

Cornell Cooperative Extension

Facts About 4-H In Suffolk County

Welcome To Cornell Cooperative Extension

Cooperative Extension is a nationwide system of educational agencies sponsored jointly by the federal, state and county governments. Its purpose is to extend to the people the benefits of the knowledge developed at the nation's land grant universities. The Cornell Cooperative Extension Association of Suffolk County is associated with the New York State Colleges of Agriculture and Life Sciences, Human Ecology and Veterinary Medicine at Cornell University. Local programs are carried out by professional and volunteer staff using information from Cornell and other land grant universities.

The 4-H Youth Development Program is the youth component of Cornell Cooperative Extension. 4-H programs help youth acquire practical skills, knowledge, and positive attitudes towards themselves and their communities. Adults who work with youth use resources from Cornell and other land grant universities. Project work, field trips, community service activities, a quarterly newsletter, leader training and leader and member recognition are all part of the 4-H club program in Suffolk County.

History

At the National level, 4-H began when Congress passed the Smith Lever Act in 1914. This act established the National Cooperative Extension Service. Under the Smith Lever Act, "Boys and Girls Club Work" became 4-H. In Suffolk County 4-H began around 1935.

Funding

4-H is funded from three sources - the federal government (US Dept. of Agriculture); state government (Albany through Cornell University); and the 4-H Activities Fund.

National 4-H Center

The National 4-H Center is a conference center and dormitory residence located just outside of Washington DC. 4-H families are welcomed and encouraged to stay at the National 4-H Center as they explore the nation's capital. Contact them at:

National 4-H Center
7100 Connecticut Avenue
Chevy Chase, Maryland 20815
Telephone: (301) 961-2807 or (301) 961-2840

Cornell University
New York State 4-H Youth Development Office
340 Roberts Hall
Cornell University
Ithaca, NY 14853
Telephone: (607) 255-0896

Suffolk County

Cornell Cooperative Extension Administrative Offices
Kermit W. Graf Building
423 Griffing Avenue
Riverhead, NY 11901
631-727-7850

4-H Youth Development Program Center
Suffolk County Farm and Education Center
350 Yaphank Avenue
Yaphank, NY 11980
631-852-4602

Cornell Cooperative Extension in Suffolk County provides equal employment and program opportunities.

4-H Program Year

The 4-H Program year begins on October 1 and runs through September 30. A new 4-H club can start at any time during the year.

Enrollment

Enrollment is open to all boys and girls 5 - 19 years of age regardless of race, creed, national origin, religion or handicap.

4-H Club

A 4-H club is a group of at least five children ages 5 - 19 under the supervision and guidance of volunteer adult leaders. One organizational leader and at least two project leaders are suggested. 4-H club meetings can be held in the home, community center, church, school or wherever it is convenient for the club.

Individual Membership

Youth eleven years of age or older who have completed at least two years of 4-H club membership may become individual members if their club disbands or they cannot participate as a club member. Individual members are expected to complete project requirements and participate in area and county events.

Fees, Dues and Uniforms

A \$25 + \$10 activity per member enrollment fee is collected by Cornell Cooperative Extension each year. In addition, dues set by the club may be collected to offset the costs of trips, projects and social activities. There is no official 4-H uniform.

4- H Projects

4-H projects offer the opportunity for 4-H members to learn more about special interests like animals, plants, nature, clothing, fishing, foods, etc. Most important, 4-H projects help youth learn more about themselves and develop necessary life skills.

4-H Emblems and Symbols

Emblem

The national 4-H emblem is a four-leaf clover with the letter "H" on each leaf.

The Four H's

The four H's stand for Head, Heart, Hands and Health.

The Pledge

4-H members should learn the national 4-H Pledge and open each meeting by reciting it.

"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."

The Colors

Green and white are the 4-H colors. The white background symbolizes purity; the green 4-H emblem is nature's most common color in the great outdoors and is the color of springtime, life and youth.

Motto

The national 4-H motto, "To Make the Best Better" should be the objective of each 4-H leader and member.

Slogan

"Learn By Doing"

Steps to Starting a 4-H Club

Step 1 - Arrange A Parents Meeting

Invite parents of all prospective club members. Introduce them to the 4-H club program, and request their cooperation in sharing the leadership of the club. A 4-H staff representative may be available to attend if needed.

Step 2 – Divide Club Leadership Using the Following Model:

The **4-H Club Organizational Leader** will:

- Be the contact person between the club and the 4-H staff
- Help organize the yearly club program
- Conduct monthly business meetings with club members to keep them informed.

4-H Project Leaders will:

- Teach projects to the members
- Attend leader trainings

4-H Activity Leaders might be responsible for any one of the following:

Arts and Crafts	Parties	4-H Fair
Field Trips	Fund Raising	Displays
Public Presentations	Community Service	

Step 3 – Choose Projects and Decide on Activities

Use the following models as a guide. Refer to the **4-H Project Catalog** for information about available project materials, and the **Calendar of Events** for county-wide activities.

One Year in the **Cloverbud Club Program** (for 5 - 8 year olds) consists of:

- Project activities
- Field trips
- Social event(s)
- Participation in fund raising activity
- Club exhibit at the 4-H Fair

One Year in the **Traditional Club Program** (for 9 - 19 year olds) consists of:

- Two or three projects
- Participation in the Presentation Program
- Community service
- Fund raising activity

- Exhibiting projects at the 4-H Fair
- Additional Activities may include:
 - Arts and crafts
 - Field trips
 - Social events
 - National 4-H Week display

Step 4 - Complete and Submit All Paperwork

A. Each prospective 4-H leader must fill out and submit a **Cornell Cooperative Extension Volunteer Application**. This will be necessary only in the volunteer's first year. Applications on file will be reviewed annually.

B. Fill Out Leader and Member Enrollment Forms

4-H Leader and Member Enrollment Forms and payment (\$35 per member) are due at the 4-H office on October 15 or within one month of the club's organization.

Please take care in filling out the forms completely. This information is used for our mailing list and to record information for the NY State 4-H office and the federal government.

Any adult who plans on doing any activities with the club must be enrolled as a leader to be covered by 4-H club activities insurance.

C. Fill Out Club Meeting Plan

The Club Meeting Plan is your group's calendar for the year. All activities, programs and meeting dates must be listed on the Club Meeting Plan form to be covered by 4-H insurance. Contact the 4-H office by telephone or via the Secretary's Report any time there is a change.

D. Complete Project Order Form

Refer to the 4-H Project Catalog for correct titles. If you are a new club and you meet the qualifications, check boxes to receive a Club Charter.

E. Submit completed Enrollment Forms, Club Meeting Plan, Project Enrollment Form and \$35 enrollment fee per member to:

Suffolk County Farm and Education Center
350 Yaphank Avenue
Yaphank, NY 11980

Make checks payable to **Cornell Cooperative Extension - 4-H**.

Keep the bottom copies for your records. All forms and payment are due within one month of the organization of your club.

Step 5 – Hold Your First Meeting

- Choose a name for your club. The name should start with the name of your town, and be appropriate even after several years of club membership.
- Traditional clubs should elect officers. Every member may be elected to an office. This can be done by voting, volunteering, or by drawing names from a hat. An Officer's Manual describing the various offices and their duties is given to each Traditional club.
- Set the amount of your dues, if you choose. These should not be excessive enough to prevent club membership. Dues collected are to be used for members only, or at the vote of members.
- Fill out the **"4-H Club Will"** and send it to the 4-H secretary. Drawing up a Last Will and Testament when a 4-H Club first organizes assures the proper disposition of club funds and property when the club disbands.
- Learn the 4-H Pledge.
- Talk about the club's first project, plan a club banner.
- Review **"My Year In 4-H"** and **4-H Club Summary Report** forms

4-H Leader and Member Records

Cloverbud Club

Your club's Organizational leader files a Cloverbud Club Summary Report of the year's activities by August 1 of each year. Cloverbud 4-H members do not complete an individual report.

Traditional Club

Traditional 4-H members carefully complete a "My Year In 4-H" record of their accomplishments. The organizational leader fills out a companion record, the "4-H Club Summary Report" that records the club's accomplishments. These are due in the 4-H office by early September of each year.

The above records are kept on file in the 4-H office to assist in the process of award selection and in writing college and job recommendations for 4-H'ers.

County-Wide 4-H Activities and Events

There are many county-wide activities and events planned throughout the 4-H Club year for members and leaders. These are in addition to club meetings and project work and serve to enrich the 4-H club experience. 4-H clubs should plan on participating in these events.

September

Rally Day

This county-wide event is held in the early fall. The Achievement Program recognizes individuals, clubs and leaders for work completed during the previous 4-H Club year. Awards and recognition are determined by information submitted on "My Year In 4-H" and Club Summary reports. Rally Day includes leader workshops and member activities.

October

Pumpkinfest

The 'PumpkinSTEM' is part of the PumpkinFest, which is held at the Suffolk County Farm and Education Center in Yaphank in early October. The event serves as a showcase for 4-H members' projects and talents. Each club has a booth with a hands-on activity that engages the general public to see all the things 4-H has to offer.

National 4-H Week

The first week in October is annually designated to recognize millions of 4-H youth in the United States. 4-H'ers participate by arranging a display in their community, giving presentations in their classrooms, wearing 4-H T-shirts or handing out flyers to bring visibility to 4-H.

January or February

Taste of 4-H

A half-day mini-conference to expose youth to a variety of program offerings and project ideas. Split up and learn something different to share with your club.

March

County Public Presentations

This countywide presentation event takes place in March. In preparation, leaders provide instruction for members on public presentation preparation and techniques. At the county event, 4-H members give their presentation in a classroom before their peers and leaders, and are evaluated by a volunteer. A conference is provided for the member with immediate feedback and constructive suggestions. At the close of the event, certificates and ribbons are distributed.

Capital Days, Albany, New York

Capital Days is a two-day annual state 4-H event held in Albany. Each county in the state may send two delegates and a chaperone. The program includes tours of the Capital and New York Museum, visits to the State Legislature and meetings with local state representatives. Suffolk 4-H'ers 14 – 19 years old are selected on the basis of the contents of the Teen Award Trip Application. "My Year in 4-H" records, maturity, poise, leadership and public speaking ability are also considered.

April

State Teen Action Representative Retreat

STARR is a three-day, fun-filled event where 4-H teens participate in a variety of workshops and activities meant to challenge, excite and further develop life skills. The event is planned by teens and adults serving on the youth/adult STARR planning committee. STARR is open to all NYS 4-H Teens, 8th grade and up. Location: New York State Fairgrounds- Syracuse, NY. Cost: \$75.00 per person. Registration fee covers lodging, meals, and workshop supplies.

New York State Southeast District Presentations

4-H'ers who have given the best presentations at the County event will be chosen to participate at the district level. District Presentations are held in a shopping mall and are done before a moving audience. 4-H will provide transportation and secure a chaperone for this event.

June

Career Exploration Conference, Cornell University

This three-day trip to Cornell University at the end of June gives teens an opportunity to explore college and career options. Five \$50 scholarships are awarded annually based on the contents of the Teen Award Trip Application. Applications are mailed to all teens in April.

August

4-H Fair and Animal Showmanship

Join 4-H'ers from throughout Suffolk County who have been learning about the history, uses of, care, feeding, breeding, and handling of llamas, beef cattle and other animals as part of their 4-H Club experience. 4-H members who "show" animals will be judged using the Danish system. Those who successfully meet the standard will be eligible to participate with their animals at the New York State Fair in Syracuse in August. 4-H members who would like to enter their project work from the current club year at State Fair must enter these projects for judging at the County level during the Summer 4-H Fair.

New York State Fair, Syracuse

Projects from the Summer 4-H Fair will be chosen to be entered at State Fair. 4-H staff may transport projects to and from the Fair. 4-H members who have qualified will travel to State Fair to "show" their animals. Passes to State Fair are available to 4-H families who want to make the trip to Syracuse.

Awards, Recognition and Scholarship Opportunities for 4-H Members

Cloverbud Awards

Awarded to all Cloverbud members with receipt of a Club Summary Report by August 15 of the current club year.

- 4-H Certificate of Participation and 4-H badge or anniversary pin

Traditional Awards

Annual awards are determined from the information on member's "My Year in 4-H" report, which must be submitted by August 15 of the current club year.

- First year badge or anniversary pin
- Special recognition is given for five and ten years of membership.
- 4-H Certificate of Achievement

To receive a Certificate of Achievement a member must:

1. Complete at least two projects in the current club year. (Certified courses in boating safety, first aid, CPR, or swimming may be included. Single session arts and crafts activities and educational trips are not included as projects.)

2. Exhibit project work at the 4-H Fair (waived for first year members.)
3. Submit a completed "My Year in 4-H" record to the club organizational leader.

Outstanding 4-H Member Award

To receive an Outstanding 4-H Member Award, a member must have completed two years in Traditional 4-H and:

1. Complete at least three projects in the current club year. (Certified courses in boating safety, first aid, CPR, or swimming may be included. Single session arts and crafts activities and educational trips are not included as projects.)
2. Participate in the 4-H Presentation Program.
3. Exhibit project work at the 4-H Fair.
4. Participate in any two of the following:
 - Complete an additional project
 - Educational Club Trips
 - Arts and Crafts
 - Community Service
 - County Award Trips
 - Animal Shows
5. Submit a completed "My Year in 4-H" record to the club organizational leader.

Outstanding Secretary Award

To receive an Outstanding Secretary Award a secretary must:

1. Send club secretary's monthly reports, Suffolk County Farm and Education Center, 350 Yaphank Avenue, Yaphank, NY 11980.
2. Send information about newspaper clippings of club activities, as furnished by the news reporter, with the monthly report.

Outstanding 4-H News Reporter Award

To receive an Outstanding 4-H News Reporter Award, a reporter must:

1. Prepare a minimum of six articles or pictures with captions for publication in the local paper.
2. Give to the club secretary or mail to Cornell Cooperative Extension - 4-H a photocopy of each article clipped from the newspaper or notations that one was sent to the newspaper (include the date and subject).

4-H Community Service Certificate

4-H'ers 12 years of age and older as of Jan. 1 of the current club year are eligible for this certificate.

Certificates will be awarded to teens who have completed at least 12 hours of service including at least six hours devoted to a single cause done on a regular basis over a period of several weeks or months.

Complete a Community Service Program for Teens booklet (available at the 4-H office) and mail it to the 4-H office by August 15 of the current club year.

4-H Community Service Award

4-H'ers 15 years of age and older as of January 1 of the current club year are eligible for this award.

Award Criteria

1. The 4-H'er must be the recipient of a Community Service Certificate for two consecutive years, including the current year.
2. The applicant must complete a Community Service for Teens booklet and submit a descriptive written report about the community service undertaken by August 15 of the current club year.

Suffolk County 4-H Member of the Year

This is Suffolk County's most prestigious 4-H award. One 4-H teen, 15 - 19 years of age may be chosen. Selection will be based upon age, years of membership, content of "My Year in 4-H" reports, community service activities and enthusiasm for the 4-H program.

Mary Louise B. Fisher Scholarship

This scholarship is a memorial to honor Mrs. Mary Louise B. Fisher, a former 4-H Agent and 4-H Youth Development Program Leader. The scholarship may be awarded each year to a currently registered Suffolk County 4-H member who is a high school senior (or equivalent), for assistance in continuing his/her education beyond high school. Applications are available at the 4-H office. The deadline for submission is April 30.

Ralph E. Lamar Leadership Award

This scholarship will be awarded each year to a graduating high school senior who has been a 4-H member for a minimum of five years for assistance in continuing his/her education beyond high school. Applications are available at the 4-H office. The deadline for submission is April 30.

Awards and Recognition for Clubs

Club Charter

A club will receive a charter when the following requirements are met:

1. The club will have a membership of five or more persons.
2. The club will have an organizational leader and project leaders.
3. Members will register as a club and traditional clubs will elect officers.
4. The club will plan and adopt a program for the year.

Seal of Achievement

A seal of achievement, to be placed on the club charter, is awarded to traditional clubs who have:

1. Five or more registered members.
2. Held six or more regular meetings during the year.
3. Had all members complete at least one project.
4. Exhibited their work at the 4-H Fair.
5. Had a majority of members participate in the Presentation Program.
6. Had a majority of members complete two or more projects.
7. Completed at least one community service.
8. Club has participated **one day** in the annual Pumpkinfest event at the Suffolk County Farm

Outstanding Club Award

Each year, outstanding traditional clubs in Suffolk County are recognized at Rally Day. A majority of club members must participate in at least ten of the following activities including numbers 1, 2, 3, 4 and 5. In order to receive this award, the club must be represented at the achievement program.

1. 4-H Club Enrollment forms submitted to the 4-H office by December 31st
2. My Year In 4-H reports for each member submitted to the 4-H office by August 15 of the current year.
3. Club eligible for the "Seal of Achievement."
4. Club has participated **both days** in the annual Pumpkinfest event at the Suffolk County Farm
5. Had all members participate in the County Presentation Program.
6. Club participation at Rally Day.
7. Club exhibit during National 4-H Week.
8. Club participation by a majority of members at the 4-H Fair.
9. 4-H promotional activity in addition to display at the 4-H Fair that helped promote 4-H within the community. (These activities should be recorded on the monthly Secretary's report.
10. Club helped to start a new 4-H club.

11. Club trips, tours and speakers that gained the interest of members and encouraged parents to attend. (Listed in monthly secretary's report.)
12. Project leaders attendance at workshops, conferences and training meetings.

4-H Public Presentation Program For All Traditional 4-H Club Members

There will be a time in every 4-H'ers future when he or she will be asked to speak or give a demonstration in front of a group. To prepare for this, 4-H'ers have the opportunity each year to use and improve their public speaking skills in the 4-H Public Presentation Program. Through this program, 4-H members can recognize their growth in communicating with others and develop a skill that they will use for a lifetime.

First-year Traditional clubs should include public presentations in their project work. "Public Speaking Made Easy" is the member and leader guide for this project. One copy is included in this notebook for use by the leader. Contact the 4-H office to receive additional copies and supplementary materials for members of your club. After completing the project, the club should hold a Club Presentation Day. A club presentation is the 4-H'ers first attempt at demonstrating what he or she has learned. It is a short presentation or demonstration on a familiar subject. The presentation, about three minutes in length, is given at a club meeting in front of an audience of people known to the member – fellow club members, parents and leaders, friends and siblings.

All Traditional members with two or more years in the program, who have done a club presentation, are encouraged to participate at the county presentation event. Members should review the project guide, plan their presentation, practice at a club meeting, and then attend the county event to give their presentation before a small audience of their peers. At this event, evaluators (4-H leaders from another club) will discuss the presentation with the member, and give valuable suggestions for future growth.

Traditional members and 4-H'ers who work with animals may choose to do a Public Presentation. Public Presentations are done before a moving audience at the 4-H Fair. A 4-H leader from another club will evaluate, and the general public will be the audience.

4-H'ers who have given the best presentations may be chosen to participate at the district level. New York State Southeast District Presentations are held at a shopping mall in one of the Southeast District counties and take place before a moving audience. 4-H will provide transportation and secure a chaperone for this event.

It is recommended that each club designate a **4-H Presentation Program Project Leader** – someone who will accept the responsibility for your club members' participation in the program. This leader will:

- Guide members in the planning, preparation and practice of their presentations.
- Plan and coordinate Club Presentation Day.

- Fill out registration forms for the County Public Presentation event and submit them to the 4-H office on time. These will be mailed to your club prior to the event.
- Serve as an evaluator at the County Public Presentation event. (Evaluators usually work in teams. A new evaluator is never asked to work alone.)

The rest of the leaders in the club should enthusiastically support and actively participate in this program. Each leader can encourage 4-H'ers by providing the opportunity for short impromptu presentations at club meetings. Ask members to review a skill or restate information learned at a previous meeting. The more often members do this, the easier it becomes.

Parents can show support by helping their 4-H'er gather appropriate supplies and equipment, encouraging home practice sessions, being a patient and attentive listener, attending club and county presentation events and praising their child's effort.

Members who take part in the 4-H Public Presentation Program will receive a Certificate of Participation for each event.

Participation in the 4-H Public Presentation Program is one of the criteria for the Outstanding Member Award.