

June 2009

TO: Kern County 4-H Community Club Leaders

FROM: John Borba  
4-H Youth Development Advisor

RE: Year-end Material Due from 4-H Clubs

In order to complete your 4-H club project year, you will need to submit to the Extension Office, no later than August 1, the following materials:

- “Club Completion Report” (enclosed)
- “4-H Pin and Stripe Order Form” (enclosed)
- Awards Earned – County Stars Form” (enclosed)
- “Club Seals Form” (enclosed, use if your club is eligible for a charter seal.)
- “4-H Leader Recognition Form” (enclosed)
- Club Financial Information
- Copies of Minutes & Attendance (roll) sheets

All of this information must be returned to the Extension Office by August 1. Please be on time. We cannot fill club orders and complete club audits within our time line if we do not have your information.

*Clubs that have not complied with the following by August 1 will not be considered in “good standing”:*

- *Submit year-end material*
- *Paid the 2008-2009 insurance billing*

*Clubs that are not in good standing are ineligible to participate at Kern County Fair, Antelope Valley Fair, Desert Empire Fair, Harvest Holidays, or State Fair.)*

Remember, it is the policy in Kern County that each project you report as completed will have met at least six times during the year, three of which were held between October 15 and June 30.

If you have any questions regarding this year-end process, please be sure to call.

The Club Completion Report asks where the club will meet next year. If more than one club meets at a certain facility, one Use Agreement can be used. If your club holds regular events or meetings at additional locations, please provide this information. This will lend to a smoother transition for the fall.

Just a reminder: County Record Book Judging is July 25, and record books are DUE at the County Extension Office Monday, July 20. Record books will be available for pickup July 27. I hope to see you or other leaders from your club at the judging. It is a great learning opportunity. Record Books that are missing signatures or include incorrect forms may be disqualified from competition. Kern County Record Book forms can be found at:

<http://www.ca4h.org/4hresource/forms/> For your convenience the following forms have been included in this packet:

- 4-H Record Book Review Club Level
- Club Judging Registration

**FAIR RECORD BOOKS:** 4-H members intending to exhibit any project at the 2009 Kern County Fair must submit an up-to-date record book for review by the Leader's Council. Record books are due at the UC Extension Office, 1031 S. Mt. Vernon Avenue, Bakersfield on Tuesday, August 11, 2009. **For your convenience, staff will accept books during normal business hours. Please make certain all books are well labeled, as staff will not be able to check-in or take responsibility for them.** Books brought between 5:00 p.m. and 7:00 p.m., will be checked in. The book must include, at a minimum, a Personal Development Report and an Annual Project Report for each project. If you are unable to bring the books at this time, please make arrangements for someone to drop them off for you. **Cloverbuds are exempt from this rule.**

Every 4-H Club should have in its possession a Charter, issued by the United States Department of Agriculture. If your club does not have one, we would like to make arrangements to get one for you. It can take a few months but it is a nice document to have for your members. Many clubs attach their Club Seals to their Charter. To request a Charter for your club we will need a copy of your club's constitution and Bylaws. It is important as it usually has the date your club was started. Contact Veronica Slaton at (661) 868-6235 if you would like to start this process.

Sincerely,

John Borba  
Kern County 4-H Youth Development Advisor

JB:kgc

## CLUB COMPLETION REPORT

Date received \_\_\_\_\_

The \_\_\_\_\_ 4-H Club, under the leadership

of \_\_\_\_\_, Community Leader, held

its final club meeting for the year on \_\_\_\_\_ at \_\_\_\_\_

**SUBMIT THIS REPORT TO THE EXTENSION OFFICE BY AUGUST 1**

Include the following:

➤ Financial Information:

The following forms are available in the 4-H Treasurer's Manual. Instructions and copies of these forms can be downloaded from the California State 4-H website at <http://www.ca4h.org/4hresource/forms/> . Use of a computer program to maintain the club's financial records and to generate reports is acceptable practice.

- *Ledger Report – Income & Expense for each month (form 8.1 – Page 26)*
- *Annual Financial Report (Form 6.3 – Page 23)*
- *Annual Inventory Report (Form 6.2 – Page 22)*
- *Audit Report/Peer Report Check List (Form 8.6 – Page 31)*
  
- Minutes of each club meeting, or other report agreed upon by 4-H Advisor
  
- Copy of Club Attendance (Roll) Sheet
  
- 4-H Pin and Stripe Order Form
  
- Awards Earned – County Stars Order Form
  
- Leader Recognition Form
  
- Club Seals

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**NEW YEAR MEETING INFORMATION**

In order to process "Facility Use Agreements" and requests for "Certification of Insurance" prior to September, we will begin working on these over the summer.

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*(Location and Contact Person)*

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*(Address)*

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*(Meeting Schedule)*

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*(Directions to Location)*

**Additional Sites Used**

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*(Location and Contact Person)*

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*(Address)*

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*(Meeting Schedule)*

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*(Directions to Location)*

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*(Location and Contact Person)*

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*(Address)*

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*(Meeting Schedule)*

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*(Directions to Location)*

Due August 1

Club Name \_\_\_\_\_

**4-H PIN AND STRIPE ORDER FORM**

Complete and send to:

**Extension Office  
1031 S. Mt. Vernon Avenue  
Bakersfield, CA 93307**

The 4-H program has changed back to the system of awarding year pins for each year that a member is enrolled in 4-H. Please indicate the number of pins you need for the members completing the appropriate year of participation.

1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	6 <sup>th</sup> year
7 <sup>th</sup> year	8 <sup>th</sup> year	9 <sup>th</sup> year	10 <sup>th</sup> year	11 <sup>th</sup> year	12 <sup>th</sup> year

We have a small supply left of the old color pins. They will be disbursed on a first come first serve basis to those clubs who wish to continue to use them. When the current supply is exhausted, there will be no more available. 4-H pins are awarded based on grade in school, not according to the year in 4-H. Please indicate below the number of members in each grade category who have completed the year.

<b>Cloverbud</b>	<b>Junior</b>	<b>Intermediate</b>	<b>Senior</b>
_____ (K – 3 <sup>rd</sup> )	_____ (4 <sup>th</sup> -5 <sup>th</sup> )	_____ (6 <sup>th</sup> – 8 <sup>th</sup> )	_____

**Service Stripes**

Members in the 8<sup>th</sup> grade and below this coming school year, wear green hats. Their stripes are white on gold or green on gold if there were a Junior Leader last year.

_____ White on Green	_____ Gold on Green
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\*NOTE: For members who are entering the 9<sup>th</sup> grade and changing to a white hat, all stripes from previous years must be changed also. Count up their total number of previous years and add to the order for this year.

Members going into the **9<sup>th</sup> grade and above** wear white hats. Their stripes are green on white, or gold on white, if they were a Junior or Teen Leader last year.

_____ Gold on White*	_____ Green on White*
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If member is enrolled in the Jr./Teen Leader project they may order the following:

**Jr/Teen Leaders patch for hats**

\_\_\_\_\_ Jr. Leader patch (grades 6, 7 & 8)

\_\_\_\_\_ Teen Leader patch (9<sup>th</sup> & above)

Due August 1

Club Name \_\_\_\_\_

Complete and send to:

**Extension Office  
1031 S. Mt. Vernon Avenue  
Bakersfield CA 93307**

**AWARDS EARNED-COUNTY STARS**

Members earning rank starts (Bronze, Silver, Gold or Platinum) during the current year. The Personal Development Report must be used to earn stars. The stars will be announced at Achievement Night and the members' names printed in the program. Those not picked up there will be put in the club box at the Extension Office.

**Bronze Stars**

**Member's Name**

**Member's Name**

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**Silver Stars**

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**Gold Stars**

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**Platinum Stars**

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Due: August 1

Club Name: \_\_\_\_\_

Club Name: \_\_\_\_\_

Program Year: 2008 – 2009

## 4-H Club Seal Calculation Sheet

This calculation sheet is an abbreviated version of the “4-H Unit Program Planning Guide”(Appendix F-4 of the “California 4-H Policy Handbook”) located on the California State 4-H website at: <http://ca4h.org/4hresource/handbook/index.asp>

Club Seal Evaluation Totals:

Gold Seal 21 or more

Blue Seal 16 - 20

Green Seal 13 – 15

(Check all that have been accomplished. To receive a charter seal your club must accomplish all requirements in Section 1)

### Section 1: *Requirements for All Clubs*

- \_\_\_ 1. Enrollment forms turned in by November 1st due date.
- \_\_\_ 2. 4-H enrollment fees paid to 4-H office by due date.
- \_\_\_ 3. Develop and present budget to the 4-H club and turn in to 4-H office by November 1st due date. Budget Form 8.3 can be found in the 4-H Treasurer Manual, p. 28.\*
- \_\_\_ 4. Conduct a 4-H club audit and turn in to 4-H office by County August 1<sup>st</sup> due date. Peer Review Checklist Form 8.6 can be found in the 4-H Treasurer Manual, p. 31.\*
- \_\_\_ 5. Conduct a club property inventory and turn in to 4-H office by August 1st due date. Annual Inventory Report Form 6.2 can be found in the 4-H Treasurer Manual, p. 22\*.
- \_\_\_ 6. Submit “Annual Club Planner”\*\*\* for year by county due date. Annual Club Planner (2 pages) can be found in the 4-H Officer’s Manual.
- \_\_\_ 7. Submit completed “4-H Program Planning Guide”\*\*\* or, this form, the “4-H Club Seal Calculation Sheet”. *These forms are handed out at the August Community Club Leader meeting.*
- \_\_\_ 8. Complete the club financial information and turn in to the 4-H office by August 1st due date. Annual Financial Report Form 6.3 can be found in the 4-H Treasurer Manual, p.23\*.
- \_\_\_ 9. Submit copies of minutes and attendance to the 4-H office by August 1st due date. 4-H Club Meeting Minutes format can be found in the 4-H Officer’s Manual\*\*.

\* Publication 4-H 1035 Treasurer’s Manual, <http://ca4h.org/4hresource/forms/index.asp>

\*\* Publication 4-H 1077 Officer’s Manual, <http://ca4h.org/4hresource/forms/index.asp>

\*\*\* Appendix F-4 of the California 4-H Policy Handbook,  
<http://ca4h.org/4hresource/handbook/index.asp>

Section 2: *Membership & Club Goals*

- \_\_\_ 1. Enroll 50% of eligible members from last year.
- \_\_\_ 2. At least 80% of the members will complete records by due date.
- \_\_\_ 3. Hold 8 regular meetings.
- \_\_\_ 4. Plan a monthly educational program that focuses on life skills and asset development, i.e., health, citizenship, community service, communication, safety, etc.
- \_\_\_ 5. At least 10% of members will give demonstrations or talks at events other than club or project meetings.
- \_\_\_ 6. Participate in a community event to promote membership in the club or county 4-H Youth Development Program (i.e., back to school night, open house).
- \_\_\_ 7. Prepare at least 2 club newsletters for members during the 4-H year.
- \_\_\_ 8. Each project group or member will give a presentation at a 4-H club meeting at least once during the year.
- \_\_\_ 10. Greet and introduce all guests at 4-H meetings.
- \_\_\_ 11. At least 80% of members will recruit one new member at enrollment time.
- \_\_\_ 12. 50% of returning members will recruit one new member at enrollment time.
- \_\_\_ 13. Include singing at 4-H club meetings and gatherings.
- \_\_\_ 14. Include recreation at 4-H club meetings and gatherings.
- \_\_\_ 15. Club goal: \_\_\_\_\_

Section 3: *Leadership Goals*

- \_\_\_ 1. Provide leadership for each project.
- \_\_\_ 2. Conduct at least two events during the year – picnic, tour, potluck, party, etc.
- \_\_\_ 3. Adult volunteers or teen leaders will make personal contact with first and second year members at least once during the first (3) months of the program year.
- \_\_\_ 4. At least one senior (9<sup>th</sup> – 12<sup>th</sup> grade) member and one volunteer will attend all of the County 4-H Leader Council meetings and report back to the club.
- \_\_\_ 5. At least one senior (9<sup>th</sup> – 12<sup>th</sup> grade) member or one volunteer will serve on a countywide planning or event committee.
- \_\_\_ 6. All Junior/Teen leaders will prepare a “Leadership Project Plan and Report” for their project(s).
- \_\_\_ 7. Club goal: \_\_\_\_\_

Section 4: *Community Goals*

- \_\_\_ 1. At least 50% of members will exhibit, participate or represent 4-H at a county or district fair, 4-H or community event.
- \_\_\_ 2. Prepare an educational display for National 4-H Week, or other county or community event that has a life skills component and promotes 4-H.
- \_\_\_ 3. Give a 4-H presentation at another organization.
- \_\_\_ 4. Have a planned community service project.
- \_\_\_ 5. Report at least one meeting or event to the local newspaper.
- \_\_\_ 6. Host another club or youth group during the year.
- \_\_\_ 7. Club goal: \_\_\_\_\_

**4-H RECORD BOOK REVIEW  
CLUB LEVEL\***

G=Good

S=Satisfactory

NI=Needs Improvement

MEMBER'S NAME \_\_\_\_\_

DATE \_\_\_\_\_

**I. EXPERIENCES IN 4-H PROJECTS OR ACTIVITIES:**

	Accurate			Complete			Shows Progress		NI	Comments
	G	S	NI	G	S	NI	G	S		
New Knowledge and skills learned										
Scope and size of projects (List Below)										
Project and activity participation										

**II. EXPERIENCES IN 4-H LEADERSHIP**

	Accurate			Complete			Shows Progress		NI	Comments
	G	S	NI	G	S	NI	G	S		
Leadership participation experiences										
Offices held and committee assignments										

**III. EXPERIENCES IN 4-H CITIZENSHIP AND COMMUNITY SERVICE**

	Accurate			Complete			Shows Progress		NI	Comments
	G	S	NI	G	S	NI	G	S		
Development of positive attitudes toward service										
Participation in citizenship & community service activities										

\*Do not include in record books submitted for county judging.

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Club Name: \_\_\_\_\_

# COUNTY RECORD BOOK JUDGING COMPETITION SENIOR ENTRIES

(club members 14 and over as of January 1, 2009)

**Name:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project:**  
1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_  
  
1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_  
  
1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_  
  
1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_  
  
1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_

## **Name of Judge**

*One judge from the club is  
Required for every 1-5 books*

**Name:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project:**  
1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_  
  
1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_  
  
1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_  
  
1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_  
  
1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_

## **Name of Judge**

*One judge from the club is  
Required for every 1-5 books*

Club Name: \_\_\_\_\_

# COUNTY RECORD BOOK JUDGING COMPETITION JUNIOR ENTRIES

(club members 13 and under as of January 1, 2009)

Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project:

1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_

1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_

1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_

1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_

1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_

## Name of Judge

*One Judge from the Club is  
Required for every 1-5 books.*

Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project:

1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_

1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_

1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_

1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_

1st Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_

## Name of Judge

*One Judge from the Club is  
Required for every 1-5 books.*

# **Attention Community Club Leaders!**

The 4-H Office has set the following deadline for 4hOnline enrollment:

**You *MUST* enter all program year 2008-2009 4-H individual enrollments before June 30, 2009 11:59 p.m.**

This means if your member's or leader's records are not updated in time, it could show a lapse or inactive year in their membership, which could potentially cause problems down the road with several different situations. Also, keep in mind that you as a Community Club Leader can appoint someone to help you, or as your club's 'Registrar' to help members and leaders get their profiles updated, and keep up with the clubs online information. Please contact Veronica Slaton at with any questions 868-6235.

**Thank You!**