

COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

2023 Volunteer Update

Christy Clary, 4-H Educator - Brown County



THE OHIO STATE UNIVERSITY
EXTENSION



4-H Committee Members

2023

- Area 1 – Barb Howser
- Area 2 – Charlotte Gifford
- Area 3 – Randy Yockey
- Area 4 – Druann Kendrick

- Youth Representatives:
- Aiden Wilhelmy
- Madelyn Daulton

2024

- Area 1 – Lee Ann Gauche
- Area 2 – Jeremy Sweet
- Area 3 – Beth Kress
- Area 4 – Heather Hauke

2025

- Area 1 – Krystle Gauche
- Area 2 – Rema Loudon
- Area 3 – Julia Clubb
- Area 4 – Erin Kinder

“

Volunteers help make 4-H possible. Without 4-H volunteers the program would not have the mentors and leaders that Ohio's youth need in order to learn the new skills that 4-H has to offer. With each volunteer comes knowledge, experiences, and skills which can be taught to 4-H youth and shared with the 4-H program "to make the best better." Volunteers and parents are a major reason for 4-H's success in youth development. Since 1902, volunteers have helped the 4-H program develop successful leaders, build young minds, and set the path for 4-H'ers to take the world by storm

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New Requirements for Ohio 4-H Volunteers

CFAES

COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

Ohio 4-H Club Financial Guidance 2023 Volunteer Training



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Why do we have financial requirements?

United States Department of Agriculture holds the 4-H name and emblem in trust for the educational and character-building purposes of the 4-H program.

In requesting use of the 4-H name and emblem, members and leaders of Ohio 4-H clubs and groups agree to conduct their business in accordance with federal, state, and local laws and The Ohio State University policies. This privilege brings a degree of accountability – to the USDA, The Ohio State University, and the local community served by the 4-H club.

All funds used in support of 4-H programming must be given and used for educational purposes and accounted for efficiently and responsibly.

Why do we have club funds?

- Enhance members' 4-H experience.
- Members learn life skills in the process of spending funds - planning, executing, and evaluating activities or events.
- Opportunity to bond with other members.



Remember: Accurate financial management is critical for 4-H clubs regardless of the amount of money your club raises or spends.

Requirements for maintaining club funds

- ✓ Must have an EIN (Employer Identification Number)
- ✓ FDIC approved financial institution
- ✓ Checking account
- ✓ Account in club name
- ✓ Two signatures of unrelated individuals
- ✓ Bank statements reviewed by non-check signer, but authorized on the account
- ✓ Annual budget approval
- ✓ Checkbook retained by advisor
- ✓ Records ledger
- ✓ Monthly reconciliation
- ✓ Income - provide receipts
- ✓ Deposits within 1 week
- ✓ Expenditures – budget or minutes approval
- ✓ Payments
- ✓ Annual reports
- ✓ Carryover

Reasons for raising funds

Funds are raised to conduct educational programs and activities. Use these guidelines before starting your club fundraisers:

- Have a specific educational purpose for raising and using the funds.
- If charging club dues and/or activity fees, list the exact amount in your 4-H club bylaws and include how dues/fees will benefit the membership.
- Contact the office and discuss your fundraising plans with your 4-H professional if you have questions!

Do not let fundraising get in the way of positive youth development through fun learning experiences!





Cautions when fund raising

- Some items may be taxable.
- Some sales may require a vendor's license.
- Food sales – OQC certification.
 - Health Department for local requirements including labeling
- NO games of chance
- Auction of firearms – must work with federal, state and local authorities.
- No items can contain alcoholic beverages.
 - Gift certificates can be used
- Always spend money on the intention it was raised.

Note that the choice of words matters when creating a promotional flyer for a fund-raiser.

“All proceeds will be donated” means all the money raised will be donated.

“All profits will be donated” allows the group to cover any expenses of the fund-raiser from the money raised.

Acceptable Ways to use Funds

- ❖ Educational tour or workshop, open to all members
- ❖ Conduct a fundraising or service activity which benefits a non-profit organization
- ❖ Contribute to a junior fair improvement project
- ❖ Club member camperships, all members eligible to attend camp are included and it is approved by club members and payment is sent directly to whomever is collecting funds for the camp (Extension Office, camp, etc.)
- ❖ Guest speaker or presenter at a club meeting
- ❖ End of year recognition banquet for all members
- ❖ Gas money for advisors who drive to a trip, if voted on/approved by the club and reflected in the minutes.
- ❖ Club apparel for all members
- ❖ Club books for all members
- ❖ Sponsoring junior fair awards
- ❖ Sponsoring countywide awards and/or trips



Prohibited Items

- Paying an individual (cash or gift cards) unless it is a receipt of reimbursement for an approved club purchase OR pre advertised with all members eligible for a scholarship or other competition. Qualifications must be in writing and voted on and approved by the club and included in the minutes. This includes giving members cash to spend at the fair. Coupons for a sandwich at the fair booth are acceptable, if all club members receive it and it was voted on and approved by club membership and included in club minutes.
- Political campaigns, including county 4-H levies
- Trips or events that are not educational in nature
- Alcohol, tobacco, or fireworks



Fundraiser Request

Clubs must submit requests prior to conducting Fundraisers. Fundraisers may not occur until you receive approval.

Fundraiser request is now an online submission form. You can use the paper form if you prefer.

4-H Committee typically the third Thursday of the month except for July and December.

OSU Extension

College of Food, Agricultural, and Environmental Sciences



Brown County Program Areas ▾ Events ▾ News ▾ About ▾ OSU Extension

Brown County

4-H CARTEENS

4-H Youth Development

Join 4-H - Find Your Spark

4HOnline Enrollment Help

4-H Calendar - Brown County

4-H Camps & Camp Scholarships

4-H Forms

Teachable Moments

4-H News and Notes - Brown County



4-H Forms





Advisor/Club Volunteer Listing and Club Officers -

to be turned in with enrollments

Ohio 4-H Project Books and Resources-Advisor Order Form (2023).

Head Advisors - Please use this form to indicate the quantity and total cost for each line item. Summarize your order and return this completed form to the Brown County Extension office.

ONLINE ORDERING OF PROJECT BOOKS go to <https://extensionpubs.osu.edu/>

4-H Membership Across County Lines -

This form is to be submitted by all youth who wish to be 4-H members in any county other than the county where they live. **If requesting membership in Brown County 4-H, proof of enrollment in a Brown County school is also required. Forms must be submitted by March 1st.**



4-H Club Fundraising Request Form -

Club fundraising activity must be pre-approved by the Brown County 4-H Committee who meet on the 3rd Thursday of the month.

Financial concerns

If an individual or group has concerns about the way a 4-H club is spending its money, the person or group should put it in writing for the County 4-H Professional. The County 4-H Professional will investigate the alleged misuse of 4-H funds. The County 4-H Professional has the authority to require that groups submit their financial records to the OSU Extension office at any time. Clubs and Affiliates are encouraged to keep their records up to date and follow 4-H policies and procedures. This helps to get concerns settled in a timely fashion.

THANK YOU!!

Regardless of the size or value of the donation, it is essential that the donor receive a thank-you note. This should be written as soon as possible but preferred to be within 10 business days of making the donation. For larger cash donations it may be appropriate to send periodic updates about how those funds are being used.



For complete financial guidelines

<https://ohio4h.org/volunteers/volunteers/club-leaders/finances>



Volunteer Update



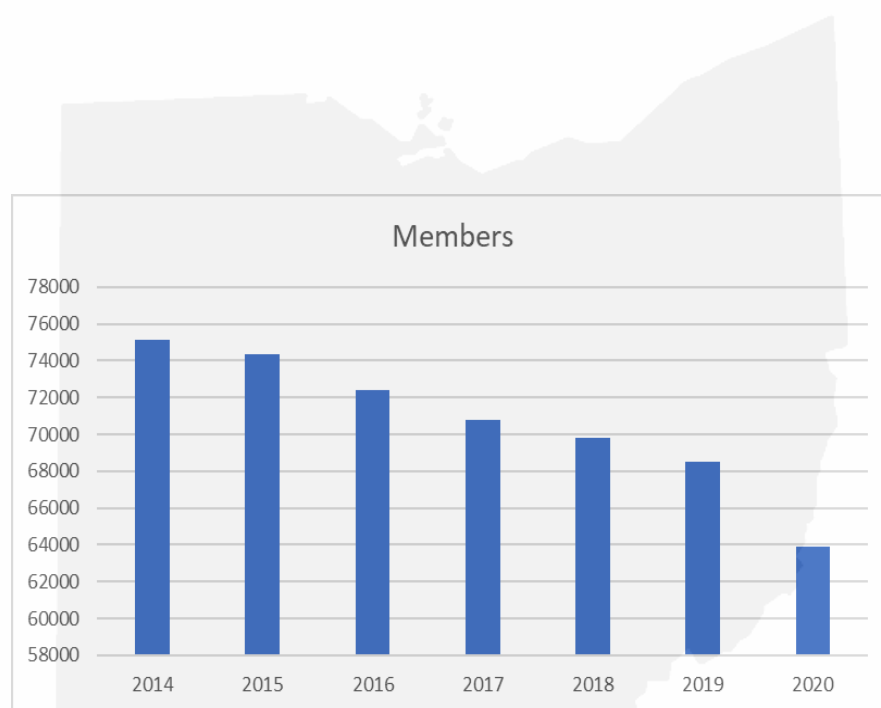
Start Your 4-H Year Off With A Bang

Tips and Tricks Conducting Club Meetings

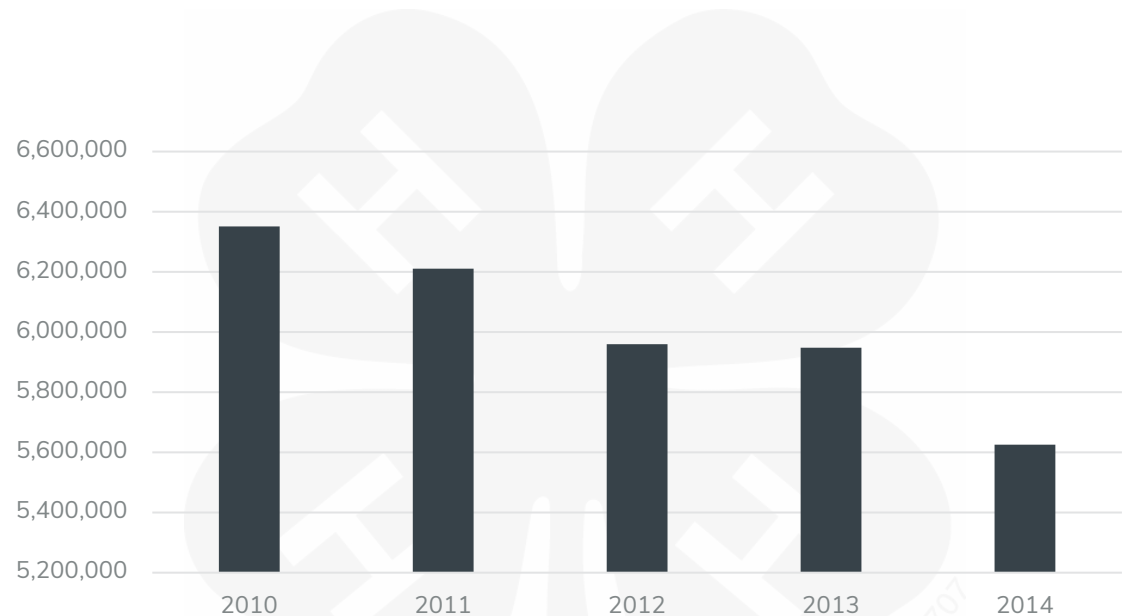
- Current Situation
- Improvement Strategies
- Resources

4-H Enrollment

Ohio 4-H Enrollment



National 4-H Enrollment





Reasons for Leaving

- Didn't feel connected to other youth
- Didn't feel welcome
- 4-H isn't for kids like me
- Parents in club don't get along
- Conflicts with other activities
- It's too expensive
- I didn't know when my club met
- Bullied by other youth
- Meetings not worth it



Breaking It Down

Communication

- Expectations aren't clearly laid out to members

Understanding

- 4-H can be a foreign language to those who are new to the club/program

Boredom/Unwelcoming

- Meetings can be very boring
- Kids want to feel part of the group

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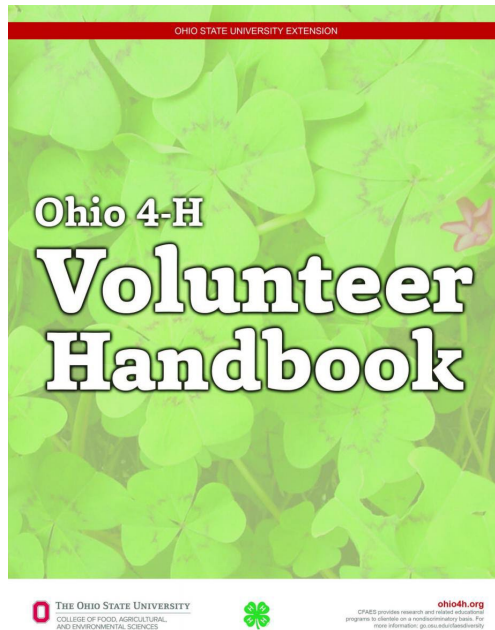
**The only real mistake is the one
from which we learn nothing**

-Henry Ford

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Advisor Handbook

<https://ohio4h.org/volunteerhandbook>



General Knowledge

- <https://ohio4h.org/volunteers/volunteers/club-leaders/club-management-resources-policies-and-procedures>
- <https://brown.osu.edu>

**Reminders. Updates. New
Things. Recognition.**

Enroll: oh.4honline.com
For more information:
brown.osu.edu
937-378-6716

THERE'S NO PLACE LIKE 4-H!

Join Brown County 4-H



BROWN COUNTY

4-H WEEK

MARCH 5-11

ENROLL NOW

DEADLINE APRIL 1ST

Decorating Contest

The same as 2022. Any public location. Indoors, outside etc.

Prizes

1st - \$100

2nd - \$75

3rd - \$50



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2023 Project Updates

New Projects

- Self Determined Idea Starter – Digital Media
- 360 Your Feelings Matter
- 386 You're Hired!
- 509 Robotics Essentials
- 544 Ready, Set,...Mow!

Summer Project Judging – July 17th

Fall Project Judging – Sept. 9th

2023 Project Updates

Revised/Replaced

- 228 Rabbit Project & Record Book – (225 Breeding Rabbit Project; 226 Market Rabbit; 227 Pet Rabbit)
- 467 Cooking On My Own (You're the Chef)

Discontinued

- PhysBot Idea Starter
- 762 Horse Nutrition
- 507 Robotics 1
- 508 Robotics 2

Shooting Sports

- Age Change – Family Guide is incorrect – Youth may participate 8 and in the 3rd grade as of January 1st.
- Instructors Needed
 - Approved Volunteers
 - Attend training April 14th-16th @ Canter's Cave 4-H Camp
 - Registration Closes March 16th
 - Cost \$110 – may have funding available to help
 - Urgent Need for Shotgun Instructors – without a lead instructor we will not be able to offer Shotgun for 2023.
 - Currently not offering Muzzleloading or Western Heritage – would need certified instructors to offer.
- Project Add/Drop – for Shooting Sports projects only youth will be able to add/drop within Shooting Sports up until the 2nd safety meeting. Must be enrolled in at least one Shooting Sports Project by April 1.



New Volunteers

Deadline April 1st

- Volunteer Application
- References
- 4-H Online Enrollment
- Background Check
- Interview
- New Volunteer Training (Canvas)
- Policy 1.50 Training (Canvas)
- Yearly Volunteer Update
- Approval Letter

Camp Dates 2023

Open to all youth – 4-H Enrollment not required

- Spring Fling (grades 3-6) – April 22-23
- Forestry & Wildlife Camp – April 28-30 – Registration Open Now
- Camp Open House – May 7
- Special Needs Camp – June 9-11
- Beginner Camp – June 12-15
- Teen – June 16-19
- STEM – June 19-21
- Jr. Shooting Education Camp – June 22-25
- Jr. High – June 25-29
- Cloverbud Overnight – June 29-30
- Sr. Shooting Education Camp – July 9-14
- TBD Cloverbud Day Camp - Fairgrounds

brown.osu.edu/4hcamp

Scholarships Due May 17th

sparkEXPO

exploring pathway opportunities



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June 14-17, 2023 | go.osu.edu/4hsparkexpo

EquiSTEP (Equine Safety, Training, and Education Program)

- EquiSTEP is an annual statewide requirement for all youth participating in Ohio 4-H Horse Program activities.
- EquiSTEP replaces the statewide requirement of reading the Horses, Safety, and You (191R) resource and viewing Every Time, Every Ride and Horses, Kids, and Ethics videos for youth and their families who are new to the 4-H horse program.
- The EquiSTEP curriculum focuses on helmet safety, equine safety & handling, equine health & nutrition, and sportsmanship and is designed to rotate topics every year.

EquiSTEP (Equine Safety, Training, and Education Program)

- EquiSTEP is designed to be completed online by each participant individually through Scarlet Canvas or administered in a group setting by a county 4-H educator to their participants, like QA for livestock market projects.
- Here is the link to enroll in/access

EquiSTEP: go.osu.edu/equistep2023

QA Dates 2023 -- must be complete by July 1

Required for all youth exhibiting market/breeding animals. Do I need QA? Does your animal stay overnight at the fair? YES.

- Monday February 20th – 10am
- Saturday April 29th – 10am
- Tuesday May 30th – 6:30pm
- Wednesday June 14th – 6:30pm

go.osu.edu/brownqa

- Located in Rhonemus Hall.
- Youth may complete QA through other sources
 - Online option is available but at members own cost



Have questions on Quality Assurance?

Contact Amanda Perkins!

Perkins.718@osu.edu

Skillathons Required

All 4-H members wishing to exhibit animals at the Brown Co. Jr. Fair will be required to complete a skillathon pre-fair.

- Dates are being finalized and will be shared ASAP.
 - Tentative plan is that they will occur early Sept. with at least 2 dates. We hope to have volunteers on site to assist with Fair Entry.
- Required of 4-H members to be eligible to exhibit.
- Will include a record book check.
 - Project book records should be up to date to that point of the project.
 - Members must complete the project book their first year. Second year and beyond may use a project insert (new for 2023) available from the Extension office.
- Brown County FFA Chapters are adopting the requirement also.



Winning 4-H Plan

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.

- Requests are submitted to the Extension Office in a reasonable time frame to be reviewed and accommodations can be implemented
- Requests are reviewed and a meeting may be needed to discuss the request
- Reasonable accommodations are determined
- Parent/guardian are informed of what has been approved and are responsible for communicating the information (ex. to club advisors).
- Should be reviewed annually

Commercial Swine Division

New for 2023

- Youth will enroll in project 139 Market Hog: Commercial Division
 - Project should be directly under 139 Market Hog – this is the project youth wishing to show in the traditional show should select.
- Youth must choose the traditional Market Hog or Commercial Division; they cannot show in both.
- After the enrollment deadline the Swine Department will reach out to enrolled youth to finalize details (ex. 1 or 2 hogs).
- Youth will be eligible to show up to 2 hogs in the division
- A minimum number is required. If we do not meet the minimum youth will be eligible to switch to the traditional market hog program.



Project Starter Kits

New For 2023!

Project Starter Kits are sponsored by the Brown County 4-H Advisory Committee to help youth get started in a new project. Youth are provided with the basic materials and supplies needed to complete a project. Supplies may be provided directly or through gift cards.

- Due April 3rd
- One Request Per Member
- Must be 1st Year in the project

2023 Kits

- Single Fryer Chicken
- Accessories for Teens
- Em-Bel-Ish
- Science Fun with Flight
- Insect Adventure 1
- Measuring Up
- Let's Start Cooking
- Snack Attack
- Staying Healthy
- Grow Your Own Vegetables
- Beginning Fishing
- Photography Basics

Youth must complete the project or reimburse the cost of the kit.

There may be additional costs to the project beyond what the kits cover. These are at the member's expense.



Outstanding 4-H'er Update

Applications will be due prior to interviews. Interviews will be on the same day as September pre-fair project judging.

Starting in 2023 Youth will receive a \$500 award.

The 4-H Committee is exploring starting a new scholarship program for graduating seniors starting college OR entering the workforce. Details will be announced as soon as it is finalized.

Virtual Officer Training

February 27th

Sessions will be recorded and shared.

There is an alternative online training available.

<https://ohio4h.org/officerresources>

2023 Ohio 4-H Club Officer Training

Date:
Feb 27, 2023

4-H Club Officers



4-H Officer Sessions

4-H Club Volunteer Leaders

President/Vice President

Treasurer

Secretary

Health & Safety

Recreation

Community Service

*Public Relations

* Social media, communications, news reporter

DATE:

Feb 27, 2023
Monday

TIME:

7:00 – 8:30 pm

Deadline to Register:

Feb 24, 2023



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Ohio 4-H presents

4-H Club Officer Training - Virtual

4-H youth and adult volunteers are invited to participate in a virtual 4-H Club Officer training.

Register at: <https://go.osu.edu/officer>

- This link will take you to the Ohio 4-H Officers resource page. Find the officer position you are interested in and click on that specific link to register.
- An email confirmation with zoom link will be sent at completion of registration.
- Save the email with zoom link
- Registration Deadline: February 24, 2023
- All sessions start at 7:00 pm. The zoom link will open at 6:45 pm.



Proof of Attendance:

- At the end of officer session, participants will be given a link to complete a brief evaluation. Once completed, an email stating proof of completion will be sent.

Recording of Training Sessions:

- Session leaders have been asked to record their training sessions. Recordings will be posted at: <https://go.osu.edu/officer>



Questions: Teresa Johnson, 4-H Educator: email: johnson.1389@osu.edu



Enroll Yourself

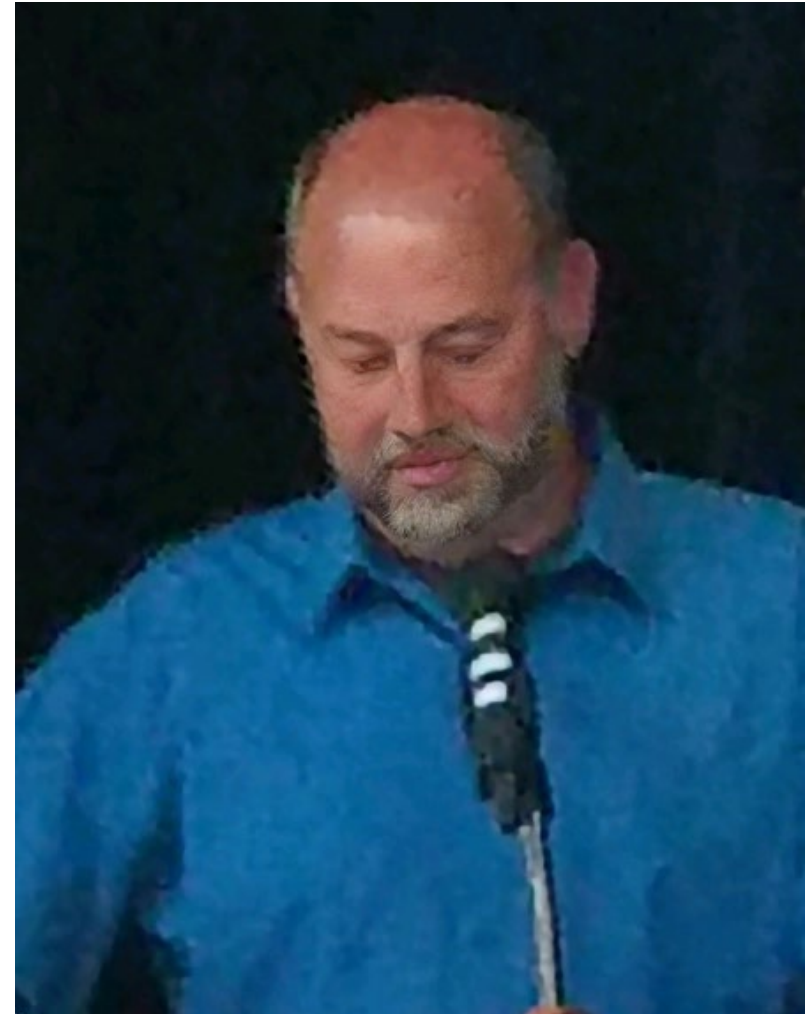
- oh.4honline.com
- Select Club Volunteer – do not select county project volunteer. Org Advisors select Org Advisor.
- Do nothing when you see “OSU Youth Activities & Program Policy Training”
- See the help guides on the website or give us a call.

Congratulations

Ohio 4-H Alumni

Award Winner

Jamie Loudon



Congratulations

Cindy Kratzer

CFAES

Special Recognition Award

Thank You!

You must now visit

<http://go.osu.edu/2023training> to

complete your training.