

November 2009

LEADER'S LINE

A hearty thanks goes out to **all** the leaders for your work this past year. Shelby County's volunteers led the way to help educate our youth. We have recently added several new faces to the Shelby County 4-H program and we welcome them!



Remember, to be a volunteer with our program, volunteers must go through a reference/background check. The appropriate paperwork must be filed to help with the youth. Please help our office monitor this process so we are exposing our kids to the finest in leadership.

Look for new and **exciting** changes in this Leader Line. All materials for leaders will be ready at the leader training meeting on **January 16th from 10:00 a.m.-12:00 p.m.** at the extension office.

Our mission is growth and we can build this together.

Krista Bowlby

Purdue Extension-Shelby County
Youth Educator

Don't Forget...
4-H Club Financial
Forms are due by
4 p.m. February 1,
2010!

4-H Advisory

Council Representative

Three 4-H leaders serve on the 4-H Advisory Council to represent the adult leaders. These positions are elected on a rotating basis. Each year one leader is elected to serve a 3 year term. This year's newly elected representative is David Kuhn. Thank you, David, for your willingness to serve in this capacity, and for agreeing to act as 4-H Advisory Council secretary. A thank you, as well, to the two leaders currently serving as representatives, Darrin Linville and Brenda Nortrup.

4-H Leader Contracts

If you are a 4-H leader, please fill out the enclosed 2010 4-H Leader Contract and return it to our office by December 1. (Livestock and Building Superintendent contracts will be mailed separately.) This contract indicates your interest in being a 4-H adult volunteer for the 2010 club year, and also lets us know on which committees you are willing to serve. **We are required to have a current year enrollment on file for each adult volunteer. To continue as a leader, you MUST sign the contract and return it to us by December 1.**

Revised Adult Behavioral Expectations Forms

A recent revision to the Adult Behavioral Expectations Form that every 4-H adult volunteer must sign is causing us to reissue the form to all of you. **The signing of this form is not optional. We are required to have a completed revised form on file for every adult volunteer in 4-H Youth Extension programs.** Please return your completed form, along with your contract, by December 1, 2010.

Reduction of Office Mailings

As we mentioned in the October/November *Clover Clips*, we will be making every effort in 2010 to cut back on the amount of mail being sent from our office. Please remind your club members to read their newsletter and make note of any important dates pertaining to them and their projects.

Email Contacts

As part of the effort to reduce costs, we are asking any of you who regularly receive and check emails to provide us with an email address where we may send information. This can be a work email or a home email. Our plan is to eventually have *Clover Clips* as an electronic publication only, and we can email it to you as a convenience, as well as posting it to our website.









Attention Project Superintendents!

If you are currently a project superintendent, whether it is for livestock/animals or general projects, we are asking that you set your 2010 workshop dates and notify the office before December 1. Due to the increase in postage, we are cutting back on the number of mailings being sent from this office. The workshop dates you give us will be posted in the 2010 4-H Hand Book, on the office website calendar and published in *Clover Clips*. **Reminders will not be mailed for published workshops.** Please help us control our costs by setting your workshop dates now so we can get the information to your project members in multiple forms.

Preparing Club Financial Records

The 2009 Annual 4-H Unit/Club Financial Report will be due from club leaders on **February 1, 2010**. Every 4-H Club **MUST** submit a financial report on a yearly basis. Each year five clubs are randomly selected for a full audit. Those clubs will be notified. Please use the next couple of months to make sure your club finances are in order and expenses can be documented. This will help the report and audit process run smoothly.

Things to look for in 2010...

-  • The new Shelby County Extension website should be up and running by January of 2010. We can't wait! This will be a useful tool in our communications with all of you. Record sheets, enrollment forms, awards/scholarship applications, *Clover Clips* and even the 4-H Handbook will all be available on line.
-  • The general project check and judging will run a week BEFORE the fair starts.
-  • Project changes for 2010 will include major revisions in Home Environment and the addition of an Auto/Truck 4-H project.
-  • New to the animal and livestock projects is the opportunity for members to lease animals for exhibit at the Shelby County Fair.
-  • A fee has been approved for members enrolling in the 4-H Horse and Pony project. Members will pay \$3 per child with a maximum of \$5 per family. This fee will be used to maintain the show arena and to cover other expenses related to the horse and pony show and workshops. The fee will be in addition to the \$1 project fee.
-  • A new Mini 4-H Handbook will be available next year. We are also adding Fruit and Vegetable Art, Fashion Revue, Tadpoles and Frogs and Construction Sets as Mini 4-H projects, as well as updating some of the older manuals.
-  • To better serve our clients, we will be encouraging 4-H Club members to get their 2010 books and manuals from their leaders at club meetings. Books will be pulled for members in each club and provided to the leaders for distribution. Some clubs already use this practice and it works very well.
-  • New for 2010 is a “featured project”. This project will have a community sponsor with a monetary premium given to champions.

Junior Leaders

Shelby County 4-H Junior Leaders have begun their 2010 activities. If you have 4-H members who are in the seventh grade or older, please encourage them to join Junior Leaders. Dues are \$5 and applications were sent in September or they may pick our up in our office. Forms were due November 1, but we will still accept applications.

Honors Program

4-H Leaders received their gift and/or pin recognizing their years of service to the 4-H program at the Honors Program recently. It was a great opportunity to share the successes of many members of our Shelby County 4-H family.

Congratulations and Thank You to all 4-H Volunteers!

2010 4-H Enrollment

The 4-H enrollment deadline is again 4 p.m. on March 1, and, other than the afore mentioned horse and pony fee, enrollment will remain \$5 per child, plus \$1 per project with a total maximum of \$20 per child and \$50 per family.

4-H and the Economy

As the enrollment date approaches, you may find some families having concerns over paying the fees. If this happens, please contact the extension office. Support may be available to assist with the payment. As for completing projects, encourage your club members to look for resources and items they may already have that could be exhibited. For instance, school projects such as art class items could be exhibited in crafts. If a member has written an essay or done a research paper, it can be exhibited as “Do Your Own Thing”, and recycling is always a good project for making use of what you have. Leasing an animal for a Shelby County 4-H project can be much less expensive than purchasing one. Help our 4-H members keep in mind that resourcefulness and creativity need not be expensive!

4-H Poinsettia Fundraiser

For 2010 the Shelby County 4-H Advisory Council has agreed to take on the sale of Poinsettias and use the money resulting from the fundraiser to benefit programs in Shelby County 4-H. Flyers have been sent to local churches, businesses and interested individuals. Order forms were included in the recent *Clover Clips*. Your support for this important fundraiser is greatly appreciated. Please call your office with any orders as soon as you get them. Supplies are limited and orders are filled on a first-come, first-served basis.

4-H Shooting Sports Leader Meeting

A preseason meeting for 4-H Shooting Sports adult volunteers will be held on November 27. The meeting will be at Bill Claytor's house at 10:00 a.m. If you have questions, please call Bill at 765-525-9405.



4-H Yard Signs!

After the holidays, most of us are ready for the green of spring. Well, we can help put a little "green" in your yard by loaning you a Shelby County 4-H promotional sign. These small signs were a big help last year reminding the public of the upcoming 4-H enrollment. If you would like to add some early green to your yard, just call the office and we will be glad to help!

Mini 4-H Helpers Needed

The Mini 4-H program has been a great success! Due to the increase in members and activities, we are in need of adult volunteers. We encourage you and the parents of your members to consider this opportunity to help our little ones start their 4-H careers. Most positions would require a minimal investment of time. Detailed information was listed in the October/November *Clover Clips*. Applications were requested by November 1, but we would still love to hear from interested parties.

Trips, Awards and Scholarships

In this newsletter you will find a list of the 2010 4-H Trips, Awards, & Conferences. The awards applications will be in the next *Clover Clips*. The scholarship applications are in our office. Please share the information with your club members and encourage them to take advantage of these valuable opportunities. State scholarships include the 4-H Foundation (senior year only), Indiana 4-H Accomplishment Resume, and the 4-H Club Scholarship (those attending the College of Agriculture or the College of Consumer and Family Sciences at Purdue University). **The deadline for these scholarships is January 15, 2010.**

Thousands of dollars of scholarship money is available, and many of our members are qualified to receive it, but they must apply!

Refresher Course on "My Record of 4-H Achievement"

Our adult volunteers have done a wonderful job of grading the 4-H green record books and we are very grateful! Some of you have asked for guidance in helping your club members as they fill out their "My Record of 4-H Achievement" pages. We are including in this *Leader's Line* a sheet that may answer some of your questions. Please make sure your club members are aware that this page will also be found in the 2010 Shelby County 4-H Handbook. Having full and accurate information on their record of achievement will be very important when our 4-H members apply for trips and scholarships!

Annual 4-H Unit/Club Financial Report

Year: _____

Name of 4-H Unit/Club _____ 4-H Unit/Club EIN: _____

Name(s) of Adult 4-H Unit/Club Leader(s) _____

Name of 4-H Unit/Club Treasurer _____

Name of 4-H Unit/Club Bank Account _____

Name of Bank or Financial Institution: _____

Account # _____ Checking ___ or Savings ___ (Check one)

Account # _____ Checking ___ or Savings ___ (Check one)

Name(s) authorized to conduct 4-H Unit/Club business on account _____

Procedures for Adult 4-H Unit/Club Leader and Treasurer to follow:

1. Work together to prepare your 4-H Unit/Club's Financial Report.
2. Check to see that all of the unit's/club's bills for the year have been paid.
3. Be sure all checks that were written have been cashed. If some are still outstanding, contact the individual/business to whom they were written to ask them to cash the checks so your financial report can be prepared.
4. After this report has been completed, send it to the Shelby County 4-H Council, 1110 Amos Road, Ste. D., Shelbyville, IN 46176, or bring it to the Extension Office by **February 1**.

We have worked together and certify that this financial report for our 4-H Unit/Club is accurate.

Checking Account

Starting Balance of January 1, 2009 (amount of money the unit/club had at the beginning of the year)	\$ _____
Total income your unit/club received this year (from dues, fund raising activities, donations, etc.)	\$ _____
Total expenses your unit/club had this year (bills, donations, special activities, etc.)	\$ _____
Ending Balance December 31, 2009	\$ _____

Savings Account

Starting Balance of January 1, 2009 (amount of money the unit/club had at the beginning of the year)	\$ _____
Total income your unit/club received this year (from dues, fund raising activities, donations, etc.)	\$ _____
Total expenses your unit/club had this year (bills, donations, special activities, etc.)	\$ _____
Ending Balance December 31, 2009	\$ _____

Cash on Hand

Total Cash on Hand as of December 31, 2009	\$ _____
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<u>Total Assets as of December 31, 2009</u>	\$ _____
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Unit/Club Treasurer Signature _____ Date _____

Adult 4-H Unit/Club Leader Signature _____ Date _____

Please check if this statement applies to your 4-H Unit/Club, sign it & return it to the above address.

_____ Our unit/club has no active treasury at this time; therefore, we have nothing to report.

Unit/Club Treasurer or Adult 4-H Unit/Club Leader Signature _____