Modoc County 4-H Handbook

Welcome to 4-H!

4-H is a youth development program sponsored by the University of California Cooperative Extension. It is made available in Modoc County through a county, state and federal partnership.

Our Mission: Grow tomorrow's leaders TODAY...through 4-H!

Our Core Values: Provide youth ages 5 to 19 with a wide range of fun and rewarding "learn by doing" activities designed to develop the skills they will need to become successful adults. Among these are public speaking, science literacy, leadership, teamwork, citizenship, community service and healthy living.

Our Commitment: As parents/guardians and adult volunteers, we are committed to setting a positive example for youth in all that we do.

We look forward to working closely with all of you to plan, organize and conduct a quality educational program for Modoc County youth. If you have any questions, please don't hesitate to give us a call at (530) 233-6400.

Together we can "make the best better!"

Sincerely,

Your Modoc County
4-H Program Staff

UNIVERSITY OF CALIFORNIA
4-H Youth DEVELOPMENT PROGRAM
CITIZENSHIP
LEADERSHIP
LIFE SKILLS

Modoc County Cooperative Extension
4-H Youth Development Program
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Office Hours: Monday-Thursday, 7:00 a.m. – 5:00 p.m.

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2014-2015 Modoc County 4-H Handbook. Approved by the Modoc County 4-H Leader's Council on July 8, 2014. Find a copy of the Handbook to print or download @ http://cemodoc.ucdavis.edu/4-H_-_Youth_Development_Program/

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Overview

What type of 4-H programs does Modoc County offer?

4-H programs are offered in Modoc County through nine community clubs. Senior 4-H members interested in working to promote the 4-H Program at the county level may elect to enroll in Hi-4-H.

Modoc 4-H Community Clubs			Hi 4-H
Bieber	Likely Pine Burrs	Surprise Valley	♦ Meet once per month in Alturas; ♦ Join other Senior 4-H members and the All Star Team.
Canby Hot Springs	New Pioneer (Alturas)	Tulelake	
Davis Creek	Providence (Adin)	Winema (Tulelake)	

Please call the 4-H office to obtain the name for the contact person for each club or learn more about Hi 4-H.

What do I do if I have a problem, issue or concern?

As a first step, please work with your project or community club leaders to address or resolve the concern. If the concern cannot be resolved at the club level, contact the 4-H Program Representative at 233-6400 to ask for the county's help. If the issue cannot be resolved at the county level, you may contact the 4-H Program Advisor or the County Director to request assistance, or to file a complaint if necessary (for additional information see **http://cemodoc.ucdavis.edu/4-H_-_Youth_Development_Program/**). To request an exception from Modoc County 4-H policy, refer to the Variance Request information on page 13.

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Resources Available at the 4-H Office

- Welcome to 4-H (4H-1057)
- 4-H Publications Catalog & Resource Guide
- Mule Tales Bi-Monthly Newsletter
- Resource Lending Library
- Incentives & Recognition (Page 13)
- Uniform Components (Page 17)

Social Networks

- Modoc County 4-H Website @ **http://cemodoc.ucdavis.edu/4-H_-_Youth_Development_Program/**
- Modoc County 4-H Facebook Page @ **https://www.facebook.com/pages/Modoc-County-4-H-Program/**
- Modoc County Junior Livestock Show & Sale Facebook Page @ **https://www.facebook.com/pages/Modoc-County-Junior-Livestock-Show-and-Sale/**

4-H: Head Heart Hands Health

4-H Pledge

I pledge:

MY HEAD to clearer thinking,
MY HEART to greater loyalty,
MY HANDS to larger service,
MY HEALTH to better living

For my club, my community, my country and my world.

4-H Motto

To make the best better.

4-H Emblem

The 4-H emblem is a four-leaf clover with the letter "H" on each leaf.

The four "H's" stand for HEAD, HEART, HANDS, and HEALTH.

The leaves of the clover are green, nature's most common color and the symbol of youth, life, and growth.

4-H Creed

- I believe in 4-H for the opportunity it will give me to become a useful citizen.
- I believe in the training of my HEAD for the power it will give me to think, plan and reason.
- I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.
- I believe in the training of my HANDS for the ability it will give me to be helpful, useful, and skillful.
- I believe in the training of my HEALTH for the strength it will give me to enjoy life, resist disease, and to work efficiently.
- I believe in my country, my state, my community, and in my responsibility for their development.
- In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

4-H…
Friends, Family, Fun…

Learning by Doing!

To Join 4-H

Primary 4-H (Youth Ages 5 to 8)

Some Modoc County 4-H Clubs offer enrollment to primary members. Please contact your local club to determine if Primary 4-H is offered in your area.

Approved primary member animal projects are dogs, rabbits, rats, cats, poultry, cavies, mice, embryology, bees, entomology, marine science, pygmy, Nigerian and dwarf goats and therapeutic animal projects. Primary 4-H members may **not** enroll in large animal projects (e.g., beef, swine, sheep, goats, horse) or in shooting sports. Primary members may exhibit at fairs or other county-wide competitive events but will be recognized for their participation only.

Primary 4-H

- Ages 5 to 8 years old (as of December 31st).
- If you turn 9 on/after January 1st, you must participate as a primary member until June 30th.

Primary members who are eight years old and wish to advance to Junior 4-H are required to complete and submit a "Primary Member 4-H Personal Development Report" by September 30th. For a copy of this form see: **http://cemodoc.ucdavis.edu/4-H_-_Youth_Development_Program/Record_Books/**. Completion of this report (with help from parents/guardians, leaders or older members) is optional for youth 5 to 7 years of age.

Junior, Intermediate and Senior 4-H (Youth Ages 9 to 19)

To become a Junior, Intermediate or Senior 4-H member, a youth **MUST**:

1. Be 9 years old by December 31st of the program year*. Youth may continue in the program until December 31st of the year in which they become 19 years of age.
2. Returning 4-H members may enroll in a Modoc County 4-H Club in one of two ways during the 2014-2015 year:
   - Complete a 4-H Member Paper Enrollment Form;
   - Submit an application through 4-H Online.
3. New 4-H members must enroll in a Modoc County 4-H Community Club by completing a New Youth 4-H Member Paper Enrollment Form.
4. Returning and new 4-H members must also:
   - Pay a membership fee for accident insurance, curriculum development, etc.
   - Be enrolled in at least one or more projects.
5. Completed adult volunteer and youth enrollment forms **are due** in the 4-H Office **by 5 pm November 6.**

4-H Age Divisions

- **Junior:** 9 to 10 years of age.
- **Intermediate & Junior Leaders:** 11 to 13 years of age.
- **Senior & Teen Leaders:** 14 to 19 years of age.

Note: The age divisions above are based on a 2014 State 4-H policy change.

New 4-H members may join at any time throughout the program year. However, if you join after **November 6**, you may only enroll in projects where you can still complete six hours of project-specific educational instruction at the discretion of the Community Club Leader Team and the Project Leader(s).

***The 4-H Youth Development Program Year begins each July 1st and ends the following June 30.**

Enrollment Fees for the 2014-2015 Program Year

The 2014 -2015 enrollment fees are $12.00 per adult and $34.00 per youth.

Roles and Responsibilities

Parents/Guardians & Adult Volunteers

As parents/guardians & adult volunteers involved in the Modoc County 4-H Program, we serve as role models for impressionable youth. As a role model, one of our most important responsibilities is to help youth learn the skills they will need to cope with the challenges life can bring.

In addition to the Adult Code of Conduct/Responsibilities and Rights included in Appendix A, parents and adults involved in Modoc County 4-H are expected to:

- Remember that it's not about winning. It is about learning. How you choose to handle a disappointment or work through a problem or conflict is the lesson youth will learn.
- Confronting another parent or adult in front of youth members or their siblings is not okay. If you have a concern, please ask the individual to step outside the room or away from others before you share your concern.
- Talk about your concern or problem—not the other person. It is important for our youth to understand how important it is to preserve positive, effective working relationships with others and that it is **not** okay to personally attack someone.
- Remember that it is about teamwork. Speak calmly, listen with respect and remain positive. Understand that mistakes can happen. Make constructive suggestions. Rather than telling someone "You got it wrong!", choose to offer positive feedback and constructive suggestions by saying instead: "Next time, maybe we could try…" or "Have you thought about…?".
- Look for win-win solutions whenever possible. While there may be times when a solution cannot be found, if we work together, solutions can often be found to many of life's challenges. This is a lesson we want our youth to learn.

Important Life Skills

- The ability to win or lose with equal grace.
- Work with others to positively and effectively resolve a problem or conflict.
- Be a strong team member committed to helping your team be the best it can be.
- Listen with respect.
- Offer positive feedback and constructive suggestions.
- Understand it is not okay to engage in personal attacks.
- Talk about the issue(s), not the other person.
- Seek win-win solutions.

"Coming together is a beginning. Keeping together is progress. Working together is success." — Henry Ford

4-H Youth Members

1. Select projects with guidance from your parent/guardian and 4-H leaders.
2. Learn the 4-H Pledge and Motto.
3. Attend at least 80% of your Community Club 4-H meetings.
4. For each project, complete six hours of project-specific educational instruction and the outlined project work.
5. Keep a record of your project work and prepare a summary at the end of the year (i.e., 4-H Record Book).
6. Participate in club, county, regional, state-wide and national 4-H activities and events.
7. Exhibit project work when possible and share project skills with others.
8. Participate in committee assignments and leadership roles.
9. Participate in service learning (community service and citizenship) activities.
10. Develop public speaking skills.
11. Encourage other young people to join 4-H.
12. Abide by the 4-H Youth Member Code of Conduct (Appendix B).

As a 4-H member, you will have the opportunity to share your project skills with others.

Minimum Requirements for Completion of 4-H Year

To successfully complete the 4-H year, a 4-H member **MUST**:

1. Enroll in 4-H by **November 6** of the current year.
2. Attend 80% of Community Club meetings.
3. For each project, participate in six hours of project instruction led by a certified 4-H project leader, i.e., meetings and field trips.
4. Submit a completed "4-H Record Book" that includes all required forms to your community club by **September 30th**.

To obtain copies of the required forms and other helpful information, check out our website @ **http://cemodoc.ucanr.edu/4-H_-_Youth_Development_Program/Record_Books/**.

Or, check the California State 4-H website to ensure you have the most current copies of the required forms @ **http://4h.ucanr.edu/Resources/Members/RecordBook/**.

Required Forms & Content

- Title Page
- Table of Contents
- Personal Development Report Form
- My 4-H Story
- Projects (Complete one Annual Project Report Form and an
- Expression Page for each Project)
- Collection of 4-H Work
- Prior Year's Materials

Participation in Modoc County 4-H Competitions

1. Members who have met the minimum requirements for successful completion of the 4-H year (outlined above) are eligible to enter as a 4-H member in Modoc County 4-H competitions, including the Modoc County Junior Livestock Show, Modoc District Fair, Intermountain Fair, and the Tulelake Butte Valley Fair. This requirement applies to all project areas.

2. To exhibit and sell a market animal at these competitions, a member **MUST:**

   - Be 9 years old by **December 31st** of the program year.
   - Enroll in 4-H by **November 6, 2014.**
   - Meet Fair or Show-specific livestock ownership requirements.
   - Complete and submit a **4-H Record Book** to your Community Club by **September 30th** (or a "Primary Member 4-H Personal Development Report" if you were a primary member eight years of age the previous year) for the past year in order to exhibit and sell a market animal in the coming year.

3. Entry forms require the signature of the 4-H Project Leader. The leader's signature on the entry forms is taken as proof that the member has successfully completed the project as outlined above.

4-H Projects

The 4-H program offers a wide range of projects designed to help youth members practice and develop life skills as they *"Learn by Doing."* The availability of specific project(s) for your 4-H Club is dependent on whether or not there is a Project Leader for those project(s).

Please check with your Community Club leaders to determine if a project you are interested in will be available this year. 4-H members may join a project in another club only if it is not currently offered in your club and at the discretion of the other club's Project Leader.

PLEASE NOTE...

4-H members may be asked to pay a fee to cover project-specific costs or to participate in fundraising activities to help defray expenses. While individual 4-H members are **not** allowed to raise funds for their personal benefit, they are encouraged to work with other project members to help raise the money needed for their group's project.

Did you know?

4-H members have the opportunity to make the club's decisions, with leadership provided by the club officers. By taking responsibility for decision-making, youth members are also responsible for evaluating outcomes. For example: What worked? What didn't work as well? Are there changes we should make next time?

Modoc County 4-H Calendar

Date(s)	Event/Activity	Description
September 1	4-H Enrollment Open	Youth & adult members may enroll for 2014-2015 beginning September 1.
October 16	4-H Record Books Due for County Level Evaluation	Submit 4-H Record Books for county level evaluation by 5 pm. Also submit the name of one judge for each 3-5 record books sent from your club.
	Names of Junior Show Board Representatives Due	Please submit the names, addresses and phone numbers of your club's representatives to the Junior Show Board by 5 pm.
	Club Award Application Forms Due	Completed application forms for one of three $500 cash awards for your 4-H Club are due in the 4-H Office by 5 pm.
October 25	County Level Record Book Evaluation	4-H Record Books will be judged at the county level from 9 am—3pm at the 4-H Office.
November 6	4-H Enrollment Ends	4-H enrollment for youth and adults will end at 5 pm. Youth who enroll by this date are eligible to compete in Modoc 4-H competitions (see page 8). (Youth may enroll after this date but may not be able to fully complete the 4-H year).
	4-H All Star & Hi 4-H Nominations Due	Nominations for 4-H All Star designation or Hi 4-H membership are due in the 4-H Office by 5 pm.
	New Leader Orientation Registration Closes	New leaders must call the 4-H Office to register for this class by 5 pm. Please note: the class will be cancelled if less than 5 new leaders pre-register.
	Presentation Workshop Registration Due	Registration for the Presentation Workshop on November 15 is due by 5 pm.
	County Planning Committee Nominations Due	Submit the names of youth and adult volunteers to the 4-H Office for the following county-wide event planning committees: (1) Presentation Day; (2) Home Economics Day; and (3) Science Saturday.
November 12	First Junior Show Board Meeting	Junior Show Board meetings will be held @ 4:30 pm at the 4-H Office Conference Room.
November 15	PRESENTATION WORKSHOP	4-H members will have the opportunity to learn & practice presentation skills in preparation for 2015 Presentation Day.
November 22	NEW LEADER TRAINING	Formal NLT will be held from 1-3 pm @ the 4-H Office Conference Room.
December 31	Last date to appoint New Leaders	To be appointed as adult volunteers for 2014-15, new leaders must have submitted a completed application, successfully completed New Leader Orientation Training, and Livescan Fingerprinting.
January 10	Presentation Day Entry Forms Due	County Presentation Day Entry Forms are due in the 4-H Office by 5 pm.
January 24	PRESENTATION DAY	4-H members may give a demonstration or illustrated talk, a prepared or impromptu speech, an interpretative reading, audio-visual presentation or educational display and will receive a gold, blue, red or white seal based on the judging team's evaluation. Participants earning gold or blue are eligible to give their presentation at Far North Sectional Presentation Day.
February 5	Science Saturday Registration Forms Due	Registration forms for Science Saturday are due in the 4-H Office by 5 pm.

Modoc County 4-H Calendar cont'd

Date(s)	Event/Activity	Description
February 28	SCIENCE SATURDAY	4-H members will have the opportunity to continue their exploration of science, engineering and technology. Possible projects could include construction of solar powered vehicles or vehicles powered by internal combustion engines or other means.
March 5	Home Economics Day Entry Forms Due	Entry Forms for Home Economics Day due in the 4-H Office by 5 pm.
March 22	HOME ECONOMICS DAY	4-H members exhibit their project work in up to eight competitions including Arts & Crafts, Photography, Centerpiece & Place Setting, Fashion Revue, Fiber Arts, Quilt sand Quilt Squares, Recipe Review, Sewing Construction, & Container Gardens.
April 9	Milano Scholarship Applications Due	Applications for a Milano Family Scholarships due in the 4-H Office by 5 pm.
	Natural Resources Day Camp Registration Due	Registration Forms due in the 4-H Office by 5 pm.
April (TBD)	Sectional Presentation Day	This year's event is scheduled to be held in Siskiyou County.
May 2	NATURAL RESOURCES 4-H DAY CAMP	4-H members will have the opportunity to explore issues and challenges surrounding natural resource management and career opportunities in public lands management.
May 6	Junior Livestock Show Entries Due	Entry forms for the Junior Livestock Show due in the 4-H Office by 5 pm.
May 30	State 4-H Field Day	County Fashion Revue Winners and those earning a GOLD at Sectional Presentation Day will have the opportunity to compete at the State 4-H Field Day, University of California, Davis.
June	Junior Livestock Show	4-H members who have met the minimum requirements for successful completion of the 4-H year are eligible to enter as 4-H'ers in Modoc 4-H competitions (see page 7). These include the Modoc County Junior Livestock Show, Modoc District Fair, Intermountain Fair and Tulelake Butte Valley Fair. Participants have the opportunity to earn ribbons, trophies, buckles and other awards.
August	Modoc District Fair	
September	Intermountain/TBV Fair	

4-H Community Club Requirements

Date(s)	Event/Activity	Description
June 30	End of 2013-2014 4-H Fiscal Year	End of Year Reports for 2014 will be based on a July 1, 2013 through June 30, 2014 fiscal year. Please note: 4-H Community Clubs are **NOT** required to submit Electronic Notice (e-Postcard, Form 990-N) to the IRS .
September 1	4-H Enrollment Opens	4-H Enrollment for Youth 4-H Members and Adult Volunteers begins. (Individual clubs may set their own start date).
September - October	Elect Club Officers	Elect Club Officers and complete Club Officer Training
September 30	Last Date for End of Year Reporting (2013-2014 4-H Year)	Submit Club Secretary and Treasurer Notebooks to include: Meeting Minutes, Roll Call, and Actual Budget, Annual Financial Report, Annual Inventory Report, Year-End Club Peer Review Report, and Program Planning Guide (documenting actual accomplishments) to the 4-H Office.
	Last Date to Submit Record Books for Club-Level Judging	4-H members must submit their Record Books for Club-Level judging by this date in order to exhibit or sell an animal at a Modoc County 4-H competition in the coming year (see page 8).

4-H Community Club Requirements cont'd

October-December	Achievement Night	4-H members and leaders are recognized for the previous year's achievements.
October 16	Last Date to Elect JLS Members	Elect Junior Show Board Representatives and provide name(s), addresses and telephone numbers to the 4-H Office by 5 pm.
	Last Date to Submit 4-H Record Books for County – Level Judging	4-H Record books **must be in** the 4-H Office by 5 pm (any 4-H member who would like their record book judged may submit their book) or they will not be eligible for county-level judging. Also submit the name of one judge for every 3-5 record books submitted.
November 6	Last Date for Member & Adult Enrollment	Submit **fully** completed Youth 4-H Member and Adult Volunteer Paper Application Forms to the 4-H Office by 5 pm. 4-H members who enroll in 4-H after this date are not eligible to compete in Modoc 4-H competitions (see page 8).
November 27	Last Date for Beginning of Year Reporting	For the 2014-2015 4-H Year, submit the following beginning of year reports: (1) Outreach Documentation Form, (2) Proposed Club Budget, (3) Club Calendar, and (4) Program Planning Guide (documenting proposed goals for the coming year) to the 4-H Office. Forms can be downloaded at: **http://cemodoc.ucdavis.edu/4-H_-Youth_Development_Program/**
December 31	Last Date for Appointment of Adult Volunteers	After this date, non-appointment letters will be mailed to prospective adult volunteers who have not: (1) submitted a 4-H Volunteer Application Paper Form, Medical Release, & Confidential Self-Disclosure Form; (2) completed Livescan Fingerprinting; (3) completed New Leader Orientation Training (by attending class on November 15th or online).
June 30, 2015	End of 4-H Fiscal Year (2014-2015)	End of Year Reports for 2015 will be based on a July 1, 2014 through June 30, 2015 fiscal year.

Clubs failing to meet the **September 30th** End of Year or **November 27th** Beginning of Year Report deadlines are no longer clubs in good standing. When this happens, club charters can be revoked, meaning that the club no longer exists. Members within these clubs become ineligible for any further 4-H activities or exhibition of livestock as a 4-H member. Mandatory time frames have been imposed by the State 4-H Office so it is important each club meets these timeframes.

Please Note:

Dates for the above county-wide events and activities are subject to change.

4-H Enrollment

Youth Enrollment	Adult Volunteer Enrollment
A **fully completed** New Youth 4-H Member Paper Enrollment Form includes the following: • **Form:** Enrollment Form with youth & parent/guardian signatures. • **Form:** Paper Waiver of Liability with parent/guardian signature. • **Form:** Paper Medical Release and Health History with parent/guardian signature. • **Payment:** **$34.00** enrollment fee to be paid to the 4-H Community Club. • **Submission:** Submit the above to your 4-H Community Club on/before **November 6.** • **Returning Youth 4-H Members may choose to enroll online.**	A **fully completed** New Adult 4-H Volunteer Paper Application Form includes the following: • **Form:** Enrollment Form with signatures. • **Form:** Waiver of Liability Form with signature. • **Form:** Medical Release and Health History with signature. • **Form:** Volunteer Confidential Self-Disclosure Form with signature. • **Payment:** **$12.00** enrollment fee to be paid to the 4-H Community Club. • **Submission:** Submit the above to the 4-H Community Club on/before **November 6.** • **Returning adult volunteers may enroll on online. (See enrollment packet for online enrollment instructions.)**

New Adult Volunteers

The last date for appointment of new adult volunteers is **December 31st**. By this date, prospective new volunteers must have:

(1) Completed and submitted a 4-H Volunteer Application Paper Form, Medical Release, & Confidential Self-Disclosure Form.
(2) Successfully have completed Livescan Fingerprinting; and
(3) Successfully completed New Leader Orientation Training (see below).

Live Scan Fingerprinting Requirement

Live Scan Fingerprinting is **required** for all prospective new adult volunteers (no other form of fingerprinting can be accepted). The **only** location available for Live Scan Fingerprinting is the **Modoc County Sheriff's Office in Alturas**. First, obtain a copy of the Live Scan Form from the 4-H Office (233-6400). Then call the Sheriff's Office to make an appointment (233-4416). This service is offered at no cost to the prospective adult volunteer.

Mandatory New Leader Orientation Training Requirement

This requirement may be met by:

1. Attending the formal training course on **November 22 from 1-3 pm**.
2. New leaders **must pre-register.**
3. **To pre-register call** the 4-H Office (233-6400) **by 5 pm November 6** (note: the class will be cancelled unless a minimum of 5 new leaders pre-register by November 6); or completing the online training course. Online New Leader Orientation Training will be available beginning October 1st at: **http://cemodoc.ucdavis.edu/4-H_-_Youth_Development_Program/**.

New adult volunteers **are strongly encouraged** to attend the formal training course if at all possible. The formal training course provides information, materials, and other resources the online training course is unable to provide.

PLEASE NOTE:

Both New and Returning Adult Volunteers may **not** hold project meetings until you have received a signed leader card and an appointment letter from the county director for the current year.

Modoc 4-H Leader's Council

The Modoc 4-H Leader's Council is comprised of all 4-H adult volunteers and senior 4-H members (9th grade to Age 19). The Council plans, implements and evaluates county 4-H programs and considers and recommends 4-H Youth Development policies. Regular meetings are scheduled quarterly, on the second Tuesday of October, January, April and July beginning at 5:30 p.m. at the Modoc Planning Department Office conference room in Alturas.

Due to budget cuts, Modoc County is now served by a single Leader's Council, rather than by three separate Leader's Councils (Big Valley, Modoc and Tulelake) as in the past. To facilitate participation in the Council by individuals in these areas, participants are invited to attend the meetings via conference call. Information about Council meetings is posted at: **http://cemodoc.ucdavis.edu/4-H_-_Youth_Development_Program/**

Please Note:

To maintain your status as a 4-H Club in good standing, regular attendance at 4-H Leader's Council meetings by one or more of your club's representatives is required with 80% attendance. Participation in all council fundraisers is required by all 4-H Clubs.

Requests for Exception from Modoc County 4-H Policy (Variance Requests)

4-H members also have the opportunity to request an exception from a specific Modoc County 4-H policy requirement if they have a special circumstance. To request an exception, the 4-H member should contact the 4-H Program Representative and ask for a Variance Request Form. Variance Request forms are evaluated by the Modoc County 4-H Leader's Council and the 4-H member's request may be: (1) Approved; (2) Approved with Modifications; or (3) Denied. The decision of the Modoc 4-H Leader's Council is final.

Awards and Recognition

4-H participation is recognized in terms of individual growth, effort, and achievement. 4-H recognizes member achievement in a number of ways in addition to those outlined below. Examples include trophies, ribbons, certificates, medals, plaques, and special prizes.

Year Pin & Service Stripe

4-H members who successfully complete the 4-H year (see page 6) are awarded a year pin and service stripe as follows:

- Primary, Junior or Intermediate Member: Year Pin and White on Green Service Stripe.
- Junior Leader (Youth ages 11-13 years old who submit a Junior Leadership Report): Year Pin and Gold on Green Service Stripe.
- Senior Member: Year Pin and Green on White Service Stripe.
- Teen Leaders (Youth ages 14-19 who submit a completed Teen Leadership Report): Year Pin and Gold on White Service Stripe.

Project Pins

- 4-H members who complete at least six hours of educational instruction and submit a completed Annual Project Report to their Community Club by September 30th will receive a project pin.
- If 4-H members do the above and attend 80% of Project Meetings, they will receive credit on #2 Project Completed on their Personal Development Report.
- **Note:** Project Leaders shall only sign the Annual Project Report when the 4-H member has completed six hours of project-related educational instruction.

Stars

Community Clubs will evaluate each 4-H member's Personal Development Report annually. 4-H members will receive a Bronze, Silver, Gold or Platinum Star Award based on the number of goals completed.

Attendance Pins or Club Officer Pins ***(Optional)***

Community Clubs may recognize perfect attendance or Club Officers with special pins.

Seals

4-H members who complete and submit their Record Book to the Community Club for judging by September 30th may earn a gold, blue, red or white seal. Club-level gold seal record books are eligible for County-level judging. County-level gold seal record books are eligible for State-level judging.

County-Level Pins

4-H members who participate in a county-wide event (such as Presentation Day or Home Economics Day) may win a County-Level pin if they earn a gold based on the judging team's evaluation during that day.

Special Recognition/Leadership Development

Emerald Star

Do you have a GREAT IDEA to benefit your community over the long-term?

The Emerald Star is awarded for projects that meet a need in either the 4-H program or Modoc County. The desired outcome is to produce or do something useful or needed that will have a long-lasting benefit. Projects can teach, serve, inform, illustrate, coordinate, create or develop activities, products, and/or events beyond the scope of your regular 4-H project. The idea is to do something NEW. If the plan is not new, then it must show how the project will significantly improve an existing program.

Emerald Star is about being CREATIVE, ORIGINAL and FUN!!! If you are in 7th grade or above, have earned your Silver Star and been a Junior or Teen Leader at least one year, you are eligible to submit an Emerald Star Application (with budget and Community Club Leader Letter of Recommendation) to the 4-H Office **by October 1st.**

The Modoc 4-H Leader's Council is responsible for reviewing and approving all project proposals and for reviewing and accepting completed projects. At project close, a final project report and an interview with the 4-H Council is required.

If you have a great idea to benefit your community over the long term, please call the 4-H Office to obtain an Emerald Star Application and more information.

Example is leadership.
Albert Schweitzer

Hi 4-H and 4-H All Star

Are you a Senior 4-H member interested in taking on greater challenges and responsibilities with a team of your peers?

If you are, consider enrolling in Hi 4-H or applying to become a 4-H All Star.
Nominations are due November 6th.

- Hi 4-H members work with the All Star Team to promote 4-H at the county level. You will have the opportunity to conduct club officer training, install club officers, plan and conduct other 4-H events/activities and service learning projects.
- 4-H All Star is the highest rank that can be achieved at the county level. It is open to Senior 4-H members who have obtained Platinum Star rank. To earn this award, you must have been a 4-H member for three years and be nominated by your community club leader. Candidates are also interviewed by an evaluation panel. Selection as a 4-H All Star is based on information provided in the nomination and interview results.
- 4-H All Stars and Hi 4-H members are eligible to attend the California State Leadership Conference. This conference brings outstanding 4-H members from throughout California together to practice and expand their leadership skills. It is held at one of UC's main campuses. All Stars and Hi 4-H members may also have the opportunity to participate in some special recognition and incentive activities/events.

4-H Record Books

You have probably heard the saying "no job is complete until the paperwork is done" — and that is true for 4-H too! As a 4-H member, you are encouraged to complete a record book because it helps you:

- Learn to keep records and about income (value), expenses & profit (or loss).
- See what you have learned and take pride in your accomplishments.

A completed 4-H Record Book also helps club and project leaders to:

- See how great a challenge you should assume during the coming year.
- The awards you have earned.

"No job is complete until the paperwork is done."

4-H Project Leaders can help the members in your project group complete their record book as follows:

- Obtain a copy of the Annual Project Report for every member in your project.
- Take a few minutes at the end of every project meeting to have members update their Annual Project Report.
- Collect and file the Annual Project Reports until the next meeting.
- Repeat for all project meetings.
- Sign the Annual Project Reports when 6 hours of project-related instruction has been completed.
- Return the completed and signed Annual Reports to each member at the end of the year.

Parents/Guardians, Community Club Leader Teams and Project Leaders can also help 4-H members complete their Record Book by:

- Hosting or attending a Record Book Workshop.
- Scheduling special meeting(s) where 4-H members can work on their record books.
- Sharing senior or other 4-H member record books as examples.
- Using the Record Book information and materials that are available on the 4-H website at: **http://cemodoc.ucdavis.edu/4-H_-_Youth_Development_Program/Record_Books/.**

This material includes the following:

* California 4-H Record Book Manual (September 2011-2013)
* Modoc County 4-H Record Book Handbook (2014-2015)
* Personal Development Report Instructions and Form
* Annual Project Report
* Junior and Teen Leadership Development Report
* Primary Member Personal Development Report
* 4-H Hat Award Placement

Appendix C &D provide additional information about 4-H Record Books that may also be helpful. These provide a road map each 4-H member can follow when completing their Record Book. Or, check out the Modoc County 4-H Record Book Handbook (July 2014) at the above website.

By following the guidelines, every 4-H member will have the opportunity to earn a gold seal and to submit their Record Book for judging at the county-level. Senior 4-H members who earn a gold seal at the county level are also eligible to enter in the State Record Book competition - which comes with a cash prize for the winners!

Do you like technology? Consider letting Online Record Book do the work for you.

4-H Online Record Book

http://www.ca4h.org/4hbook/

4-H Online Record Book is a tool you can use to make the job easier and fun! Even better is the polished and professional look your 2013 4-H Record Book will have when you print it! Here's how:

- You will need a computer with internet access and a web browser such as Internet Explorer or Firefox.
- Ask your parents to go to **https://california.4honline.com** and log into their 4hOnlne account.
- If your family doesn't already have a password, click on the radio button, "I forgot my password," and 4hOnline will email a password to you. *(Note: youth enrollment records must be entered into 4hOnline before access to Online Record Book is possible).*
- Once logged into 4hOnline, your parents will need to set a Record Book password by clicking "Change Youth Password for Recordbooks." This will set a separate password that you can use to access 4-H Online Record Book. *(Note: All youth members within the family account share the same Online Record Book password.)*
- Go to **www.ca4h.org/4hbook/** and click "Youth Login". Enter the record book password set by your parents.
- Enter information into your Online Record Book each time you participate in project, community club, county, regional or state meetings, events and activities. Enter project income and expenses.
- Online Record Book will automatically calculate the percent of club or project meetings you have attended and total your income and expenses.
- At the end of the year, print a copy of your Personal Development Report, Annual Project Reports and Teen/Junior Leader Reports.

- Online Record Book @ **http://ww.ca4h.org/4hbook/**
- Need help logging on? Read this document: **ORB Log-In Help Sheet**
- Online Record Book Guide can be found here: **Online Record Book Guide v1**

Community Club and Project Leaders can get in on the action too!!! Just establish a 4-H Online Record Book profile. You can enter club or project meetings, events and activities and share this information with other youth and adults in your 4-H Club. Just remember to fill in all the spaces on the online form and to click on "submit" when you are done. Check it out! With a little practice, this can be SUPER FUN!!!

Modoc County 4-H Uniform

4-H members are encouraged to wear a uniform but the uniform is not required to participate at club meetings, county events, during presentations, or when representing 4-H in some way. However, other organizations may require 4-H members to wear the uniform while exhibiting their animals (e.g., Junior Livestock Show, Tulelake-Butte Valley Fair, Intermountain Fair, etc.)

Note: Items with an asterisk (**) are available for purchase at the 4-H office.

4-H HAT**

- Green Hat: through 8th grade (with white service stripes).
- White Hat: 9th grade and above (with green service stripes).

Left Side	Right Side (4-H Clover)	Either Side
• Bronze, silver, gold or platinum stars left front; highest rank only displayed. • Leadership emblems are placed behind the current star. • Junior Leader (Ages 11-13): circle emblem. • Teen Leader (Ages 14-19): triangle emblem.	Place service stripes, one for each year completed. A gold stripe is used for years in which a Junior or Teen Leadership Project was completed.	Place medals received for club, county, regional and state recognition on either side of the hat.

PANTS/SKIRTS AND SHIRTS

Pants or skirts may be white, dark blue, or black. Long pants are required for livestock showing. Shirts must be white.

Did you know?

The State 4-H Office is considering proposals for changes to the 4-H uniform. So stay tuned!

4-H TIE OR SCARF ****

Green with 4-H emblem.

FOOTWEAR

Sturdy, closed-toe shoes are required when showing livestock.

EXCEPTIONS

In all riding horse classes or when in a horse drawn vehicle, western boots and ASTM/SEI approved helmets **are required.**

Appendix

A. Adult Code of Conduct/Responsibilities and Rights
B. Member Code of Conduct
C. Star Rank Goal Setting
D. 4-H Record Book Evaluation Form—Club & County Level and Club Level Recognition Earned (Note: these will be used to evaluate 4-H Record Books beginning in October 2014).
E. Glossary of Terms

Appendix A

University of California Division of Agriculture and Natural Resources
4-H Youth Development Program
Adult Code of Conduct/Responsibilities and Rights

The following guidelines are to assist 4-H Adult Volunteers in understanding what behavior is expected while performing within the course and scope of a 4-H Adult Volunteer. 4-H Adult Volunteers are considered Agents of the University of California and must abide by all UC policies. Appointments of 4-H Adult Volunteers may be renewed on an annual basis through County Offices.

To be appointed as a 4-H Adult Volunteer, an adult must:

1. Be at least 18 years of age.
2. Complete a New Adult Volunteer Application Form.
3. Complete the 4-H Adult Volunteer screening process including a Live Scan or BID-7 Applicant Finger Print Form.
4. Attend 4-H Adult Volunteer orientation meeting(s) offered by the County 4-H Youth Development Staff.
5. Participate in required Volunteer trainings and activities.

CODE OF CONDUCT

Upon receiving a 4-H Adult Volunteer Appointment Card signed by the County Director, all 4-H Adult Volunteers shall act in ways that promote positive youth development and are not in conflict with its policies and procedures. The following are prohibited when acting on behalf of the 4-H program:

1. Possession or use of alcohol, tobacco, and/or illegal drugs (or be under the influence thereof) when involved in a 4-H event or activity.
2. Be impaired by legal drugs at any 4-H event or activity.
3. Use of abusive, obscene, and discriminatory language at any 4-H event or activity.
4. Direct personal attack or harassment (visual, verbal, or physical) on another person.
5. Behavior that is illegal, unsafe, or contrary to the highest standards of ethics.
6. Be the subject of a criminal investigation or prosecution for a misdemeanor or felony offense.

RESPONSIBILITIES

1. Participate in and support, when practical, local Volunteer Management Organizations and/or Leaders' Councils.
2. Recognize the responsibilities of the 4-H Youth Development Program Staff in setting program standards, priorities, and direction.
3. Be committed to the core values, educational goals, and standards of the 4-H Youth Development Program as established at various organizational levels.
4. Respect and safeguard the individual rights, competencies, safety, and property of program participants.
5. Prohibit discrimination of any policies, procedures, or practices on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.
6. When transporting 4-H members or 4-H Adult Volunteers, possess a valid driver's license, carry proof of automobile liability insurance, and ensure all passengers use seat belts.
7. Provide receipts for any money collected in the name of 4-H.
8. Adhere to and help enforce all policies and procedures referred to in the 4-H Policy Handbook, as well as those established by the local county office and unit/group and all local, state, and federal laws.
9. Adhere to the 4-H Guidelines for Social Media, http://www.ca4h.org/files/133821.pdf.

RIGHTS

1. To be respected by program administrators and staff for the contribution 4-H Adult Volunteers make to the program.
2. To have access to current program materials, training, and curriculum to support program delivery.
3. To actively participate in communications and meetings concerning the administration and delivery of the program.
4. To be informed of any administrative action that could result in disciplinary actions or expulsion from the program.
5. To make written complaints concerning Cooperative Extension programs, policies, or personnel as described in the 4-H Policy Handbook.
6. To be immune from liability when reporting suspected child abuse, unless it can be proven that a false report was filed and the 4-H Adult Volunteer knew it was false.

PENALTIES FOR INFRACTIONS

Infractions of the Code of Conduct or the 4-H Adult Volunteer Responsibilities and Rights must be reported by anyone observing them to the 4-H Youth Development Staff and/or Cooperative Extension County Director. Penalties include:

1. Discussion of inappropriate actions with the 4-H Adult Volunteer, and clarification of policy when appropriate.
2. Releasing the adult to the appropriate law enforcement agency, if appropriate.
3. Limitations on the 4-H Adult Volunteer appointment.
4. Written notice of termination of 4-H Adult Volunteer status, and removal from the 4-H Youth Development Program.
5. Volunteer status suspension while charges are under investigation.
6. Others as deemed appropriate by the County Director.

By my signature on the 4-H New Adult Volunteer Application Form, I acknowledge receipt of this document and acknowledge that I have read and agree to abide by the guidelines in this document. I understand that my appointment as a 4-H Adult Volunteer is contingent upon my agreement to this document. Failure to comply with these guidelines may result in termination as a 4-H Adult Volunteer.

Photograph and Information Release

I give to The Regents of the University of California, National 4-H Council, National 4-H Headquarters (USDA), Cooperative Extension and units, its nominees, agents, and assigns, unlimited permission to copyright and use, publish, and republish for purposes of advertising, public relations, trade, or any other lawful use, information about me and reproduction of my likeness (photographic or otherwise) and my voice, whether or not related to any affiliation with 4-H, with or without my name. I hereby waive any right that I (and minor) may have to inspect or approve the copy and/or finished product or products that may be used in connection therewith or the use to which it may be applied. By signature on the 4-H New Adult Volunteer Application Form, I consent and agree to the foregoing terms and provisions.

Rev. 7/1/2012

Appendix B

University of California, Division of Agriculture and Natural Resources
California 4-H Youth Development Program
Member Code of Conduct

The following behavior guidelines and expectations are designed to make everyone's experience at 4-H events satisfying to all attending. This means that all participants, members, adult volunteers, and 4-H YDP staff, shall adhere to the core values of the University of California 4-H Youth Development Program, respect the individual rights, safety, and property of others. Youth are expected to demonstrate the character traits of trustworthiness, respect, responsibility, fairness, caring and citizenship.

While attending all 4-H meetings, projects, programs, and events as a 4-H member I will:

1. Be courteous and respect others.
2. Abide by all policies, procedure, and rules established by the California 4-H YDP, the local county office, and local unit/group and all local, state and federal laws.
3. Adhere to the 4-H Guidelines for Social Media, http://www.ca4h.org/files/133821.pdf.
4. Respect the authority of adult volunteers, youth leaders, 4-H YDP staff, and others in leadership roles.
5. Use appropriate language and wear acceptable clothing at 4-H activities and events.
6. Show kindness to others and give assistance when needed.
7. Be honest and honor commitments.
8. Not use tobacco products, alcohol or drugs (except those prescribed by a doctor).
9. Not carry a weapon or threaten another person with a weapon, bodily force or language.
10. Accept responsibility for personal choices.
11. Acknowledge that searches of personal property may take place when there is reasonable suspicion of violations of law or University policy in accordance with 4-H YDP policy.
12. Not display overly affectionate or sexual behavior.

While attending overnight events as a 4-H member, I will:

1. Be in my room when attending overnight events by the established hours.
2. Not leave the grounds unless permission is secured from the adult in charge and I am accompanied by two adults.
3. Not be in the sleeping areas of members of the opposite gender nor will I invite non 4-H participants to the sleeping areas.
4. Will be responsible for any damage caused by my actions.
5. Will comply with other rules of the event.

PENALTIES FOR INFRACTIONS

Infractions of the 4-H Code of Conduct must be reported promptly by anyone observing them to the adult in charge of the delegation/project and to the person in charge of the event who will bear final responsibility for disciplinary action. The parent/guardian and the County 4-H Office will be notified of action taken. Penalties may include any or all of the following:

- Notification of parents and appropriate staff members.
- Sending the participant home.
- Barring the participant from future 4-H events.
- Assessing the participant the cost of damages and repairs for damage or destruction of property.
- Releasing the participant to the nearest law enforcement agency and/or the proper authorities.
- Warning, suspension, or termination of 4-H membership.

Photograph and Information Release

I give to The Regents of the University of California, National 4-H Council, National 4-H Headquarters (USDA), Cooperative Extension and units, its nominees, agents, and assigns, unlimited permission to copyright and use, publish, and republish for purposes of advertising, public relations, trade, or any other lawful use, information about me and reproduction of my likeness (photographic or otherwise) and my voice, whether or not related to any affiliation with 4-H, with or without my name. I hereby waive any right that I (and minor) may have to inspect or approve the copy and/or finished product or products that may be used in connection therewith or the use to which it may be applied.

By signature on this form, the parent/guardian of said minor consents and agrees, individually and as parent or guardian of the minor, to the foregoing terms and provisions.

Member Name (Print Clearly)	County
Signature of Parent/Guardian of Minor or Adult Participant	Date

Rev. 7/1/2012

Appendix C

In 4-H, you earn recognition for your accomplishments. One way you can earn recognition is STAR RANK. You can earn a Bronze, Silver, Gold or Platinum Star. The STAR RANK you earn depends on your level of accomplishment. Earning a Star Rank, begins with Goal Setting. Use the guide below to set your goals. This will help you to focus on what you need to accomplish this year to achieve your goals.

4-H Goal Setting

1 Fill in **column A** with your numbers for "Total Past Years" (Look in last year's record book: "Total All Years").

2 Decide on your goal and write bronze, silver, gold, or platinum in "My goal is….".

3 Subtract the number in column 1 from the number needed for your star and place the answer in **column B**. If the answer is negative, write zero in column B.
Example: If your goal is a Silver star and you have 15 "4-H Events Attended" in "Total Past Years", subtract 15 from 25 leaving you 10 events as a goal.

Record what you accomplished during the year. To qualify for any of the achievement rank awards, you must attend 80 percent of both the local club and the project meetings held during the year. To obtain any of the ranks, you must complete the asterisked (*) categories as a part of your total effort.

Bronze Star:	**Complete at least 5 of the 8 categories listed.**
Silver Star:	**Complete at least 6 of the 8 categories listed.**
Gold Star:	**Complete at least 7 of the 8 categories listed.**
Platinum Star:	**Complete at least 7 of the 8 categories listed.**

Star Ranks are designed to encourage members to participate in a wide variety of activities over a number of years. The bronze, silver, gold, and platinum stars build on past achievements.

My goal is to earn a _____ star by the end of this 4-H year.

Categories of Participation *Transfer credits from previous years to the column headed "Total From Past Years."*	A Total Past Years	Number of Different Categories Required				B What I Need to Accomplish This Year
		Bronze 5 Required	Silver 6 Required	Gold 7 Required	Platinum 7 Required	
1. 4-H Projects Completed		2*	4*	8*	12*	
2. 4-H Project Skill Activities		4	8	15	20	
3. 4-H Events Attended		12	25	40	60	
4. Leadership Development		10	20	30*	40*	
Junior or Teen Leader		(0)	(0)	(2*)	(4*)	
5. Citizenship & Community Service		10	20*	30*	40*	
6. Communication Skills		12*	24*	36*	48*	
4-H Presentations		(4*)	(7*)	(10*)	(15*)	
7. Honors and Recognition		5	10	15	20	
8. Lifestyle Activities (4-H and Outside of 4-H)		10	20	30	40	

* Required for Star Rank

Numbers contained within parenthesis are included in the total category number (and are not an extra requirement).

Appendix D

Modoc 4-H Record Book Evaluation – Club & County Level

Member's Name_____ Date of Evaluation_____ Age Division _____

Member's Club _____ * Minimum required for completed record book.

Evaluation Criteria	Points Possible	Points Earned
Folder*: The member's book is in a 4-H Cover (or 3-ring binder no more than 1" wide) with his/her name, club & county written on the cover.	1	
Tabs*: Colored divider or tab pages are used between each section of the record book.	1	
Title Page*: The title page lists the member's Name, 4-H Club, County and Program Year.	1	
Table of Contents*: The Table of Contents lists each section of the book and its page number.	1	
Formatting & Layout* -- The record book is formatted correctly and is in the correct order: • It is typed or hand-written in black ink. If typewritten, the font is at least 11 points in size, easy to read, and the text is single or double spaced (per the member's preference). • Except for divider or tab pages, plain 8 1/2" x 11" white paper with a minimum 1" margin (on all sides & pages) is used for each section. (Plastic page covers or laminated pages may **NOT be** used.) • A logical system been used to number the pages. (Hand numbering or use of printed stickers in the 1" margin is okay). • The book is organized into the following sections: (1) Personal Development Report; (2) My 4-H Story; (3) Projects; (4) Collection of 4-H Work; (5) Last Year's Records. (Use of graphics, pictures or drawings is limited to the Title Page, Table of Contents, Expression Page(s) and Collection of 4-H Work.)	4	
Personal Development Report* • Personal information is complete. (The member's age is listed as of December 31st of the program year not his/her current age as of September 30). • Club/Unit meeting attendance is recorded. • Member, parent/guardian and community club leader signatures are present at all required locations. • "Total This Year", "Total Past Year" (Exception: First Year Members), & "Total All Years" is recorded. • "Present Rank" and "Rank Applying For" is recorded. • The date, number of hours, correct level & a brief description for each activity/event is listed in Section 1. • A total number is recorded for each activity/event listed in Section #2 through #8. • The member has completed all 8 sections in the PDR, or stated "None for this year" if there were no activities or events to report.	8	
My 4-H Story* • Story length meets the minimum requirements for the member's age (Junior: 1-2 pages; Intermediate: 2-4 pages; Senior: 3-6 pages) (2 points). • Part 1 – About You (2 points). • Part 2 – 4-H Projects and Activities (2 points). • Part 3 – Leadership and Citizenship (2 points). • Part 4 – 4-H's Impact on You (2 points).	10	
Annual Project Report* • Personal information for each APR is complete. • Project meetings are well documented. (1) Meetings Held, Meetings Attended and Percentage Attended are recorded; (2) dates for each meeting attended are listed along with what the member did or learned at each meeting.) Must have a minimum of 6 hours. • List the things made, raised, grown, or improved and honors or awards earned.		

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• List citizenship or leadership activities or state none. • Document income and/or market value of the items made, raised, grown or improved and the expenses and/or market value of all materials and supplies. • Written question is answered. • APR is signed and dated by 4-H member and the Project Leader	7	
Expression Pages • Expression pages demonstrate a specific concept, knowledge or skill gained from each project. (Limit to **one** side of an 8.5 x 11 inch page **per APR**; member may draw, write, use graphic design elements, etc.; **may NOT be used to expand the Collection of Work**; when photos are used, they are used to demonstrate something the member learned that was especially interesting).	1	
Junior and Teen Leadership Development Report (for Junior and Teen Leaders Only)* • Personal information is complete. • Questions 1-3 are answered before project or activity begins. • 4-H Member and Project Leader have signed and dated the "Approval of Plans" section of the form. • Questions 4-7 are answered after the project of activity has ended. • The Project Leader has provided feedback and comments on the 4-H member's leadership role. • 4-H member and Project Leader have signed and dated the "Approval of Report" section of the form.	6	
Collection of 4-H Work: • Collection of 4-H Work is included in the Record Book. • The Collection follows the guidelines in the State 4-H Record Book Handbook.	4	
Prior Year's Materials* with minimum of last year completed.	1	
Maximum Possible	45	

Comments/Suggestions:

4-H Members	
35-39 Points	Gold Seal
29-34 Points	Blue Seal
23-28 Points	Red Seal
22 & Below	Green Seal

Junior/Teen Leaders	
41-45 Points	Gold Seal
36-40 Points	Blue Seal
30-35 Points	Red Seal
29 & Below	Green Seal

Book Evaluator's Signature

Note: Each 4-H Club is required to provide one (1) judge for every 3-5 books submitted for county-level judging. At the county level, each book will be evaluated by a team of three (3) judges. Scoring will be based on an average of the judge's scores. When calculating the average, either the highest or lowest score will be dropped if there is more than a 9 point difference between judges.

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CLUB LEVEL RECOGNITION EARNED

Youth Name: _____ **Age:** _____ **Grade:** _____

Club Year: _____ **Year in 4-H:** _____

YEAR PIN: 80% Community Club Meetings

_____Year Pin Earned

SERVICE STRIPES: 80% CC Meetings

_____White on Green (K-8th Grade)

_____Gold on Green (Junior Leader)

_____Green on White (9-12th Grade)

_____Gold on White (Teen Leader)

STAR RANK

_____Bronze

_____Silver

_____Gold

_____Platinum

_____All Star

_____Emerald Star (Project must be approved/accepted as final by the Modoc 4-H Leader's Council before an Emerald Star may be awarded to a youth member).

CLUB OFFICER PIN

_____President

_____Vice President

_____Secretary

_____Treasurer

_____Reporter

_____Historian

_____Sergeant At Arms

_____Phone Chairman

_____Calendar Person

_____Other/List/Describe: _____

SPECIAL ACHIEVEMENT

_____100% Attendance

_____Junior Leader

_____Teen Leader

_____Community Service

_____Judging

_____Project Proficiency

_____Other /List/Describe:

_____

PROJECT PINS: List projects completed

_____

_____

_____

_____

_____

_____

_____

_____

COMMENTS:

Appendix E

GLOSSARY OF TERMS

- ALL STAR Ambassador: the highest rank that can be achieved at the county level. Open to those members eligible for or having achieved Platinum star rank. Must be in the 9th grade or above and have been a 4-H member for three years.
- CHARTER SEAL: an award given to a club that has attained the goals it had outlined for itself at the beginning of the club year (Form 4H-1053).
- COMMUNITY CLUB LEADER/TEAM: the team of adult volunteers who are responsible for the overall club organization and coordination of a local club.
- COMPLETION: see Minimum Requirements for Completion of 4-H Year (page 6).
- COMMUNITY PRIDE: a community awareness project that encourages members to learn about the community in which they live, determine community needs, and participate in programs designed to fulfill those needs.
- COMMUNITY SERVICE: a project or an event undertaken by a club, project group or an individual member to help make the community a better place in which to live.
- COOPERATIVE EXTENSION: a cooperative effort between three levels of government: the United States Department of Agriculture, the University of California, and Modoc County. At the county level the County Director administers all Cooperative Extension programs through a staff of Farm Advisors, and a 4-H Youth Development Program Representative. These individuals are employed by the University of California. In addition, there are clerical support staffs who are employed by the county.
- COUNTY WINNER: the members who win at the highest level in the county and there is no further competition at the county level (see Awards and Recognition, page 11-12).
- DEMONSTRATION: a planned presentation by one or more members that teaches by illustration or example, information related to a project or event.
- EMERALD STAR: an individual recognition activity to encourage youth who have completed a leadership development project to initiate "new" activities beyond the club level. An application is required.
- JUDGING: activities that develop a 4-H member's knowledge and understanding of qualities and standards. At judging events, members learn to make observations, comparisons, and decisions and give reasons.
- JUNIOR LEADER: a sixth, seventh or eighth grade member enrolled in the leadership development project. Junior leader assists leaders and members.
- LEADERS COUNCIL: all adult volunteer leaders and senior 4-H members are members of the Leader's Council. The Council plans, implements and evaluates county 4-H programs.
- MULE TALES: a bi-monthly newsletter mailed from the Cooperative Extension Office that tells what 4-H events and activities are happening when and where.
- PERSONAL DEVELOPMENT REPORT (PDR): a form filled out during each club year that is used to summarize a member's total participation in 4-H work.
- PROJECT: the field of work that a member decides to enroll in. Some project groups are within a club; others are countywide.
- PROJECT LEADER: an adult volunteer who is responsible for helping 4-H members to acquire knowledge and develop life skills and good habits through activities which emphasize learning-by-doing.
- 4-H PROGRAM REPRESENTATIVE: the individual responsible for conducting the county's 4-H programs.
- SHOWMANSHIP: the overall appearance and behavior of the participating 4-H member in such activities as Livestock Showmanship, Fashion Revue, etc.
- STAR RANKS: a system that provides an opportunity for members to focus attention on personal achievement. Any member can attain the first four ranks (bronze, silver, gold, platinum) by meeting the requirements outlined on the Personal Development Form. A selection committee determines the All Star Award.
- TEEN LEADER: a ninth grader or above, enrolled in the leadership development project. Teen leaders can plan and lead projects under guidance of an adult.
- YEAR PINS/SERVICE STRIPES: each member who completes the club year is awarded a year pin and a service stripe to wear on his/her hat.