



# SOUTHWIND EXTENSION DISTRICT 4-H PROGRAM



## 4-H PLEDGE

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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WHO'S

WHO

AND WHAT'S WHAT IN 4-H

## LOCAL CLUB LEVEL

**4-H Member:** Any child 7-19 years of age who fills out an enrollment card and meets the club requirements.

**Community Leader:** A volunteer who is responsible for the organizational part of the club.

**Project Leader:** A volunteer who helps teach 4-Hers the projects. This person is often a 4-H parent who agrees to help. It may also be Junior Leader or a person from the community who has knowledge in a particular subject matter area.

**Project:** A learning experience for the 4-H member. Each member must take at least one project. He or she also has many other project activities such as exhibiting at the county fair and completing the project record.

**Junior Leader:** A 4-H member who is in grades 6-12 and is enrolled in the Junior Leadership project. They take an active part in helping the younger members in the club. By doing this they learn leadership skills.

**Parent's Committee:** This is made up of 3-5 parents of club members. Duties will vary from club to club, but their basic responsibilities are: to give parental input into the 4-H club program in the planning stages, recruit and orient project leaders and/or community leaders, and assist the club leaders upon request. (May be called Advisory Committee).

**Parents:** They are very important to the success a child will have in the 4-H program. Parents are encouraged to attend monthly meetings and project meetings with their child. All county-wide events are open to everyone.



## COUNTY LEVEL

**4-H Council:** 4-H Clubs each have three youth representatives to this group. The group plans 4-H activities and events to take place on county-wide basis. They organize fund raising to raise money to pay for the county-wide activities.

**4-H PDC:** PDC stands for Program Development Committee. This is an elected body of six people. They are responsible for the program direction on a county basis. They implement and help carry out new programs and suggest improvements.

**Extension Agents:** They are professionals who help carry out the PDC's objectives. A complete list of Agents can be found on our website: [www.southwind.ksu.edu](http://www.southwind.ksu.edu).

**Local Foundations:** They are non-profit organizations who work to provide additional resources for the local 4-H program.

## AREA LEVEL

**Area Office:** This office is located in Parsons. It contains an Area Director and several subject matter specialists including 4-H.

## STATE LEVEL

**State 4-H Specialists:** these people have responsibility for the 4-H program on a state wide basis. Each specialist is responsible for a specific part of the total 4-H program. They are based at Kansas State University in Manhattan.

**Kansas State University:** This land grant college has the responsibility for taking education to the people of the state and the 4-H program is part of that directive.

**Rock Springs 4-H Center:** One of the state-wide 4-H camps. This is the location at which 4-H youth attend 4-H camp. Located near Junction City, Kansas.

## **MY PART AS A PARENT**

As a parent I am responsible for getting my child to club and project meetings. I also need to know 4-H meeting dates and attend those meetings with my child. I also need to be willing to take on short term responsibilities such as:

- Furnish transportation for tours and other activities.
- Share refreshment and fund raising responsibilities.
- Help the club with community projects.

As a parent I also need to encourage and guide my child in project work, but not do the work for them. Learning project requirements and helping my child keep up-to-date records are also important aspects of being a 4-H parent.

## THE 4-H PROGRAM

### What is 4-H?

- 4-H is a volunteer led, Cooperative Extension supported, educational program that supplements the teaching of home, church, and school.
- 4-H is an informational educational program administered by the Cooperative Extension Service for all boys and girls 7-19 years of age whether they live in town, the country, or farm.
- 4-H is having fun and learning with their friends.
- 4-H is older 4-Hers sharing experiences and teaching younger members things that they have learned.

### What is the Cooperative Extension Service?

The Cooperative Extension Service is a cooperative undertaking by the United States Department of Agriculture, the land-grant colleges (in our case, Kansas State University), and the County or District Extension Councils.

The Extension Service has charge of carrying up-to-date information from the classroom and laboratory to the people of the state bringing back to the university those problems that can be solved only by careful study and research.

The purpose of the County Extension Service is to provide instruction and practical demonstrations in agriculture, marketing, home economics, 4-H and youth work, and community development to all persons in the county. The County Extension Councils hire college trained agents in agriculture, family & consumer sciences, horticulture, and 4-H youth development, to plan and conduct the respective programs in the county.

### What is the Primary Objective of 4-H?

The basic philosophy in 4-H is to strengthen the mental, physical, moral, and social development of boys and girls, therefore, helping to develop more desirable citizens and leaders. The main objective is the development of boys and girls through participation in projects, events and various activities.

### 4-H Year and Age For Membership

All 4-H enrollment is due by December 1 to exhibit competitively as a 4-Her. Youth who are 7 years of age before January 1 and not older than 19 years of age may enroll.



PROJECT

SELECTION

The selection of 4-H projects has expanded greatly. There are now more than 50 different projects. Most of the projects have been planned with several phases so that a member may advance to more difficult and challenging opportunities within the same subject area.

4-H projects take on a wide variety of interests and activities that are designed to attract girls and boys regardless of their place of residence, economic status race, etc.

### **HOW DO I SELECT PROJECTS?**

Parents and the members should know and fully understand what is expected of the 4-Her before he or she enrolls in a project. Check with your local Extension Office regarding project specific curriculum.

Projects are selected in the early fall when 4-H Online enrollments are filled out or as soon as a new member joins. Usually, younger members should limit their number of projects. Older, more experienced members may be able to do several different projects.

Some factors that should be considered when selecting projects are:

1. Is the project in keeping with age and ability of the 4-H member? Will the project challenge the member educationally?
2. How much time does a member have to have and how much time does a project require?
3. Is the project acceptable to the parents and does it fit into the family situation?
4. How much will the project cost?
5. Is there adequate space and equipment available?

### **HOW ARE PROJECTS CONDUCTED?**

Project work is conducted through various activities and events such as:

1. Project meetings (in the local club or county-wide)
2. Regular club meetings (demonstrations, project talks, etc.)
3. Tours – to see projects of their members
4. Field trips
5. Family activity at home
6. Exhibiting projects at show, fairs, etc.
7. Record keeping

### **WHAT ARE PROJECT LEADERS AND WHAT DO THEY DO?**

4-H Project Leaders are people just like you and me. They have an interest in one particular project area. They are willing to share their time, talents, and efforts with a small group of 4-Hers.

Any parent can be a project leader. It doesn't take an expert in photography to be a photography leader. The one most important ingredient for project leaders is that they be sincerely interested in working with 4-H members. If you would consider being a project leader, visit with your club's community leaders.

Training meetings are conducted at the club level and county level for project leaders. Also most projects have leader guide booklets to assist.

Some clubs have policies that unless more than 2-3 members are enrolled in a project, no project leader will be obtained. Parents will be expected to help the member with their project or the 4-Her should choose another project.



## 4-H RECORDS

Each 4-H member must keep a record of his or her 4-H work. Records are not an extra task, but part of 4-H work. Few young people (adults are no exception) enjoy record keeping. However, in our society, the record keeping habit is quite valuable.

### WHAT DIFFERENT RECORDS ARE THERE?

4-Hers are asked to keep at least three different types of record sheets with a fourth kind optional.

**4-H Personal Page:** It contains space for a picture of the member, listing of projects, and the 4-H story. A new annual record sheet is issued each year.

**Permanent Record:** The summary of all projects, exhibits made, offices held, events attended, and other participation for the entire year is made on the permanent record. Only one such record sheet is necessary for all the years that a youngster may be a member.

**Kansas Award Portfolio (KAP):** This is a form which allows you to keep records while also applying for awards at the end of the 4-H year. There are 3 levels for the KAP: Junior (7-9), Intermediate (10-13), and Senior (14 & older). All ages are of January 1 of the current year.

**Additional Records:** Any additional records you want or need to keep in order to have an accurate and complete record.

### WHEN SHOULD 4-H RECORDS AND KAP'S BE COMPLETED?

4-H members are strongly encouraged to work on records and KAP forms throughout the year as they do their project work. This makes the completion of the record book and KAP easier at the end of the year. You can find forms for completing KAP's and other forms on our website.

Records should include all activities regarding the 4-Her and their project(s) that occur during the 4-H year. Juniors may use pencils to complete their records. Intermediates and Seniors must complete on computer. Records are for the purpose of self-information and for helping the 4-Her fill out KAP forms.

Most clubs ask that completed KAP forms and the MIG Book (see below) be turned into the community leaders as soon as possible after the county fair. You should specify to the club whether to consider the KAP for county award judging. The completed KAP form may be submitted by the club leaders to the County Extension Office for county and other awards recognition consideration. For more information on filling out KAP's contact your local Extension Office.

### 4-Her's are required to complete the minimum of the MIG Book (Member in Good Standing)

- MIG Book will be the Green
- Record and Contain:
- Individual Summary for
- Record Book Seal
- Personal Page

- Permanent Record (Current 4-H Year at Top)
- 4-H Story
- Three pages of General
- Picture from 4-H Events or Projects (Current 4-H year)
- Achievement Award Form

### For County/Area Project Recognition:

- 4-H'ers must complete the Kansas Award Portfolio (KAP) for appropriate Age Division
- Each projects KAP will be placed into separate plastic folders with brads
- Copy of Personal Page

All pages of KAP must be regular copy paper, including photos

- Only KAP's in the Senior Division are eligible for Area Screening, one KAP/Project Area

All MIGS & KAP Book are due to club leaders by their suggested deadline. Once selections are made, MIGS and selected KAPs will be turned into the local Extension Office by mid-September. Only KAP forms will receive county recognition.

Completion of MIGS helps the club earn the top seal of purple.



## 4-H TRIPS, AWARDS AND SCHOLARSHIPS

### WHAT 4-H AWARDS ARE AVAILABLE FOR ME?

**Achievement Pins:** Membership, Bronze, Clover, Silver, Silver Guard, Junior Leadership, Gold and Gold Guard are all honors 4-Hers can earn. 4-Hers need to fill out an application form for these awards. Details about what 4-Hers must do to qualify for the awards are available from the Extension Office and from your club leader.

**Key Award:** This highest award is given to the top 10% of 4-Hers 16 years and older. Special attention is given to leadership and achievement in all project areas. A special application form is required.

**County Project Awards:** Awards given to outstanding 4-Hers in each area (Arts & Crafts, Beef, Clothing, Foods, Electric, etc.)

**Area Awards:** The top Kansas Award Application (KAP) in most of the project areas who are 14 years and older are sent to the Area level, where they are judged against top KAP forms from the other counties in the Southeast Area. No prizes or special awards are presented, the top two in the area earn the honor of competing on the State level.

**State Awards:** The top two KAP's from the area judging are sent to the State level, where they are judged against other top KAP's from the other four areas in Kansas. The top winner in each area receives a medallion at the Emerald Circle Awards Banquet held in Manhattan. Other awards might be given such as college scholarships and a trip to a National or Regional 4-H Congress.

### WHAT 4-H SCHOLARSHIPS ARE AVAILABLE TO ME?

**Local Level:** Contact your local Extension Office regarding county specific scholarships.

**State & National Scholarships:** Scholarships ranging from \$100 to \$1,000 are available to outstanding 4-H members.

### WHAT TRIPS ARE AVAILABLE FOR ME?

**National 4-H Conference** (Washington D.C.): Four outstanding 4-Hers from Kansas are selected to represent the state at this conference. Participants must be high school seniors or college freshmen and excel in leadership, achievement and citizenship.

**Citizenship Washington Focus:** All 4-Hers who meet the age requirements are eligible for this trip. 4-Hers from across the state level travel together.

**National 4-H Congress:** 4-Hers who are chosen as State Project Award winners are given the opportunity to travel with other State Project Award winners to Atlanta for a 4-Day fun-filled trip.

Kansas State University  
Agriculture Experiment Station  
And Cooperative Extension Service



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