2024 4-H Community Club Organizational Information

Additional important information can be found in the
Muskingum County 4-H Owner's Manual: muskingum.osu.edu/ownersmanual.

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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.

Enrollment Materials

- **4-H Owner's Manual:** Distribute one per family. Find online: muskingum.osu.edu/ownersmanual

- **Family Guide**: This booklet provides a brief description of all projects, making the selection of projects easier. Distribute one per family. Previous year 4-H families receive a hard copy in the mail from the State 4-H Office in January. Find 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 4-H Online 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. A link to download the club's list will be emailed to organizational volunteers on February 1.

Due by January 31

- **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 online: muskingum.osu.edu/join.

- **Club Financial Records Binders for Audit:** Selected clubs are notified in December that they need to turn in their Financial Records Binder.

- **Year End Club Paperwork 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 Participation Sheet:** This form documents club activities for the previous year and serves as the way to submit for Honor Club status.

    - **Ohio 4-H Club Financial Summary, Year End Bank Statement & Non-Monetary Asset List:** Clubs must submit a summary of their financial activity for the previous calendar year and a year-end bank statement in this survey. This final bank statement should include activity through December 31. The balance should match the year-end balance on the Club Financial Summary. Clubs are also required to submit an inventory of any items owned by the club.

- **Muskingum County 4-H Scholarship Application:** Find online: muskingum.osu.edu/olderyouth.

- **Muskingum County Junior Fair Sale Committee Applications:** Find online: muskingum.osu.edu/juniorfair.

- **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

- **Ohio 4-H Scholarship Application:** Find online: go.osu.edu/ohio4hscholarships.

Due by March 1

- **At Least Two Approved Club Volunteers:** Clubs must have **at least** two approved volunteers by March 1 to be considered active for the current year.

    - Returning club volunteers are considered approved if background check and training requirements are up to date. Background checks for returning volunteers must be completed by February 15.
    - New volunteer applicants must complete all steps of the volunteer process by March 1 to begin service in the current year.

March 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. It is strongly recommended this form is submitted by March 15, 11:59 p.m. to allow county follow up before the April 1 enrollment deadline. Find online: go.osu.edu/muskacl.

Due by April 1

- **4-H Member & Volunteer Enrollments:** 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 4-H enrollments must be entered in 4-H Online. Information on how to enroll **for returning members/ volunteers** can be found on our website: go.osu.edu/musk4honline. Enrollments can be entered beginning February 15. 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 downloaded.
    - If you have a brand new 4-H family (no members of the family have been enrolled in 4-H before), please instruct them to complete the New Family Request Form online: go.osu.edu/newfamily. **DO NOT have them create their own family.** Once the family is set up, the Extension Office will contact them via e-mail (muskingum4h@osu.edu) with instructions to complete enrollment.
    - Organizational volunteers are not be responsible for approving club enrollments before the deadline, but must download and approve the club roster by April 15. It is **strongly recommended** that you check member and project enrollment periodically as members enroll so issues/concerns can be identified. Instructions to download a club roster can be found on our website: go.osu.edu/musk4honline. If you cannot remember your Unit PIN, please contact the Extension Office. You cannot log into your club until your enrollment has been submitted and approved, so do this early in the enrollment period. The organizational volunteer is expected to share the club roster with other club volunteers.

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.
    - **Club Roster Approval**: You will be asked to give the club roster final approval in this survey.
    - **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 recommended**, 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:** 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. Due to recent changes to the constitution, all clubs will be required to submit a new constitution in 2024.
    - **EIN Documents for New Clubs Only:** Copy of IRS Assignment Letter, Tax Exempt Authorization and Blanket Exemption Form.

- **Winning 4-H Plan Requests:** The Winning 4-H Plan (W4HP) assists Extension professionals and volunteers by providing resources to aid them in developing accommodation plans to meet the needs of Ohio 4-H youth with disabilities. See page 7 of the Muskingum County 4-H Owner's Manual for more details. Winning 4-H Plan Requests can be submitted at any time, but it is **strongly recommended** that the form be submitted by April 15 to facilitate the best experience for the member. Find online: go.osu.edu/muskw4hplan.

- **Ohio State Fair Scholarship Application:** Find online: go.osu.edu/osfscholarships.

- **Junior Camp Campership Application:** Available March 15, youth can apply for financial assistance to attend Junior Camp. Find online: muskingum.osu.edu/4hcamp.

Due by May 9

- **Junior Camp Registration:** Details available April 15. Pre-Registration begins 8 a.m. on April 22, closes 11:59 p.m. April 24 - first come, first served, must reserve spot/add to wait list during this time frame! Find online: muskingum.osu.edu/4hcamp.

Due by May 30

- **Cloverbud Camp Registration:** Details available May 13. Pre-Registration begins 8 a.m. on May 20, closes 11:59 p.m. May 22 - first come, first served, must reserve spot/add to wait list during this time frame! Find online: muskingum.osu.edu/cloverbuds.

Due by June 1

- **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. See page 19 of the Muskingum County 4-H Owner's Manual for more details.

- **Horse Education Program Certification:** All youth enrolled in a horse project (except Project #173 Horseless Horse) must complete a Muskingum County Horse Education Program. See page 19 of the Muskingum County 4-H Owner's Manual for more details.

Due by June 20

- **Ohio State Fair Livestock Entries:** Find 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 13 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 & Showmanship Entries except Market Rabbits are due.** Find detailed instructions online when posted: muskingum.osu.edu/juniorfair.

- **Royalty & Ambassador Applications:** Find online: muskingum.osu.edu/juniorfair.

- **Friend of 4-H Nominations:** The Muskingum County Friend of 4-H Award honors an individual, family, business or organization that has demonstrated exceptional support of the county 4-H program, including financial support or contributions of time and other resources to benefit county youth and volunteers.
Find online: muskingum.osu.edu/awards.

- **Montgomery Leadership Award Nominations:** The John & Dorothy Montgomery 4-H Leadership Award recognizes individuals who have made a significant contribution to 4-H as a volunteer, either past or present.
Find online: muskingum.osu.edu/awards.

Due by July 15

- **Junior Fair Parade & Booth Entry:** Find online: muskingum.osu.edu/juniorfair

Due by July 23

- **Junior Fair Market Rabbit Entries:** Junior Fair Entries must be completed for youth planning to exhibit market rabbits at the Muskingum County Fair. Find detailed instructions online when posted: muskingum.osu.edu/juniorfair.

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 Deadline:** 5 way vaccination administered by a veterinarian completed by 8/1 (documentation due Day 1 of fair).

Due by September 15

- **Junior Fair Livestock Committee Application:** Members are elected by the committee to serve a three year term in one of the following areas: beef, dairy, sheep or swine. Other species committees (Goat, Horse, Poultry and Rabbit) have a different selection process. Members must be approved 4-H volunteers.
Find online: muskingum.osu.edu/juniorfair.

Due by November 15

- **4-H Committee Application:** The 4-H Committee serves as an advisory committee for the 4-H program and assists with county-wide 4-H programs. Find more information online: muskingum.osu.edu/4hcommittee.

- **Older Youth Applications:** Youth interested in applying for the following opportunities must complete an enrollment form/application:

  - Junior Leaders
  - Junior Fair Board
  - Camp Counselor
  - County Medals
  - County 4-H Ambassador
  - State Trips & Camps

Access applications: muskingum.osu.edu/olderyouth.

Community Club Guidelines

- A 4-H club must have at least two approved adult volunteers by March 1. Clubs that do not have two approved volunteers on March 1 will not be considered active for the year.

- A club consists of a minimum of five members from three different families. The five members should be project members, not Cloverbuds. Cloverbud members are 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 8 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 a 4-H community club. A club must have at least two Cloverbuds enrolled by April 1 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.

- 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 April 1. Cloverbuds must be enrolled by April 1 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 1 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. A copy of the club constitution is kept on file at the Extension Office. 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 8 and 9 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, Non-Monetary Asset List and Club Participation Sheet.

- Clubs must submit required paperwork by applicable deadlines. Clubs that routinely fail to meet deadlines, comply with Financial Management 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.

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

4-H Project Book Ordering

Step 1: Determine what books your club members need.

Clubs will need to use the roster that can be downloaded from 4-H Online to help them determine which project books are needed. If you have questions about how to download your roster, please reach out to the Extension Office.

- Members only need one record book per species for beef, dairy, goat, poultry, rabbit 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.
- 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.
- More information on livestock record books, resource books and multi-year project books can be found on the next page.
- Youth enrolled in a Self-Determined or Master project need to complete the Self-Determined/Master Project Guide by following the Project Guidelines listed in the guide. If requested when completing the book order, the Extension Office will provide a copy of this guide and the appropriate idea starter at no cost to the club/member.

Step 2: Order project books.

Submit an order to the Extension Office to be filled. The organizational volunteer from each club will receive an individualized link via e-mail to submit a book order in early April. Do not forward this e-mail to volunteers outside your club.

- When ordered from the Extension Office, project books are $8 and resource books are $15, except 492R Cake Decorating ($8).
- Our office will not place a large book order until after the April 1 deadline in an effort to match enrollment numbers and keep inventory minimal. We will not begin filling club orders until after the shipment arrives.
- Orders will be filled as they are received and you will be notified when your order is ready to pick up. You will be given a total transaction amount and will be expected to pay upon pick up.
- Required payment method is a 4-H club check. Be sure to track individual member payments and keep in your Financial Records Binder.

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 & Record Book (#117) needed for Market Beef (#117M), Beef Breeding (#117B), Beef Feeder (#117BF), Dairy Beef Feeder (#117DF).

- **Dairy:** Dairy Resource Handbook (#127R) **AND** Dairy Project & Record Book (#127) needed for Dairy Heifer (#127HE), Dairy Cow (#127CO).

- **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 (#228R) **AND** Rabbit Project & Record Book (#228) needed for Rabbit Breeding (#228BR), Rabbit Market (#228MA), Rabbit Pet (#228PE).

- **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.