

## 2018 Geauga County Annual 4-H Club Update

All Club Advisors: After reviewing all the 2018 materials, deadlines, and information, please sign off on the UPDATE FORM and submit it with your enrollment materials. This form should be submitted along with all your club's enrollment materials by April 15<sup>th</sup>.

### 1. Enrollment forms – must be fully completed. Incomplete forms will result in Associate Membership.

- Forms are filled in with 2017 information. **CLEARLY** update any changes directly on the form.
- Use a new blank form for all new members.
- Code of Conduct – signed off by both the member AND parent/guardian
- Member forms must be signed by *member, parent/guardian, and advisor*
- Forms with missing signatures and/or unchecked boxes will not be accepted. Be sure all boxed on back page are checked (photo/video release & code of conduct)
- Projects cannot be changed after April 15<sup>th</sup>.
- TIPS for project enrollment:
  - “Enroll” box **must** be checked if the member is taking the project again for 2018. Unchecked box indicates member will not be taking project in 2018.
  - Any new projects must be written below where indicated as “(New Project)”
  - Please correct years in project if necessary.

### Projects

Enroll	Project	Club	Volunteer Title	Years In
<input type="checkbox"/> (Enroll)	756 Living History Project	County Coyotes Shooting Sports		3
<input type="checkbox"/> (Enroll)	150CE Chicken Exhibition (Fancy)	Geauga Caprine Kids		7
<input type="checkbox"/> (Enroll)	150CM Chicken Market	Geauga Caprine Kids		7
<input type="checkbox"/> (Enroll)	150DE Duck Exhibition	Geauga Caprine Kids		6
<input type="checkbox"/> (Enroll)	150DM Duck Market	Geauga Caprine Kids		6
<input type="checkbox"/> (Enroll)	150TM Turkey Market	Geauga Caprine Kids		4
<input type="checkbox"/> (Enroll)	225 Breeding Rabbit Project	Geauga Caprine Kids		3
<input type="checkbox"/> (Enroll)	227 Pet Rabbit Project	Geauga Caprine Kids		5
<input type="checkbox"/> (Enroll)	641 Beekeeping Project and Record book	Geauga Caprine Kids		4
	(New Project)			
	(New Project)			
	(New Project)			



- Head volunteer must sign off on all other club volunteer enrollments.
- All enrollments must contain original signatures (faxed, scanned, photo copied forms are not acceptable.)
- *Due to April 15<sup>th</sup> being a Sunday, all enrollments must be at the Extension Office by 8:30am on Monday, April 16<sup>th</sup>. Clubs may use the foyer drop box for weekend submissions.*

- **EARLY ENROLLMENT OPTION - APRIL 1<sup>st</sup>**

- Clubs submitting enrollment materials early will receive bonus points towards Honor Club
- All club enrollment materials must be submitted to earn credit

\* Upon submission of club enrollment materials, the head advisor will receive an emailed roster of all members, contact information, and their projects. Please review this information and notify the Extension Office **in writing** of any changes. Note – No projects can be added after the April 15<sup>th</sup> deadline.

## 2. Club Charters

- Charter is a **two-sided** form and must be signed off on by the head advisor.
- Charter Checklist to be completed yearly
- Signed charter for every club must be on file at the Extension Office

## 3. Constitution & By-laws

- Clubs should review their Constitution & By-Laws with all club members and must be voted on (this should be included in the secretary's minutes)
- Every club member should have a copy of their clubs Constitution & By-Laws (Extension Office will provide copies upon request)
- Document any changes to club By-Laws. Constitution cannot be changed.
- Submit copy of club's By-Laws to the Extension Office

## 5. Yearly Financial Summary – Due annually on January 31<sup>st</sup>.

- State requires end of year accounts summary to be completed each year by every club/affiliate.



**6. Blanket Certificates – Due April 15<sup>th</sup>**

- Due to normal turnover accompanied by clubs acquiring new EIN's, all clubs will need to complete a Blanket Certificate to keep on file at the Extension Office. This certificate allows clubs to purchase their project books tax free when paying with a club check.

**7. Club Insurance**

- Clubs are strongly encouraged to purchase 4-H insurance annually. See insurance flyer.

**8. Operating Policies & Guidelines**

- Distribute one to each volunteer in your 4-H club. Also available online.
- *All clubs must adhere to the Geauga County 4-H Program Operating Procedures & Guidelines and Club Probation Guidelines.*

**9. New 4-H Volunteers**

- New volunteers must complete the entire Ohio 4-H Volunteer screening process by March 31<sup>st</sup>.
- New Volunteer Orientation & Child Abuse Training - Wednesday, March 29<sup>th</sup> @ 6:30pm

**10. REVISED 2018 - Volunteer Requirements & Developmental Trainings**

- Geauga County 4-H Volunteers must complete two trainings per year to maintain good standing.
- **One training must be one of the following - Quality Assurance, Project Judging, Advisor Social, Committee members, attend Ohio 4-H Conference in Columbus, or an EERA Volunteer Training.**
- Volunteer training forms are required for out of county OSU and non-WR EERA trainings. All forms must be received by October 1<sup>st</sup> to receive credit.
- **All volunteers must complete their 2018 required trainings by October 1, 2018. This includes submission of training paperwork. Late paperwork will not be accepted.**

**11. REVISED 2018 OSU Child Abuse & Reporting Requirement – Policy 1.50**

- All NEW 4-H volunteers must attend an OSU Child Abuse Training in person – this is fulfilled at New Volunteer Orientation.
- Returning volunteers, do not need to attend a training in person, but must sign an annual Policy 1.50 acceptance form and submit it with their volunteer enrollment form by April 15<sup>th</sup>.

**- Signing the Policy 1.50 form does not count as volunteer training. However, returning volunteers are invited to attend an annual OSU Child Abuse training and will receive a volunteer training credit if they do so.**



**12. Quality Assurance** - Saturday, May 5<sup>th</sup>

- Must be completed by June 1<sup>st</sup>
- Test out date: Contact the Extension Office to set up an appointment during the week of April 23-27, 2018 during normal business hours or register to test out on Tuesday, April 24<sup>th</sup> at 4:30pm.
- Please familiarize yourself and club members regarding the new 45 Day Rule.
- Refer to QA Packet for complete details and alternate QA offerings

**13. Project Judging** - Saturday, July 21<sup>st</sup> 9:00am – 11:00am

*\*\*\*Members should complete all their other projects BEFORE standing in line for poultry.*

- Any advisor interested in serving as a species chair for organizing the corresponding project judging should contact the Extension Office. This will count as volunteer developmental training credit.
- Each club must provide adequate representation for each species project area
- At least one advisor per club to assist; set up, judging, take down, evaluate, etc.
- Parents may assist but shall not replace an advisor.
- All project judging must be completed by July 21<sup>st</sup>.

**NEW: Make-Up Project Judging** – Animal Projects Only

- Members who cannot attend judging on July 21<sup>st</sup> will need to submit a **Make-Up Judging Form** that is signed off on by their club advisor by Friday, July 6<sup>th</sup> to the Extension Office.
- Members must have a legitimate reason for needing the make-up option. Many youth are taking advantage of this alternative opportunity so they don't have to stand in lines for Skillathon – which is not a valid excuse.
- A \$5 fee will be charged per member to help offset the printing costs (this is a per member fee not a per project fee). This fee is due along with the Make-Up Judging Form to the Extension Office by July 6<sup>th</sup>.
- Minimum score of 70% to pass. If a youth scores below a 70% they will need to attend Skillathon or they will not be eligible for Jr. Fair participation as a 4-H member.
- All members must present completed project book at time of judging. If a book is incomplete, they will not be allowed to continue. **Advisors should check member's books prior to judging.**



**14. Miscellaneous Projects**

- Project judging: July 21<sup>st</sup> at the Fair Grounds.
- Must contact the Extension Office to sign up for a time slot by July 1<sup>st</sup>
- If a member is not present for their scheduled time, they will not be given the opportunity to be judged.
- Members who are unable to attend Project Judging, but wish to have their project judged should contact their advisor to assist with securing an alternate Judge. Once a judge is secured, the Extension Office will send the judge the necessary information and score sheets to the judge. Alternately judged project score sheets must be received back at the Extension Office by 4:30pm on July 20<sup>th</sup>. Alternate judging still requires a poster display & completed project book.

**15. Curriculum Changes**

- Several projects have been added, revised, or discontinued. Please refer to the *2018 Summary of Ohio 4-H Publication Changes* for information.

**16. Club Officer Books**

Clubs must submit their Secretary's Book and Treasurers Book to the Extension Office by October 1<sup>st</sup>. Every year there are a handful of clubs failing to meet this requirement. Additionally, several clubs are not completing the officer books or the advisors are completing them. Books need to be done by members. Any club that fails to submit **completed** officer books, fails to submit their officer books to the Extension Office by October 1, 2018, or has an officer book completed entirely by an advisor, that club will be placed on probation for the 2019 year.

**\*Clubs will be given one Treasurers Book and one Secretary Book free. These are included in your 2018 club packets (unless picked up earlier). Any club needing an additional book will be charged a \$5.00 fee per book.**

**17. All club members must complete a project book** (Including record books for those with animal projects). Project books must be checked at project judging. If a member does not complete project judging and/or complete a project record book, their 4-H year is not considered complete.

**18. Project books are only tax free if a club has an EIN, makes a group purchase using a club check, and have a yearly blanket certificate on file.**



19. Members must meet all 4-H Program and Jr. Fair requirements to be eligible to participate in Jr. Fair as a 4-H member and to receive a fair pass. This includes but is not limited to: meeting attendance requirements, completed project judging, QA, Safety & Ethics Training, meeting all deadlines, meeting all club requirements, and fulfilling any additional Jr. Fair requirements.

## **Leadership Geauga announces 2018 Emerald Leader- Geauga County 4-H**

Each year since 2001, Leadership Geauga County honors visionary and dedicated community leaders and organizations whose extraordinary work has significantly enhanced the quality of life in Geauga County. These individuals and organizations have given generously of their time and talents, and have worked to keep Geauga County the best place to live and call home.

**We are proud to announce that the 2018 Emerald Leader is presented to Geauga County 4-H.** Geauga 4-H will receive their award on March 3<sup>rd</sup>, 2018 at the Emerald Ball. The Emerald Ball, sponsored by Junction Auto Family, is an evening of leadership recognition and philanthropy.

The Geauga County 4-H Program has over 750 youth enrolled and utilizes over 125 adult volunteers to organize and lead 37 county based 4-H clubs. Geauga County 4-H offers a wide range of youth leadership opportunities including camper and camp counselors, public speaking, financial literacy, educational livestock clinics, project skills judging, field trips, and community outreach events. Participants increase their self-confidence and develop life skills while learning about specific subjects - anything from animals to robotics, cooking, art, gardening and environmental sciences, just to name a few project topics.

“We couldn’t be more proud to present the Emerald Leader award to an organization that uses their talents and time to better our community. Their investment in youth leadership development and service to the community is unmatched. And to give back so much without looking for recognition, that is what truly makes this organization remarkable.” Leadership Geauga Executive Director, Melanie Scanlon

4-H is a non-formal educational, youth development program offered to individuals age 5 and in kindergarten to age 19. Ohio 4-H youth development reaches more than 240,000 youth each year – helping kids “learn by doing” through hands-on activities. 4-H members learn valuable lessons in leadership, communication and collaboration while increasing their knowledge in math, science, technology and a variety of other topics.

For more information on the Emerald Ball or to request tickets call 440-286-8115 or visit our website [leadershipgeauga.org](http://leadershipgeauga.org)

**Thank you to all of our hard working and dedicated volunteers.  
Without your time and leadership actions, Geauga County 4-H  
would not be successful.**

