

2021 4-H Community Club Organizational Information



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Zanesville, OH 43701
740-454-0144

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Please remember that communication is a two way street - ask the Extension Office for help if you feel like you are missing something. Failure to read and understand provided information is not an acceptable reason for unmet deadlines or requirements.

2021 Enrollment Materials

- **2021 Muskingum County 4-H Owner's Manual:** One must be distributed per family in your club, either a printed copy or digital. Find it online: muskingum.osu.edu/ownersmanual
- **Family Guide:** This booklet provides a brief description of all projects, making the selection of projects easier. Each family in your club should have one. 2020 4-H families should receive a hard copy in the mail from the State 4-H Office. Find it online: ohio4h.org/familyguide.
- **4-H Online Family E-mail List:** This list will identify the Family E-mail listed for each member enrolled in your club last year. The family will need this e-mail address to log in to 4HOnline and enroll in 4-H this year. If a family email needs changed or you have a family that has moved to your club from another, please contact the Extension Office.

Due by January 15

- **New 4-H Volunteer Application:** Adults who desire to volunteer their time, energy and talents to Ohio State University Extension and the Muskingum County 4-H program as a club or committee volunteer must successfully complete the volunteer selection process. Find the application online: muskingum.osu.edu/join.

Due by January 31

- **Ohio 4-H Club Financial Summary:** The organizational volunteer from each club will receive an individualized link via e-mail to complete the Club Financial Summary. Do not forward this e-mail to volunteers outside your club. Clubs will also be required to submit a **Year-End Bank Statement** with this form. This final bank statement should include activity through December 31. The balance should match the year-end balance on the Club Financial Summary.
- **Club Participation Sheet:** This form documents club activities for the previous year and serves as the way to submit for Honor Club status. **Not required to be completed for the 2020 program year and turned in January 31, 2021. A revised version will be used for the 2021 program year.**
- **Muskingum County 4-H Scholarship Application:** Find it online: muskingum.osu.edu/olderyouth.
- **Junior Fair Steer Purebred Registration:** Youth who weighed in a purebred steer in December must submit registration papers to the Extension Office.

Due by February 15

- **Across County Lines Requests:** ALL non-Muskingum County residents wishing to enroll in 4-H must complete the Request for 4-H Membership Across County Lines Form and be approved by Educators in both the county of request and county of residence before their enrollment will be accepted. Once granted, permission for membership across county lines shall be permanent and stable for the duration of the youth's 4-H membership. If circumstances change, cross county membership can be reevaluated. Find it online: go.osu.edu/muskacl.
- **At Least Two Approved Club Volunteers:** 4-H clubs must have **at least** two approved volunteers by February 15 to be considered active for the current year. Returning club volunteers are considered approved if background check and training requirements are up to date. New volunteer applicants must complete all steps of the volunteer process by February 15 to begin service in the current year. 2021 Note: Background checks for returning volunteers must be completed by February 28.
- **Ohio 4-H Scholarship Application:** Find it online: go.osu.edu/ohio4hscholarships.

Due by March 15

- **4-H Member & Volunteer Enrollments:** Must be entered by the family.

Due by April 1

- **Club Roster Approval:** Once the enrollment deadline has passed, the club organizational volunteer will receive a club roster via e-mail from the Extension Office to approve.
- **Junior Camp Campership Application:** Available March 1, youth can apply for financial assistance to attend Junior Camp. Find it online: muskingum.osu.edu/4hcamp.

Due by April 15

- **Club Information & Club Charter Survey** - The organizational volunteer from each club will receive an individualized link via e-mail to submit this information. Do not forward this e-mail to volunteers outside your club. The following information will be submitted through this survey:
 - **Club Information:** Organizational volunteer information, club meeting details, club officer list.
 - **4-H Club Charter:** National 4-H and Ohio 4-H Youth Development require that all clubs be chartered.
 - **Club Calendar/Program:** This document can be in any format and should include club meeting dates.
 - **By-laws:** Club By-laws are optional, but **strongly encouraged**, as they provide clubs the opportunity to make guidelines specific to their club. If a club has by-laws, they need to be reviewed and adopted annually. Clubs are encouraged to provide a copy to each member. Organizational volunteers should keep a copy signed by all members and submit a copy to the Extension Office. Sample club bylaws can be downloaded from our website.
 - **Club Constitution:** 4-H Club Constitutions should be reviewed annually by current club members. Clubs **must** use the 4-H Club Constitution provided by Ohio 4-H, which is available in a fillable form on our website. Only new 4-H clubs will be required to submit a copy of the Club Constitution.
 - **EIN Documents for New Clubs Only:** Copy of IRS Determination Letter, Tax Exempt Authorization Form, Blanket Exemption Form
- **Winning 4-H Plan Requests:** The Winning 4-H Plan enables youth to tailor the 4-H experience to their needs and helps maintain a positive relationship between the youth's family, 4-H volunteers, and the county 4-H professionals. See page 6 of the Muskingum County 4-H Owner's Manual for more details. Find it online: go.osu.edu/muskw4hplan.
- **Ohio State Fair Scholarship Application:** Find it online: go.osu.edu/osfscholarship.

Due by May 13

- **Junior Camp Registration:** Available April 19. Find it online: muskingum.osu.edu/4hcamp.

Due by May 15

- **Junior Fair Entries for Leased Horses:** Fair Entries must be completed for all youth planning to exhibit at the Muskingum County Fair. **Entries for leased horses are due.**

Due by June 3

- **Cloverbud Camp Registration:** Available May 17. Find it online: muskingum.osu.edu/cloverbuds.

Due by June 15

- **Quality Assurance Certification:** All youth planning to exhibit a market animal, dairy cow or dairy goat project at the Muskingum County Fair must complete Quality Assurance Certification. Youth planning to exhibit at the Ohio State Fair must complete certification 45 days before the start of State Fair. See page 17 of the Muskingum County 4-H Owner's Manual for more details.
- **Junior Fair Livestock Entries:** Junior Fair Entries must be completed for all youth planning to exhibit at the Muskingum County Fair. **ALL Junior Fair Livestock Entries except Leased Horses, Market Rabbits and Feeder Calves are due.**

Due by June 20

- **Ohio State Fair Livestock Entries:** Find information online: ohiostatefair.com/livestock/.

Due by June 30

- **Writing Project Portfolios:** Youth enrolled in Project #588: The Writer in You must submit their writing portfolios to the Extension Office. See page 11 of the Muskingum County 4-H Owner's Manual for more details.

Due by July 15

- **Junior Fair Livestock Entries:** Junior Fair Entries must be completed for all youth planning to exhibit at the Muskingum County Fair. **Market Rabbits and Feeder Calves are due.**

Due by July 31

- **Incomplete Member & Volunteer Form:** The organizational volunteer from each club will receive an individualized link via e-mail to submit this information. All clubs must submit this form in order to receive the pre-fair packet, even if it is just to indicate that no members and volunteers are incomplete. Pre-fair packets are available August 1.

Due by August 1

- **Junior Fair Horse Deadlines:** Members must submit documentation of 5 way vaccination. Club volunteers must submit a list declaring the grade class for each member exhibiting a horse.

Due by November 15

- **Older Youth Applications:** Youth interested in applying for the following opportunities must complete an enrollment form/application:
 - Junior Leaders
 - Junior Fair Board
 - Camp Counselor
 - 4-H CARTEENS Volunteer
 - County Medals
 - County 4-H Ambassador
 - State Trips & Camps

Access applications: muskingum.osu.edu/olderyouth.

Due by December 31

- **2022 Club Survey:** The organizational volunteer from each club will receive an individualized link via e-mail to submit this information. Clubs will be asked to share information about their status for the next program year.

4-H Enrollment

All 4-H enrollments must be entered in 4-H Online. Information on how to enroll can be found on our website under [4-H Youth Development>4-H Online Enrollment Help](#). Enrollments can be entered beginning February 1. No paper enrollment forms are required or accepted; however, it is recommended that clubs have each member record enrollment information on paper at a meeting so it can be double-checked when the club roster is received from the Extension Office. Youth and their parents should complete member enrollments, as they require electronic signatures providing legal consent for participation and serve as the official project enrollment record of the child. **Volunteers are encouraged to provide assistance, but should not complete an enrollment for a child outside their own family.**

All enrollments must be submitted by the March 15 enrollment deadline so they can be reviewed and approved by the Extension Office.

In 2021, organizational volunteers will not be responsible for approving club enrollments before March 15, but they will be responsible for approving the club roster sent from the Extension Office by April 1. The organizational volunteer is expected to share the club roster with other club volunteers.

Community Club Guidelines

- A 4-H club must have at least two approved adult volunteers by February 15. Clubs that do not have two approved volunteers on February 15 will not be considered active for the year.
- A club will consist of a minimum of five members from three different families. The five members should be project members, not Cloverbuds. Cloverbud members would be counted in addition to this number. Clubs must start the year meeting the minimum member requirement and also have that number of members complete the year (refer to page 5 of the Muskingum County 4-H Owner's Manual for 4-H Member Guidelines) to remain in good standing. A club that does not meet this standard will be put on probationary status for one year and given the opportunity to meet the requirement the following year. If the minimum member requirement is not met during the probationary year, the club will not be granted a Club Charter the following year.
- Cloverbuds must be affiliated with an existing project-based 4-H community club. A club must have at least two Cloverbuds enrolled by March 15 to have a recognized Cloverbud program. Cloverbud members are not eligible for activities and/or projects designed for 8 through 19 year olds, such as residential camps or projects. These K-2 youth are not eligible for any competitive 4-H events or activities.
- 4-H Community Club enrollment is open all year; however, to participate in judging and exhibit at the fair, final member and project enrollment is due to the Extension Office by March 15. Cloverbuds must be enrolled by March 15 to be eligible for benefits provided by the Senior Fair Board. Enrollments must be submitted via 4-H Online.
- Clubs must apply for and receive a club charter from the 4-H Youth Development Educator in order to be a recognized community club in the county, state and national 4-H programs. Club Charters are valid for one year. Clubs must reapply for their charter each year by April 15.
- Clubs should meet a minimum of six times between January and July 31.
- Clubs will elect members to fill the positions of President, Vice President, Secretary and Treasurer. Other optional offices include: News Reporter, Health Leader, Safety Leader and Recreation Leader.
- Club members should begin each meeting by reciting the Pledge of Allegiance and the 4-H Pledge.
- Each 4-H club must have a constitution, reviewed annually by the members of the club which provides the guidelines and structure for their club. Clubs may approve stricter guidelines for their own use through their club by-laws as long as those rules do not constitute discrimination. Constitutions for returning clubs are on file with the Extension Office and will only need updated if Ohio 4-H changes the document. New clubs should submit the constitution by April 15. A copy of approved by-laws should be submitted to the Extension Office by April 15.
- All clubs must submit the Incomplete Member & Volunteer form in order to receive the pre-fair packet, even if it is just to indicate that no members and volunteers are incomplete. See pages 5 and 6 of the Muskingum County 4-H Owner's Manual for project member and Cloverbud requirements.
- Paperwork due January 31 of the following year: Yearly Financial Summary, Year End Bank Statement and Club Participation Sheet.
- Clubs must submit required paperwork by applicable deadlines. Clubs that routinely fail to meet deadlines, comply with Community Club/Finances and Fundraising Guidelines, or do not meet requirements of the Ohio 4-H Club Charter risk losing their authority to operate as a Muskingum County 4-H Club and their authorization for members or volunteers to participate in the Muskingum County Fair. The club may be subject to other penalties.
- If your club wishes to disband, please notify the Extension Office.

Muskingum County 4-H Finances and Fundraising Guidelines

Managing 4-H Finances

Accurate financial management is critical for Ohio 4-H clubs and committees regardless of the amount of money a group has or its intended purpose. As a publicly funded organization, any money in a 4-H club or affiliate account is considered public funds. Funds are overseen by Extension staff to ensure 4-H guidelines are upheld and the organization's reputation remains strong. The following practices should be reviewed prior to establishing club treasuries and as a reference for managing club finances.

- 4-H club or group checking accounts must be established for each club in the club or group name, not an individual's name. Two to three signatures should be provided for each account, with two signatures required on all checks. Signatures must be approved 4-H volunteers and members, as permitted by the financial institution. Signatories must not all be family members. Under guidance from adult volunteers, a suggested practice for checks is to have the treasurer and secretary as signatories. Clubs and groups should not have debit or ATM cards.
- Bank statements should be sent to a 4-H club volunteer or group leader, preferably someone who does not have authority to sign checks. After review (i.e. correct number of deposits, checks, and balance) statements should be given to the treasurer, reconciled and included in the official records. If possible, 4-H clubs should request actual cancelled checks or copies from their bank.
- The 4-H club or group should develop an annual budget, approved by the members. Bills should be approved for payment by the 4-H Club or group members before checks are written. When a check is written, it is to be correctly recorded in the Treasurer's records and Secretary's minutes. The Treasurer is to keep copies of documents supporting expenditures (cash register receipt, invoice, etc.). All income should be documented in the Treasurer's records and deposited immediately into the club's checking account. Groups should not keep cash on hand for paying expenses.
- The Treasurer must keep accurate records and report the status of the treasury at each meeting. The Secretary's minutes should reflect financial actions and/or account balances. This should be done for each business meeting. The Ohio 4-H Treasurer's Record Book should be used to maintain accurate records.
- No club or group funds are permitted to be distributed to club members volunteers unless for reimbursement for an approved club expense documented by a receipt. When voted on by the members, club or group monies may be utilized for camper fees paid directly to the Extension Office or for club sponsored items (t-shirts, project books, fair food stand vouchers, fair animal supplies, etc.), as long as all members or volunteers have the same opportunity to receive these items.
- The club or group treasury should be audited annually by a committee from the club, appointed by the President, or by someone not directly associated with the Treasurer. This audit should occur prior to a new treasurer assuming office. Following the review, the club must submit their Yearly Financial Summary for the current year's records, January 1– December 31, by January 31 of the year after the records conclude. The final bank statement of the year, which must include activity through December 31, must also be submitted.
- Employee Identification Number – An employee identification number (EIN) is required when a 4-H club or group opens an account at a bank. Clubs or groups need to apply for their own number by completing an SS-4 form. For additional information, please contact the Extension Office.
- The IRS requires all 4-H clubs file a 990-N (e-Postcard) to report any and all income the club had each calendar year. The Extension Office will file for each 4-H club using their completed Financial Summary. If the Organizational Volunteer receives any documentation from the IRS throughout the year, please bring a copy to the Extension Office and keep the original in your club financial files.
- Local 4-H Club or group treasuries should have a minimum carry over from year to year. Those who raise money should spend the money.
- If a 4-H club or group disbands, the funds in the treasury should be given to a worthy 4-H cause. If possible, the club should decide on the cause. Examples: 4-H Committee, 4-H Endowment Fund, 4-H Camp Ohio, etc. If a club or group votes to divide, the treasury should be divided upon membership with equal shares per member going to the member's new club treasuries. If a club or group is divided without mutual agreement and cannot decide on division of the treasury, it should be referred to 4-H Educator. Money cannot be given to the club members.
- 4-H Educators and other Extension staff cannot be responsible for handling 4-H club or affiliate monies and are not to have signature authority on 4-H club or affiliate bank accounts.
- Extension staff has the right to request any and all financial information for your club as needed.
- Financial records should be kept for 7 years before being destroyed.

Sample Audit Request Letter



THE OHIO STATE UNIVERSITY

College of Food, Agricultural, and Environmental Sciences
Ohio State University Extension
Muskingum County

225 Underwood Street
Zanesville, Ohio 43701

740-454-0144 Phone
740-454-0154 Fax

muskingum.osu.edu

NOTE: No clubs will be audited in 2021.

Dear 4-H Club Organizational Volunteer:

Beginning in 2020, the Muskingum County 4-H Committee's Audit sub-committee will be conducting audits of 4-H club financial records. Each year, 15 clubs will be randomly selected to submit documentation for audit. **Your club was selected for 2020.**

Accurate financial management is critical for Ohio 4-H clubs and affiliates regardless of the amount of money a group has or its intended purpose. As a publicly funded organization, any money in a 4-H club or affiliate account is considered public funds. Funds are overseen by Extension staff to ensure 4-H guidelines are upheld and the organization's reputation remains strong. We hope this process will improve your club's recordkeeping, while also providing ideas related to further training for all volunteers.

Please provide the following documents, in addition to the Club Financial Summary, by January 31 at 4:30 p.m.:

- Checkbook Ledger
- All Receipts & Deposit Slips
- Monthly Bank Statements for 2019
- Treasurer's Book
- Any other documents that you think are important or helpful

Documents will be kept in a locked filing cabinet at the Extension Office. You will be notified after the audit when documents can be picked up and will receive a certificate from the committee outlining suggested improvements. Please feel free to contact me if you have any questions.

Sincerely,

Jamie L. McConnell
Extension Educator, 4-H Youth Development
Muskingum County

Tips for Financial Record Keeping

Accurate and thorough financial recordkeeping is important to the success of 4-H clubs/affiliates. The club or group treasury should be audited annually by a committee from the group, appointed by the President, or by someone not directly associated with the treasurer. Club/committee audits are conducted at the county level to ensure that 4-H resources are being managed appropriately. Club volunteers should work with the club treasurer to maintain records. The club organizational volunteer should make sure that all materials are returned to you at the end of the program year.

It is recommended that groups maintain a binder with all financial information in one location. This page outlines suggestions for assembling a financial record book. **Important: Financial records should be kept for 7 years before discarding.** The group can either create a new notebook each year or move records to a safe place and reuse the notebook from year to year.

Supply List

- 3-Ring Binder (size will depend on the number of group transactions)
- 3-Ring Zipper Pencil Pouch
- 12-Tab Binder Dividers, labeled for each month of the year
- Printed copies of the Ohio 4-H Treasurer’s Resource Guide and Record Book, available here: ohio4h.org/officerresources
- Copies of the 4-H Transaction Record (on the next page of this handbook)

<p>Step 1: Clearly label the group’s binder.</p> <p style="text-align: center;">Example: Grand Entry 4-H Club Financial Records 2021</p>	<p>Step 2: Place the zipper pencil pouch in the front of the notebook using the 3 rings to secure it.</p> <p>Inside the pouch:</p> <ul style="list-style-type: none"> • Checkbook • Writing Utensil • Receipts, deposit slips, etc. that have not been filed using the 4-H Transaction Record.
<p>Step 3: Place the following documents directly behind the pencil pouch:</p> <ul style="list-style-type: none"> • Printed copies of the Ohio 4-H Treasurer’s Resource Guide and Record Book. The Treasurer should keep records of information for reporting at each meeting. • Copies of the 4-H Transaction Record <p><i>Note: Clubs may choose to have the Treasurer keep the Resource Guide/Record Book in a separate notebook, but should place these documents in the club’s binder before submitting for audit.</i></p>	<p>Step 4: Place the binder dividers behind the documents listed in Step 3.</p> <p>Behind the divider for each month, the following information should be kept:</p> <ul style="list-style-type: none"> • Monthly Bank Statement(s) Received • 4-H Transaction Records for all incomes and expenses, with appropriate documentation attached. Transaction records should be in date order.

4-H Transaction Record

Date:	Income - Deposits ____ Cash Deposited ____ Check(s) Deposited	Expenses ____ Check Written Check # ____
Notes:		

Attach Deposit Slip, Receipt or Other Documentation Below

4-H Fundraising

- Funds raised in the name of 4-H must be publicly accountable and must be used for 4-H educational purposes.
- Any funds collected by the group must go through the group checking account.
- Clubs or groups are not permitted to fundraise using games of chance, such as raffles. Rather, plan a 4-H fundraiser so the public or customer will receive full value.
- Clubs can host benefits for individuals or families, but must advertise that funds raised will be used for that purpose. Funds from benefit events cannot be deposited into the club or group bank account. A bank would need to set up a benefit account that monies could be deposited into directly and the family have access to the funds.
- Keep fundraising to a minimum, one or two fundraisers per year should be sufficient. Remember the basic purpose of 4-H is education. Funds must be raised for a specific worthy project and inform the general public of how the funds will be used and controlled. Raising funds to give money to your members is prohibited by the Ohio 4-H Club Constitution.

Muskingum County 4-H and Food Service

- 4-H clubs and committees who prepare and serve food at 4-H related events or fundraisers must have at least one volunteer certified in the Occasional Quantity Cook Program. The individual who will provide leadership to the onsite preparation and service of food for sale or to be given away (not including carry-in, covered dish, pot-luck dinners, or bake sales) will be required to complete the training and obtain a minimum score on the post-program test prior to engaging in the food preparation or service. The certification is valid for three years and a certificate of completion must be submitted to the Extension Office. Individuals needing to obtain certification should contact the Extension Office.
- 4-H club or affiliates selling prepared food must apply for and secure a food license from the Muskingum County Health Department at least one week prior to the sale of food. Contact the Health Department at 454-9741 for more details.
- All clubs selling or providing bake goods for donation must make a list of ingredients and location of production available for clientele to view in case of potential food allergies.

Cloverbud Resources

Ohio 4-H Cloverbud Connections Blog

u.osu.edu/cloverbudconnections/

4-H Cloverbud Kits

Are you looking for a fun activity to do at your next club meeting? Cloverbud Kits are available for check out from the Extension Office. Each kit contains several activities and a curriculum notebook.

Our Country – Cloverbuds will learn about our country and how to fold a flag, put together a floor puzzle of the United States, learn about the history of the 4-H flag, weave a 4-H flag, sing patriotic songs with a CD, learn fun facts about Ohio and enjoy the children's book *America Is*.

The Science of Sound – Cloverbuds will learn all about sound with sound experiments, participate in sound matching activities, play music on pipe chimes, color their way through a listening skills activity, play games, learn about *Sounds All Around* from a children's book and have fun with sound clips on a CD.

Food Fun – Cloverbuds will play food bingo, enjoy a music CD, read about *Eating the Alphabet* from a children's book, experience healthy snack ideas and understand serving sizes using food models.

Sports Fun – Cloverbuds will learn about different sporting activities, play Sports Bingo, read several books related to sports, learn about good sportsmanship, sing classic sporting songs such as *Take Me Out to the Ballgame* and create their own sports pennant.

Fitness is Fun - Get your Cloverbuds moving with *Halfpint Skillastics™*, follow along to *bean bag activities & coordination skills* and read *Get Up and Go!*

Weather Fun - This kit includes five weather-related science activities and all the materials needed to complete them. It also includes the book, *Storm is Coming*, which provides a fun look at storms to help kids deal with any fear they may have. The kit also contains games, crafts, songs and snack ideas.

Curriculum & Resources

Our office also provides every club with a copy of each of the following pieces of the Ohio 4-H Cloverbud Curriculum. If your club has misplaced them or would like to purchase another, please contact our office.

- The Big Book of 4-H Cloverbud Activities
- Clover Cubes
- Choose and Tell Cards

2021 4-H Project Book Ordering

It is the responsibility of the organizational volunteer to determine how many books are needed by club members. Organizational volunteers will receive an e-mail when information is available with instructions on how to assemble a book order and purchase project books for the 2021 program year. The new version of 4-H Online does not allow members to add project books to their enrollment. This change and the unknown status of COVID-19 restrictions will require flexibility in filling book orders for 2021.

If purchasing from the Extension Office, clubs must pay with a club check or cash to not be charged sales tax. Clubs that received a project book refund voucher in 2019 must provide the voucher in 2021 in order to receive credit for the refund amount. Clubs that return acceptable books purchased in 2021 will receive a refund voucher (good for one year) that must be presented to the Extension Office to receive refund credit.

All project books purchased from the Extension Office are available at a cost of \$6. Even though some books have a higher charge listed in the Family Guide, the cost to members will remain at \$6, thanks to sponsorship by the Muskingum County 4-H Committee. Resource handbooks are available at a cost of \$10 (except the Cake Decorating Resource Book, which is \$6). The 4-H Committee covers any amount over a book's list price.

Officer books are available on our website at muskingum.osu.edu/clubinfo or at the Extension Office at a cost of \$2.00 per book.

The following information will assist in choosing the right books for your members. Unless a book is a multi-year project book, members must purchase a new book each year even if they have taken the project before. Members only need one record book per species for beef, goat, poultry and dog projects. In many animal science projects, a resource handbook is required. Families are encouraged to share these resource books, so one per family is sufficient. If members have access to a resource book in their home, they do not need to purchase another.

Youth enrolling in a horse project (except for Horseless Horse) for the first time must purchase a #191R Horses, Safety and You.

The following projects require a Resource Handbook:

- **Cake Decorating:** Cake Decorating Handbook (#492R) AND Cake Decorating Project & Record Book (#492) are needed.
- **Beef:** Beef Resource Handbook (#117R) AND Beef Project (#117) needed for Market Beef (#117M), Beef Breeding (#117B), Beef Feeder (#117BF), Dairy Beef Feeder (#117DF).
- **Dairy:** Dairy Resource Handbook (#127R) is needed with any of the following books: Dairy Heifer Project & Record Book (#122) and Dairy Cow Project & Record Book (#126).
- **Dogs:** Dog Resource Handbook (#201R) AND Dog Project & Record Book (#201) are needed for You & Your Dog (#201D), Obedience (#201O), Showmanship (#201S), Performance (#201P), Working Dogs (#201W). The Dog Resource Handbook is also required for #202 Dog Achievement Program.
- **Cavy:** Cavy Resource Handbook (#215R) AND Cavy Project & Record Book (#215) are needed.
- **Pocket Pets:** Pocket Pets Resource Handbook (#220R) AND Pocket Pets Project & Record Book (#220) are needed.
- **Goats:** Goat Resource Handbook (#135R) AND Goat Project & Record Book (#135) are needed for Breeding –Dairy Goats (#135BD), Breeding-Meat Goats (#135BM), Fiber Goats (#135F), Harness Goat (#135H), Market Goat (#135M), Pack Goat (#135P), Pygmy Goat (#135PY), Companion Goat (#135C).
- **Llamas/Alpacas:** Llama and Alpaca Resource Handbook (#132R) AND Llama and Alpaca Project & Record Book (#132) are needed.
- **Poultry:** Poultry Project & Record Book (#150) AND The Ohio 4-H Poultry Printable Resource are needed. The resource can be downloaded from our website: muskingum.osu.edu/livestock or the document can be printed by the Extension Office for \$10.
- **Rabbits:** Rabbit Resource Handbook (#227R) is needed with any of the following books: Breeding Rabbit Project & Record Book (#225), Market Rabbit Project & Record Book (#226), Pet Rabbit Project & Record Book (#227).

- **Sheep:** Sheep Resource Handbook (#194R) is needed with either of the following books: Market Lamb Project & Record Book (#198) and Sheep Breeding Project & Record Book (#199).
- **Swine:** Swine Resource Handbook (#134R) is needed with either of the following books: Market Hog Project & Record Book (#139) and Swine Breeding Project & Record Book (#140).

The following project books can be used for youth who enrolling in a project multiple years:

- **Horse:** All horse project books can be used multiple years. All books except Beginning Horse Management (#174) require a new Equine Record Book (#190R) each year.
- **#216 Cat I – Purrfect Pals, #217 Cat II – Climbing Up, #218 Cat III – Leaping Forward:** Each project can be taken three years and the same project book can be used each year.
- **#244 From Airedales to Zebras, Level 1, #245 All Systems Go, Level 2, #246 On the Cutting Edge, Level 3:** Each project can be taken three years and the same project book can be used each year.
- **#442 Family History Treasure Hunt:** The project can be taken up to six years and the same project book can be used throughout the project.
- **#445 Becoming Money Wise:** A two-year project, the same project book can be used both years.
- **#462 Yeast Breads on the Rise:** A two-year project, the same project book can be used both years.
- **#527 Magic of Electricity, #528 Investigating Electricity, #529 Wired for Power, #530 Entering Electronics:** Each project can be taken three years and the same project book can be used each year.
- **#541 Crank It Up, #542 Warm in Up, #543 Tune It Up:** Each project can be taken three years and the same project book can be used each year.
- **#556 Measuring Up, #557 Making the Cut, #558 Nailing It Together, #559 Finishing Up:** Each project can be taken three years and the same project book can be used each year.
- **#621 Ohio Birds:** A two-year project, the same project book can be used both years.
- **#622 Trapping Muskrats:** A two-year project, the same project book can be used both years.

