

September-October, 2015 - 74th Edition

4-H ONLINE ENROLLMENT TO BEGIN OCTOBER 1st

As the new 4-H year quickly approaches, enrollment will again be completed on 4-H Online this year. For the month of September, 4-H Online will be closed to families to change or update profiles. On October 1st, 4-H Online will be opened once again for enrollment for the new 4-H year. We ask that all 4-H members are enrolled by October 15th to ensure the 4-H year starts in a timely fashion.

A few tips to help each family enroll their children properly:

Enrollment Brochures: There are two brochures that are available at the district extension offices or located online at www.rivervalley.k-state.edu/4-h/join.html. One brochure is for new families to 4-H to assist with enrolling for the very first time. The second brochure is for our 4-H members that are re-enrolling this year.

Participation Forms: From the State 4-H Office, we are anticipating that the Kansas Participation Forms will now be an online form within 4-H Online. If this changes, we will let all of the members and families know that a paper copy is needed.

E-mail: Use a valid and often checked e-mail. With the move to electronic enrollment and high participation in 4-H in the River Valley District, e-mail is used frequently as a mode of communication. If you do not have e-mail and wish to set one up, you may get a free e-mail account through sites, like Gmail, Yahoo, Hotmail, or many others. If you will not have an e-mail set up, contact your local office for instructions for enrollment. Please let the office know if you would not like to be contacted via e-mail so we have a list of those that need contacted using another means of communication.

Errors: It is very important to double check that all information is correct, including spelling of names, addresses, phone numbers, e-mail addresses, etc. If information is incorrect, there is a delay in getting important and correct information to our 4-Hers and parents.

Multiple Children: For families with multiple children, make sure to set parents' names as the same for all children. Example: John and Susie are the children of Ann and Mark. On both John and Susie's enrollment, Ann is marked as the first parent and Mark as the second parent. Also, make sure that parents' names are listed the same on both children. As an example, if the dad's name is Marcus but he prefers Mark, he needs to be listed on both children's profiles as Mark. Please do not list as Mark on John's profile and as Marcus on Susie's profile.

If you do not have internet access to enroll on 4-H Online or if you have any questions, please contact your local extension office. We are excited to start off our new 4-H year with all of our returning 4-Hers and welcome all of our new 4-Hers!

NATIONAL 4-H WEEK

October 1st brings the beginning of an exciting new 4-H year! National 4-H Week, held October 4th-10th, gives 4-H Youth, leaders, and parents the opportunity to celebrate our youth organization!

All clubs are encouraged to promote 4-H through radio spots, wearing 4-H shirts to school, window displays, visiting grade school classrooms promoting 4-H or just sharing fun ideas with their non-4-H friends about 4-H camp, an activity, or project that they have participated in.

Help us promote 4-H in the River Valley District during National 4-H Week!

48 HOURS OF 4-H

48 Hours of 4-H is held during National 4-H Week to promote the community service aspect of 4-H. This year's 48 Hours of 4-H Service Challenge will be held on Saturday and Sunday, October 10-11, 2015.

48 Hours of 4-H allows creativity and uniqueness as participation and projects can vary greatly based on time, resources, needs, and volunteers. Please consider your community needs and what your club can do to improve your community! 4-H Clubs can also team up with another club to accomplish great things!

Whatever project your club decides to do, please take photos! It's a good way to document your activities and a good promotional item for the 4-H website, your local newspaper, and our Facebook page!

Last year, the River Valley District had the highest participation in the 48 Hours of 4-H project for the state of Kansas! Together, 4-Hers can accomplish great things!

4-H SUNDAY

4-H Sunday brings significance to the "Heart" H in 4-H and spiritual emphasis in 4-H work. Most 4-H clubs plan to attend church together on one Sunday of the year, usually at the beginning or the end of 4-H Week.

This gives the 4-H clubs an opportunity to identify themselves with their church and its leaders as they plan and carry out special 4-H Sunday activities. This can provide an opportunity for 4-Hers to take leadership in planning and participating in a service or program.

If clubs choose not to participate in the service, they may attend and sit together as a group to be recognized. The River Valley District Extension Offices have 4-H Sunday bulletin inserts, which may be inserted or handed out with the morning church bulletins.

NEW VOLUNTEERS REQUIRE VOLUNTEER SCREENING

With the new 4-H year and families, come new skill sets and possible new project leaders in our community 4-H clubs and throughout the district. It is pertinent to communicate with new project leaders about the required volunteer screening process and its importance.

The screening process provides quality programming and training through 4-H and quality does take time. The commitment to the time to complete the training is the life lesson leaders will model for the 4-Her that aims to complete a quality 4-H project.

Kansas Volunteer Screening Process:

When a new person volunteers to work with youth, the volunteer must complete a volunteer application. Applications are available at the extension office or online at www.rivervalley.ksu.edu/4-h/volunteers_leaders.html. It is important that each volunteer completes the form entirely. In addition, please list email contacts for each reference, as it saves time following up with each reference using the email format.

The application must be turned in to the extension office. When returning the application, 4-H staff will have a few interview questions and ask the volunteer to complete a Kansas Child Abuse and Neglect Central Registry (DCF) check release form and give them an envelope to seal. This check release should be mailed from the extension office, so we will suggest that new volunteers stay in the office to complete this form.

The next step is to complete the National Criminal Background check information and permission form. The process is all online using a commercial vendor and their secure website and server. The results will be sent to the State 4-H Office and communicated to the local office.

This online form will start with selecting your local Extension Unit which is River Valley Extension District. The next page will be an "application" asking for contact information. There will then be several pages of statements and disclosures, some of which will require you to check a box at the end of the page. At the end you will be asked for your Birthdate, Social Security Number and to grant permission for the background check by electronically signing the form. The check cannot be run without all this information and a signature. Upon completion of the application, an email will be sent to the address you provided, confirming creation of your profile. When the application, DCF check, brief interview and background check are complete the office can begin to

build a volunteer file for the new volunteer. The last step for the volunteer is to complete the online orientation. A link to this orientation will be included in the email with the links to the background check application.

4-H program managers will collect contents in a file and the files will be screened and appointed by the board. Board appointment letters will be sent to qualifying applicants. Please contact your local office with questions.

VOLUNTEER RENEWALS

As we get ready to start another 4-H year, it is also time to renew your Volunteer file to continue your great work with the 4-H youth! We would like to take this opportunity to thank all of our wonderful volunteers for all of their time and effort to make our 4-H programs so successful! We truly could not do all of this without all of our great volunteers!

Board Appointed Volunteers need to complete and submit the Kansas 4-H Volunteer Service Renewal Form to the local Extension Office by Nov. 1. You can pick up a form from your local extension office or online at www.rivervalley.ksu.edu/4-h/volunteers_leaders.html.

If there is a two or more year break in service, a volunteer will need to start over and complete the full Kansas 4-H volunteer Screening process.

The updated screening process requires all renewing board appointed volunteers to undergo a criminal background check. Thank you again for your commitment to be a registered volunteer!

CLUB OFFICERS

Successful club meetings depend on leadership from effective officers. 4-H club officers are usually elected each year near the beginning of the club's program year. Allowing 4-H groups to elect their own officers serves several purposes. Members:

- learn about and participate in elections.
- learn to be responsible to their group, develop leadership skills, and practice basic parliamentary procedure.
- establish ownership in their club meetings.

Before elections take place, an advisor or teen leader should do the following:

1. explain the duties of each office;
2. share any qualifications needed to run for office; such as attendance, participation, etc.;
3. discuss the need to elect members for their ability rather than for their popularity; and
4. discuss the election procedures to be followed.

4-H clubs usually elect the following officers:

***President**—Prepares an agenda and presides at all meetings. Understands and follows basic parliamentary procedure. Appoints committees. Works with leaders to ensure that each meeting runs effectively.

***Vice President**—Presides over the meeting in the absence of the president. Serves as chairman of the program planning committee and introduces program at club meetings.

***Secretary**—Keeps complete and accurate minutes of each business meeting. Writes club correspondence. Records attendance of members and advisors.

***Treasurer**—Handles club money. Maintains accurate and current financial records.

***Council Representative**—Attends county council meetings, representing your club wishes and relaying council decisions back to your club. 2 leaders and 2 members are needed for council representatives.

***Parliamentarians**—it's your responsibility to assist your club officers and leader by enforcing the correct parliamentary procedure to make the meeting run smoothly.

***News Reporter**—Writes interesting and accurate reports of the club meetings and special activities. Sends reports of meetings and activities to local media. Maintains a club Reporter book.

***Historian**—Keeps items of historical significance to the club and arranges them in the clubs Historian book.

***Recreation Leader**—Plans and leads recreation at each meeting. Plans special events and parties. Involves other members in leading recreational activities.

***Song Leader**—Plans and leads songs at each meeting.

Some clubs are now electing Junior officers also to give younger members the opportunity to work with the officers and learn the responsibly of the role of an office.

One common problem in clubs of mixed ages is the tendency to elect the youngest members in the club to one of the following jobs – Recreation and Song Leaders. A club may want to elect both an older and a younger member to these offices. This can help meet the needs and interests of the different age groups.

A club may elect additional officers. The size of the club and the age of the members may determine the number and kinds of officers to be elected. As one of the goals of 4-H is to develop leadership skills, it is a good idea to pass jobs around so members gain different experiences. This usually means that a member should not hold the same office in successive years. A variety of experiences will help the member grow in leadership and develop new skills.

4-H COUNCIL MEETINGS

September, October, November

CLAY COUNTY 4-H COUNCIL

Monday, October 5, 2015

7:45 P.M.

Extension Office Meeting Room

- Election of Officers
- Sign up for Council Committees

CLAY COUNTY JR. LEADERS

Monday, October 5, 2015

7:00 P.M.

Extension Office Meeting Room

CLAY COUNTY 4-H AMBASSADORS

Monday, October 5, 2015

6:30 P.M.

Extension Office Meeting Room

CLOUD COUNTY 4-H COUNCIL

Monday, September 28, 2015

7:00 P.M.—Executive Board

7:30 P.M. — Council Meeting

Courthouse Meeting Room

Monday, November 23, 2015

7:00 P.M. — Executive Board

7:30 P.M. — Council Meeting

Courthouse Meeting Room

REPUBLIC COUNTY 4-H COUNCIL

TBA

WASHINGTON COUNTY 4-H COUNCIL

Monday, October 12, 2015

7:30 P.M.

First National Bank, Washington



PLEASE REFER TO THE
4-H EVENTS DATE BOOK
FOR DATES OF MONTHLY MEETINGS

ELECTION OF OFFICERS

It is nearing the time for our 4-H clubs to elect officers for the new 4-H year. There are several acceptable methods to elect officers. Clubs may even choose to combine several of these ideas to use within their elections.

- The first method, often used in larger clubs, is a nominating committee. This committee of three to five members is usually appointed by the president. The committee meets with the organizational leader prior to the club meeting when the election of officers is to take place. Two persons are usually nominated for each office. Each prospective officer must be asked if they are willing to serve prior to completing the slate of candidates. The slate of officer candidates is then presented at the club meeting as a committee report. (Nominations are also open from the floor.)

If it is a small club, a slate of officers having only 1 person per office is appropriate, but nominations should be taken from the floor. In larger clubs, the slate should list two or more candidates for each office.

- The second method is to have members at one meeting sign up ahead of the election meeting for the offices for which they would like to be elected. A short questionnaire/application works very well with this method. Ballots are made based on who applied for each office. At the election meeting, these members are given the opportunity to give a short statement as to why they should be elected to the office. (Nominations are also open from the floor.)
- The third method of electing officers is by nomination from the floor. In this method, the past president, or in a new club, the organizational advisor, calls for nominations from the floor for president. After nominations are closed for president, the nominees are voted on prior to receiving nominations for vice president.

For all methods, voting should be completed by secret ballot by members writing the name of their choice on a slip of paper. One by one, each office is filled by members elected by the majority of votes cast.

Any member not voted into an office can be nominated for another office from the floor. Candidates should be given the opportunity to address the club about why they wish to be elected. If you have any questions about elections, please feel free to contact the 4-H Staff in your local extension office.

DISTRICT 4-H OFFICERS TRAINING

River Valley District will be hosting Officers Training for the newly elected officers. As in the past, there will be two sessions to help members fit this district event into their busy schedules.

The first one will be held in Belleville on Sunday, October 4th starting at 3:00pm at the Republic County Jr/Sr High School located at 2405 P Street.

The second session is scheduled for Thursday, October 15th starting at 7pm at the United Methodist Church in Clay Center, located on the corner of 5th and Clarke Streets.

Each location will follow a similar format with break-out sessions for each office, as well as club leaders. Each officer will receive a packet of information.

All officers and club leaders are encouraged to attend either of the locations, which best fits into your schedule.

Reminder - One of the requirements on the River Valley District 4-H Club Seal Report is getting a majority your club officers to attend Officers Training. This is also an approved 4-H activity for the fair livestock premium sale/project auction requirements.

4-H AGE

Many times, there is confusion on what is 4-H age. When any River Valley District staff or volunteers asks the 4-H age of a member, we are asking their age as of January 1st. For the new 4-H year starting on October 1st, the 4-H age will be the youth's age as of January 1st, 2016.

The Kansas 4-H Age Policy was updated in 2013 to the following, "4-H Youth Development programs are open to all youth who are residents of Kansas and between the ages of 7 and 18. Youth who turn 7 before January 1 of the current 4-H year may enroll. Youth who turn 19 before January 1 of the current 4-H year are ineligible to enroll. 4-H members who are selected as winners in late summer or fall, and who turn 19 before January 1, cannot compete in state or national contests, awards, or recognition programs."

This is a change to the previous ruling that as soon as a child turned 7 years of age that they were able to enroll in 4-H. Now, the youth must be 7 years of age before January 1st in order to enroll for 4-H. If you have any questions on this age policy, please contact your local extension office.

4-H ANNUAL FINANCIAL REVIEW

In order to maintain our tax exempt status as Extension and 4-H, each Extension unit (River Valley District) must complete a financial review of all affiliated organizations on an annual basis. This review includes 4-H community clubs, 4-H project clubs, 4-H councils, and groups such as Junior Leaders, Ambassadors, or Shooting Sports that have their own EIN and treasury.

This review is completed after the end of the 4-H year on September 30th. (Note: you may complete the review on the same cycle as the bank statement. Example if your statement day is the 24th of the month then the review would be from September 25, 2014 – September 24, 2015. If your statement cycle date is the 5th then you would review October 6, 2014 through October 5, 2015. This makes the review a little easier for you.)

In the coming weeks, your 4-H leader and treasurer will receive a letter and the financial review forms.

Each club MUST appoint a 3 person committee to complete the review of the accounts of the club including the checkbook, bank statements, and treasurer's book. This committee must NOT include the treasurer or individuals on the signature card. In addition, we request that the committee not be all from one family. The committee will then complete and submit the review report to the local office.

These reports will be reviewed by the Program Managers, the 4-H Agent, and the District Director for completeness and accuracy. The final step is that the River Valley District Extension board will review and approve all reports. We ask each club to please complete this review in a timely fashion after receiving their September bank statement. If you have any questions, please contact the River Valley Extension Director, John Forsee or River Valley Extension 4-H Agent, Monica Thayer.

KANSAS STATE FAIR

Congratulations to the River Valley District 4-Hers that qualified to exhibit entries or participate in judging events at the Kansas State Fair this year! The entire district wishes all of our 4-Hers the best of luck in their divisions! Help support our district and 4-Hers by visiting the Kansas State Fair located in Hutchinson from Friday, September 11th through Sunday, September 20th. To find out more information, including a schedule of events, please visit www.kansasstatefair.com.

Local extension offices will be contacting those eligible 4-Hers with important dates, including project drop off and pick up dates. Contact your local office with any questions. Congratulations again! We know the River Valley District will be represented well!

KYLF AND KVF

The Kansas Youth Leadership Forum (KYLF) and the Kansas 4-H Volunteer Forum will be held November 20-22, 2015 at Rock Springs 4-H Center. KYLF is for youth ages 14-18 before January 1, 2016 and KVF is for all Kansas 4-H Volunteers.

KYLF will feature leadership workshops, Youth Council Elections, and opportunities to learn and have fun. The Kansas 4-H Volunteer Forum will include a workshop with the KS Leadership Center, opportunities for networking, and sharing resources.

Online Registration will be available at Kansas4-H.org under event registration. The registration deadline is October 15, 2015 for both events. Join youth leaders and volunteers throughout the state for these forums.

RECORD BOOKS AND KAPS

The 4-H program involves the entire experiential learning process. Record books and KAPs give 4-Hers an opportunity to process their projects by reflecting on their goal, how they went about accomplishing them, the results of their actions, and the feedback they received from fair judges and project leaders. That is why every 4-H member in the River Valley Extension District is expected to complete a record book for the past 4-H year and is encouraged to complete a KAP over at least one project.

A record book is a comprehensive documentation of the work a 4-Her accomplishes through the year. It consists of a Personal Page, a 4-H Story and a Permanent record. Club leaders will look over these and sign when they review achievement pin applications. Record books are NOT to be turned in to the extension office. Completing a record book contributes to your club's goal in achieving a particular club seal and may help a member meet requirements for achievement pins.

Kansas Award Portfolios (KAP) is a portfolio reflecting over one project. The KAP consists of a personal page, a project specific 4-H story, and a completed KAP template. No additional pages are added to the KAP template. Different templates exist for different age groups. We encourage 4-Hers age nine and above to use the KAP for 14-18 year olds. KAPs are due to your home extension office by October 1, 2015.

All record book and KAP resources are located online at: www.rivervalley.ksu.edu/4-h/records_awards_forms.html
Contact your local office with questions.



DID YOU MISS THE RVD FITTING CLINICS?

Two of the leading professionals in the show industry will conduct fitting clinics at the 2015 American Royal. New this year will be Kirk Stierwalt's Lamb & Goat Clinic at 3:00 p.m., Thursday, October 22nd. Kirk will hold his Beef Clinic at 3:00 p.m. on Friday, October 23rd. Chuck McCullough will stage his Beef Clinic the second week at 5:00 p.m., Thursday, October 29th. These will be fast paced, hard hitting presentations emphasizing the latest fitting techniques. Best of all, they are FREE!

American Royal Entry Deadline

Online entries will only be available until September 8th. Entry deadline is September 10, 2015.

AMERICAN ROYAL SCHOLARSHIPS

The American Royal will be offering scholarships in 2015. They will be funding educational programs and scholarships in the following areas: Agriculture Achievement Scholarships, Veterinary Scholarship Program, the Royal Scholars Program, and Stanley Stout Memorial Scholarships. For further details contact the American Royal at 816-221-9800.

AMERICAN ROYAL MEDIA INTERN

Are you a writer, photographer, social media guru, or livestock enthusiast interested in new experiences and sharpening your media coverage skills? Apply for the American Royal Livestock Show Media Internship by September 11th! Interns will receive a \$500 scholarship, lodging, and experience that simply can't be gained in any classroom. For complete details visit www.americanroyal.com

Reserve these dates for Club Days

District	Belleville	Feb. 27, 2016
Regionals	Clay Center	March 19, 2016



4-H CALENDAR OF EVENTS RIVER VALLEY DISTRICT



SEPTEMBER:

- 8-10 State Fair exhibits due in office– Check specifics with Local Offices
- 11-20 Kansas State Fair, Hutchinson
- 28 Cloud County 4-H Council 7:30pm

OCTOBER:

- 1-15 4-H Online Enrollment
- 1 Officer's Books, KAP's, Pin Applications, and Key Awards Due In ALL River Valley District Extension Offices
- 4 Officer training- Republic County High School- 3pm
- 4-10 National 4-H Week
- 5 Clay County 4-H Ambassadors 6:30pm, Jr. Leaders 7pm, Council 7:45pm
- 10-11 48 Hours of 4-H
- 12 Washington County KAP Judging-First National Bank-4:30-6:45pm
- 12 Washington County 4-H Council-First National Bank– 7pm
- 15 Officer training– Clay Center, United Methodist Church– 7pm
- 17-18 KS 4-H Dog Conference & Quiz Bowl, Rock Springs

NOVEMBER:

- 7 River Valley District Clay County 4-H Achievement Event-United Methodist Church 6:30pm
- 8 River Valley District Republic County Achievement Day-4-H Building– 2pm
- 21 River Valley District Washington County Achievement Banquet– WS Co. High School-6:30pm
- 20-22 KYLF & KVF, Rock Springs
- 23 Cloud County 4-H Council 7:30pm

***KAP Judging for Clay, Cloud, and Republic counties to be determined**

Kansas State University is committed to making its services, activities and programs accessible to all participants. If you have special requirements due to a physical, vision, or hearing disability, contact John Forshee, Director, River Valley Extension District #4, 322 Grant Avenue, Clay Center, KS 67432. Phone 785-632-5335.

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