



Highlands County 4-H: Rules, Requirements, and Expectations



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4-H Basics

The 4-H Symbol

The green 4-leaf clover with a white "H" on each of its leaves.



The 4 H's



Motto

To Make the Best
BETTER

Slogan

Learn By Doing

Pledge

I pledge...

my *head* to clearer thinking,
my *heart* to greater loyalty,
my *hands* to larger service, and
my *health* to better living for
my *dub*, my *community*,
my *country*, and my *world*.

Colors

Green & White

The green 4-H emblem is nature's most common color in the great outdoors, and green in the color of springtime, life, and youth.

The white background symbolized purity.



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Florida 4-H Code of Conduct for Youth and Adults

As a participant in 4-H at the local, state, or national level, you have the responsibility of representing the UF/IFAS Extension 4-H Youth Development to the public. Therefore, you are expected to conduct yourself in a manner that will bring honor to you, your family, your community, and 4-H. To do that, you must abide by the following rules:

- ✓ Obey local, state, and federal laws. Follow county, district, state and/or national 4-H policies. Abide by any special rules for a 4-H event or activity.
- ✓ Speak and act in a responsible, courteous, and respectful way. Harassment, threats of bullying of any type is prohibited.
- ✓ Act responsibly to maintain a safe environment for all participants. Acting in a manner that could endanger the health, safety or welfare of yourself or others is prohibited. Report threats to the well-being of any participant immediately to the adult in charge.
- ✓ Possession or use of tobacco, alcohol, or illegal drugs is prohibited. Possession or use of approved medications by youth during a 4-H function must be reported to the adult in charge and must not be accessible to other participants.
- ✓ Possession or use of weapons or other dangerous objects is prohibited, except when required as part of an approved educational program. Weapons are defined to include, but are not limited to, guns, knives and incendiary or explosive devices of any kind.
- ✓ Respect all property, facilities, equipment, and vehicles. I will be responsible for any damage or other consequences resulting from my behavior.
- ✓ Participate fully in 4-H functions. Be in the assigned program areas (example—dorms, cabins, programs, etc.) on time. If I am unable to attend or participate, I will tell the adult in charge. Help others have a pleasant experience by making every attempt to include all participants in activities.
- ✓ Dress appropriately for each 4-H function.
- ✓ Use of any mobile electronic device during a scheduled 4-H activity is prohibited unless activity-specific rules otherwise allow. When permitted, they should be used only in a manner that is consistent with the approved activity and not discourteous or disruptive.

Failure to abide by the Florida 4-H Code of Conduct in its entirety could result in a loss of privileges during a 4-H event and in the future; including but not limited to suspension or termination of 4-H membership or volunteer service.



Membership & Participation

Membership Age of youth participation is determined by the youth's age as of September 1 of the current program year. The minimum age of a 4-H'er is 5 years old and the maximum age for a 4-H'er is 18 years old, or completion of high school, whichever comes first.

Eligibility for enrolled 4-H members is determined by the youth's age as of September 1 of the current 4-H program year, which runs September 1 through August 31.

Program Enrollment Procedures

All youth participation in UF/IFAS-sponsored programs is defined as UF/IFAS 4-H Youth Development and shall be reported via the 4HOnline enrollment system.

- The Florida 4-H Youth Development Program requires an annual \$20.00 membership fee for 4-H Community Club youth members, 4-H ages 8-18. You will not be considered active 4-H members if the fee has not been paid. Fees are collected on an annual basis, based off the 4-H program year (September 1 to August 31).
- Youth may enroll in a 4-H club at any time and clubs may be formed throughout the year. Youth must re-enroll in 4-H every September. Payment for required state and/or county membership fees is due at the time of enrollment/re-enrollment.
- Electronic signatures provided by a parent or a legal guardian in 4Honline are sufficient for accepting youth as members. Online profiles are to be created and maintained by parents and guardians. Youth should not be given access to 4Honline profiles.
- The Florida 4-H Participation Form for Youth and Adults consists of the: Health Form and Medical Release, Code of Conduct, General Release, Transportation Policy, Publicity Release, and Survey and Evaluation Release.
- Consent from the participant (youth or adult) and a parent/guardian (if youth participant) is required for the Florida 4-H Code of Conduct.
- Parent/guardian or adult participant consent is required for the General Release, Medical Release and Transportation Policy. Parent/guardian or adult participant consent is optional for the Survey and Evaluation Release and the Media Release.



- A Health Form is mandatory for all participants, including adults, in overnight programs. Health Forms should be carried by all 4-Hers traveling to and from out-of-county 4-H events.
- The Florida 4-H Medication Form must be completed by a parent or guardian when sending medication with a youth to a Florida 4-H event. The form can be downloaded at http://florida4h.org/youth/files/Medication_Form.pdf

To create your 4HOnline profile, go to: www.4honline.com

Minimum Club Meeting Participation

All members must engage in a minimum of two-thirds (2/3) of their club meetings unless otherwise specified by their club's by-laws.

Access & Equity of 4-H Membership

4-H membership is available to all youth ages 5-18 without regard to race, color, gender, sexual orientation, handicap, or national origin. However, selected projects or programs do have enrollment restrictions. Not all projects or program activities are deemed appropriate for all age ranges due to either developmental appropriateness, safety, or other considerations.

Project/Program Participation

- A 4-H member must be 8 years of age at the beginning of the current 4-H program year (September 1) to be eligible to enroll in a large animal 4-H project, including exhibiting or showing a large animal (sheep, goat, swine, beef, dairy, llama, ostrich, or horse). Florida 4-H does not permit 5-7 year olds to enroll in any 4-H large animal project, to raise a large animal as a 4-H project, or to participate as a 4-H member in a livestock or horse show or other event with these large animals.
- Florida 4-H does not permit 5-7 year olds to participate in Shooting Sports, ATV or other motorized vehicle projects or programs.
- Florida 4-H does not permit 5-7 year olds to participate in the Florida 4-H summer residential camping program.
- Highlands County 4-H does not permit 5-7 year olds to participate in the Highlands Youth Citrus Project.



- When 4-H members and volunteers participate in open shows and other events that conflict with 4-H policies (such those that allow competition or showing large animals which are being permitted for Cloverbud-age youth), it is important for youth, parents, and volunteers to avoid giving the impression that they represent 4-H during those activities such as by wearing 4-H attire while participating.
- Extension/4-H faculty and staff are not permitted to provide significant support for or actively promote open shows and other events that conflict with 4-H policies (such those that allow competition or showing large animals which are not being permitted for Cloverbud-age youth). 4-H volunteers and parents who provide assistance to such events should avoid giving the impression that they represent 4-H during those activities such as by wearing 4-H attire while participating.
- A youth must be a 4-H member at least 30 days before a 4-H competitive event unless event rules specify otherwise.
- Florida 4-H does not permit children less than 8 years of age to participate in competitive activities at any level (club, county, district, state, national or international).

Non-Discrimination

The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

(<http://regulations.ufl.edu/chapter1/1006.pdf>)

(University of Florida) The University of Florida, under the guidelines of ADA and 504 federal legislation, is required to make reasonable accommodations to the known physical and mental limitations of otherwise qualified individuals with disabilities. To help provide the best possible service to students, staff, faculty and visitors, the University of Florida has an ADA Compliance Office with a coordinator responsible for access for persons with disabilities. The ADA coordinator assists anyone with questions about access. Florida 4-H is the official youth development program of the University of Florida IFAS Extension.

(<http://www.ehs.ufl.edu/programs/ada/>)



Cloverbud Requirements

(Ages 5-7)

To maintain a membership in good standing, all members are required to abide by their club by-laws and policies set by Highlands County 4-H and Florida 4-H.

- An **active** 4HOnline profile
- **MUST** attend two-thirds (2/3) of their club's meetings unless otherwise specified by their club's by-laws.
- **Required** to turn in at least one (1) completed project and/or record book following all guidelines in the record & project book requirements. See "Record & Project Requirements" below.

OPTIONAL RECOGNITION FOR CLOVERBUD MEMBERS

To receive performance standards recognition, turn in a Cloverbud Performance Standard Application. Do not use folders for these awards. These may be found on the "Forms" page at florida4h.org/highlands. See "OPTIONAL Specialty Awards" section below for more information about Performance Standards.

Junior Requirements

(Ages 8-10)

To maintain a membership in good standing, all members are required to abide by their club by-laws and policies set by Highlands County 4-H and Florida 4-H.

- An **active** 4HOnline profile
- **MUST** attend two-thirds (2/3) of their club's meetings unless otherwise specified by their club's by-laws.
- **Required** to turn in at least one (1) completed project and/or record book following all guidelines in the record & project book requirements. See "Record & Project Requirements" below.

OPTIONAL RECOGNITION FOR JUNIOR MEMBERS

To receive performance standards recognition, turn in a Junior Performance Standard Application. Do not use folders for these awards. These may be found on the "Forms" page at florida4h.org/highlands. See "OPTIONAL Specialty Awards" section below for more information about Performance Standards.



Intermediate Requirements

(Ages 11-13)

To maintain a membership in good standing, all members are required to abide by their club by-laws and policies set by Highlands County 4-H and Florida 4-H.

- An **active** 4HOnline profile
- **MUST** attend two-thirds (2/3) of their club's meetings unless otherwise specified by their club's by-laws.
- **Required** to turn in at least one (1) completed project and/or record book following all guidelines in the record & project book requirements. See "Record & Project Requirements" below.

OPTIONAL RECOGNITION FOR INTERMEDIATE MEMBERS

To receive performance standards recognition, turn in an Intermediate Performance Standard Application. Do not use folders for these awards. These may be found on the "Forms" page at florida4h.org/highlands. See "OPTIONAL Specialty Awards" section below for more information about Performance Standards.

Senior Requirements

(Ages 14+)

To maintain a membership in good standing, all members are required to abide by their club by-laws and policies set by Highlands County 4-H and Florida 4-H.

- An **active** 4HOnline profile
- **MUST** attend two-thirds (2/3) of their club's meetings unless otherwise specified by their club's by-laws.
- **Required** to turn in at least one (1) completed project and/or record book following all guidelines in the record & project book requirements. See "Record & Project Requirements" below.

OPTIONAL RECOGNITION FOR SENIOR MEMBERS

To receive performance standards recognition, turn in a Senior Performance Standard Application. Do not use folders for these awards. These may be found on the "Forms" page at florida4h.org/highlands. See "OPTIONAL Specialty Awards" section below for more information about Performance Standards.



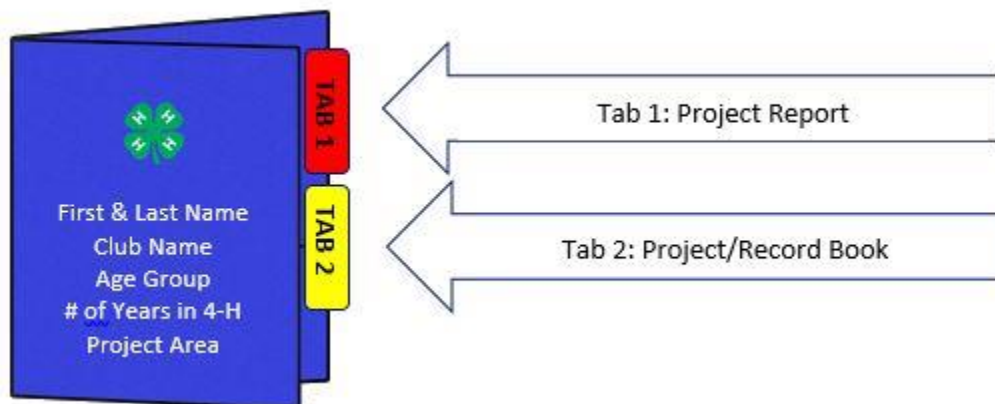
Record & Project Book Requirements (FOR ALL MEMBERS)

- All 4-H members **MUST** turn in at least one (1) record and/or project book at the turn-in date set by the Highlands County Extension Office.

*****Please note: it is not a requirement to have your book graded, but it is a requirement to turn one in. Be sure to disclose on the cover page of the project summary whether you want your book graded or not. *****

- See “Record Book Rubric” section for record/project book expectations.
- All record and/or project books must contain the following:
 1. Submit one (1) record or project book per folder. Do not put multiple projects in one book, or not all books will be graded.
 2. Use a three-pronged folder. No three-ring binders! They will not be accepted.
 3. You may choose to decorate the cover of your book, or leave it plain, but **it must have the following information on the outside of the folder, in this order:**
 - a. Your first and last name
 - b. Club name
 - c. Age group (Cloverbud, Junior, Intermediate, or Senior)
 - d. Number of years in 4-H
 - e. Project area
 4. Inside the folder, you must include two(2) things:
 1. Project Report. These may be found on the “Forms” page at florida4h.org/highlands.
 2. Record/Project Book

EXAMPLE:





Record Book Grading Standards

All participants who turn in their books to be graded will receive a certificate noting their level of achievement (blue, red, or white merit). Books scoring between 100-90 points will receive a blue merit, 89-80 points will receive red merit, and 79-0 points will receive white merit.

To receive a year pin: turn in a completed record book according to the above outlined standards.

To receive a project pin (optional): score in the top 10% of your project category with your graded record book.

OPTIONAL Specialty Awards

To receive performance standards recognition: turn in the proper application form, following instructions for the desired level of achievement (Bronze, Silver, Gold, or Emerald). Attach only the requested documentation with a staple. (i.e. Leadership Reports, Scholarship Portfolio, 4-H essay, Mentor Report, Wild Card documentation, etc.) Be careful to fill this form out completely, and attach all necessary documents. Awards will not be given to applications missing any necessary information, including member signature, in the member's hand. There will be baskets for each age group at turn in. These may be found on the "Forms" page at florida4h.org/highlands. Please note: The "Award Suggestions" in the Achieving Standards of Excellence: Performance Standard Awards" handbook are county-based. Counties may vary in criteria and distribution of these awards.

To receive the 4-H Spirit Award: The 4-H Spirit Award should go to a member who constantly models the values of 4-H. This youth should embody all of 4-H's slogans, mottos, pledge, and ideology at all times. They believe in the organization, mentor peers, serve as a resource and helper to volunteers and staff, see the value in learning by doing, and live the pledge daily. 4-H members must apply to receive this award. Past winners may not receive it twice. Please see the application for details.

To receive a 4-H Foundation Camp Scholarship (optional): Fill out a Camp Scholarship Application, attach your updated portfolio, and write a one-page essay (12 font, Times New Roman, 1.5 spaced) which addresses (1) what 4-H means to you, and (2) what the specific camp would provide for you. *Each 4-H member must fill out one application per camp they wish to attend.* These may be found on the "Forms" page at florida4h.org/highlands.

For High School Seniors

To be recognized as a graduating Senior (optional): turn in a Senior Portfolio separate from your other awards. There will be a specific basket for these portfolios. These may be found on the "Forms" page at florida4h.org/highlands.

To receive the 4-H Foundation Academic Scholarship (optional): See the scholarship application. This can be found at florida4h.org/highlands on the "Forms" page.



Club and Nomination-based Awards

Club Recognition

Each club may turn in one Treasurer's Book, one Secretary's Book, and one Scrapbook for the Club Competition. Any Club Performance Standards must be included in the Secretary's Book. Club books are due on the same day as individual record books. Clubs will be awarded one certificate noting all these achievements, and a trophy will go to the top Treasurer's Book, top Secretary's Book, and top Scrapbook. It is the club's discretion as to whether the club member who turned the book in or the club keeps the top award.

To nominate a Leader of the Year

4-H members or leaders may write a letter to the 4-H Agent and Program Assistant, explaining why the leader in question should receive the award. Be specific and include as many details and stories as possible. Nominations may be from a group, but each nominee must have their own letter.

To nominate a Friend of 4-H

Each club may nominate one friend of 4-H per year. Write a letter to the 4-H Agent and Program Assistant, describing the support given by your chosen friend of 4-H. Be specific and include as many details and stories as possible. Nominations will be submitted from the club or a club representative.

I Dare You Award

Leaders may nominate 4-H members for the I Dare You Award using the appropriate nomination form. Remember that the details used in this application are the only considerations for this award. You may request these from the 4-H Agent or Program Assistant, and they are due the same day as record books. This award recognizes youth ages 15-18 years old who strive to be their personal best and make a positive difference in their schools, youth groups, 4-H clubs, and communities. Award winners are eligible to apply for a scholarship to attend the National Leadership Conference (through the [American Youth Foundation](#), and the local 4-H Foundation).

Outstanding Junior, Intermediate, and Senior Leadership Awards

Leaders may nominate 4-H members for the Outstanding Leadership Award of their age group by writing a letter of recommendation to the 4-H Agent and Program Assistant. This letter must be 12 font, Times New Roman, and not exceed one page in length. Remember that the details used in this letter are the only considerations for this award. These letters are due the same day as record books. This leadership award will be given in the Junior, Intermediate, and Senior 4-H Age Groups.



Helpful Links for Highlands County 4-H Members

All of the following documents can be found on the Highlands County Extension Homepage by clicking “forms” under the “4-H Youth Development” tab: highlands.ifas.ufl.edu

Cloverbud

- Cloverbud Project Report: <http://highlands.ifas.ufl.edu/4-H/Cloverbud%20Project%20Report.pdf>

Junior, Intermediate, Senior

- Project Report: <http://highlands.ifas.ufl.edu/4-H/4-H/PDF/Junior,Intermediate,Senior%20Project%20Report.pdf>

Scholarships

- Camp Scholarship Application: <http://highlands.ifas.ufl.edu/4-H/4-H/PDF/Awards%20&%20Rec/CampScholarshipApplication.pdf>
- Highlands County 4-H Foundation Scholarship Application: **Document is being edited**
- Highlands County Cattlewomen’s Scholarship Application: **Document is being edited**

Other Useful Links

- 4-H Spirit Award Application: <http://highlands.ifas.ufl.edu/4-H/4-H%20Spirit%20Award%20Application.pdf>
- A Guide to Standards for Excellence in Highlands County: <http://highlands.ifas.ufl.edu/4-H/4-H/PDF/StandardsofExcellenceGuide.pdf>
- Animal Ethics Trainings: <http://www.floridastatefairag.com/ethics>
- Building My Portfolio: http://highlands.ifas.ufl.edu/4-H/4-H/PDF/Awards%20&%20Rec/Building%20My%20Portfolio_type.pdf
- Financial Summary: http://highlands.ifas.ufl.edu/4-H/4-H/PDF/Project%20Financial%20Summary_printable.pdf
- Highlands County Fair: www.hcfair.net
- Highlands County Fair 4-H ExhibitBooth: **Document is being edited**
- My Senior Portfolio: http://highlands.ifas.ufl.edu/4-H/4-H/PDF/Awards%20&%20Rec/Senior%20Portfolio_type.pdf
- Performance Standards Rules & Applications: <http://highlands.ifas.ufl.edu/4-H/4-H/PDF/Performance%20Standards%20Handbook.pdf>



Tips for Having a Great Record Book or Awards Application

- Use your handwriting for as much of the application as possible! Always sign your own name, regardless of your age, even if it isn't very pretty. The effort is what counts.
- When writing photo captions, try to teach the reader something about your project. Poor Example: "This is me and my tree." Strong Example: "This year, I grew a Valencia citrus tree for my project. Look how tall it is already—almost as tall as I am! I have had it for almost 3 months."
- Use action-pictures for the majority of your pictures. Buddy up with another person, and tell them you can take some pictures of them if they take some of you.
- At the beginning of your project, sit down and map out some goals. (That's section one of your project report.) You can use this time to think of good times and places to get pictures.
- Use SMART Goals. (**S**pecific, **M**easurable, **A**ttainable, **R**elevant, **T**ime-bound)
- Look over the requirements at the beginning of the year. Make a timeline to accomplish different things so you can spread your work out.
- Remember your record book or application is the only impression you can make on your judges. Don't leave room for assumptions!
- Use pencil, and take your time. Make sure your handwriting is as legible (easy to read) as possible.
- Do not include rules, guidelines, or blank applications.
- If you don't have time to log them immediately, use sticky notes or a calendar to help you remember club or county activities and workshops. Be sure you write the date!
- Have a parent or teacher proof read your book or application. Check for spelling and grammar, and content. You can never have too much help with this!
- Keep all your receipts. You might even want to mount them in your record book for safe keeping. Just make sure you can see all the information you need!
- Read all the rules before you start. Start with this document, then the instructions on the Project Report or application.
- Attend as many Record Book Workshops as you can. If you still have questions, you can ask someone in person for help.
- Make sure you fill out the whole application or book. Double check that you have filled every writing space to the fullest, and have all the signatures you need.
- Attach only the necessary documents, in the order specified, or that they occur on the application.
- iPhones have the "4-H Livestock Record" App. Check it out to keep track of your project all year, and get a print-out summary at the end!
- Tie in everything you can to your project in your report. (i.e. In your Fishing Record Book, note that you entered a home-made lure in the exhibit booth at the fair, and gave a demonstration at County Events on how to bait a hook and common fishing techniques.)
- Make a Facebook page-with your parent's permission-to keep track of your photos and dates. Use it like a digital diary of your events!
- Keep your pages neat, unstained, and wrinkle-free. This will help with how neat your book or application looks, and improve the graders' impression of you since they cannot meet you.



Cloverbud Record Book Rubric

Name: _____

Club: _____

Project Area: _____

- Member's Handwriting or typed
- Proper labeling
- No incomplete areas

√	Criteria	Comments
Project Plans and Activities		
	Obvious Project Participation	
	Learning Experiences and Activity Participation	
Project Reflection		
	Knowledge Learned	
	Future Plans and Favorite Activities	
Project Book Components		
	Project Report	
	Project Pictures	
	Project Book	



Record Book Rubric

- Junior
- Intermediate
- Senior

Name: _____

Club: _____ Project Area: _____

Points Earned	Points Possible	Description	Comments
Section 1: Project Report			
	30	<ul style="list-style-type: none"> Includes all required signatures Outlines project plans, goals, and activities Demonstrates what was learned, problems, and successes in the project Outlines what youth would do differently and would like to do next year Includes leadership, community service, and/or citizenship activities Includes recognition and awards earned 	
Section 2: Project Pictures			
	10	<ul style="list-style-type: none"> Includes photos of project work throughout the time span of the project Includes a caption for each picture describing the picture in a complete sentence 	
Section 3: Project Story			
	20	<ul style="list-style-type: none"> Summarizes specific 4-H project experiences for the year Summarizes what was learned and how it may be applied in the future Proper spelling, grammar, grammar and punctuation Appropriate length/skill for age 	
Section 4: Financial Summary			
	10	<ul style="list-style-type: none"> Values add up to appropriate amount Lists materials used in project and estimated value or cost Includes subtotals and overall project totals 	
Section 5: 4-H Project Book			
	15	<ul style="list-style-type: none"> 4-H curriculum or fair/record book included Includes list or records of demonstrations, workshops, events, etc. 	
Section 6: Overall Project Book			
	15	<ul style="list-style-type: none"> Name, club, years in 4-H, project type, and age division are on the front of the book Table of contents is present, with each of the above sections titled and in order Book is neat and easy to follow Is hand-written or typed by the 4-H member 	
	Total Score		