

**HENDRICKS
COUNTY
4-H HANDBOOK**
NON-LIVESTOCK PROJECTS



2021

**2020 Miss Hendricks County
4-H Fair Queen
*Kyla Smith***



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PLEASE NOTE: Any changes/updates from the previous year will be BOLDED and ITALICIZED! Pay special attention to any projects with BOLD, ITALICIZED WORDS because they have changed from last year!

Purdue University Cooperative Extension Service - Hendricks County

4-H Fairgrounds & Conference Complex

1900 East Main Street,

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Phone (317)745-9260

Hours: Monday thru Friday - 8:00 am – 4:00 pm

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4-H Fairgrounds & Conference Complex

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Rental Coordinator
4-H Fairgrounds & Conference Complex

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2021 HENDRICKS COUNTY 4-H YOUTH COUNCIL

| | | | |
|---|---|--|--|
| BROWN TOWNSHIP Becky Daily | CENTER TOWNSHIP Cory Fry | CLAY TOWNSHIP Roy Mundt | EEL RIVER TOWNSHIP Beth VanSlyke |
| FRANKLIN TOWNSHIP Jennifer Austin | GUILFORD TOWNSHIP Mike Hayden | LIBERTY TOWNSHIP Cindy Turner | LINCOLN TOWNSHIP Tami Carnes |
| MARION TOWNSHIP Chase Fleece | MIDDLE TOWNSHIP Rick Oliver | UNION TOWNSHIP Kayleigh Williams | WASHINGTON TOWNSHIP Angie Williams |
| JUNIOR LEADER Joshua Roderick | JUNIOR LEADER | ADULT LEADER REP Hal Truax | ADULT LEADER REP Kris Brock |
| AT LARGE Melanie Sims | AT LARGE Brenda Lightner | AT LARGE Katie Smith | AT LARGE Brian Saylor |
| AT LARGE Angie Hering | AT LARGE Shirley Maloney | FAIRBOARD REP Tim Whicker | BUSINESS REP Todd Deno |

2021 HENDRICKS COUNTY 4-H FAIRBOARD

| | | |
|--|---|---|
| BROWN TOWNSHIP Chris Menchhofer | CENTER TOWNSHIP Jim Williams | CLAY TOWNSHIP Tim Whicker |
| COUNTY COMMISSIONER Phyllis Palmer | COUNTY COUNCIL Dave Wyeth | EEL RIVER TOWNSHIP Staci Williams |
| EXECUTIVE DIRECTOR OF FACILITIES Steve Patterson | EXTENSION EDUCATORS Jeff Pell, Kati Sweet, and Beth Switzer | FACILITIES MANAGER Chris Feuquay |
| FRANKLIN TOWNSHIP Dawn West | GUILFORD TOWNSHIP Bruce Hazelgrove | LIBERTY TOWNSHIP I.E. Lewis |
| LINCOLN TOWNSHIP Brad Beeson | MARION TOWNSHIP Tim Wright | MIDDLE TOWNSHIP Rick Oliver |
| UNION TOWNSHIP Jim Broyles | WASHINGTON TOWNSHIP Melissa Sexton | FIRST FAIR DISTRICT Dave Mood |
| SECOND FAIR DISTRICT Robert Mathis | THIRD FAIR DISTRICT Dave Frazee | 4-H LEADER REP Kristi Feeney |
| 4-H LEADER REP Susan Gackenheimer | | |

4-H CLUBS

Brown/Lincoln Twp.

Bulldog Clovers

Leaders: Lucy Karam, Patty Breslin,
Amy Kishton, Andrea Hatfield

Clover Club

Leaders: Kristi Feeney

Hoosier 4-Hers

Leaders: David & Melanie Sims

Sodbusters

Leader: Shirley Maloney

Center Twp.

Center Stage 4-Hers

Leader: Meg Forster

Gifted 4-Hers

Leaders: Kristi Farley,
Janet Cunningham

Clay / Franklin Twp.

Amo Aces

Leader: Laura Searcy and Susan Gackenheimer

Working Wonders

Leaders: Sara Spurlock and
Dawn West

No Township Designation

Discovery Club

Leader: Becky Daily, Stephanie Neier, Carla
Huntsman

Project Clubs

Beef Club

Leaders: Kris Brock, Kevin Burger, and
Jennifer Hankins

Bridle Bunch/Horse & Pony

Leaders: Vicki Benge and Jennifer Buckingham

Happy Heelers Dog Club

Leaders: Dixie Harnishfeger

Outdoor Skills / Shooting Sports

Coordinator: RJ Cope

Eel River Twp.

Country Clovers

Leaders: Staci Williams and Beth VanSlyke

Guilford Twp.

4-H Explorers

Leaders: Karen Gerhart, Jennifer Miner, and
Diana Weatherly

Lucky Clovers

Leaders: Karen Hayden and Luann Heald

Union Twp.

4-Leaf Clovers

Leader: April Randle

Washington Twp.

Clever Clovers

Leader: Jennie Thompson

Washington Winners

Leaders: Amy Sarkar

Middle Twp.

Guys & Gals

Leaders: Ashley Hanshew

Pittsboro Trailblazers

Leaders: Hal & Susie Truax, Ethan Truax, Simone
Kirts, and Richard Oliver

Marion Twp.

Happy Farmers

Leaders: Janet Stephenson and
Tim Whicker

Rabbit Club

Leader: Traci Drummond

Sheep Club

Leaders: David Mood, Rhenda Mood, Todd
Deno and Jennifer Deno

Swine Club

Leaders: Robert Mathis, Erin Garland, Juli
Woodrum, and Jessica Eaton-Flohr

HENDRICKS COUNTY AND INDIANA 4-H POLICIES AND PROCEDURES

The Indiana 4-H Program Philosophy and Expectations:

The Indiana 4-H program serves the youth of Indiana by providing a strong educational youth development program. This program delivers educational experiences in a variety of settings. Caring, capable and contributing adults assist in the 4-H program as models for youth. The rich heritage of the 4-H Program is one to be valued and passed along to future generations. The Indiana 4-H Youth Policy and Procedures Book sets out certain standards and guidelines to be used to assure that 4-H is a positive youth development program. County 4-H policy is guided by the county 4-H policy making or governing board (i.e., 4-H Youth Council) as provided by the County Extension Board. Legal authority for the 4-H Program rests with the Director of the Cooperative Extension Service at Purdue University. No county 4-H policy may conflict with state 4-H policy or with federal guidelines and requirements. Deadlines for county and state participation should be carefully constructed to encourage rather than to discourage participation. Such deadlines should be well published. Members not complying with established and published dates and deadlines for exhibition may be denied the opportunity to exhibit. It is the policy of 4-H to be an inclusive organization. No county policy or practice should be used to arbitrarily exclude youth from either membership or participation. Youth should participate in 4-H Youth Development opportunities at levels and times that best suit the youth's development and support family involvement.

4-H Mission: The Indiana 4-H Youth Development mission is to provide real-life educational opportunities that develop young people who positively impact their community and world.

4-H Vision: Indiana 4-H Youth Development strives to be the premier, community-based program empowering young people to reach their full potential.

4-H Club Membership:

Youth may become 4-H members when they enter the third grade and may continue their membership through the completion of grade 12. Each individual may continue membership for a maximum of ten (10) consecutive years.

Exceptions:

1. Youth who enroll in 3rd grade and are advanced academically (thus graduating early) may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years.
2. Those youth who are academically advanced and "skip" 3rd grade, may begin the program as a 4th grader and may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years.
3. Those youths who enroll in 3rd grade and are retained a grade in public school may continue to progress through the 4-H Program by adding subsequent years of participation, but MAY NOT exceed 10 years of participation. For example, if a member is retained one (1) year in school (public, private, or home), their final year of 4-H membership would conclude the summer following their junior year of high school.
4. Those youths who entered the program in 3rd grade and for one reason or another leave formal education prior to the completion of 12th grade may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years.

NOTE: 10 years of membership in the 4-H Youth Development program is an opportunity --- not an entitlement. Those youths who do not enroll as 3rd grade students or meet the exceptions above, conclude their involvement with the program during the summer immediately following the completion of their senior year in high school. An individual's 4-H grade is determined by the school grade in which he or she is classified regardless of the time of year he or she enrolls in 4-H. A member does not advance in 4-H grade until he or she enrolls in 4-H for the subsequent school year. Each member should enroll in the division of a project that would best suit his/her interest and potential for personal growth and would enhance their family involvement. Opportunities in the 4-H program are available to all Indiana youth as defined regardless of race, religion, color, sex, national origin **or ancestry**, marital status, parental status, sexual orientation, or disability. Married young men and women of 4-H age may participate in any of the 4-H projects and activities. However, married persons must participate by the same terms and conditions and/or guidelines as unmarried participants.

Membership in 4-H is gained by annually enrolling through a Purdue University Cooperative Extension Service Office located in each of Indiana's 92 counties. The Indiana 4-H Youth Development program year is October 1 to September 30 annually. 4-H Enrollment is an annual process attained by completing individual 4-H enrollment via the 4-HOnline enrollment process. Statewide 4-HOnline enrollment occurs annually October 1 through January 15. The 4-H club year usually extends from one annual 4-H exhibit to the next.

Mini 4-H Non-Competitive Policy:

Mini 4-H is a program designed to encourage positive development of children, 1st through 2nd grade. The goal of Mini 4-H is to help young children explore friendships outside the family, explore the way in which things work, practice both small and large muscle control, and think about the ways people work together on projects.

The NON-COMPETITIVE learning environment for Mini 4-H includes:

1. Planned learning activities in which children are invited to be active and explore materials and ideas without the pressure of completing a specific product or exhibit.
2. Low adult/leader to child ratio that allows time for adults/leaders to provide individual, positive encouragement and assistance.
3. Simple, interesting activities that are fun.
4. Encouragement of children to participate in a group activity by sharing and/or displaying their activity projects.
5. Rewards that are identical and/or ribbons of the same color for everyone. DO NOT JUDGE projects, but instead discuss them with the child.

NOTE: Purdue University and the Indiana 4-H Youth Development Program do not support, endorse, or encourage 4-H programming for children prior to Kindergarten. 4-H Youth Development Extension staff members and 4-H Volunteers may not offer, or encourage others to offer, programming for children prior to Kindergarten.

Residence:

Indiana youth typically enroll in 4-H Youth Development programs in the county or state in which they reside. However, individuals living in one county may join 4-H in another county. There may be educational or social reasons for an individual joining 4-H in a different county than that of their primary residence. During a single program year, a 4-H member enrolled in a given project is expected to enroll and exhibit that project only in one county of enrollment.

In the event that a project is not offered in the county of primary 4-H enrollment, a 4-H member may enroll in that specific project in a different county. Approval of this special exception rests with the 4-H Extension Educator. Participation in 4-H related activities and events (i.e., judging; share-the-fun) must be in the county of primary 4-H enrollment.

The above policy is not intended to provide an escape mechanism for 4-H members and families who are unwilling to follow the terms and/or conditions in their current county of 4-H membership. Decisions regarding 4-H membership in a non-resident county (a county you do not live in), rest with the 4-H Extension Educator in the receiving county.

Note: In a statement from our federal partner in Washington, D.C., the following statement appears: "Anytime there are procedures for exclusion of individuals from events which use the 4-H name there are potential challenges to enforcement of the exclusions. The challenges have a substantial potential to prevail and they frequently result in negative publicity for the organization. Therefore, before choosing a policy of exclusion it is wise to evaluate the exclusion being considered, to be sure there is an overwhelming educationally based need for the exclusion".

Extension employees and volunteers are obligated to eliminate (and should not create) any practices that limit, deprive, or tend to deprive any youth of opportunities for membership and/or participation in the Indiana 4-H program.

Behavioral Criteria for 4-H Events and Activities:

To 4-H members, volunteers, parents and the public: When attending, participating, or acting on behalf of the 4-H program, all persons are expected to conduct themselves in accordance with accepted standards of social behavior, to respect rights of others, and to refrain from any conduct which may be injurious to the 4-H program. The following actions constitute misconduct for which persons may be subject to disciplinary **consequences** and/or dismissal from the program:

1. Dishonesty in connection with any 4-H activity by cheating or knowingly furnishing false information.
2. Alteration or unauthorized use of 4-H records.
3. Obstruction or disruption of any 4-H activity or aiding and encouraging other persons to engage in such conduct.
4. Failure to comply or aiding or encouraging other persons not to comply with specific terms and conditions of a given project, contest or activity.
5. Failure to comply with directions of 4-H officials acting in the proper performance of their duties.
6. Inhumane treatment of 4-H animal projects.

There are many opportunities for 4-H members, volunteers, parents and the public to participate in 4-H events and activities. When involved in such experiences, members, volunteers, parents, and the public are expected to follow all rules and regulations as outlined by those responsible for the specific program or activity. In all such 4-H activities, the following constitute a violation of behavioral expectations:

1. Possession or use of fire crackers, gun powder, firearms, chemicals or other materials that can be used to create an explosive mixture.
2. Misuse of fire equipment or sounding a false fire alarm.
3. Having a guest of **a different** gender in your sleeping quarters, **or inappropriate sexual behavior.**
4. Physical or verbal abuse of any person or conduct, which threatens or endangers the health or safety of any person.
5. Theft of, or malicious damage to, property.
6. Possession, use, or distribution of alcohol, illegal drugs, tobacco and tobacco-like products, electronic smoking devices (including, but not limited to, e-cigs, vapes, juuls), or other dangerous substances.
7. Inappropriate displays of affection towards another person(s).
8. **Distribution, misuse, or abuse of over-the-counter, homeopathic (including supplements and vitamins), or prescription medications.**
9. Inappropriate clothing or lack of clothing during the event or activity.
10. Lewd, indecent, or obscene conduct **or language.**
11. Unauthorized entry, use, or occupancy of any facility.
12. Any conduct which threatens or interferes with maintenance of appropriate order and discipline or invades the rights of others.
13. **Unwillingness to follow appropriate health and safety procedures.**
14. **Reckless or inappropriate behavior.**

When violations occur at out-of-county, district, area, and/or state and/or national 4-H events, the following procedures will be followed.

1. The parents/legal guardians **may** be contacted to arrange transportation home for the violator(s)
2. The local Extension Educator **may** be notified.

Guidelines for Exhibition and Completion:

Following are policies that govern exhibition and completion of 4-H Projects:

Exhibition: Exhibition of 4-H projects in local, county, or state exhibits/fairs, **in person or virtually**, is voluntary on the part of the exhibitor. The exhibition of 4-H projects provides 4-H members an opportunity to display their 4-H projects, enter into competition and participate in an educational/social environment with peers. With exhibition also comes the responsibility for abiding by all the terms and conditions pertaining to the respective 4-H project. All projects must be deemed safe by the Extension Educator for public display at the Hendricks County 4-H Fair. If not deemed safe for display, a photo will be substituted for display.

Completion: The completion of a 4-H experience may include a variety of options and must not be misinterpreted solely as exhibition of a project at a local, county, or state fair. There are a number of ways that a young person may participate in the 4-H Youth Development Program in addition to the club-based option. Participation in these 4-H opportunities enable the youth to build skills that will serve them well throughout their adult lives.

Some of these participation options do not include the preparation of a specific exhibit by an individual that would be on display at a fair or similar event. In some cases, the youths' actual participation may be the final product that results in their completion of a year of 4-H. Some examples of this participation would include working as a team to develop a robot for a workshop or challenge, completing a Spark Club experience, participating in State 4-H Band or Chorus, taking part in a science training or experiment, participating in an after school 4-H experience, etc.

4-H members are considered complete in their 4-H educational experience for that year when they have (1) completed the 4-H member enrollment process prior to the established and published date for enrolling; (2) had an officially recognized 4-H volunteer/Extension Educator verify the existence of the completed project/subject or member's participation in a 4-H educational experience. Additionally, 4-H members who participate in a club or fair-based 4-H project/subject will submit a completed 4-H Record Sheet based on printed or web-based educational materials (used by Indiana 4-H Youth Development) prior to the established and published date. Though exhibiting in local, county, and state exhibits/fairs is not required for project completion, as it does not necessarily relate directly to content and skills learned in the development of the 4-H project, project exhibition is encouraged as a continuation of the educational experience.

Extension employees and volunteers are obligated to eliminate (and should not create) any practices that limit, deprive, or tend to deprive any youth of opportunities for membership and/or participation in the Indiana 4-H program.

Participation:

Attendance and participation at 4-H meetings is highly encouraged as part of the overall educational experience. However, attendance or participation at club meetings cannot be required as a criterion for completion. 4-H club meetings should be of the quality that 4-H members should want to attend, participate and learn something beneficial. Rewarding 4-H club member and 4-H leaders for attendance and participation in club meetings, tours, workshops, local, and county exhibits, etc. is encouraged. The rewards for participation in 4-H meetings, tours, and activities should be significant enough to cause the 4-H member to see the advantage of reacting positively. 4-H club leaders and members of local clubs may establish goals for attendance, exhibits, completion, etc. to meet the criteria established for awards and recognition for their clubs as long as they do not conflict with stated county, area/or state policies.

Guidelines for Animal Exhibits: Each 4-H member shall own his/her 4-H exhibit. Ownership, personal possession, and regular care of the animal must be in effect on or before the county and state enrollment deadlines and continuously until after the 4-H show at the county and/or state fair.

- For 4-H breeding animals: family corporations and/or partnerships of 4-H members with one or more parents, siblings, grandparents, aunts, uncles, or legal guardians are acceptable.
- For 4-H dairy cattle: family corporations and/or partnerships of the 4-H member with unrelated persons or dairy operations are also acceptable.
- Dairy **heifers**, horses, ponies, llamas and alpacas may be leased subject to approval. Reminder: Dairy members may only lease dairy heifers at the State Fair.
- 4-H animals exhibited after the **May 15 State 4-H** animal ID deadline at any show by anyone other than the person whose 4-H enrollment record is connected to the ID of the animal in Indiana 4-H Online will not be eligible to be shown in the 4-H show at the Indiana State Fair.
- This means that if the animal is exhibited at any show by anyone other than a person listed on the Indiana 4-H animal enrollment form, the animal will not be eligible to be shown in the 4-H show at the Indiana State Fair. This term/condition does not apply to siblings or parents, who may show each other's animals at any show during the year without jeopardizing State Fair eligibility. This policy applies to all 4-H animal projects. For animal projects without **state** ID deadlines, the person who enters them in the Indiana State Fair 4-H show is the equivalent of the owner of the animals.
- 4-H animals are expected to be in the possession and regular care of the 4-H member who owns/leases them (unless other arrangements have been agreed upon by the **County 4-H Extension Educator**) from the animal ID deadline until the conclusion of the county and/or state fair.
- 4-H animals purchased, sold or offered for sale after the ID deadline and prior to the Indiana State Fair (including animals that have gone through a "Premium Only Auction"), shall not be eligible to show in the 4-H show at the Indiana State Fair. Sale of products of animals (milk, cheese, wool, etc.) in lieu of the animal, are considered equivalent to a "Premium Only Auction".
- 4-H Exhibitors may receive clipping and grooming assistance from members of their immediate family who are no more than 2 generations removed from the exhibitor, from a current Indiana 4-H member, from approved 4-H Adult Volunteers that participated in the 4-H Livestock Volunteer Conference who are from the

4-H member's county of enrollment, and species specific club leaders on species show day. Example: Sheep club leaders may help groom sheep on sheep show day. We recognize that all family structures are different and the relatives assisting the 4-H member with their animal project may be different depending on the family so a very specific list of acceptable relatives may not be appropriate in all situations. Thus, we have worked on an adaptation to the grooming rule. This is meant to be inclusive while recognizing that 4-H family structures differ greatly depending on the situation. Obviously the intent is to include step, half and in-law relatives. Any person that does not meet the requirements listed above may assist with grooming if they have completed the Hendricks County 4-H Approved Animal Grooming Assistance Program paperwork and application by June 15th of the current year. Those who are a part of the Grooming Assistance Program agree to follow the rules and guidelines listed in the handbook and program paperwork.

- Temporary guardianships **established for the intent of animal exhibition or grooming purposes** are not permitted and shall result in immediate disqualification.

NEW FOR 2021: The handbook has been separated into two sections – Non-Livestock Projects and Livestock Projects. For full details of 2021 required Animal ID and Project requirements, please see Livestock handbook guidelines when available!

PROJECT WORKSHOPS

Project Workshops are offered year-round with a variety of projects having workshops. Not ALL projects currently have workshops, but we are looking to add more every year. Current workshops include, but are not limited to:

- ATV: Safety
- Beekeeping
- Camping/Hiking
- Cat
- Cake Decorating
- Consumer Clothing
- Dog
- Electric
- Foods/Food Preparation/Microwave
- Goats
- Llama/Alpaca
- Poultry
- Photography
- Sewing
- Shooting Sports
- Small Engine
- Vet Science
- Woodworking

If you are interested in learning more about project workshops, please call the Extension Office – 317-745-9260. We are also always looking for more adult volunteers to help with workshops! If you would like to help teach a workshop, please contact the Extension Office.

2022 4-H T-Shirt Contest

Every year, the Hendricks County 4-H Adult Leaders sell T-shirts to raise money to support activities such as Mini 4-H Days, Fair, and other 4-H Events. In preparation for the 2022 4-H Year, we will be hosting a T-shirt design contest! Use this page to design your 4-H T-shirt for the 2022 4-H Year!

Rules:

1. All 4-H members may participate in the contest!
2. Designs must be submitted to the Hendricks County Extension Office by **Monday, August 2, 2021**.
3. Designs should be submitted on the form below using only one color of ink. This form will also be available on our website: <https://extension.purdue.edu/hendricks>.
4. The 4-H Clover must follow proper Clover usage guidelines that can be found here: <https://nifa.usda.gov/resource/4-h-name-and-emblem>.
5. Depending on the design and what the printers are capable of, the final design may need to be slightly tweaked to fit the shirt.
6. Winner will be announced by the start of enrollment for 2021-2022. The winner will receive prizes to be determined at a later date. The winning design will be the T-shirt for the 2021-2022 program year and will have the designer's name on the shirt. Good luck to everyone!



Grievance/Appeal Guidelines for County 4-H Program Issues: (Activities, Programs, Projects)

The grievance procedures outlined in this document are utilized as part of an internal process of the Indiana 4-H Youth Development program for use when grievances of 4-H members, their parents/guardians, or 4-H volunteers cannot be resolved via reasonable conversation. This policy affords the opportunity in those unique situations to allow voice or opinion to be heard when there is a dispute regarding 4-H participation, activities or programs. This is not a mechanism for complaints against individual 4-H members (or their families), 4-H volunteers, judging officials for competitive events, or Purdue Extension staff. All resulting decisions will be made in accordance with the Indiana 4-H Program's stated mission to be an inclusive organization designed to encourage and maximize youth participation. The rights of the individual filing the grievance are limited to those provided by Indiana 4-H Program policy.

Purdue University, as the Land Grant University in Indiana, is charged (by the United States Department of Agriculture) with implementing the 4-H Program in communities across the State of Indiana. Purdue Extension Educators in each Indiana county represent the university in local communities and have the responsibility of assuring all 4-H volunteers meet basic university criteria as they serve as representatives of the university. Purdue Extension Educators additionally provide oversight to 4-H volunteers including the assurance that Indiana 4-H Policies and Procedures are appropriately implemented in 4-H Program delivery.

Individual county 4-H policies and procedures should be created and reviewed to assure they do not contradict established statewide 4-H policies and procedures. If a contradiction is discovered during the grievance process, Indiana 4-H Program policy shall be followed in determining the grievance outcome.

Grievances are made by completing the Indiana 4-H Grievance/Appeal form with the burden of proof being the responsibility of the individual filing the grievance. The completed grievance/appeal form and supporting documentation shall be presented to the president of the 4-H policy-making body (e.g., 4-H Council) or the Purdue Extension Educator who works with the 4-H Program. (NOTE: concerns regarding staff, volunteers, **members, or other individuals** are not issues for which a grievance may be filed. 4-H volunteers are assigned by the 4-H Extension Educator. Concerns regarding 4-H volunteers, **members**, or other individuals should be addressed directly with the Purdue 4-H Extension Educator.)

Grievances pertaining to 4-H activities, programs or projects shall be filed within 14 days of an incident or occurrence. Grievances pertaining to county fair related issues are often time-sensitive and must be filed within 24 hours of the incident.

The grievance process occurs in the county where the issue or concern arises and offers three opportunities for a concern to be heard and reviewed.

The grievance is initially heard by an unbiased, representative grievance sub-committee. It is the Purdue Extension Educator assigned to 4-H Programming who shall annually work with the chair of the county 4-H Council to determine this committee's membership to include the following individuals: one representative of the 4-H Council; two 4-H volunteers serving as a 4-H club organizational leader; one member of the County Extension Board; and one 4-H volunteer knowledgeable in the subject matter (project) of concern (this individual will vary dependent on issue raised with the grievance). The Purdue Extension Educator assigned to 4-H shall convene the group.

The person filing the grievance may appeal the decision of the grievance sub-committee to the 4-H policy-making body, which will then review the facts in evidence and render a decision.

The person filing a grievance may appeal a decision of the 4-H policy-making body to the County Extension Board. The Extension Board will review the facts in evidence and render a decision. This is the final level in the appeal process.

**While there is no doubt some overlap in who serves on these committees, the intent of a three level process is to assure different individuals have the opportunity to hear and act on the grievance. ALL individuals involved at any level of the grievance procedure are reminded of the importance of keeping discussions regarding grievances confidential.

To maintain the confidentiality of the parties involved, the grievance hearings at each level will be closed to the public. Only the individuals who have filed the grievance, the members of the grievance committee, and the Purdue Extension Educators will be present during each level of the grievance process.

***The grievance process is internal to the Indiana 4-H Youth Development Program and meetings of the grievance committees are not subject to Indiana's Open Door Policy.

The Purdue Extension Educator assigned to work with the 4-H Program has the obligation to inform all parties that there is a grievance procedure if there are disagreements with policies.

Indiana 4-H Grievance/Appeal Form

WARNING: You must read and initial this section before proceeding to complete this document.

____1. I understand and agree that filing a grievance that alleges
A. facts that are not true, or
B. facts that I know are not true, or
C. facts I should know are not true:
will be considered a violation of the 4-H behavioral expectations.

____2. I understand and agree that all statements made herein by me are subject to the pains and penalties of perjury and I hereby affirm that my statements herein are true.

____3. I understand that perjury is a crime in Indiana.

I, the undersigned, allege that the following term(s) and condition(s) have been violated:

The facts which support this allegation are set out as follows: (If needed, additional sheets may be attached.)

I swear or affirm under the penalties of perjury ⁽¹⁾⁽²⁾ that I have read, understand, and accept the above statements to be true, accurate, and complete.

Signed: _____ Date: _____ Time submitted: _____

Print your name: _____

Address: _____

Phone: _____

Oath ⁽³⁾

Before me, _____ A Notary Public in and for _____ County, State of Indiana, personally appeared _____ and he/she being first duly sworn by me upon his/her oath, says that the facts alleged in the foregoing instrument are true.

(signed) _____ My commission expires: _____

(SEAL)

1. Perjury –making a false, material statement under oath or affirmation, knowing the statement to be false or not believing it to be true. In Indiana, a person who commits perjury commits a Level 6 felony, ⁽⁴⁾ which may be punishable by imprisonment, fine, or restitution (Indiana Code 35-44.1-2-1 and 35-50-2-1)
2. Prosecution for violations of Indiana law will be referred to the proper authorities.
3. Oath – An affirmation of truth of a statement before an authorized person.

HENDRICKS COUNTY 4-H PROGRAM POLICY

1. Any youth living in Hendricks County or other counties may become 4-H members if they are in the third grade as of January of the current year and may continue membership through the year they become a high school senior.
2. All Hendricks County 4-H volunteers are required to read and sign a 4-H Form 785 (Adult Behavioral Expectation) as well as completing a 4-H 784 (4-H Volunteer Application). Once these forms are received and approved by the Hendricks County 4-H Youth Development Educator, the individual will be notified. This signed document will be kept at the Hendricks County Extension Office. Volunteers must also complete and maintain a 4-H Online profile. As part of the profile, volunteers must complete the "Child Safety and Abuse Reporting" training mandated by Purdue University.
3. 4-H members are encouraged to attend all local 4-H Club meetings and activities.
4. 4-H members may exhibit or participate in any project or activity provided he/she meets the eligibility guidelines specified for each project or activity.
5. The completion of a 4-H experience may include a variety of options and must not be misinterpreted solely as exhibition of a project at a local, county, or state fair. For more information on 4-H Completion, please see page 13. All 4-H members are strongly encouraged to exhibit their project at the 4-H Fair to showcase their hard work.
6. 4-H members should be encouraged to enroll and exhibit in the project division or class where their abilities are and where learning can take place.
7. Projects are defined by Divisions, Levels, or other categories. Divisions are progressive with Division 1 being most elementary. Most new 4-H members should enroll in Division 1. Projects defined by Levels group participants by grade: Level 1 (3rd grade thru 5th grade); Level 2 (6th grade thru 8th) and Level 3 (9th grade thru 12th grade). Level A (3rd & 4th grade); Level B (5th & 6th grade); Level C (7th grade thru 9th grade); Level D (10th grade thru 12th grade). Some projects are based on a particular topic. Please refer to the specific project for category definitions.
8. 4-H members must advance in their 4-H project. They cannot repeat a previous year's project unless it is one which they failed to complete **or is allowed by project standards.**
9. The number of projects a 4-H member may enroll in a given year should be determined by the 4-H member with guidance from parents and 4-H leader. Each child's ability varies; thus, the number of projects taken yearly must be determined on an individual basis.
10. 4-H members are highly encouraged to complete projects in which they are enrolled.
11. 4-H projects must be completed after the previous Hendricks County 4-H Fair. Former 4-H exhibits completed by older siblings are prohibited at the Hendricks County 4-H Fair.
12. 4-H members are to complete their 4-H record books and white card entitled "My Record of 4-H Achievement" and turn them in to the club 4-H leader prior to the fair. Leaders will then record the record book grades on the white card and return books back to the 4-H members along with a 4-H Completion Card. The leaders will keep the member's white card and submit it to the Extension Office as part of the member's permanent record. As 4-H'ers enter their projects at the 4-H Fair, they must show their 4-H Completion Card to verify 4-H project record completion.
13. 4-H is a positive youth experience and does not tolerate use of illegal or addictive substances (alcohol, tobacco, and drugs). Any 4-H'er determined to be in possession of an illegal substance may not participate in any overnight 4-H programs or activities for the remainder of his/her 4-H career.
14. Purdue University, the Purdue Extension - Hendricks County Office, the Hendricks County 4-H and Ag Fair Association, and the Hendricks County 4-H Youth Council will not be responsible for any damage caused from accident, injury or otherwise which might occur to any person; or for the loss of property, exhibit, or otherwise.

4-H PLEDGE:

The 4-H Pledge states how 4-H goes about helping youth develop and grow in positive ways. As the pledge is recited, hand motions add extra emphasis to the head, heart, hands and health.

The “H’s” STAND FOR:

Head, Heart, Hands, and Health.

This is the 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.”

4-H MOTTO:

“To Make the Best Better”

Its intent is to inspire young people to continue to learn and grow, to make their best efforts better through participating in educational experiences.

4-H COLORS:

Green and White

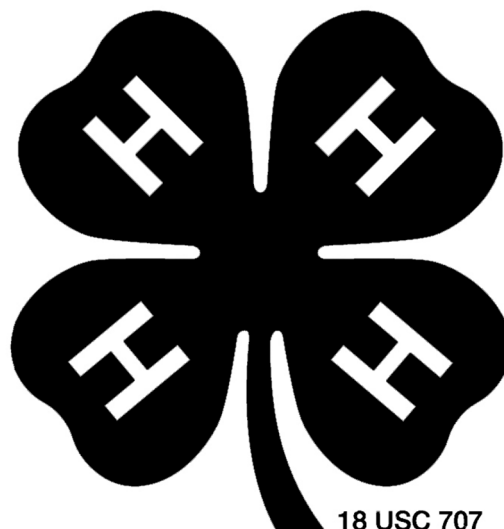
4-H EMBLEM:

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

The four “H’s” stand for Head, Heart, Hands, and Health.

The leaves of the clover are green and the “H’s” are white. The white is for purity.

Green is nature’s most common color and is emblematic of youth, life, and growth.



COUNTY & STATE 4-H ACTIVITIES AND TRIPS

The following activities and trips are explained briefly to help you see what the 4-H program offers to each member. As a 4-H member, you should try to participate in the county and state activities and trips which interest you and in the project workshops which will help you with your project work.

CAREER DEVELOPMENT EVENTS (4-H JUDGING)

Career Development Events have a broad base of learning experiences offered to all 4-H members. 4-H'ers will improve their knowledge in the area of judging products and commodities and will be able to select the "best quality" of a given number of animals, plants, etc. Ag Judging is an excellent way to get involved in an exercise which will improve your practical knowledge of general agriculture.

Audience: Any 4-H member interested in judging one of the following areas: Crops, Dairy, Dairy Foods, Dairy Goats, Entomology, Forestry, Horse & Pony, Horticulture, Livestock, Meats Evaluation, Poultry and Soils. 4-H'ers can judge as individuals or teams.

Awards: Participants will receive ribbons. In all contests, an award will be presented to the highest individual scorer in the first official competitive contest, whether county, area, or state. Most county participants will judge in an Area Contest. Area winners go to State Contest, State Winners to National Contest (where offered).

Career Development Events and Contests:

4-H/FFA Ag CDE – Meats

4-H/FFA Ag CDE – Jr. Pork Day

4-H/FFA Ag CDE – Livestock

4-H/FFA Ag CDE – Dairy

4-H/FFA Ag CDE – Livestock Skill-A-Thon

4-H/FFA Ag CDE – Soils

4-H/FFA Ag CDE - Hippology

4-H/FFA Ag CDE – Dairy Foods

4-H/FFA Ag CDE – Horse & Pony

4-H/FFA Ag CDE – Poultry

4-H/FFA Ag CDE – Horticulture

4-H/FFA Ag CDE – Wildlife

4-H/FFA Ag CDE – Crops, Entomology,
Forestry

4-H FLOWER SALE

Spring 2021 – Geraniums, Petunias; Winter 2021 - Poinsettias

The 4-H Flower Sale is the only money-making activity to benefit the County 4-H & Youth Activities. Money made from sales goes to the local 4-H program, and the numerous activities, trips and awards sponsored by the Hendricks County 4-H Youth Council. So, get involved and sell Flowers to your friends and neighbors. We will also be selling petunias this year! Details will be available in the spring from your 4-H Club Leader(s).

Audience: All 4-H Members, parents and friends!

HENDRICKS COUNTY 4-H QUEEN CONTEST

The Hendricks County 4-H Queen Contest is open to any 4-H member in Hendricks County who is 16 years old or older by June 1st. Each contestant must be an active member of 4-H. As the Hendricks County 4-H Queen you will become the ambassador at many different functions including reigning over the 4-H Fair, participating in parades, representing 4-H at banquets and programs, and being a role model to other 4-H members and youth in the community. You will be Hendricks County's official representative to the Indiana State Fair Queen Contest if you should meet the age requirements for the Indiana State Fair. Applications will be available on the Fairgrounds website at a later date.

4-H JUNIOR LEADERS

4-H Junior Leaders is a 4-H Project and County Organization. Members assist with various 4-H activities, county programs, and fair activities. Jr. Leaders have monthly activities including educational topics and community service projects. Many area and state activities are also planned.

Audience: 4-H member in grades 7 and above as of January of the current year may participate in the 4-H Junior Leader Project by enrolling at 4-H enrollment time.

Awards: Special awards and trips are available.

4-H AWARDS

4-H AWARDS OF EXCELLENCE

The 4-H Awards of Excellence recognize outstanding young men and young women in Hendricks County who have excelled in the areas of achievement, citizenship and leadership over their tenure in the 4-H program. Selection is based on years in 4-H and overall record accomplished in 4-H. This award is monetary and a plaque.

Audience: 4-H members with greatest number of years completed in 4-H and having outstanding record in the 4-H program. Two 4-H members in each area of achievement, citizenship and leadership will be selected.

Sponsors: The Harriet Whicker Family - Achievement The John Maloney Family - Citizenship
The Raymond Ader Family – Leadership

10 YEAR 4-H AWARDS

All Hendricks County 4-H members who are completing 10 years in the 4-H program will receive a special county award for their successful accomplishments over their years in 4-H. These awards will be presented at the 4-H Achievement Banquet.

Audience: 10 year 4-H members

Sponsor: 4-H Youth Council

9 YEAR 4-H AWARDS

All Hendricks County 4-H members who are completing 9 years in the 4-H program will receive a special county award for their accomplishments. This award will be presented at the 4-H Achievement Banquet.

Audience: 9 year 4-H members.

Sponsor: 4-H Youth Council.

FARM BUREAU TENURE AWARDS

The purpose of the Farm Bureau Tenure Award is to recognize the importance of encouraging young people to continue in 4-H. It recognizes two (2) 4-H members from the county having the best record of tenure in 4-H membership and the greatest number of projects completed. The Tenure Award includes a certificate, an award, and guest of Farm Bureau at a district meeting for presentation.

Audience: All 4-H members with greatest number of years completed in 4-H. Two (2) 4-H members from Hendricks County will be selected.

Sponsor: Women's Dept. of Indiana Farm Bureau, Inc.

"I DARE YOU" LEADERSHIP AWARD

This award recognizes character and leadership qualities in young people and encourages and challenges them to lead creative, purposeful lives. Overall, the 4-H Youth Council considers local, county, and state leadership qualities given to the 4-H program. The award includes a certificate and "I Dare You" Leadership Book.

Audience: All 4-H members. Two (2) 4-H members from Hendricks County will be selected.

Sponsor: 4-H Youth Council

COUNTY ACHIEVEMENT MEDALS

County 4-H Achievement medals recognizes a 4-H member who has obtained the highest level of recognition in selected project categories based on information derived from the "4-H Record of Achievement" cards. 4-H members with outstanding tenure in specific projects are considered by the 4-H Youth Council as a recipient for the county medals. The 4-H permanent record and a points system will be used as the criteria for the selection. One (1) medal will be presented to the 4-H member with the highest achievement in the selected project categories. Medal recipients will also qualify for a monetary award. Once a 4-H member wins a specific project category, they will not be eligible to repeat in that category.

Medal recipients are highly encouraged to apply for the 4-H Accomplishment Scholarship in their respective areas. The information listed under "4-H Point System" lists the criteria used for determining 4-H Achievement Medal winners.

Audience: Any boy or girl entered in the 8th through 12th grade at the present time.

Sponsor: 4-H Youth Council and various donors.

VOLUNTEER AWARDS OF EXCELLENCE

These state-wide awards are designed to recognize Youth and Adult 4-H Volunteers who have demonstrated exemplary service to the Indiana 4-H Program. Categories include: Club Programming, STEM, Healthy Living, Civic Engagement/Leadership, and Animal Science Programming. Applications/Nominations due in early April.

4-H POINT SYSTEM

POINTS FOR NON-LIVESTOCK ACHIEVEMENT MEDAL CONSIDERATION:

1. One award/category.
2. 4-H members can win category only one time.
3. 8th-12th grade of the current year.
4. Must be enrolled in the specific project during the current year to be considered a recipient for the medal of that project.

Activity Points:

- Years In 4-H 5 pts. /year
- Years In project 10 pts. /year
- Project specific workshops:
 - County 3 points
 - State 3 points
- Project specific activity:
 - Area Judging Contest 5 points
 - Resume written each year 3 points

Ribbon Points:

- State Fair 3 points
- County:
 - Grand Champion 9 points
 - Reserve Grand Champion 8 points
 - Champion 7 points
 - Reserve Champion 6 points
 - Honor 5 points
 - Blue 4 points
 - Red 3 points
 - White 2 points

POINTS FOR LIVESTOCK ACHIEVEMENT MEDAL CONSIDERATION – See 4-H Livestock Handbook

POINTS FOR TRIPS & OTHER AWARDS:

Each year, it is imperative all 4-H members document all the 4-H activities in which they have participated in while enrolled in the Hendricks County 4-H Program. Points will become valuable as 4-H members become older and want to be considered as a candidate for trips and workshops sponsored by the Hendricks County 4-H Youth Council and/or other sponsors. The points system can also be used to determine awards (other than 4-H Achievement Medals) and local scholarships. All 4-H members should not discount the activities and projects in which they have participated during their 4-H tenure. Your 4-H Record of Achievement (white card) will become an extremely important document as you continue your 4-H experience.

General:

- Each year enrolled in 4-H 10 points
- Each project completed 2 points
- Incomplete projects 0 points

Exhibit Placing:

- Grand Champion 5 points
- Reserve Grand Champion 5 points
- Division Champion 5 points
- Reserve Division Champion 5 points
- Honor 5 points
- Blue 4 points
- Red 3 points
- White 2 points
- Participation (green) 1 point

State Fair Exhibits:

- Blue with Merit 25 points
- Blue 10 points
- Red 9 points
- White 8 points
- Green 5 points

4-H Club Meetings Attended:

(Must be verified by 4-H Club Leader)

Meetings include county project club meetings and workshops.

- 10 or more/year 100 points
- 8-9 each year 50 points
- 5-7 each year 40 points
- 2-4 each year 20 points
- 1 each year 5 points

4-H Club Committee Work:

- Each committee 3 points
- Chair of a committee 5 points

4-H Club Offices Held:

- All local and county offices for each
- Individual office 5 points

Career Development Events (Judging Contests):

Career Development Events include: Crops, Forestry and Entomology Judging; Livestock Judging; Soils Judging; Horse & Pony Judging.

- Local contests 2 points
- Area contests 5 points
- State contests 8 points
- National contest 10 points

4-H Public Speaking/Demonstrations:

- Local 4-H club 2 points
- County 4-H events 8 points
- Area and/or State 12 points
- Each honor 5 points

4-H Community Service Projects:

- Each event 10 points

4-H Promotion\Recruitment Activity:

- Each event 5 points

4-H Educational Trips/Tours Attended:

- State trips 5 points
- National trips 7 points

4-H Share-the-Fun:

- Local participation 3 points
- Honor 5 points
- Participation at Area 8 points
- Performing at State Level 10 points

Mentoring to Younger 4-H Members:

Older 4-H members who show proof to their 4-H Leader that they have adequately mentored to younger 4-H members will receive 10 points each year. Some 4-H projects already include a mentoring activity which they can record and exhibit at the 4-H Fair. This project component can be included in the mentoring activities

ENTRY & EXHIBIT REQUIREMENTS FOR THE HENDRICKS COUNTY 4-H FAIR

All exhibits and entries must be made during the period indicated on the fair schedule.

1. All exhibits must be picked up during the allotted time period or ribbons and awards will be forfeited.
2. All project selections must be made on 4-HOnline. Exhibits that will be presented/displayed at the Hendricks County 4-H Fair must be entered into FairEntry online by designated date.
3. All non-livestock exhibits must include an exhibit label in the lower right hand corner of their exhibit available from FairEntry. Livestock exhibits will receive stall/cage cards when the project is brought to the fairgrounds.
4. In case of an unavoidable circumstance, such as death of animal or drought, which prevents members from exhibiting, insert an explanation in your record book, signed by your parent or guardian and 4-H Leader, and turn book in at the Extension Office to be considered as completing the project.
5. White cards ("My Record of Achievement") must be turned in to exhibit in 4-H. Completion cards must be presented at check-in.
6. A 4-H member can exhibit in only one division of each project.
7. All exhibitors will receive ribbons. Exhibits in the livestock classes will receive ribbons designated first to tenth places with all exhibits below tenth receiving achievement ribbons. All other projects will be graded as to quality with the highest quality to receive blue ribbons; average quality, red ribbons; below average, white ribbons. Any exhibit not meeting the requirements of the project will be judged on its merit then lowered one placing ribbon. Exhibit entered late, improperly, or not judged will receive a green merit ribbon. Exhibits with exceptional merit will be awarded honor group ribbons as determined by the judge. Exhibit must be a blue ribbon exhibit.
8. Champion and Reserve Champion ribbons will be awarded to the State Fair entries or division winners and first alternate, respectively, provided they are honor group ribbon entries. Grand Champion and Reserve Grand Champion ribbons will be awarded to the two outstanding exhibits in each project area.
9. All poster type exhibits must be made on poster board which is stiff enough to stand by itself; or is backed with plywood or foam board no thicker than 1/2", covered with transparent plastic or acetate for protection. Posters must be displayed horizontally unless specified in the manual.

The dimensions for the poster are 22 inches tall and 28 inches wide.

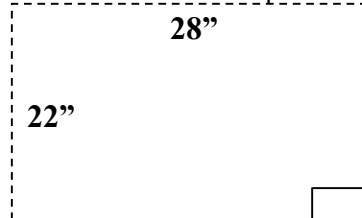


Exhibit tag comes from information entered on FairEntry prior to the 4-H Fair. The exhibit tag needs to go on the outside of the plastic sleeve in the bottom right hand corner.

10. State Fair Livestock 4-H entries are to be entered on the State Fair website by the 4-H member by June 1. The Extension Office will make all other non-livestock project entries through FairEntry.
11. Use of skateboards, skates, roller blades, and bicycles are prohibited on the grounds unless in conjunction with a fair event.
12. Dogs and other domestic animals are prohibited on the grounds unless in conjunction with a 4-H Fair event or dogs being used as service animals for impaired individuals.
13. All judges' decisions will be final.
14. **All** posters, notebooks, and display boards **MUST** include a reference list indicating where information was obtained, giving credit to the original author, to complete the 4-H member's exhibit. This reference list should/might include web site links, people and professionals interviewed, books, magazines, etc. It is recommended this reference list be attached to the back of a poster or display board, be the last page of a notebook, or included as part of the display visible to the public. A judge is not to discredit an exhibit for the manner in which references are listed. Reference Sheets are available at the Extension Office for use.
15. For personal safety concerns, notebooks/posters/displays exhibited should only contain name, county, grade, level, and club if needed. No personally identifiable information such as mailing address or phone numbers should be listed.

PHILOSOPHY OF JUDGING

MESSAGE TO 4-H PARENTS AND LEADERS:

Each child is an individual of utmost importance. Keeping this in mind, the parent and leader should try to make 4-H a positive learning experience. Part of this experience is the 4-H exhibit. The 4-H exhibit is not an end in itself, nor does it measure all the learning that takes place in the 4-H project. The exhibit is only one measure of success. Self-recognition, self-satisfaction, and the learning from completing the project are important rewards.

1. Discuss the purpose of judging with the 4-H'ers:
 - a. To evaluate the exhibit which is an example of the child's work.
 - b. To help each member see the progress that he/she has made and put judging results in perspective.
2. Help the child set realistic goals for himself/herself according to his/her own age and experience.
3. Be sure that your goals for the child are in line with his/her own age and experience.
4. Recognize good work. Give constructive criticism.
5. Be familiar with the guidelines criteria of the 4-H project that is to be judged.
6. Be familiar with several methods of accomplishing the desired result.
7. Stress that judging comments can be helpful, but they are only one person's evaluation.
8. In competition, avoid over-emphasis of the winner. Help the child accept the results of the competition and realize everyone is a winner through his/her own accomplishments.

MESSAGE TO THE 4-H'er:

Judging is a learning experience. From it, you can learn what you did well and how you can improve. An exhibit does not measure all you have learned, but it is an example showing what you have done.

1. Learn good sportsmanship.
2. Accept constructive criticism, and learn from it.
3. Remember, judging comments can be helpful, but they are only one person's evaluation.
4. Realize people sometimes make mistakes.

PLEASE NOTE: Any changes/updates from the previous year will be BOLDED and ITALICIZED! Pay special attention to any projects with BOLD, ITALICIZED WORDS because they have changed from last year!

HOW TO USE THIS HANDBOOK

The next several pages are the guidelines for projects exhibited at the Hendricks County 4-H Fair. Each project will start with a brief overview of the project at the top of the page.

Next, you will see the completion, exhibition participation, and Indiana State Fair information in a chart. This is typically the "bookwork" or "activities" one needs in order to get your Exhibit Completion Card signed by your Club Leader before entering your project at the Fair.

After this chart, you will see basic rules, guidelines, and reminders about the project.

Then, under "Exhibits" you will find the expectations for what will be exhibited with this project at the Fair. These are descriptions of what the 4-Hers will bring to the fair to display and get judged.

If you have any questions, please talk with your 4-H Club Leader, adult mentor, and/or the Hendricks County Extension Office.