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Prepared December 2008



2009 Fayette County 4-H HANDBOOK & PROJECT GUIDE



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*The Purdue University Cooperative Extension Service is an Affirmative Action,
equal access/equal opportunity institution.*

Pledge to the Flag

I pledge allegiance to the Flag of the United States of
America and to the Republic for which it stands, one nation
under God, indivisible, with liberty and justice for all.

4-H Club Pledge

I pledge
MY HEAD to clearer thinking
MY HEART to greater loyalty
MY HANDS to larger service, and
MY HEALTH to better living for my Club,
my Community, my Country and My World.

4-H Motto

"To Make the Best Better"

4-H Colors

Green and White

The 4-H Club Member's Creed

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

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FAYETTE COUNTY 4-H PROGRAM

GENERAL TERMS AND CONDITIONS

The Indiana 4-H Program serves the youth of Indiana by providing a strong educational youth development program. This program delivers educational experiences in a variety of settings. Caring, capable and contributing adults assist in the 4-H program as models for youth. The rich heritage of the 4-H Program is one to be valued and passed along to future generations.

The Indiana 4-H Youth Policy and Procedures Book sets out certain standards and guidelines to be used to assure that 4-H is a positive youth development program. County 4-H policy is guided by the county 4-H Council as provided by the County Extension Board. Legal authority for the 4-H Program rests with the Director of the Cooperative Extension Service at Purdue University. No county 4-H policy may conflict with state 4-H policy or with federal guidelines and requirements.

It is the policy of 4-H to be an inclusive organization. No county policy or practice should be used to arbitrarily exclude youth from either membership or participation. Youth should participate in 4-H Youth Development opportunities at levels and times that best suit the youth's development and support family involvement.

Membership - Youth may become 4-H members when they enter the 3rd grade and may continue their membership through the completion of grade 12. Each individual may continue membership for a maximum of 10 consecutive years. Exceptions: (1) Youth who enroll in grade 3 and are advanced academically (thus graduating early) may continue for a total of 10 years ONLY if the enrollment occurs in consecutive year; (2) Those youth who are academically advanced and "skip" 3rd grade, may begin the program as a 4th grader and may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years.; (3) Those youth who enroll in grade 3 and are retained a grade in public school may continue to progress through the 4-H Program by adding subsequent years of participation, but MAY NOT exceed 10 years of participation. For example, if a member is retained one year in public school, their final year of 4-H membership would conclude the summer following the junior year of high school; (4) Those youth who entered the program in 3rd grade and for one reason or another leave formal education prior to the completion of 12th grade may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years. ; NOTE: 10 years of membership in the 4-H Youth Development is an opportunity-not an entitlement. Those youth who do not enroll as 3rd grade students or meet the exceptions above, conclude their involvement with the program during the summer immediately following the completion of their senior year in high school. An individual's 4-H grade is determined by the school grade in which he or she is classified regardless of the time of year he or she enrolls in 4-H. A member does not advance in 4-H grade until he or she enrolls in 4-H for the subsequent school year. Each member should enroll in the division of a project that would best suit his/her interest and potential for personal growth and would enhance their family involvement. Opportunities in the 4-H program are available to all Indiana youth as defined regardless of race, religion, color, sex, national origin, marital status, parental status, sexual orientation or disability. Married young men and women of 4-H age may participate in any of the 4-H projects and activities. However, married persons must participate by the same terms and conditions and/or guidelines as unmarried participants. Membership in 4-H is gained by enrolling through a Purdue University Cooperative Extension Service Office located in each of Indiana's 92 counties. The 4-H club year usually extends from one annual 4-H exhibit to the next. Enrollment is an annual process attained by completing the appropriate county 4-H enrollment form. Each county establishes its own enrollment deadline.

Residence – Indiana youth typically enroll in 4-H in the county or state in which they reside. However, individuals living in one county may join 4-H in another county as determined by county policy. There may be educational or social reasons for an individual joining 4-H in a different county other than that of their primary residence. During a single calendar year, a 4-H member enrolled in a given project is expected to enroll and exhibit that project only in one county of enrollment. In the event that a project is not offered in the county of primary 4-H enrollment, a 4-H member may enroll in that specific project in a

different county. Approval of this special exception rests with the county 4-H policy-making or governing board (i.e. 4-H Council) and/or the Extension Board of the receiving county. Participation in 4-H related activities and events (i.e. judging; share-the-fun) must be in the county of primary enrollment. The above policy is not intended to provide an escape mechanism for troubled 4-H Members and families who are unwilling to follow the terms and/or conditions and/or in their current county of 4-H membership. Decisions regarding 4-H membership in a non-resident county (a county you do not live in), rest with the County 4-H Council and/or the Extension Board in the receiving county. Related Questions regarding member acceptance in the adjacent county rest with the county 4-H council and/or extension board of the receiving county.

Deadlines - The proper compliance with established, stated and published final dates and deadlines is considered an appropriate expectation of 4-H membership. Submitting things on time and following the terms and conditions is part of the 4-H learning experience and is considered a reasonable thing to do. Individuals not complying with these expectations may lose awards and privileges. This is especially true in animal projects where animal ownership, raising and identification has a specific time line as part of the project requirements. Members not complying with established and published dates for exhibition may be denied exhibition privileges as well as any premiums or awards for that project.

Animal Ownership/Leasing - Each 4-H member shall own/lease his/her 4-H exhibit. Ownership/leasing, personal possession, and regular care of the animal must be in effect on or before the county and state enrollment deadlines and continuously until after the 4-H show at the county and/or state fair. For 4-H breeding animals, family corporations and/or partnerships of 4-H members with one or more parents, siblings, grandparents, aunt, uncle, legal guardian is acceptable. Animals that may be leased (dairy cattle & heifers, horses & ponies) are subject to those terms and conditions of that specific species.

Participation – Attendance and participation at 4-H meetings is highly encouraged as part of the overall educational experience. However, attendance and participation at club meetings cannot be required as a criteria for completion. 4-H club meetings should be of the quality that 4-H members should want to attend, participate and learn something beneficial. Also, rewarding 4-H clubs, 4-H members and 4-H volunteers for attendance and participation in club meetings, tours, workshops, local and county exhibits, etc., is encouraged. The rewards for participation in 4-H meetings, tours, and activities should be significant enough to cause the 4-H member to see the advantage of reacting positively. 4-H volunteers and members of local clubs may establish goals for attendance, exhibits, completion, etc., to meet the criteria established for awards and recognition for their clubs as long as they do not conflict with stated county, area, or state policies.

Exhibition - Exhibition of 4-H projects in local, county or state exhibits/fairs is considered a privilege and is voluntary on the part of the exhibitor. The exhibition of 4-H projects provides 4-H member an opportunity to display their 4-H projects, enter into competition and participate in an educational/social environment with peers. With exhibition also comes the responsibility for abiding by all of the terms and conditions pertaining to the respective 4-H project.

Completion - The completion of a 4-H project must not be misinterpreted as exhibition of said project at a local, county or state fair. 4-H members are considered complete in their project work for that year when they have (1) completed an "official" 4-H member enrollment form prior to the established and published date for enrolling; (2) turned in a completed 4-H project record sheet prior to the established and published date; and (3) had an officially recognized 4-H leader/educator verify the existence of the completed project or activity. Though exhibiting in local, county and state exhibits/fairs is not required for project completion, as it does not necessarily relate directly to content and skills learned in the development of a 4-H project, project exhibition is encouraged as a continuation of the education experience.

Liability Release Policy - The 4-H Youth Development Projects, Events and Activities Release Form shall be obtained annually from each and every 4-H participant in the following projects/activities: Shooting Sports Education & Horse and Pony. 4-H members who do not have on file with the County Extension Office a release form that has

been signed by at least one parent or legal guardian will not be allowed to participate in these projects, events, or activities. This form must be signed and obtained from participants annually.

Behavior Expectations of 4-H Members – To 4-H members, volunteers, parents and the public: When participating or acting in behalf of the 4-H program, all persons are expected to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct which may be injurious to the 4-H program. The following actions constitute misconduct for which persons may be subject to disciplinary penalties and/or dismissal from the program:

- (a) Dishonesty in connection with any 4-H activity by cheating or knowingly furnishing false information.
- (b) Alteration or the unauthorized use of 4-H records.
- (c) Obstruction or disruption of any 4-H activity or aiding and encouraging other persons to engage in such conduct.
- (d) Failure to comply with specific rules of a given project, contest, or activity.
- (e) Failure to comply with directions of 4-H officials acting in the proper performance of their duties.
- (f) Inhumane treatment of 4-H animal projects.

There are many opportunities for 4-H members, parents and the public to participate in 4-H events and activities. When involved in such experiences, members, volunteers, parents and the public are expected to follow all rules and regulations as outlined by those responsible for the specific program or activity. In all such 4-H activities, the following constitute a violation of behavioral expectations.

1. Possession or the use of fire crackers, gun powder, firearms, chemicals or other materials that can be used to create an explosive mixture.
2. Misuse of fire equipment or sounding a false fire alarm.
3. Having a guest of the opposite sex in your sleeping quarters.
4. Physical abuse of any person or conduct which threatens or endangers the health or safety of any person.
5. Theft of or malicious damage to property.
6. Possession, use, or distribution of alcohol, illegal drugs, tobacco-like products, or other dangerous substances.
7. Lewd, indecent, or obscene conduct.
8. Unauthorized entry, use or occupancy of any facility.
9. Any conduct which threatens or interferes with the maintenance of appropriate order and discipline or invades the rights of others.

When violations occur at out-of-county, district, area, and/or state and/or national 4-H events, the following procedures will be followed:

- (a) The parents/guardians will be contacted to arrange transportation home for the violator(s) and
- (b) The local extension educator will be notified.

Penalties - If, in the opinion of the state 4-H leader or designee, evidence of alteration and/or excessive outside help and/or unethical preparation and/or misconduct is noted, the exhibit and/or 4-H'er may be disqualified from the show and/or all premiums and/or awards forfeited and/or the 4-H'er may be subject to a one year disbarment from participation in that project and/or other related 4-H projects and/or events and/or activities. Further, enforcement may be selective which does not waive the state 4-H leader's right to enforce collectively at a future date and appropriate circumstance.

Special Note - When infractions in regulations and/or policies take place in the livestock project, special penalties will be enacted. In addition to the above stated penalties, animals unethically fitted or altered for show and sold at 4-H auctions will have all premiums associated as a 4-H reward removed from the sale price of the animal. The animal sale price provided the 4-H'er will be that of the day's going market value with anything above said market price retained by the 4-H organization as a penalty for the action.

DUE PROCESS and GRIEVANCE PROCEDURES

The first step before a grievance is filed should be a called meeting with the appointed Department committee formed to resolve issues. A grievance should be filed only after all other avenues of resolution have been explored.

The grievance procedure for problems arising out of 4-H exhibit requirements, judging and the assessment of any or all penalty(s) for such problems including but not limited to fraud and/or deception (excepting immediate disqualification) shall follow the below listed procedures:

1. Grievance regarding a project or activity during county 4-H Fair will first be processed by the local 4-H Council. The chair of that body will appoint a small unbiased subcommittee consisting of; 4-H Leader, Department Director in charge, in consultation with the respective 4-H Council and the Extension Education, to conduct the original investigation and decide the outcome.
2. 4-H Council has set a fee for filing the grievance. Filing fee will be waived in hardship cases.
3. Grievance is lodged with the president of the 4-H Council or superintendent of project. The burden of proof shall reside with the party filing the grievance.
4. The person filing a grievance must complete the Grievance/Appeal Form.
5. Grievance shall be filed and fee paid within 24 hours of incident. The written grievance must be accompanied by \$100 cash or money order made payable to the Fayette County 4-H Council. The money will be returned to the protestor if he/she wins or will be given to the Fayette County 4-H Council if the protest is lost. *(Note: the ARBA have their own grievance procedure with a \$25 fee. If the grievance is brought to the 4-H Council, it will be \$100. If it is to the ARBA, it will be \$25.)*
6. A grievance sub-committee (4-H Leader, Department Director in charge, in consultation with the respective 4-H Council and the Extension Educator) will be called together to act within 24 hours of a filed grievance, or in a more timely manner, if situation warrants.
7. The sub-committee renders a decision.
8. The person filing grievance may appeal decision to the 4-H Council, within 15 days of receiving the written decision. A date will be set for a hearing by the Fayette County 4-H Council and the 4-H member shall be notified in writing. The 4-H Council reviews facts in evidence and renders a decision.
9. The person filing grievance may appeal decision to county Extension board. If within 15 days of receiving the written decision from the Fayette County 4-H Council, the hearing was not reasonable and prudent, the 4-H member may make a final appeal in writing to the Fayette County Extension Board. A date will be set for a hearing by the Fayette County Extension Board and the 4-H member shall be notified in writing. The Extension Board reviews the facts in evidence and renders a decision. **This is the final level in the appeal process.**

DETERMINATION OF FRAUD and DECEPTION

Fraud and/or deception will not be allowed relative to any 4-H exhibit. Fraud and/or deception being defined to include, but not limited to, the following:

1) Tamper (altering) and/or misrepresentation relative to any exhibit is prohibited. This prohibited activity includes but is not limited to the breeding, age, ownership, and/or method of preparation or completion. (for example, with animal exhibits, this includes, but is not limited to, coloring that alters or misrepresents breed characteristics, pumping, drenching and filling); **2) Unethical fitting of animal exhibits** is defined as the administration of any substance (to include, but not limited to, drugs, blood, oils, steroids, air, chemical substances) or performance of any surgical or non-surgical procedure altering the animal's configuration or natural conformation of any part of the animal's body, or rendering its tissues unfit for human consumption and is prohibited.

Exceptions that are allowed to 1 and 2 above include hoof trimming, dehorning, removal of hair, castration, branding, tattooing, ear notching, docking of tails on sheep and swine, and coloring or manipulation of normally attached hair that does not alter or misrepresent breed characteristics of the animal's configuration or natural conformation.

PENALTY - For non-livestock projects, a three-member committee will determine if fraud and/or deception have occurred. This committee will consist of a 4-H council representative, 4-H adult leader representative and Extension Office representative.

For livestock projects, a three-member committee will determine if fraud and/or deception have occurred. This committee will be appointed by each livestock department director with that department director as chairperson. These committee names are to be reported to the Extension Office by January 31 of each year.

If the committee determines that fraud and/or deception have occurred a representative will be appointed to inform the 4-H member of the penalty.

Upon determination that a 4-H fair exhibit and/or 4-H judging problem requires a penalty and/or fraud and/or deception has occurred prior to, during, or after judging, any one or more of the following penalties shall be imposed:

1. The 4-H exhibit in question will be immediately disqualified.
2. The 4-H exhibit will not be allowed to be sold in the 4-H auction (this will be decided by a committee consisting of the President of the 4-H Council, Extension Office representative and the Overall Livestock Director). (a) In the case of an exhibit already sold at the 4-H auction, the 4-H member shall be required to refund/return all sale money in excess of market value to the Fayette County 4-H Council, at the discretion of the Fayette County 4-H Council, the money will be returned to the buyer or otherwise donated to the Fayette County 4-H program. (Note: Placings of other exhibits will not be adjusted as a result of the imposition of this penalty.)
3. Any or all premiums, trophies, and awards connected to the 4-H exhibit in question will be withdrawn and required to be returned.
4. The 4-H member will be barred from competition at the Fayette County 4-H Fair in the category disqualified for up to three years.

Fayette County 4-H Departmental Rules Interpretation, 4-H Fraud/Deception Determination

Non Livestock	Member/4-H Council	Member/4-H Adult Leader	Extension Office Rep.
Beef	Director	Assistant Director	Pres.-FC Cattleman's Assn.
Cat	Project Leader	Project Leader	Extension Office Rep.
Dairy	Director	Assistant Director	Extension Office Rep.
Dog	Dog Project Rep.	Dog Project Rep.	Dog Project Rep.
Goat	Director	Asst. Director	Extension Office Rep.
Horse & Pony	Director	1 st Asst. Director	2 nd Asst. Director
Poultry	Director	Assistant Director	Extension Office Rep.
Rabbits	Co-Director	Co-Director	Show Secretary
Sheep	*	*	*
Swine	Director	Asst. Directors (2)	Pres.-FC Swine Assn.
All Livestock	Fair Board Executive Comm.	4-H Council Executive Comm.	Extension Office Rep.

*Any three of Sheep Association President, or Vice President, or Secretary or Sheep Director, or Assistant Sheep Director.

NON-LIVESTOCK 4-H EXHIBIT AND PROJECT TERMS and CONDITIONS

ELIGIBILITY: Youth may be 4-H members in grades 3-12 for a maximum of 10 years.

- Three persons will be appointed each judging day (1 from 4-H Council, 1 Adult Leader and 1 from the Extension Office). These 3 will make final decisions on any problems that arise during judging week. They will be called "directors".

ALL PROJECTS MUST BE COMPLETED SINCE LAST YEAR'S FAIR.

1. The Fayette County Free Fair Association or the Fayette County Extension Staff is not responsible in case of personal loss, theft, or injury during the fair. **Exhibits are shown at the 4-H members own risk.** Committees will be on duty to protect all exhibits.
2. All exhibits will remain on display from entry time until release time. 4-H MEMBERS ARE RESPONSIBLE FOR PICKING UP THEIR OWN EXHIBITS ON THE LAST SATURDAY OF FAIR WEEK BETWEEN 9 a.m. and 11 a.m.
3. Blue Star, Blue, Red or White group placings are awarded.
4. Champion and Reserve Division Champion placings are considered in all projects, regardless of the number in a class, if blue placing or better quality.
5. Grand and Reserve Grand Champion Rosette ribbons are considered in each project, including each craft project. Grand Champions will be selected from Division Champions. Reserve Grand Champions will be selected from the remaining Division Champions and the Reserve Division Champion of the same division as Grand Champion.
6. All State Fair selections will be placed at the end of each judging day by the directors.
7. In all projects, members may begin at any division/level/category, however depending on the project, they must remain there or move higher, never lower. Projects that have an age or grade requirement, member must start at their level or higher.
8. Premiums will be paid according to the placing: Blue, Red, White and exhibitor. No extra premium money is given for placings higher than blue. **Premium monies will be available on the last Saturday of the Fair when you pick up your projects.** Each 4-H exhibitor must have 4-H records completed and compiled inside their folder entitled "Members Record Book" to receive premium money. Record books will be returned when the grading process is completed. Livestock members must have a slip signed by the director, assistant director or person designated by the director of each specie to present to the check-out worker when picking up premium money.
9. All Poster Projects must be displayed horizontally (unless otherwise stated in project manual) and must contain a stiff backing the same size of the poster, and must be covered with clear covering to keep the project clean. A project label is to be attached to the lower right hand corner of poster unless otherwise instructed in manual.
10. Consult the specific project or projects for the correct time 4-H exhibits must be entered at the Expo Hall. (ANY EXHIBIT ENTERED AFTER 10 A.M. OR DESIGNATED ENTRY TIME IS CONSIDERED LATE.) All late entries and all projects not meeting terms and conditions will receive no higher than a red ribbon. Late projects brought in after its division has been judged will be given a green ribbon. The 3 directors of the day will be at the door at 10 a.m. and will remain there for 15 minutes to handle late entries.
11. Parents and 4-H members are encouraged to be present during judging.
12. Only Grand Champion winners will have pictures taken for publicity.
13. Members may add or drop projects until June 1. Members will receive a print-out of their projects and categories around May 15. You **MUST** check this and make any additions or corrections with the Extension Office by June 1 by signing and returning your project form. Those that do not return their forms by June 1 will be judged according to the print-out that was mailed.

No changes in projects, divisions or categories will be accepted after June 1.

**SEE GENERAL
ARTS AND CRAFT PROJECT TERMS and CONDITIONS
and CROPS TERMS and CONDITIONS
with the CRAFTS and CROPS**

4-H LIVESTOCK and SMALL ANIMAL DEPARTMENT

GENERAL TERMS and CONDITIONS:

All exhibits must meet the terms and conditions of the 4-H Club project. IN CASE OF MISUNDERSTANDING THE 4-H HANDBOOK & PROJECT GUIDE SHALL BE THE OFFICIAL GUIDE AND THE INDIANA 4-H PROGRAM STATEMENT OF POLICY.

All exhibits shall be owned by the 4-H Club member. Livestock members must make fair entries with the County Extension Office by July 15.

4-H animals purchased, sold or offered for sale after the enrollment deadline and prior to the Indiana State Fair shall not be eligible to be shown in the 4-H show at the Indiana State Fair. This includes the Fayette County 4-H Auction.

4-H animals exhibited after the animal enrollment deadline (at ID days for steers, non reg. heifers, goat wethers & sheep & May 1 for all other animals), under a different name than the person listed on the Indiana 4-H animal enrollment form shall not be eligible to be shown in the 4-H show at the Indiana State Fair. NOTE: This term/condition does not apply to the horse & pony program where a parent MAY also show the horse or pony after it has been enrolled in the 4-H Program.

All livestock owned by 4-H Club members may show in the open classes. Entries must meet terms and conditions of the class to be entered and pay regular stall rent. Open Class Swine entries will be made at weigh-in time on Saturday. Open Class Beef, Sheep & Goat wether entries may be made with the Directors the day of the shows.

Injections of any kind must be administered in the presence of and approved by the director and that species committee AND the animal CANNOT be sold in the 4-H Auction or Open Market.

**CONDUCT TERMS and CONDITIONS
FOR LIVESTOCK AREA DURING FAIR**

1. No alcoholic beverages on the fairgrounds.
2. Curfew on the fairgrounds for anyone under 21 years of age is 1:00 a.m.
3. Each Fayette County 4-H member and their guests staying on the fairgrounds must be signed in prior to curfew time each day with a livestock department director. The State 4-H Department requires that any 4-H youth staying overnight must be accompanied at all times by his/her parent or adult guardian.
4. There will be adults to watch each barn each night of the fair.