2021 Geauga County Annual 4-H Club Update

1. NEW THIS YEAR - FAMILY ONLINE ENROLLMENTS
   Youth parent/guardians will be signing their child(ren) up for 4-H participation. Families will use the 4HOnline data base to create a family profile and register using the data base. No paper forms will be distributed this year.

   Enrollment “How to’s” are available at geauga.osu.edu/enrollment

   **Enrollment forms** – Paper enrollments for first time members/volunteers.
   - 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 15th.

   **EARLY ENROLLMENT OPTION - APRIL 1st**
   - 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 15th deadline.

2. Across County Enrollment Requests due MARCH 15th
   - Ohio 4-H has updated the Across County requirements for a more standardized policy across the state. Please review the updates.
   - All requests MUST be submitted **30 days before** the enrollment deadline of the requesting county.
   - Youth interested in joining Geauga 4-H must submit their Across County request form to the Geauga Extension Office by 4:30pm on March 15th.
   - Permission for 4-H membership across county lines should NOT BE assumed by the parents of the child or advisors until official notification is received from the 4-H office in the county of request.
3. Club Charters
   - Charter is a **two-sided** form and must be signed off on by the head advisor.

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)
   - Document any changes to club By-Laws. Constitution cannot be changed.
   - *Clubs are only required to submit a copy of their by-laws if they have been updated/changed.*

8. UPDATED 2021 Geauga 4-H Program Guide - 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 Guide and Club Probation Guidelines.*

9. New 4-H Volunteers
   - New volunteers must complete the entire Ohio 4-H Volunteer screening process by March 31st.
   - New Volunteer Orientation & Child Abuse Training - Wednesday, March 31 @ 6:30pm
   - Volunteer Interview Days: **February 15 & March 18**. Must schedule an appointment.

10. Volunteer Requirements & Developmental Trainings
    - Ohio 4-H Volunteers must complete the OSU Child Abuse Training **AND** two additional trainings per year to maintain good standing.
    - One training must be one of the following – Annual Update, Quality Assurance, Project Judging, 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 volunteers must complete their 2021 required trainings by October 1, 2021. This includes submission of training paperwork. Late paperwork will not be accepted.

11. OSU Child Abuse & Reporting Requirement – Policy 1.50 --- COMPETED BY APRIL 1st
    - [https://cfaesosu.catalog.instructure.com/courses/2021-osu-policy-150-annual-training-4h-v7-00q3](https://cfaesosu.catalog.instructure.com/courses/2021-osu-policy-150-annual-training-4h-v7-00q3)
    - Volunteers can complete this annual requirement online.
12. Quality Assurance

- Virtual QA Sessions
  - Saturday, March 13 9:00am
  - Wednesday, April 7 7:00pm
  - Thursday, April 22 7:00pm
- In-Person
  - May 1st 9:00am
  - If we are unable to hold in-person events, the May 1st QA will be held virtually
- Online Test Option & Out-of-County
- Complete details will be released in the QA Packet

13. Project Judging - Saturday, July 17th 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.
- 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.
- All project judging must be completed by July 17th

Make-Up Project Judging – Animal Projects Only
- Members who cannot attend judging on July 17th will need to submit a Make-Up Judging Form that is signed off on by their club advisor by 4:30pm on Thursday, July 1st 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. Extension Office has the right to deny any requests.
- 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.
- Advisors MUST check and sign off on the member’s books prior to judging.

14. General/Miscellaneous Projects
- Project judging: July 17th at the School Building, Fair Grounds.
- Must contact the Extension Office to sign up for a time slot by July 1st. Registration will open in early June and be announced in the Newsletter.
- 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,
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 16th. Alternate judging still requires a poster display & completed project book.

16. Club Officer Books – Due by OCT 1st

Clubs must submit their Secretary’s Book and Treasurers Book to the Extension Office by October 1st. 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. Due to these reasons, we are close to making officer training MANDATORY for clubs.

* Any club that fails to submit completed officer books, fails to submit their officer books to the Extension Office by October 1, 2021, or has an officer book completed entirely by an advisor, that club will be placed on probation for the 2022 year.
* Clubs will be given one Treasurers Book and one Secretary Book free. These are included in your 2020 club packets (unless picked up earlier). Any club needing an additional book will be charged a $5.00 fee per book.

- Scoring Rubrics will be used to evaluate officer books.

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.