



College of Food, Agricultural, and Environmental Sciences

2024 Ottawa County



4-H Handbook



THE OHIO STATE UNIVERSITY

EXTENSION



2024 Ottawa County 4-H Handbook

Message from the Ohio State University Extension Office

The 4-H handbook has been prepared by the Ottawa County 4-H staff to assist you and your family. Please read it carefully and keep in a safe place. You will need this handbook for the entire 4-H year.

If you have any questions or concerns during the year, please feel free to call our office at 419-898-3631.

We cannot wait to see what 2024 has in store for you as you take part in the many different activities and programs we have planned for you.

Sincerely,

Ottawa County OSU Extension Office Staff
Molly Avers, 4-H Educator
Amy Michaels, 4-H Program
Assistant
Rhonda Mahaney, Office



Changes for 2024

Please make sure to look at the requirements closely and be aware of the new dates and requirements.

See the Ohio 4-H Family Guide for the new, revised, and discontinued books on the [state](#)

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**.

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4-H Membership

Who Can Join 4-H?

All Ohio 4-H youth development programs are co-ed in nature and are open to both boys and girls. Participation is open to all youth of appropriate ages, on a non-discriminatory basis.

Eligibility for 4-H Cloverbud Program begins when a child is in kindergarten and is at least age 5 as of January 1 of the current year. A child is no longer eligible for Cloverbuds when he or she qualifies for the Project Member Program.

Eligibility for the 4-H Project Member Program begins when a child is in third grade and is 8 years old as of January 1 of the current year. Any youth age 9 or above is eligible for project membership, regardless of grade level.

Ohio 4-H membership ends December 31 of the year in which an individual reaches the age of 19 years.

Membership Across County Lines

Youth are required to join the 4-H Program in their county of residence or receive approval ahead of time for membership outside of the county of residence.

- The request for Cross County Membership must be made 30 days prior to the county of the request's 4-H Membership enrollment deadline.
- Cross County membership is not permitted when requested for competitive reasons, such as higher livestock sale prices, less competition in classes, etc.
- 4-H membership in two counties simultaneously is not permitted. Youth must choose one county.
- If a member is approved for cross county membership, and the 4-H Program in their county of residence ceases to exist for financial reasons, the youth's membership will end on December 31st of that year.



Dual Membership 4-H/FFA

Often older 4-H members are also FFA members, sometimes within the same county and sometimes in an adjacent county. Members may not take the same project in both 4-H and FFA. Separate or different projects must be taken in each organization.

Members may find it easier to take completely different projects (such as two different species of livestock). However, members may take livestock projects of the same species if they take a breeding project in one organization and a market project in the other.

	4-H	FFA
Allowable	Market Steer	Market Hog
Allowable	Market Steer	Beef Breeding
Not Allowable	Market Steer	Market Steer

4-H Member in Good Standing

Youth must maintain Good Standing status. Below are the requirements to be considered a member in Good Standing:

- Enter and submit 4-H enrollment into 4HOnline by the April 1st enrollment deadline of current year.
- Participate in the appropriate project evaluation. An interview with an advisor will be acceptable for still projects **only** if unable to attend regular judging.
- Do not have an outstanding fee with the Extension Office or 4-H Advisory Committee.
- Exhibit and/or show only in projects in which they are enrolled in the current 4-H year.
- Attend at least half of the club meetings held and be in good standing at the club level. Club and Project Leaders will verify the status of 4-H members in good standing prior to that member entering exhibits or showing at the Fair.
- Any member who does not meet the above requirements or follow the guidelines and rules in this Handbook or the Jr. Fair handbook forfeits their Good Standing status.

If you aren't sure about your status, please check with your Club Leader or the Extension Office.

Club Organization & Volunteers

Club Requirements

To remain in good standing, clubs must meet the following expectations each year:

- Complete club enrollment packet by April 1st.
- Have at least 5 members from at least 3 different families enrolled by April 1st.
- Plan and hold a minimum of 6 meetings or activities between February 1st and December 31st.
- Elect an officer team of at least a president, secretary, and treasurer.
- 4-H members carrying riding horse projects must belong to a specialized club. 4-H members with horse projects may take unrelated projects.
- Complete at least 2 educational events each year (ex. Project work sessions, guest speakers, tours, demonstrations).
- The following are the requirements for club treasuries:
 - Each Club will be required to turn in to the office by January 31st the Ohio 4-H Annual Financial Summary complete with signatures and audit information. This is a university requirement.
 - If a club does not adhere to the treasury policy, their club charter will be suspended.
 - NOTE: Each year the OSU Extension Office will file the IRS filings for all clubs.

PLEASE NOTE: If a deadline falls on a weekend, the deadline will be the Monday immediately following that weekend. If a deadline falls on a day that the office is closed, the deadline will be at the close of the next business day.

Individual Club Rules

Clubs are required to adopt a constitution which is provided as a template by Ohio 4-H.

Clubs may also adopt individual rules by creating By-laws to attach to their constitution, provided those rules are not in conflict with state guidelines.

Some examples of rules adopted by individual clubs are:

- Club dues policies
- Maximum number of members
- Types of projects permitted & competition policies
- Attendance policies (see below)

Clubs are not permitted to vote on accepting or not accepting particular members into their club. This is a clear violation of Ohio and National 4-H Council policy.

Club By Laws (rules) should be provided to every member every year.

New Clubs

New clubs may be formed prior to **March 1** each year.

Clubs must meet the following requirements, in this order:

- At least 2 adult volunteers must complete volunteer screening, selection, and training.
- Begin the county 4-H Charter process and repeat annually.
- Obtain an EIN number from the IRS (with the assistance of the OSU Extension Office).

Volunteers

Volunteers are a vital piece to the success of our overall program. The following are guidelines for individuals to become a volunteer in Ottawa County:

- Individual must be 18 years of age or older. Potential volunteers must file the volunteer application, submit to and pass a fingerprint background check, sign a Standards of Behavior form, and return the forms to the Extension Office. The potential volunteer will cover the fingerprinting expense. Once the application has been filed, the Extension Educator, 4-H Youth Development, must interview the potential volunteer, a reference check must be conducted, and volunteer accepted into the program.
- New volunteers must attend 4-H Volunteer Orientation. Volunteers must follow volunteer guidelines listed above prior to establishing a 4-H Club.
- Cloverbud Advisors must also follow the Potential Volunteer Guidelines (#1 and #2).
- New volunteers must start the application process by February 1st.

4-H Projects

Project Books & Resources

Every 4-H project has a designated project book, which includes background information, activities, and instructions for completing your project. These books are designed for the members to write in and complete as they do their project activities.

The only project without books, are the self determined and master projects, which instead have outlines for youth, who then design their own project.

Some projects also require a resource manual, which is designed to be used for as many years as you take the project. These are common for animal projects, but are also available for a few non-animal projects. If your project has a resource manual, it will be noted in the project description.

Project Level Description

Each project is assigned a project level. See below for a better understanding of what the levels mean.

Beginner Level projects are designed for members of any age who have little to no experience in the project area.

Intermediate Level projects are designed for those members who have previous experience in the project area, or have completed the beginner level projects.

Advanced Level projects are designed for members who have completed the intermediate level projects and/or have extensive experience in the project area.

4-H is more than winning
ribbons and awards...
It's about the **PEOPLE**,
the experiences,
and the **KIDS** becoming
tomorrow's **LEADERS**.
Together we are Making the Best Better!

Frequently Asked Questions

Can I see the project books ahead of time?

- Yes. Project books can be viewed at the Extension Office during our normal business hours. It often helps to see the books and read through some of the activities. You may also go to www.projectcentral.ohio4h.org to view the project books as well and see reviews from other members who have taken that project before!

Does a member have to do all of the activities in the project book?

- Answers for this question vary based on the project. Some projects are designed to be used for a single year and require all activities to be completed. Others are designed for multiple years and require only 1/2 or 1/3 of the activities to be completed each year. This information will be included in the front section of each project book.

Can I change a project if I decide I don't like it or it's too hard?

- Members may make changes to their projects through **May 1st** of each year. After May 1st, if a member still wishes to change a project they will not be eligible for awards, state fair participation, or able to exhibit livestock at the fair (if the livestock project was changed).

Multi-Year Projects

Some project books are designed to be used for more than one year. The first section of each book will note if the project is designed for multiple years. These projects may have 12-15 activities instead of the normal 6-8. Members need to read the instructions at the front of each project book to see how they should decide which activities to do each year.

Livestock Record Books

Members taking livestock projects must complete a record book for **EACH PROJECT YEAR**. These books must be turned in at the county fair. At this time, there are no electronic options for 4-H project books.

Project Judging



Project Judging gives members an opportunity to visit with a judge about their project experience. This interview style judging is designed to be a positive experience which teaches youth valuable interview skills, and provides a closure for the project. Judging also serves as a way for youth to be rewarded for their project work through letter grades, placings, state fair participation opportunities, and other project awards.

Pre-Fair Judging

All non-livestock projects are evaluated at Pre-Fair Judging in July. Food and Nutrition and Clothing, Companion Animals and Dog projects are judged on July 8 and all other still projects are judged on July 9 at the Ottawa County Fairgrounds. Look for the Summer Newsletter for more information on judging times.

Make Up Judging

If a member cannot attend the regular pre-fair judging, they can schedule an appointment for Early Judging or can be judged by the club advisor.

- Early Pre-Fair Judging will take place at the Extension Office on June 10 and July 1. (You must make a reservation for this option) Members who choose this option **are eligible** for county/state awards.
- Advisor Judging will take place anytime until September 1st. Members who choose this option are not eligible for county/state awards.

Group Projects

Group projects may be taken by two (2) or more members. This allows the members to work on the activities together. The members must decide whether to be judged as a group or be judged individually. Taking projects as a group is non-competitive and is for completion only. A Group taking a project should complete one book, and there is no need to register for the project in 4HOnline. Contact the Extension office for more information on group projects.

Attire

Members are asked to dress in school appropriate clothing. Dresses or dress pants, nice jeans and longer shorts are acceptable, paired with nice shirts, blouses, or club polos.

Tank Tops, t-shirts, ripped clothing and flip-flops are *not acceptable*.

State Fair

Members are selected by judges, at the judges' discretion, for state fair by member participation at the county pre-fair judging. Criteria is different for each project area and not all projects are eligible for the state fair regardless of the number of entries. Check the project requirements for further information.



WHAT TO BRING TO JUDGING

Make sure you check
the project grid to
know your specific
requirements.

Educational Display

- Include pictures and a brief description
- It may include a small demonstration
- Typed, printed, or pre-cut letters are encouraged
- It should look neat, organized, and well thought-out
- Examples: tri-fold board, scrapbook, poster, portfolio, etc.

Portfolio

- **Needed for all Food & Nutrition Projects**
- 3 ring-notebook
- One page per activity
- Include pictures, small descriptions
- Don't forget MyPlate information

State Fair

- Displays will vary depending on the project
- Many people will have a tri-fold or do a small activity from the book
- You can add to your display after county judging
- Remember, this judging is against kids from all over the state

Remember:

- Be Positive!
- Tell them ALL about what you did
- The judges are there to help you learn
- HAVE FUN!

The Four H's

The foundation of 4-H learning

Head—managing & thinking

Heart—relating & caring

Hands—giving & working

Health—being & living



Grading System

Pre-Fair & Miscellaneous Projects

Listed below you will find the grading system for pre-fair and miscellaneous projects. We hope this will allow more opportunities to give exhibitors extra recognition when they need encouragement and hope they would try again.

Superior (Dark Purple Ribbon): Exhibitor who went above and beyond the project requirements. They had superior knowledge of project and developed an extensive exhibit.

Outstanding (Light Purple Ribbon): Exhibitor who met all project requirements. They had basic knowledge of subject matter and a nice exhibit.

Good (Green Ribbon): Exhibitor who only met some project requirements. They need more project knowledge and more extensive exhibit.

Needs Improvement (Light Green Ribbon): Exhibitor did not meet project requirements.

When selecting award winners, the judges will start with the Superior ratings then move onto Outstanding members. (The state sets the which category a project is part of. Categories for awards may vary year to year depending on project enrollment numbers.



Skill-a-Thon Grading

The exhibitors score will be given the day of skill-a-thon judging. A score of superior, outstanding, good, or needs improvement will be given. A test out score is superior. Age groups:

Beginner is ages 10 & under

Intermediate is ages 11-13

Senior is ages 14 & over

For the following ages, even if you test out, you have to take skill-a-thon again: 11 & 14.

Fair Resources

Special Rules for Livestock Projects

Livestock Quality Assurance - Every member taking livestock (not horses) must attend a county-wide quality assurance training, unless they have previously tested out of their age bracket. There are four options for completing quality assurance training: **(Which must be completed by May 1st)**

1. Attend one of the trainings offered in Ottawa County (3/12, 3/16, 4/13, 4/21)
2. Attend a qualified QA training in another Ohio county
3. Attend a qualified QA training at an Ohio 4-H approved event (Poultry Clinic, Beef Expo, etc).
4. Testing Out (*Members age 15 and older may test out by taking the state quality assurance test and scoring at least 70%*)

Project Book Requirement - Members must submit a completed record book for each project animal being exhibited at the fair. Books are due Saturday, July 13 and turned in at Skillathon. (If a member tested out the year before, they must turn their book in at skillathon)

Junior Fair Livestock Entries - Jr. Fair entries (along with entry fees) need to be completed through Blue Ribbon online entry program. Instructions are located on our website and in the Jr. Fair Handbook, along with a link to the entry site. This is a requirement for all animals being exhibited at the fair and are due on June 1st. If not completed by June 1st, a \$50.00 penalty fee per youth will be added. After June 8th, no late entries will be accepted and livestock will not be permitted to exhibit at the Ottawa County Fair.

Specific Project Requirements - Most livestock projects have additional requirements such as possession dates, tagging/identification, weight limits, age, breeds, etc. These requirements can be found in the project descriptions in the Jr. Fair Handbook. Please note that underweight and overweight animals are handled differently for each species.

Drug Use Notification Form (DUNF) - DUNF are required for all market animals (not needed for breeding stock). This an electronic form and proof of submission will be required when moving animals into the fair.

County Fair Requirements - Each livestock committee has “barn rules” in place at the county fair. Please refer to the Jr. Fair Handbook for these details.

Skillathon—Members will be required to participate in skillathon for each species they exhibit, unless they have tested out of the age division.

60th Annual Ottawa County Fair
July 15-21, 2024

www.ottawacountyfair.org



For more information please contact:

OSU Extension Office

Office: 419-898-3631
240 W. Lake St Unit C
Oak Harbor, OH 43449

Ottawa County 4-H Activities

There are many county 4-H activities that can add to the fun, learning, and excitement of your 4-H experiences. Of course, your local 4-H club and your project work are your most important responsibilities in 4-H. Hopefully, you can become involved with one or more of the following 4-H activities, along with your local 4-H club activities and project work.

Youth Camping Program

4-H Junior Camp

- Camp is held for youth in grades 3-7 as of January 1 of the current year. Camp is held at the Erie County 4-H Camp on Kelley's Island. Campers participate in crafts, swimming, recreation, campfires, conservation, nutrition, sports, inspiration, and singing. Camp scholarships are available. See calendar for date.

4-H Cloverbud Camp

- Camp is held for youth in grades K-2 as of January 1 of the current year. Campers participate in crafts, recreation, nutrition, and camp activities. See calendar for date.

Volunteer Opportunities

- State 4-H Volunteer workshops and Recognition
 - Buckeye Leadership Worship (also available to older youth)
 - Periodic Volunteer Trainings
 - 4-H Advisory Committee
 - Horse Advisory Committee
 - Camp Staff
 - Cultivate the Clover of Ottawa County
-

***Check the quarterly
4-H Family Newsletter for
up-to-date activities and
opportunities!***

Older Youth Opportunities

Junior Leadership Club

- 4-H members between the ages of 13 and 18 have the opportunity to join this leadership club. Members of this club will:
 - Develop leadership skills
 - Improve the community through service projects
 - Teach skills and develop attitudes that will better prepare them for the responsibilities as productive citizens
 - Provide an opportunity for new acquaintances and friendships
 - Provide training and experience in worthwhile social, civic, and recreational activities
- **Junior Leadership Sprouts** is for members between the ages of 10-12.

4-H Camp Counselors

- Be a counselor for Cloverbud or Junior Camp
- Must attend all training sessions and meet minimum age requirements

4-H Advisory Committee

- Will make recommendations regarding the direction of the county 4-H program.
- Must attend monthly meetings

Horse Advisory Committee

- Will make educational recommendations regarding the 4-H Horse Program.
- Must attend scheduled meetings.

Carteens

- Partnership with the Ottawa County Juvenile Court to present traffic program to first-time traffic offenders.
- Gas cards and scholarship are provided as incentive for the teen instructors.



2024 Ottawa County 4-H

Achievement Award Application will be Online at: <https://go.osu.edu/ottcoachievementaward>

You MUST complete the award form online.. This is only a checklist for your reference.



It is recommended to complete at least one from each section. Ideas listed below are examples of activities that you can complete for points. Here is a chart totaling how many you must complete based on your age.

4-H Member Age	# Required
8-10	10
11-13	15
14-16	17
17-19	19

4-H Club/County Activities:

- Led the 4-H or the American Pledge
- Participated in Ottawa County 4-H Camp as a camper
- Completed 4 or more projects this year
- Led a game at a club meeting
- Took a project to the Ohio State Fair for judging
- Participated in a State Skill-a-Thon
- Participated in a State Workshop/Clinic
- Attended Livestock Quality Assurance
- Completed Horse EquiStep
- Participated in a 4-H SPIN Club
- Participated in a club fundraiser and/or paid club dues
- Displayed a project in by club's booth display at the fair
- Participated in a PAS 4-H Horse Show
- Submitted an Ohio 4-H Achievement Form
- Showed Livestock/Horse at the County Fair
- Attended Junior Fair Board Convention
- I didn't miss more than three regular scheduled meetings

Leadership

- Club Officer
- Club Committee Member (fundraising, community service, etc.)
- Member of the Ottawa County Junior Leadership Team
- I was an Ottawa County Camp Counselor
- Ottawa County 4-H CARTEENS facilitator
- Ottawa County Junior Fair Board Member
- Participated as part of the Ottawa County 4-H Awareness Team
- Served as a member of the 4-H Advisory Committee
- Served as a member of the Ottawa County Horse Advisory Committee
- Helped or led a club Cloverbud activity
- Ohio 4-H TLC Member
- Ohio 4-H State Fashion Board
- Ohio State Junior Fair Board
- Attended the Ohio 4-H Youth Conference
- Submitted a 4-H College Scholarship Application

Public Speaking

- Gave 1 club demonstration
- Led a club activity
- Presented one or more 4-H projects at county project evaluations
- Announced awards or animal show at the Ottawa County Fair
- Presented an officer's report during a club meeting
- Applied and Interviewed for Fair Royalty

Community Service

- Participated in 1 community service activity with your 4-H club
- Participated in an additional community (non 4-H) service activity
- Helped organize donations for my club for the Cultivate the Clover of Ottawa County Dinner and Auction Event
- Worked at the Ottawa County 4-H Ice Cream Booth



College of Food, Agricultural, and Environmental Sciences

2024 Ottawa County 4-H

Cloverbud Achievement Award Application will be

Online at:

<https://go.osu.edu/ottcocloverachieveaward>



You MUST complete the award form online.. This is only a checklist for your reference. Ideas listed below are examples of activities that you can complete for points.

Group 1 **All items required.** Please check that you completed these items

- I did not miss more than three regularly scheduled 4-H meetings
- I know the 4-H Pledge, Motto, and Colors
- I helped with my club's community service activity

Club 4-H Activities Must complete **at least three activities** to be eligible for award.

- Talked to club members about a Cloverbud Activity I completed
- Helped with club's 4-H awareness program
- Participated in club fundraiser and/or paid dues
- Assisted with set up/clean up for a Cloverbud activity
- Participated in a club field trip or virtual activity
- I gave a demonstration or presentation at a 4-H meeting
- I helped my club set up a fair booth or educational display

County 4-H Activities Must complete **at least four activities** to be eligible for award.

- Participated in the Cloverbud Show-N-Tell at the Fair
- Attended county recognition/award program
- Participated in a county wide fundraiser (please specify below)
- I had a Cloverbud project on exhibit at the Ottawa County Fair
- I participated in one or more (non 4-H) school or community activities (please list below)
- I attended Cloverbud Camp
- Participated in the Baker's Round Up at the Ottawa County Fair
- Participated in the Hog Calling Contest at the Ottawa County Fair
- Participated in the Kids Fishing Derby at the Ottawa County Fair
- Participated in the Amazing Race at the Ottawa County Fair

ottawa.osu.edu



Cultivate the Clover of Ottawa County

The Ottawa County 4-H Cultivate the Clover Fundraiser will be held **November 2, 2024** at the Ottawa County Fairgrounds from 5-9 pm. A silent auction, live auction and various games will take place along with a catered dinner.

We welcome your participation in the Cultivate the Clover Dinner & Auction through your attendance, donations of items, and any assistance you can provide to help further the growth of the 4-H program. Refer to 4-H calendar for date and newsletter for more information!

This fundraiser will be held to raise funds for
YOUR 4-H Program.

Please plan to attend and give back to Ottawa County

Ottawa County 4-H Endowment Fund

A fund has been established for providing financial aid to Ottawa County 4-H members to participate in leadership activities at local, state, and national levels. Gifts, contributions, and bequests are gladly accepted and are a permanent donation to the 4-H youth in Ottawa County. Donations may be made as memorials or gifts to the Ottawa County 4-H Endowment Fund, 240 W. Lake Street, Oak Harbor, OH, 43449.



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