
TEHAMA COUNTY 4-H HANDBOOK

WELCOME TO THE WORLD OF 4-H!

4-H is an educational program of the University of California Cooperative Extension. This youth development program is made available in Tehama County through a partnership of county, state and federal governments.

The 4-H mission is to help youth develop into responsible, self-directed, productive citizens of the world, and to improve the well being of youth and society through the use of research based, learning-by-doing educational experiences.

Parents find the 4-H program valuable in helping them to help their children. Our young people discover that the 4-H approach is fun, exciting and rewarding. Youth can participate in 4-H by belonging to a community club, a special interest group, a school enrichment activity or a school age childcare program.

As the 4-H Youth Development Advisor, my principal responsibility is to work with parents and volunteer adult leaders to develop an educational program that meets the needs of the young people of Tehama County.

If you have any questions, please give me a call. I am here to help you "make the best better!"

JEANNETTE L. GEORGE
4-H Youth Development Advisor

LISA HUMPHREYS
4-H Program Representative

University of California
Tehama County Cooperative Extension
4-H Youth Development Program

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Cooperative Extension Work in Agriculture and Home Economics U.S. Department of Agriculture, University of California, and County of Tehama Cooperating.

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COOPERATIVE EXTENSION . . . is a cooperative effort between three levels of government; the United States Department of Agriculture, the University of California, and the County of Tehama.

At the county level, the County Director administers all Cooperative Extension programs through a staff of farm advisors, a 4-H youth development advisor and 4-H program representatives. These people are employed by the University of California. In addition, there are clerical support staff who are employed by the county.

COOPERATIVE EXTENSION OFFICE / 4-H OFFICE

1754 Walnut Street, Red Bluff, CA (530) 527-3101

Mailing address: 1754 Walnut Street, Red Bluff, CA 96080

HOURS:

The office is open Monday through Friday, 8:00 AM - 5 PM.

4-H UNITS:

The types of 4-H units in Tehama County are as follows:

- *Community/Local Clubs*
- *Special Interest Groups*
- *School Enrichment Activities*

Call the 4-H office for a current listing of 4-H units and the contact persons.

ADDITIONAL RESOURCES AVAILABLE from your club leader and/or the office:

- "4-H Youth Development: An Overview (4H-1136)
- "Welcome to 4-H" (4H-1057/Bienvenida a los padres de familia)
- Project manuals for leaders and members may be ordered from the "4-H Publications Catalog and Resource Guide".
- This publication "The Tehama County 4-H Handbook" gives basic information about the local programming.

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 work 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 training of my **HEALTH** for the strength it will give me to resist disease, and to work efficiently.

I believe in my country, my state, and 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.

TO JOIN 4-H

To become a 4-H member, a youth MUST:

1. Be 5 years old or in kindergarten through 18 years of age as of January 1st of current year.
2. Enroll in a 4-H unit by completing an enrollment form.
3. Pay a membership fee for accident insurance, curriculum development, etc.
4. Have one or more projects.

Youth may join 4-H any time during the year.

YOUTH PARTICIPATING IN 4-H

1. Learn the 4-H Pledge and Motto.
2. Attend 4-H club meetings
3. Select a project with the guidance of parents and a 4-H leader.
4. Attend project meetings and complete the outlined project work.
5. Keep a record of the project work and prepare a summary at the end of the year.
6. Participate in local and county 4-H activities and events.
7. Exhibit project work when possible.
8. Share project skills with others.
9. Participate in committee assignments and leadership roles.
10. Participate in community service activities.
11. Develop public speaking skills.
12. Encourage other young people to join 4-H.

There are additional requirements for completion of the 4-H year. Also, there are special requirements to sell an animal at the Junior Livestock Auction and to exhibit in the Tehama District Fair as a 4-H member. (See REQUIREMENTS FOR COMPLETION).

University of California Cooperative Extension
Tehama County 4-H Youth Development Program

MINIMUM REQUIREMENTS FOR COMPLETION

4-H members, kindergarten and older as of January 1, who complete the 4-H year are awarded a service stripe and pin. In order to receive "credit" for the 4-H year, a member MUST:

1. Enroll in 4-H on or before your club's November 4-H Club Meeting of the program year.
2. Attend 80% of club meetings. The 4-H club leader may waive primary members from this requirement.
NO EXCUSED ABSENCES; absences may be made up by attending another club's 4-H monthly meeting, 4-H Council Meeting, or doing community service or other activity approved by your 4-H club leader.
3. For each project, participation in six hours of instruction led by the certified 4-H project leader. Make-ups for missed meetings are allowed with the project leader's prior approval.
4. Participate in one countywide 4-H event, i.e., 4-H Fair; Fashion Revue; Livestock Judging Expo; Life Skills Judging Day; Favorite Foods Day; Fur, Feathers & Udders Fair; and Presentation Day.
5. Submit a completed "4-H Record Book" that includes all required forms with signatures to your 4-H club leader by October 15th. NO EXCEPTIONS.

PARTICIPATION IN THE TEHAMA DISTRICT FAIR

1. The fair entry form requires the signature of the 4-H project leader verifying that the exhibit has been part of the 4-H member's project and that the member has completed the project as stated above and has met the additional requirements below for fair participation in 4-H divisions.
2. 4-Hers must have met the above minimum requirements for completion by August 15th to be eligible to enter the 4-H Divisions in the Tehama District Fair. In addition, the 4-Her by August 15th
 - Must give a talk or demonstration at project, club or county level related one of their projects.
 - Must have served on one (1) committee at the club or county level.
3. The 4-Her must submit the "Minimum Requirement Checklist" verifying completion of the above minimum requirements for each project by August 15th to the 4-H Office by 5 PM. – NO EXCEPTIONS.
4. To exhibit livestock and/or horse at the Tehama District Fair.
 - Must be 9 years of age or in the fourth grade and not yet 19 years of age on January 1 of the program year.
 - Must have owned and cared for the animal prior to the Fair for a minimum of
 - 60 days for sheep, goats, and swine
 - 120 days for beef & horse
 - 30 days for rabbit and poultry and breeding livestock
 - All sheep, goats and swine market animals must be weighed and ear-tagged 60 days prior to the fair; 120 days for beef. Read the 4-H Green Sheet for dates, times and location.
5. It is the 4-Her's responsibility to meet fair entry due dates and abide by all fair rules. For more information on Fair entries or the Junior Livestock Auction, refer to the Tehama District Fair Exhibitor Handbook. Call 527-5920 for a copy or visit www.tehamadistrictfair.com.

We have read, understand and agree to abide by the minimum requirements for 4-H completion and participation in the Tehama District Fair.

4-Her's Signature

Parent's/Guardian's Signature

“LEARN BY DOING”

ANIMAL SCIENCE

Beef Cattle**
Cage Birds
Cavies
Dairy Cattle**
Dairy Goats**
Dog Care and Training
Guide Dogs
Horses and Ponies**
Pets and Small Animals
Poultry and Game Birds
Pygmy Goats
Rabbits
Sheep**
Swine**
Veterinary Science

ENGINEERING

Aerospace, Rocketry and Aviation
Automotive
Bicycles
Electricity
Small Engines
Tractors and Farm Machinery
Welding
Woodworking
Safety

FAMILY AND CONSUMER SCIENCE

Child Care and Development
Clothing and Textiles
Consumer Education
Foods-Nutrition
Food Preservation
Health
Home Arts

LEISURE EDUCATION

Archery
Arts and Crafts
Bowling
Cake Decorating
Camping and Outdoor Adventure
Cultural Arts
Individual and Group Sports
Leather craft
Photography
Shooting Sports

PLANT SCIENCE

Gardening
Forestry
Mini Gardens
Sugar Beets

RESOURCE SCIENCE

Climatology
Conservation
Bees
Entomology
Marine Biology
Wildlife

SOCIAL SCIENCE

Beginning 4-H
Community Pride and Citizenship
Computers
Creative Writing
Domestic Exchange
Graphic Arts
Leadership Development
Public Speaking

4-Hers, 5 years old or in kindergarten through third grade, **are not eligible to enroll in these projects (state policy, July 1, 1998).

ALL PROJECTS AVAILABLE ONLY IF there is a leader and may not be offered in all units.

CALENDAR OF COUNTY EVENTS

TEHAMA DISTRICT FAIR (September)...Where all members may enter their project for evaluation and awards. The Fair entry form requires the signature of the project leader verifying that the exhibit has been part of the 4-H member's project and that the member has completed the project. (See: **MINIMUM REQUIREMENTS FOR COMPLETION**). 4-H members may also enter some fairs in neighboring counties, the State Fair, and Junior Grand National at Cow Palace.

AWARDS NIGHT (September/October)...The annual family event where awards are presented to 4-H members and leaders for the previous year's achievements.

LIFE SKILLS JUDGING DAY (January)...An activity that develops knowledge and understanding of qualities and standards. Members test their skills by comparing several items, ranking them, and giving reasons. A judging event and educational sessions about foods, clothing, crafts, and other non-livestock projects. Trophies and medals are awarded.

FAVORITE FOODS DAY (January)...A competition where all 4-H members may enter his/her favorite prepared dish. Judging includes showmanship, table setting, menu, taste, texture and appearance of food. Each participant receives a certificate. Top winners receive medals and special cash awards.

4-H FUN NIGHT (February)...The annual countywide 4-H fund raising event consisting of a barbecue dinner, carnival games, and a teen dance sponsored by the County Leader's Council and Community 4-H Clubs.

PRESENTATION DAY (February/March)...Opportunity for 4-H members to give demonstrations and speeches. All participants receive a certificate and a pin. A regional competitive event is also held.

LIVESTOCK JUDGING EXPO (April)...An activity that develops knowledge and understanding of qualities and standards. Members test their skills by comparing several animals, ranking them, and giving reasons. Trophies, pins, and ribbons are awarded. These awards are co-sponsored by the Red Bluff Kiwanis Club and other organizations and businesses.

EDUCATIONAL DAY (April)...This county wide event is in connection with the Judging Expo, where members learn total care on their project animal. From purchasing their animal, to feeding, maintaining their health, to preparing them for the fair and sale. Educational information on each of the large animal species is presented.

FASHION REVUE (May/June)...Judging is based on appearance of the garment, how well it is made and on modeling ability. Trophies and medals are awarded.

FUR FEATHERS AND UDDERS SMALL ANIMAL FAIR (April)...All members are encouraged to attend to learn more about small animal projects. Members enter their project animals, test their judging and showmanship skills for evaluation and awards. Trophies and pins are awarded.

4-H CAMP (July)...Resident camp held at Camp Tehama near Mineral for grades 3rd-8th. Teen and adult staff plan activities including hikes, campfires and crafts.

NOTE: Dates are subject to change.

The purpose of recognition is to motivate youth to participate. 4-H participation is recognized in terms of individual growth, effort, and achievement.

AWARDS GIVEN AT THE LOCAL CLUB LEVEL:

SEALS...Gold, blue or green seal on record book indicates level of overall achievement. Gold and blue seal books are entered in county competition.

ACHIEVEMENT PINS/SERVICE STRIPES...Awarded each year to members completing at least one project and turning in a completed record book. (See: MINIMUM REQUIREMENTS FOR COMPLETION).

STARS...Bronze, silver, gold, and platinum. The Personal Development Report is evaluated annually in the local club. Members who accumulate the specified number of goals on the report form are eligible to receive a bronze, silver, gold, or platinum star.

CLUB OFFICER PINS -- (optional) Club may recognize their club officers.

100% ATTENDANCE PINS -- (optional) The club may recognize 4-Hers for 100% attendance at club meetings.

AWARDS GIVEN AT THE COUNTY LEVEL based on record book judging:

MEDALIST...Medalist awards may be designated by the judges for each project.

COUNTY WINNER/JUNIOR COUNTY WINNER...The member(s) judged as having the top project in the county, selected from the four medalists above.

AWARDS GIVEN AT COUNTY COMPETITIONS:

COUNTY WINNER...The member who wins at the highest level in the county and there is no further competition at the county level. (Examples: Round Robin Showmanship, Fashion Revue Winner, 4-H Champions all animal species, Judging Expo Hi Point, Life Skills Judging Hi Point, Presentation Day Gold Seals, etc.).

ROTARY PRESENTATION TROPHY...Awarded at the Awards Night to a member who has given five presentations during the previous year...Must include club, county, regional and two outside organizations. (Requires application).

EMERALD STAR...Individuals with a completed leadership project may apply. This award recognizes leadership accomplishments beyond the club level. (Requires application).

ALL STAR...The highest rank that you can be achieved at the county level. Open to those members having obtained gold star rank. Must be in the ninth grade or above and has been a member for three years. (Requires application and interview for selection.)

BLAST...They work closely with the All Star Team in providing leadership to the County 4-H Program. Open to those members having obtained a Silver Star rank. Must be in the 8th grade or older and has completed two or more years of 4-H.

ALSO, the following awards may be given, depending on the event:

TROPHIES	MEDALS	PLAQUES
CERTIFICATES	SPECIAL PRIZES	RIBBONS AND ROSETTES

RECORD BOOKS

Assist 4-Hers in establishing skills in record keeping and providing the opportunity for recognition of their 4-H achievements in project work, leadership and citizenship.

What is a "completed" 4-H Record Book?

The following is defined as a completed 4-H record book:

1. Record Book Cover.
2. 4-H Personal Development Report (4H-1071) with the required signatures.
3. My 4-H Story- Story of the activities and experience during the 4-H year.
4. Annual 4-H Project Report(s) (4H-1070) project form for each project with the required signatures.
5. Completed the Leadership Project, the Leadership Project Plan and Report (4H-8034) with the required signatures. The 4-Her must have also met the club due date in submitting their Leadership Project Plan.
6. OPTIONAL -- Supplemental Forms, i.e.: Advanced Dairy and Livestock (4H-1066); Project Management Record (4H-1065); 4-H Member's Record Dog Project (4H-1063); 4-H Horse Record (Tehama County).
7. OPTIONAL -- Pictures, newspaper clippings, letters but NO ribbons.
8. ALL past years' records.

SUGGESTIONS

At the beginning of the 4-H year, obtain the necessary forms listed above from your club leader or the Cooperative Extension Office. Throughout the year, record attendance and participation on the Personal Development Report (4H-1071). Each time a project group meets, record attendance and what you did (in outline form) on the Project Report (4H-1070).

Records should be maintained even though the member is not applying for Star Rank. The 4-H Personal Development Report is a continuing record of 4-H involvement and each year's form should have the previous year's total added to it. After the rank of Platinum Star is attained, records should be kept up-to-date to supply information needed for filling out scholarship applications and other award forms.

4-H members may wear uniforms but the uniform is not required to participate at club meetings, county events, during selection and contests, during presentations, or when representing 4-H in some way.

4-H does not have a uniform requirement for membership or participation. However, other organizations may require 4-H members to wear the uniform while exhibiting their animals, i.e., Tehama District Fair, etc.

4-H HAT:**

Green hat - through 8th grade (with white service stripes).

White hat - 9th grade and above (with green service stripes).

RIGHT SIDE: 4-H Clover: place service stripes, one for each year completed. A gold stripe is used for years in which Junior or Teen Leadership Project was completed.

Achievement (year) pins are attached above the appropriate service stripes.

LEFT SIDE: Bronze, silver, gold or platinum stars left front; may be layered or highest rank only displayed.

Leadership emblems are placed behind the current star.

Junior Leader (grades 7-9) - circle emblem.

Teen Leader (grades 10 and above) triangle emblem.

EITHER SIDE: Medals received for club, county, regional and state recognition can be placed on either side of the hat.

PANTS/SKIRT: White or dark blue (belt must be worn if pants have belt loops). Long pants are required for livestock showing.

SHIRT: White

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, western boots and ASTM/SEI Approved Helmets are required.

**** available for purchase at local retail stores. Call the 4-H Office for locations (527-3101).**

Responsibilities of 4-H Leader

CODE OF CONDUCT

4-H Adult Volunteer Leaders
U.C. Cooperative Extension

The following guidelines are designed to make your 4-H involvement a positive, satisfying and legal experience. While you are serving as a 4-H Volunteer Leader, you are an agent of the University of California and must abide by all UC policies. The individual rights, safety and property of others must be respected.

By receipt of this document, I acknowledge that I have read and agree to abide by the guidelines in this document. I understand that my appointment as a 4-H volunteer leader is contingent upon my agreeing to this document and failure to comply with these guidelines may result in termination as a volunteer.

4-H ADULT VOLUNTEER LEADERS:

- 1) Shall not discriminate in any policies, procedures, or practices, on the basis of race, religion, color, national origin, sex, marital status, sexual orientation, age, veteran status, medical condition, or handicap.
- 2) If you transport 4-H participants to and from official 4-H events and meetings, you should have a valid California driver's license, carry automobile liability insurance, and all passengers must use individual seat belts.
- 3) Shall not be in possession of or under the influence of alcoholic beverages and/or illegal drugs nor imbibe these substances while serving in a 4-H volunteer capacity. Smoking is allowed only in designated smoking areas.
- 4) When serving as a chaperon at an official 4-H event, you cannot leave the grounds unless approved by an adult in charge of the delegation or event.
- 5) Shall not use obscene and discriminatory language at any 4-H event or meeting.
- 6) Shall not sign a lease agreement or use permit with schools or other public or private facilities representing 4-H or the University of California. If you are asked to sign such an agreement, contact the County Cooperative Extension Office for assistance.

7) Are not covered by California Penal Code Section 11166.5, which requires child care, custodians and others including 4-H camp and after school care programs to report suspected child abuse. However, if a 4-H volunteer reasonably suspects that a child has been a victim of child abuse, they should report it to the police or county child protective services. The 4-H leader making the report is immune from liability unless it can be proven that a false report was made and the volunteer knew it was false.

8) May collect monies from members to cover costs of project related materials, publications and insurance. If monies are collected from 4-H members for participation in official 4-H events, the participants must receive goods or services in return. When collecting cash (other than checks), a receipt must be provided. All funds collected shall be processed through club, project or county 4-H council treasuries.

9) Have the right to make a written complaint against the 4-H program if you feel you or others have been discriminated against. The procedure is available at the County Cooperative Extension.

10) Must attend a certification meeting before being appointed as a 4-H volunteer leader. Appointments are renewed on an annual basis.

PENALTIES FOR INFRACTIONS:

Infractions of the Code of Conduct must be reported by anyone observing them to the 4-H Youth Development Advisor and/or Cooperative Extension County Director Penalties may include:

- ◆ Discussion of the inappropriate actions with the 4-H leader, clarification of the policy.
- ◆ Releasing the adult to the appropriate law enforcement agency.
- ◆ Termination as a 4-H volunteer leader.

ACHIEVEMENT 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.

ALL STAR...The highest rank that can be achieved at the county level. Open to those members eligible for or having gold star rank. Must be in the 9th grade or above and have been a member for three years. (Requires application and interview for selection)

B.L.A.S.T.... Becoming Leaders All Star Trainees

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).

CLUB LEADER...The person responsible for the overall club organization and coordination of a local club. (Sometimes referred to as a Coordinating Leader).

COMPLETION...(See: **MINIMUM REQUIREMENTS FOR COMPLETION**).

CONFORMATION...The appearance and quality of the livestock animal being shown.

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.

COUNTY WINNER...The member who wins at the highest level in the county and there is no further competition at the county level. (See: **AWARDS**).

COUNTY WINNER/JUNIOR COUNTY WINNER/MEDALIST/CERTIFICATES...Part of the California Recognition and Awards Program. Based on record books, the selection committee may select four medallist for each project. From these four, a Junior County Winner and/or a County Winner may be chosen. (See: **AWARDS**).

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.

HI 4-H...A county-wide organization for all members in the seventh grade or above. The group plans, organizes and implements activities for service to the community, and social functions, for teens.

JUDGING...An activity that develops knowledge and understanding of qualities and standards. At judging events, members learn to make observations, comparisons,

decisions and to 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 volunteer leaders are automatically members. This group plans, implements and evaluates county 4-H programs. The Council meets on the fourth Tuesdays of each month at Wetter Hall in Red Bluff. Also known as County Club Council or County Council.

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. (Form 4H-1071).

PROJECT...The field of work that a member decides to enroll in. Some project groups are within a club; others are county-wide.

PROJECT LEADER...A volunteer who assumes the responsibility of helping other members acquire knowledge, attitudes, skills, and habits through learning-by-doing activities.

SHOWMANSHIP...The overall appearance and behavior of the participating 4-H member in such activities as Livestock Showmanship (4-H Fair and other fairs), Favorite Foods Day, 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 three ranks (bronze, silver, gold, or platinum) by meeting the requirements of 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.

4-H ADVISOR...The 4-H Youth Development Advisor has the responsibility of conducting the county 4-H programs.

4-H NEWSLETTER (THE 4-H GREEN SHEET)...A publication mailed from the Cooperative Extension Office once a month. It tells what is happening, where and when.