



EXTENSION

4-H Youth Development

Saunders County 4-H Club Leader and Parent Guide.

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A GUIDE FOR NEW 4-H MEMBERS AND LEADERS

NEBRASKA EXTENSION IN SAUNDERS COUNTY

Saunders County 4-H Club Leader and Parent **Guide**

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Welcome, we're glad you're here!

Dear Prospective 4-H Family/Club Leader—

Welcome to 4-H in Saunders County! Your family is about to become a part of the largest youth development programs in the nation. We are America's largest youth development organization—empowering nearly six million young people with the skills to lead for a lifetime across the U.S., 140,000 across Nebraska's 93 counties led by 12,000 volunteers. In 4-H, we believe in the power of young people. We see that every child has valuable strengths and real influences to improve the world around us. 4-H empowers young people to be true leaders. True leaders are young people who have confidence; know how to work well with others; can endure through challenges; and will stick to a job until it gets done. In 4-H, we believe true leaders aren't born—they are grown. The 4-H experience is proven to grow true leaders with life skills like confidence, independence, resilience, and compassion.

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The purpose of this Leader/parent packet is to give you an overview of the Saunders County 4-H Program and the opportunities we have available in order to give you a remarkable 4-H experience. But please keep in mind that this is just an overview. The best way to stay informed about the happenings in Saunders County 4-H is to sign up for our newsletter and “Like” us on Facebook; you can find out how to do this in the next few pages.

In the beginning, learning about 4-H and its benefits can be overwhelming. That's why we're here—to show you step-by-step how you can get involved. Whether you're looking for volunteer opportunities, summer activities, or a good group of friends, 4-H is here for you. After all, our motto is “To Make the Best Better.”

The Nebraska Extension-Saunders County office is where our 4-H program is administered. Office hours are Monday-Friday, 8:00 a.m.-4:30 p.m. We're here to help, so feel free to call or stop by with any questions.

About Saunders County 4-H

Saunders County 4-H Welcomes You!

We're excited about your interest in Saunders County's 4-H program. Saunders County is home to nearly 40 4-H Clubs, led by nearly 200 volunteers, across the county. These clubs range from livestock, ATV, Tractor driving, STEM, Robotics and Home Environment. Ready to start your 4-H Journey? Join us!

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We hope that this booklet will help to navigate your interest & questions about 4-H. This booklet will give you an overview of 4-H, 4-H programs, opportunities & resources to make your experience a memorable one!

Stay in the Loop!

We want you to know what's going on in the Saunders County 4-H Program throughout the year:

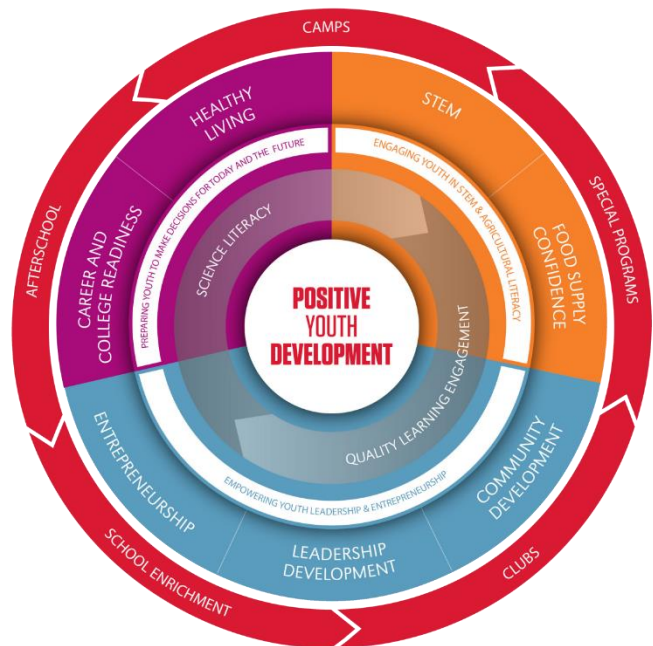
- Make sure to look for our news blast, "Saunders County 4-H Smore," sent to your inbox every Friday.
- We're also on Facebook! Follow & Like @SaundersCountyExtension4h to get updated information on events, deadlines, and fun facts about 4-H.

The 4-H Educational Focus Areas

What is 4-H?

4-H is a community of young people who are learning leadership, citizenship and life skills by using the "learn-by-doing" approach. 4-H encourages youth to reach their full potential through learning experiences, completing projects, and volunteering.

In Nebraska, 4-H is provided through Nebraska Extension in cooperation with county governing boards, the University of Nebraska and the United States Department of Agriculture, alongside the Land Grant University in Nebraska. Through these strong partnerships, Extension Staff are able to deliver 4-H and other agriculture and community services to youth, families and producers across the state.



4-H offers:

- ◆ Clubs & Camps
- ◆ School Enrichment
- ◆ Afterschool Programs
- ◆ Leadership Opportunities
- ◆ Community Engagement & Volunteering

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4-H prepares youth to further their education and investigate potential careers by developing life skills such as: problem solving, critical thinking, communication, respecting self and others, serving the community, choosing healthy lifestyles and managing challenges.

4-H is a family affair—this means fun and learning for everyone! Families are encouraged to attend meetings and complete projects together.

In 4-H, youth need the support and encouragement of their families. By working together, 4-H grows and enhances family strengths and bonds.

Find more information at: <https://4h.unl.edu/>

Ways to Get Involved:

- Saunders County 4-H Council
 - The purpose of the Council shall be to fulfill the mission of the 4-H youth development education program of Nebraska Extension in cooperation with the Extension staff and the Extension Board in Saunders County. Council members are made up of Saunders County youth or adults who want to help forward the mission of 4-H in Saunders County. More information found here: <https://go.unl.edu/g0p8>
- 4-H Ambassadors
 - Application Eligibility: Must be 16-18 years old on January 1, of current year & Enrolled 4-H member in Saunders County
 - Year long commitment while working on communication opportunities, participating & assisting with county activities and events, and assisting with marketing the Saunders County 4-H Program.
More information found here: <https://go.unl.edu/g0p8>
- Program leader
 - Have something you are passionate about or love teaching? Volunteer for the 4-H program to lead a program! Whether that be a summer workshop, workshop, or any other idea that you may have. We are ALWAYS looking for new idea's for topics for workshop. Don't have any experience, that's okay. Extension staff will work with you to create, plan and assistance with the workshop. Previous summer workshop found here: <https://go.unl.edu/2guc>
- Fair Superintendent
 - Volunteer to be an animal, static project area of contest superintendent. Each area or contest of the county fair has a committee of superintendents who work together with extension staff and fair board, to plan and execute their part of the fair. So if you have lots of experience or none at all, we still welcome your help in area and
- Leader & Parent Training
 - Training for both parents and leaders to learn more about what new things will be coming to 4-H that upcoming year, bring awareness to programs, answer any questions and offer some youth development professional development for leaders.

Saunders County Youth Opportunities

- Workshops
 - Learning opportunities available to any 4-H or non 4-H youth ages 5 – 18. Offered during summer months within Saunders County, some offered on a state-wide level, varied topics and times. See flyer: <https://extension.unl.edu/statewide/saunders/camps-classes/>
- School Enrichment
 - 4-H Staff offers learning opportunities to local schools and home schooler's on a variety of topics including STEM, Ag Literacy, Leadership, etc. Find flyer : <https://extension.unl.edu/statewide/saunders/camps-classes/>
- Scholarship
 - Numerous scholarships available for 4-H youth from local and state wide funders. Scholarships found here: <https://go.unl.edu/yiqv>
- Achievement Application
 - The new Nebraska 4-H Annual Achievement Application form may be used by 4-H'ers ages 8–18 as a record of your 4-H activities. This is a condensed version and alternative to the Career Portfolio (see paragraph below). Applications from 15–19 year old may qualify for National 4-H Conference and 4-H Congress by checking these options on the application. In the near future, the Annual Achievement Application will replace the Career Portfolio. Information found here: <https://go.unl.edu/yiqv>
- 4-H Speech Contest
 - Yearly speech contest held for 4-H members in the spring. More information found here: <https://go.unl.edu/yiqv>
- Progress Shows & Clinics
 - Offered both local and statewide, found here: <https://go.unl.edu/ixzm>
- Catch-An-Animal Project
 - Opportunity for youth to learn a new Pig, Sheep or Goat project. It is a guided project to help youth learn more about how to care and exhibit their project. More information here: <https://go.unl.edu/ixzm>
- Clover Crew
 - Youth ages 5- 7 meet at Ceresco Library once per month to focus on STEM learning. More information found at the Ceresco Library.
- Achievement Celebration
 - We celebrate the end of the 4-H year by recognizing our members and volunteers who reached milestone years of involvement, also recognize other award winners.

Saunders County Fair

One of the major highlights of the year is being able to exhibit projects and talents learned at the county fair; then hopefully to have their exhibits selected for competition at the Nebraska State Fair!

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When is the county fair?

The Saunders County Fair is July 25- August 1.

Who can enter the fair?

Any enrolled 4-H member can participate in the fair. The Nebraska Extension- Saunders County office will release the fair book in May, which lists all 4-H classes that projects can be entered in. Typically, the fair book does not change year to year, so you can look at previous fair book to get ideas on projects to enter.

How do we enter exhibits into the county fair?

Static Exhibits: Static exhibits are simple. You will need an entry card, which can be picked up at the Extension office, for each project you are entering. Each entry card will be filled out according to the fair book and the coordinating project. All static exhibits will be taken to the county fairgrounds on entry day, which is typically the Tuesday evening during the County Fair.

Livestock Exhibits: The Extension Office will announce the date's 4-H project animals need to be identified/tagged by. It is your responsibility to have your animals properly identified by the deadline.

How are exhibits judged?

Static Exhibits: All exhibits are judged earning a purple, blue, red or white Ribbon. Clover Kid entries are not judged, they receive a participation ribbon. Youth will receive a cash premium based on ribbon placing.

Livestock Exhibits: All exhibits are judged earning a purple, blue, red or white ribbon. Additional rosettes and premiums will also be presented.

When are exhibits released?

Entries are released the last day of the fair.

Projects

Projects are the heart of 4-H. We know that the projects allow the youth to gain knowledge and develop interests, skills, an understanding and appreciation of growth and change. But we also know that a lot more is happening than “just” learning new skills—project work encompasses the four H’s that we’ve planted our roots in: head, heart, hands & health

What is a 4-H project?

All 4-H members have an opportunity to select one or more projects to learn about throughout the year. A project is simply a topic the member wants to learn more about. Typically, a 4-H member will end up with one or more finished exhibits from each project selected to enter into the county fair. With nearly 150 projects available, there is something for every child.

While there is not a limit on the number of projects a member can select, we do encourage parents/guardians and leaders to help guide members in setting realistic, yet challenging, goals.

How to select a 4-H project?

4-H members can pick their own projects based on their interests. A list of project areas available can be found at:

<http://4h.unl.edu/project-resource-central>

What is a 4-H project manual?

Project manuals are provided to guide a particular 4-H project. You are not required to utilize a project manual, however they can be very helpful. You can acquire project manuals through www.4-hmall.org or look through our office inventory.

Enrollment- Due June 15th each year

To be enrolled as a 4-H member, youth must be 8-18 years of age on January 1 of the current year, and there will be a \$10 enrollment fee, you will have to pay when enrolling online.

Youth ages 5-7 by January 1 of the current year may be enrolled in 4-H as Clover Kids and the cost for them to enroll is \$5, however you will be charged \$10 online. You can use that extra \$5 paid to go towards our Clover Kids camps!

To enroll in 4-H, please visit <http://v2.4holine.com>, create an account and sign-up each child. Through this program you will fill in your information and select the project areas that interest you.

Enrollment Instructions:

- Visit <https://extension.unl.edu/statewide/saunders/enrollment-information/> for detailed instructions on how to enroll youth and volunteers.
- If you are volunteering as a parent/guardian or adult, you need to enroll as well.

All 4-H Volunteers must register through 4-H Online (see above) and complete a simple background screening.

- After you complete the enrollment process, our office will “accept” your enrollment and you become a 4-H member or volunteer!
- **Every year you will have to repeat the enrollment process.** Typically, Nebraska 4-H Enrollment begins in October and concludes in June.

In order to participate in 4-H contests and exhibit at 4-H events, you must be enrolled in 4-H by June 15.

Parent/Guardian Role

4-H wouldn't be the program it is today without the help and guidance of 4-H parents and guardians. 4-H is a family program—a place where adults and children can learn and grow together. In 4-H, you, as the parent/guardian, are very important. In order for your child to have a great learning experience it requires participation from parents/guardians, volunteers, and many more!

We understand that every family has a busy schedule and sometimes you won't be able to attend an event or volunteer. That's alright! Our goal is for your child to engage in fun learning experiences and develop life skills, but we don't do it alone. Below are examples of how you can get involved.

- Help your child learn to recite the 4-H pledge.
- Attend club functions with your child when possible. ENGAGE! Clover Kids (ages 5-7) should always have a parent attend meetings with them.
- Help your child pick projects they are interested in. Help them set goals that are challenging, but realistic, and allow them develop their projects with help. Make it a family experience!
- If your child is in a leadership role for your club, help to fulfill their duties.
- Provide transportation for your child to and from 4-H events.
- Watch for volunteer opportunities and get involved as an engaged adult.
- Read the Saunders County 4-H S'more (e-newsletter) to know the details of upcoming events, dates, and deadlines. You will automatically start to receive this newsletter once you have enrolled your child in a Saunders County 4-H club.
- “Like” our Facebook page to stay up-to-date and engaged in our 4-H program. (www.facebook.com/SaundersCountyExtension4h)

We encourage you to share your skills, interests, and availability with your child's 4-H Leader. 4-H has many diverse experiences, which means there is a role for every parent/guardian volunteer. Your 4-H Leader will help you find a role that matches your interests and fits perfectly with your club's needs.

*****New 4-H Member/Parent Check List*****

- ✓ Choose a local 4-H club and contact the leader
- ✓ Complete online enrollment through 4-HOnline & pay fee by June 15 deadline
- ✓ Choose 4-H project(s)
- ✓ Purchase 4-H manuals, if applicable
- ✓ ID animals by the deadline, if applicable
- ✓ Attend 4-H meetings regularly
- ✓ Become a parent volunteer for your club or the 4-H Program
- ✓ Work on 4-H projects take advantage of workshops and contests
- ✓ Read the 4-H newsletter and visit the 4-H website frequently

*****Starting a New 4-H Club Check List*****

- ✓ Have at least 5 youth members from 3 different families. Members must elect youth officers.
- ✓ Have adult Club leader(s).
- ✓ Find a place to meet. Clubs must meet at least 6 times per year.
- ✓ Volunteer Enrollment completed in 4-Honline
- ✓ Complete DHHS Volunteer Screening
- ✓ Complete Constitution and By-laws
- ✓ Complete Club Charter
- ✓ Vote on Club name
- ✓ Complete Group Exemption (IRS 22-4-EIN) if handling money.

Documents Needed to Start a 4-H Club

DHHS Volunteer Screening– Leader(s) of club

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- Follow directions to complete volunteer screening (next page).

Request for Official Approval for Establishment of New 4-H Unit and Club Charter

- Fill out, sign and submit to Extension office.
- Extension staff will then send it on to the State 4-H Office.
- When the Extension office receives the club Charter Certificate, staff will send it to the club leader.

Constitution*

- Sign, date and return to the Extension office.
- Keep a copy for your records.

Bylaws*

- Sign, date and return to the Extension office.
- Keep a copy for your records.

***NEED ORIGINAL SIGNATURES, CANNOT RETURN THESE DOCUMENTS BY EMAIL.**

Documents Needed for a Club to Obtain a Bank Account If your club wants to hold money in any way (donations, dues, grants, fundraisers, etc.) the club **MUST** obtain a bank account. Clubs may not keep money in any manner other than a bank account. For example, money may not be held in an envelope, cookie jar or personal bank account.

Group Exemption Authorization IRS Form 22-4 Application for Employer Identification Number

- Sign, date and return forms to the Extension office. Keep copies for your records.
- Staff will fax EIN form to the IRS.
- In 4-6 weeks, the IRS will notify the club leader that an EIN number has been assigned.
- Provide a copy of the new EIN number document to the Extension office.
- To open a bank account, show the EIN document and the copy of Charter Certificate to your banker

Directions to Complete Volunteer Screening

All club leaders and volunteers directly involved in youth activities must complete volunteer screening. All volunteers are re-screened every five-years, Saunders county will be re-screened in 2021.

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Step 1: Enroll in 4-H online as a volunteer at ne.4honline.com

Once 4-H staff have received your enrollment they will e-mail you an invitation to complete the steps below. You will receive the following e-mail with instructions:

Hello,

Thank you for your interest in volunteering with Nebraska 4-H! The Nebraska Extension 4-H Volunteer application process includes volunteer screening. All volunteers (teens and adults) and staff who work directly with youth are required to complete the volunteer screening every five years. Be assured the volunteer screening process is confidential.

Volunteers are screened in order to ensure a safe, positive and nurturing environment for all youth involved with Nebraska 4-H programs and provide protection for the child, volunteer, educator, 4-H Council, Extension Board, and Nebraska Extension.

In order to complete the volunteer screening, please click or copy and paste the following link and follow all instructions: <https://ecmp.nebraska.gov/DHHS-CR/CheckRequest/BeginOrgCheck/81102416>. Please note that only applications started through this link will be verified as part of Nebraska 4-H.

You will be asked to create a PIN number before beginning the application. This PIN is used to access the application if you need to re-enter the site at any point during the application process. All minors (under the age of 19 in Nebraska) will need to have a notarized ID form that will need to be submitted.

After the screening is complete, you will receive an email from the Nebraska Department of Health and Human Services (DHHS) with the results of your screening. Please keep this file for your records. (You do NOT need to send this document to Nebraska 4-H.)

If you have any questions about the volunteer screening process, or encounter problems accessing the screening, please contact your local county office.

Step 2: Complete Online Screening Application

You will receive an email invitation from our office to the address you provided. That email will include a link to complete an online Central Registry Check. This link does not expire. It is recommended that you complete the application in one sitting to alleviate the complication of logging back into the system, reissuing an email invitation, or incurring double charges for screening.



Click the link or copy the link into your browser. The on-screen instructions will guide you through the background check process, including:

Fill in your email address under Applicant's Email Address.

Create and enter a four-digit PIN. Click Next. (Remember your PIN.)

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Enter your First, Middle, and Last Name.

Enter your Date of Birth. Click check mark in the bottom left corner of the box.

Enter your Social Security Number.

Enter your current address.

Enter your phone number using dashes, no parenthesis.

Add other names you may have (maiden, former married name, or nickname) or check the no other names box.

Add names and birthdate of children or check the no children box.

List all previous addresses and cities in which you have resided or check the no other addresses box.

Check the Child Abuse and Neglect Central Registry (CAN Registry) and the Nebraska Adult Protective Services Registry (APS Registry) boxes.

Click on online verification and answer the personal questions.

Click submit.

Step 3: Check Your Email for a Response

You will receive an email from DHHS Central Registry when your Central Registration Check has been processed. This may take up to 24 hours. To access information regarding your Central Registry check, you must enter the Request Number and PIN you created. Click on Response Letter. Print for your own records.



Request for Official Approval for
Establishment of New 4-H Unit and Club Charter

Date of Application: _____

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Name of Group: _____

Type of Group: _____
(Example: 4-H Club, Special Interest Group, School Enrichment Project,
Camping Program)

Purpose of Group: (Example: to carry out a 4-H Bicycle Care and Safety Program or to carry
out a continuous
4-H club program serving the need of youth in the community, providing them a variety of 4-H
projects and learning opportunities)

Volunteer Leader or Other Person in Charge of 4-H Unit:

Name: _____

Complete Mailing Address:

Address: _____

City: _____

State: _____

Zip: _____

Phone Number: _____ E-Mail Address: _____

Official Approval for New 4-H Unit

On the basis of the above purpose(s), the _____ is authorized to
use the 4-H name and emblem in connection with its program and activities and is considered an
official 4-H unit of the _____ Extension program.

State 4-H Program Administrator

Mail to:

State 4-H Program Administrator
114 Agriculture Hall

(Date)

Fax to:

State 4-H Program Administrator
(402) 472-9024 Lincoln, NE 68583-



Template Constitution & Bylaws for 4-H Clubs

(In your final document, delete all green italicized comments including this statement.)

(In red is financial information that must be included.)

Constitution

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ARTICLE I: Name/Identity

Section 1: Name

The name of this 4-H organization shall be the _____ 4-H Club

Section 2: Motto

The club motto shall be *“To Make the Best Better”*

Section 3: Emblem

The club emblem shall be a green four-leaf clover bearing a white “H” on each leaflet.

Section 4: Pledge

The 4-H club pledge is:

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.

ARTICLE II: Mission and Purpose

Section 1: Mission of 4-H

4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

Section 2: Purpose of Club

The purpose of the Club shall be to stimulate member’s personal growth and development, to learn practical life skills, and to develop effective leadership and responsible citizenship.

(Different or additional purposes can be used, however, the following sentence must be included.) **The Club is organized exclusively for charitable and educational purposes including, for such purposes, the making of distributions to organizations that qualify as exempt**

organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE III: Affiliation with UNL Extension and Nebraska 4-H Foundation

The Club agrees to comply with all applicable UNL Extension policies and procedures governing Nebraska 4-H and agrees that the County 4-H Youth Development Professional has all necessary and proper authority to oversee the Club to ensure the Club's compliance. Nebraska 4-H Foundation is authorized to include the Club in a group tax exemption. The Club will supply all necessary documentation to ensure the Club's inclusion in a group tax exemption.

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ARTICLE IV: Membership

Section 1: Eligibility

Any boy or girl who turns nine (9) years old during the calendar year may become a member of this club regardless of race, color, religion, gender, national origin, ancestry, marital status, familial status, sexual orientation or disability. The last year of membership is the calendar year the member turns 19.

Youth who turn six (6) to eight (8) years old during the calendar year may be in Clover Kids.

Section 2: Size of Club

The Club shall consist of a minimum of five (5) members from at least three (3) different families. *(The maximum size of the club may be limited due to space limitations or the leader's available time or ability to accommodate more members.)*

Section 3: Re-enrollment

Members must re-enroll in 4-H each year by the county deadline to remain a 4-H member.

Section 4: Responsibility (Additional/different requirements may be added.)

- Each member is to participate regularly in club meetings.
- Each member must enroll in a minimum of one 4-H project and keep a 4-H project record.
- Members must give a speech or presentation at the club or county level and participate in club community service projects. Members are also encouraged to participate in county, regional, and state 4-H opportunities.

Section 5: Code of Conduct

Participation in 4-H is a privilege and participants are expected to show respect and cooperation to 4-H leaders and other participants. Each member, volunteer and parent is expected to abide by the Nebraska 4-H Code of Conduct, Federal and State Policy. Youth and adult participants may be removed from 4-H programs or activities for misconduct.

ARTICLE V: Officers, Duties, Terms

Section 1: Officers

The officers of the Club shall consist of president, vice-president, secretary, treasurer, reporter and historian. *(A club may have more or fewer officers.)*

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Section 2: Duties

The duties of the officers shall be defined in the by-laws.

Section 3: Terms

The terms of the officers shall be defined in the by-laws.

ARTICLE VI: Meetings

Meetings of the Club shall be called as specified in the by-laws.

ARTICLE VII: Fiscal Operations

Section 1: Fiscal Policies

The Club will follow all University of Nebraska–Lincoln Extension fiscal policies, as well as state and federal regulations.

Section 2: Fiscal Year

The Nebraska 4-H fiscal year is January 1 through December 31.

Section 3: Employer Identification Number (EIN)

If the Club handles money, it will obtain and maintain an EIN.

Section 4: Required Financial Reporting

The Year End 4-H Club Treasurer's Report must be submitted to the county extension office every year by the date established by UNL Extension. In addition, an annual IRS 990 filing (Form 990, 990EZ, or 990N) must be filed by May 15 for the previous tax year. The extension office will file 990-N. If the Club is not eligible to file a 990-N, the Club is responsible for filing any other Form 990.

ARTICLE VIII: Use of Club Revenue

No part of the net earnings of the Club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II above. No substantial part of the activities of the Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Club shall not participate in, or intervene in (including the publishing or

distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of this constitution the Club shall not carry on any other activities not permitted to be carried on (a) by a corporation or unincorporated association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, or unincorporated association contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE IX: Dissolution

Upon dissolution of the Club, the members agree that all real property, including money, equipment and land, shall become the property of a recognized 4-H club or group with the approval of the local 4-H Council and the county Extension Educator responsible for 4-H. The last official duty of the club's organizational leader shall be to transfer club property and club records to the Extension office. Disbandment of assets of the club will be handled following the procedures outline in the Nebraska 4-H Policy and Procedure Handbook.

ARTICLE X: Amendment of Constitution

This constitution may be amended at any regular meeting by a two-thirds vote cast by those in attendance, providing notice has been given at the previous meeting.

Voted upon and adopted/revised:

Date: _____

Signature of Club Leader: _____

Signature of Club President: _____

Bylaws

ARTICLE I: Meetings

Section 1: Dates

The Club shall meet at least six times a year. Meetings will be held every _____
(day/week/month) at _____ (time) at _____ (place).

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Special meetings may be called by the president and the 4-H leader as needed. Adequate notice is needed.

Section 2: Quorum

A simple majority (one-half plus one) of members must be present to conduct official club business.

Section 3: Order of Business

The following order of business shall be followed at regular 4-H club meetings:

1. Call to Order
2. Pledges to American flag and 4-H flag
3. Roll Call
4. Minutes of the last meeting
5. Treasurer's report
6. Report of committees
7. Old or unfinished business
8. New business
9. 4-H leader's report
10. Announcements
11. Adjournment
12. Educational program/project work
13. Recreation/refreshments

Section 4: Parliamentary Procedure

The Club will use basic principles of parliamentary procedures as defined in Robert's Rules of Order.

ARTICLE II: Officers

(A club may have more or fewer officers. Provide a description of the duties of each office here.)

The officers of the Club shall include president, vice-president, secretary, treasurer, reporter and historian. Their duties shall be as follows:

- \$ The president will preside at all meetings, uphold the constitution and adhere to parliamentary procedure. The president shall appoint committee chairs and members.
- \$ The vice-president shall preside over the club in the absence of the president. The vice-president shall assist the president and serve as a link to all committees.



- \$ The secretary shall write minutes of each meetings and report at the next meeting. The secretary will also keep attendance records and write club correspondence.
- \$ The treasurer shall be responsible for all club funds and property, along with the club leader. The treasurer will keep an accurate record of the receipt and expenditures of all funds and give a report of the club's finances at each meeting.
- \$ The reporter shall write news reports of all meetings and activities and send them to the county 4-H office, local newspapers, radio stations, etc.
- \$ The historian shall collect newspaper and county newsletter clippings, photos, etc., for a club scrapbook/bulletin board/history.

ARTICLE III: Election of Officers

The officers of the Club shall be elected at the first regular meeting in _____ (month). They shall hold office for one year. All active members are eligible to run for an office and vote. Voting is by majority rule and done by secret ballot.

ARTICLE IV: Committees

Section 1: Standing Committees

Standing and/or special committees will be created as needed. Members are expected to volunteer for committee assignments. The president has the authority to appoint committee chairs and members.

Section 2: Audit Committee

An audit committee consisting of one member, one parent, and one volunteer, all of whom do not have signatory rights on the financial accounts will conduct a yearly audit of the club financial records. The club leader will see that the audit and records are turned in to the Extension Office at the end of each calendar year.

ARTICLE V: Dues

Section 1: Dues (Club dues are optional and determined by the club's membership.)

The Club will assess voluntary dues of _____ to cover club expenses for educational programming. If members cannot pay these dues, they need to talk about the situation with their 4-H leader.

ARTICLE VI: Amendment of Bylaws

These bylaws may be amended at any regular meeting by a two-thirds vote cast by those in attendance, providing notice has been given at the previous meeting.

Voted upon and adopted/revised:

Date: _____

Signature of Club Leader: _____

Signature of Club President: _____



Nebraska 4-H Participant Code of Conduct

The primary goal of the 4-H Program is to help youth develop competency in their projects, confidence in themselves and others, connections to their community and sound character. Actions by persons (Parents, and 4-Her's) involved with the 4-H Program will be consistent with the six core ethical values comprising good character: trustworthiness, respect, responsibility, caring, fairness and citizenship. As a 4-H Participant/Parent/Guardian I will:

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- Treat all people and property with respect, courtesy, consideration, and compassion. Avoid and prevent putdowns, insults, name calling, swearing, and other language or nonverbal conduct likely to offend, hurt or set a bad example.
- Keep informed about 4-H program policies and projects and read materials pertaining to the county 4-H program.
- Teach and model kindness and compassion for others. Recognize that all people have skills and talents which can be used to help others and improve the community. Teach and foster teamwork and discourage selfishness.
- Practice fair-mindedness by being open to ideas, suggestions, and opinions of others. I will make all reasonable efforts to assure equal access to participation for all youth and adults regardless of race, creed, color, sex, national origin or disability. Decisions will be made fairly and treat all individuals and families with impartiality.
- Obey laws and rules as an obligation of being a good citizen. I accept responsibility for the proper treatment and care for other youth and adults, the program facilities and/or equipment.
- Demonstrate the responsible treatment of animals and stewardship of the environment.
- Not use alcohol or illegal substances (or be under the influence) while working with or participating in any part of the 4-H Program.
- Provide a safe environment for all parties involved in 4-H. I will protect those involved from sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful behaviors.

Youth participants/Parents/Guardians who do not abide by the above code of conduct will be subject to the following consequences:

1. Be asked to explain actions to the 4-H Educator.
2. Be dismissed from an event at own expense.
3. Further disciplinary action determined in cooperation with the local Extension Educator, the District 4-H Coordinator, the State 4-H Program Administrator, and as warranted, the Dean of Extension and IANR Administration. Disciplinary action may include:
 - becoming ineligible to participate in specific 4-H activities,
 - Becoming ineligible to participate in the Nebraska 4-H program.
4. Reimburse the proper entity for any property damage or for liability resulting from inappropriate actions. In the case of vandalism, guilty party may be required to reimburse 4-H and/or the facility.

Multiple violations of the code of conduct may result in:

- Suspension for a period of time,
- Becoming ineligible for 4-H participation in their county.

Parent/Guardian violations may also result in:

Restriction from contacting 4-H families, volunteers, donors, and/or sponsors pertaining to any 4-H matter.

Updated: 2/7/19



Volunteer Code of Conduct Updated: 2/7/19

Your primary goal as a 4-H volunteer is to help children and youth develop competency in their projects, confidence in themselves and others, connections in their community, and sound character. As a 4-H volunteer, you are to help kids do what they are capable of doing. You are to promote teamwork and leadership while helping the 4-H'ers learn and have fun.

Everything you say and do should be consistent with the six core ethical values comprising good character: trustworthiness, respect, responsibility, caring, fairness, and citizenship. This

Volunteer Code of Conduct sets forth expectations of 4-H volunteers:

1. Act to encourage and justify trust. Teach 4-H'ers the meaning and importance of trustworthiness.
2. Treat members, parents, Extension staff, judges and others with whom I come in contact with respect, courtesy and consideration. Avoid and prevent put-downs, insults, name-calling, yelling, and other verbal or non-verbal conduct likely to offend, hurt, or set a bad example.
3. Inform myself about youth and their positive development. Fulfill my responsibilities by striving to improve my performance as a volunteer and a mentor of young people. Attend volunteer training sessions when I can and seek out and use books, videotapes, and other educational materials.
4. Teach and model kindness and compassion for others. Recognize that all young people have skills and talents, which can be used to help others and improve the community. Teach and demand teamwork and discourage selfishness.
5. Teach and model fair-mindedness by being open to ideas, suggestions, and opinions of others. Make all reasonable efforts to assure equal access to participation for all youth and adults regardless of race, creed, color, sex, national origin, or disability. Make all decisions fairly and treat all members with impartiality.
6. Teach and model the importance of obeying laws and rules as an obligation of citizenship. Obey the laws of the locality, state, and nation. Promote the responsible treatment of animals and stewardship of the environment.
7. Not use alcohol or illegal substances (or be under the influence) while working with or being responsible for youth, or allow youth to do so while under my supervision.
8. Provide a safe environment. I will not harm youth or adults in any way, whether through sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful behaviors.

4-H Volunteers who do not abide by the above code of conduct may receive the following consequences:

- Be asked to explain actions to the 4-H Educator.
- Be dismissed from an event at own expense.
- Further disciplinary action determined in cooperation with the local Extension Educator, the District 4-H Coordinator, the State 4-H Program Administrator and as warranted, the Dean of Nebraska Extension and IANR Administration. Disciplinary action may include:
 - becoming ineligible to serve as a volunteer for specific 4-H activities,
 - Becoming ineligible to serve as a volunteer for the Nebraska 4-H program.
- Reimburse the proper entity for any property damage or for liability resulting from inappropriate actions. In the case of vandalism, guilty party may be required to reimburse 4-H and/or the facility.

Multiple violations of the code of conduct may result in:



- Suspension for a period of time.
- Becoming ineligible to serve as a volunteer for the Nebraska 4-H program.
- Restrictions from contacting 4-H families, volunteers, donors, and/or sponsors pertaining to any 4-H matter.



Form SS-4 (Rev. January 2010) Department of the Treasury Internal Revenue Service		Application for Employer Identification Number (For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.) ▶ See separate instructions for each line. ▶ Keep a copy for your records.		OMB No. 1545-0003 EIN
Type or print clearly.	1 Legal name of entity (or individual) for whom the EIN is being requested NAME OF CLUB/GROUP			
	2 Trade name of business (if different from name on line 1) LEAVE BLANK		3 Executor, administrator, trustee, "care of" name NAME OF CLUB LEADER	
	4a Mailing address (room, apt., suite no. and street, or P.O. box) ADDRESS OF CLUB LEADER		5a Street address (if different) (Do not enter a P.O. box.)	
	4b City, state, and ZIP code (if foreign, see instructions) ADDRESS OF CLUB LEADER		5b City, state, and ZIP code (if foreign, see instructions)	
	6 County and state where principal business is located INSERT COUNTY NAME AND STATE			
	7a Name of responsible party NEBRASKA 4-H FOUNDATION		7b SSN, ITIN, or EIN 47-0469703	
	8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8b If 8a is "Yes," enter the number of LLC members	
	8c If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	9a Type of entity (check only one box). Caution. If 8a is "Yes," see the instructions for the correct box to check.			
	<input type="checkbox"/> Sole proprietor (SSN) <input type="checkbox"/> Estate (SSN of decedent) <input type="checkbox"/> Partnership <input type="checkbox"/> Plan administrator (TIN) <input type="checkbox"/> Corporation (enter form number to be filed) ▶ <input type="checkbox"/> Trust (TIN of grantor) <input type="checkbox"/> Personal service corporation <input type="checkbox"/> National Guard <input type="checkbox"/> State/local government <input type="checkbox"/> Church or church-controlled organization <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military <input type="checkbox"/> Other nonprofit organization (specify) ▶ <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises <input checked="" type="checkbox"/> Other (specify) ▶ 4-H Clubs and Affiliated 4-H Organization Group Exemption Number (GEN) if any ▶ Pending			
9b If a corporation, name the state or foreign country (if applicable) where incorporated		State SKIP Foreign country SKIP		
10 Reason for applying (check only one box)				
<input type="checkbox"/> Started new business (specify type) ▶ <input type="checkbox"/> Banking purpose (specify purpose) ▶ <input type="checkbox"/> Changed type of organization (specify new type) ▶ <input type="checkbox"/> Purchased going business <input type="checkbox"/> Hired employees (Check the box and see line 13.) <input type="checkbox"/> Created a trust (specify type) ▶ <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Created a pension plan (specify type) ▶ <input checked="" type="checkbox"/> Other (specify) ▶ Starting 4-H Club				
11 Date business started or acquired (month, day, year). See instructions.		12 Closing month of accounting year DECEMBER		
13 Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14.		14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$4,000 or less in total wages.) If you do not check this box, you must file Form 941 for every quarter. <input type="checkbox"/>		
Agricultural 0 Household 0 Other 0				
15 First date wages or annuities were paid (month, day, year). Note. If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year). USUALLY SKIPPED				
16 Check one box that best describes the principal activity of your business.				
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Health care & social assistance <input type="checkbox"/> Wholesale-agent/broker <input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail <input checked="" type="checkbox"/> Other (specify) EDUCATION				
17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided. YOUTH DEVELOPMENT EDUCATION				
18 Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," write previous EIN here ▶				
Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.			
	Designee's name		Designee's telephone number (include area code)	
	Address and ZIP code		Designee's fax number (include area code)	
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.			Applicant's telephone number (include area code)	
Name and title (type or print clearly) ▶ INSERT NAME OF CLUB LEADER			() PHONE #	
Signature ▶			Applicant's fax number (include area code)	
Date ▶			()	

Fax completed form to the IRS at 859-669-5760

Cat. No. 16055N

Form SS-4 (Rev. 1-2010)



Form SS-4 (Rev. January 2010) Department of the Treasury Internal Revenue Service		Application for Employer Identification Number (For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.) ▶ See separate instructions for each line. ▶ Keep a copy for your records.		OMB No. 1545-0003 EIN	
Type or print clearly.	1 Legal name of entity (or individual) for whom the EIN is being requested				
	2 Trade name of business (if different from name on line 1)		3 Executor, administrator, trustee, "care of" name		
	4a Mailing address (room, apt., suite no. and street, or P.O. box)		5a Street address (if different) (Do not enter a P.O. box.)		
	4b City, state, and ZIP code (if foreign, see instructions)		5b City, state, and ZIP code (if foreign, see instructions)		
	6 County and state where principal business is located				
	7a Name of responsible party NEBRASKA 4-H FOUNDATION		7b SSN, ITIN, or EIN 47-0469703		
	8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input type="checkbox"/> No		8b If 8a is "Yes," enter the number of LLC members ▶		
	8c If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	9a Type of entity (check only one box). Caution. If 8a is "Yes," see the instructions for the correct box to check.				
	<input type="checkbox"/> Sole proprietor (SSN) _____ <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____ <input type="checkbox"/> Personal service corporation <input type="checkbox"/> Church or church-controlled organization <input type="checkbox"/> Other nonprofit organization (specify) ▶ _____ <input checked="" type="checkbox"/> Other (specify) ▶ 4-H Clubs and Affiliated 4-H Organization				
<input type="checkbox"/> Estate (SSN of decedent) _____ <input type="checkbox"/> Plan administrator (TIN) _____ <input type="checkbox"/> Trust (TIN of grantor) _____ <input type="checkbox"/> National Guard <input type="checkbox"/> State/local government <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises Group Exemption Number (GEN) if any ▶ 6090					
9b If a corporation, name the state or foreign country (if applicable) where incorporated		State		Foreign country	
10 Reason for applying (check only one box)					
<input type="checkbox"/> Started new business (specify type) ▶ _____ <input type="checkbox"/> Banking purpose (specify purpose) ▶ _____ <input type="checkbox"/> Changed type of organization (specify new type) ▶ _____ <input type="checkbox"/> Purchased going business <input type="checkbox"/> Hired employees (Check the box and see line 13.) <input type="checkbox"/> Created a trust (specify type) ▶ _____ <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Created a pension plan (specify type) ▶ _____ <input checked="" type="checkbox"/> Other (specify) ▶ Starting 4-H Club					
11 Date business started or acquired (month, day, year). See instructions.			12 Closing month of accounting year DECEMBER		
13 Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14.			14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$4,000 or less in total wages.) If you do not check this box, you must file Form 941 for every quarter. <input type="checkbox"/>		
Agricultural 0 Household 0 Other 0					
15 First date wages or annuities were paid (month, day, year). Note. If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) ▶					
16 Check one box that best describes the principal activity of your business.					
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Health care & social assistance <input type="checkbox"/> Wholesale-agent/broker <input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail <input checked="" type="checkbox"/> Other (specify) EDUCATION					
17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided. YOUTH DEVELOPMENT EDUCATION					
18 Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If "Yes," write previous EIN here ▶					
Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.				
	Designee's name		Designee's telephone number (include area code)		
	Address and ZIP code		Designee's fax number (include area code)		
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.					Applicant's telephone number (include area code)
Name and title (type or print clearly) ▶					()
Signature ▶					Applicant's fax number (include area code)
Date ▶					()

Do I Need an EIN?

File Form SS-4 if the applicant entity does not already have an EIN but is required to show an EIN on any return, statement, or other document.¹ See also the separate instructions for each line on Form SS-4.

IF the applicant...	AND...	THEN...
Started a new business	Does not currently have (nor expect to have) employees	Complete lines 1, 2, 4a-8a, 8b-c (if applicable), 9a, 9b (if applicable), and 10-14 and 16-18.
Hired (or will hire) employees, including household employees	Does not already have an EIN	Complete lines 1, 2, 4a-6, 7a-b (if applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10-18.
Opened a bank account	Needs an EIN for banking purposes only	Complete lines 1-5b, 7a-b (if applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.
Changed type of organization	Either the legal character of the organization or its ownership changed (for example, you incorporate a sole proprietorship or form a partnership) ²	Complete lines 1-18 (as applicable).
Purchased a going business ³	Does not already have an EIN	Complete lines 1-18 (as applicable).
Created a trust	The trust is other than a grantor trust or an IRA trust ⁴	Complete lines 1-18 (as applicable).
Created a pension plan as a plan administrator ⁵	Needs an EIN for reporting purposes	Complete lines 1, 3, 4a-5b, 9a, 10, and 18.
Is a foreign person needing an EIN to comply with IRS withholding regulations	Needs an EIN to complete a Form W-8 (other than Form W-8ECI), avoid withholding on portfolio assets, or claim tax treaty benefits ⁶	Complete lines 1-5b, 7a-b (SSN or ITIN optional), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.
Is administering an estate	Needs an EIN to report estate income on Form 1041	Complete lines 1-6, 9a, 10-12, 13-17 (if applicable), and 18.
Is a withholding agent for taxes on non-wage income paid to an alien (i.e., individual, corporation, or partnership, etc.)	Is an agent, broker, fiduciary, manager, tenant, or spouse who is required to file Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons	Complete lines 1, 2, 3 (if applicable), 4a-5b, 7a-b (if applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.
Is a state or local agency	Serves as a tax reporting agent for public assistance recipients under Rev. Proc. 80-4, 1980-1 C.B. 581 ⁷	Complete lines 1, 2, 4a-5b, 9a, 10, and 18.
Is a single-member LLC	Needs an EIN to file Form 8832, Classification Election, for filing employment tax returns and excise tax returns, or for state reporting purposes ⁸	Complete lines 1-18 (as applicable).
Is an S corporation	Needs an EIN to file Form 2553, Election by a Small Business Corporation ⁹	Complete lines 1-18 (as applicable).

¹ For example, a sole proprietorship or self-employed farmer who establishes a qualified retirement plan, or is required to file excise, employment, alcohol, tobacco, or firearms returns, must have an EIN. A partnership, corporation, REMIC (real estate mortgage investment conduit), nonprofit organization (church, club, etc.), or farmers' cooperative must use an EIN for any tax-related purpose even if the entity does not have employees.

² However, do not apply for a new EIN if the existing entity only (a) changed its business name, (b) elected on Form 8832 to change the way it is taxed (or is covered by the default rules), or (c) terminated its partnership status because at least 50% of the total interests in partnership capital and profits were sold or exchanged within a 12-month period. The EIN of the terminated partnership should continue to be used. See Regulations section 301.6109-1(d)(2)(iii).

³ Do not use the EIN of the prior business unless you became the "owner" of a corporation by acquiring its stock.

⁴ However, grantor trusts that do not file using Optional Method 1 and IRA trusts that are required to file Form 990-T, Exempt Organization Business Income Tax Return, must have an EIN. For more information on grantor trusts, see the instructions for Form 1041.

⁵ A plan administrator is the person or group of persons specified as the administrator by the instrument under which the plan is operated.

⁶ Entities applying to be a Qualified Intermediary (QI) need a QI-EIN even if they already have an EIN. See Rev. Proc. 2000-12.

⁷ See also *Household employer* on page 4 of the instructions. **Note.** State or local agencies may need an EIN for other reasons, for example, hired employees.

⁸ See *Disregarded entities* on page 4 of the instructions for details on completing Form SS-4 for an LLC.

⁹ An existing corporation that is electing or revoking S corporation status should use its previously-assigned EIN.

Group Exemption Authorization

Name of 4-H Club or Council:
County:
Employer Identification Number (EIN):

The above Nebraska 4-H club or 4-H council hereby authorizes the Nebraska 4-H Foundation to include it in the Nebraska 4-H Foundation application for group exemption to be filed with the Internal Revenue Service.

I certify that the number shown above is the correct EIN and that the club or council named above was organized in the United States.

*If a 4-H club, provide signature, name and address of club leader.
If a 4-H council, provide signature, name and address of council president.*

Signature		Date
Printed Name		
Address		
City	State	Zip

Return completed form to your county extension office.

Year End 4-H Club Treasurer's Report For Fiscal Year _____

Club Name:	
Organizational Leader's Name:	
Treasurer's Name:	
Club Employer Identification Number (EIN):	
Bank Name:	
Bank Address:	
Names of persons authorized on any accounts to sign checks, deposits & withdraw funds:	

	Account Number	Beginning Balance (January 1)	Ending Balance (December 31)
Checking Account		\$	\$
Savings Account		\$	\$
Total Funds		\$	\$

Use the categories below to record your financial activity.

INCOME		EXPENSES	
Fundraising	\$	Fundraising Expenses	\$
Member Dues	\$	Educational Supplies	\$
Donations	\$	Community Service Expenses	\$
Other (Identify)	\$	Recreation	\$
		Other (Identify)	\$
Total Income	\$	Total Expenses	\$



Using the 4-H Name and Emblem

The 4-H Youth Development Program is the youth outreach from the Land Grant Universities, Cooperative Extension Services, and the United States Department of Agriculture. The 4-H Name & Emblem is intended to represent the ideals of the program with its focus on Head, Heart, Hands, and Health. Today, it is one of the best-known and most valued images emblematic of a century of 4-H achievement. The 4-H Name & Emblem is very important to us as an organization because it represents who we are.

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What is the 4-H Name & Emblem?

The official 4-H Emblem is a clover with four leaves and an “H” on each leaf. The clover’s stem must point to the right as you look at the image. The 4-H Emblem is not a plain four-leaf clover. The 4-H Emblem belongs to the 4-H Youth Development Program, under the authority of USDA and anyone wishing to use it must obtain permission to use it ahead of time.

If you are a 4-H member or volunteer, you are permitted to use the 4-H Name & Emblem once your program is chartered with the official 4-H Charter from National 4-H Headquarters at the Cooperative State Research, Education and Extension Service (CSREES), within the United States Department of Agriculture (USDA).

Did You Know?

The 4-H Name & Emblem is a highly valued mark within our country’s history. As such, it was granted a very unique and special status; it is in a category similar to the Presidential Seal and the Olympic Emblem. This federal protection makes it a mark into and of itself with protection that supersedes the limited authorities of both a trademark and a copyright. As a result, responsibility and stewardship for the

4-H Name & Emblem were not given to the U.S. Patent Office but were given to a higher level of federal government, a member of the Cabinet, the Secretary of Agriculture. The Secretary has responsibility for the 4-H Name & Emblem, at the direct request of Congress. The “18 USC 707” is the statement in the United States Code that outlines the protection of the 4-H Name & Emblem.

Using the 4-H Name & Emblem: Graphics Basics

The Official 4-H Emblem

The Official 4-H Emblem is a 4-leaf clover with an “H” on each leaf and the stem turned to the right. The Emblem may be two-dimensional (flat) or three dimensional (with shadows that show depth and perspective). Authorized users of the 4-H Emblem should take care to ensure that when they use the Emblem, they have done the following:

1. They have obtained the official 4-H Emblem and are using it in its entirety.
2. They do not “flip” the image to create a framed look. The stem on the 4-H Emblem must point to the right as you look at the image. Under no circumstances should the stem be changed to point to the left.
3. They are familiar with resizing graphics through the software application being used, and do not distort or warp the dimensions of the Emblem.
4. The 4-H Emblem is never used to imply endorsement of any product or material.
5. They follow the graphic use guidelines outlined in this document, or for additional information, contact National 4-H Headquarters.



Use the Whole Emblem

The 4-H Emblem should always appear in its entirety – meaning it should always appear as a whole and complete image – the image recognized by millions of people. This means:

Don't remove any leaves. If you are using a clover image that has an "H" on each leaf, the leaves cannot be removed or have another image superimposed over the top of one of the leaves. Other images should be moved and appear completely separate from the 4-H Emblem. This also means you shouldn't "cut off" a leaf by running it off the edge of the paper in print media or other designs.

Don't place text or other images over or on top of the 4-H Emblem. The 4-H Emblem should not appear screened under words or graphics. No photo, drawing, symbol, word or other figure or object may be placed on or obscure the 4-H Emblem. This includes placement on web pages, where it should not appear as a "watermark" behind other information.

Keep it Upright

In general, the 4-H Emblem should not be rotated or turned on its side. There are some exceptions, such as on fabric where the emblem is scattered randomly across the fabric or in other random designs. If you are considering an exception, please contact the National 4-H Headquarters.

Color

The 4-H Emblem should never be screened, shaded, gradated, or appear in a multi-colored hue. The official and referred color of the 4-H Emblem is green (the "H's" reversed out to the color of the paper on which the emblem is printed). The clover can also be white, black, or metallic gold. The "H's" on the clover can be white, metallic gold (only on a green clover), green (only on a white clover), or black. The clover can be outlined in green (for white clover) or white (for green clover) to add prominence to the image and make the emblem stand out from the background.

Distortion and Proportion

The appearance, shape, and proportion of the 4-H Emblem should never be distorted to fit in an imprint space. Do not make the 4-H Emblem longer, taller, wider, angled or squarer. Do not alter the shape in any way. Do not make the 4-H Emblem so small that the "H's" are no longer clearly legible. The overall size of the 4-H Emblem may be changed, but the proportions must remain intact. All standard word processing software applications allow you to scale an image while maintaining its original proportions.

Before rescaling the 4-H Emblem, please consult your software manual for proper instructions. If you need more information or clarification contact the Nebraska 4-H Office for help at (402) 472-2805

Naming 4-H Clubs **(or units, events, programs, website, etc.)**

Adapted from 4-H National Headquarters

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Naming 4-H clubs, units, programs, events, and/or websites is an important matter within the 4-H program as the name selected for an individual 4-H entity is the public face that showcases 4-H to the greater community. The 4-H system nationwide strives to maintain and enhance a positive public image of 4-H. The 4-H Name and Emblem are protected under federal statute Title 18, U.S. Code 707. This provides the 4-H Name and Emblem with the same level of protection afforded other federal marks, such as the Seal of the President of the United States. As a result, use of the 4-H Name and Emblem is subject to regulations and policies determined by 4-H National Headquarters, NIFA at USDA, and the approval of the appropriate State 4-H Program Office.

Once a 4-H activity is approved, youth members, adult volunteer leaders, and others may work together to select a name for a new 4-H entity. This name should reflect the unique individual character of the group while presenting a positive image of 4-H to the greater community. It is essential that any additional logo or images used in conjunction with the 4-H Name and Emblem on club materials, such as signs, jackets, t-shirts, stationary, etc., as well as web pages, also reflect this positive image of 4-H and are also subject to the guidance contained within this Fact Sheet.

All applicable policies and regulations of the 4-H program impact the guidance for naming 4-H clubs and entities including but not limited to Title IX and Civil Rights.

GUIDANCE

Names must be Specific – The selected name should be specific to the individual 4-H club or entity either through a unique name like “Show-n-Grow 4-H Club” or by identifying the community or county location like “Johnson County 4-H Teen Club.”

Names should not imply Exclusivity – The selected name should not imply that its membership is limited or exclusive to any group. For example, names such as 4-H Lads or 4-H Lassies would be inappropriate.

Names should not be Overtly Religious – The selected name cannot be overtly religious or represent the beliefs of one denomination over another. 4-H clubs with names like “God’s Children,” or “4-H’ers for Jesus” or “Park Synagogue 4-H” would be inappropriate. NOTE: Some communities have a historically religious name which through the passage of time has lost the religious connotation. Therefore a 4-H Club might be called the “San Francisco All Stars” and be in compliance with 4-H naming standards.

Names should not be Offensive – The selected name should showcase 4-H as a positive, safe and open environment for young people. Names which are offensive or generally seen as demeaning to any group or set of individuals protected by equal opportunity regulations are to be

avoided. “4-H Mafia” or the “White Knights 4-H Club” would be examples of inappropriate choices.

Names should foster the Character-Building Purpose of 4-H – The selected name should reflect the positive character-building purposes of the 4-H Program. Consequently, a club or event named after questionable or notorious historical figures such as “Billy the Kid 4-H” or “Jack the Ripper 4-H” would be inappropriate.

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Names should be Sustainable over Time – Once a club is chartered or an event named, it’s unlikely that the name will be changed. Therefore, it is important that the selected name be able to withstand the test of time avoiding being too trendy (e.g., The Bell Bottom Belles) or too juvenile (e.g., Little Clover Kittens).

Names should comply with Copyright Regulations – Avoid using the names of TV shows, public figures, singing groups, popular products, etc., that may not only enjoy a short-lived popularity, but may also be a copyright violation of a commercial name.

Virtual groups such as Facebook are subject to the same 4-H Name and Emblem regulations as other 4-H methodologies and resources.

Ultimately, chartering and the approval of names for state and local 4-H clubs, program, events, units and web pages is at the discretion of each State 4-H Office as designated by 4-H National Headquarters, NIFA at USDA. Chartering and the approval of names for regional and national 4-H programs, events, units, and web pages is at the discretion of 4-H National Headquarters.

For questions concerning 4-H Clubs or Affiliated 4-H Organizations, please contact the 4-H National Headquarters – USDA at (202) 720-2908 or at 4hhq@csrees.usda.gov.

4-H VOLUNTEER INFORMATION SERIES

Nebraska 4-H Youth Development
Learning About 4-H

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The 4-H Vision

4-H is a community of young people across America who is learning leadership, citizenship, and life skills in partnership with caring adults.

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
My health to better living for my club, my community my country and my world

4-H Events Calendar, Newsletter, and County Website

Several counties have an annual 4-H Events Calendar and distribute 4-H information through a newsletter. Many counties also have a website where current 4-H information is posted. Check with your county to receive current information

4-H Membership Fees

Check with your local Extension office regarding a county membership fee. Some counties charge a membership fee to cover the cost of materials while other counties charge for the individual materials or have county fund-raisers to help cover costs.

New 4-H Club

First Meeting Agenda

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1. Introductions of Leader(s) and Each Family and 4-H'er.

Leader(s) will tell about and introduce themselves and allow each family and 4-H'ers to introduce and tell about themselves.

2. Call to Order and Pledge of Allegiance

Remind everyone that the Pledge of Allegiance is the first pledge recited. Leader will choose a name from the basket. Call this member up to the front of the room. Using a microphone, have them start the pledge with "I pledge." After they have started the pledge, you may remove the microphone.

3. 4-H Pledge

Leader may read through the pledge and do the actions for everyone to see. Again, choose a name from the basket. Have this club member come up front, hold the microphone and read the pledge. Leader will say the pledge and do the actions so the group can follow.

4. Roll Call

Determine a question you would like the members to answer during roll call—also called the "question of the day." Using the microphone, call the first person on the sign-in sheet to the front of the room. Have each member tell their first and last name, how old they are, and have each answer the "question of the day."

5. Business Items to Discuss

When you want to meet? Where you want to meet?

How often do you want to meet? Twice each month, monthly?

Confirm date and place for next meeting.

Select a name for your club.

Announce project area for next meeting—who will lead?

For upcoming meetings, select officers by drawing from a basket, elect by ballot or frequently rotate?

6. Hands-On Project Activity Time

The time frame for this section is flexible but will take the largest percentage of the meeting time. Have a sign-up sheet for parents if the leader would like families to lead projects for upcoming meetings.

7. Recreation and Snack Time

Physical activity time is welcome and simple snacks and drinks are fun. Have a sign-up sheet for parents to bring snacks to upcoming meetings.

For Volunteer Club Leaders

Planning and Conducting 4-H Club Meetings

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Resource adapted from: University of Missouri Extension

Dear Leader:

By now, you may have questions about planning and conducting your 4-H club meetings. The following will be helpful information about the basic, everyday ingredients of a successful 4-H meeting.

Club officers and committees

Club officers (4-H youth) are an important part of the leadership team. Being an officer gives the member an opportunity to develop and practice leadership skills and responsibility. The following 4-H officers are usually elected in each club:

President

Vice-President

Secretary

Treasurer

Reporter

Recreation Leader

Other officers the club may want to elect include photographer, historian and coordinators for special events such as field trips.

Because one of the goals of 4-H is to develop leadership skills, all members should have an opportunity to be an officer or committee chair. In some large clubs, members fill an office or committee chair for half of the year.

Other clubs have junior and senior officers. Both approaches give more members an opportunity for formal leadership.

Committees can help the 4-H club function smoothly and provide opportunities for more people to be involved.

Committee membership need not be limited to club members. Club leaders and parents are encouraged to become involved in helping 4-H'ers with planning and supervising various club activities; but members should be involved in making decisions and carrying them out.

Teaching the 4-H pledge and motto

Members and adults can better understand 4-H if the leader presents the 4-H pledge and motto to the group early in the club year. The pledge and motto should be used regularly in meetings, ceremonies, etc.

The 4-H pledge (with corresponding motions) is:

I pledge:

My Head to clearer thinking, (with right hand, point to head)

My Heart to greater loyalty, (place right hand over heart)

My Hands to larger service, (arms bent, palms up)

My Health to better living, (move hands/arms from up to down alongside of body)

For my club, (arms at side)

My community,

My country,

And my world.

The 4-H motto, is “To make the best better.” The leader may find it helpful to make a poster or have the 4-H’ers make a poster of the 4-H pledge and motto to use at each meeting so members can read and memorize them.

After the first meeting, each member can take a turn leading the Pledge of Allegiance and the 4-H pledge to open the meetings. Many Clubs close meetings with the 4-H motto recited in unison. Flag sets and other club meeting aids are also available from shop4-h.org.

Setting goals with your 4-H club

It will be helpful for you and your 4-H members to set a few basic goals for your club each year. These goals are statements of what the members would like to accomplish as a club. Goals should help the club meet the needs and interests of individual members. Examples of goals a club could set are;

- To provide a service to the community,
- To introduce others to 4-H,
- To learn more about nutrition (or some other subject), or
- To involve family members in 4-H activities.

As a leader, you will want to set goals for yourself and encourage your 4-H members to set individual goals. These can be goals to achieve in leadership roles, in their project or in their personal development.

Planning a 4-H club calendar and program plan

After the club's goals have been established, use these goals to design a yearlong program plan and club calendar. The calendar will tell you what the club is doing when, and who is responsible for it. A plan will help direct the club's activities towards its goals.

Be sure to involve your 4-H members and their parents in developing the club calendar and program plan. Allow all members to contribute their ideas and interests before choosing the activities for the year. When selecting an activity, refer to your club's goals to see if the activity will help attain those goals. The calendar and plan should include a variety of activities to stimulate the club members' interest and enthusiasm:

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- There can be educational presentations, for which a speaker or program is brought in to the meeting.
- Members can give presentations.
- Project meetings can be scheduled to help members set goals for their projects, to provide information and ideas, to work on projects, and to prepare for contests and fairs.
- Your club can plan a club show to share what members have done during the year with fellow members and others in the community.
- Social activities can be planned throughout the year, and your club can invite family, friends and other 4-H clubs to attend.
- 4-H Extension staff are a good source of ideas for club activities. You can contact your local 4-H staff to find out what the county and state calendars include, especially the dates of events, contests, fairs, etc. that are of interest to your members.

The 4-H meeting

Club meetings should be planned to include three areas:

- Fun —Plan 10 to 20 minutes for recreation, refreshment and fellowship.
- Business —Allow 10 to 20 minutes for the business meeting, discussion and planning.
- Learning —include 40 to 80 minutes for community service activities, tours, guest speakers and presentations.

Possible agenda items for a 4-H club meeting

A recommended business order is:

1. Call to order,
2. Pledge of Allegiance,
3. 4-H Pledge,
4. Roll call,
5. Minutes of the last meeting,
6. Approval of minutes,
7. Treasurer's report,
8. Officer and committee reports,
9. Unfinished business,
10. New business,
11. Meeting adjourned.

Usually, the program begins after the formal business meeting is adjourned. Recreation and refreshments can also follow the meeting. Some clubs use refreshments and recreation before the meeting as welcome activities. There are endless agenda variations, and variety certainly helps make the meeting more interesting and livelier.

Some clubs prefer to alternate business meetings with project meetings, or to have short informal business sessions at some point during project meetings. You might consider trying a variety of methods to determine which works best with your members' age groups, your club's size and your project areas.

Involving parents with your club

Successful 4-H membership usually requires a great deal of parental support. There are a variety of methods for getting parents involved. The classic reason for becoming a leader is to provide an opportunity for a son or daughter to join 4-H. It is logical to encourage parents to be leaders, assist committees or contribute to the club in other ways. Don't hesitate to ask parents to help the club.

Many clubs strongly encourage parents to attend all meetings with their children. Parents may be asked to chaperone a club activity, host a meeting, teach a special skill or share a particular interest. If they are sharing information with the club, it doesn't necessarily have to be related to a project. It could be regarding citizenship, leadership, community service, careers or other topics.

Tours, activity days, field trips, etc.

Your club members will enjoy a variety of field trips, tours and special activity days. Sometimes you teach them more in a well-planned field trip than in a regular club meeting. These special activities can involve a variety of experiences. They can be related to specific projects that club members are involved in. They can involve community service or be historical. Other 4-H leaders are an excellent source of ideas for field trips for your club.

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Your 4-H members will enjoy planning and organizing these special events. They may even want to invite another club to join them for them for the trip. Leader training opportunities led by 4-H Extension Staff are held twice each year to provide additional support and information. We want to help you succeed.

Character is important

Nebraska 4-H recognizes the importance of good character in everything that is done. 4-H staff and volunteers, as well as 4-H members and their families, know that a person of character is a good person, someone to look up to and admire;

- knows the difference between right and wrong and always tries to do what is right,
- sets a good example,
- makes the world a better place, and
- lives according to the Six Pillars of Character — Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship



4-H Volunteer Information Series

Nebraska 4-H Youth Development

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Outline for Minutes of the 4-H Club Meeting

Minutes of the ____ (date) _____ meeting of the _____ (name) _____ 4-H Club.

The meeting was called to order by (presiding officer) _____.

The meeting was opened with the Pledge of Allegiance and the 4-H Pledge. Roll call was taken by (secretary) _____.

There were _____ members, _____ leaders and visitors in attendance. Our visitors were _____.

Minutes of the last meeting were read and approved/corrected. Correspondence was received from _____.

The treasurer reported \$ _____ in the club treasury. \$ _____ was collected in dues. Committee reports were as follows:

Unfinished business discussed included:

Motion to _____ was made by _____.

It was moved and seconded by _____.

After discussion, the motion _____.

New business discussed included: It was moved and seconded by _____.

After discussion, the motion _____.

A motion was made by _____ to adjourn the meeting.

It was seconded by _____.

(Presiding officer) _____ adjourned the meeting.

The next meeting will be held on ____ (date) _____ at ____ (location) _____ at _____. (time)

Presentation(s)/speech(s)/project talk(s) were given by:

Presenter:

Topic:

Respectively submitted,

_____, Secretary



4-H CALENDAR OF EVENTS

For current 4-H Calendar visit:

<https://extension.unl.edu/statewide/saunders/basic/>

Livestock Requirements:

These requirements may be outdated. Check website for current requirements.

<https://extension.unl.edu/statewide/saunders/animal-science/>

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TO: Saunders County 4-H/FFA Families

DATE: May 9, 2019

FROM: Cole Meador
Extension Educator, 4-H *Cole N. Meador*
Cmeador2@unl.edu

Melisa Konecky
Extension Assistant, 4-H *Melisa Konecky*
melisa.konecky@unl.edu

RE: 2019 4-H Updates – Saunders County Fair, Livestock, and other Important Information

Please read this entire document carefully, as it contains important information for 4-H Livestock Exhibitors, 4-H Static Exhibitors and the 2019 Saunders County Fair updates. Please be aware and accountable for all deadlines and procedures.

Stay connected with us.

- Smore: Bi-weekly email Update sent from 4-H Staff <https://www.smores.com/u/saunderscounty4-h>
- Email saunders-county@unl.edu.
- Facebook: Saunders County Extension & 4-H
- Website: <https://extension.unl.edu/statewide/saunders>
- As always, please feel free to contact our office at 402-624-8030 or e-mail Cole or Melisa.

4-H ENROLLMENT WEBSITE: <https://go.unl.edu/72n2>

ENROLLMENT – COUNTY DEADLINE FOR EXHIBITING ELIGIBILITY

- **4-H horse project members** - enrollment and \$10 fee are required by **JUNE 1**.
- **All other 4-H project members** - enrollment and \$10 fee are required by **JUNE 15**.
 - 4-H members may change or add projects to online enrollment by **JUNE 15**.
- **4-H Adult Volunteer** enrollment is required (via 4-H Online) by **JUNE 15**.

ENROLLMENT – YOUTH MEMBERS

4-H enrollment and \$10 fee payment is completed using the on-line system directly by the 4-H families.

- Access the on-line enrollment system.
- Once enrollment and \$10 fee has been submitted, it will be electronically forwarded to Nebraska Extension in Saunders County. Office staff will then need to “Approve” (confirm) the enrollment to make it official.
- Step-by-step instructions are available: <https://go.unl.edu/32kj> to assist families in the enrollment and re-enrollment process. In addition, support (staff and/or computer access) will be available upon request.

ENROLLMENT – LEADERS

- Enroll as a 4-H Leader/Volunteer through Nebraska 4-H Online at the link above.
- There is no enrollment fee for leaders in 2019!
- You will receive an email invitation from DHHS.CFSCR@nebraska.gov which will include a link for you to complete an online Central Registry Check.
- Volunteer enrollment is not complete until these steps are submitted and a passed Central Registry Check is received by Nebraska Extension – Saunders County Staff.

ANIMAL IDENTIFICATION PROCEDURES

All in-depth animal information can be found here: <https://go.unl.edu/m3pb>

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The 2019 4-H & FFA Animal Identification Procedures for Saunders County is enclosed. Carefully review the information. The ID sheets have been updated to be more streamlined and consistent. You can find the PDF versions on our website at the link above.

LIVESTOCK PREMISES IDENTIFICATION

- All 4-H/FFA livestock with EID tags and Scrapie tags are required to have a Premises ID.
- A Premises ID number can be obtained through the Nebraska Department of Agriculture.
- Only one (1) Premises ID is necessary for a family with multiple exhibitors (provided livestock are housed at the same location).
- Only one (1) Premises ID is necessary for an exhibitor that shows multiple species (provided livestock are housed at the same location).
- IF YOU BELIEVE YOU MAY ALREADY HAVE A PREMISES ID on file, call the Nebraska Department of Agriculture at 402-471-2351 and ask for Premises ID Information.
- The Premises ID number should correlate to the location in which livestock are kept/housed permanently.
- The Premises ID number must be included on the livestock identification sheets.

QUALITY ASSURANCE CERTIFICATION REQUIREMENTS

Youth for the Quality Care of Animals (YQCA) Due no later than June 15th

- Visit <http://yqca.org/> to complete the requirements and pay \$12 fee.
- Required for 4-H members exhibiting **BEEF, DAIRY CATTLE, DAIRY GOATS, SWINE, MEAT GOATS, POULTRY, RABBITS and SHEEP** at the Saunders County Fair, Fremont 4-H Expo and Nebraska State Fair.
- Failure to complete will result in NOT being allowed to exhibit livestock at 4-H events.
- 4-H members will use your FAMILY 4HOnline login and password information to access the courses for the ACTIVE youth in your family. Only ACTIVE (approved enrollment & fees for 2019) members will show in the drop down menu for access to the course. Therefore, be sure to enroll before proceeding to the YQCA online course.
- All registration questions with YQCA should be directed to help@yqca.org. There will not be local support for YQCA.
- Once the 4-Hers have completed/passed a module, certificates can be either hand delivered, mailed or e-mailed to the Extension office.
- If you are unsure of your requirements or completed certification, contact us.
- Information can be found here: <https://go.unl.edu/tcyc>

ANIMAL IDENTIFICATION DEADLINES

- All identification, tagging, tattooing, and DNA sampling **MUST** be completed by the **JUNE 15 DEADLINE**.
- All identification procedures are to be completed by the set deadline. **Any 4-H/FFA livestock NOT identified by the DEADLINE DATE will be INELIGIBLE to exhibit in the 2019 livestock shows (Fremont 4-H Expo, SAUNDERS COUNTY FAIR, Nebraska State Fair 4-H Shows).**

Note:

- * If you turn in DNA envelopes, we will photocopy the envelopes and the copy will suffice as the ID Affidavit. No need to fill out an Animal ID affidavit for your species.
- * County Bred animals now complete section on respective species ID Affidavit. There are no special County Bred affidavit.

ANIMAL ID AFFIDAVITS OR DNA SUBMITTED TO EXTENSION OFFICE BY JUNE 15

- Market & Breeding Beef
- Cow/Calf Pair (COW & CALF – Bull, Feeder Steer, Feeder Heifer, Breeding Heifer)
- Feeder Calf
- Junior Production Bulls
- Bucket Calf
- Market & Breeding Hog
- Dairy Cattle
- Market & Breeding Sheep
- Market & Breeding Meat Goat
- Dairy Goat
- Rabbit

Affidavits found here: <https://go.unl.edu/2t4b>

******All Animal Identification Procedures can be found here: <https://go.unl.edu/2t4b>******

Exhibitors showing breeding & market beef, breeding & market sheep, and breeding & market goats at State Fair will need to complete an online nomination along with submitting payment online, see NEBRASKA STATE FAIR LIVESTOCK NOMINATION below for more information

NEBRASKA STATE FAIR LIVESTOCK NOMINATION- showstockmgr.com

- 4-H/FFA livestock exhibitors/families will be responsible for submitting their animal information into the AKSARBEN livestock database online by the nomination deadline.
- Payments for the DNA process will be directly submitted by the 4-H/FFA Livestock exhibitor/family through the online database. Payments will NOT be made to the Extension Office.
- Families will have the ability to edit animal information up to June 15.
- Extension Staff will validate all nominations. Once validated by the Extension Staff/FFA Advisor, it will be available for exhibitors to make State Fair and AKSARBEN entries.
- Any animal not entered in the database will be considered ineligible for State Fair.
- Submit DNA envelopes to the Extension Office by June 15 or they will be considered ineligible for State Fair.
- NOTE: DNA nominated animals are eligible for the [Aksarben](http://www.aksarben.com) Stock Show.
- More information found at: <https://go.unl.edu/2t4b>

Nebraska State Fair Entry Deadline- August 10 by 8 p.m. CST

Deadline to enter Nebraska State Fair animal entries and other in-person contests is **August 10th**. <https://4h.unl.edu/state-fair>. Exhibitors will select which animal nominations they have chosen to show at State Fair on the State Fair entry website. All nominated and validated animals will be automatically listed as a choice option for entry registration. Exhibitors will be required to bring the breed registration association paperwork to check-in at State Fair for animals wanting to show in a breed class. The exhibitors name should be identified on the registration paper.

COUNTY FAIR PRE-ENTRY DUE BY JULY 1

- ONLINE PRE-ENTRY REQUIRED FOR the following exhibits (<https://go.unl.edu/h5dt>) :
 - ANIMALS/LIVESTOCK: Dog, Rabbit, Cat, Beef, Poultry, Horses, Dairy Cattle, Dairy Goats, Meat Goats, Sheep, Swine.
 - CLOVER KID ANIMAL entries are required to complete.
 - CONTEST: Fashion Show, Shooting Sports, Archery, Tractor Driving, ATV Driving, Favorite Foods, Ice Cream Rolling Contest, and Best Dressed Critter.
- Certificate of Vaccination for Dogs: <https://go.unl.edu/oz3k>
- Certificate of Vaccination for Cats: <https://go.unl.edu/at03>

CLOVER KIDS ANIMAL EXHIBITS

- Identification Affidavits are NOT required, but are asked to include Clover Kid names on 4-Her's affidavits.
- YQCA (Quality Assurance) is NOT required
- Completing the Online Pre-Entry IS required by July 1. Found (<https://go.unl.edu/h5dt>).

2019 SAUNDERS COUNTY FAIR CHANGES

Swine:

- Non-terminal show.
 - Only Grand Champion and Reserve Champion Overall Market Swine will go to harvest.
- Breeding Gilt Show added
- Maximum entries: FIVE TOTAL. Total number must be within 4 Market, 2 Breeding.

Dairy Cattle and Dairy Goat

- Entry limit for Dairy Cattle & Dairy Goat = FIVE ANIMALS each

Interview Judging

- Static Entry **Interview Judging sign-ups posted at entry table** outside of 4-H building

Date/Time Changes

- Favorite Foods Contest – 12:00 Noon, July 28
- Fashion Show – 6:00 PM, July 29
- Best Dressed Critter – 7:00 p.m., August 1st
- Sunday, August 4
 - BBQ start at 12 NOON
 - 4-H Livestock Auction start at 2:00 p.m.
 - Static Exhibit Release Time, 12 Noon – 2:00 PM.

State Fair Static Exhibits

- ****NEW**** State Fair Static Exhibits (non-perishable) will be KEPT AT FAIRGROUNDS between County Fair and State Fair.
- You have the option to take the items home from the County Fair, however, drop off times will be the same as perishable items. Perishable items will be brought to Extension Office on August 19 (8:00 a.m. – 4:30 p.m.) and August 20 (8:00 a.m. – 12 Noon).

SAUNDERS COUNTY MARKET ANIMAL AUCTION

The Saunders County Agriculture Society (Fair board) is asking for YOUR help!

To ensure that we can continue to offer an auction for our Saunders County youth we ask that you encourage individuals and businesses that you work with to show support for the youth by participating in the auction. Recent trends have shown a decline in the number of buyers available at the sale and we hope to not burden and/or exhaust their resources, so we ask for your help in bringing new buyers on board!

Enclosures:

2019 4-H Calendar
2019 Saunders County Fair Schedule

THE 2019 SAUNDERS COUNTY FAIRBOOK

Online version AVAILABLE here: <https://go.unl.edu/6jj4>
Hard Copies will be available at the office & some local businesses

Horse Requirements:

These requirements may be outdated. Check website for current requirements.

<https://extension.unl.edu/statewide/saunders/animal-science/>

TO: Saunders County 4-H/FFA Horse Project Members

DATE: March 2020

FROM: Cole Meador
Extension Educator
cmeador2@unl.edu

Melisa Konecky
4-H Assistant
melisa.konecky@unl.edu

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RE: 2020 Saunders County 4-H/FFA Horse Project Deadline Reminders

According to the Saunders County 4-H program records, one or more members of your family were enrolled in the 4-H horse project and/or have identified at least one 4-H/FFA project horse animal in 2018. Because of your involvement, we are notifying you of important horse identification deadlines for 2020. For more information please visit our 4-H Horse website at <https://go.unl.edu/7wto>.

<p>2020 DISTRICT 4-H HORSE SHOWS</p> <p><u>June 15</u> - Scottsbluff</p> <p><u>June 16</u> - Burwell</p> <p><u>June 17</u> - Columbus</p> <p><u>June 18</u> - Lincoln</p>	<p>STATE 4-H HORSE SHOW</p> <p><u>July 12-16</u>, 2020</p> <p>Fonner Park, Grand Island</p> <p>Entry & Level Testing Deadline: May 8</p>	<p>SAUNDERS COUNTY FAIR 4-H HORSE SHOW</p> <p><u>Tuesday, July 28</u>, 2020</p> <p>Entry Deadline: July 1</p>
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Any youth wishing to compete at the Saunders County Fair Horse Show, District and/or State horse shows must complete the following paperwork and meet the following deadlines:

- **HORSE IDENTIFICATION-** ID Affidavit can be found here <https://go.unl.edu/5ni5>
 - Any 4-H Member entering in ***DISTRICT/STATE CONTESTS*** must submit 4-H Horse Project ID Affidavit **by MAY 8** to the Extension office. This form qualifies the horse to show at the Saunders County Fair.
 - 2 & 3-year-old western pleasure affidavits are due May 10th. Found here: <https://go.unl.edu/35d3>
 - Any 4-H Member only enter the ***SAUNDERS COUNTY FAIR*** contest must submit 4-H Horse Project ID Affidavit by **JUNE 1** to the Extension office.
- **ENROLLMENT-** 4-H Enrollment website can be found here <https://go.unl.edu/72n2>
 - Any 4-H Member entering in ***DISTRICT/STATE CONTESTS*** must enroll/re-enroll in 4-H by **MAY 8** through 4-H Online.
 - Any 4-H Member only enter the ***SAUNDERS COUNTY FAIR*** must enroll/re-enroll in 4-H by **JUNE 1** through 4-H Online.
- **ENTRY REQUIREMENTS**
 - Any 4-H Member entering in ***DISTRICT/STATE CONTESTS*** must complete the entry form found at <https://4h.unl.edu/horse/district-shows> at turned into extension office by **MAY 8**.
 - To be eligible to show at the Saunders County Fair, online pre-entry will be due **JULY 1**. ***NO LATE ENTRIES ACCEPTED!***
- **LEVEL TESTING-** Level testing information can be found here: <https://go.unl.edu/otve>
 - All youth showing at ***DISTRICT/STATE CONTESTS*** must complete 4-H Horsemanship Level testing by **MAY 8**. **See horse book for district requirements for class levels.**
 - Any 4-H Member only wishing to enter the ***SAUNDERS COUNTY FAIR***, all 4-H Horsemanship Level testing must be completed and turned into the Saunders County Extension Office by **July 1**.
 - All Horse exhibitors will be required to have passed Level I testing. *Exceptions include Walk- Trot and halter classes*