

2021 MOFFAT COUNTY



4-H PROGRAM HANDBOOK

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MOFFAT COUNTY
COLORADO STATE UNIVERSITY
EXTENSION

*Colorado State University, U.S. Department of Agriculture and Moffat County cooperating.
Extension programs are available to all without discrimination.*

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Additional Links and Resources

Find Us On Facebook!

<https://www.facebook.com/csnextmoffatcounty/>

4-H Online

<https://co.4honline.com/>

Check Out Our Website!

<http://wr.colostate.edu/MOFFAT>

State 4-H and Leader Resources

<http://co4h.colostate.edu/>

4-H AT A GLANCE - FREQUENTLY ASKED QUESTIONS

What is 4-H?

- 4-H is a community of young people, across America, learning leadership, citizenship and life skills.
- 4-H is a volunteer-led, informal educational program that supplements the teachings of home and school.
- 4-H clubs are for male and female youth who live in town, the city, the country or on the farm.
- 4-H youth have fun and learn with their friends and families.

What is the primary objective of 4-H?

- The main objective is the development of youth through participation in projects, events and various activities.
- 4-H is intended to supplement, not replace, other learning experiences young people may have through other experiences.

What is the 4-H mission?

- 4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

What is the 4-H vision?

- A world in which youth and adults learn, grow and work together as catalysts for positive change.

What does 4-H teach?

- **Life Skills!**
- Foster positive self-concept
- Develop an inquiring mind
- Learn decision making and responsibility for choices
- Develop public speaking and presentation skills
- Relate to self and others
- Acquire a concern for community, local and global

What are the basic 4-H beliefs?

- The member is more important than the project.
- It is important to “Learn By Doing”.
- It is the goal of all 4-H leaders and staff to teach youth HOW to think not WHAT to think.

What is the purpose of 4-H?

- To provide real life learning experiences for youth through a fun, action-oriented and practical program.
- To provide an opportunity for parents and other interested adults to work with youth in their development.
- To provide an opportunity for families to develop a stronger bond through learning and having fun together.

What are the benefits that the 4-H Program offers?

- A member in the 4-H program will:
 - Learn, make or do things that appeal and are meaningful to them.
 - Make friends, belong to a group and receive acceptance and affection.
 - Have a good time, which makes learning appealing and enjoyable.
 - Be involved in a positive youth development program that addresses many of the social issues involving youth today.

Who is responsible for the administration of the 4-H Program?

- The extension system is a cooperative undertaking by the United States Department of Agriculture (USDA), land-grant universities across the country (in Colorado, our land-grant university is Colorado State University), and the local boards of County Commissioners.

- The extension system delivers up-to-date information from the classroom and laboratory of CSU to the people of the state and brings back to the university those problems that can be solved by research.
- The Mission of CSU Extension is “to provide information and education, and encourage the application of research-based knowledge in response to local, state, and national issues affecting individuals, youth, families, agricultural enterprises, and communities of Colorado.”

What is the 4-H emblem?

- The national 4-H emblem is a four-leaf clover with the letter “H” on each leaf. The clover is green and the “H’s” are white. The stem of the clover points to the right. It is federally protected and can only be used with permission from 4-H.



What does the 4-H emblem symbolize?

- The four “H’s” stand for: **Head, Heart, Hands and Health**
- The 4-H Colors are green and white. The white symbolizes purity; the green symbolizes growing, life and youth.

What is the 4-H Motto?

- "To make the best BETTER"

What is the 4-H Slogan?

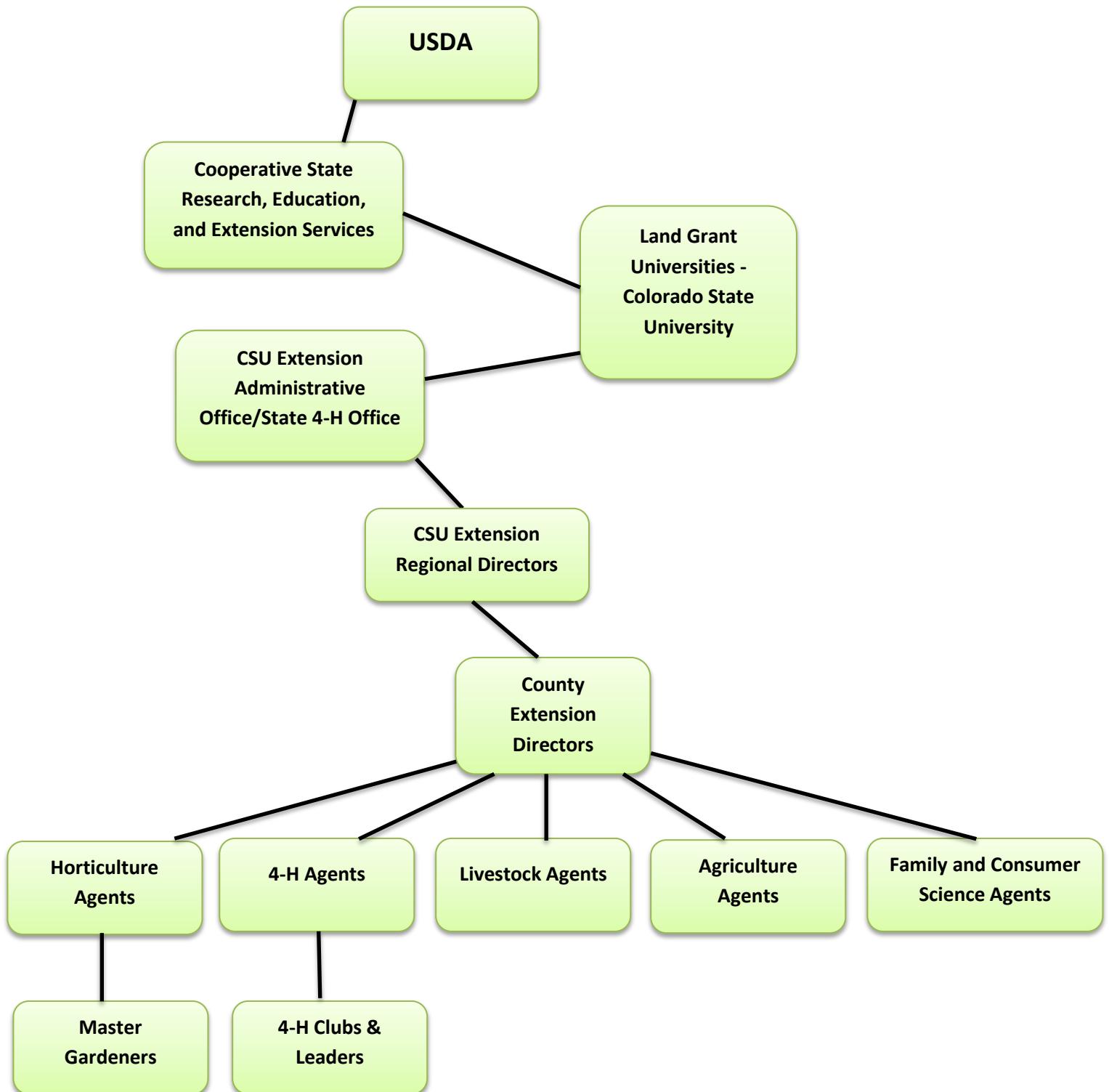
- Learn by Doing

What is the 4-H Pledge?

- 4-H members should learn the National 4-H Pledge. The pledge should also be recited before each organized meeting by the club or group.

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.

CSU EXTENSION AND 4-H STRUCTURE



MEMBERSHIP INFORMATION

A new 4-H year begins October 1 and ends September 30 of the following year. 4-H membership is open to any youth in a County area, regardless of race, color, creed, sex, national origin, or disabled condition. Membership is available to youth ages 5 through 18 years of age, as of December 31st of the previous year.

Cloverbud Membership: The Cloverbud program provides an introduction to 4-H for individuals 5-7 years of age (as of Dec. 31st of the previous year). This program is noncompetitive and is less demanding than traditional 4-H programming. These members are required to enroll during the open enrollment period, and they will sign-up under the 'Moffat County 4-H Cloverbud Club'. Cloverbud members are not yet eligible to enroll in traditional livestock or general projects, but instead, will participate in the specific Cloverbud projects.

Traditional 4-H Membership: Traditional 4-H Membership is available to youth 8-18 year of age (as of Dec. 31st of the previous year). Traditional 4-H Membership offers year-round organized 4-H Community Club participation and an extensive list of project offerings, curriculum and support. Traditional 4-H members must be enrolled in a Community Club of their choice in order to enroll in any 4-H project.

Independent Membership: Independent membership may be allowed in extenuating circumstances. All independent memberships must be approved by the Moffat County 4-H Agent and may require additional planning and reporting requirements.

Member Age Groups: Members are divided into several age groups to provide a learning experience with youth of their own age, abilities and interests:

- Cloverbud: Youth from 5-7 years old
- Junior Members: Youth from 8-10 years old or (8-13 in areas where there is no intermediate age group)
- Intermediate Members: Youth from 11-13 years old
- Senior Members: Youth from 14-18 years old

All ages are determined by age as of December 31st of the previous year.

COMMUNICATION

The Moffat County 4-H Newsletter serves as the primary communication source from the Moffat County Extension Office to our 4-H families. It is very important that you read the information in the newsletter. It contains updates on activities and events. Deadlines and requirements are also communicated in the newsletter as well as other important information pertaining to the Moffat County 4-H program and related events.

Newsletters and "news blasts" are delivered via email, using the email address(es) provided through 4-H Online, so **PLEASE MAKE SURE THAT YOUR CURRENT EMAIL IS PROVIDED THROUGH 4-H ONLINE.** All newsletters are available on the Home page of every 4-H Online account (<https://co.4honline.com/>). Upon request, newsletters can also be printed for pick-up by individuals that do not have the ability to access them online.

Please contact the Moffat County Extension Office if you are not receiving the email newsletter, or if you need assistance accessing your 4-H Online account.

If you have any questions about the 4-H program, be sure to discuss it with your community club leader. You are always welcome to call the Extension Office as well. That is why we are here and we are more than happy to assist in any way we can. There is no such thing as a silly question.

MEMBER & LEADER ENROLLMENT

4-H Open Enrollment: To ensure eligibility in local, state, and national 4-H competitions (including, but not limited to the Moffat County Fair, State Fair, State 4-H Shooting Competitions, Nationals 4-H Shooting Competitions, etc.) the open enrollment period for the Moffat County 4-H program will begin on December 1st (or the first Monday to follow) and will

close on March 31st (if March 31st falls on a Friday, Saturday or Sunday, then enrollment will close the following Monday). All forms and fees must be received by the Moffat County Extension Office during this time. Enrollment may be completed in-person at the Moffat County Extension Office or on the web through 4-H Online (<https://co.4honline.com/>). If members choose to enroll through 4-H Online, enrollment will not be considered complete until all fees and forms are received by the Moffat County Extension Office. Enrollment forms must be signed by a legal guardian.

Open Enrollment Period: December 1st thru March 31st

Should a 4-H member miss the March 31st open enrollment deadline, they can still enroll and participate in the Moffat County 4-H program; however, they will not be eligible to compete in local, state or national competitions such as Moffat County 4-H Exhibit Day, Moffat County Fair, Colorado State Fair, Colorado 4-H State Shooting Competition, National 4-H Shooting Competition, etc.

Enrollment Fees: All effort is made to keep the 4-H program as cost-effective as possible. All fees received go back into the 4-H program to cover expenses that are necessary for the program to function successfully. Fees are assessed based upon budgetary need and are subject to change from year-to-year. At this time, the standard enrollment fees are:

- *Regular 4-H Members (ages 8-18 as of December 31st of previous year).....\$40.00
- Cloverbud Members (ages 5-7 as of December 31st of previous year).....\$20.00

Free Enrollment Period: Occasionally, reduced and/or free enrollment periods may be offered. These opportunities are only available thanks to the funds provided by private donors who contribute to the Moffat County 4-H program through the annual Moffat County United Way campaign. During these periods, free or reduced enrollment may be offered to both Regular 4-H and Cloverbud Members.

2020/2021 FREE ENROLLMENT PERIOD:
December 7th, 2020 thru March 31st, 2021

Please note that any fees accumulated during the previous year **ARE** due at the time of enrollment (i.e. State shooting fees, community club attendance penalties and community service penalties). If all outstanding fees and documents are not received prior to Free Enrollment period closure, enrollment will not be considered complete, and standard enrollment fees will be assessed.

Additional Fees:

- State Fair General Project Delivery Fee.....\$10.00 per member
- Horse Levels Testing Fee.....\$10.00 per member

4-H Leader Enrollment: Moffat County 4-H firmly believes that our leaders should not pay fees to be a part of 4-H, nor should they have to pay for necessary trainings, manuals, supplies or other expenses associated with their programs. No fees will be applied to our volunteer leaders.

All new and existing leaders will be required to enroll on 4-H Online annually. New leaders will have to provide three reference contacts and will go through a Colorado State University Background Check prior to becoming a 4-H Leader in Moffat County. Returning Leaders will be required to re-enroll through 4-H Online. As a leader, if you plan on taking a year off, the Moffat County Extension Office strongly encourages you to communicate your request to our office, and *still re-enroll for that year off* so you will not have to go through the entire enrollment and background check process again.

All 4-H leaders are required to attend the annual 4-H leader training/meeting. The Moffat County Extension Office will communicate with you when this annual meeting will take place.

TYPES OF 4-H CLUBS

Community Club: Each 4-H Member in Moffat County shall be enrolled in a Community Club unless the Extension Agent has approved Independent Membership. Belonging to a Community Club provides many enriching and life-skill building opportunities for 4-H youth. These clubs provide community service, public speaking, educational and social opportunities that are key to the 4-H experience.

Community Club Member Expectations: As being a part of the 4-H program, our members are expected to give back to their communities and develop their life skills. In order to meet these goals, 4-H members are required to meet the following obligations to their community clubs:

- Attend at least five (5) Community Club meetings between October 1st-September 30th; most Community Clubs meet monthly. If a member does not attend a minimum five (5) meetings or more, a \$50.00 fee will be assessed at the following year's enrollment.
- Present at least one (1) demonstration/presentation within the 4-H year. Specific Community Clubs may have their own rules or expectations on the content of demonstration/presentation.
- Participate in at least one (1) organized community service project within your Community Club or another leader-approved service opportunity. Occasionally, county-wide service projects may be offered by the Extension Office; for these events, the Extension Office will provide notification to Community Club leaders of members who participated. If a member does not participate in at least one (1) approved community service project, an additional \$50.00 fee will be assessed at the following year's enrollment.

***All Participation fees from the 2019/2020 4-H year are waived, and fees for the 2020/2021 4-H year will be waived if COVID-19 requirements continue to restrict our ability to meet in-person to fulfill these requirements.**

4-H Council: The 4-H Council serves as the representation and voice of all of the Moffat County 4-H members. The 4-H Council works closely with Extension Office staff to govern and help guide decision making for the local 4-H program. Members must be at least 10 years of age and at least a 2nd year 4-H member to be a Council member.

The 4-H Council consists of Council Officers (at minimum, a President, Vice President, Secretary and Treasurer) and sets of Council Representatives from each Community Club within the county. Those interested in becoming Council Officers must write a letter of intent and/or present a short speech at the November 4-H Council Meeting, where the Council will vote. 4-H Council Officer terms are 1 year. Community Club Council Representatives are voted in and delegated by their Community Club during Community Club Officer Elections.

Meetings are the first Wednesday of each Month at 6:00 pm.

Please contact the Extension Office for more information on 4-H Council and Council By-laws.

Project Groups: Project Groups offer a project leader to help the youth develop the skills to start and complete the project. Project Leaders have experience in each project for the youth to complete the project and have success with any type of judging or awarding. It is important to remember that not all projects that are offered will have a group or leader. Some projects will have to be done independently if a leader or group is not available. If this is the case with a project that you choose, please contact the Extension Office with any questions or concerns.

Project Group Member Expectations: Several of our project groups begin meeting early in the year. This is necessary because many projects cover progressive exercises that gradually build skills. This makes it especially challenging for a new member to "catch up" with the rest of the group. **It is recommended that all 4-H members enroll prior to February 1st** to ensure they receive all communications and are able to fully participate in project meetings and work days. See 'PROJECT POLICIES' for more information.

CLUB MEETINGS

What Are the Purposes of 4-H Club Meetings? 4-H members are given the opportunity to learn and practice decision making in group situations by using the knowledge and skills acquired at these meetings. 4-H members are expected to attend the club meetings. They are responsible for knowing rules and regulations governing their projects and activities. **Parents are highly encouraged to attend meetings and other 4-H activities with their children!**

The purposes of 4-H club meetings are to help 4-H youth:

- Acquire new information
- Learn to use leisure time productively
- Develop social skills
- Acquire leadership and citizenship traits
- Learn to conduct meetings properly

What Happens at a Community Club Meeting? The 4-H meeting includes business, educational program, and recreation. 4-H meetings normally last 1 to 1 ½ hours. Club structure and activities vary from club to club; however, most clubs meet monthly, and meeting frequency is determined by the vote of the club members.

What Is the Educational Program Component of a Meeting? This part of the meeting is designed to help members learn more about subjects of general interest to the membership. 4-H teaching is based on “learn by doing.” Generally, the educational program will include talks and presentations by the members. Outside speakers may also present programs for 4-H meetings. A 4-H meeting may have several types of presentations.

Presentations may include:

- Demonstrations: Demonstrations are “show and tell” type presentations where the members share skills they’ve learned in their projects.
- Illustrated Talks: Illustrated talks differ from demonstrations in that they tell how rather than show. Charts, models and other visuals are important for illustrated talks.
- Project Talks: Project talks are given about the member’s projects. The project talk can relate experiences in the project, or give information relating to the project.
- Recreation Session: The recreation portion of the meeting distinguishes the 4-H meeting from other educational activities. Recreation may include challenges, group singing, relays, guessing games, singing games, active games, and quiet games.
- Refreshments: Some clubs serve refreshments at meetings, although this is not essential. Different families usually host each month. 4-H members should select, prepare, and serve refreshments. Club members should learn how to select simple, nutritious, inexpensive refreshments and how to serve them. Parents can and should help by giving suggestions and guidance.

How Are Meetings Accomplished? Planning is the key. It takes considerable thought, initiative, creativeness, and planning ahead of time. Most clubs outline their educational programs for each meeting early in the year. Generally, program planning is done by the club officers and junior leaders with guidance from organizational leaders and club parents. The exact program varies from club to club.

Who Conducts the Meetings? Each club should elect youth officers at the beginning of the 4-H year. Officers elected may include president, vice president, secretary, treasurer, reporter, parliamentarian, council representatives, and recreation leader. Other officers may be elected at the club’s discretion.

Who Provides Leadership? Adults and teens provide guidance and serve as coaches for club and project work. Parents are usually the best source of adult leaders, but not the only source. Others – such as friends of 4-H’ers, parents of former 4-H’ers, retired persons, young adults, and former 4-Hers – often serve as leaders. Only screened 4-H leaders who have undergone background checks are allowed unsupervised access to 4-H youth.

4-H PROJECTS

What Are Projects? The 4-H project is the “gateway” to the rest of the 4-H program. A 4-H project is also the “gateway” to the 4-H member. Projects provide the basis of the 4-H program by offering various educational experiences. Carrying out a project will help the member “learn by doing” as well as learn “why” things happen the way they do.

Projects are real life experiences that help 4-H’ers learn to make sound decisions. Projects put the hands and mind to work. There are more than 40 project areas from which to choose educational experiences. Most projects have several phases so that a member may advance to more difficult and challenging activities as he or she develops knowledge and skill. 4-H projects take on a wide variety of interests and activities and are designed to attract members regardless of their place of residence, economic status, or race. A full list of projects available can be obtained by calling your local Extension Office or going to: <http://co4h.colostate.edu/resources/projectlist.pdf>

Why Projects? The project is a teaching tool used to develop life skills and character, while also providing enriching education opportunities through subject matter skill building that is specific to each child’s interests. Project work is a means to an end and not the end in itself. The development of the individual is the most important consideration.

What Are the Objectives of 4-H Projects? When members invest their time and energy to learn new material and skills, this creates a sense of ownership and provides a sense of achievement. The relationship that is built between the member and the leader or parent that coaches them along the way also strengthens family and community ties. Undertaking a project of their own provide members with the opportunity and experience to:

- set goals
- learn project skills
- develop and understand project knowledge
- develop good attitude and sportsmanship
- assume responsibility
- make meaningful decisions
- provide leisure time activities
- explore potential career opportunities
- develop an appreciation for life-long learning

All projects are career explorative, giving each member a taste of the work and responsibilities involved.

How Do You Select Projects? For the best experience, parents and members are encouraged to learn and fully understand what is expected of the member before enrolling in the projects. The Extension Office Staff, Community Club Leaders, and Project Leaders should all be able to help.

Projects are selected early in the 4-H year during enrollment. Younger or new members may consider limiting their projects to one or two at the beginning. Older, experienced members are able to complete more, advanced projects. Parental support is very important when selecting 4-H projects! In selecting projects parents should consider the following:

- Does the project meet the needs and interests of the child?
- Is the project suitable for the age and ability (physical and mental) of the child?
- Will the project challenge the member educationally?
- How much time does the child/family have and how much time does the project require?
- During which season of the year will most of the activity of the project be accomplished, and how does this fit in with other commitments of the child/family?
- How might the project affect the entire family?
 - How much will the project cost?
 - Is adequate space and equipment available?
 - Is there an opportunity for ownership and management responsibilities?
 - Are there leaders to help with the project, or are you willing to help the member with the project?

How Are Projects Conducted? Project leadership is provided by adult leaders, teen volunteer leaders, and also through family-based, self-guided learning. Project work is conducted through various activities and events such as:

- Project meetings in the project club
- Demonstrations and talks at regular club meetings
- Tours
- Family activities or work at home
- Exhibits at shows and fairs
- Record keeping

How Do You Receive Project Literature? All project literature is included in the cost of enrollment! After enrollment, the Extension Office orders the materials and prepares the literature and record books for pickup. Leaders can receive one file copy of enrolled project literature for the projects they are leading. Clubs are encouraged to recycle manuals whenever possible. **PLEASE REMEMBER TO PICK UP YOUR PROJECT LITERATURE AND RECORD BOOKS FROM THE OFFICE!**

How do I Add or Drop a Project? To Add a project, you must contact the Extension Office no later than March 31st. To Drop a project, you must contact the Extension Office no later than May 1st. **Projects can NOT be dropped or added via 4-Honline after initial enrollment. Adds and drops must be processed by contacting the Extension Office by email, completing an Add/Drop form in person, or requesting an add/drop over the phone (a confirmation email will be sent following).**

4-H PROJECT COMPLETION

What must a 4-H Member Do to Complete His or Her Project? All 4-Hers are eligible for project completion, even those who don't wish to compete or who have signed up past the open enrollment deadline for local competitions and are signed up for "participation only". In addition to the Community Club expectations listed above, each 4-H member is required to do the following in order to complete their projects:

A member must complete and turn-in a record book with a 70% completion standard or higher for each project they are enrolled in.

- If a record book is not turned in, that member is NOT allowed to re-enroll in that project the following year.
- In the case that a record book is submitted, but it does not meet the 70% score requirement, the member or family member can contact the Extension Office prior to re-enrollment and a conditional variance may be issued by the Extension Office to allow re-enrollment the following year.

If a member does not complete the project they are enrolled in, they will not be allowed to re-enroll in that project the following year. Once that year has passed, they are welcome to re-enroll in the project.

General Project Completion: General Project members are highly encouraged to exhibit their project work at the Moffat County Fair 4-H Exhibit Day. The exhibit must include a completed record book. General Project members are also highly encouraged to participate in an interview with the judge. Members who do not exhibit their project work will not be eligible for prizes.

- Members who are unable to attend the Moffat County Fair 4-H Exhibit Day are required to submit a record book including pictures of their completed exhibit project to the Extension Office prior to the Moffat County Exhibit Day.
- Members who sign-up past the open enrollment deadline are not eligible to exhibit their work at MC Fair 4-H Exhibit Day or to compete for local awards; however, they are required to submit a completed record book including pictures of their completed exhibit project to the Extension Office prior to the Moffat County Fair 4-H Exhibit Day.

Shooting Sports Project Completion: Shooting Sports project members do not have to participate in the County 4-H Shooting Contests or a "completion shoot" for project completion; however, failure to participate in a final shoot may

affect a member's eligibility for the State 4-H Shooting Contest and other local awards (see more under 'MC 4-H Shooting Sports Policy').

Dog Project Completion: Dog project members do not have to show the species at fair but a completed record book must be turned in with a score of 70% or higher to complete the project and re-enroll the next year.

Livestock Project Completion: Livestock project members do not have to show the species at fair but a completed record book must be turned in with a score of 70% or higher to complete the project and re-enroll the next year.

All 4-H members who wish to show and/or sell market animals or show breeding animals must attend an official Meat Quality Assurance (MQA) Training provided by the Extension Office or an approved affiliate. MQA must be completed once as a Junior/Intermediate member (8-13 year olds); and once as a Senior member (14 years & over). All members must sign/provide documentation verifying their attendance at an official training program to the Extension Office. These trainings will be advertised in the 4-H Newsletter and through your community club.

Horse Project Completion: Horse project members do not have to show the species at fair but a completed record book must be turned in with a score of 70% or higher to complete the project and re-enroll the next year.

Horse members who wish to compete and show at the Moffat County Fair are required to take and pass both a written and riding Level I test with a score of 80%. If the member is unable to pass the riding portion of the levels test, they may be allowed to pass the ground portion only of the test, allowing them to compete in showmanship and halter classes at the Moffat County Fair.

FOR 4-H PARENTS

Parents Make the Difference in 4-H! Parents and families are the strength of the 4-H program. A young person joins 4-H to belong, to do things with his or her friends, to meet new friends, to have fun, to be recognized as a person, and to achieve. It is much easier for youth to succeed in 4-H and to continue to grow when they have the support and understanding of their parents. A leader can only do so much; children must have the support of parents.

Parents are very important to the success a child may have in the 4-H program. Parents are encouraged to attend club meetings and project meetings with their child.

The key role of parents is support. Support the child in the commitment they make, help the child think through decisions, and assist the child with reaching goals.

4-H is truly a family affair. Youth need adult guidance to encourage and direct them in their character development.

Where Do Parents Fit In? Good youth programs do not just happen. It takes combined efforts of parents, youth leaders, and professionals to have a successful 4-H program. This 4-H team contributes to the positive development of 4-H youth. Parents are partners of this 4-H team. For a successful 4-H program, parents must be regular players.

Research and experience have shown that parental participation in 4-H has many benefits. These include:

- 4-H'ers do better work when they receive more personal attention from parents and leaders.
- Parents can encourage a "learn by doing" approach in which they coach their child in activities.
- Family units are strengthened when parents and children participate together in areas of common interest.
- 4-H clubs become more active and stronger when parents take an active role.

When do Parents Overstep the Boundaries? Parents are encouraged to help their children with 4-H projects and through the 4-H process; however, parents should also allow their children to learn and experience the process themselves. For the best experience and skill-building possible, put perfectionism aside and allow your child to develop their skills at the pace and interest level that THEY desire.

Parents are also expected to practice respect and courtesy, modeling positive behavior. Good sportsmanship must be exhibited by parents, family and friends of 4-H youth. Parents must also follow the Colorado State 4-H Code of Conduct rules. If a parent is not happy with someone's performance or organization, they must contact the 4-H Agent to discuss their frustrations.

4-H CODE OF CONDUCT

4-H members, leaders, parents, and other adults participating in 4-H programs will:

1. Adhere to program rules, curfews, dress codes, policies, and rules of the facility being used.
2. Conduct themselves in a courteous, respectful manner, use appropriate language, exhibit good sportsmanship, and act as positive role models.
3. Abstain from illegal behaviors, use of alcohol, marijuana, illegal or illicit drugs, and tobacco including e-cigarettes and vaping device during 4-H events and activities.
4. Fully participate in scheduled activities.
5. Respect others property and privacy rights.
6. Respect the rights and authority of parents, leaders and Extension Agents.
7. Abstain from abuse (physical and/or verbal) and harassment.
8. Accept personal responsibility for behavior including any financial damage.
9. Be responsible for any financial damage caused by inappropriate behavior.
10. Adhere to principles and rules of safety.

Consequences for violating any part of this code of conduct may include, but are not limited to: removal from participation in the event in which the code of conduct has been violated (at the individual's expense); sanctions on participating in future 4-H events; forfeiture of financial support for the event; removal from offices held, etc.

Behavior outside of 4-H activities can affect "member in good standing" or "volunteer in good standing" status.

It is the responsibility of all program participants to reinforce the code of conduct and to report any violations or concerns to 4-H leadership.

All 4-H members and leaders will be required to sign a Code of Conduct when enrolling in 4-H each year. Signed Code of Conduct acknowledgement forms will be filed at the Moffat County Extension Office.

Colorado 4-H Dress Code: The following dress code has been developed to prevent participants from becoming offended or uncomfortable during any 4-H events or activities. If you choose to dress inappropriately, you will be asked to change. Planning ahead and packing appropriately, will save yourself the inconvenience of changing your attire during the 4-H event or activity and ensure that you contribute to a pleasant 4-H atmosphere.

Please be advised that the following dress code will be enforced for all individuals attending 4-H events and activities, including chaperones.

1. Clothing: All clothing shall be neat, clean, acceptable in repair and appearance, and shall be worn within the bounds of decency and good taste as appropriate for 4-H events and activities.
2. Articles of clothing which display profanity, products, or slogans which promote tobacco, alcohol, drugs, sex or are in any other way distracting, are prohibited.
3. Excessively baggy or tight clothing which advertises gang symbols or affiliation is prohibited.
4. Items of clothing which expose bare midriffs, bare chests, undergarments, or that are transparent (see-through) are prohibited. Tank tops with straps wider than one inch are permitted. Please be advised that spaghetti straps, shirts which expose a bare back, halter tops, and tube tops are prohibited.
5. Shorts must be mid-thigh length. No cut-off shorts or short-shorts allowed.
6. Swimming (For all water recreation): Swimsuits for men: swim trunks only (no shorts, cut-off pants or Speedos). Swimsuits for women: One-piece suits recommended, however, two-piece suits are allowed as long as they are modestly cut. No string, thong or crochet suits will be allowed. Swimsuits may only be worn while in the swimming pool area.
7. Hats need to be removed for meetings, workshops, meals, and other times when asked to remove them.
8. Shoes must be worn at all times deemed appropriate.

Note: The dress code will be relaxed slightly for female delegates opting to wear formal dresses. Dresses must still be within the bounds of decency appropriate for a 4-H event (covering cleavage, midriffs, no back expose lower than the shoulder blades, and no made of non-opaque fabric).

All chaperones are asked to make sure that their county delegation is meeting the dress code.

What Do You Mean By 4-H Member in Good Standing? Participation in certain county, state, regional and national events is limited to those members who are in "good standing" with their local 4-H Club and County Extension Office. This includes abiding by the 4-H Code of Conduct, county and state deadlines and requirements, attending club and project meetings, completing one demonstration, performing one club sponsored community service project and completing at least one project. If a member is deemed as not in good standing, the Moffat County Extension Office will determine the consequence and discipline of the member or leader.

INSURANCE

All activities and events sponsored by 4-H are covered with insurance. Only 4-H Leaders can drive with 4-H members in a vehicle. Accident insurance is provided for all enrolled 4-H members and leaders through the county program. Leaders are required to fill out an 'Event Program Plan' form prior to all events. This should be communicated to the Extension Office at least 48 hours prior to the event to allow enough time to apply for additional insurance coverage.

4-H Leaders are protected from liability while performing their duties as 4-H Leaders. Injuries resulting from ownership or maintenance of personal property, be it real estate or animals, is not included in the protection. Individual 4-H Leaders who have questions regarding their personal liability should discuss this matter with their personal attorney and/or their insurance agent.

If an accident occurs, contact the Moffat County Extension Office to receive claim information.

4-H YOUTH PROTECTION

Who Must Report? The Colorado State University legal counsel has reviewed the Colorado Children's Code 19-3-304 Section L. In their opinion all salaried and volunteer staff are morally obligated to report incidents of child abuse and neglect that occur during Extension programs (including 4-H). We have a unique opportunity to advocate for children in a way no other adults except parents and caregivers can.

When and How Should You Report? When you have reasonable cause to suspect or have observed child abuse or neglect, you should call local authorities within 24 hours. A written report must be made within 48 hours of the verbal report. A report is not an accusation against a parent or child, but merely a report of suspicion or concern. The report should be handled in a sensitive, non-judgmental manner. If a person fails to report, the child (or another child) is left potentially at risk for future abuse and emotional maltreatment. A person who reports in "good faith" is immune from liability, both civil and criminal.

Who Should You Report To? Reports should be directed to your local social service or law enforcement agency.

Can You Follow Up on the Report? You have the right to follow up on the situation with your local department of social services. They may be unable to give you all the details of their report, to protect the child, but they may give you some idea on what is happening.

Will Anyone Know You Reported? All information is strictly confidential and communicated only to proper authorities. It is important to understand others may need to know a report has been made to help keep the best interests of the child in mind when dealing with this kind of situation.

What Happens to Vindictive Reporters? It is against the law in Colorado to make a false report. If you knowingly make a false report, you will be fined and/or jailed depending on the circumstances.

How to recognize Child Abuse or Neglect: Child abuse can take on many forms including physical abuse, physical neglect, sexual abuse, and emotional mal-treatment.

What to do if a Child Discloses Abuse Information:

- Believe the child
- Talk privately
- Listen to the child
- Reassure the child they have done the right thing by reporting.
- Tell the child you must report the information to someone who can help them.
- Report immediately

DON'T:

- Promise confidentiality
- Ask leading or suggestive questions
- Make negative comments about the involved person
- Investigate on your own

When Working with Youth: Create safety zones. This protects both you and the child. Some basic suggestions include:

- Avoid being alone with one child.
- In group situations, have at least 2 adults present.
- Encourage parents to join in activities or drop in when they can.
- Have children work and participate in groups of 3. They don't go anywhere without their "group".
- Hugs are okay if they are appropriate and if both people are comfortable with them. Take clues from the body language of the child or simply ask, "Is it OK for me to hug you?" Be aware of personal boundaries and respect them.
- Never hit or strike a child -- even in play

MOFFAT COUNTY 4-H SHOOTING SPORTS POLICY

County 4-H Shooting Contests: Local 4-H Shooting Contests will be offered annually, and scores received during these competitions will be used to determine which Moffat County 4-H members will qualify for the State 4-H Shooting Contest. In order to compete in local contests, all 4-Hers must meet the following:

- Members must be enrolled in 4-H by the local competition 4-H open enrollment deadline of March 31st.
- Members must possess a Hunter Safety Education card at the time of the competition.
- Members must have completed any additional safety training required at the discretion of each, individual leader.

Colorado State 4-H Shooting Contest: It is the responsibility of each, individual leader to provide the Extension Office with a final list of State 4-H Shooting Contest participants and travel dates so the appropriate insurance coverage can be secured.

The following considerations apply when Moffat County 4-H members are selected for participation at the State 4-H Shooting Contest:

- Members must meet all local 4-H requirements and submit a complete record book and project (either stand-alone or an educational board) at the Moffat County Fair 4-H Exhibit Day.
- Members must attend the County 4-H Shooting Contest and receive a qualifying top score at that event.
 - All members are expected to attend the County 4-H Shooting Contest, and *leaders are NOT expected to provide make-up opportunities* (please note: this does not impact “Project Completion”); however, in extenuating circumstances, where a member is unable to attend the County 4-H Shooting Contest, it is at the discretion of each, individual leader to allow members to schedule a “completion shoot”. Leaders who offer a completion shoot option may use these scores to determine State Contest eligibility. The following shall apply for all completion shoots:
 - The completion shoot must take place PRIOR to the date of the County 4-H Shooting Contest.
 - The location and structure of the shoot must be the same as that of the County 4-H Shooting Contest.
 - The date and time of the completion shoot as well as an explanation of the extenuating circumstance must be communicated to the 4-H Agent at least 2 weeks prior to the completion shoot. The completion shoot shall be made open to observation by the 4-H Agent, 4-H group members, family members and all others who wish to attend.
 - Any member who participates in the County 4-H Shooting Contest and who is displaced from qualifying for the State 4-H Shooting Contest by a member who receives a higher score in an individual, make-up shoot may challenge the other with a “shoot off”, and the highest score from the shoot off event shall be used to determine State eligibility.
- In the event that there are not enough eligible members to fill a Senior team, Junior members may be permitted, at the discretion of each, individual leader, to compete as a Senior. Under no circumstance shall an eligible Senior member who wants to attend the State 4-H Shooting Contest be displaced by a Junior member.

IMPORTANT 2021 4-H DATES & DEADLINES

PLEASE NOTE THAT ALL DATES ARE SUBJECT TO CHANGE AND CANCELLATION

4-H Open Enrollment: December 1st, 2020 thru March 31st, 2021

Free 4-H Enrollment Period: December 1st, 2020 thru March 31st, 2021

Annual 4-H Leader Meeting and Appreciation Dinner: Friday, February 19th – 6:00PM, Location TBD

District Retreat: TBD (may be cancelled for 2021)

4-H Project Add Deadline: March 31st of each year

Meat Quality Assurance (MQA) Trainings: Tuesday, April 6th @ 5:30 PM and Wednesday, May 19th @ 5:30 PM

Animal ID Sheets for Dog, Horse & Cat Projects Due to Office: Wednesday, April 28th

4-H Project Drop Deadline: Monday, May 3rd (May 1st of each year, unless May 1st falls on Friday or Weekends)

Northwest Colorado 4-H Expo: Tentatively To Be Held in Craig, CO! Monday, June 7th – Friday, June 11th

4-H General Project Record Books Due / 4-H Exhibit Day: July 27th (the Tuesday before fair week)

Livestock, Horse, and Dog Record Books Due: Monday, September 13th (September 10th of every year unless the 10th falls on Friday or a weekend)

Moffat County 4-H Achievement Night: November 2nd, 2021 – 6:00 PM MC Fairground Pavilion

MOFFAT COUNTY FAIR & JR. LIVESTOCK SALE FOUNDATION

IMPORTANT EVENT DATES

Beef Weigh-In: The first Sunday in February - February 7th @ 9AM – 12PM

Sheep/Goat Weigh-In: The first Wednesday in May – May 5th @ 4PM – 6PM

Swine Tag-In: The first Thursday in May – May 6th @ 4PM – 6PM

4-H Horse, Dog, Poultry, Rabbit Show Entries and Breeding Livestock Entries Due: July 15th of each year

Moffat County Fair: August 1st thru 7th, 2021 (the first FULL week in August each year)

Open Scales: The Moffat County Fair Board will open the fairgrounds livestock scales from 5:30 PM – 7:00 PM on June 23rd, July 14th and July 28th

Junior Livestock Sale Promotion: July 14th

Carcass Contest Awards: TBD

**2021 MOFFAT COUNTY 4-H HANDBOOK
ACKNOWLEDGMENT FORM**

To be completed by **4-H Leaders:**

I, _____ have received the 2021 Moffat County 4-H Handbook.
(please print name of 4-H leader)

I have read this document and I acknowledge all deadlines, policies, fees and expectations provided within this document. I agree to abide by the rules and expectations set forth in this handbook, and I acknowledge that failure to meet the requirements provided may result in consequences that affect future participation eligibility.

4-H Leader Signature

Date

To be completed by **Guardian of 4-H Youth Member(s):**

I, _____, am the guardian of the 4-H youth member(s):
(please print name of Guardian of 4-H youth member(s))

(please print name of 4-H youth member(s))

(please print name of 4-H youth member(s))

(please print name of 4-H youth member(s))

I have received the 2021 Moffat County 4-H Handbook. I have read this document and I acknowledge all deadlines, policies, fees and expectations provided within this document, set forth for me and for the youth member(s) listed above. I agree to communicate and abide by the rules and expectations set forth in this handbook with the youth member(s) listed above. I acknowledge that failure to meet the requirements provided may result in consequences that affect future participation eligibility for both me and the youth member(s) listed above.

Guardian Signature

Date

Please return this acknowledgment to the Moffat County Extension Office as part of your 4-H enrollment, by March 31st. Members and leaders will not be officially enrolled in 4-H without this acknowledgment on file at the Extension Office.

Colorado State University, U.S. Department of Agriculture and Colorado counties cooperating. Extension programs are available to all without discrimination.