ONTARIO 4-H VISION

We will be recognized for delivering quality, innovative and sustainable leadership and life skills programs for youth and volunteers who will benefit the citizens and communities in which they live.

4-H MOTTO

Learn To Do By Doing

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.
LEADER'S INFORMATION

The Volunteer Screening Process involves the following steps:

1. Fill out and submit the Volunteer Application Form – click on link for form http://www.4-hontario.ca/members/volunteer-application.aspx
2. When the application is received by 4-H Ontario a package will be emailed to the applicant (also referred to as a volunteer candidate)
3. Print the Vulnerable Sector Check letter (included in the package received from 4-H Ontario and attend in person at your local police agency to complete a Vulnerable Sector Check (only required for new volunteer candidates).
4. Send a current Vulnerable Sector Police Check (within 30 days of police agency stamp). Vulnerable Sector Police Check results may be scanned and emailed to screening@4-hontario.ca. Please note: the embossed police agency stamp/seal must be clearly legible.
5. Complete an interview and reference check through your local Volunteer Screening Committee. Contact your local Association for this
6. Attend a 4-H Ontario New Volunteer Orientation Session.
7. Complete the Child Protection online training.
8. When all steps have been completed you will receive an email from 4-H Ontario noting either acceptance or denial as a 4-H volunteer. Volunteer candidates who are accepted will be provided with access to the Resource portion of the 4-H website and a Participant Card.

New Volunteer Webinar Sessions: Webinars will be held on the following dates in the evenings from 7 p.m. to 9 p.m EST. For maximum benefit and learning, participants must connect to the webinar through Zoom Conferencing, and have webcams turned on.

<table>
<thead>
<tr>
<th>February 11</th>
<th>March 18</th>
<th>April 14</th>
<th>May 12</th>
<th>June 9</th>
<th>September 8</th>
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<tr>
<td>February 19</td>
<td>March 10</td>
<td>April 15</td>
<td>May 20</td>
<td>June 17</td>
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Key Registration Details: Please register directly with Stephanie Campbell at region6@4-hontario.ca at least one week before the date of your preferred training session. Registration ensures we have your updated contact information and can relay information regarding changes to session dates/times. NOTE: A minimum of 6 participants is required for a webinar.

Existing 4-H Volunteer Re-engagement
You are able to complete a learning opportunity using the web-based format. These sessions allow volunteers to get updated on their own time, from the comfort of their own home. They can be completed in less than 1 hour and require a high-speed internet connection. Volunteers are required to fill out a questionnaire upon completion. The instructions and everything that you need to complete one of these sessions can be found at this link (https://forms.gle/LcujYUu63rHRpc6PA).

2020 Schedule of E-Symposium Conferences

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Time</th>
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<tbody>
<tr>
<td>January 27</td>
<td>4-H Policies Fact or Myth</td>
<td>7-8 p.m.</td>
</tr>
<tr>
<td>February 24</td>
<td>Risk Management - Cover Your Assets</td>
<td>7-8 p.m.</td>
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<tr>
<td>March 23</td>
<td>Livestock - Is It All About The Show</td>
<td>7-8 p.m.</td>
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<tr>
<td>April 27</td>
<td>Engaging Board of Directors</td>
<td>7-8 p.m.</td>
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<tr>
<td>May 25</td>
<td>Lifeskills - Thinking Critically About Critical Thinking</td>
<td>7-8 p.m.</td>
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<tr>
<td>September 28</td>
<td>Livestock Leader Support Advocating Agriculture</td>
<td>7-8 p.m.</td>
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</table>

To register contact Stephanie Campbell at region6@4-hontario.ca.
Starting a 4-H Club

1. Must have 2 trained & screened leaders per club.
2. Must advertise club prior to start (eg. Rally Night, newsletter)
3. Membership – Each club must have at least 6 members to run. Members are to be at least 9 years old and no more than 21 before January 1st of the club year. Cloverbud members must be 6 – 8 years old before January 1st. Each club leadership team has the right and obligation to set minimum age limits and club size based upon member safety.
4. Membership fee is **$105 per member, $15 for border jumpers.**
5. Only paid and current 4-H members with membership cards will receive a year’s subscription to the county newsletter, 4-H Ontario Opportunities of a Lifetime guide, resource materials, awards, participate in achievement programs or hold an executive position.

During the 4-H Club

1. Return club membership list along with the membership fees after first meeting to Janet Campbell, Sec./Treas., Chatham-Kent 4-H Association
   paulandjanet.campbell@teksavvy.com. This is imperative to ensure that all members are insured.
2. 4-H Club leaders are to hold 12 teachable hours of club meeting time. Members must attend at least 10 teachable hours of club meeting time to complete club.
3. 4-H Members must attend achievement program to complete. If member is not able to attend, the 4-H leader will assign an appropriate project/essay.

Completing the 4-H Program

1. Submit member’s completion list to Janet Campbell at paulandjanet.campbell@teksavvy.com as soon as club is completed.
2. Awards for members will be made available and ready for pick up from Janet Campbell.
3. “Friends of 4-H” certificates are available for new sponsors/donors if requested. A year seal is available for previous sponsors if requested.
4. Must submit a financial statement at year end to Association. If not submitted, club members will not receive completion of the club and leader will not be able to lead the club the next year.

4-H Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Kris McNaughton</td>
<td>50 Cecil St.N, Box 1359, Ridgetown, Ontario N0P 2C0</td>
<td>519-674-1500 extX63838(w)</td>
<td><a href="mailto:kmcnaught@uoguelph.ca">kmcnaught@uoguelph.ca</a></td>
</tr>
<tr>
<td>Secretary/Treasurer</td>
<td>Janet Campbell</td>
<td>R.R.#3, 10265 Pinehurst Line, Chatham, Ontario N7M 5J3</td>
<td>519-352-2950</td>
<td><a href="mailto:paulandjanet.campbell@teksavvy.com">paulandjanet.campbell@teksavvy.com</a></td>
</tr>
<tr>
<td>Newsletter Editor/Webmaster</td>
<td>Stephanie Campbell</td>
<td>R.R.#3, 10265 Pinehurst Line, Chatham, Ontario N7M 5J3</td>
<td>519-352-2950</td>
<td><a href="mailto:chathamkent4h@gmail.com">chathamkent4h@gmail.com</a></td>
</tr>
<tr>
<td>Regional Specialist, Regions 6</td>
<td>Stephanie Campbell</td>
<td>5653 Hwy 6 N., Guelph, N1H 6J2</td>
<td>1-877-410-6748</td>
<td><a href="mailto:region6@4-hontario.ca">region6@4-hontario.ca</a></td>
</tr>
</tbody>
</table>
4-H Club Year End Financial Statement
(to be filled out at the completion of the club)

Club: ____________________________________

For The Period Ending: __________________________

Beginning Bank Balance: _______________________

Beginning Cash on Hand: _______________________

<table>
<thead>
<tr>
<th>Income</th>
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<th>Expenses</th>
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<tbody>
<tr>
<td>Description</td>
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Total:                          Total:                          

Ending Bank Balance: _______________________

Ending Cash on Hand: _______________________

Prepared By: _____________________________  Contact Info: ________________

Date: _________________________________

Note: Please indicate donor names or company names so that Chatham-Kent 4-H can acknowledge all 4-H supporters.
1. Each club shall have a minimum of six (6) meetings. Each member must attend at least five (5) of the six (6) meetings outlined in the members project book or a minimum of 10 hours of meeting instruction. If a club decides to combine two (2) meetings into one, this shall be counted as two (2) meetings for attendance purposes. Make up meetings may replace the minimum five (5) meetings at the leaders’ discretion.

2. Completion of project requirements shall include the completion of the 4-H project members’ manual and/or assigned exercises to the satisfaction of the club leader(s).

3. It is suggested that 4-H members not be a member of more than three clubs simultaneously with the understanding of the completion requirements for each club.

4. All leaders must be screened and trained every two (2) years before starting to lead a club as per 4-H Ontario requirements.

5. All leaders must submit a 4-H Ontario Participant Agreement form yearly.

6. Please remember the 4-H motto “Learn to Do by Doing”. All projects must be prepared and completed by 4-H members only.

7. A 4-H member is expected to participate in the full achievement program. If a member is absent with appropriate notification and with valid reasoning to the leader, achievement will be approved at the discretion of the club leader (with the exception of the field crop members - see Field Crop Policies). Or, the member may participate in another club’s achievement program upon approval from the club leader.

8. Each club must have a minimum of six members to run a club.

9. The leader will retain a copy of the 4-H Ontario Participant Agreement forms from their club members and have on hand at every club function.

10. Each club leadership team has the right and obligation to set minimum age limits and club size based upon member safety.

Exceptions or disputes concerning these or other policies or procedures may be brought to the Directors of the Chatham-Kent 4-H Association by way of written submission and verbal presentation to any regular meeting of the Directors. Notice must be given to the president or secretary at least 48 hours before the regularly scheduled meeting.

An ad-hoc committee may be formed to deal with project specific issues.

☐ I have read and understand the above policy guidelines.

Signature of parent, guardian or member age 18 or over
CHATHAM-KENT 4-H CLUBS
PARTICIPATION FORM - 2020

Name: _______________________________________________________

Club: _______________________________________________________

Approved activity - 25 points each to a maximum of 100 points.

1. Rally Night – February 8, 2020, Ridgetown Campus
2. Approved 4-H Bus Trip - by region, county or club leader
3. Preparation of club and/or county 4-H float for Thamesville Threshing Festival parade
4. Preparation of club and/or county 4-H float for Dresden Fair parade
5. Preparation of club and/or county 4-H float for Canada Day educational animal display
6. Preparation of club and/or county 4-H float for Santa Claus parade (county)
7. Preparation of club and/or county 4-H float in Tilbury Fun Fest
8. Preparation of club and/or county 4-H float for Highgate Fair parade
9. Place two (2) entries in open class at Tilbury Horticultural Flower Show
10. Place two (2) entries in open class in Dresden Fair
11. Place two (2) entries in open class at Highgate Fair
12. Judging Competition (local)
13. Go for the Gold competition
14. Volunteering for charitable organizations
15. Other event as approved by the 4-H leader
16. Food Booth
17. Kent Agriculture In the Classroom- serve meals at Gala
18. Serve at Southwest Agricultural Conference – Ridgetown Campus
19. Any fundraiser approved by the Association

(Have form signed by a 4-H Leader at event.)

<table>
<thead>
<tr>
<th>Signature</th>
<th>County Activity</th>
<th>Date</th>
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<tbody>
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<td>1.</td>
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<td>4.</td>
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</table>

**NOTE:**

1. You must attend the complete event.

2. 4-H member should attend 4 (four) different approved county event for each club for a maximum of 100 points per club. (25 points each)

**TO BE RETURNED WITH 4-H PROJECT MANUAL**
1. A member must designate and confirm their 4-H calf for the year by submitting their project information sheet via Assist Expo by June 1st. Only the designated animal may be shown at any 4-H inter-county/club show. This is also a 4-H Provincial guideline.

2. The same animal must be used in confirmation and showmanship classes. Choose your calf carefully.

3. At all livestock club Achievement Programs there will be: Breeding Heifer, Market Steer and Market Heifer Animal classes.

4. The order of the showmanship classes and confirmation classes will be at the discretion of the leader at all Achievement Programs.
   a. All preparation on animal will be done by the 4-H member.
   b. Recommendation of age groups for showmanship:
      - Novice - 10-11 year old member or first time member of that club regardless of age
      - Junior - 12 - 14 year old member
      - Intermediate - 15 - 17 year old member
      - Senior - 18 - 21 year old member

5. Members will receive points and awards based on the following:
   - 100 - project at Achievement Night
   - 100 - project manual
   - 100 - attendance
   - 100 - 4-H Visit
   - 100 - Judging Competition
   - 100 - County Participation
   - 600
1. Each member will designate a one (1) acres (0.4 hectare) plot for his/her project.

2. Members may have only one hybrid per 4-H plot (ie. If a member chooses corn they can have only one variety of corn in their plot).

3. Each member will observe and monitor their crop on their plot and keep accurate records on the crop (ie. When planted, cultivated, harvested, etc.)

4. Make sure plot is well marked at all times.

5. Each member will prepare an exhibit of his/her crop from his/her plot for the Achievement Program.

6. Members sample for the Achievement Program must be taken from his/her plot.

7. Each member must prepare his/her sample on the home farm without outside assistance (ie. No mechanical processing sizing, etc.)

8. When preparing samples members must display at least a 5 lb. sample or for ear corn 10 ears.

9. A 4-H member is expected to participate in the full Achievement Program. If a member is absent with appropriate notification to the leader, achievement will be approved at the discretion of the club leader.

10. The top three (3) entries in each division from each field crop club must be 5 lbs. for the Royal. If members are showing their 4-H field crop at the Royal they are to submit their form via Assist Expo by the deadline.

11. Members will receive points and awards based on the following:

   - 100 project at Achievement Night
   - 100 project manual
   - 100 attendance
   - 100 4-H Visit
   - 100 Judging Competition
   - 100 County Participation
   - 600
4-H Ontario asks that all 4-H participants (Youth and Volunteer) complete the Participant Agreement Form in order to participate in the 4-H program. If details change, please notify 4-H Ontario. If the participant is under 18 years of age, the parent/guardian should complete this form on their behalf. The purpose of the information collected here is to provide 4-H Ontario staff and volunteers with the information needed to facilitate 4-H activities, be able to respond in the event of an emergency and keep participants up to date on 4-H activities. Information will be gathered, stored and destroyed in accordance with the Canada Health Act and privacy laws.

SECTION 1: Participant Contact Information

<table>
<thead>
<tr>
<th>4-H Ontario ID # (If applicable)</th>
<th>Local Association</th>
<th>Gender</th>
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Participant Full Name (First, Middle, Last)  Preferred Name (i.e. Chris instead of Christopher)

<table>
<thead>
<tr>
<th>Address</th>
<th>City/Town</th>
<th>Province</th>
<th>Postal Code</th>
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Email Address  Phone  Birthdate (MM/DD/YYYY)

SECTION 2: Emergency Contacts

Primary Contact

<table>
<thead>
<tr>
<th>Full Name (First, Last)</th>
<th>Relationship to Participant</th>
<th>Email Address</th>
<th>Phone Number</th>
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Secondary Contact

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<tr>
<th>Full Name (First, Last)</th>
<th>Relationship to Participant</th>
<th>Email Address</th>
<th>Phone Number</th>
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SECTION 3: Health & Safety Information

This information is voluntary; however, this information is gathered for communication with health care providers in the event of an emergency. Please include information to ensure the participant’s safety and positive 4-H experience.

Health Care Provider of Member

Physician/Medical Practice Name  Phone

Medical/Behaviour/Allergies/Dietary

Are there any medical conditions, disabilities, family circumstances, cultural requirements, or other concerns of which 4-H Ontario activity organizers should be aware? If so, please explain here or speak directly with an organizer. If required, please provide additional details on a separate sheet.

Medical/Behavioral Details:

Allergy Details:
Dietary Details:
Additional Information:

Updated January 2020
SECTION 4: Media Release & Consent to Participate

Media Release

Throughout the 4-H year, 4-H volunteers, parents and employees take photos and videos of youth participating in 4-H activities. These photos are typically displayed on 4-H websites. Some are also submitted to local newspapers and 4-H Ontario’s Communication Department and used in publications and promotional materials. Important Reminders: Photos, images and media may appear in electronic forms on the Internet or in other publications outside of 4-H Ontario’s control.

☐ Tick this box if you DO NOT consent to the use of images of yourself and/or your son/daughter/ward as indicated above.

For participants 18 years of age or older, as well as parents/guardians, I hereby:
- Consent to the collection of the personal information set out above, including the personal health information, (collectively the “personal information” for the purposes specified;
- Agree that the personal information is true, complete, accurate and correct;
- Release 4-H from any claims arising as a result of false or incomplete personal information;
- Agree that the participant is in good health and is able to participate in all activities of 4-H except as noted in the personal information; and
- Agree to notify 4-H if the participant is exposed to an infectious disease at any time during the three weeks prior to the commencement of the activity in which the participant will participate.

☐ I Agree/Consent  ☐ I DO NOT Agree/Consent

Consent to Participate

I have taken care to notify 4-H of any special needs/considerations for my child as previously outlined above. I understand that participating in 4-H is voluntary and involves a certain degree of risk concerning some 4-H activities. After considering the risks involved, and having full confidence that reasonable precautions will be taken to ensure the safety and well-being of my child, I grant permission for my child to participate in 4-H activities.

Signature of Parent/Guardian ____________________________ Date __________

SECTION 5: 4-H Ontario Code of Conduct Agreement

As a positive youth development organization, we are committed to providing 4-H members with meaningful experiential learning opportunities within an environment that is safe, inclusive and fun for all involved. This is the responsibility of everyone involved in any 4-H activity. This Code of Conduct applies to: 4-H youth members and their families; 4-H trained leaders and screened volunteers; camp counselors and youth leaders; non-screened guests; 4-H staff and governing leadership; 4-H program partners; and other participants or observers of 4-H events.

I will:

Represent 4-H and myself in a positive way
- Use words, actions, and behaviors that are respectful, non-judgmental, and kind towards all youth, leaders, volunteers, staff, families and participants.
- Honour the 4-H Pledge and participate in the spirit of good sportsmanship, respecting rules and guidelines.
- Ensure all actions, including social media activity, is positive and reflects the integrity of 4-H.
- Act with honesty and integrity when dealing with property, monies and other assets being used for 4-H purposes.
- Respect other youth, leader, volunteer and staff’s rights to privacy and the confidentiality of personal information.
- Provide appropriate animal care according to industry codes of practice (nfacc.ca).
- Abide by all Federal and Provincial Laws.

Promote a safe, inclusive and fun environment
- Be vigilant in ensuring an environment is safe and protects youth, leaders, volunteers and staff from emotional, physical, verbal and sexual abuse.
- Refrain from using drugs or alcohol during any 4-H youth events.
- Make all reasonable efforts to ensure equal opportunity and access to participation for all 4-H youth members and abide by the 4-H Canada’s Inclusion Statement.
- Uphold the 4-H motto “Learn To Do By Doing” in an environment that is friendly and fun.

Updated January 2020
4-H Ontario Participant Agreement Form

#6.8

Lead by example
- Adhere to the policies and procedures of 4-H Canada and Provincial Organizations.
- Act as a positive role model.
- Work collaboratively with all, including 4-H members, families, fellow leaders and volunteers, staff and guests.

In addition, trained leaders, screened volunteers and staff will:
- Fulfill their responsibilities as outlined in the position description, and act within the limitations of authority for the position.
- Maintain the confidentiality of any information regarding 4-H that was obtained as part of the position.

To truly be an organization of leaders building leaders, each individual is expected to follow the Code of Conduct. It is the responsibility of all program participants to reinforce the code and intervene with leadership when necessary. Consequences for violating any part of this code are grounds for suspension or dismissal from the club/activity or 4-H program. In case of dismissal, no portion of fees will be refundable. Volunteers who are dismissed are no longer considered “in good standing.”

This Code applies to all those participating in the 4-H program. However, we do specifically ask 4-H youth, parents/guardians and volunteers to sign here to indicate they have reviewed and understand the Code.

For participants of all ages: (Youth, Volunteers and Parents/Guardians)
I have reviewed this Code of Conduct and I agree to abide by this Code. I understand that any breach of the 4-H Ontario Code of Conduct could be cause for dismissing me from the activity and/or from the 4-H Ontario program.

Signature of Participant _______ Date _______

Copyright © 2019 4-H Ontario

For parents/guardians of participants under the age of 18:
I have reviewed the Code of Conduct with my child and they agree to abide by this Code. We both understand that any breach of the 4-H Ontario Code of Conduct could be cause for dismissing the child from the activity and/or the 4-H Ontario program.

Signature of Parent/Guardian _______ Date _______

Please submit this form to the organizer leading the 4-H activity in which you are involved (4-H Club, Provincial, National opportunity, etc).

Privacy Statement
Ontario 4-H Council ( "4-H Ontario" ) Privacy Statement: 4-H Ontario respects the privacy of its members, volunteers, donors sponsors, staff and stakeholders. We are committed to ensuring appropriate measures and safeguards are in place to protect specific information that is held for the purpose of the 4-H Ontario program. We adhere to legislative requirements with respect to privacy. We do not rent, sell or trade mailing lists. If at any time you wish to be removed from any of our contact lists, simply contact us by phone at 519.856.0992, toll free at 1.877.410.6748, by fax at 519.856.0515 or via our website at www.4-hontario.ca. We will gladly accommodate your request. For further information regarding our commitment to privacy please contact 4-H Ontario’s Privacy Officer at: privacy@4-hontario.ca

Updated January 2020
## Chatham-Kent Top Member

**Contact:**
Janet Campbell, 
Secretary/Treasurer  
chathamkent4h@gmail.com  
519-352-2950

**Details:** Scotiabank sponsors a trophy, Blackburn Radio sponsors $100.00 Bursary, Chamber of Commerce sponsors 2 banquet tickets  
This is the Chatham-Kent’s most sought after and most prestigious 4-H award only given out once per person and is presented at the Rural Urban Dinner held in November.  
- Member must be at least 15 years of age as of January 1  
- The member must have completed at least one 4-H club during the current year (competitive or non-competitive)  
- A minimum of 12 projects must be completed comprising of both non-competitive and competitive clubs  
- The member should demonstrate 4-H enthusiasm and leadership qualities (i.e. Have attended 4-H camps, conferences and involvement in community activities, church, school, fair boards, volunteer work, etc.)  

A leader or member can submit nominations. Submit a name and give a description of why you think this member deserves this award.  
The nominee will provide an essay listing county, regional, national events they participated in, past positions held, awards received, volunteer work, sports, community involvement, other interests and activities outside 4-H as well as discuss what makes you the Top Male or Female. The awards committee will than get a transcript of the member’s 4-H history. Interviews may follow to select a winner for each category.

**Deadline:** October 14  
**Presented at:** Rural Urban Banquet (Nov)

## Top Secretary (competitive and non-competitive), Youth Leader and Press Reporter (competitive and non-competitive)

**Contact:**
Janet Campbell, 
Secretary/Treasurer  
chathamkent4h@gmail.com  
519-352-2950

**Details:** Scotiabank sponsors award  
All Secretaries (competitive and noncompetitive clubs), Youth Leaders and Press Reporters (competitive and non-competitive clubs) submit books to be considered. The awards committee will select recipients.

**Deadline:** October 31  
**Presented at:** Banquet

## Women’s Institute 4-H Bursary

Janet Campbell,  
Secretary/Treasurer  
chathamkent4h@gmail.com  
519-352-2950

**Details:** Awards sponsored by local Women’s Institute – Two (2) $200.00 bursaries – One male, One female

**Eligibility:**
- For the 2020 scholarship, students must complete a 250-word essay, answering the question:

**Deadline:** October 31  
**Presented at:** Banquet or Rally
"Thinking outside the box, how can Women’s Institutes and 4-H youth collaborate to revitalize their communities?"

- Applicant must be a Chatham-Kent resident and a prospective high school graduate. Previous winners are not eligible.
- Full-time students entering their first year of studies at a post-secondary institution.
- List your extracurricular activities (eg. school activities)
- Describe your volunteer leadership work, sports, other interests, community activities and accomplishments outside of 4-H.
- List the number of 4-H projects you have completed and the number of years as a member
- List the county, regional, provincial, national and international events participated in during your 4-H career.
- Describe your 4-H leadership activities

### Ken Clark Memorial

**Contact:**
Janet Campbell, Secretary/Treasurer
chathamkent4h@gmail.com
519-352-2950

**Details:** Kiwanis Club of Ridgetown sponsors plaque

Leaders, please provide:
1. Leader’s recommendation
   (A leader should describe the enthusiasm, participation, and involvement of the 4-H member they are nominating. What makes them worthy of this award?)

Nominee, please provide:

1. List the county events participated in during your 4-H career.
2. List the out-of-county (regional, provincial, national, international) events participated in during your 4-H career.
3. Describe your volunteer work, sports, other interests and activities outside of 4-H.

**Deadline:**
November 1

**Presented at:**
Banquet

### Chatham-Kent 4-H Clubs of the Year (competitive and non-competitive)

**Contact:**
Janet Campbell, Secretary/Treasurer
chathamkent4h@gmail.com
519-352-2950

**Details:**
Awards sponsored by Lundy Insurance and Kent & Essex Mutual Insurance - $500.00 prize for top clubs
1. One application per club: leaders are responsible for notifying members
2. Club responsible for listing any activities attended in the secretary’s book
3. Club submission is to be completed 100% by 4-H members – no leader involvement permitted, this promotes the 4-H motto – “Learn to do by doing”
4. It is the responsibility of the club leader to ensure the 4-H books are submitted to the appropriate person
5. Judging by point system for a maximum of 100 points

**Deadline:**
November 30

**Presented at:**
Rally Night
### Outstanding 4-H Agricultural Member

**Contact:**
Janet Campbell,
Secretary/Treasurer
chathamkent4h@gmail.com
519-352-2950

**Details:**
The Ontario Plowmen’s Association sponsors $100 for this award and the Chatham-Kent 4-H Association sponsors the plaque

**Nomination/Application Guidelines**
**Leaders, please provide:**
1. Leader’s recommendation
   (A leader should describe the enthusiasm, participation, and involvement of the 4-H member they are nominating. What makes them an outstanding 4-H agricultural member?)
2. If you have a member worthy of this award, please contact this member and inform them that you have nominated him/her for the Outstanding 4-H Agricultural Member award and that they submit a short essay on why they deserve to receive this award including their name, 4-H history, positions held in 4-H clubs, volunteer work, and other interests.

**Nominee, please provide:**
1. List the county events participated in during your 4-H career.
2. List the out-of-county (regional, provincial, national, international) events participated in during your 4-H career.
3. Describe your volunteer work, sports, other interests and activities outside of 4-H.
4. Essay (250-350 words)
   Discuss what makes you the outstanding agricultural member. What are the highlights of your 4-H career?

**Deadline:**
December 1

**Presented at:**
Rally Night or CK Plowing Match

### Outstanding 4-H Lifeskills Member

**Contact:**
Janet Campbell,
Secretary/Treasurer
chathamkent4h@gmail.com
519-352-2950

**Details:**
The sponsor will donate $100 for this award and the Chatham-Kent 4-H Association sponsors the plaque

**Nomination/Application Guidelines**
**Leaders, please provide:**
1. Leader’s recommendation
   (A leader should describe the enthusiasm, participation, and involvement of the 4-H member they are nominating. What makes them an outstanding 4-H lifeskills member?)
2. If you have a member worthy of this award, please contact this member and inform them that you have nominated him/her for the Outstanding 4-H Lifeskills Member award and that they submit a short essay on why they deserve to receive this award including their name, 4-H history, positions held in 4-H clubs, volunteer work, and other interests.

**Nominee, please provide:**
1. List the county events participated in during your 4-H career.
2. List the out-of-county (regional, provincial, national, international) events participated in during your 4-H career.
3. Describe your volunteer work, sports, other interests

**Deadline:**
December 1

**Presented at:**
Rally Night
and activities outside of 4-H.

4. Essay (250-350 words)
Discuss what makes you the outstanding lifeskills member. What are the highlights of your 4-H career?

Jeoff Atkinson Memorial Scholarship

**Contact:**
Janet Campbell,
Secretary/Treasurer
chathamkent4h@gmail.com
519-352-2950

**Details:**
$1000 scholarship awarded to a Chatham-Kent student pursuing post-secondary education (university, college, trade school or apprenticeship) in the area of agriculture and/or heavy equipment. Students may nominate themselves or 4-H leaders/highschool teachers may nominate a deserving student that meets the criteria. Student was a 4-H member at any point during high-school and exemplifies the characteristics of Jeff Atkinson.

**Nomination/Application Guidelines**

4-H Leaders/highschool teacher, please provide:
1. Recommendation note or letter
   (Describe the enthusiasm, participation, and involvement of the member/student they are nominating. What makes them worthy of this scholarship?)
2. If you have a member/student worthy of this award, please contact this member/student and inform them that you have nominated him/her for the scholarship and that they submit a short essay on why they deserve to receive this award including their name, 4-H history, positions held in 4-H clubs, volunteer work, and other interests.

Nominee, please provide:
1. List the county events participated in during your 4-H career.
2. List the out-of-county (regional, provincial, national, international) events participated in during your 4-H career.
3. Describe your volunteer work, sports, family life, employment and other interests and activities outside of 4-H.
4. Essay (250-350 words)
   Discuss what makes you a good candidate for this award by describing some of the characteristics you have in common with Jeff and how the scholarship could help you achieve your goals.

**Deadline:**
June 15

**Presented at:**
CK Plowing Match
CHATHAM-KENT 4-H ASSOCIATION FUNDING SUPPORT APPLICATION
for Chatham-Kent 4-H Members

What is the funding support program for?

The funding support program is sponsored by the Chatham-Kent 4-H Association to encourage Chatham-Kent 4-Hers to participate in designated provincial 4-H opportunities.

How do I apply?

Complete this application form and return it to the Chatham-Kent 4-H Association c/o – Janet Campbell, 10265 Pinehurst Line, R.R. #3, Chatham, Ontario N7M 5J3 or fax to 519-352-2950.

When do I get the funding?

You are responsible for paying the full registration fee for the event before attending the program.

After participating in the program, you may ask the Chatham-Kent 4-H Association to give you a specific project or you may suggest an activity (ie. doing a presentation of your opportunity at an Achievement Program or special event).

Once you have completed your activity, you may complete this form and submit it to the Chatham-Kent 4-H Association, c/o – Janet Campbell. At the next regularly scheduled Board of Directors meeting (once a month) the application will be reviewed. The Chatham-Kent 4-H Association secretary/treasurer will then issue a cheque to you for up to 50% of the registration fee.

CHATHAM-KENT 4-H ASSOCIATION FUNDING SUPPORT APPLICATION

Date: ___________________________________________________________________

Name: ___________________________________________________________________

Event Attended: __________________________________________________________

Registration Fee: _________________________________________________________

Please briefly describe the follow-up activity: __________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
## 4-H MANUAL MARKING SCHEME

For all Chatham-Kent competitive 4-H club members.

<table>
<thead>
<tr>
<th>4-H Project Manual</th>
<th>Suggested Breakdown of Points</th>
<th>Total Points Available</th>
<th>Total Points Received</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A.</strong> Complete, accurate manual (leaders are to establish guidelines for your club on required introductory pages.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Completeness and accuracy of answers. (5 marks for each of the six meetings.)</td>
<td></td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Home Activities (for each meeting)</td>
<td></td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Grammar and spelling</td>
<td></td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) “Me page” which tells something about yourself and a recent photograph.</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) Title page including name and club.</td>
<td></td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6) Members page identifying officers and leaders.</td>
<td></td>
<td>5</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td><strong>B.</strong> Neatness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Easy to read.</td>
<td></td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Write, print or type the entire manual (use same colour ink)</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Underline important headings (easier to read)</td>
<td></td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Manual in good condition (you may wish to use a sturdy cover)</td>
<td></td>
<td>5</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td><strong>C.</strong> Club Project Highlights</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Examples: Project related clippings, highlights of club activities like tours, trips &amp;/or guest speakers; achievement day</td>
<td></td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>D.</strong> Timeliness (leader to set deadline)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) - if on time - 10 points - 1 - 6 days late - 5 points - 7 or more days late - 0 points</td>
<td></td>
<td></td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 100

If points for manual are out of 150 for your club: Total mark X 1.5 = Points for manual.
FACT SHEET - TIPS FOR SHOWMANSHIP

Prior to the Show:
• Train, prepare and groom your project animal to the best of your ability before a show.
• Become familiar with the handling and transportation of your project animal.
• Have a well-stocked show box with the appropriate supplies.
• Find out as much as you can about the rules of the upcoming show, including the dress code.
  * Each show may have a different set of rules, so you need to know what each particular show expects. Know and understand the rules of the show before entering the ring.

At the Show:
• Be friendly towards other exhibitors and take the opportunity to meet 4-H members from other areas. Be helpful to all exhibitors.
• If you’re showing at an outdoor event, be sure to wear sunscreen.
• Do your own work on your project animal. 4-H is about learning to do by doing.
• Be an advocate for agriculture – be polite to those who ask questions, and take the time to answer if you can. You may be the only exhibitor they have ever talked to!

In the Ring:
• Be alert at all times in the ring.
• Make sure you’re prompt in entering the ring.
• Be polite and courteous to the judge and fellow exhibitors. Sportsmanship is a key ingredient in showmanship.
• Keep the animal under control at all times.
• Watch the judge for directions, and explicitly follow the directions you are given.
• Be prepared to answer questions that the judge may ask you – such as the animal’s date of birth, weight, genetics, or your opinion on the characteristics of your animal.
• Be prepared to lead any animal the judge designates. Be courteous when returning to your animal.
• Follow the accepted practices in leading for each specific livestock type.
• Make sure the animal looks its best from the time it enters the ring until it leaves.
• Never stand between your animal and the judge.
• Don’t fuss inappropriately when the animal is properly posed or penned.
• At some shows, senior members show prior to junior or novice members. If so, be sure to watch the more experienced exhibitors show and listen to the judge’s reasons – you’ll learn from them, and have a better understanding of what’s expected.
• Respect the judge. The decision of the judge is final. Even if you disagree, be open-minded and view it as a learning experience. Use the experience to improve your showmanship technique.
• Be a gracious winner.
• Keep showing until you exit the ring – don’t fall for the temptation to quit showing once the judge makes his/her placing.
• Smile! Smiling helps you relax, and portrays confidence.
• Relax! Showmanship is meant to be a fun learning experience – gain all you can from each experience you have in the ring, no matter how you placed.
What to wear, what to wear!

- The number one thing to remember here is to be neat and clean. Clothing and accessories do not need to be brand-new or expensive – but you do need to present yourself in a professional manner by being neat, clean and appropriately dressed. Make sure your shoes or boots are clean and laces are neatly tied, that your whites are white and your clothing is clean. Those with long hair may choose to wear their hair back or up, so that it stays neat and out of the way. Do not chew gum or smoke. Nothing should be worn that focuses attention on you rather than on your animal.

- To find out what the dress code is for shows you are exhibiting in, consult the rules & regulations for the show; contact show organizers, breed organizations, or ask your 4-H leader. It is your responsibility as a member to find out what is expected of you for each show.

Here’s a listing of the generally acceptable attire for various species, provided as a suggestion only. Remember, do your homework and find out what is expected for each show.

- Dairy: White pants and white shirt, adequate footwear.
- Beef: Black pants and white shirt, and adequate footwear.
- Lamb: White shirt and black pants, and adequate footwear.
- Horse: Tends to vary depending on breed or discipline. One basic form of standard attire is dark pants or breeches and clean shirt. Be sure to find out what’s expected for your shows. What’s important is to be suitably dressed, neat and clean. If riding or driving, ASTM-approved helmets are required.
- Dairy Goat: White pants and white shirt, adequate footwear.
- Meat Goat: Black pants and white shirt with adequate footwear tends to be the accepted practice.
- Swine: Dark pants and white shirt. At some shows, denim jeans are acceptable.
- Rabbit: White shirt and pants, or white lab coat.
- Poultry: White shirt and pants, or white lab coat.

Last but not Least:

4-H members are responsible for the care, preparation, fitting and exhibiting of their 4-H project animals. Club leaders and parents can be on hand to assist members if they are having difficulty, but are not to be performing duties that members can do for themselves. Learn to do by doing!

4-H is first and foremost a youth development program. What’s important is the 4-H member, not the project or the show. The exhibition of 4-H projects is the means to develop the elements of responsibility, decision-making, goal-setting, and leadership skills in 4-H youth.

Have fun showing!
**Club President**

**Major Duties**

- Plan and follow an agenda for each meeting.
- Keep members aware of upcoming 4-H activities.
- Find someone to welcome and/or thank the guest speaker and host.

**Responsibilities**

1. Help the leaders plan meetings.
2. Start and stop meetings on time.
3. Make and follow an agenda.
4. Use Parliamentary Procedure as much as is necessary.
5. Ensure visitors are introduced.
6. Ensure that everyone who helped with the meeting are thanked.
7. Stand when:
   a. Calling the meeting to order
   b. Addressing the club on a subject
   c. Introducing visitors
8. Ensure that the Vice President chairs at least one meeting.
9. Make members aware of upcoming activities, and encourage them to make a display for the fair and participate in the county events.

**A 4-H Meeting Agenda**

“It takes a good plan to have a good meeting.” A meeting plan is called an agenda.

The following is a suggested agenda for a 4-H club meeting. Talk over with your leaders before the meeting what you have planned and ask for their input. The order can be altered for variety.

1. **Call the meeting to order**
   At the designated starting time for the meeting call it to order by getting everyone’s attention.

2. **Repeat the 4-H Pledge**
   Ask everyone to stand and repeat the 4-H Pledge.

3. **Roll Call**
   Ask the Secretary to read the membership list and ask the members to answer the assigned roll call question.

4. **Introduction of Guests**
   In advance of the meeting, arrange for one of the members to introduce the guests present.

5. **Minutes of the last meeting**
   Call on the Secretary to read the minutes of the last meeting.

6. **Adopt the minutes**
   Ask if there are any errors or omissions. If there are changes, have the secretary record them. After the corrections, (if any) have been made, call for a motion for the minutes to be adopted as read (or corrected). Ask for a seconder. Take a vote by asking for all those in favour of the motion and all those opposed.

7. **Business arising from minutes**
   Ask for and deal with any business arising from the minutes.

8. **New Business**
   Ask if there is any new business to be discussed. At this time committee reports are made and the appointment of committees can be done. Also, any correspondence that the club needs to act on should be brought forward.
9. **Turn over meeting to leaders**
The leaders will cover the lesson material for the meeting. The leaders will turn the meeting back to the President at the conclusion of their program.

10. **Thank you’s**
Before the meeting, arrange for a member to thank any guest speakers and/or host.

11. **Announce up-coming activities**
Explain to the club about upcoming activities and competitions from correspondence and/or the hotline. You will probably have to ask the leaders if they have anything specific planned.

12. **Date & Place for Next Meeting**

13. **Adjournment**
Call for a motion to adjourn the meeting. Ask for a seconder and vote to adjourn.

ifen

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**Important Information**

1. **COMMITTEES**
A committee is a group of two or more people appointed or elected to take on a specific task.

   a. A person can volunteer or be appointed committee chairman
   b. The committee chairman is responsible for calling the committee meetings.
   c. Each committee should report to the club at each regular meeting.

2. **MOTIONS**
Any member can make a motion. Every motion must have a seconder, before it can be discussed. If a motion isn’t seconded it is lost. A motion that has a seconder, must be voted on. A discussion of the motion must precede a vote.

Nominations are usually taken from the membership to elect the club officers. Any member can make a nomination. A nomination does not require a seconder. Nominations may be closed by a motion from the members, after the call for further nominations has been called at least three times without a reply.

**Resources Available**

Besides this handout, there are other resources available that can help you if you are having problems or would like to know more about chairing a meeting.

Talk to your club leader about looking at the following sections in their 4-H Club Leaders Handbook:

**Successful 4-H Meetings**
**Parliamentary Procedures**
**Handling Meeting Problems**
**Introduction & Thank You’s**

Contact the Agricultural office for these factsheets on meetings.

**Procedures for Meetings**
**Effective Committees**
**Effective Meetings**

Your club leader can also be a good source of information.

**HOW TO HOLD A GREAT MEETING**

😊 Plan Ahead!
😊 Start on Time!
😊 Finish on Time!
😊 Have an Agenda!
😊 Have Many People Involved!
😊 Have Fun!
**Major Duties**

- Work with the President and the club Leader(s) in planning the club activities.
- Keep members aware of upcoming 4-H activities.
- Be in charge of at least one club meeting.

♦ ♦ ♦ ♦ ♦ ♦

**Responsibilities**

1. Help the leaders plan meetings.
2. Chair at least one meeting.
3. Make club members aware of any upcoming activities, and to encourage them to participate in the county activities.

♦ ♦ ♦ ♦ ♦ ♦

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• • • • • •

**Important Information**

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A committee is a group of two or more people appointed or elected to take on a specific task.

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e. The committee chairman is responsible for calling the committee meetings.
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- Effective Committees
- Effective Meetings

Your club leader can also be a good source of information.

```
HOW TO HOLD A GREAT MEETING

-plan ahead!
-start on time!
-finish on time!
-have an agenda!
-have many people involved!
-have fun!
```
Congratulations! You have the opportunity to keep your club running smoothly and develop some very useful skills. The following information has been selected to help you with your important job.

If you would like more information on how to be a better secretary talk to your 4-H leaders.

A secretary acts as the memory for the group – recording what the group does and decides to do. A strong secretary helps meetings run efficiently and ensures members are informed about group activities. There are some basic activities to be fulfilled by the secretary:

- keep an accurate record of members, leaders, and guest attendance using the 4-H Secretary’s Book.
- Make an accurate record of the proceedings of all club meetings. This is known as the minutes of the meeting.
- Help the president and leaders prepare an agenda for each meeting.
- Read the minutes from the previous meeting at each meeting.
- Ensure members are aware of upcoming meetings and events.
- Handle the club’s money if no separate treasurer is elected.

WHAT AM I GOING TO GET OUT OF IT?

- fun of contributing to the organization and operation of your club.
- good experience for 4-H awards and the Top Secretary award.
- valuable skills useful for future jobs and resumes.
Secretary of the Year Awards are given for the Top Lifeskills Secretary and for the Top Competitive Club Secretary. The awards are sponsored by the Bank of Nova Scotia - Chatham, Angus Association and the Investors Group (Patricia Rumble).

The judging for the Secretary Award is done by the awards committee of the Chatham-Kent 4-H Association and is based on the following marking system:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completeness</td>
<td>20</td>
<td>- 2 points will be deducted for every item missing in the 4-H club Secretary’s Record Book (i.e. signatures, dates, etc.)</td>
</tr>
<tr>
<td>Content</td>
<td>20</td>
<td>- Content of the meeting reports including completeness (specific information). The secretary must always be impartial and never express in the minutes their opinion of any action taken.</td>
</tr>
<tr>
<td>Neatness</td>
<td>20</td>
<td>- Remember to use the same colour ink throughout, underlining titles, etc.</td>
</tr>
<tr>
<td>Spelling &amp; Grammar</td>
<td>10</td>
<td>- Points deducted for mistakes.</td>
</tr>
<tr>
<td>Promptness</td>
<td>20</td>
<td>- The Secretary’s Book must be submitted to your 4-H leader at the same time your project manual is due. Four points per day will be deducted after that date.</td>
</tr>
<tr>
<td>Creativity</td>
<td>10</td>
<td>- A special cover is an example of creativity. Caution: Do not add unnecessary pictures.</td>
</tr>
</tbody>
</table>

TOTAL 100
Congratulations! You have the opportunity to promote 4-H to the entire community and develop some very useful skills. The following information has been selected to help you with your important job.

If you would like more information on how to be a better press reporter talk to your 4-H leaders.

**I’VE BEEN ELECTED PRESS REPORTER!**

A good press reporter tries to get as much positive publicity for their club as possible. Think of the job as a Public Relations Officer and let your creativity go. There are some basics to the position:

- Write a press release after each meeting.
- Send the press release to your local newspaper and radio station before their deadline.
- Follow-up to make sure they received it and offer further information.
- Watch for article to appear in paper or listen for radio report.
- Compile articles and reports for journal to be submitted for Top Press Reporter Award.

**WHAT DOES A PRESS REPORTER DO?**

- fun of contributing to the recognition your club and fellow members receive.
- good experience for 4-H awards and the Top Press Reporter award.
- valuable skills useful for future jobs and resumes.

**WHAT AM I GOING TO GET OUT OF IT?**
HOW DO I WRITE A NEWS RELEASE?

1. Give your news release a title that is short and to the point using “4-H”. example – “4-H Beef Club Organizes”, “4-Hers Plan a Celebration”.
3. In news writing short sentences are best. Split sentences if they go longer than two lines.
4. Keep the report simple. Use everyday words.
5. Include quotations from guest speakers or tour guides. Include the speaker’s title or position.
6. Edit. Edit. Edit. When you finish your first draft, review it and delete unnecessary words. Proofread the release to make sure that names, dates, times and places are correct. Ask someone else to review the release for spelling mistakes or typos.
7. Your first report should include the names of the 4-H leaders and a list of club executive and members.

WHERE DO I SEND MY NEWS RELEASE?

-see the attached list for your community newspaper.
-check with your local paper for news deadlines
-your local community newspaper is your primary target. It is not necessary to send your press release to every community newspaper. Do send your release to Voice of the Farmer and Farm Market News.

Radio Reports – attempt to contact station to give verbal report.
CFCO AM/CKSY-FM, 117 Keil Drive, Box 100, Chatham, Ontario N7M 5K1 Attn: Farm News Director – 519-354-2200.

WHAT EXTRA THINGS CAN I DO?

- Invite a reporter out to one of your meetings or special activities.
- Write a report for the 4-H newsletter.
- Design a promotion for your school to attract new 4-H members.
- Work in partnership with the 4-H Public Relations Key Leader (if applicable) to promote county 4-H events.
HOW DO THEY JUDGE FOR THE
PRESS REPORTER OF THE YEAR AWARD?

The Press Reporter of the Year Award is sponsored by Voice of the Farmer (Dresden).

The judging for the Press Reporter Award is done by the awards committee of the Chatham-Kent 4-H Association and is based on the following marking system:

<table>
<thead>
<tr>
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<th>Points</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Promptness</td>
<td>10</td>
<td>- submitted to press on time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- book handed in on time</td>
</tr>
<tr>
<td>Completeness</td>
<td>20</td>
<td>- title page, “me” page, achievement day/night included</td>
</tr>
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<td>- all meetings and actual press copies</td>
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<td>- all requirements fulfilled</td>
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<tr>
<td>Published</td>
<td>10</td>
<td>- copy of submission, actual clipping from newspaper, details of posting in paper or on radio.</td>
</tr>
<tr>
<td>Neatness</td>
<td>20</td>
<td>- use same ink/font</td>
</tr>
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<td></td>
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<td>- do not overuse white-out</td>
</tr>
<tr>
<td>Spelling &amp; Grammar</td>
<td>10</td>
<td>- points are deducted for every error</td>
</tr>
<tr>
<td>Content of Reports</td>
<td>30</td>
<td>- the “body” of the report</td>
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<td></td>
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<td>- are all bases covered?</td>
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<td>Creativity</td>
<td>10</td>
<td>- identification on outside or transparent cover</td>
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<td></td>
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<td>- pictures, etc.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>110</td>
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</table>

A percentage out of 100 is designated to each submission.
SAMPLE PRESS RELEASE

Press Releases to be sent on 8 – ¼” X 11 paper.

(4-H Club Name) Kent Swine Club
c/o – (your name)
(address)
(phone #)

FOR IMMEDIATE RELEASE

(Date report is written)
June 1, 2005

(TITLE)
4-H’ers Plan Party

(Body of Release)

Neatly print or type every other line.

Answer:
- Who?
- What?
- Where?
- Why?

Contact: Your Name
Press Reporter
Phone #
MEDIA

Chatham-Kent 4-H Association newsletter
chathamkent4h@gmail.com

Chatham Daily News
cdn.newsroom@sunmedia.ca

Blenheim News Tribune
pl.tribune@southkent.net
tribune@southkent.net

Chatham This Week
peter.epp@sunmedia.ca

Chatham Voice
bruce@chathamvoice.com

Farmers Forum
ditor@farmersforum.com

Ontario Farmer
ontariofarmer.editorial@sunmedia.ca

Thamesville Herald
thamesvilleherald@outlook.com

Wallaceburg Courier Press
peter.epp@sunmedia.ca

Ridgetown Independent
indynews@mnsi.net

Todays Farmer
paul.mahon@sunmedia.ca

Tilbury Times
gharvieux@tilburytimes.com

Blackburn Radio
chatham@blackburnnews.com

CKXS FM Radio
news@ckxsfm.com

CKLW Radio
mike@am800cklw.com
Welcome!
Congratulations on your new role as your 4-H club’s treasurer! Your fellow club members have elected you to be the secretary of the club. As the Treasurer within your club, you join a group of 4-H officers (President, Vice President, Secretary and Press Reporter) and become a representative of your club. This guide will help you to understand what your role is as the treasurer and how to carry out your many official duties.

An Officer’s Role in the Club
Serving as a club officer means you are part of a team. The team’s responsibility is to hold a club meeting that is fun but is also well run to inform others what your club does within your community. Make sure you come to the meeting prepared and ready to go.

Your Role as the Treasurer
Winning the nomination to be your club’s treasurer is an honour and a responsibility. As the treasurer, your responsibilities include:

• Handling money matters of the club and maintaining accurate financial records.
• Keeping an accurate record in the treasurer’s finance record book of:
  – all income received and its source
  – all expenses paid out, showing who the money was paid to and what it was paid for

A blank ledger form is included in this handbook.
• Depositing all funds in the bank within a week.
• Paying all bills promptly as approved by the club.
• Spending money ONLY with club approval (a motion, second and passing vote must be included in the meeting minutes).
• Writing receipts for all money collected.
• Preparing an accurate treasurer’s report for each meeting.
• Working with other club officers as a team.
• Working closely with your club leaders and seeking their advice.
• Acting as the chairperson for your meeting(s) if the president, vice president and secretary are all absent.
• Being prompt and enthusiastic.
• Turning in your completed Treasurer’s Handbook at the end of the club.
Tips for Treasurers

- While still at home, before each meeting, prepare an up-to-date treasurer’s report. Do not wait until you get to the meeting to finish it.
- Have an up-to-date list of club leader and club officers.
- Never mix your own money with club money. Never use club money for your personal needs. Both of these practices are illegal.
- Pay only by cheque. This will give you a paper trail should any questions arise as to whether a bill was paid or not.
- Keep all paperwork for all bills paid and for all receipts written for money collected.
- Be sure that the account is in the name of your 4-H club. A club’s bank account should not be under the name of the treasurer or any other member of your 4-H club.
- All cheques should require two signatures. Sometimes, three people have signing authority in case one person is away. Additional people that could have signing authority could be the president and possibly a club leader, but this can be determined at the first meeting. The people chosen to have signing authority should not be related to each other. It is recommended that one of those having signing authority be a club leader.
- If, as treasurer, you do not have signing authority, you should still write out the cheques and then have two of the people who have signing authority sign the cheques.
- To make record keeping easier, put your treasurer’s handbook in a three-ring binder with pockets for bills and receipts. Punch holes in your bank statements and include them in the notebook.

Learning how to be an effective Treasurer of your 4-H club is an important skill to learn both now and for future organizations you might be a part of such as Minor Sports Associations, Junior Farmers, Agricultural Societies and community organizations such as Rotary, Kinsmen, Lions, etc.
Treasurer’s Report (presented at each meeting)

The treasurer’s report informs members of the club’s financial activity since the last meeting. Complete it at home before the meeting and so that you come prepared to present it at the meeting.

Name of Club: ________________________________

Treasurer’s Report for: ________________________ (date of meeting)

Meeting Location: ________________________________

1. Beginning account balance: ________________ (this should be the ending balance from the previous meeting)

2. Money received:
   ________ from ________________ for ________________
   ________ from ________________ for ________________
   ________ from ________________ for ________________
   ________ from ________________ for ________________
   ________ from ________________ for ________________
   ________ Total money received.

3. Payments made:
   ________ from ________________ for ________________
   ________ from ________________ for ________________
   ________ from ________________ for ________________
   ________ from ________________ for ________________
   ________ from ________________ for ________________
   ________ Total payments made.

4. Ending account balance: ________________

5. Submitted by: ________________________________ Treasurer