



HANDBOOK



Please take a few minutes to review the information found in this Family Guide. The guide will help you to better understand the unique educational and social opportunities that 4-H can provide for your whole family.

Sitting as a family and reading this guide together can help you and your children. This is the first step to achieving the full benefits of the 4-H Youth Development Program in Broome County.

YOUR 4-H STAFF

BROOME COUNTY EXTENSION EDUCATORS/4-H YOUTH DEVELOPMENT:

- ♦ **Linnea Depue**
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4-H Annual Calendar of Events

Our Program year runs October 1st-September 30th

OCTOBER

4-H Re-Enrollment Begins
National 4-H Week
Get To Know 4-H Night!
4-H National Youth Science
Day Event
Agri-Business Career Trip

NOVEMBER

4-H Officer Training
Initial Club Leader Meeting
4-H Re-Enrollment Due
ZEH Grant Applications Due

DECEMBER

CCE Annual Meeting

JANUARY

Animal Market Program Begins
4-H Public Presentation
Workshops

FEBRUARY

4-H Teen Winter Weekend
4-H County Public
Presentations

MARCH

Regional 4-H Hippology Event
Regional 4-H Horse & Dairy
Bowl Event
4-H March Dog Madness
4-H Dairy Discovery
4-H Regional Presentations
(floats from end of March to
beginning of April)

APRIL

4-H State Dairy and Horse
Bowl Events
Cornell Vet School Open
House
Zeh Scholarship Applications
4-H Capital Days Trip

MAY

Animal Crackers
4-H Horse Rally
4-H County Fair Meeting
State Public Presentations
4-H STARR Retreat
Farm Bureau Auction

JUNE

4-H Cornell Career Exploration
Trip
4-H Vermont Trip
4-H Animal Clinics
4-H Fair Paperwork Due
Project Books Due
Horse Paperwork Due

JULY

4-H Fair Cleanup Days
Broome County Fair

AUGUST

New York State Fair

SEPTEMBER

Re-enrollment Packets out to
Families
Early bird enrollment
4-H Awards Dinner



A MESSAGE TO THE PARENTS

When your child enrolls in 4-H, your whole family becomes part of the 4-H educational experience.

- You are very important to the success your child will have in the 4-H program.
- You are encouraged to attend monthly meetings and project meetings with your child whenever possible.
- Parents are encouraged to attend all county-wide 4-H events with their youth.

Your key role is to support your children. You can support your child in the commitment they make, help them think through decisions and see that they reach their goals. There are several ways for you to help your child get the most out of a 4-H experience. This can be accomplished by:

- Attending 4-H meetings and other special 4-H events.
- Making sure your child's/children's enrollment forms and fees are completed and submitted to the 4-H Office on schedule.
- Guiding your child's project work and encouraging completion without doing the work for the 4-H member. It's not how the project looks but what the member has learned that is important.
- Making it possible for your child to participate in a variety of 4-H activities at the club, county, regional and state levels.
- Being an example of good sportsmanship so that your child will learn to appreciate the success of others. 4-H is not about getting a blue ribbon, but about mastering the skills needed to succeed.
- Making others in your community aware of 4-H.
- Telling your child you are PROUD of their accomplishments.



WELCOME TO THE WORLD OF 4-H

What is 4-H?

4-H is the largest out-of-school youth education program in the United States. 4-H can be found in every U.S. county and U.S. territory. Total youth reached by 4-H each year in the United States exceeds 6.5 million. 4-H reaches beyond the U.S. borders to some 82 countries world-wide.

4-H is the youth development component of the Cornell University Cooperative Extension System. In 4-H young people between the ages of 5 and 19 participate in individual and group learning experiences that help them learn life skills. At the National level, 4-H is under the leadership of the United States Department of Agriculture. In New York, 4-H is part of Cornell University. The State 4-H Office is located on the campus in Ithaca. 4-H leaders are considered volunteer staff members of the University. At the local level, each county has an Extension office, which administers the 4-H program.

The 4-H youth development movement began more than 100 years ago. It evolved from rural youth programs created by land-grant college and university researchers and the United States Department of Agriculture to introduce new technology to what was then a country of primarily rural communities. As our nation's economic and demographic profiles become more diverse, 4-H adapts and expands to meet the needs of all youth.



4-H Mission:

4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

What the Four Hs Mean:

Head, Heart, Hands, and Health are the four Hs in 4-H, and they are the four values members work on through fun and engaging programs.

- Head – Managing, Thinking
- Heart – Relating, Caring
- Hands – Giving, Working
- Health – Being, Living

The 4-H Pledge

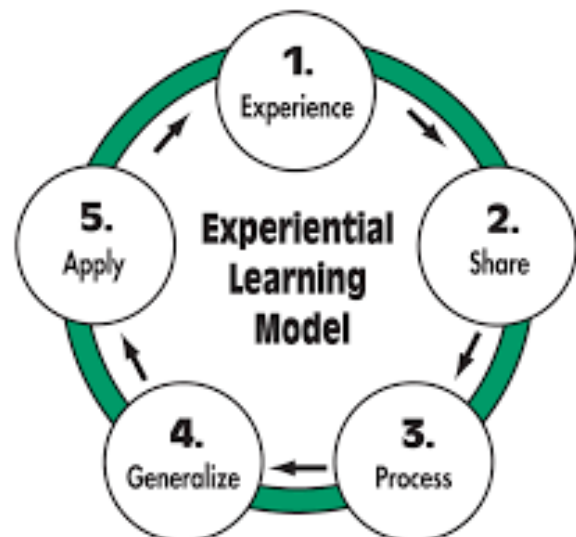
I pledge my **HEAD** to clearer thinking.
I pledge my **HEART** to greater loyalty.
I pledge my **HANDS** to larger service.
I pledge my **HEALTH** to better living for my club, my community, my country, and my world.

4-H Mission Mandates:

- **Science, Technology, Engineering, & Math:** 4-H's approach to STEM is comprehensive and holistic—from agriculture to climate change to alternative energy—youth are learning about highly relevant complex systems and issues that will ensure their contributions to their communities today and their success as global leaders tomorrow.
- **Citizenship:** 4-H Citizenship programs empower young people to be well-informed citizens who are actively engaged in their communities and the world.
- **Healthy Living:** Healthy living has been at the core of 4-H and remains a foundation of our pledge. Although 4-H believes that healthy living habits of young people begin in the context of their families and communities, we strive to equip youth with healthy living knowledge and skills that will prepare them physically, emotionally and socially to meet the challenges of the 21st century.

Experiential Learning:

The "experiential learning" concept occurs when youth participate in an activity, look back to reflect on the activity, draw conclusions or observations from the experience and relate that experience to future happenings in their lives. Through the experiential learning process, young people develop basic, transferable skills useful in real life experiences for the present and the future. This process is what makes 4-H different from other youth programs.



Pfeiffer, J.W., & Jones, J.E., "Reference Guide to Handbooks and Annuals"
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What Makes 4-H Different?

Although 4-H teaches a young person “hands-on” skills, the most important skills taught are LIFE SKILLS. Through 4-H projects and other learning activities, youth learn:

- by doing
- problem solving
- communication skills
- to nurture others
- to achieve
- to protect the environment
- goal setting/planning
- scientific inquiry
- teamwork
- about careers
- to use opportunities
- time and money management
- to value diversity
- cooperation
- evaluation skills
- respect for laws
- calculated risk taking
- group process
- decision making
- leadership
- creativity
- self-discipline
- responsibility
- community citizenship

Many youth organizations strive to promote positive youth development, but 4-H does it in a unique way. These essential elements of 4-H are described below.

1. A positive relationship with a caring adult. A caring adult acts as an advisor, guide and mentor. The adult helps set boundaries and expectations for young people. The adult could be called supporter, friend or advocate.
2. A safe environment - physically and emotionally. Youth should not fear physical or emotional harm while participating in a 4-H experience whether from the learning environment itself, adults, other participants or spectators.
3. Opportunity for mastery. Mastery is the building of knowledge, skills and attitudes and then demonstrating the competent use of this knowledge and skills in the manner of a proficient practitioner. The level of mastery is dependent on the developmental ability of the individual child or youth. The development of mastery is a process over time.
4. Opportunity to value and practice service for others. Finding one's self begins with losing yourself in the service of others. Service is a way for members to gain exposure to the larger community, indeed the world itself.
5. Opportunity for self-determination. Believing that you have impact over life's events rather than passively submitting to the will and whims of others is self-determination. Youth must exercise a sense of influence over their lives, exercising their potential to become self-directing, autonomous adults.
6. An inclusive environment (encouraging, affirming, belonging). An inclusive environment is one that creates a sense of belonging, encourages and supports its members with positive and specific feedback. Healthy groups celebrate the success of all members - taking pride in the collective efforts of all.
7. Opportunity to see oneself as an active participant in the future. The ability to see oneself in the future is to harness hope and optimism, to shape life choices and to facilitate the transition into participating in the future.
8. Engagement in learning. An engaged youth is one who is mindful of the subject area, building relationships and connections in order to develop understanding. Through self-reflection, youth have the ability to self-correct and learn from experience. The engaged learner has a higher degree of self-motivation and an inexhaustible capacity to create.



4-H CLUBS

A 4-H club consists of at least five children and one adult volunteer leader, called an organizational leader. Many clubs have additional adult assistant leaders and/or project leaders. Cloverbud clubs or traditional clubs with Cloverbud members must have identified Cloverbud leaders who participate in specific trainings to work with this audience.

HOW TO START A TRADITIONAL 4-H CLUB IN 10 EASY STEPS

1. Complete a Volunteer Application Process
2. Attend an orientation session with 4-H Staff
3. Enroll 5 youth
4. Involve Parents in Club Support
5. Have members choose a club name and vote officers
6. Apply for a Club Charter
7. Plan a yearly club program with parents and youth
8. Assist members with completing project records and member report forms
9. Check out 4-H materials in the 4-H Lending Library at CCE
10. Participate in Leader Trainings/Meetings

Remember, 4-H staff are only a phone call or e-mail away

MEMBERS

All youth participating in Broome County 4-H are members of the 4-H SPARK Club. 4-H members can also be a member of a 4-H Community Club.

4-H Community Club members participate in a specific club program and work on 4-H projects under the direction/organization of the club leader(s). They set their own expectations and goals as a club.

4-H SPARK Club members are registered 4-H members who do not have a specific club or special interest program affiliation. They work on the projects of their choice at their own pace. They are encouraged to participate in county fundraisers, the county fair, and all Broome County 4-H events. They must have at least one adult who can attest to the completion of yearly projects. All 4-H members are required to enroll and pay the annual fee each year.

SPARK Club cancellation policy:

The first time a youth does not show up or cancels within 5 business days prior to a club meeting, they will get a courtesy email. The second time it occurs, the youth will be limited to 2 programs a month for 3 months.



Membership Age Policy

- ◆ **4-H Cloverbud Members** The New York State Cloverbud Policy specifies that a child must turn five by January 1 to be eligible to participate in the 4-H club program as a cloverbud member.
- ◆ **4-H Member** Youth who are at least eight years of age by January 1st of the current club year should enroll as a 4-H member. Youth who have reached their nineteenth birthday before January 1st of the 4-H club year may not enroll as a 4-H member. Persons considered to be mentally challenged may participate fully in 4-H programs as long as their mental age is determined to fall between five and nineteen years of age.

VOLUNTEERS

The adult leaders of 4-H clubs are volunteers. 4-H volunteers complete an application to initiate the interview, background, and orientation process. Adult volunteer leaders come from all walks of life. Some volunteer leaders may be asked to serve on the Cornell University Cooperative Extension Board of Directors, the Family, Youth & Community Development Issue Committee or other committees within the structure of the Cooperative Extension system. Volunteers also serve as evaluators for specific 4-H programs and often are asked to help chaperone 4-H youth trips. Following is a list of Volunteer Opportunities:

- **Organizational Leader**- establish and maintain a club structure that supports 4-H Youth Development activities.
- **Project Leader**—share your skills, talents and special interests in a single project area. For example: clothing, dogs, rabbits, horse, bicycling, livestock, woodworking, photography, etc.
- **Activity Leader**-Help members plan for and participate in one or more specific activities the club has included in its yearly plan.
- **Resource Leader**-Train and work with 4-H club leaders or members on a short-term basis; specialize in a specific program area.
- **Short Term Volunteer**-Teach a special interest program, and/or assist a 4-H group with a special project.
- **Teen Volunteer**-Serve as a teen leader, camp counselor, and/or as a teen assistant at the county fair. (age requirement may apply)



FEES

A \$15.00 enrollment fee is required for each enrolled member; with a maximum of \$30.00 per family. ***Fees are due at the time of enrollment.*** If there is a hardship, and a family is unable to cover the child(ren)'s fee(s), a request form to waive fees may be submitted. **NO CHILD WILL BE TURNED AWAY FOR INABILITY TO PAY.** Enrolled members for whom fees have not been paid or who have not had their fees waived will not earn premiums for their entries at the County Fair. New member and re-enrollment fees are both due at the time of enrollment.

INSURANCE

Each 4-H member and adult volunteer, whose 4-H enrollment form is on file at the Cornell University Cooperative Extension Office, is protected automatically by liability insurance. The 4-H Office must be notified within 24 hours of an accident. The insured must be participating in an approved 4-H event/activity. Further information about insurance is available from Cornell University Cooperative Extension-Broome County.

CONTRACTS

No club or leader may enter into any contract without prior approval of Cornell University Cooperative Extension.

4-H COMMITTEES

ADVISORY COMMITTEES: Advisory committees may exist to provide leadership and work with 4-H staff on program/project development and implementation. These committees are comprised of volunteer leaders, parents, youth and community members. Advisory committees may include animal science, life sciences, public presentation and fundraising.



4-H AT THE FAIR

MAIN OBJECTIVE OF THE FAIR

The purpose of the 4-H participating in the fairs is to support our youth development efforts. The fair is considered a “learning laboratory”, and its lessons go far beyond the winning of a white, red, blue, or purple ribbon. The fair provides a backdrop for members to learn important life-long skills and to make life-long connections. They learn the importance of evaluation based upon a pre-described standard; communicate with an adult through conference judging to learn how to ask questions and obtain knowledge; to develop a sense of teamwork and cooperation; to learn that life is constantly changing, and to adapt to these changes; to learn to be a humble winner; to develop one’s self to the fullest potential; to use knowledge for the improvement of one’s community, home family and self; to volunteer one’s time and skills to accomplish a common goal; to feel good about one’s self and personal accomplishments; to develop a sense of personal responsibility.

RIBBONS AT THE FAIR

Members receive ribbons and/or awards for their efforts and level of mastery at county fair. The ribbons serve as a general definition of the **quality of the learning** by the member and the quality of the final project work. Both the member’s knowledge and exhibit are important in awarding ribbons. Ribbons are given out according to the Danish System which evaluates each exhibit against a standard, not against the other exhibits. The Danish system promotes education and de-emphasizes competition. Judges are selected for their knowledge and concern for youth. Their decisions should be respected.

STATE FAIR

The New York State Fair is a fantastic opportunity for youth to go beyond the county fair with their 4-H projects. Youth that have exhibited animals at either state fair qualifying shows and/or at county fair and have received a blue ribbon have the opportunity to go on to the state fair. Horse project youth are selected on a ribbon and points based system.

Non Animal Science 4-H projects also may be selected to go on to the state fair. Each year Broome County is able to select up to 80 4-H projects from the county fair to be taken to the state fair. County Fair Judges will recommend exhibits at the county fair to advance to the State Fair. Once judges have recommended projects the 4-H staff will then select the final 80 projects to participate in the New York State Fair.



COUNTY-WIDE PROGRAMS

Broome County Livestock Market Program

Do you want to raise meat chickens, goats, sheep, beef or pigs and only want them for a short period of time? This is the program for you! At the Broome County Fair we hold our annual livestock sale. Youth that ages 8 to 19 by January 1st are eligible to take part in this great program.

Youth learn not only about animal health and nutrition, but also about marketing and money management with this program. You do not necessarily need to house the animal at your home. Informational meetings are open to all members.

Broome County Horse Program

Youth will learn about the equine field from first aid, riding, proper attire, taking care of your horse, different disciplines and so much more! Youth do not need to own or leasing a horse to be a part of the horse program, they just in an interest in learning about equines.

Youth Ambassador Program

Using the skills, knowledge, and leadership abilities acquired in 4-H, Youth Ambassadors help develop connections among members and take an active part in planning, improving, and delivering the 4-H program events and experiences. Opportunities are available for ages 13 & up, as well as a Junior Youth Ambassador opportunity for youth ages 10-12.

It's a fun and exciting opportunity to meet, connect, and contribute with 4-H members in a new way! Develop new skills, confidence, and leadership! Learn more about yourself, your strengths, and how they help contribute to a team. Work together with a team on real projects that matter most to you! Help enrich and support the program you know and love! Or as the 4-H motto says, help us to "make the best better," year after year!

Public Presentations

This program offers a workshop on the "what and how" of public presentations, practice sessions and a county level event to compete at. Youth are encouraged to participate in this program. Youth wishing to be eligible for trip awards MUST present a presentation. Youth may then advance to District/State/National levels of competition. Presentation categories include illustrated talks, demonstrations, dramatic interpretations, recitations or team demonstrations. There are some slightly different categories for those interested in presentations in the Horse program, as well as video tapes and impromptu speeches.



4-H AWARDS AND RECOGNITION

4-H Awards Event

All 4-H members are honored at this annual event held in the fall. County medals and award trips are presented to 4-H members based on recommendations from leaders, staff and from volunteers conducting the interviews for the award trips, completion of the 4-H Member Report & Awards Application Form and outstanding work in a specific project area.

Broome County 4-H Award Trips

4-H members are selected for county 4-H award trips based on achievement, personal growth and merit. Selection of youth for trips is based on age and completion of the Broome County 4-H Member Report and Awards Application form. Award Trips are selected and awarded according to funding allotted for trips and awards each year. Not all trips are awarded on an annual basis. Feel free to check with 4-H Staff to see what will be awarded each year.

Zeh Fund

The Family, Youth and Community Development Committee of Cornell University Cooperative Extension of Broome County has established the Edith ZEH 4-H Scholarship and Mini Grant Program. The money supporting the fund was left to Cornell University Cooperative Extension by Edith Kling Zeh, for the support of 4-H Youth Development.

Mini Grants for Clubs

Each year Broome County 4-H clubs have the opportunity to apply for a mini-grant for their club project work through the Edith ZEH Fund. The opportunities are endless! If clubs are interested in filling out an application, they can be obtained by calling the 4-H office.

College Scholarships

The ZEH College Scholarship is open to graduating high school seniors who qualify. Applicants must have at least 3 consecutive years of active Broome County 4-H membership between the ages of 12 and 19. More information can be obtained by calling the 4-H office.



STAYING CONNECTED WITH 4-H

Social Media

For all the latest, up to date information please check out Broome County 4-H on Facebook, Instagram and SnapChat **@broomecounty4h**. If you are a 4-H member, make sure you request to join the group **Broome County 4-H: SPARK Club**. This is a group where we will be posting specific things for just our members. Also, many clubs have their Facebook groups to stay connected between meetings.

Broome County Email List

E-mail is the most effective way of communicating with all our volunteers and members. Standard mail is reserved for formal invites only. The County 4-H office has a countywide electronic mailing list for adult volunteers, leaders, parents and 4-H members. The purpose of this list is to increase communication between staff, the volunteers and members. Email is used to update 4-H families on a regular basis of programs and activities that are occurring in the county.

Broome County CCE Website

Stay connected to all that is going on at Cornell Cooperative Extension and 4-H resources:
www.ccebroomecounty.com/4-h/



Current Clubs

GENERAL CLUBS

♦ **The Explorers**

- Leader: Brain Aukema - bja14@cornell.edu
- Focuses on exploring the many different areas of 4-H, especially Animal Science, STEM, and outdoor adventure.
- Not currently accepting new members

♦ **Fireballs**

- Leaders: Danielle Hayes - dlhayes579@gmail.com
Michelle Qual – quail.michelle@gmail.com
- Tanya Gordinier – dwarf82000@yahoo.com
- Focuses on animals, arts & crafts, woodworking and community service projects
- Not currently accepting new members

♦ **Hands-On Homeschoolers**

- Leaders: Sara Bergfjord- sarabergfjord@hotmail.com
- Focuses on having fun, being hands-on, and finding our 4-H spark!
- Not currently accepting new members

ANIMAL SCIENCE CLUBS

♦ **The Milk Duds**

- Leader: Ann Supa ams364@cornell.edu
- Focuses on dairy education, also does projects related to animal education, showmanship, judging, arts and crafts and more.
- Not currently accepting new members

♦ **Showstoppers**- Meeting place- TBD

- Leaders: Jen Doty- angel_13803@hotmail.com
- Focuses on horse education, showmanship, horse related projects and public speaking.
- **ACCEPTING NEW MEMBERS!**

♦ **Stars & Strides**

- Leaders: Donette Griffith - donetteg5@gmail.com
Kristin Martin – kkyzmir@hotmail.com
- Focuses on horse education but also work on livestock animal, poultry, rabbit, public presentation, nature/outdoor adventure, local community service and leadership projects.
- Not currently accepting new members



OTHER PROGRAMS TO CONSIDER

- ♦ **Livestock Market Program**- Begins in January. See page 12 for more details.
 - Brian Aukema- bja14@cornell.edu or (607) 584-9967
 - *ACCEPTING NEW MEMBERS!*
- ♦ **Youth Ambassador Program**- Meets November-September. See page 12 for more details.
 - Linnea Depue- Imm333@cornell.edu or (607) 773-3300
 - *ACCEPTING NEW MEMBERS!*
- ♦ **Horse Program**- Meets November-September. See page 12 for more details.
 - Linnea Depue- Imm333@cornell.edu or (607) 773-3300
 - *ACCEPTING NEW MEMBERS!*

Not seeing what you're looking for?

We have several resources and trainings available for those who would be interested in starting up a 4-H club. To begin a club an adult, over 21, must apply to be a 4-H Volunteer, complete the interview, background check and orientation process. Clubs only need a minimum of 5 youth between the ages of 5 and 18. The ages, number of youth in the club, meeting times and locations, and focus of the group is up to the leader(s) of the club. It is recommended that clubs have two or more leaders and parental involvement from the member's parents. If you are interested in becoming a leader, please contact the 4-H Office at 773-3300.