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# 4-H News

## River Valley District

### September & October 2017

### 4-H Enrollment Opening Soon

It is hard to believe but the 2017-2018 4-H year will be starting soon!

While we prepare for the new 4-H year, 4-H Online will be locked from allowing any changes from September 1st—October 1st. Families will still be able to get online to look at project enrollment, activities participated in, etc.

Starting at 8 a.m. on Monday, October 2nd, 4-H enrollment will open online at <https://ks.4honline.com>. Returning families will be able to log into their profile to re-enroll in 4-H. New families will have to create a new family profile to start the enrollment process.

Resources to help with the enrollment and re-enrollment process may be found on our website at <http://www.rivervalley.k-state.edu/4-h/join.html>.

As a returning family, if you cannot remember your username and/or password, DO NOT create another account! Contact your local 4-H Program Manager as they can assist you with this issue!

If you ever have any issues or need help with the enrollment process, please contact the 4-H Program Manager in your local River Valley District extension office or Monica Thayer, 4-H Agent.

We ask that all 4-H members attempt to be enrolled by October 15th so that our 4-H year can start quickly! Enrollment is needed for participation in events and project meetings!

Thank you for being an important part of River Valley District 4-H! We look forward to continue working together **TO MAKE THE BEST BETTER!**

### 4-H Program Fee

In the spring, it was announced that a \$15 4-H Program Fee would be implemented for all enrolled 4-H members for the 2017-2018 4-H year. As we all know this is a huge change, I encourage everyone to remain positive and remember all of the benefits and advantages that 4-H gives our youth. Change is inevitable. One of my favorite quotes about change is ***“If nothing ever changed, there would be no butterflies.”*** The program fee will assist with program and project development at the State 4-H level, which we are looking forward to providing to our 4-H youth.

With the program fee, there will be a few small changes to the enrollment process. 4-H families will have a few options to pay for the program fee.

1. Credit Card — paid through 4-H Online
2. Check — mailed to the State 4-H Office
3. Local Sponsor — 4-H Club, Council, etc.
4. Waiver— families that are unable to afford the program fee may request

Enrollment resources may either be found online at <http://www.rivervalley.k-state.edu/4-h/join.html> or at your local River Valley District extension office. 4-H members will receive the reenrollment guide by mail and e-mail to assist with the enrollment process with the new implementation of the program fee.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

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[Kansas4-H.org](http://Kansas4-H.org)

## ***Officer Training***

As the new 4-H year approaches, clubs are electing their new officers. Each 4-H member that is elected to an office has many responsibilities to fill for their 4-H club. To help teach the officers their responsibilities and duties, the River Valley District holds two officer trainings across the district.

Sunday, October 15th	2:30 p.m.	Clay Center Community Middle School—Clay Center
Sunday, October 22nd	2:30 p.m.	Republic County High School—Belleville

It is important for each officer to attend one of the two sessions to learn what their duties are as an officer for their club. It is also important that each club have their officers in attendance as it is a requirement on the club seal. Check out page 4 and 5 for the different officer positions and election procedures!

## ***Kansas 4-H Key Award Application***

The Kansas 4-H Key Award is one of the highest honors awarded to 4-H members across Kansas.

As a 4-H award, you need to highlight only 4-H related events, activities and achievements accomplished within your 4-H club, county/district, region or state.

There are three basic requirements plus 8 of 10 other requirements one must meet to receive the 4-H Key Award.

You may find the application at: [http://www.rivervalley.k-state.edu/4-h/records\\_awards\\_forms.html](http://www.rivervalley.k-state.edu/4-h/records_awards_forms.html). Be sure you are using the Key Award application dated November 2012.

All Kansas 4-H Key Award applications are due to your local River Valley District extension office by 4:30 p.m. on Monday, October 2nd.

## ***Member Achievement Plans—Pin Applications***

Member Achievement Plans, or more commonly referred to as Pin Applications, are due to your local extension office by 4:30 p.m. on Monday, October 2nd! As these do need to be approved and signed by your 4-H club leader, there may be an earlier deadline per your club!

There are 9 pin applications to apply for throughout one's 4-H career. The purpose of the pin application is to recognize those 4-H members that are active and obtain high achievements. Pin applications will get increasingly tougher as youth get older, to challenge their participation.

You may find the pin applications on our district 4-H page at: [http://www.rivervalley.k-state.edu/4-h/records\\_awards\\_forms.html](http://www.rivervalley.k-state.edu/4-h/records_awards_forms.html). You may hand-write your application or use the form-fillable versions from our website to complete the application. If you choose to do the form-fillable version, keep in mind that you may not be able to save your application, only print it.

Here are a few guidelines for completing these applications:

- You may only receive one achievement pin a year. However, you may receive both a pin and the 4-H Key Award the same year as they are two separate award applications.
- It may take a couple of years to receive a pin, especially for the upper level pins. Make sure to take the opportunity at the beginning of the new 4-H year to look at what you need to accomplish during the next

year! Set goals!!

- Make sure you are using the newest version! Pin Applications should have a revision date of June 2015 listed on the back.
- Report ONLY 4-H participation! Do not include school, church, or other youth organization related events and/or activities.
- Activities and events should be from the current 4-H year only! Only the Gold & Gold Guard pins allow the use of prior 4-H years' work on select optional requirements.
- An event/activity can only be used one time per application.
- Check all of the optional requirements you have completed, even if you have more than is required. One that you may think fulfilled a requirement may not be accepted.
- If there is a blank line for a requirement, you must fill in the details! Be as detailed as possible!
- On some pin apps, an optional requirement is to receive recognition at your county's Achievement Celebration. Only individual recognition counts. You are not able to use your club's overall recognition for this requirement.

Most importantly, if you have a question on what application you are ready to apply for or have questions about what events may qualify for a certain requirement, please contact your local 4-H staff. We are here to help!

## ***Record Books***

The 4-H Program involves the experiential learning process – do, reflect, and apply! Record books give 4-H'ers an opportunity to process their projects by set goals, reflecting on those goals, how they accomplished them, what the results of their actions were, and any feedback they received from fair judges, project leaders and others!

Every 4-H member in the River Valley Extension District is expected to complete a record book for the past 4-H year.

Record books are a comprehensive documentation of the work a 4-H'er accomplished through the year, with a running tally of participation throughout their entire 4-H career. A record book is updated yearly by completing a Personal Page, writing a general 4-H Story of your current 4-H year's projects and activities, and by updating your Permanent Record.

Your record book is turned in to your club leaders for review by the deadline date set by your club leaders. Record books are NOT turned in to the Extension office but a list of youth that complete record books should be turned in by club leaders to the extension office.

Completing a record book helps your club meet requirements to achieve the yearly club seal and it may also help a member meet requirements for their achievement pins.

Although college may seem to be years away, record books are a great help in completing college scholarship applications since you have your offices held, volunteer and community service activities, and other leadership activities documented.

Record Book resources are located online at: [www.rivervalley.ksu.edu/4-h/records awards forms.html](http://www.rivervalley.ksu.edu/4-h/records_awards_forms.html).

## ***Kansas 4-H Award Portfolio—KAP***

What is a KAP? That might be the exact question that you are asking yourself! KAP is the acronym for **K**ansas **4-H** **A**ward **P**ortfolio.

The Kansas 4-H Award Portfolio is an additional record keeping tool that is used for selecting Project Award Winners. The KAP should consist of one year's activities in one specific project.

Records of one project area (example Beef, Foods & Nutrition, or Energy Management) are compiled into an award portfolio. The portfolio consists of:

- Kansas 4-H Personal Page
- A 4-H story about that particular project area (Get detailed! Tell about your project from the beginning to the end—what was easy, what challenged you, what you learned, and how you helped others, etc. This is your bragging rights so express yourself!)
- KAP forms, along with photos pertaining to your Project work, Leadership, and Citizenship within that specific project.

There are 3 different age appropriate versions to pick from, which can be found on the River Valley District

## ***Club Seal Report***

4-H Club Leaders need to submit their completed 4-H Club Seal Report to their local River Valley District extension office no later than 4:30 p.m. on Monday, October 2<sup>nd</sup>!

You may find a copy of this form on our district 4-H page at: <http://www.rivervalley.k-state.edu/4-h/leaders.html>.

This report was revised in 2015, so be sure to use the updated version from the website. Carefully read through all the goals and additional options to make sure that your club has met the requirements!

As always, please contact your local 4-H staff with any questions.

website. [www.rivervalley.k-state.edu](http://www.rivervalley.k-state.edu) 4-H Youth Development/Forms & Resources/Record & Award forms. Juniors are 4-H age 7-8, Intermediates are 4-H age 9-13, and Seniors are 4-H age 14-18.

We encourage every 4-H member to pick one of their favorite projects, fill out a KAP, and turn it into your leader by their September deadline. All KAPs must be signed by club leaders and to your local River Valley District extension office by 4:30 p.m. on Monday, October 2<sup>nd</sup>.

KAPs are sent to another county within the River Valley District to be judged. If you are interested in helping judge, contact your local 4-H Program Manager. Judging is a great learning opportunity!

KAP winners are announced at your Achievement Celebration in November. Senior Division winners may be chosen to advance to the Northeast area screening in January, where they are eligible to be selected for the State judging.

Don't be discouraged and give it a shot! Fill out at least one KAP. If you are needing any help, please contact your local 4-H Program Manager or Monica. We are here to help each and every one of you!

## ***Officer Positions & Descriptions***

4-H teaches skills that youth will use for their lifetime. Leadership is one of these lifelong skills. Successful 4-H Club meetings depend on leadership from effective officers.

4-H Club officers are usually elected each year at the beginning of the 4-H program year. It is important to have elections completed in time for the new officers to attend one of the two officer trainings. You can read more about the River Valley District 4-H Officer Trainings on page 2.

Allowing 4-H Clubs 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, a club leader or teen leader should do the following:

- Explain the duties of each office
- Share any qualifications needed to run for the office, such as attendance, participation, etc.
- Discuss the need to elect members for their ability, rather than for their popularity
- Discuss the election procedures to be followed, with written ballots used when voting

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 the 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. Completes the yearly financial review forms for the River Valley District board.

**Council Representative** - Attends the bi-monthly 4-H Council meetings, represents the club's wishes

and relays council decisions back to the club. Two adult leaders and two 4-H members are needed for council representatives. Clubs may consider electing alternate council representatives to attend the council meetings if a representative is unable to attend a meeting.

**Parliamentarians** – Assist club officers and leaders by enforcing the correct parliamentary procedures to make the meetings run smoothly.

**Reporter** – Writes interesting and accurate reports of club meetings and special activities. Sends reports of meetings and activities to local media. Photos are encouraged for events and community service activities for newspapers. Maintains the Club Reporter book.

**Historian** – Keeps items of historical significance to the club and arranges them in the Club 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 or music at each meeting.

A club may elect additional officers as needed. 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 officer positions around through many years so members gain different experiences. This means that a member should not hold the same office in consecutive years. A variety of experiences will help the member grow in leadership and develop new skills.

In 4-H Clubs with younger and older members, electing Junior Officers may be helpful. A Junior Officer should be a younger 4-H member that works with the regular Officer in the same position to learn the responsibility and duties of their particular office. This would also be helpful in the Recreation and Song Leader positions to meet the needs and interests of the different age groups. Junior Officer roles also help the younger members to gain confidence in front of a group. Jr officers should run at least one meeting during the 4-H Year.

On page 5, we have many different methods that a 4-H Club may choose to use to elect their officers.

## ***Election Methods***

With the new 4-H year starting Monday, October 2nd, 4-H Clubs across the district should be getting ready to elect new officers for the 2017-2018 4-H year.

Before officers are elected, your 4-H Club should spend some time discussing the things you are looking for in your officers. You might want to think about such things as regular participation, experience in the club, ability and willingness to serve as an officer, etc.

Nominating the officers can be done with different methods. Clubs may even choose to combine several of these ideas to use within their elections.

- The first method is a **nominating committee**. A committee of three to five members is usually appointed by the president to create a slate of officers. The committee meets with the 4-H club leader prior to the club meeting when the election of officers is to take place. 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 with also allowing nominations from the floor. 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. During the election process, nominations from the floor are allowed.
- The second method is to have **members sign up for the offices for which they would like to**

**be elected** prior to the election. 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 solely by **nomination from the floor**. In this method, the outgoing president calls for nominations from the floor for president. Once nominations are closed for president, the ballots are cast for the president. Next, nominations are accepted for vice president, nominations are closed, and ballots are cast. Continue this sequence to elect all of the club's officers.

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 4-H Club about why they wish to be elected. Again, all nominated members must be asked if they are willing to serve as that specific office.

Some 4-H Clubs elect officers and junior officers. Junior officers should be younger members that are paired with an older, experienced 4-H Club Officer so they can learn the role of the office. 4-H Clubs with junior officers should have at least one meeting where the junior officers run the meeting.

## ***Dogs 'R' Game—State 4-H Dog Conference & Quiz Bowl***

The 2017 Dog Conference & Quiz Bowl will be held at Rock Springs 4-H Center on October 21-22. The theme is "Dogs 'R' Game." This conference is open for 4-H members 7-18 years of age.

Educational classes will include Freestyle Dog Dancing; Obedience Training Games; Leather Dog Collar Stamping; Creepy Crawlies that Can Hurt Your Dog and Canine Good Citizen (CGC) Testing and Details. Track 2 is open for dog teams or dogs ready to advance into more advanced obedience classes.

The conference will have a special "Minute to 4-H It" contest, a Dogopoly Hunt, dog skill-a-thon, quiz bowl, plus s'mores and much more!

Dogs are optional and may be included in the conference to aid in their socialization skills. However,

youth do not have to bring their dog to participate. All youth must be chaperoned by a parent or 4-H leader. The River Valley District does have a registered volunteer project leader that will be attending the Dog Conference and is willing to be a chaperone. County groups will be housed in the same cottage and all dogs must be on a leash or kenneled in your room.

Register by Sunday, October 8th online at <http://www.kansas4-h.org/events/index.html>. The cost is \$110.00 for both days OR \$65.00 for Saturday only and \$45.00 for Sunday only. T-shirts and hoodies may be ordered on-line for an additional cost of \$11.00 and \$27.00 respectively. Make sure to check with your local 4-H Program Manager for scholarship opportunities to assist with the cost.

## ***National 4-H Week***

For the 75th consecutive year, millions of youth, parents, volunteers and alumni across the United States will be celebrating National 4-H Week, Sunday, October 1st through Saturday, October 7th.

Take advantage of this important week to highlight the remarkable 4-H youth in our communities and showcase the incredible experiences that 4-H offers our young people. National 4-H Week is a great time to promote 4-H to others.

## ***48 Hours of 4-H***

Join thousands from across the entire state of Kansas during 48 Hours of 4-H to see how much 4-H can give back to its communities!

48 Hours of 4-H will be October 7-8, 2017, in every extension unit across Kansas. 4-H members, clubs, adult volunteers, alumni, and friends will help improve their communities by adopting a service project that is right for them. Through one weekend of service, youth can show their communities what 4-H does and how it serves others.

A few ideas to showcase 4-H are:

- Place projects in local store window displays.
- Record radio spots at a local radio station.
- Visit grade school classrooms and share projects and/or fun experiences you have had at meetings, camps, or at the fair.
- Wear 4-H shirts to school throughout the week.

For more information, project ideas, and to complete the logs of volunteers and hours spent during your 48 Hours of 4-H project, go to [www.Kansas4-H.org/484H](http://www.Kansas4-H.org/484H). Please take lots of pictures of your project and send the photos to Monica Thayer at [mthayer@ksu.edu](mailto:mthayer@ksu.edu) so they can be shared on Facebook!

Whatever you choose to do, small or large, go out and make a difference! The slogan for 48 Hours of 4-H is "A weekend of service. A lifetime of impact."

## ***4-H Sunday***

One Sunday each year is set aside each year to call attention to and emphasize the spiritual "H" (heart) of 4-H. This Sunday is 4-H Sunday.

Each club decides how they want to observe 4-H Sunday. Some clubs attend a member's church together, have a part in a church service, hold a 4-H family picnic, or conduct some other activity.

4-H Sunday is typically the first Sunday in October and is the start of National 4-H Week so Sunday, October 1st, 2017.

Bulletin inserts have been updated this year. Contact your local River Valley District extension office if you need bulletin inserts for a church service.

## ***Leadership is Sweet at Rock Springs for the Kansas Youth Leadership Forum & Kansas Volunteer Forum***

"Leadership is Sweet" is the theme for the 2017 Kansas Youth Leadership Forum (KYLF) and the Kansas 4-H Volunteer Forum (KVF) which will be held on November 17-19 at Rock Springs 4-H Center. KYLF & KVF are opportunities for youth and volunteers to build leadership skills through workshops, inspirational speakers, and more!

2017 is the 18th year for this event that is designed for 4-H members ages 14-18 and 4-H volunteers. The event will include speakers, workshops, and the election of the 2018 Kansas 4-H Youth Leadership Council.

For 2017 details and more, go to: [www.Kansas4-h.org/events-activities/conferences-events](http://www.Kansas4-h.org/events-activities/conferences-events). Enrollment will open soon! Participants registered by Monday, October 16th will receive an early registration rate! Contact the 4-H Program Manager in your local River Valley District extension office for scholarship opportunities to help with the cost!

## ***Achievement Celebrations***

Every year, we have the opportunity to celebrate the accomplishments of our 4-H members throughout the River Valley District! Below are the dates for the four achievement celebrations in the River Valley District!

October 29th	5:00 p.m.	Concordia
November 4th	6:30 p.m.	Clay Center
November 5th	2:00 p.m.	Belleville
November 18th	6:30 p.m.	Washington

Please save the date for your Achievement Celebration and join us as we commend the hard work and dedication of our 4-H members!

## ***Becoming a Registered Volunteer***

Volunteers are a significant component of 4-H. Volunteers make a 4-H program work well. In the River Valley District, we are blessed with many great volunteers who share their time and talents with the 4-H members and youth in our communities. If you are not a registered volunteer, please consider becoming one to make our 4-H program even better!

Any individual (adult or youth) who will have close and ongoing interaction with youth must complete the Volunteer Screening process. Examples include, but are not limited to, club leader, project leader, event chaperone, and more.

Follow the steps below to become a registered volunteer:

- 1. Fill out an application** – applications are available in each River Valley District extension office. A PDF version and a link to complete the application completely online are available at [www.rivervalley.ksu.edu/4-h/](http://www.rivervalley.ksu.edu/4-h/) under 4-H Youth Development-> Forms and Resources-> Volunteers.
- 2. Complete a profile on [www.4honline.com](http://www.4honline.com)** – Brochures to help with 4-H Online enrollment are located on our website at [www.rivervalley.ksu.edu/4-h/](http://www.rivervalley.ksu.edu/4-h/) under Join 4-H/Re-enrollment. If you have any questions on setting up your profile, please contact Monica at 785-527-5084 or [mthayer@ksu.edu](mailto:mthayer@ksu.edu). If a member of your family already has an account, such as your child is a 4-H member, you will add a family member to that account. If no one in your family has a 4-H Online account, you will create a new account.

## ***Volunteer Renewals***

Thank you to everyone who has been a registered volunteer with the 4-H program in the River Valley District. Your dedication to this amazing youth development program is very much appreciated and 4-H would truly not be what it is without you!

As it is almost time for our 4-Hers to re-enroll, now is also the time for our volunteers to complete their renewal applications! If there has been a two year or longer gap in your service, you will need to complete the entire process as outlined in the article above.

To renew your volunteer profile, you will need to do two things as outlined below:

- 1. Fill out a renewal Application** – Renewal applications are available in each River Valley District extension Office. A PDF version and a link to complete the application completely online are available at [www.rivervalley.ksu.edu/4-h/](http://www.rivervalley.ksu.edu/4-h/) under 4-H Youth Development->Forms &

- 3. Complete Kansas 4-H Volunteer Orientation Training through your 4-H Online profile** – At the top of your 4-H Online Profile, there is a “Trainings” tab. On this tab, click on “Sign up for a Training”, watch the training videos, and complete all the quizzes.
- 4. Interview** – Following the completion of the above steps, a member of the River Valley District 4-H staff will set up a time for a brief interview.
- 5. Complete the Child Abuse and Neglect Registry form and National Criminal Background check** River Valley District 4-H staff will provide you with two forms that must be completely filled out for the final step!
- 6. Application is reviewed by the River Valley Extension Board** – A letter will be mailed to each volunteer applicant informing them of placement following the application review.

While we understand that this application process may seem drawn out and cumbersome, especially with the busy lives that we lead, our main focus is providing our 4-H members and youth with a safe and nurturing environment for development. Our volunteer screening process supports this focus.

We hope that you will take the time to become a volunteer and help us create great opportunities for the youth in the River Valley Extension District. If you have any questions about the volunteer screening process, please feel free to contact Monica at 785-527-5084 or [mthayer@ksu.edu](mailto:mthayer@ksu.edu).

Resources->Volunteers.

- 2. Complete or re-enroll your profile on [www.4honline.com](http://www.4honline.com)** – Brochures to help with 4-H Online enrollment are located on our website at [www.rivervalley.ksu.edu/4-h/](http://www.rivervalley.ksu.edu/4-h/) under “Join 4-H/Re-Enrollment.” If you have any questions on setting up your profile, please contact Monica at 785-527-5084 or [mthayer@ksu.edu](mailto:mthayer@ksu.edu). If a member of your family already has an account, such as your child is a 4-H member, you will add a family member to that account. If no one in your family has ever had a 4-H Online account, you will create a new account.

We truly appreciate all that our 4-H Volunteers do! If you have any questions on the renewal process, please contact the 4-H Program Manager in your local River Valley District extension office.



**River Valley Extension District**  
**Washington Office**  
214 C. Street, Courthouse  
Washington, KS 66968-1928

Address Service Requested

## ***Love 4-H? Make a career out of it! River Valley District hiring 4-H Program Manager!***

Please share this information with anyone that may be qualified and interested in joining the River Valley District as the 4-H Program Manager in our Washington office.

K-State Research & Extension, River Valley District #4 is seeking to hire a full-time 4-H Program Manager in our Washington Office. Successful candidates must possess strong organizational skills, show initiative in supporting the 4-H and Youth Development program, be a team player, and enjoy working with youth and adult volunteers.

This position works under the direct supervision of the 4-H and Youth Development Agent and is a full-time, hourly, nonexempt position subject to the provisions of the Fair Labor Standards Act. Occasional evening and weekend work required. Competitive wages based upon previous work experience and training or educational course work beyond high school. Benefits include: KPERS Retirement; health, dental, and vision insurance through the State Employee Health Plan Non-State Group; paid vacation and sick leave; cell phone allowance; and State of Kansas holidays.

Application materials and a position description are available at <http://www.rivervalley.k-state.edu/4-h/>.

Cover letter, resume, applicant information profile, and background check authorization must be submitted to John Forshee, River Valley Extension District Director, 322 Grant Avenue, Clay Center, Kansas 67432 or [jforshee@ksu.edu](mailto:jforshee@ksu.edu) by 4:30 p.m. on Thursday, September 14. Interviews are scheduled for Wednesday, September 20.

KSRE & RVED are EOE.

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**Belleville Office** • 1815 M Street • Belleville, KS 66935-2242 • 785-527-5084

**Clay Center Office** • 322 Grant Avenue • Clay Center, KS 67432-2804 • 785-632-5335

**Concordia Office** • 811 Washington, Suite E • Concordia, KS 66901-3415 • 785-243-8185

**Washington Office** • 214 C. Street • Courthouse • Washington, KS 66968-1928 • 785-325-2121

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