What is the role of the project leader?**

4-H project leaders are people who have an interest in a particular area. They are willing to share their time, talents and efforts with young people.

Anyone can be a project leader after passing the Volunteer profile screening\*\*. It doesn't take an expert to be a project leader. The most important ingredient for project leaders is that they are interested in working with youth. Anyone who would consider being a project leader should visit with your club's organizational leader(s) or the Extension Office.

Training meetings for project leaders are conducted on the county, district or state level. Information about these meetings can be found in the 4-H Newsletter.

Many clubs have a policy that requires more than two or three members to be enrolled in a project before a project leader will be obtained. Parents are often expected to help the members with their project if a leader is not designated.

Project leaders may find it helpful to obtain the project manuals from the Extension Office for the project(s) they are leading. Many leaders find these books to be full of valuable hints, teaching techniques, and a wealth of information.

### **\*\*VOLUNTEER PROFILE SCREENING**

Volunteer profile screening is a simple background check, which is ran through the State 4-H Office & Nebraska Health and Human Services Dept. to check for any violations on a person's record in regards to youth. This confidential background check is run to insure the safety of our 4-H members.

Initial screening of volunteers and staff will occur when they sign up to volunteer or are employed by the Extension Office.

Screening for all volunteers will be done every four years, regardless of when the original screening was completed. The screening years for Adams County are: 2015, 2019, etc.

### **PROJECT RESOURCE CENTRAL (AKA Pick-A-Project)**

#### **How do you select projects for the new 4-H year?**

The Project Resource Central lists all of the projects that are available. Manuals and the prices which correspond to each project are available at the Adams County Extension Office or online at the UNL Marketplace. When possible, corresponding exhibits will be available at the County Fair, but there are a few projects that will not have exhibits available for exhibiting at the fair.

There are **County Only Projects** which are projects that are accepted in Adams County only. They are listed either on their own form or with the other projects but are denoted as County only. This means that these projects will not have the chance to advance past the county level.

After projects have been selected (using the project list), they are submitted to the Extension Office via 4H Online. Club leaders may assist club members in choosing which projects to take, manuals needed and submitting the online request. Independent 4-H'ers are responsible for submitting their online enrollment request to the Extension Office themselves.

Each club may differ in how manuals are distributed. A club leader may choose to pick up all manuals for members or may allow members to pick up their own manuals. Check with your leader to see how they handle this.

## MANUALS

Most projects have corresponding manuals or resource materials. These optional manuals and resource materials are to be used to help 4-H'ers reach the objectives of the 4-H projects. The manuals are written progressively within each project area, this means, that even though a 4-H'er may take Baking at any time from age 8 to 18, they will not be learning and doing the same things at age 8 as they would be doing at age 18.

We do suggest that if youth join the 4-H program at an older age that they start with the beginning manuals. The beginning level manuals may be aimed at the younger 4-H'ers, but these manuals have the basic information in them that the new older 4-H'er will need in order to prosper in that project. The older youth may advance through the beginning manuals at a quicker pace, but they will at least gain that basic information.

Each club member will need to check with their club leaders to see if the leaders will pick-up their manuals or if they need to pick them up themselves. Independent 4-H'ers will need to pick up manuals themselves. There is a small fee for manuals. Payment of any manual must be received before the manual(s) leaves the Extension Office. Because of this policy, manuals cannot be mailed out.

## RECORDS

Each 4-H'er should keep a record of their 4-H work. Records should not be considered an extra task, but rather a part of the project(s). Few young people enjoy recordkeeping; however, the recordkeeping skill is quite valuable.

### **Why encourage 4-H'ers to keep good records?**

- A good 4-H record is a measuring stick. Members and leaders are kept informed of each member's progress and this helps stimulate self-improvement.
- A good 4-H record is a mirror. It will reflect accomplishments and therefore will serve as a basis for awards.
- A good 4-H record teaches a desirable skill. Every adult must keep track of business and financial matters. Developing this skill early in life is a valuable asset learned by each 4-H member.
- A good 4-H record can be achieved more readily when there is cooperation between members, parents and leaders.

**Project Record Books** are separate specific records for each project a 4-H'er is enrolled in. The record books provide space for keeping expenses, receipts, skills learned, and other information about the project. New record books are issued, free of charge, each year for the project in which the member enrolls.

### **When should records be completed?**

4-H'ers are encouraged to work on records throughout the year as they do their project work. Many club project leaders have 4-H'ers work on their records at the club project meetings.

The 4-H year runs from January 1 to December 31. Records should include all activities regarding the 4-H'er and their projects during the 4-H year. Younger members can complete their record in pencil. The records of older 4-H'ers should be written neatly in ink, typed or computer generated by the member. Parents may assist with completing records but should not fill them out for the member.

Completed record books are due to your organizational leaders or the Extension Office before the deadline of **September 15, current year**. The 4-H Council then reads these record books. You will receive a certificate of completion for all projects that you have filled out the record books for and turned in.

*Club constitutions may have rules regarding the completion of record books and premium payments. Be sure to check with your club leader.*

**Remember filling out a record book is the completion point for each project.**

## **WHAT TYPE OF RECORD BOOK?**

The record book you need to complete the project may be given to you at the time the manual is purchased or upon request. If you do not need to purchase a manual, just tell the staff which project you need a record book for. All record books are available at the Extension Office or can be found online at the 4-H website.

## **CAREER PORTFOLIOS**

### **What are county career portfolios?**

Career portfolios are completed by 4-H'ers who want to apply for county, district or state awards.

Those youth that choose to assemble a 4-H Career Portfolio are eligible for county medals, to win scholarships and trips; and to represent Adams County at the District and possibly the State level. County career portfolios are assembled by 4-H'ers who have been enrolled in a project area for **at least two years**. A 4-H'er needs to work on a completely rounded 4-H program. In addition to projects, they should also complete demonstrations, community service projects, be active in the community (e.g., school and/or church), and have used leadership skills. A great deal of leadership experience can be gained by the 4-H'er who assists as a Junior Youth Leader. The career portfolio is completed by filling out the "Career Portfolio" form. This may be completed with pencil, typewriter or done on a computer. Please refer to the **Adams County 4-H website** for the forms and more in-depth information or Contact the Extension Office for more information.

**Career portfolios** are due the same day as Project Record Books, **September 15th of the current year**.

## 4-H CLUB MEETINGS

Every 4-H Club is different, below are listed some commonalities that may be found.

### **What are the purposes of the 4-H club meeting?**

The purposes of the 4-H club meetings are to help youth:

1. Acquire new information.
2. Learn to use leisure time creatively.
3. Develop social and life skills.
4. Acquire leadership and citizenship traits.
5. Learn and use parliamentary procedure.

All 4-H club members are given the opportunity to learn and practice decision making in group situations by using the knowledge and skills acquired at these club meetings. 4-H club members are expected to attend the scheduled club meetings. **Parents are highly encouraged to attend meetings with their 4-H'ers.** After all, 4-H is a family affair.

### **How often does the club meet?**

Most clubs hold monthly meetings which are normally held the same weekend or evening each month (i.e., second Monday, third Sunday, etc.).

### **What is a club meeting like?**

The 4-H meeting typically includes 3 different parts: business section, an educational program and some recreation time. 4-H meetings normally last 1 to 1 1/2 hours.

### **What is the business section?**

The **Business section** portion of the meeting should be short and snappy. It is a small democratic society in action. 4-H officers, not parents and leaders, should be in charge of the business meeting. The Business section is where announcements about upcoming county programs are made, treasurer's report is shared, minutes are read and the club discusses any upcoming community service or other events.

### **What is the educational program?**

The **Educational program** portion of the meeting is designed to help members learn more about subjects of general interest in the entire 4-H club program. 4-H teaching is unique: it is "**learning by doing.**" Good 4-H teaching employs seeing, hearing and doing. Generally, the educational program will include talks and/or demonstrations by members or outside speakers may present programs for the 4-H club meeting.

### **What is the recreation time?**

The **Recreation time** portion of the meeting distinguishes the 4-H meeting from other educational activities. Recreation may include challenges, singing, relays, guessing games, active games, and quiet games.

### **A 4-H club meeting may also have:**

**Presentations / Demonstrations** which are "show and tell" type deliveries where the 4-H'ers share things they have learned in their projects. Actual articles are used to show the steps necessary for a finished product. Most demonstrations consist of three parts:

1. Introduction - explains the purpose of the demonstration.
2. Body - outlines subject step-by-step.
3. Summary - reviews important points and gives an opportunity for questions.

**Illustrated talks** differ from demonstrations in that they "tell" how rather than "show" how. Charts, models and other visual aids are essential for illustrated talks.

**Project talks** are given about the member's projects. The project talk can describe things experienced while doing the project or give information related to the project.

**Refreshments** are served at meetings by some clubs. Most often, different families provide the refreshments each month.

### **How are good monthly meetings accomplished?**

**Planning is the key.** It takes considerable thought, initiative, creativeness, and planning to make a 4-H club work. Most clubs outline their educational programs for each month early in the 4-H year. The 4-H Yearbook (4-HF 59), available from the Extension Office, is an excellent outline to follow.

Generally, the club officers and junior leaders do program planning with guidance from the organizational leader. The exact program planning varies from club to club.

### **Who conducts the club meetings?**

Each club should elect officers in the beginning of the 4-H year. Officers elected may include president, vice president, secretary, treasurer, news reporter, recreation leader, and song leader. Other officers may be elected depending on the club. These elected officers should plan and conduct the meetings.

### **Who provides leadership?**

Parents are usually the best source of adult leadership, but not the only source. Other 4-H friends, such as parents of former 4-H'ers, retired persons, and young adults, are often willing to help the 4-H'ers in learning leadership skills.

## **4-H CLUB ACTIVITIES**

Individual 4-H clubs plan additional club activities. Visit with your club's organizational leader about particular activities of your club. Some examples of club activities include:

**Community Service** - Many 4-H clubs decide to participate in some sort of community service activity. The purpose of a community service project is to encourage unity and fellowship throughout the community of which 4-H is an important part (Examples - picking up highway trash, singing at a local retirement home, planting flowers at a park & building small animal cages for the county fair). Check the monthly family newsletter for more community service ideas.

**Club Tours** - Many 4-H clubs hold a 4-H tour during the 4-H year. Tours provide an opportunity for 4-H'ers who have projects with animals, gardening, etc. to "show and tell" their projects to other 4-H'ers and parents in their club. Many clubs includes picnic, swimming party or some other family activity with their tours.

## COUNTYWIDE ACTIVITIES

**Officer Training** - This is a training program that should be conducted each year for newly elected club officers. Training provides information on the responsibility of the office, leadership techniques, and "how to" for individual offices. Extension Staff is available to assist upon request.

**County Camp** - This is a one day camp open to anyone 8 – 12 years old (actual age) Youth who attend camp may have a great time and the chance to make crafts, gain leadership and outdoor skills, as well as make friends they will have for the rest of their lives. More information on this event is available at the Extension Office.

**Clover Kid Camp** - This is a one day camp open to any youth 5 – 7 years old or current 4-H Clover Kids. Variety of activities and lots of fun, races, crafts etc.

**Workshops** – A wide variety of workshops are given throughout the year. Examples of some workshops are: beginning sewing, quilting, woodworking, cooking/food basics etc. For more information see the current 4-H newsletter.

**Contests, Clinics, Judging Events** - They occur mainly in the spring and summer. Judging provides a fun way for 4-H'ers to learn more about their projects and decision making. Clinics are held to help 4-H'ers learn about each specific contest, gain a better understanding of the subject matter and obtain new skills. Contests are held to help youth put these learned skills and information to work, any current 4-H'er is eligible to participate in these events. *Age of the 4-H'er to be eligible for selection to compete at State Judging Contests will vary with the different contests.*

**County Fair** - This is held in July. The fair provides an opportunity for youth to showcase their project work and progress. Exhibits are evaluated by judges and receive a ribbon denoting its quality in comparison to a standard:

- **Purple ribbons** are used to reward exhibits of **superior** quality and workmanship
- **Blue ribbons** are for **above-average** exhibits
- **Red ribbons** are for **average** exhibits
- **White ribbons** are for **acceptable** exhibits
- **Green ribbons** are given for **participation**.
- **Orange ribbons** are used for **all** Clover Kids exhibits

All 4-H'ers are encouraged to exhibit projects at the County Fair, although you do not have to exhibit at the fair to complete a project.

**Interview Judging** - In this type of judging, the judge and 4-H'er talk about the exhibit of the 4-H'er as the exhibit is being evaluated. Knowing "why" a project received a particular ribbon greatly increases the learning experience of 4-H'ers. Interview judging will be held in several areas at the Fair.

**Show and Tell** - When Clover Kids enter their exhibits, they will "show and tell" about them at the County Fair.

**Leaders / Volunteers Banquet** - The Leaders / Volunteers Banquet is held each fall to recognize 4-H leaders and volunteers for their 4-H work: Leader pins are presented to 5-year and 10-year leaders. Plaques/Special Gifts are presented to 15-year, 20-year, 25-year, 30-year, 40-year, and 45-year leaders, etc. This event is sponsored by Ag. Society, 4-H Council and Jr. Leaders club and consists of a meal and recognition of leaders.

**Achievement Party** - The Adams County 4-H Achievement Party is held late October or early November. This time is set aside to recognize outstanding 4-H'ers in all areas, introduce the Golden Clover winners, award trips, and give a "pat on the back" to 4-H'ers for a job well done. All members, parents, leaders and potential members are encouraged to attend this event. Businesses and individuals contribute trophies, plaques, prize money, and other awards to recognize the achievements of 4-H'ers during the year. Special recognition is given per the following:

- 4-H Council Junior Leader Representatives
- 4-H Teen Fashion Board
- 10-Year 4-H Membership Pins
- Career Portfolio County Winners
- Career Portfolio District Nominees
- County Fair Contest Winners
- Golden Clover Nominees and Winners
- Herdsmanship Awards
- Judging Contests Winners
- Outstanding 4-H Leadership Award
- Other Special Recognitions
- Scholarships
- State Fair Special Recognitions
- Tribland King and Queen Nominees

**Citizenship Washington Experience** - Every three years, South Central Nebraska plans a trip to Washington, D.C. Some of the time spent on this trip is used by touring historic places in Washington. While in Washington, 4-H'ers will learn leadership skills and how the federal government works. This trip is open to 4-H'ers who are 14 years or older the year the trip is taken. The cost is paid by the individual 4-H'ers attending. The next trips will be going in 2016 & 2019. Moneymaking opportunities are in full swing already. For more information, please contact the Adams County Extension Office at 402-461-7209.

## **COUNTY YOUTH LEADERSHIP OPPORTUNITIES**

**Teen Fashion Board** – The Teen Fashion Board is composed of teens who are 13 years of age or older, are currently enrolled in a 4-H clothing project, and have been enrolled in 4-H clothing projects a minimum of three years. The purpose of this Board is to enhance personal development in clothing selection and construction, build leadership skills, and explore career choices in the fashion industry. Responsibilities of the Board members consist of the following:

1. plan and organize 4-H Fashion Show,
2. display 4-H clothing exhibits at the County Fair,
3. present programs on clothing and modeling for 4-H clubs,
4. present/host fun days/workshops,
5. participate in opportunities to explore careers in the fashion industry.

**Junior Leader Club** - The Junior Leader Club is made up of 4-H members who are 13 years and older. The club members do Leadership and Community Service project(s), meet older 4-H'ers in the county, sponsor awards and events (workshops, trips, etc.). The election of new officers is held during the yearly organizational meeting held in October. For information contact the Extension Office (402-461-7209).

**4-H Council** - The Adams County 4-H Council is made up of fourteen adults, three elected members of the Junior Leader Club and representatives from the Ag Society and the Chamber of Commerce. The 4-H Council is responsible for making policies and recommendations for the direction of the county 4-H program. The council also helps in the planning and running of countywide events and activities related to the 4-H program.

#### 2016 4-H Council

|                                |                         |   |                     |
|--------------------------------|-------------------------|---|---------------------|
| Bryce Katzberg – Pres.         | Mike Eckhardt – V.Pres. | Shannon Frink – Sec.                      | Kirk Feeney – Tres. |
| Lynn DeVries                   | Brian Everhart          | Cindy Hinrichs                            | Megan Krous         |
| Brett Mohling                  | Jim Murman              | Kathy Stromer                             | Ange Shipman        |
| Lori Vorderstrasse             | Amy Wilson              |   |                     |
| JR LEADER REPS:                | Grace Eckhardt          | Morgan Stromer                            | Maddie Swan         |
| Twila Bankson – Ag Society Rep |                         | Doug Nienhueser – Chamber of Commerce Rep |                     |

**Golden Clovers** - The Golden Clovers are two outstanding youth who are chosen to promote Adams County 4-H for a year. They oversee presentations of awards during Public Speaking contest, Communications Event contest, the County Fair and other activities. They also serve as the Adams County 4-H spokesperson to the media. Golden Clovers must be 4-H age of 15 and have another year of 4-H eligibility and to be chosen based on information provided in their Golden Clover Application.

2015-2016 Golden Clovers: Sarah Barfknecht, Casi Johnson

## **DISTRICT, REGOIONAL, STATE, AND NATIONAL ACTIVITIES**

**Life Challenge Event** – is a two-day event being held on UNL’s East Campus. Life Challenge is designed to help you learn about issues related to family and consumer sciences, explore career opportunities that are available; compete with other teens from across the state in the following areas: Consumer Challenge, Food Challenge, Wardrobe Challenge, Design Challenge and Entrepreneurship Challenge. When not competing, you are given a variety of workshops that you can attend. The event is sponsored by Nebraska 4-H and the College of Human Resources and Family Sciences.

**Premier Animal Science Event (PASE)** - PASE is held in Lincoln at UNL's Animal Science Complex. The State livestock, poultry, meats judging contests, livestock skill-a-thon and the State livestock quiz bowl competition are held during PASE. In conjunction with the contests there are tours, educational seminars and chances to visit with animal science faculty.

**Interview Judging Contest** – Held during the Regional Public Speech Contest. The 4-H'er will submit 3 cover letters with resume, day of contest will complete job applications and will do an in person job interview. Winners will advance to the State Interview Judging Contest held during the State Fair.

**Livestock Shows** - Throughout the summer, fall and winter, 4-H'ers who exhibit livestock may be eligible to participate at AKSARBEN, American Royale and National Western. Please contact the Extension Office for qualifications and registration materials.

**Regional Dairy Show** – Adams County 4-H’ers wishing to exhibit and earn premiums for their Dairy Cattle or Dairy Goats must participate in the Regional Dairy Show held during June in Clay County. The animals must be ID’d properly and registrations submitted by the appropriate deadlines.

**Poultry Judging Contest** – Adams County 4-H'ers wishing to participate and earn premiums for our Poultry Judging Contest must participate in the South Central Poultry Judging Clinic and the Poultry Skill-a-thon contest held during the Adams County Fair.

**District Horse Shows** - These district shows are the preliminaries for the State Fair Horse Show. Any 4-H'er who has passed Advancement Level 2 or higher can compete in performance classes to qualify for the State Horse Show. The shows are held in various locations across the state each year.

**State 4-H Camps** (<http://4h.unl.edu/4hcamps>) - Camps typically lasts three days and two nights or Day Camps are one day only and is for any 4-H'er or other youth interested in attending. The age of campers range from 5 – 18 depending upon the specific camp. A fee is charged for each camper for activities, lodging and meals. Educational programs are planned, which Junior Counselors help teach. Youth who attend camp may have the chance to canoe, make crafts, gain leadership and outdoor skills, as well as make friends they will have for the rest of their lives. Youth may attend camp at any of the the camp facilities; Destination camp at Camp Comeca near Cozad, State 4-H camp located near Halsey, or at Eastern NE 4-H Center located near Gretna.

**4-H State Horse Stampede** – Is held in late February/early March. 4-Hers can participate in various contests relating to the horse project. Contests include public speaking, demonstration, art, photography and horse bowl.

**State 4-H Horse Exposition** – Is held in Mid-July. In addition to the standard horse show, this exposition also includes the 4-H horse judging and hippology contests. To exhibit at this show in the performance riding classes, youth must have qualified at a district show (for some of the events).

**State Fair** - This is held in late August/early September. The 4-H'ers who receives top purple or blue ribbons at County Fair for non-livestock exhibits may be selected to exhibit at the State Fair in Grand Island. In addition to exhibits, 4-H'ers (age depends upon the event guidelines) may be selected to represent Adams County in various Judging Contests, Fashion Show, Public Speaking and Presentation Contests. Youth who are eligible and wish to exhibit livestock, must register their properly Identified animals, but they do not have to be the same animals that were exhibited at County Fair. Livestock exhibitors may choose to enter the Premier Exhibitor contest (i.e. Sheep Premier Exhibitor) which includes an interview, written test, showmanship and live placing.

**National 4-H Congress** - This convention, which is the showcase of the 4-H program, is a five-day event keyed to the recognition and continuing development of the nation's most outstanding 4-H youth. Youth are chosen to attend this convention based on information in the career portfolios.

- Approximately 1,000 4-H members and 200 adults participate in a variety of activities during the convention.
- Special donor-sponsored events afford opportunity for delegates to be recognized for outstanding achievements and exchange ideas with representatives from the private sector and University Extension Offices.
- Workshops offer 4-H members and adults an opportunity to discuss current concerns of youth preparing to enter the adult world and become future leaders.
- 4-H'ers are allowed the opportunity to explore, via educational fields, some of the many wonders contained in a metropolis, as well as agency visits to view first hand the complex operations of commerce and industry.

**National 4-H Conference** - Youth in America are making it clear that they want to be included in decisions that shape their future. The National 4-H Conference provides older 4-H youth with this opportunity by including their ideas and recommendations in 4-H program development. The National 4-H Conference is held each spring at the National 4-H Center in Chevy Chase, Maryland. Youth are chosen to attend this conference based initially on their career portfolios at the local level. If selected to continue, state selection is based upon a cover letter, resume and a personal interview.

**State 4-H Scholarships** - Scholarships are available in several scholastic study areas. All scholarship applications are due in to the State 4-H Youth Development office by **March 1**. Recipients of scholarships must be in "good scholastic standing" (C average or better) at the time of the actual scholarship presentation. Selection of any scholarship will be based on the following factors (check with the Extension Office for more details on various scholarships):

- Influence of 4-H on the individual's selection of future career
- 4-H background
- Financial need
- Leadership abilities and resourcefulness
- Interest and desire for further education
- Scholastic achievement.

## **ADAMS COUNTY EVENTS**

Many 4-H Events not held during the county fair are conducted at various times during the 4-H year. You will receive premiums for participation. To participate: you must be a current member in the Adams County 4-H Program, meet age requirements and pre-register for the event (if required) at the Extension Office.

- Clover Kids Stick Horse Races
- Entomology/Insect ID Contest
- Grass and Weed ID Contest
- Horticulture ID Contest
- Ice Cream in a Bag Team Event– Clover Kids
- Ice Cream in a Can Contest
- Judging Contests
- Life Challenge Event
- Performing Arts Contest
- Premier Animal Science Event
- Presentations Event
- Public Speaking Event
- Rocket Contest
- Tree Identification Contest

Participation in some events, require you to be enrolled in the specific project area.

- Bowling Tournament
- Carcass Contest
- Clover Kid Dog Obedience
- Clover Kid Bucket Calf Exhibition
- Clover Kid Halter Lamb Exhibition
- Clover Kid Lead Goat Exhibition

- Clover Kid Poultry Exhibition
- Clover Kid Rabbit Exhibition
- Culinary Challenge Contest
- Dog Obedience/Agility Classes/Rally
- Fashion Show
- Food Revue
- Golf lessons and Tournament
- Largest Ear of Corn Contest
- Shooting Sports
- Tennis lessons and Tournament

## ADAMS COUNTY FAIR

Preparation for exhibiting at the Adams County Fair begins with enrolling in the Adams County 4-H Program by 4-H enrollment deadline of the current year. A list of all eligible entries and a calendar of all 4-H activities and events before, during and after the County Fair is published in the annual Adams County Fair Book (Premium List). This booklet is typically available by early May at the Extension Office. Please read this calendar closely so you are aware of entry times, shows, and other 4-H events.

Exhibit entry is required on each exhibit. These entries are to be turned in to the Extension Office on either a **livestock or exhibit/activity entry sheet**. **Entry Tags** are then computer-generated by the Extension Office staff from the entry sheets. **Pre-entry sheets** are due by the deadline indicated at the top of the form or in the current **4-H newsletter**.

### **Pre-entries are required on the following exhibits:**

- **All livestock areas** (including beef, sheep, dairy, goat, swine, dog, rabbit, cat, small animal, horse and poultry) this means **showmanship** for these livestock areas also
- Showmanship
- Fashion Show
- Ice Cream in a Can Contest
- Clover Kids Ice Cream in a Bag Team Event

Failure to meet pre-entry deadlines for **specified projects/exhibits** will result in the **lowering of one ribbon placing for each late-entered exhibit**. Pre-entering all your exhibits is the preferred method.

All Departments, Divisions and Classes are listed by area in the **Adams County Fair Book**.

The **Department** is the general project area (for example: **Photography, Clothing Exhibits, Home Environment, Electricity**, etc.).

The **Division** is a more specific area (i.e.... **'Market Beef', 'Public Speaking' 'Fashion Show', 'Beyond The Needle'** etc.).

The **Class** is the detailed item of a specific area, giving the information needed for the exhibit, and are listed under each Division. Each Class will have a special **Class ID** pinpointing exactly what you are entering as your exhibit and where it belongs (for example: **Market Heifer** is class **G011050** but a **Market Steer** is class **G011010**, **Senior Speech** is class **B153003**, **Sewn and Worn-Modeling** is class **C411906**, **Tote Bag** is class **C206903**).

Entry / Pre-entry Sheets will be given / sent to each 4-H member before the County Fair. Extra entry sheets can be picked up at the Extension Office or downloaded from the Adams County website. All entry sheets must be filled out **completely** before an exhibit is entered on Entry day (**Exceptions:** beef, sheep, swine, dairy, goat, horse, poultry, rabbit, cat, dog, small animals, all livestock showmanship, fashion show, ice cream in a can, and Clover Kids ice cream in a bag). **Exceptions must have been pre-entered by deadline date in the current 4-H newsletter.**

To put it all together here is an example: Pat is 12 years old and wants to show her Market Heifer, Turtle, model her dress, participate in the Ice Cream In a Can Contest, enter her brownie mix & tote bag. They would be entered on the pre-entry forms as follows:

**Livestock Entries:**

| Division                 | Class ID | Class Name & Item Description | Premise ID | Ear Tag /Tattoo ID | Breed    | Sex | Pen/Cage/ Stall Request |
|--------------------------|----------|-------------------------------|------------|--------------------|----------|-----|-------------------------|
| Market Beef              | G011050  | Market Heifer                 | 00XT8W6    | 2563               | Angus    | H   | 1                       |
| Beef Showmanship         | L010010  | Intermediate Showmanship      |            |                    |          |     |                         |
| Small Animals            | L801905  | Other Small Animals – Turtle  |            |                    | Snapping | M   | 1                       |
| Small Animal Showmanship | L800010  | Intermediate Showmanship      |            |                    |          |     |                         |

**Static Exhibits and Contests:**

| Division              | Class ID | Class Name & Description of Item                           |
|-----------------------|----------|--|
| Fashion Show – County | C411020  | Clothing Level 2 – Red and White Striped Dress             |
| Clothing Level 2      | C222001  | Dress – Red and White Striped Sundress                     |
| Ice Cream in a Can    | E102924  | Intermediate Division – Chocolate Mint Chip                |
| Tasty Tidbits         | E410002  | Creative Mixes – “Husker Brownies”                         |
| Decorate Your Duds    | C221906  | Wearable Art Accessory – Tie Dyed Blue and Yellow Tote bag |

The **Premiums** are listed by letter in each division to correspond to the Premiums Table that shows the amount being awarded for each ribbon in a class.

**Information sheets and/or Reports** are needed for County Fair exhibits in several areas. Some project exhibit areas require special information sheets. Check the fair premium book for those exhibits that need to have an information sheet or report attached.

These information sheets will have questions that will offer additional information that the judge(s) may find helpful. Questions range from cost of making the exhibit to how many years you have been in the project.

**Fashion show narrations** are descriptive sheets that will be used during the public fashion show. **Shopping In Style** has an additional information sheet **and** a narration sheet. These will be used by the judge and for public fashion show.

**LIVESTOCK IDENTIFICATION**

All large livestock, cats, dogs and ferrets shown at County Fair, State Fair, AKSARBEN and any District Show must be properly identified individually. The following list details the ownership affidavits or identification certificates to be used: **All revised as of 1/14** unless otherwise stated.

Market Beef, 2nd Year Bucket Calf –Market - Form **NE 4-H/FFA MARKET BEEF**

Market Lamb - Form **NE 4-H/FFA MARKET LAMB**

Market Meat Goat - Form **NE 4-H/FFA MARKET GOAT**

Market Swine - Form **NE 4-H/FFA MARKET SWINE** (Rev. 1/13)

Stocker Feeder Calf - Form **NE 4-H/FFA FEEDER CALF**

Bucket Calf – 1st or 2nd Year - Form **NE 4-H/FFA BUCKET CALF or 4-HF110** (older)

Breeding Heifer, 2nd Year Bucket Calf-Breeding - Form **NE 4-H/FFA BREEDING BEEF**

Cow-Calf Pair - Form **NE 4-H/FFA BREEDING BEEF**

Breeding Ewe - Form **NE 4-H/FFA BREEDING SHEEP**

Breeding Meat Goat Doe - Form **NE 4-H/FFA BREEDING DOE**

Rabbits - Form **NE 4-H RABBIT** (Rev. 11/12) – (ID sheet & Tattoo needed only if you are going to show it at State Fair or AKSARBEN, not for County)

Horse - Form **F2-97-77** (Rev. 2006)

Dairy Cattle - Form **NE 4-H/FFA DAIRY** (Rev 1/13) -

Dairy Goat - Form **NE 4-HF109** (Rev. 1/09)

Dogs - Form **NE SF 263 Vaccination Form for Dogs** (Rev. 10/12) (Current and signed by Veterinarian), **Bordetella vaccination** required for Adams County also

Cats/Ferrets - Form **NE SF 263 Vaccination Form for Cats and Ferrets** (Rev. 10/12) (Current and signed by Veterinarian)

**All ID Forms** – need to be completed and signed by the member, parent/guardian and the owner (if the animal does not belong to the member). Signed forms are to be returned to the Extension Office by deadline dates designated in the monthly 4-H Family Newsletter. The Extension Office will send the original to the State office, retain a copy and return a copy to the 4-H family/member who will be exhibiting the animal(s). **Please keep your copies!** They are the official identification of your 4-H project animal and should be available to the judges and other officials at any time. Animals without proper identification or with late identification will be lowered one ribbon placing at show time for County Fair.

**All Market Beef** including second-year market bucket calves must be weighed in, tagged and identified at a Beef Weigh Day. Market beef, which may possibly be participating at State Fair and / or AKSARBEN, are required to have a DNA sample taken and a visible EID tag at the County Weigh Day. There will be a small processing fee for each animal's DNA sample and identification tag. You also need to indicate on the ID Sheet if they are possible for State Fair or AKSARBEN. No DNA sample is needed for showing at County Fair. Beef Weigh Day will be listed in 4-H newsletter. 4-H'ers may weigh their Market Beef at another counties weigh day if it is prior to Adams County Weigh Days and they volunteer to opt out of the county's Rate of Gain contest.

**All Market Meat Goats** must be weighed in, tagged and identified on Sheep/Goat Weigh Day. Market goats, which may possibly be participating at State Fair and / or AKSARBEN, are required to have a DNA sample taken and a visible EID tag at the County Weigh Day. There will be a small processing fee for each animal's DNA sample and identification tag. You also need to indicate on the ID Sheet if they are possible for State Fair or AKSARBEN. AKSARBEN uses a special ID sheet which will need to be filled out also before the ID deadline. No DNA sample is needed for showing at County Fair. Sheep/Goat Weigh Day will be listed in 4-H newsletter.

**All Market Sheep** must be weighed in, tagged and identified on Sheep/Goat Weigh Day. Market sheep, which may possibly be participating at State Fair and / or AKSARBEN, are required to have a DNA sample taken and a visible EID tag at the County Weigh Day. There will be a small processing fee for each animal's DNA sample and identification tag. You also need to indicate on the ID Sheet if they are possible for State Fair or AKSARBEN. No DNA sample is needed for showing at County Fair. Sheep/Goat Weigh Day will be listed in 4-H newsletter.

**All Market Swine - County level** - must be properly ID'd with a current 4-H ear tag or ear notches. **New in 2016!!! State Fair –must have a DNA sample and a visible EID tag.**  
**AKSARBEN** – Market swine must be ear notched in both ears and not a 4-H ear tag, properly identified and must have a DNA sample taken. There will be a small processing fee for each animal's DNA sample and identification tag. An appointment will be needed with the Extension educator for the DNA samples to be taken. You also need to indicate on the ID Sheet if they are possible for State Fair or AKSARBEN. No DNA sample is needed for showing at County Fair.

**New in 2016!!!**

- **All Breeding Beef** – tattoo identification number will serve as the only official identification at State Fair and AKSARBEN. A Breeding Nomination Card will be required for State Fair and AKSARBEN. Breeding Nomination Card will cost \$2 per animal.
- **All Breeding Goat and Sheep** – scrapie tag identification number will serve as the official identification State Fair. A Breeding Nomination Card will be required for State Fair. Breeding Nomination Card will cost \$2 per animal.

**Breeding Beef – County Level** – may use a tattoo or a 4-H breeding beef ear tag

**Breeding Goats – County Level** – may use a tattoo or a 4-H Goat tag

**Breeding Sheep – County Level** – may use tattoo or a 4-H Sheep tag

Tags are available at the Extension Office and must be in place by the proper deadlines.

**Scrapies ear tags** are required to be used as a secondary form of identification on all ewes and does (breeding and market) and breeding rams being exhibited at the Adams County Fair. It will be the primary form of identification on all ewes and does (market and breeding) at State Fair and (market only) at AKSARBEN. You can order Scrapie tags at any time by calling 1-866-873-2824. Please keep in mind that the tags take two weeks to arrive.

**Premise ID – 2016:** All youth exhibiting Beef, Swine, Sheep, Goats & Market Broilers are required to have a premise ID to be eligible to sell in the auction at the Adams County Fair. Premise ID number can be obtain by calling 1-800-572-2437. The following information will need to be collected on the phone are the following:

- Address where the mail is received
- Address where the animals are (if different than above)
- If no address is available; driving directions from the nearest highway or GPS coordinates
- Contact Names
- Contact Phone Number
- Email address is optional

**New for 2016!!!**

There will be a total limit of nominations on a per individual basis. This number includes total number of both 4-H and FFA nominations.

- Market Beef: 10 (Example: 5 4-H and 5 FFA)
- Market Lambs: 20
- Market Swine: 40

- Market Goats: 20
- Breeding Beef, Goat and Sheep: unlimited

**New 2016:**

**Clover Kid Poultry** – must be enrolled / entered in the 4-H Clover Kid Poultry Project.

**Clover Kid Rabbit** – must be enrolled / entered in the 4-H Clover Rabbit Project.

**Continuing in 2016:**

**Clover Kid Bucket Calf** – must be tagged and identified like a 1st year bucket calf.

**Clover Kid Halter Lamb** – must be tagged and identified like a market lamb.

**Clover Kid Lead Goat** – must be tagged and identified like a market meat goat.

**Animals without proper identification will be lowered one ribbon placing at County Fair.**

**Animals not meeting proper identification deadlines will not be eligible to show at District Shows, State Fair, or AKSARBEN.**

**Identification sheets must be done for these projects and exhibits.**

Beef - Market & Breeding (including 2nd Year Bucket Calves)

1st Year Bucket Calf

Clover Kid Bucket Calf

Stocker Feeder

Cow / Calf pair

Dairy Cattle

Dairy Goats

Meat Goats – Market (including Clover Kid Lead Goat) & Breeding

Horse

Sheep – Market (including Clover Kid Halter Lamb) & Breeding

Swine - Market

Rabbits (only for State Fair or AKSARBEN)

Cats – NE Vaccination Form (Current and signed by Veterinarian)

Dogs – NE Vaccination Form (Current and signed by Veterinarian)(including Clover Kid Dog)

Ferrets – NE Vaccination Form (Current and signed by Veterinarian)

**Check the 4-H newsletter for current deadline dates of the current year. When deadlines fall on a weekend or an observed holiday the forms will be due on Monday or the next business day.**

In addition to proper identification, all livestock (which includes poultry, cats, dogs, rabbits, pygmy goats, horses and small animals) must meet certain health requirements and, in some instances, age and gender requirements. Please check either the Fair Book or at the Extension Office for details.

Adams County 4-H Livestock exhibitors showing beef, sheep, swine, goats are also required to complete the Adams County Fair 4-H Livestock Show Ethics Affidavit and Statement of Disclosure, and Grooming of Livestock. These forms are usually mailed out in the Fair Livestock packet or may be picked up in the County Extension Office. They are due when animals are checked in to the Fairgrounds on entry day.

## Quality Assurance Training Program

Quality Assurance Educational Programs are **State Mandated** for all youth who exhibit **beef, sheep, swine, goats, poultry, rabbits and dairy animals** (Adams County exempts Clover Kids). The Quality Assurance training program provided in Adams County to the Leaders and Youth meets the National Pork Quality Assurance Plus requirements. To fulfill the following age appropriate requirements:

- **Youth ages 8 - 10** can attend a yearly quality assurance program (face to face) or complete three online modules.
- **Youth ages 11 - 14** can attend a yearly quality assurance program (face to face) or complete three online modules or can take and pass a test that will fulfill their requirements until they are 15.
- **Youth ages 15 - 18** can attend a yearly quality assurance program (face to face) or complete three online modules or can take and pass a test that will fulfill their requirements for the rest of their 4-H career.

Quality Assurance Training Programs are provided through online modules at (<http://campus.extension.org/>) or Adams County will offer a face to face yearly quality assurance program for youth (all ages). Face to Face trainings and online modules will have a \$5 fee to cover costs. Dates will be listed in the monthly 4-H newsletter.

**All youth**, who are exhibiting beef, sheep, swine, poultry, rabbits, goats (not pygmy) or dairy animals at County Fair, District or Regional Shows, State Fair or AKSARBEN must fulfill their age appropriate requirements before **June 15, current year**.

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