Kalamazoo County

2016-2017 Welcome Packet
For New Families
Dear 4-H Family,

Welcome to 4-H, the youth development program of MSU Extension! 4-H provides youth with positive learning experiences that help build character, while developing knowledge and skills that prepare them for the future.

We hope that your experience with MSUE-Kalamazoo County 4-H provides your family with a positive experience that you will look back on and remember for years to come. Participation in 4-H should be educational as well as fun for the whole family. We know that 4-H is a large program and can be difficult to navigate, especially for new families; and we hope that this guide will give you the information you need to find your way around. The monthly newsletter is an excellent source of information, please take time to read it. You can find the newsletter and other important documents at http://msue.anr.msu.edu/county/kalamazoo/kalamazoo_county_4_h.

As you become more and more involved with 4-H, you will continue to have new opportunities – even beyond Kalamazoo County – because 4-H events occur at the county, state, national, and even international levels! All the fun starts at the club level. We encourage you to become very active with your 4-H club. Throughout the year, we ask that you keep in mind that the majority of 4-H experiences are made possible by volunteers. Volunteers and 4-H staff will do their best to make the experience positive for your family. Throughout the year, you and your family may also be asked to lend a hand; please remember that many hands make light work, so if everyone pitches in a little the job will be done quickly. We understand that families are very busy, but any amount of help your family provides is appreciated to make sure everyone has an opportunity to enjoy the experience.

If you have any questions throughout your 4-H journey, you can always reach out to the Extension office by calling 269-383-8830 or reach us via email at bolhuisv@anr.msu.edu, or granitoe@anr.msu.edu.

Sincerely,

Veronica Bolhuis
4-H Program Coordinator

Benjamin Chee
4-H Program Coordinator
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4-H is a youth education program for boys and girls ages 5 through 19. It is the youth development program of our nation’s Extension system. Volunteer Leaders of all ages work with youth to provide fun educational experiences. Michigan State University Extension staff are responsible for the management of 4-H, as well as providing support and resources for its members and volunteers. Youth who participate in 4-H develop the skills needed to be capable, productive citizens and Leader’s as they learn about new project areas.

The Smith-Lever Act formalized Cooperative Extension Service (CES) in 1914 to expand the U.S. Department of Agriculture’s (USDA) partnership with land-grant universities to apply research and provide education to communities. Cooperative States Research, Education, and Extension Service (CSREES) is the USDA agency responsible for 4-H and Extension. 4-H programming is delivered locally and operated at the state and national levels through a partnership between county governments, the Cooperative Extension Service at the state’s land grant university (in Michigan, through Michigan State University Extension), and the USDA. 4-H is one of the programs offered by the county Extension office. Other programs include Master Gardeners, Food and Nutrition, and Agricultural Programs.

For more information on CES, please visit www.reeusda.gov/1700/statepartners/usa.htm
For more information on CSREES, please visit www.csrees.usda.gov
For a helpful chart on the larger 4-H system, please see Appendix A at the end of this packet.

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4-H Website: http://msue.anr.msu.edu/county/kalamazoo/kalamazoo_county_4_h
Email: msue.kalamazoo@county.msu.edu
Office Hours

Monday – Friday, 8:00 a.m. – 12:00 p.m. and 12:30 p.m. – 5:00 p.m.

Please call ahead if you plan to visit, as 4-H staff is not always present.

Our office is closed during county holidays.

Staff

Julie Pioch, District 13 Coordinator
Veronica Bolhuis, CYI 4-H Program Coordinator
Benjamin Chee, CYI 4-H Program Coordinator
Leatta Byrd, HNI/Chronic Disease
Heidi Wollaeger, AABI/Commercial Horticulture
Linda Whitlock, Consumer Horticulture
Catherine Drew, HNI EFNEP PA
Stonia Starling-Hunter, HNI EFNEP PA
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, Receptionist/Secretary

Mariel Borgman, GMI/CFS EE
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Phone: 269-353-1255

Stay in the loop!

Make sure you are connected to Kalamazoo County 4-H through the following means:

- Make sure your 4-H Online email address is current! Most communication is done via email through 4-H Online, including sending out our monthly newsletter.
- Visit our website regularly at: [http://msue.anr.msu.edu/county/kalamazoo/kalamazoo_county_4_h](http://msue.anr.msu.edu/county/kalamazoo/kalamazoo_county_4_h)
- Follow Kalamazoo County 4-H on Facebook: [https://www.facebook.com/Kalamazoo-County-4-H-Youth-Program-122047197873078/timeline/](https://www.facebook.com/Kalamazoo-County-4-H-Youth-Program-122047197873078/timeline/)
- Please make sure your projects are updated in 4-H Online. We do send project-specific emails only to those participants enrolled in certain project areas as relevant.
- Many community clubs and projects have their own information page, be sure to look.
- Fair information can be found on the fair website at: [http://www.kalcounty.com/parks/fair/](http://www.kalcounty.com/parks/fair/)
Non-Discrimination: 4-H clubs cannot discriminate by means of race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

4-H Age: A 4-H member’s age is determined by whatever age he/she will be during the 4-H year. The 4-H year begins on September 1, but 4-H age is determined by the age that the child will be on January 1 of that following year. For example, a youth born on January 20, 2000 would have a 4-H age of 15 for the program year that runs September 1, 2015-August 31, 2016. Youth that have a 4-H age of 5 – 19 years of age may join the 4-H program. 4-H members are ages 9 – 19 and participate in both non-competitive and competitive settings. Youth that are 4-H age 5 – 8 years old are considered Cloverbuds, who only participate in non-competitive settings. As part of a Community Club, Cloverbuds often have their own “hands on” activities separate from the older members. There are Cloverbud-specific projects available, and a number of regular 4-H projects are available to Cloverbuds as well.

Participation Fee: All 4-H members are required to pay a $10 participation fee (families with three or more 4-H members are only responsible for paying $30 per family), plus $1.00 for insurance for each 4-Her. Insurance is $2.00 for youth involved in horse projects. This fee helps to enable the development of new programming and curriculum. Five dollars of every participation fee remains with Kalamazoo County 4-H to develop programs locally; the remainder is used to support statewide programming. Fee waivers or scholarships are available for 4-H families who will experience a financial burden in paying this fee. There is a form to apply for fee waivers or full or partial scholarships; contact the Extension office to obtain the form. Some clubs or projects may have an additional fee.

The $10 participation fee and insurance is only paid once per 4-H year (September 1 through August 31). If you are enrolled through 4-H in another county, you will pay the participation fee through your primary county. If you are involved in more than one club, you will pay the participation fee through your primary club. Be sure to communicate where you have paid the fee with your administrative leader and the Extension office.

Enrollment/Reenrollment: 4-H members and volunteers must enroll/reenroll each year, beginning September 1st. Returning members and volunteers must reenroll by November 1 and new members must enroll by April 1 to be eligible to show at the fair. New members can join 4-H anytime during the year but they may not be able to meet all of the county, club, or project requirements to participate at the fair. All enrollments and reenrollments occur via 4-H Online, our online database. More information about 4-H Online and registration can be found at https://mi.4honline.com. Please note that you are not considered a 4-H member until you have enrolled or reenrolled in 4-H Online (including correct authorizations, club, and project participation) AND your participation fee has been verified by the Extension office (only members and volunteers need to enroll in 4-H Online).
**Volunteers:** Volunteers play a vital role in the ongoing growth and development of those in the 4-H Youth Development program. Adults have a lifetime of experience to share, including education, work experience, hobbies, and talents! Any adult that wishes to enroll as a volunteer with 4-H must complete the Volunteer Selection Process (VSP) prior to enrolling in 4-H Online. This includes filling out and returning the completed packet of information located at http://msue.anr.msu.edu/county/kalamazoo/kalamazoo_county_4_h to the Extension office, a background check, reference check, interview, 4-H Volunteer e-Learning Course, and an in-person orientation. All volunteers have one year from the date your first paperwork is turned into the office to complete the process; volunteers who do not complete the process within a year will be required to restart the process. Volunteers who are inactive (have not completed reenrollment by the county deadline) will be required to go through VSP again prior to being considered an active volunteer.

**4-H Clubs:** Clubs must complete paperwork and be registered with the Extension office to be considered a 4-H club and allowed to use the 4-H name and emblem. Clubs must consist of at least five members from two or more families, have at least one registered adult volunteer, and meet a minimum of four times per year (club leaders are required to attend at least 50% of Leader’s Council meetings, offer a minimum of 3 projects to members, complete at least one community service project per year, participate in county fundraisers, turn in their Treasure’s record books every September for audit, and meet deadlines set by the 4-H office). Club benefits include assistance and support from Community Project Superintendents, access to the 4-H bus for educational program trips, recognition for members and Leader’s, scholarships, leader training reimbursements, and much more. More information regarding starting a club can be found by calling the Extension office.

**Financial Guidelines:** Each club, volunteer, member and parent is required to follow the financial guidelines for Michigan 4-H clubs. New financial guidelines were released in the fall of 2016. The volunteer book can be found at http://msue.anr.msu.edu/uploads/resources/pdfs/4H1687_4-H_Volunteers_Financial_Manual_WEB2.pdf and the youth/adult treasurer book can be found at http://msue.anr.msu.edu/resources/financial_manual_for_4_h_treasurers. Please contact the Extension office with any questions.

**Fundraisers:** All 4-H fundraisers must have a completed fundraising authorization form submitted to the Extension office at least two weeks prior to the start of the fundraiser. A follow-up report form must be completed and submitted no more than 10 days following the event. Only authorized 4-H groups may use the 4-H name and emblem in fundraising, and all funds raised using the 4-H name and emblem are considered 4-H funds. This means that fundraisers for personal use may not use the 4-H name or club name. An attempt should be made to make the fundraiser an educational activity by providing training to youth. Deciding on the best activity to raise the funds, making a good impression, money handling, and record
keeping are good skills to acquire during a fundraiser. Above all be sure youth are safe when implementing a fundraiser.

Kalamazoo County 4-H Newsletter

Our newsletter goes out once monthly, and is an integral part of 4-H communication. The newsletter is e-mailed to all members with a valid and current e-mail address of file with our local 4-H office. It can also be viewed at http://msue.anr.msu.edu/county/kalamazoo/kalamazoo_county_4_h under Newsletters and Calendars. It also can be found on the home page of 4-H Online after you are logged in. The newsletter includes 4-H information on the county and state level, our local 4-H calendar of events, articles, and photos. Articles from 4-H members, superintendents, and Leaders are welcome and encouraged. If you have information you would like included in the newsletter, please e-mail it to the 4-H office (msue.kalamazoo@county.msu.edu) by noon on the 15th of each month for inclusion in the next newsletter.

Kalamazoo County 4-H Website

The Kalamazoo County 4-H website can be found at http://msue.anr.msu.edu/county/kalamazoo/kalamazoo_county_4_h. The website has a wealth of information for 4-H’ers including many forms and helpful links. Please note there are separate sections for project guidelines and 4-H forms in the list on the left of the page. Each club has a link to their own page here as well.

Kalamazoo County 4-H also hosts a Facebook page containing useful information. It can be found here: https://www.facebook.com/Kalamazoo-County-4-H-Youth-Program-122047197873078/timeline/

4-H Pledge

I pledge....

My head to clearer thinking
My heart to greater loyalty
My hands to larger service
My health to better living
For my club, my community, my country and my world.
The 4-H pledge, which should be said at the beginning of every club and association meeting, addresses all four areas of youth development (cognitive, emotional, social, and physical). You should work with youth to help them memorize the 4-H pledge.

4-H Emblem

The 4-H emblem is a four leaf clover with an “H” in each leaf, which stands for Head, Heart, Hands, and Health. The 4-H emblem (commonly called the 4-H clover) is protected by federal law from commercial and unauthorized use. Due to this protection, only chartered 4-H clubs and organizations are authorized to use the 4-H clover in publications and advertising. The clover must also always been seen with the 18 USC 707 trademark (with few exceptions). There are also very strict policies regarding how you may use the clover in documents, apparel, etc. (for example, text or images cannot be placed over the clover). For further explanation of these policies, visit: http://gaston.ces.ncsu.edu/files/library/36/4-H%20Clover%20Guidelines.pdf

National 4-H

4-H is the nation’s largest youth development organization, empowering six million youth in the U.S. and is part of the Cooperative Extension system of land-grant universities.

National 4-H provides a wealth of resources, including curriculum and activities as well as fund development, for local 4-H programs. They coordinate National 4-H Week, which occurs in October each year, along with the 4-H National Youth Science Day that occurs that week. They partner with Tractor Supply Company to host the Paper Clover Campaign (customers can donate $1 to their local 4-H program at each TSC store) each fall and spring.

National 4-H also runs the 4-H Mall, which is your go-to source for 4-H gear, including curriculum, apparel, club supplies, and more. Visit http://www.4-hmall.org/home.aspx to find all that they offer!

For more information on National 4-H, please visit http://www.4-h.org/.

Michigan 4-H Youth Development
Michigan 4-H Youth Development operates under Michigan State University Extension. The program creates non-formal, hands-on educational opportunities to help youth thrive in a complex and changing world. There are seven guiding principles that provide the foundation for educational methods, activities and events that positively affect the lives of Michigan’s youth. These are:

1. Youth develop positive relationships with adults and peers.
2. Youth are physically and emotionally safe.
3. Youth are actively engaged in their own development.
4. Youth are considered participants rather than recipients in the learning process.
5. Youth develop skills that help them succeed.
6. Youth recognize, understand and appreciate multiculturalism.
7. Youth grow and contribute as active citizens through service and Leadership.

Michigan 4-H provides a wealth of resources and activities around a variety of project and topic areas, including animal science, arts, careers and entrepreneurship, citizenship, Leadership, community service, environmental and outdoor education, global and cultural education, healthy youth, life skills, science and technology, volunteering, and mentoring.

Youth can apply for different awards and scholarships at the state level. Scholarships include the Michigan Rabbit/Cavy 4-H Scholarship for those involved with the rabbit/cavy project area, Michigan State University 4-H Scholarship for high school seniors who have applied to MSU, Michigan State University Pre-College Program Scholarship for students in 8th, 9th, or 10th grade who attend an MSU pre-college program (such as 4-H Exploration Days, 4-H Great Lakes & Natural Resources Camp, 4-H Renewable Energy Camp, 4-H Animal & Veterinary Science Camp, or 4-H Capitol Experience), and Michigan 4-H Foundation Scholarships.

For more information on Michigan 4-H, please visit [http://4-H.msue.msu.edu/].

**Michigan 4-H Foundation**

The Michigan 4-H Foundation is a non-profit fundraising organization that solicits, manages, grants and stewards support from private individuals, organizations, foundations and corporations to support Michigan 4-H Youth Development programs. Gifts made to the Foundation support:

- 4-H volunteer training at a reduced cost
- County 4-H volunteer recognition
- State 4-H youth awards and recognition
- College scholarships for 4-H youth
- County and state 4-H grant opportunities
- Creation of new curriculum and learning materials
• Development of new and current 4-H programs
• Development and maintenance of Kettunen Center, Michigan’s 4-H volunteer training center
• Development and maintenance of the Michigan 4-H Children’s Gardens at MSU

For more information on Michigan 4-H Foundation, please visit [http://mi4hfdtn.org/](http://mi4hfdtn.org/).

**State 4-H Workshops and Events**

There are many statewide 4-H workshops and events that 4-H members can attend throughout the year. Visit the website [http://4-H.msue.msu.edu/events](http://4-H.msue.msu.edu/events) to find more information about each event.

**4-H Animal & Veterinary Science Camp** – Occurs at the end of June at MSU and is for youth interested in exploring animal and veterinary science projects and activities. Open to youth ages 13-16 and involves a competitive application process to attend (applications are due in April).

**4-H Capitol Experience** – Occurs in March at the State Capitol and surrounding area and is a four-day conference to prepare youth for active citizenship, focusing on civic engagement and public policy.

**Citizenship Washington Focus** – This is a trip taken by Kalamazoo 4-H youth every other year involving a week of learning and fun in our nation’s capital. The short course is designed to help participants learn the basic functions of national government. This is partially supported by 4-H Leader’s Council.

**4-H Exploration Days** – The most popular 4-H event! Occurs in June at MSU and is for youth ages 11-19, Leader’s, and parents. Spend three days on MSU’s campus, experiencing life like a college student and attending fun hands-on workshops and events with over 2,500 youth from across the state. Registration begins in March; you will want to register ASAP when registration books are available as sessions fill up very quickly. Registration fees are partially covered by 4-H Leader’s Council.

**4-H Great Lakes & Natural Resources Camp** – Occurs in August at Camp Chickagami in Presque Isle for youth ages 13-15 (8th – 10th grade). Experience all that our great lakes have to offer as you go charter fishing, snorkeling, sailing, hike through forests, explore dunes, and more. There is an application process that is due in May.

**4-H Renewable Energy Camp** – Occurs in July on MSU’s campus and is a five-day camp for youth 13-19. Youth explore ideas, research, and opportunities relating to renewable energy (biofuels, solar, and wind energy).
4-H Mentoring Weekend – Occurs in July for adults and youth who are in a formal mentoring program (does not have to be a 4-H run program). This three-day weekend full of fun workshops takes place at the Kettunen Center.

4-H Family Fun Weekend – Occurs in August at Kettunen Center for parents and youth ages 5-8.

4-H Visual Arts, Crafts, Sewing and Textiles Workshop – Occurs in October at the Kettunen Center. Open to youth ages 12 and older and volunteers, this event features a variety of workshops focused on the visual arts, crafts, sewing, and textile projects.

4-H Youth Leadership & Global Citizenship Spectacular – Occurring in January at the Kettunen Center, this event focuses on youth Leadership, civic engagement, global citizenship and international cultures.

4-H Winterfest – This event for 8-12 year olds occurs in February. Youth get to participate in a variety of workshops and explore the Kettunen Center winter activities.

4-H Veterinary Science Teen and Adult Leader’s Workshop – Occurs in February at the Kettunen Center, youth ages 13 and older and volunteers can learn about veterinary science.

4-H Beef, Sheep and Swine Teen and Adult Leader’s Workshop – Occurs in February at the Kettunen Center, youth ages 13 and older and volunteers can learn about a variety of topics related to beef, sheep and swine project areas.

Michigan 4-H Dairy Conference – Occurs in March, youth ages 11-18 can attend this event to learn about dairy management.

For more information on State workshops and events, please visit http://4-H.msue.msu.edu/events.

**Did you know?**

There are many scholarships available to attend statewide workshops and events. The Kalamazoo County 4-H Leader’s Council offers a scholarship or awards to attend some programs. Some events even offer their own scholarships. Call the Extension office to find out more about scholarships for the event you want to attend!

**Travel Opportunities**

Teen Exchange Trips – Exchange trips take place each year and are sponsored by the 4-H Teen Club. The trips include travel to an out of state 4-Her’s home. In exchange, the family then hosts an out of state student in their own home. These trips have in mind the exchange of ideas, friendship, and fun by participating 4-H’ers. In attempting to understand others, the 4-H
motto: “To Make the Best Better” applies. This program is partially supported by Leader’s Council.

4-H International Exchange – There are a number of international 4-H programs available including the LABO program, where youth travel to Japan for one month and Japanese youth come to Michigan for one month. Michigan families that host a Japanese teen can earn up to $800 towards their teen’s trip to Japan. Call the 4-H office or visit the following link for more information on the different exchange programs and countries that participate.

http://4h.msue.msu.edu/programs/global_cultural_education/international_exchange_programs

Kalamazoo County 4-H Year

The 4-H year runs from September 1 – August 31. Our county calendar of events can be found on our monthly newsletter. Below is an outline of a typical program year in Kalamazoo County 4-H:

September:

- Enrollment for new program year begins.
- Clubs usually hold their reenrollment meetings in September or October. Reenrollment information is given out at the Fall Mandatory Leader Update meeting this month and is due November 1.
- Nominations and elections for club and association/committee officers are also usually held in September or October.

October:

- Harvest Festival, a carnival fundraiser hosted by all community clubs.
- National 4-H Week is the first full week in October. Events during this week include the 4-H National Youth Science Day and the Tractor Supply Company fall paper clover campaign.
- 4-H Councils vote for new officers.
- Member Record Book/record keeping workshop.

November:

- Fall Achievement awards program.
- Fair book changes are due to 4-H on November 1.
- Reenrollment information due November 1. County award nominations are due around November 15.
December:

- State 4-H award forms for members age 14-19 are available (usually due in February or March).
- 4-H Scholarship information available.

January:

- Leader’s Council Auction- Families are asked to solicit businesses for donations of at least $25. These funds are used to support Exploration Days scholarships, senior/upperclassman scholarships, educational programming, awards, and more.
- Beef tag-in occurs this month.

February:

- Volunteer Recognition Celebration occurs. Sponsored by 4-H Council, this event celebrates the achievements of our volunteers.
- Usually 1-2 countywide winter workshops (craft, science) are held this month.

March:

- Horse Council tack sale.
- 4-H Exploration Days books are available (sign up early!).
- Spring Mandatory Leader Update meeting is held to provide information about fair.

April:

- New member enrollment deadline is April 1 to be able to attend fair as a 4-H member.
- Hog tag-in is due by the end of the month.
- Lamb weigh-in occurs this month.
- Livestock Buyer’s Workshop for youth who are selling in the Livestock Auction.
- 4-H Exploration Days registration deadline is this month.
- Member Record Book/record keeping workshop.

May:

- Exploration Days mandatory orientation.
- Pork Quality Assurance training.

June:

- Kalamazoo County Open Horse Show.
- All swine members need to make sure they have current PQA (Pork Quality Assurance) certification by June 15.
- 4-H Exploration Days occurs at MSU.
July:
- State horse show applications due July 1.
- Fair entry forms and animal care forms due to the Fair office July 1.
- Fair camping forms are due to the Kalamazoo County Parks office.
- Begin to purchase fair passes and ride wrist bands.

August:
- Kalamazoo County Fair (4 weeks before labor day)
  - Mandatory livestock meeting held Thursday before fair week.
  - Non-livestock judging takes place the Saturday before fair begins; members can begin getting wristbands for the week at the fair office after non-livestock judging.
  - The Livestock Auction is on the Thursday of fair week.

**Kalamazoo County 4-H Associations and Committees**

Kalamazoo County 4-H has a variety of associations and committees to guide certain project areas and events. Youth participation is highly encouraged and many offer great leadership opportunities!

**4-H Leader’s Council**

4-H Leader’s Council is the association that helps to oversee activities for the county 4-H program. Meetings are the fourth Monday of the month at 7:00 pm in room B at the fairgrounds.

4-H Leader’s Council is run by an adult and youth board. All clubs are encouraged to send representatives to this meeting to have a voice in shaping our county program.

4-H Leader’s Council oversees the following activities:

- **Scholarships** – 4-H Council will reimburse youth for up to 50% of registration fees for educational workshops for youth who attend state events. For specific requirements, see the 4-H Council website.

**Did you know?**

Many of our associations and committees offer Leadership opportunities for youth and teens! 4-H Leader’s Council, LSA, Horse Council, and Dog Council have youth boards. Voting for youth boards occurs at each association’s first meeting in the fall of each year. Youth are also encouraged to be involved in and take a Leadership role with committees!
County Awards – Member Record Book
Learning, completing a project, and receiving recognition are important parts of the 4-H program. Recognition enhances the member’s self-esteem, increases his or her motivation to learn, to become more involved in 4-H, to accept new responsibilities and set new goals. Youth will complete their member record book to qualify for county awards. There are County Medals (4-H age 9-11) and County Medals (4-H age 12-19) for awards in different project areas, as well as Special Awards. There are also awards for educational trips for each age group. Contact the 4-H office for more information.

A note on awards/recognition: A 4-Her’s greatest reward should come from personal achievement, service to others, helping other 4-Hers, and sharing their experiences rather than “outdoing” other participants.

Volunteer Recognition Celebration – This is the county’s annual recognition banquet. Volunteers are recognized for years of service. Usually held in late January/early February.

Food Booth – 4-H Council organizes the food booth at fair each year as one of their main fundraisers. All clubs are expected to help work shifts during fair as the funds raised go to support 4-H Council activities in all areas of the county program.

Livestock Superintendents Association
The Livestock Superintendent Association (LSA) is a council that consists of the Superintendents of all market livestock. The auction, policies, and procedures for Kalamazoo Livestock Projects are set by this council. LSA meets on the third Wednesday of each month at 7:00 PM, room B at the fairgrounds.

Livestock Auction:
The Livestock Auction occurs the Thursday of fair week. There is a buyer’s workshop held in April that is very beneficial for first year sellers and covers information from sale forms to approaching buyers. Here are a few things to note about the sale:

1. LSA takes a commission off of each transaction (animal sale). The commission varies depending on if the animal was a grand/reserve champion and varies by species. This commission is used to pay for any trucking of animals, check-off fees, and auction fees.
2. Sale checks for youth who sell in the sale take approximately 30-45 days to mail following the sale. Please be patient after fair; we will always send an email when checks are ready. We cannot cut the youth checks until we receive enough payments from buyers to cover the checks. Thank you notes to buyers must be turned in (with postage and addressed) by the Saturday of the fair.

3. It is highly encouraged that you talk to potential buyers prior to fair week, and that you continue a positive relationship with your current buyers throughout the year.

**Horse Council**

Horse Council consists of horse project Leader’s and teen Leader’s from different project groups. It provides educational opportunities for youth involved in the horse project, as well as setting policies, procedures, fundraising, and countywide events. The council also coordinates the annual tack sale and open horse show. Horse Council meetings are the third Thursday of the month at 7:00 PM in room B at the fairgrounds.

**Dog Council**

The dog council provides educational opportunities for youth involved in the dog project. Council meetings are held the third Monday of November, January, March, May, and July at 7:00 PM at a local restaurant in Kalamazoo.

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**Kalamazoo County 4-H Clubs**

There are several different types of clubs within the 4-H structure. Kalamazoo County consists mainly of community clubs, which involves members of a variety of ages and interests. These clubs have general club meetings which may be held on a monthly basis that all club members attend and include club business and educational activities.

These clubs may also hold project-specific meetings throughout the year under the guidance of their project leader. The clubs meet on a weekly or monthly basis and focus mostly on project work. 4-H members may be involved with more than one club as fits their needs (members join a community club and also join a project club, or may be in two community clubs that focus on a different range of projects).

The current list of Kalamazoo County 4-H clubs, along with a contact person, contact information, location, and project areas is located at [http://msue.anr.msu.edu/county/kalamazoo/kalamazoo_county_4_h](http://msue.anr.msu.edu/county/kalamazoo/kalamazoo_county_4_h)
There are a variety of countywide programs offered each year to 4-H and non-4-H members. These can vary from one day workshops to a short program or camp. These programs have a small fee to help cover the costs of the program and you will need to register for the programs.

Examples of county programs held in the past:

- Cloverbud Craft Workshop
- Spring Break Workshops (crafts and science activities)
- Robotics Camp
- Start a Business Series (4-H entrepreneur project)
- Summer Workshop Series (crafts, science, cooking)

The 4-H slogan is “Learn by Doing” - Based on the experiential learning model (doing an activity, then reflecting on the activity and applying the knowledge learned), youth in 4-H participate in specific program areas through the learn-by-doing approach. These specific program areas are known as projects. Youth will select the projects they want to work on with the support of an adult volunteer leader. You can find the list of available projects for Kalamazoo County 4-H, as well as guidelines for some of these projects to help you with where to start and progress in a project at this site:

http://msue.anr.msu.edu/county/kalamazoo/4_h_project_guidelines (many of these correspond to entry classes for fair). Note that not all projects are available in all clubs, depending on the volunteers in the club.

In addition to gaining the valuable content knowledge of the project the youth works with, the 4-H model also teaches members important life skills, including practical skills such as goal-setting, critical thinking, and record-keeping, as well as personal and interpersonal skills such as Leadership, teamwork, character, communication, self-esteem and responsibility. Iowa State University Extension has a Life Skills Model that connects the various life skills to the four H’s within 4-H. This model can be found at http://www.extension.iastate.edu/4-H/explore/lifeskills.

The Kalamazoo County Fair is the largest event each year where 4-H members have the opportunity to showcase the projects they have been working on all year. The Kalamazoo County Fair is run by the Kalamazoo County Parks Department, which is spearheaded by the
Fair Council, a group of 9 volunteers who manage the fair. Fair Council meets the fourth Wednesday of every month at room C at the fairgrounds.

Here are a few things to note about fair:

1. The answers to most questions can be found by looking in the fair book, which is available online at [http://msue.anr.msu.edu/county/kalamazoo/4_h_forms](http://msue.anr.msu.edu/county/kalamazoo/4_h_forms) under “Fair Entry Forms”.
   This will include the schedule for fair, general rules, camping rules, livestock regulations, and class entry information. Fair book changes must be submitted to 4-H by November 1. The fair council reviews changes, approves, and compiles the fair book. This process can be lengthy and it may take until February until the current year’s fair book is released.

2. Superintendents are those volunteers that are in charge of a particular project area(s) at the fair. Please remember that they are volunteers! They also hold a wealth of information about their project area and are most likely to be able to answer questions regarding their project area. Each animal species has its own rules and policies (located in the fair book or on barn duty/pen or stall fee forms). Those are posted under the fair forms link below, but please contact your superintendent for further information. Contact information for each superintendent can be found in the fair book.

3. Your club will be responsible for the following shifts before and during fair. Sign-up will be done online through SignUpGenius. A link will be posted in May, June, and July’s newsletter. Please help your club fulfill the shift duties!
   a. Still Project Room set-up and tear-down. Each club is asked to participate in either set up or tear down.
   b. Still Project Monitoring: Each club is asked to complete a shift to interact with the public, answer questions, and to ensure the safety and security of the projects in the building.
   c. Food booth shift: Every 4-H club is expected to complete shifts at the 4-H Council food booth during fair, helping to cook and serve the food to customers.

4. All projects that you would like to exhibit at fair must be submitted via an entry form to the fair office by July 1. The entry form is located at [http://msue.anr.msu.edu/county/kalamazoo/4_h_forms](http://msue.anr.msu.edu/county/kalamazoo/4_h_forms)

5. Youth and families may camp at fair. Camping forms are turned in to the Kalamazoo County Parks office on an individual basis. For more information, visit [http://www.kalcounty.com/parks/fair/](http://www.kalcounty.com/parks/fair/).
Appendix A:

MSU Extension and
4-H Youth Development
Organizational
Structure