

Belmont County

4-H

HANDBOOK



THE OHIO STATE UNIVERSITY
EXTENSION

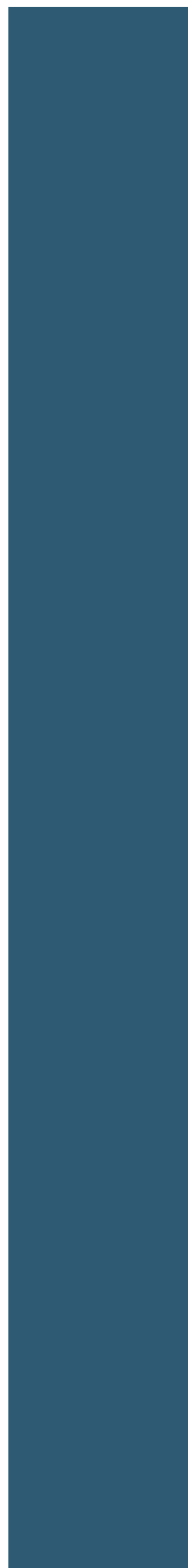


Belmont County

4-H

HANDBOOK

SECTION



What is 4-H?

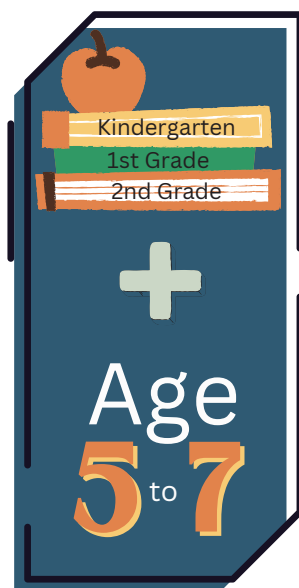
4-H is a **COMMUNITY** of young people across America who are learning **LEADERSHIP, CITIZENSHIP, and LIFE SKILLS** as they work in partnership with caring adults. What does that mean? In 4-H we are committed to helping young people develop skills that will help them **SUCCEED**. We want to empower all youth to reach their **FULL POTENTIAL**.

In 4-H, youth **LEARN BY DOING** projects that are designed to fit their needs at different ages. Through a variety of projects—from food and forestry to rockets and rabbits—4-H gives children and teens opportunities to **LEARN** life skills, to **PRACTICE** them, and become confident in their ability to **USE THEM** in the future.

4-H teaches young people how to meet their needs **FOR BELONGING, MASTERY, INDEPENDENCE, and GENEROSITY** in positive ways.



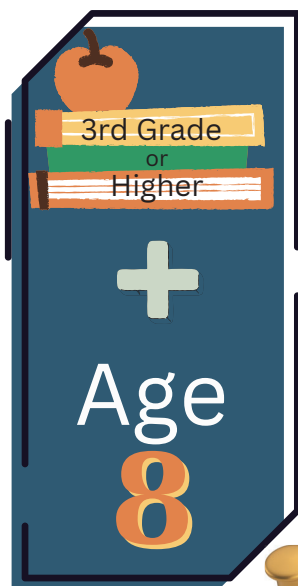
Who Can Join 4-H?



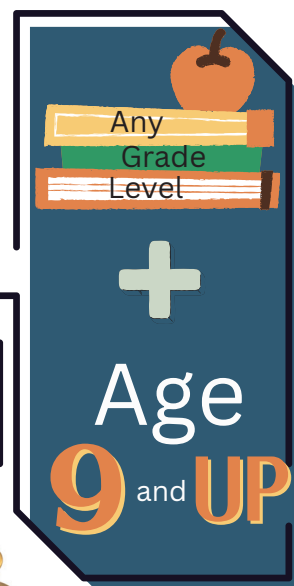
**CLOVERBUD
ELIGIBLE**



Ages are
As of January 1st
of the current
program year



**4-H PROJECT
&
COMPETITIVE
ELIGIBLE**



**4-H Project &
Competitive
Eligibility Ends on
December 31st the
Year You Turn**

19

Membership requires enrollment in an authorized Ohio 4-H Club or Group under the direction of an OSU Extension professional or an approved adult volunteer.

Joining Ohio 4-H is a privilege and responsibility for individuals and is subject to the Ohio 4-H Code of Conduct and applicable policies of The Ohio State University.

Eligibility Overview

Ohio 4-H membership is based on a child's age and grade as of January 1 of the current project year.

Eligibility for Cloverbud participation begins when a child is enrolled in Kindergarten and is at least five years old.

Eligibility for participation in 4-H projects and competitive events begins when a child is at least age 8 and in the 3rd grade.

Any youth age 9 or above is eligible for project membership, regardless of grade level.

The History of 4-H

In 1902, **ALBERT BELMONT GRAHAM** (1868-1960), a schoolteacher and superintendent, established the Boys and Girls Agricultural Experiment Club in Springfield, Ohio.

Graham believed in **LEARNING BY DOING**, a concept at the core of 4-H, which stands for **HEAD, HEART, HANDS, AND HEALTH**.

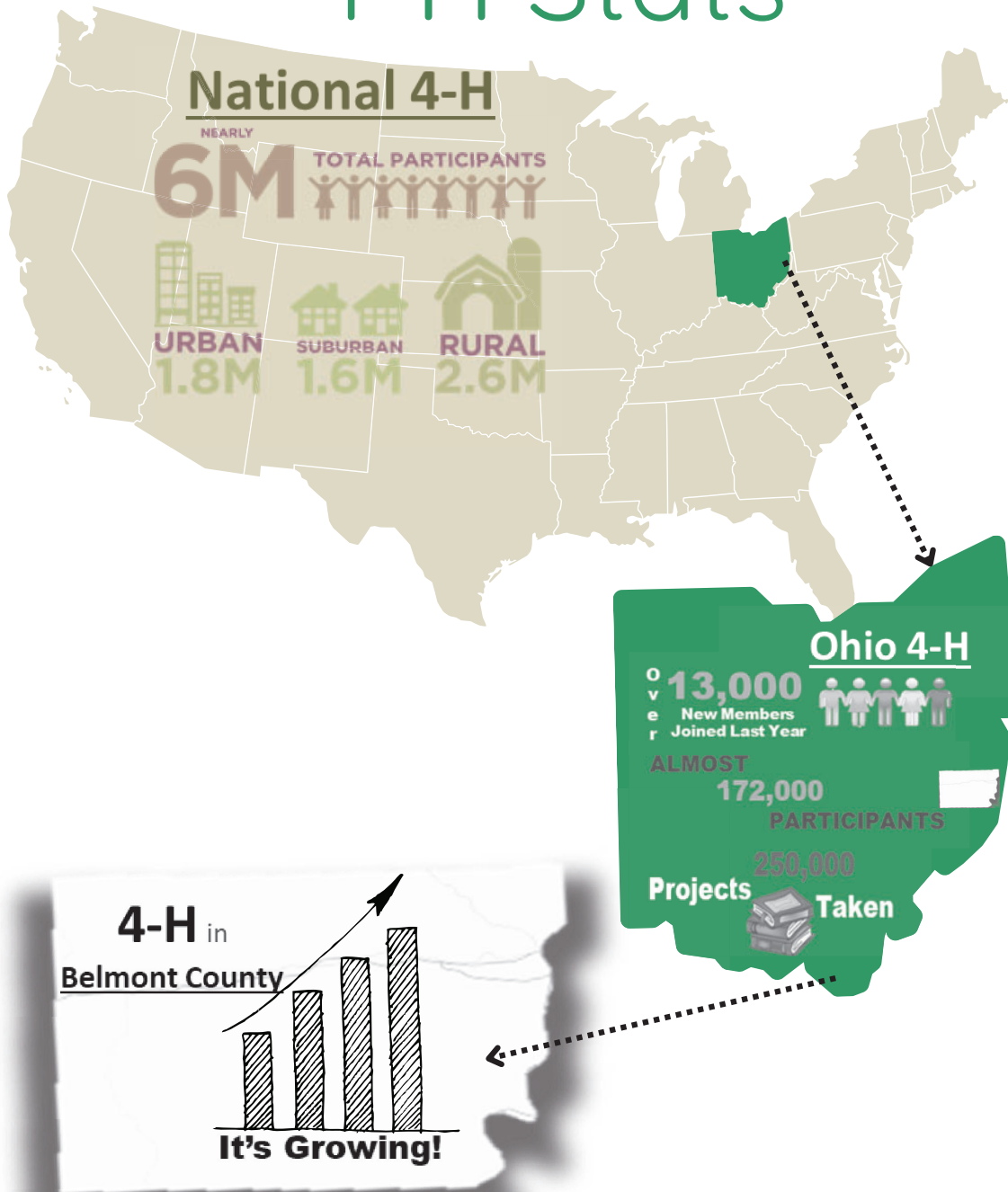
In 1905, Graham became the first Superintendent of Agricultural Extension at **THE OHIO STATE UNIVERSITY** and he brought the idea of 4-H with him.



4-H is in
**ALL 50 STATES AND
OVER 70 COUNTRIES,**
and more than
7 MILLION MEMBERS ENROLL ANNUALLY.

4-H is no longer only for members of the farming community but **EXTENDS** into the **SUBURBS** and **INNER-CITIES** all over America.

4-H Stats



WHAT DOES 4-H DO FOR YOUTH?



2X MORE LIKELY TO PLAN TO GO TO COLLEGE

2X MORE LIKELY TO GET BETTER GRADES IN SCHOOL

41% LESS LIKELY TO ENGAGE IN RISKY BEHAVIORS

GIRLS ARE **2X** MORE LIKELY TO PURSUE SCIENCE CAREERS OVER THEIR PEERS

4-H Emblem

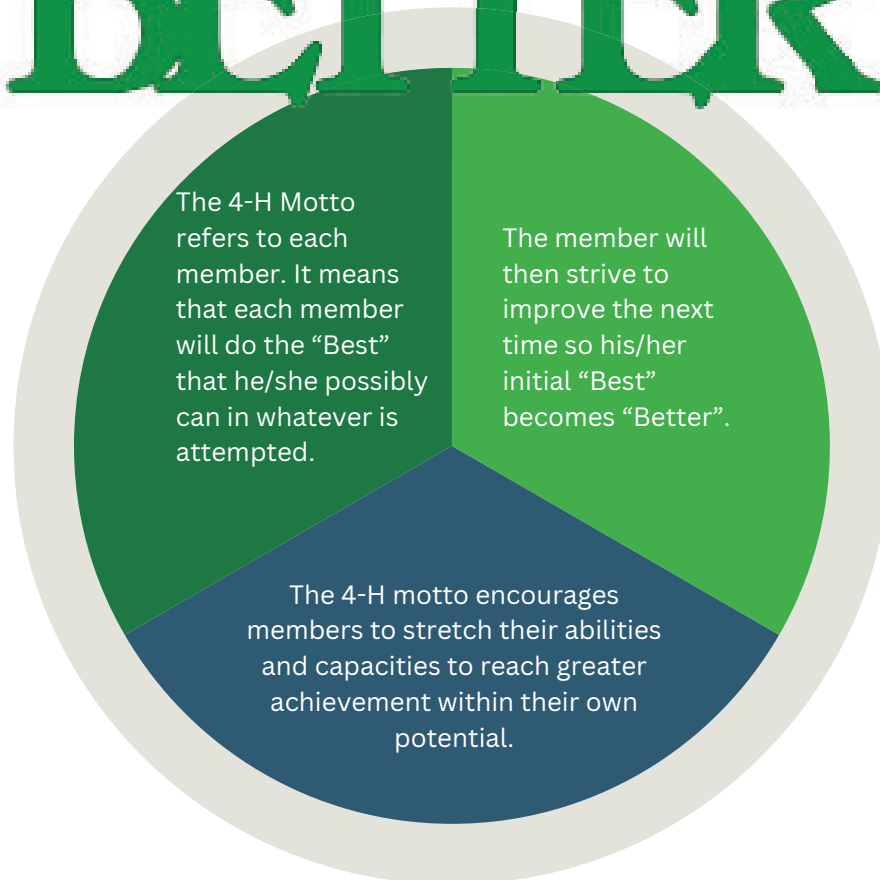
The 4-H Emblem is a highly valued mark within our country's history. As such it was granted a very unique status; it is in a category similar to the Presidential Seal and the Olympic emblem.



The "18 USC 707" marking that appears along the right lower left is coding that protects the use of the clover.

It is protected by the federal government and is under the responsibility and stewardship of the Secretary of Agriculture.

4-H Motto



4-H Pledge

I pledge my



head

to clearer thinking



heart

to greater loyalty



hands

to larger service



health

to better living

for my club, my community, my country, and my world.

4-H Colors

GREEN

Youth

Nature's Most
Common Color

Growth

Life

WHITE

Purity

High Ideals

4-H Slogan

LEARN BY DOING

4-H Guidelines

4-H Guidelines



The following pages contain guidelines for the “Typical 4-H Year”. They are intended to help guide you through the processes involved with 4-H Project Participation. At times, these guidelines may need to be adjusted to meet the situation. Please remember to check the Newsletter, Belmont County Website, Your Provided Email Account, & Social Media for Updates and Reminders.

----- PLEASE NOTE-----

Any requirements/adjustments, that you have already received notice of, stand...the following guidelines do not replace the requirements/adjustments already in action for the Current 4-H Year. Please feel free to contact Your Club Advisor or the Extension Office for clarification, if needed.

4-H Enrollment

Families are required to enroll themselves on the 4HOnline Data System. Enrollment for the upcoming 4-H year generally opens in November and closes March 1st.

In the fall of the current 4-H year, email detailing the re-enrollment process, for the upcoming year, is sent from the 4HOnline Data System to all members or volunteers currently enrolled in Belmont County 4-H.



Special Note -- 4HOnline Access

The email address that you received the notification, serves as your log-in email to access your already established family profile on the 4HOnline 2.0 system.



HTTPS://



To access your EXISTING PROFILE and complete your Annual Enrollment, go to 4HOnline 2.0 at <https://v2.4honline.com>

New Families Joining 4-H

The first step to becoming a 4-H Member, volunteer or event participant is creating a profile in the 4-H online data management system. Ohio 4-H uses the 4-H online system to manage all aspects of the 4-H program, including membership, events, projects, activities and communications. All youth and adults who participate in Ohio 4-H, including 4-H Camps, must have a 4-H online profile. Creating your 4-H online profile is easy and only takes a few minutes. 4-H online profiles are family-based, which means every family creates a “master” profile for each family member involved in Ohio 4-H. A family profile may contain both youth and adults.

Only families participating in Ohio 4-H for the first time should create a NEW family profile. Once created, family profiles are permanent. If you already have a 4-H online family profile DO NOT CREATE A NEW ONE. To avoid any delays in your enrollments, contact The Extension Office for assistance, if you are not sure whether you have a family profile, or if you don't know how to access it.

Once a family profile is created, it will exist for as long as members of that profile are involved in the 4-H program. New members may be added to the family profile at any time and members who are no longer involved in 4-H may be archived.

To get started, reference the 4-H Online Enrollment Guide or contact the Extension Office at 740-695-1455.

4-H Special Needs Accommodations

Accommodations can be made for youth with disabilities through our Winning 4-H Plan.

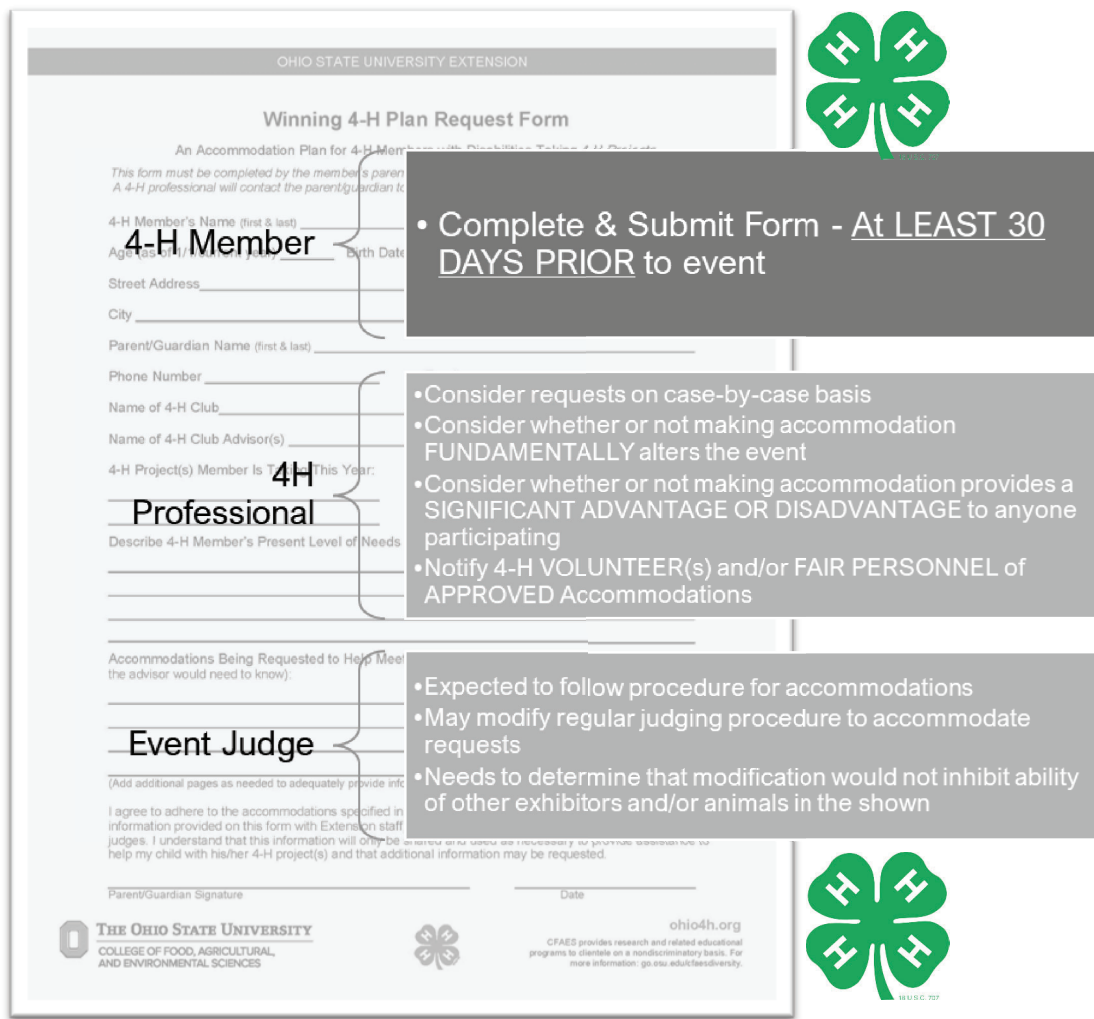
To make an accommodation request, complete the Winning 4-H Plan Request Form and send it to your local 4-H Professional.

Winning 4-H Plan Request Form - two options:

Print and Write - print this form, handwrite your responses, then send

PDF Fillable - open this form, type your responses, then print and send

Visit <https://ohio4h.org/about/join-4-h> to learn more!



The image shows a 'Winning 4-H Plan Request Form' from Ohio State University Extension. The form is titled 'Winning 4-H Plan Request Form' and 'An Accommodation Plan for 4-H Members'. It includes fields for '4-H Member's Name (first & last)', 'Age (as of 1/1/20)', 'Birth Date', 'Street Address', 'City', 'Parent/Guardian Name (first & last)', 'Phone Number', 'Name of 4-H Club', 'Name of 4-H Club Advisor(s)', '4-H Project(s) Member Is Taking This Year', and 'Describe 4-H Member's Present Level of Needs'. There are also sections for 'Accommodations Being Requested to Help Meet the advisor would need to know', 'I agree to adhere to the accommodations specified in information provided on this form with Extension staff judges. I understand that this information will only be used to help my child with his/her 4-H project(s) and that additional information may be requested.', 'Parent/Guardian Signature', and 'Date'. The form is accompanied by a green four-leaf clover logo with 'H' symbols on each leaf. A large grey box on the right side of the form contains the following text: 'Complete & Submit Form - At LEAST 30 DAYS PRIOR to event'. Below this, there are two more grey boxes with bullet points. The first box contains: 'Consider requests on case-by-case basis', 'Consider whether or not making accommodation FUNDAMENTALLY alters the event', 'Consider whether or not making accommodation provides a SIGNIFICANT ADVANTAGE OR DISADVANTAGE to anyone participating', and 'Notify 4-H VOLUNTEER(s) and/or FAIR PERSONNEL of APPROVED Accommodations'. The second box contains: 'Expected to follow procedure for accommodations', 'May modify regular judging procedure to accommodate requests', and 'Needs to determine that modification would not inhibit ability of other exhibitors and/or animals in the shown'. At the bottom of the form, there is a logo for 'THE OHIO STATE UNIVERSITY COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES' and a logo for 'ohio4h.org'.

OHIO STATE UNIVERSITY EXTENSION

Winning 4-H Plan Request Form

An Accommodation Plan for 4-H Members

This form must be completed by the member's parent/guardian. A 4-H professional will contact the parent/guardian to discuss the request.

4-H Member's Name (first & last) _____

Age (as of 1/1/20) _____ Birth Date _____

Street Address _____

City _____

Parent/Guardian Name (first & last) _____

Phone Number _____

Name of 4-H Club _____

Name of 4-H Club Advisor(s) _____

4-H Project(s) Member Is Taking This Year: _____

Describe 4-H Member's Present Level of Needs _____

Accommodations Being Requested to Help Meet the advisor would need to know: _____

I agree to adhere to the accommodations specified in information provided on this form with Extension staff judges. I understand that this information will only be used to help my child with his/her 4-H project(s) and that additional information may be requested.

Parent/Guardian Signature _____ Date _____

4-H Member

- Complete & Submit Form - At LEAST 30 DAYS PRIOR to event

- Consider requests on case-by-case basis
- Consider whether or not making accommodation FUNDAMENTALLY alters the event
- Consider whether or not making accommodation provides a SIGNIFICANT ADVANTAGE OR DISADVANTAGE to anyone participating
- Notify 4-H VOLUNTEER(s) and/or FAIR PERSONNEL of APPROVED Accommodations

Event Judge

- Expected to follow procedure for accommodations
- May modify regular judging procedure to accommodate requests
- Needs to determine that modification would not inhibit ability of other exhibitors and/or animals in the shown

THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

ohio4h.org
CFAES provides research and related educational
programs to clientele on a nondiscriminatory basis. For
more information: go.osu.edu/diversity.

4-H Policies & Agreements



OSU Extension
4-H Youth Development
Program Policies



Drug & Alcohol Use Policy

<https://studentlife.osu.edu/pdfs/osu-policy-on-alcohol.pdf>

<https://ohio4h.org/sites/ohio4h/files/imce/Illegal%20Drug%20Use%20Policy%281%29.pdf>

Tobacco Use Policy

<https://ohio4h.org/sites/ohio4h/files/d6/files/Tobacco%20Policy.pdf>

Code of Conduct

Signed digital copies to be obtained annually through 4-H Online Enrollment

Volunteer Standards of Behavior

Signed digital copies to be obtained annually through 4-H Online Enrollment

Dress Code

Members are expected to follow at all 4-H Sponsored Events

Across County Lines Policy

<https://belmont.osu.edu/program-areas/4-h-youth-development/4-h-forms-and-documents>

4-H Policies & Agreements



OSU Extension
4-H Youth Development
Program Policies



Drug & Alcohol Use Policy.

OSU Extension 4-H Youth Development Program Policy Prohibits the Possession, Use, or Distribution of the Following at ANY 4-H Related Event Involving Youth:

- ILLICIT DRUGS
- CONTROLLED SUBSTANCES
- MARIJUANA
- MARIJUANA PRODUCTS
- ELECTRONIC CIGARETTES
- ALCOHOL

The OSU Extension 4-H Youth Development Program strictly enforces State of Ohio laws regarding alcohol and does not tolerate the illegal use, possession, or sale of intoxicating beverages, minors in possession, furnishing alcohol to minors, possession of open containers, driving under the influence, and exhibiting unruly or intoxicated behavior.

In addition, OSU Extension 4-H Youth Development Program **DOES NOT PERMIT** any form of Advertising of Tobacco, Marijuana, or Spirit or Beer Products, including on clothing, at any 4-H-related event involving youth.

4-H Policies & Agreements



OSU Extension
4-H Youth Development
Program Policies



Tobacco Use Policy.

OSU Extension 4-H Youth Development Program Policy Prohibits the Possession, Use, or Distribution of All Tobacco Products at ANY 4-H Related Event Involving Youth.



Adult Tobacco Use

Age
19+

OSU Extension 4-H Youth Development Program Discourages Tobacco Use by Adults, during any 4-H-related event involving youth and if done by adults, should only be done in Designated Areas and not in view of youth participants



4-H Policies & Agreements



OSU Extension
4-H Youth Development
Program Policies



Code of Conduct

4-H Members, Parents, and Other Adults

Participating in 4-H activities Will:

1. Adhere to program rules, curfews, dress codes, policies, and rules of the facility being used.
2. Conduct themselves in a courteous, ethical, respectful manner, use appropriate language (including not using profanity), exhibit good sportsmanship, and provide positive role models.
3. Abstain from illegal behaviors, use of alcohol, illegal or illicit drugs, tobacco in any form, and/or any vaping products during 4-H events and activities.
4. Fully participate in scheduled activities.
5. Respect other's property and privacy rights.
6. Abstain from child abuse (physical and/or verbal) harassment, and actions that bully, ridicule, dominate, or display inappropriate behavior toward others.
7. Accept personal responsibility for behavior, destruction or theft of property including any financial damage.
8. Be responsible for any financial damage caused by inappropriate behavior.
9. Adhere to rules of safety.
10. I will uphold and support the responsible and lawful use of social media. In so doing, I will not create or post social media content that is abusive, threatening, defamatory, obscene, harassing, or creates a hostile environment.
11. Follow the Ohio State University Standards of Behavior for Minor Participants Participating in Activities and Programs with Minor Participants.

4-H Policies & Agreements



OSU Extension 4-H Youth Development Program Policies



Code of Conduct-Continued

As a program participant in OSU Extension, 4-H participants must practice good citizenship, leadership and self-control and not engage in discriminatory behavior, which includes harassment, discrimination, sexual misconduct, and retaliation.

This means you should not exclude anyone from participating in any program or activity, or discriminate against them because of their identity.

Identity includes: age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or protected veteran status.

A full definition of harassment and discrimination can be found in the Affirmative Action, Equal Employment Opportunity, and Non-Harassment/Discrimination Policy.

Consequences for violating any part of this code of conduct may include, but are not limited to: removal from the 4-H program; participation in the event in which the code of conduct has been violated (at the individual's expense); forfeiture of financial support; sanctions on or being banned from participating in future 4-H events; removal from leadership positions and/or offices held, etc. When warranted (e.g., violation of law) the situation may be turned over to the appropriate law enforcement authority.

Be aware, behavior outside of 4-H Activities can also affect "Member in Good Standing" or "Volunteer in Good Standing" Status.

4-H Policies & Agreements




OSU Extension 4-H Youth Development Program Policies



Volunteer Standards of Behavior

The primary purpose of this Standard of Behavior is to ensure the safety and well-being of all participants and shall guide volunteer's behavior during their involvement in Extension Programs. As an OSUE Volunteer you must:

-  Self-disclose criminal convictions within three business days of the conviction.
(In accordance with Ohio State University policy, Self-Disclosure of Criminal Convictions Policy 4.17)
-  Not create or post social media content that is abusive, threatening, defamatory, obscene, harassing, or creates a hostile environment.
-  Report any child abuse, sexual abuse, or neglect.
(In Accordance with University Policy 150)
-  Not intentionally or purposefully place yourself in a position alone with youth in a one-on-one situation, including, but not limited to sleeping quarters with participants.
-  Not, under any circumstances, physically, verbally, or emotionally abuse or fail to provide the basic necessities of care, such as food or shelter to participants.
-  Endeavor to provide a safe and healthy program/camp experience for all participants.

Extension volunteers shall act with personal integrity. Volunteering is a privilege and a responsibility, not a right. Standards of behavior are accepted annually by volunteers who commit to an OSUE program as a condition of their volunteer status.

Volunteer status is subject to immediate suspension or termination based on any act or omission that OSUE determines to be contrary to any portion of the standards or otherwise in conflict with the goals of OSUE.

See Standard of Behavior Document for All-Inclusive Details

4-H Policies & Agreements



OSU Extension 4-H Youth Development Program Policies



Dress Code

Members are expected to DRESS APPROPRIATELY for all 4-H events.

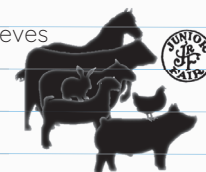
Please reference the suggestions and/or requirements below for some typical 4-H events that you may need to participate in.

General 4-H Events 
<ul style="list-style-type: none"> • Neat & Clean Appearance • No Midriffs Showing • No Cleavage Showing • No Undergarments Visible • No Spaghetti Strap Tank Tops • No Cut-Off Shirts (Hem or Sleeves) • No Flip-Flops or Open Toe/Heel Shoes • No Advertising of Tobacco, Marijuana, or Spirit/Beer Products on Clothing

Still Project Judging 
<p>Same Requirements as General 4-H Events -- Plus the Following:</p> <ul style="list-style-type: none"> • Dress as if going to a Job Interview



Junior Fair Shows
Same Requirements as General 4-H Events -- Plus the Following:
<u>Beef</u> (Including Dairy Beef Feeder)
Dark Jeans With Back Pocket Or Holster To Carry A Scotch Comb
Collared Shirt With Sleeves
<u>Dairy</u>
White Pants
White Collared Shirt With Sleeves
<u>Dairy Goat</u>
White Or Dark Pants
White Collared Shirt With Sleeves
<u>Goat</u>
Dark Jeans
Collared Shirt With Sleeves
<u>Horse</u>
English Or Western Apparel
Approved Helmet *Read Full Horse Helmet Policy For Complete Details
<u>Poultry</u>
Dark Jeans
White Collared Shirt with Long Sleeves
May Also Wear White Show Coat
No Exposed Jewelry
<u>Rabbit</u>
Dark Jeans
White Collared Shirt with Long Sleeves
May Also Wear White Show Coat
No Exposed Jewelry
<u>Sheep</u>
Dark Jeans
Collared Shirt With Sleeves
<u>Swine</u>
Dark Jeans With Back Pocket Or Holster To Carry A Small Brush
Collared Shirt With Sleeves



4-H Policies & Agreements



OSU Extension 4-H Youth Development Program Policies



4-H Membership Across County Lines

Youth are expected to affiliate with the 4-H program in their county of residence. However, in some circumstances, it is appropriate for a youth to participate in a county other than their county of residence.

This can be done with the approval of the 4-H professionals in both the county of residence and the county of request.

CFAES

OHIO STATE UNIVERSITY EXTENSION

November 2018

Request for 4-H Membership Across County Lines

This form must be completed by any youth requesting 4-H membership in a county other than their residence. The policy and procedures are found in *4-H Membership*. Membership across county lines should not be assumed. Response 30 days after submission. Please follow these steps:

1. Provide all information. Do not leave blank.
2. Take the completed request form to the county OSU Extension professional in the county of request. A decision must be made by the county of request.
3. The 4-H professionals in the county of request AND in the county of residence must make a determination. Their decision is final and not subject to appeal.
4. The 4-H professional in the county of request will provide written notification of the decision of the 4-H professionals in both counties.

County of Request _____ County of Residence _____

Will market animals, other livestock, horses, or dogs be taken as 4-H projects? _____

If yes, which project(s) _____

Why are you seeking 4-H membership outside of your county of residence? _____

4-H Member's Parent

Name of club you wish to join _____

Member's name _____ Date of birth _____

Address _____ City/ST/ZIP _____

School District _____ Current Grade _____

If you are a current or previous 4-H member:

Total years in 4-H _____ In what county? _____

Projects taken _____

4-H Professional (County of Request)

Signature _____ Date _____

Print Name _____ Title _____

If accepted for cross-county lines membership, we understand it is our responsibility to inform the youth of the 4-H rules, policies, and guidelines of the county we wish to join and to ask questions.

4-H Professional (County of Residence)

Signature _____ Date _____

Print Name _____ Title _____

4-H Professional (County of Request)

Signature _____ Date _____

Print Name _____ Title _____

For Office Use Only ☐ Not Approved ☐ Approved

List any conditions and restrictions here: _____

4-H Professional in County of Residence _____ Date _____

4-H Professional in County of Request _____ Date _____

See website for complete details and to obtain form (<https://belmont.osu.edu/program-areas/4-h-youth-development/4-h-forms-and-documents>)

Complete & Submit Form to County of Request - **At LEAST 30 DAYS PRIOR** to Membership Enrollment Deadline for that County.

Contacts the 4-H Professional in the County of Residence to discuss the request

Determines Outcome of Request (not subject to appeal)

Signs Request Form and Forwards to 4-H Professional in the County of Residence to obtain their signature

Sends written notification of Outcome to requesting family. (Within 30 Days of Request)

Retain Copy of Completed Form on File

Signs Request Form and Forwards back to 4-H Professional in the County of Request.



A Good Old Fashioned Guide To *Phone Etiquette*



Never make calls/texts before 9:00am or after 9:00pm

Respect the other person's personal time -- Calls early in the morning or late at night may be mistaken as an Emergency Call

Don't make more than two calls/text without a reply.

Not everyone always has their phone in-hand -- They may be working or doing something that can't be interrupted -- Be Patient!

Don't carry on phone conversations or make texts when making transactions in a shop, bank or restaurant

People deserve your full attention -- Don't be Rude!

Keep your call/text about 4-H

This contact information is provided to discuss 4-H business ONLY. Please don't use it for socializing or gossiping -- Remember your Code of Conduct!

Before you call -- Look thru it All

Remember to use your Resources -- Handbooks, Website & Social Media Posts may already have the answer. Do your research!



4-H Project Evaluation FAQ

Do I need to attend Judging or Skill-a-Thon?

Still Project Judging (SPJ)

All Non-Livestock Projects are evaluated at Still Project Judging. In order to be eligible to receive county fair Awards/Trophies, Grade Ribbons and the opportunity to go to State Fair, you are required to participate in Still Project Judging. Judging will consist of an Interview, Review of Project Book & Exhibit. ---DO NOT BRING ANIMAL TO JUDGING--- This One-Day Event is typically held the first or second week of July – Check with Extension Office or Club Advisor for this year's date.

Livestock Skill-a-Thon

All Livestock Animal Projects (i.e. beef, hog, lamb, etc.) you wish to exhibit at fair, require you to participate in Livestock Skill-a-Thon. In order to exhibit your animal(s) at the Belmont County Fair, you are required to participate in Livestock Skill-a-Thon. Skill-a-Thon will consist of a Species-Specific Interview, Review of Project Record Book and Species-Specific Skill Stations – See Skill Station Topics for a list of what to study this year. ---DO NOT BRING ANIMAL TO SKILL-A-THON--- This Event is typically held the first or second week of August – Check with Extension Office or Club Advisor for this year's date.



What should I expect BEFORE Judging or Skill-a-Thon

Still Project Judging (SPJ)

Prior to SPJ a schedule will be posted. Judging times vary by project, so check the schedule closely to assure you do not miss your project judging time. SPJ (A One-Day Event) is typically held the first or second week of July, so check out the Newsletters or Emails for posted date & times.

<https://belmont.osu.edu/program-areas/4-h-youth-development/4-h-newsletter>. Make sure your project is complete and you have fulfilled all the requirements listed in the Project Book, as well as specific Judging Requirements listed in this handbook.

Please Note: You may only participate in judging for projects that you are registered for with the Extension Office by the March 1st Enrollment Deadline.

Livestock Skill-a-Thon

Prior to Livestock Skill-a-Thon a schedule will be posted. Judging times vary by Member's Last Name, so check the schedule closely to assure you do not miss your project judging time. Livestock Skill-a-Thon (A One-Day Event) is typically held the first or second week of August, so check out the Newsletters or Emails for posted date & times. <https://belmont.osu.edu/program-areas/4-h-youth-development/4-h-newsletter>.

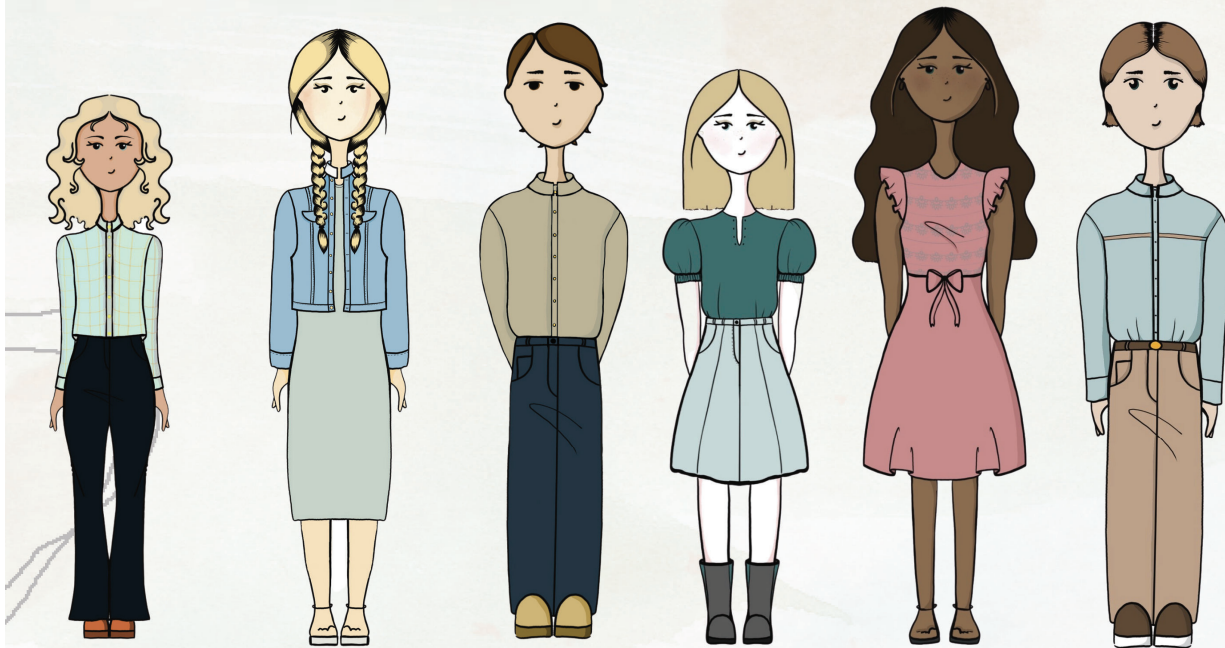
Make sure your project is complete and you have fulfilled all the requirements listed in the Project Book. For member's enrolled in multiple Beef, Dairy, Goat, or Poultry Projects and Completing a Species-Specific Supplemental Records. You must turn in one Species-Specific Project Book to get credit for any Additional Supplemental Records. Don't forget to see the section Skill Station Topics for a list of what to study for Skill-a-Thon this year.

Please Note: You may only participate in Skill-a-Thon for livestock projects that you are registered for with the Extension Office by the March 1st Enrollment Deadline.

4-H Project Evaluation FAQ

How should I "Dress For Success"?

- Clothing must be FREE OF Inappropriate Logos, Slogans, Phrases & Pictures
- Skirt/Shorts Hems must go AT LEAST to extended fingertips
- Undergarments are to be HIDDEN from view
- Shoulder Straps must be AT LEAST 1" Wide
- Hats are for OUTSIDE only (Western Hats are O.K. for LSAT)
- NO Bare Back or Stomach
- NO See Through Clothing
- NO Rips or Tears in Clothing
- NO Flip-Flops



Please Note: These are General Guidelines to help you pick what to wear for Still Project Judging. Please contact the Extension Office with any questions or concerns.

4-H Project Evaluation FAQ

What should I expect once you ARRIVE at Judging or Skill-a-Thon

Judging Locations

Both SPJ and Livestock Skill-a-Thon are typically held at the Union Local Middle School, but sometimes need moved to the Wise Building on the Fairgrounds, so check out the Newsletters or Emails for posted locations. <https://belmont.osu.edu/program-areas/4-h-youth-development/4-h-newsletter>.



Judging Duration

Plan on being at SPJ/Skill-a-Thon for One to Several Hours, depending on number of projects being taken.

Judging Appearance

Your appearance should be neat and clean and you should dress as you would for a Job Interview, Special Presentation at School, or Livestock Show/Sale. Make sure you feel confident and comfortable in what you wear!



Judging Registration

There will be a Registration Table for members to check-in and receive the appropriate paperwork and instructions for the event. Members/Parents may need to sign/complete forms at this time. Once signed in, please quietly go to the designated Waiting Area to listen for your name to be called, before entering the Judging/Skill Station Area.

Still Project Judging

Once your name has been called, you will take your Required Items (Score Sheet, Project Book, Display, Etc.) with you to the Judging Area. Be prepared to turn in your Signed Score Sheet when directed. Once in the Judging Area you will wait in chairs -- moving up a chair as each person in front of you is called to the judge. There may be rows for Senior or Junior, so make sure you sit in the appropriate area. Complete your Interview - Remember the Judge is there to hear about you & your project, not to prove you wrong or trip you up. Relax and tell them about all the hard work you've put in on your project. Once you have completed your interview return to the original Waiting Area. Proceed to the Check-Out Station once you have completed Interviews for all of your registered projects.



Skill Station & Project Interview

Once your name has been called, you will take your Required Items (Score Sheet & Project Book ONLY) with you to the Judging Area.

Do not Bring Resource Handbooks or Binders with "Extra Stuff" into the Judging Areas!!!

Be prepared to turn in your Signed Score Sheet when directed.



Once in the Skill Station Area you will wait in chairs -- moving up a chair as each person in front of you is called to the Skill Station. There may be rows for Senior or Junior, so make sure you sit in the appropriate area. Complete your Skill Station. The Skill Station Helper will direct you to the appropriate Interview Area.

Once in the Interview Area you will wait in chairs -- moving up a chair as each person in front of you is called to the judge. There may be rows for Senior or Junior, so make sure you sit in the appropriate area. Complete your Interview - Remember the Judge is there to hear about you & your project, not to prove you wrong or trip you up. Relax and tell them about all the hard work you've put in on your project.

Once you have completed your interview return to the original Waiting Area. Proceed to the Check-Out Station once you have completed Skill Stations and Interviews for all of your registered projects.

4-H Project Evaluation FAQ

What do I need to know about the Project Summary & Project Interview

One Page Report/Project Summary (ALL Projects)

ALL Members are required to complete a One Page Project Summary – A summary page is included in most project books and will be used to describe what you learned while taking the project. If you wish to provide a separate report from the one in your project book, it can be handwritten, single-spaced on college ruled paper or one-paged typed, double spaced and 12 pt. Times New Roman font. Please Note -- No extra points will be given for a Separate One-page Report that is IN ADDITION TO the Project Summary in the Project Book.

Interview Tips--How to Give a Good Interview (ALL Projects)

Your Interview may be about YOU, 4-H or YOUR PROJECT so you may want to have someone at home practice asking questions or you can write out answers to read over before going to your Project Interview. Mock interviews may seem silly but will help you feel more comfortable when you are in an actual interview. Leave any "Extra Stuff" – Backpacks, Binders, Books, Cell Phones, Key Lanyards, Water Bottles or Food with a parent, in the car or at home. If you need to carry a purse or set of keys, make sure they are small and simple, not noisy and distracting.

Handshake Tips

Once called into the Interview Area, it is best to greet the Judge with a Handshake. See the guide below for more information on the Perfect Handshake.

4-H CAREER EDUCATION HANDOUT

The Perfect Business Handshake

You never get a second chance to make a first impression!

The web of your hand



Importance:

It's true that you never get a second chance to make a first impression. The business handshake is a key part of that first impression, especially in an interview setting. Done correctly, the business handshake communicates confidence, sincerity and professionalism. Practice these business handshake tips to make a positive first impression.

Tips:

- With your head level and hands at your side, walk up to the person with confidence. Keep your hands out of your pockets and move anything you're carrying to your left side, freeing your right hand for the handshake.
- Face the person squarely (face to face) to convey a message of honesty and openness. Standing at an angle can send the opposite message.
- The correct business handshake is done with the right hand. This is the socially acknowledged way to complete the business handshake in the United States. The only acceptable reason to use your left hand is if you have no right hand or it's in a cast or sling. In that case, it's acceptable and understood. Otherwise, using your left hand may give the impression that you lack social skills.
- As you approach the other person, make eye contact, without staring.
- Give a brief, friendly smile but don't overdo it.
- Extend your arm in front of you with your thumb facing up towards the sky and your hand ready to receive the other person's. Hands should be web to web. (Slide your hand into the other person's until the webs make contact.)
- Wrap your fingers around theirs and lay your thumb down gently. Then link thumbs and hold the hand securely, giving two to three slightly firm shakes.
- During a handshake with a person who is more mature than you are, make sure you're not putting too much pressure on his or her hand. The proper business handshake should be painless to both persons involved. This also applies to the actual shaking movement of the handshake. Don't shake too vigorously or too tightly because you could cause injury.



Michigan State University Extension | 4-H Youth Development | Career Education

4-H Project Evaluation FAQ

What are some "Do's & Don'ts of giving a good interview



TIME TO LISTEN



just
BREATHE

PLEASE ...

Relax

THANKS!

respect

Make Good
EYE CONTACT

Eye Contact is one of the best ways to make a positive impression!

think
BEFORE YOU
Speak



NO FOOD
DRINKS
CELL PHONE



SLOUCH
FIDGET
HIDE

Don't Bring



4-H Project Evaluation FAQ

What should I expect AFTER you have completed Judging or Skill-a-Thon

Still Project Judging

You will not know any results on the day of the event. After SPJ is over, the Extension Office Staff begin a review of all scoresheets.

Project Grade

You will receive a point value score in the areas of: Project Book, Portfolio/Display, Appearance and Interview. These scores will then determine what County Ribbon Letter you have earned – A (Excellent), B (Satisfactory) or C (Needs Improvement). These ribbons will be given to your Club Advisor in the County Fair Packet, for display in your Club Booth at the Belmont County Fair. When Club Booths are released after fair, the ribbons will be yours to keep.

Project Placement

Still Projects that receive an A-Grade may also be eligible for County Placement of 1st, 2nd or 3rd Place. There will be no ties for any Still Project Placing. If two or more still projects score the same amount of points in a project, it is up to the discretion of the judge(s) to place one project over another. These ribbons will be given to your Club Advisor in the County Fair Packet, for display in your Club Booth at the Belmont County Fair. When Club Booths are released after fair, the ribbons will be yours to keep.

See Belmont County Fair Tab—General Junior Fair Rules for additional detail and award release requirements.



Project Grade – Ribbon Examples



Project Placement – Ribbon Examples

County Trophy/Awards

Still Projects that receive a 1st Place Award may be considered by the judge(s) for County Awards (as available and sponsored for this year). If there are both a Junior and Senior Division 1st place winner in the same project and only one award, then only one of the 1st place winners will receive an award in that project. If there are several projects grouped together for one award, then only one 1st place winner will be selected as the award recipient by the judge. Still Project Awards will be released to Club Advisors during booth set-up times, to put in club booths with the corresponding Still Project Display; following the completion of the provided Thank-you Card by the member.

See Belmont County Fair Tab—General Junior Fair Rules for additional detail and award release requirements.

The Ohio State Fair

Still Projects that receive an A-Grade may also be eligible for State Fair Participation (See Project State Fair Requirements in this handbook). It will be up to the judge(s) discretion to select who earns the Ohio State Fair opportunity based on project scoring criteria and their opinion of your preparedness for this opportunity. If chosen to be a State Fair Delegate, you will be notified by Extension Office Staff within a few weeks of SPJ. A Project-specific packet of information will be available for review, following notification. It is very important that you give the Extension Office a prompt answer of Yes/No for your participation, as some projects may have an Alternate Person selected to participate if you are unable.

Livestock Skill-a-Thon

You will not know any results on the day of the event. After the skill-a-thon is over, the Extension Office Staff begin a review of all scoresheets.

Project Grade

You will receive a point value score in the areas of: Skill Stations, Project Book, and Interview. These scores will then determine what County Ribbon Letter you have earned – A (Excellent), B (Satisfactory) or C (Needs Improvement). These ribbons will be given to your Club Advisor in the County Fair Packet, for display in your Club Booth at the Belmont County Fair. When Club Booths are released after fair, the ribbons will be yours to keep.

See Belmont County Fair Tab—General Junior Fair Rules for additional detail and award release requirements.

Outstanding Project Knowledge (OPK)

Projects that receive a score of 95 or greater will be eligible for County OPK awards. This award is earned by livestock project participants (who attend regular judging) based on their Livestock Skill-a-Thon score. The top 10% of all youth in a livestock project area, including all 100-point scores, will be awarded the Outstanding Project Knowledge award. Awards will be given in both Junior and Senior divisions. OPK Awards will be released to Club Advisors during booth set-up times, to put in club booths; following the completion of the provided Thank-you Card by the member. See Belmont County Fair Tab—General Junior Fair Rules for additional detail and award release requirements.



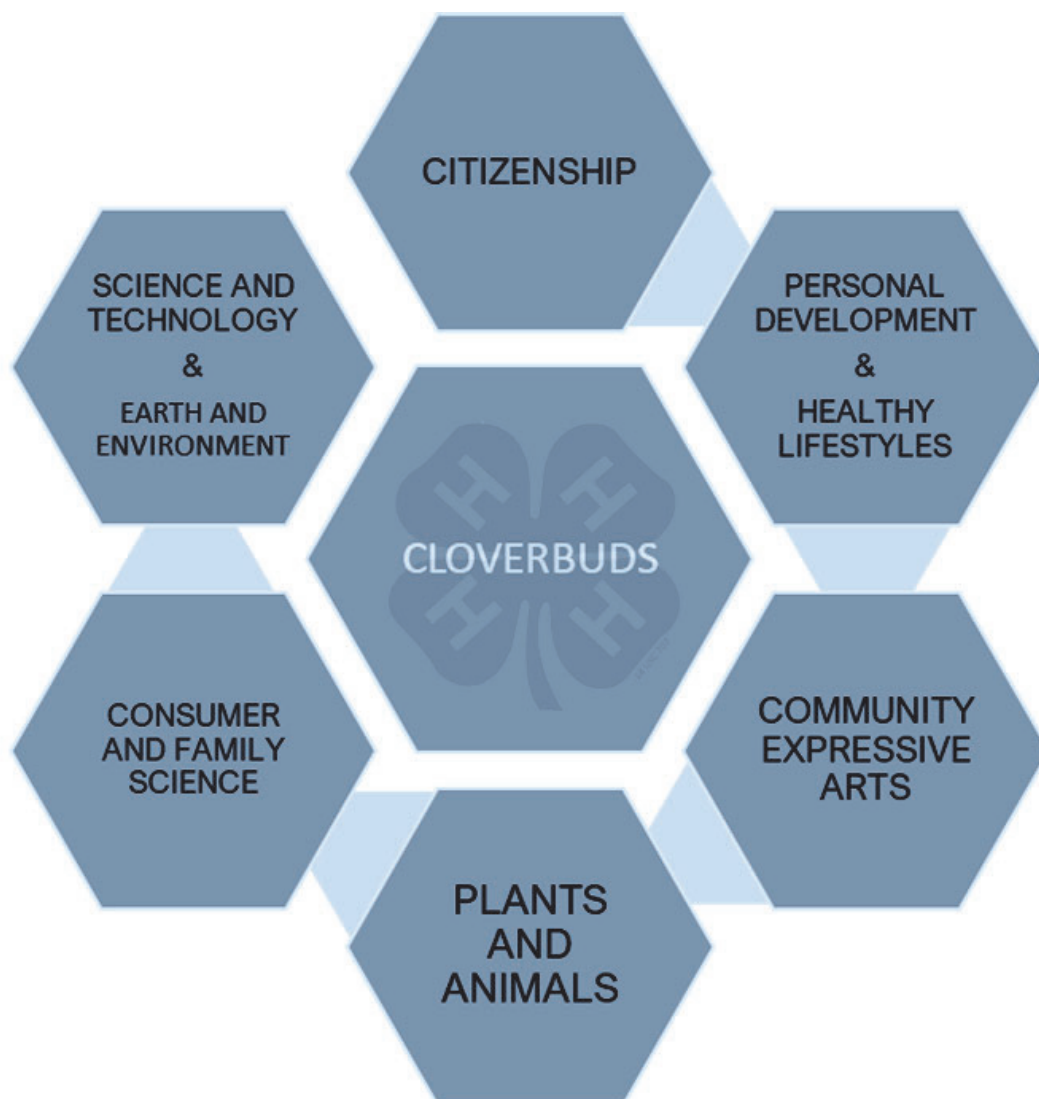
Livestock Skill-a-Thon
Project Grade – Ribbon Examples

4-H Cloverbuds

Ohio's 4-H CLOVERBUD Program
is for Youth -- Age 5 & in Kindergarten
until They Reach Age 8 & In Third Grade.

The Primary Goal of the Cloverbud Program is to
Promote Children's Healthy Development
Mentally, Physically, Socially, and Emotionally.

CLOVERBUDS Explore Areas Of:



The CLOVERBUD Program Provides an Excellent
Opportunity for Every Child to Reach His or Her Highest
Potential Because Early Life Experiences, Even Subtle
Ones, Affect Future Development

4-H Cloverbuds

Are you looking for a fun activity to do at your next club meeting? Check out these CLOVERBUD KITS from the Extension Office. Each kit contains several activities and a notebook full of curriculum and can be signed out one at a time for a two week period.

CLOVERBUDS KITS AVAILABLE INCLUDE:

Our Country

Cloverbuds will learn about our country and how to fold a flag, put together a floor puzzle of the United States, learn about the history of the 4-H flag, weave a 4H flag, sing patriotic songs with a CD, learn fun facts about Ohio and enjoy a children's book about America

Food Fun

Cloverbuds will learn about the new MyPyramid, play food bingo, enjoy a music CD, read about Eating the Alphabet from a children's book, experience healthy snack ideas and understand serving sizes using food models.

The Science of Sound

Cloverbuds will learn all about sound with sound experiments, participate in sound matching activities, play music on pipe chimes, color their way through a listening skills activity, play games, learn about Sounds All Around from a children's book and have fun with sound clips on a CD.

Fitness is Fun

Get your Cloverbuds moving with HalfpintSkillastics, follow along to bean bag activities & coordination skills and read Get Up and Go!.

Sports Fun

Cloverbuds will learn about different sporting activities, play Sports Bingo, read several books related to sports, learn about good sportsmanship, sing classic sporting songs such as Take me out to the Ballgame, create their own sports pennant and learn how sports fits into the MyPyramid nutrition guide.

Cloverbud Horse Curriculum

This curriculum is full of activities and handouts to use while you teach your Cloverbuds about horses.