

# **NEWTON COUNTY 4-H PROGRAM STATEMENT OF POLICY\***

## **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.

This document 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 Council) as provided by the county Extension Board. Legal authority for the 4-H program rests with the Director of Cooperative Extension, 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 so as 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 grade three 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" 3<sup>rd</sup> grade, may begin the program as a 4<sup>th</sup> grader and may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years.

(3) Those youth who enroll in Grade 3 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 year in public school, their final year of 4-H membership would conclude the summer following their junior year of high school.

(4) Those youth who entered the program in 3<sup>rd</sup> grade and for one reason or another leave formal education prior to the completion of 12<sup>th</sup> 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 is an opportunity ---not an entitlement. Those youth who do not enroll as 3<sup>rd</sup> 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.

Youth may become Mini 4-H members when they enter *kindergarten*.

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 the project that would best suit his/her interest and potential 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, marital status, parental status, sexual orientation, or disability. Married young men and women of 4-H

grade 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 completing the online enrollment process at <https://in.4honline.com> by January 15.

4-H is generally organized around local or project clubs. 4-H programming is delivered through clubs, a series of planned meetings led by youth who are elected by the group to serve as officers. Adult volunteer leaders advise the group and provide organization and a safe structure in which youth learn in a group setting. 4-H members benefit by participating in local or project club activities. In club or project club meetings, 4-Hers:

- learn about the wide variety of 4-H projects, camps, and other experiences available to them,
- have the opportunity to develop and practice life and leadership skills,
- learn by doing,
- have the chance to meet lifelong friends,
- develop a sense of belonging,
- gain self-confidence,
- gain public speaking skills,
- interact with caring adults, and
- participate in community service and service learning activities.

### **Spark Clubs:**

SPARK Clubs are open to youth grades 3-12 to “spark” new interest in the Indiana 4-H program. SPARK Clubs are special interest groups designed to capture the attention of youth with single focus, “out of the box” interests that are likely different from state-recognized 4-H projects. These clubs are led by volunteers bringing their subject mastery to the club. SPARK Clubs include six hours of instructional time that can occur in one day or over a length of time. Most SPARK Clubs end their program with a culminating event or activity. Spark Clubs will vary from year to year. Contact the Extension Office for more information and to find out what clubs are offered each year.

### **Mini 4-H Non-Competitive Policy:**

Mini 4-H is a program designed to encourage positive development of children in *kindergarten through* second 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.
6. No penalty for late enrollment.

DO NOT JUDGE projects, but instead discuss them with the child. *Projects are exhibited at the fair and are “judged” by Junior Leader 4-H members.*

### **Enrollment:**

Enrollment must be reinstated annually by completing a Newton County 4-H Enrollment form or by enrolling online at <https://in.4honline.com> by January 15. Enrollment forms and program fee must be on file at the Extension Office by January 15. If enrollment forms arrive after January 15, the 4-Her may actively participate in the 4-H program, but will be eligible for “completion” only. Projects will be displayed at the fair; they will be critiqued, but they will not be considered for placing. This form is due **January 15** of each year. Once enrolled, 4-H members may add, drop, or change projects through **May 15**.

In addition, those enrolling in Beef, Sheep, Swine, Goat, Dairy, Rabbit, Poultry, and Horse and Pony MUST complete the county 4-H enrollment process online by January 15. Those not meeting the deadline will be eligible for completion ribbon, participation in showmanship, and can sell in the auction. Animals must be enrolled by May 15 and properly identified. No exceptions.

## **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 calendar 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 county 4-H policy-making or governing board (i.e. 4-H Council) and/or the Extension Board of the receiving county. Participation in 4-H related activities and events (i.e. judging) must be in the county of primary 4-H enrollment.

The above policy is not intended to provide an escape mechanism for troubled 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 county 4-H Council and/or the Extension Board in the receiving county.

Note: In a statement from our federal partner in Washington, DC, 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.

## **Exhibition:**

Exhibition of 4-H projects in local, county or state exhibits/fairs is voluntary on the part of the exhibitor. The exhibition of 4-H projects provides the 4-H members an opportunity to display their 4-H projects, enter into competition and participate in educational/social environment with their peers. With exhibition also comes the responsibility for abiding by all the terms and conditions pertaining to the respective 4-H project.

## **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. Participating 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 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 the year when they have (1) completed the 4-H member enrollment process prior to the established and published date for enrolling; and (2) had an officially recognized 4-H volunteer/Extension Educator verify the existence of the completed project/subject or the 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.

## **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 penalties 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 the opposite gender in your sleeping quarters.
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. Inappropriate clothing or lack of clothing during the event or activity.
9. Lewd, indecent, or obscene conduct.
10. Unauthorized entry, use or occupancy of any facility.
11. Any conduct which threatens or interferes with maintenance of appropriate order and discipline or invades the rights of others.

**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/guardians will be contacted to arrange transportation home for the violator(s) and
2. The local Extension Educator will be notified.

### **Liability Release Policy:**

It is required by Risk Management at Purdue University that a signed **4-H Youth Development Liability Release Statement** shall be obtained annually from each and every 4-H participant in the 4-H Youth Development Program on the 4-H member's enrollment form. 4-H members who do not have on file with the County Extension Office a liability release statement that has been signed by at least one parent or legal guardian will not be allowed to participate in 4-H projects, events, or activities. **This form must be signed and obtained from participants annually.** Those 4-H members who have reached age 18 (or older) by the time the forms are distributed are not exempt from having a signed release form on file. However, these individuals are not required to have a parent or guardian signature. **The 4-H Youth Development Liability Release Statement provided by Purdue University 4-H Youth Development and Risk Management shall be used as provided. The language in the form shall not be altered in any way.** Release forms shall be maintained for a period of 7 years.

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

1. A grievance may be lodged with the president of the 4-H policy-making body (4-H Council), the superintendent of the project, or the 4-H Extension Educator. The burden of proof shall reside with the party filing the grievance. (NOTE: concerns regarding staff or volunteers are not issues for which a grievance may be filed. 4-H Volunteers are assigned by the 4-H Extension Educator. Concerns regarding volunteers or other individuals should be addressed directly with the 4-H Extension Educator.)

2. The person filing a grievance must complete the Grievance/Appeal Form, available from the Newton County Extension Office.
3. Grievance shall be presented in writing and notarized within 24 hours of incident. The 24 hour guideline pertains to fair related issues where timing is an issue.
4. Grievances that are not fair related, there will be a 14-day limit in which the grievance must be filed.
5. A grievance sub-committee will be called together to act within 24 hours of a filed grievance, or in a more timely manner if situation warrants. (See note below for programmatic grievances.)
6. The sub-committee will hear the testimony from the party filing the grievance. Then, the sub-committee will hear testimony, if necessary, from the party that the grievance is regarding. Neither party will hear each other's testimony during the hearing. The sub-committee will render a decision.
7. The person filing the grievance may appeal a decision to the 4-H Council. The 4-H Council reviews the facts and evidence and renders a decision.
8. The person filing a grievance may appeal a decision to the County Extension Board. The Extension Board reviews the facts and evidence and renders decision. **This is the final level in the appeal process.**

**Note:** Above procedure will also be followed for program issues. Time constraints of above procedure are not as crucial in most instances for programmatic concerns. However, there will be a 14-day limit on the part of the person filing a grievance. The Extension Educator does have the obligation to inform all parties that there is a grievance procedure if there are disagreements with policies.

#### **4-H Appeals From Decisions of Judges at the Newton County Fair:**

1. The right of an exhibitor to appeal the decision of a judge will exist only when it is charged that the award has been made in violation of the rules governing the exhibit, or when it is charged that the decision of the judge has been influenced or interfered with by another.
2. Appeals of the decision of a judge must be made in writing and must contain at least one specific charge, stating at length the facts relied upon or the rule violated, and naming the witnesses and their addresses by whom proof is to be made.
3. The person making the appeal must give verbal notice no later than 4:00 p.m. on the same day on which the decision was rendered, and must within twenty-four hours from the time here stated, file this appeal in writing.

#### **4-H Program Due Process and Right of Appeal Shall be as Follows:**

1. The 4-H leader, project superintendent, and/or the appropriate project committee, in consultation with 4-H Council, and the Extension Educator, will determine when a penalty will be imposed.
2. The 4-H member shall be notified in writing of the penalties to be imposed.
3. Within 15 days of receiving the written decision, the 4-H member may appeal the decision in writing to the Newton County 4-H Council.
4. A date will be set for a hearing by the Newton County 4-H Council and Project Committee Members, and then the 4-H member shall be notified in writing.
5. If within 15 days of receiving the written decision from the Newton County 4-H Council, the 4-H member deems the hearing was not reasonable and prudent, the 4-H member may make a final appeal in writing to the Newton County Extension Board.
6. A date will be set for a hearing by the Newton County Extension Board and the 4-H member shall be notified in writing.

#### **Interpretation by 4-H Council:**

The Newton County 4-H Council or designee reserves the final and absolute right to interpret any and all terms, conditions, rules and regulations contained in any and all parts of the Periscope and settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of, connected with, or incidental to the Newton County Fair. It further reserves the right to determine unforeseen matters not covered by general or department rules published in the Periscope, to amend or add to these rules as in its judgment it may determine, and to withdraw all premium offerings in all departments should any emergency exist and circumstances demand.

# 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.

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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.
4. Felony – A crime of graver or more serious nature than those designated as misdemeanors.



## 4-H FAIR EXHIBIT INFORMATION\*

### General Rules:

1. An exhibit may not be entered in more than one County Fair 4-H class except in some animal classes where designated. In a County Fair class requiring more than one item, all items must be exhibited by the same 4-H member. All parts of an exhibit made in one class must belong to one 4-H member.
2. All 4-H projects at the Newton County Fair must be prepared during the current 4-H year. Eligibility rests solely with the Newton County 4-H Council and committees.
3. 4-H Livestock and Animal Exhibit Entry and release will be announced. Release time to be determined by at least 2; Fair Board, respective Project Superintendent, Veterinarian, or Extension Educator and posted prior to the fair. There will be no early release except for:
  - 1) Auctioned animals that are not returning home, which may leave following auction according to buyers' arrangements,
  - 2) Livestock leaving on packer truck,
  - 3) Lactating dairy cows which will arrive at 7a.m. the day of the show and be released after the show.
  - 4) With vet release
  - 5) *State enforced time limits/restrictions*

Release time for 4-H Building exhibits *to be determined. Please check the newsletter.* There will be no early release. Any 4-H exhibit removed from display prior to the official release will be disqualified. Any 4-H placing/prizes (including ribbons, money, medals, trophies, etc.) awarded that exhibit will be forfeited.

4. 4-H exhibitors having an entry in animal classes at the Newton County Fair are expected to show their own animals. In cases where this cannot be done, the owner may have animals shown by another Indiana 4-H member, with prior approval from the respective 4-H Superintendent.
5. All completed 4-H project manuals and/or record sheets must be turned in at their appropriate time. If the paperwork is not turned in by the designated deadline, the member may still exhibit; however, the exhibit will not be eligible for any award above a blue ribbon placing.
6. Late exhibits are eligible for regular ribbon placing if judging for that particular project is not yet completed. However, a late exhibit not received for judging by the designated time shall not be considered for any special award, such as Champion, Reserve Champion, or State Fair Exhibit.
7. A green "Completion" ribbon will be awarded when: (a) an exhibit is received after judging is completed; (b) a 4-H member exhibits a project in which he/she is not enrolled; (c) a 4-H member exhibits in a project division in which he/she has previously exhibited; (d) an exhibit is displayed by a member who enrolled after the add/drop deadline; or (e) an animal is not enrolled or properly identified by May 15.
8. Projects entered without a completed record sheet will be judged, but dropped one grade. Only projects with record sheets will be recorded on the member's permanent record as complete.
9. Sometimes, exhibit requirements listed in the Periscope differ from requirements printed in project manuals. When this occurs, follow the Periscope requirements, as these are the guidelines adopted by the Newton County 4-H Council. Following Periscope requirements is all that is necessary to complete the project.
10. Any exhibit that does not meet the exhibit requirements will be dropped one grade.
11. A Champion award may be given to a deserving exhibit regardless of the number of entries in a division. A project must have received a blue ribbon to be considered for a Champion or Reserve Champion award.
12. If a minimum of 4 (four) 4-Hers do not complete a project for 2 consecutive years, the project may be dropped.
13. All items exhibited must be in good taste. Alcoholic beverage, tobacco, electronic smoking device, or obscene materials or references will be prohibited and will not be displayed.
14. Due to space constraints you may be asked to transport oversized projects to State Fair on your own.

### Awards:

#### KEY CLUB AWARD

This is an award presented at the State level to acknowledge outstanding 4-Hers. There is no obligation or meetings to attend for the 4-Her. The award is a certificate of accomplishments. Applications are available in the Extension office and are due by June 15 at the State 4-H Office.

#### FARM BUREAU TENURE AWARD

These awards are presented by the State Farm Bureau Women's Department. Two 4-Hers will be selected by the Newton County Extension Office each year for this award. These awards are based on the number of years in 4-H and number of projects completed.

#### TEN YEAR AWARDS

All 4-H members who have completed 10 years of 4-H will be given a special award sponsored by the Newton County

4-H Council, Inc.

### LAST YEAR MEMBER AWARDS

All 4-Hers who are in their last year of membership (just completed grade 12) and have been a member for at least 5 years will be given a special award sponsored by the Newton County 4-H Council.

### **Interactive Demonstration:**

Any 4-H member may participate in the Interactive Demonstration. This is designed for the novice person and the topic can be related to any 4-H project. The 4-H member will provide a short demonstration of no more than 3 minutes that will actively engage members of the audience in a how-to-do skill development. Examples include, but are not limited to, how to use a measuring cup, how to use a ruler, how to knead bread, how to clean grooming clippers, how to crop a photo, etc. Props are permitted. Live animals and PowerPoint displays are not permitted.

### **General Rules/Guidelines for 4-H Animal Projects:**

Each species committee has adopted its own rules. Study the grid on page 12 for the project(s) in which you are enrolled. Read each one carefully as the requirements are not the same. Follow these guidelines--not the requirements listed in project manuals. Exact information, such as the actual date, will be published in newsletters and/or mailed to project members. If you have questions, contact project superintendents.

**2020 Animal and Livestock Requirements: All Beef, Dairy, Goats, Sheep, and Swine are required to have a valid premise I.D Number and appropriate 4-H animal enrollment forms for entry at the Newton County Fair. These animals cannot unload without these documents *and proper identification*. See page 12 for the 2020 Animal and Livestock Requirements grid.**

1. Each 4-H member shall own or lease his/her 4-H exhibit unless stated in specific project rules. The Rabbit, Poultry, *Cat and Dog* projects will not allow leasing. 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.
2. For 4-H breeding animals, family corporations and/or partnerships of 4-H members with one or more parents, siblings, grandparents, aunts, uncles, legal guardian are acceptable.
3. For 4-H dairy cattle, family corporations and/or partnerships of the 4-H member with unrelated persons or dairy operations are also acceptable (i.e. John Doe and William Smith (4-H member) or Long Oak and William Smith). Dairy cows and heifers, owned in a partnership, may not be exhibited by more than one person from May 15<sup>th</sup> until the conclusion of the State Fair 4-H Dairy Show. This person must be the exhibitor of the animal in the current State Fair 4-H Dairy Show, or the animal will be ineligible for this show. 4-H dairy cattle will not be accepted in 4-H classes at the Newton County Fair or State Fair if they are registered in the father's name only or in a farm name, such as "Smith View", "Smith Oak", etc., unless the 4-H member has a certified lease agreement for this animal.
4. The Dairy lease program is only for 4-H members who do not own their own dairy cows and/or heifers. Only dairy heifers that will be less than two years-of-age at the time of the Indiana State Fair 4-H Dairy Show, may be leased. For the Newton County Fair only, heifers less than two years of age and/or mature milking cows may be leased. Leasing a dairy heifer will be considered the equivalent of ownership. The 4-H member should be regularly involved in the care of the heifer, regardless of where the heifer is kept, and the 4-H member should have exclusive show rights to the heifer during the 4-H lease period from May 15<sup>th</sup> until the 4-H Dairy Show at the Indiana State Fair. Leased 4-H dairy heifers must be registered (although it is not necessary to have the registration paper transferred to the 4-H member's name) by May 15<sup>th</sup> and their registration number listed on the 4-H member's dairy enrollment form.
5. Dairy heifers may be leased subject to approval of the Newton County 4-H Dairy Committee and Extension Educator. Horses & ponies may be leased subject to approval of the Newton County 4-H Horse and Pony Committee and Extension Educator.
6. 4-Hers who own or lease animals must verify animals' whereabouts by completing a Newton County Livestock ownership/Possession Form by May 15. 4-H animal exhibit may not be maintained at a professional fitters facilities (excluding horses). 4-H exhibitors may receive clipping and grooming assistance from members of their immediate family (father, mother, siblings), from a current Indiana 4-H member, and from individuals enrolled in the Indiana 4-H Approved Animal Assistance Program. Temporary guardianships are not permitted and shall result in immediate disqualification.
7. 4-H animals purchased, sold or offered for sale after the animal enrollment deadline and prior to the Newton County Fair shall not be eligible to be shown in the 4-H show at the Newton County Fair.
8. 4-H animals exhibited after the animal enrollment deadline (April 1<sup>st</sup> for steers and May 15<sup>th</sup> for all other animals), under a different name than the person listed on the Indiana 4-H animal enrollment form shall not be eligible to be shown in the 4-H show at the Newton County Fair or 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 either fair. This term/condition does not apply to siblings, who may show each other's animals at any show during the year without jeopardizing County or State Fair eligibility, regardless of whether or not the sibling is a 4-H member. 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 Council) from the animal enrollment deadline until the conclusion of the County and/or State Fair. **NOTE: this term/condition does not apply to the Horse and Pony program where a parent MAY also show the horse or pony after it has been enrolled in the 4-H Program.**

9. 4-H members showing registered beef, Boer goats, dairy, dairy goats, sheep and swine must present a registration certificate (no photocopies, carbons or fax copies) to the superintendent before the specified time for each specie, showing that the exhibitor owns the animal being exhibited, as per ownership terms, on or before the May 15<sup>th</sup> enrollment deadline and continuously until 4-H show day at the Newton County Fair.
10. 4-H breeding beef, Boer goats, dairy goats, sheep and swine must be registered properly and demonstrate ownership. A copy of the document must be attached to the enrollment form before the enrollment deadline. 4-H breeding beef, Boer goats, dairy goats, sheep and swine will NOT be accepted in the State Fair 4-H show if they are registered in a father's name only, farm name only, or partnerships with unrelated persons (such as "Smith View", "Smith Oaks", "John Doe & William Smith (4-H member)", "Long Oak & William Smith (4-H member)", etc.).
11. All members exhibiting livestock are required to complete the Youth for the Quality Care of Animals (YQCA) program before exhibition at the county fair. This can be done in a face-to-face class or online and MUST BE COMPLETED ANNUALLY. Find out more information at [www.yqca.org](http://www.yqca.org).
12. Swine and Beef members wishing to exhibit their animals at the State Fair must submit DNA envelopes to the Extension Office by 4:00 PM on May 15. Should May 15 fall on a weekend, DNA envelopes must be submitted by 4:00 PM on the following business day unless other arrangements have been made with the 4-H Youth Educator.
13. *Temporary guardianships established for the intent of animal exhibition or grooming purposes are not permitted and shall result in immediate disqualification.*

### **Animal Exhibits at the Indiana State Fair:**

The 4-H exhibitor and a parent or legal guardian of the 4-H exhibitor of all market and breeding animal exhibit from the following departments: Beef Cattle, Dairy Cattle, Swine, Sheep, Dairy Goat, Boer Goat and Meat Goats entered at the Indiana State Fair must be listed on a 4-H Animal Affidavit. This form is available at county Extension Offices or the State Fair entry office or online. The executed affidavit must be presented at the time of check in of the exhibit at the State Fair. Refusing to execute the affidavit will result in disqualification and the imposition of appropriate penalties.

**Fraud and Deception:** In the interest of all breeders of livestock, all exhibitors, the Newton County Fair Board, the 4-H program, and the agriculture industry, the following general rules, regulations and listing of prohibited activities are presented to maintain, insure and present a wholesome, high quality educational program. It is imperative to promote and allow only ethical behavior by exhibitors at the Newton County Fair. Fraud, deception, any prohibited activities, or violations of general or departmental rules, or any activity determined to be improper or unethical by the Council, Superintendent, and/or Extension Educator shall not be allowed. Any exhibitor found in violation is subject to sanction and/or disqualification.

1. TAMPERING, ALTERING, AND/OR MISREPRESENTATION relative to any exhibit is prohibited. This prohibited activity includes but is not limited to breeding, age, ownership, and/or method of preparation or completion. (For example, with animal exhibits this includes, but is not limited to, coloring, pumping, attaching hair/hair substitutes, or filling.)
2. UNETHICAL FITTING OF ANIMAL EXHIBITS is defined as the administration of any substance (to include, but not limited to, drugs, steroids, chemical substances) or performance of any surgical procedure altering the animal's configuration or natural conformation of any part of the animal's body, or rendering its tissues unfit for human consumption and is prohibited. Exceptions that are allowed include hoof trimming, dehorning, removal of hair, or manipulation of normally attached hair.
3. ALL 4-H ANIMAL EXHIBITS MUST BE FREE OF DRUG, STEROIDS, AND CHEMICAL OR FOREIGN SUBSTANCE RESIDUE BOTH ON DAY OF SHOW AND ON DAY OF SHIPMENT TO MARKET FROM THE NEWTON COUNTY FAIR. The Newton County 4-H Council reserves the right to test any animal exhibit for any foreign substance, to include, but not limited to, drugs, steroids or chemicals. The submission of any 4-H entry into the Newton County Fair by an exhibitor expressly grants the Newton County 4-H Council and its Superintendents the right to conduct such tests. Refusing such tests will result in disqualification and forfeiture of all premiums and awards. Test samples collected from any 4-H bird, beef, sheep, goats, swine or rabbit, shall not contain any identifiable or unidentifiable foreign substance, including drugs, steroids, or chemicals, greater than those standards established by the United States Department of Agriculture (USDA) or Food and Drug Administration

(FDA) as permissible for sale for consumption as human food. Test samples collected from any 4-H horse, pony or dog shall be free of any foreign substance, including any steroids, or any drug or chemical affecting the central nervous system (for example, stimulants, depressants or pain killers).

4. NO EXHIBITOR MAY TAKE EXCEPTION TO THE DECISIONS OF AN OFFICIAL AND/OR JUDGE IN AN UNPROFESSIONAL AND/OR PUBLIC MANNER NOR SHALL ANY EXHIBITOR OR PERSON REPRESENTING THE EXHIBITOR INTERFERE WITH OR SHOW DISRESPECT TO ANY JUDGE OR SHOW OFFICIAL.

### **Penalties:**

Upon determination that a 4-H Fair exhibit and/or 4-H judging problem requires a penalty and/or fraud and/or deception has occurred prior to, during, or after judging, any one or more of the following penalties shall be imposed:

1. The 4-H exhibit in question will be immediately disqualified.
2. The 4-H exhibit will not be allowed to be sold in the 4-H auction. In the case of an exhibit already sold at the 4-H auction, the 4-H member shall be required to refund/return all sale money in excess of market value to the Newton County 4-H Council. At the discretion of the Newton County 4-H Council, the money will be returned to the buyer or otherwise donated to the Newton County 4-H program. (Note: Placing of other exhibits will not be adjusted as a result of the imposition of this penalty.)
3. Any and all premiums, trophies, and awards connected to the 4-H exhibit in question will be withdrawn and required to be returned.
4. The 4-H member(s) will be barred from competition at the Newton County Fair in the category disqualified for up to three years.
5. If no deception or fraud has occurred and simply a violation of department rules, then 4-Her will be eligible for completion ribbon, can participate in showmanship, and can sell in the auction.

### **Livestock Activities and Events:**

#### LAMB, GOAT AND PIG SCRAMBLES

These events are held during the county fair. This creates opportunities for 4-Hers to become involved in the Sheep, Goat or Swine projects. Detailed information containing rules is available through the Extension Office.

#### 4-H SHOWMANSHIP CONTESTS

Showmanship classes will be divided into appropriately sized groups by age. 4-Hers must sign-up with the respective superintendent. When signing up to enter the showmanship contest, the 4-Her must give his/her grade level. The superintendent will determine the break in class size. The winners in each class will show for the Champion Showman Award. (Past winners will re-enter their appropriate age class each year). All participating members must show their own animals.

#### 4-H LIVESTOCK SALE

1. Sale to be held in the livestock judging arena. The details of the sale are to be arranged by the sale committee. All buyers will be hosted by 4-H consignors at a meal immediately follow the Auction.
2. Any 4-H member exhibiting a Grand Champion at the Newton County Fair reserves the privilege to exhibit that animal at the 4-H Show at the Indiana State Fair. If he/she intends to exhibit his/her Grand Champion at the Indiana State Fair 4-H Show, he/she may sell another animal. This animal will be sold at its own weight.
3. A 4-Her may sell only one animal. In order to sell, an animal must be finished and ready for market. *This includes proper medication withdrawal times as they may apply.*
4. All eligible auction animals have to be exhibited in a market division at their show per project guidelines.
5. Only the champion scramble lamb, champion scramble goat, and champion scramble pig may sell.
6. Only animals will be sold; NO byproducts of animals.
7. A consignment fee of \$20.00 will be charged for each animal *entered into the auction.*

#### 4-H OUTSTANDING SHOWMAN

Showmanship contest in which 4-Her must demonstrate skills at showing Rabbits and Poultry.

#### OUTSTANDING SHOWMAN RULES

1. Each species (Rabbit and Poultry) will decide on how the representative of that species is to be selected for Outstanding Showman Class.
2. Each species will have a representative. If champion of a species chooses not to show, a replacement will be selected by the Superintendent of that species. Also, in the event that one 4-Her wins the opportunity to compete for Outstanding Showman in more than one species in one year, he or she must choose only one

species that he or she will represent. The species which that individual chose not to represent must determine a replacement. How that replacement is chosen is up to the Superintendent and/or committee of Adult Representatives from that species.

3. Each class (specie) will be run according to that species rules during its showmanship class.
4. All contestants will be isolated from viewing and hearing other contestants during rabbit and poultry showmanship competition.
5. The species Superintendent is responsible for selecting one animal during the showmanship classes in their show to be used for Outstanding Showman. The animal selected may not belong to any of the finalists or their families. The project superintendent will also assist the Outstanding Showman Superintendent in securing a judge.
6. Entrants will be designated by numbers. Each showman will draw for their number immediately before the contest to determine the order they will show.
7. Contestants' dress will be a shirt provided by donors, jeans, and nice shoes or boots. Contestants' may wear a Rabbit Coat (white lab coat) or apron during judging.
8. All Outstanding Showman finalists will be responsible for contacting other specie Superintendents or barn members to learn proper technique in other species.
9. Contest sequence shall be: Rabbits and Poultry.
10. The judge may ask physiology questions of either of the finalists during the class. The judge will tally the score cards for each species.
11. The Outstanding Showman winner will be selected by adding points from both score cards and the finalist with the highest score is the winner.
12. The judges will break a tie. All decisions by judges will be final.
13. Any questions concerning the Outstanding Showman not covered above will be decided on by a committee comprised of the Superintendent of each of the two species concerned and their representatives.

#### 4-H SUPREME SHOWMAN

Showmanship contest in which 4-Her must demonstrate skills at showing Beef, Sheep, Swine, Horse & Pony, Dairy, and Goats.

#### SUPREME SHOWMAN RULES

1. Each species (Beef, Swine, Sheep, Horse & Pony, Dairy, and Goat) will decide on how the representative of that species is to be selected for the Supreme Showman Class.
2. Each species will have a representative. If champion of a species chooses not to show, a replacement will be selected by the Superintendent of that species. Also, in the event that one 4-Her wins the opportunity to compete for Supreme Showman in more than one species in one year, they must choose only one species that they will represent. The species which that individual chose not to represent must determine a replacement. How that replacement is chosen is up to the Superintendent and/or committee of adult representatives from that species.
3. Each class (specie) will be run according to that species rules during its showmanship class.
4. Dress for Supreme Showman will be a polo shirt provided by donors, jeans, and boots – no tennis shoes.
5. The species Superintendent is responsible for selecting six (6) animals during the showmanship classes in their show to be used for Supreme Showman. These animals will arbitrarily be assigned a number from 1-6 and are not to belong to any of the six finalists or their families. The project superintendent will also assist the Supreme Showman Superintendent in securing a judge for their class.
6. Entrants will be designated by numbers. Each showman will draw for their number immediately before the contest to determine which animals they will show.
7. All Supreme Showman finalists will be responsible for contacting other specie superintendents or barn members to learn proper technique in other species.
8. The order of classes will be decided by the barn superintendents and contestants.
9. Each judge may ask physiology questions of any of the six finalists during the class. Judge will place finalists 1-6 with 1st equal to 1 point, 2nd equal to 2 points, 3rd equal to 3 points, 4th equal to 4 points, and 5<sup>th</sup> equals 5 points, 6<sup>th</sup> equals 6 points. All placings will be held until all species are judged.
10. The Supreme Showman winner will be selected by adding points from all six classes for each finalist. The finalist with the lowest score is the winner.
11. A tie will be broken by the judges. All decisions by judges will be final.
12. Horses will be shown in the Horse & Pony Arena, other species will be shown in the Sheep or Swine Arena.
13. Any questions concerning the Supreme Showman not covered above will be decided on by a committee comprised of the Superintendent of each of the five species concerned and their representatives.

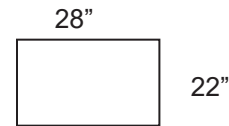
**2020 ANIMAL AND LIVESTOCK REQUIREMENTS\***

PROJECT	EDUCATIONAL RESOURCES	ACTIVITY REQUIRED	DUE DATE	ENROLLMENT REQUIREMENTS	DOCUMENT AND HEALTH REQUIREMENTS
<b>BEEF</b>	The Ohio State Beef Resource Handbook 4-H 117R	Complete list of questions prepared annually, complete YQCA, Livestock Record Sheet, and attend appropriate workshops.	All record sheets and completed questions are due by 6p.m. the evening prior to the show to the superintendent. YQCA must be completed one week before fair.	Beef steers must be enrolled in <u>4HOnline</u> by April 1 <sup>st</sup> . All other animals by May 15 <sup>th</sup> . All projects need to be enrolled in <u>Fair Entry</u> by July 1 <sup>st</sup> .	Properly identified, Premises ID, 4HOnline enrollment by the appropriate date.
<b>DAIRY HEIFERS &amp; DAIRY STEERS</b>	The Ohio State Dairy Resource Handbook 4-H 127R	Complete list of questions prepared annually, complete YQCA, Livestock Record Sheet, and attend appropriate workshops.	All record sheets and completed questions are due by 6p.m. the evening prior to the show to the superintendent. YQCA must be completed one week before fair.	Dairy steers must be enrolled in <u>4HOnline</u> by April 1 <sup>st</sup> . All other animals by May 15 <sup>th</sup> . All projects need to be enrolled in <u>Fair Entry</u> by July 1 <sup>st</sup> .	Properly identified, Premises ID, 4HOnline enrollment by the appropriate date.
<b>GOATS</b>	The Ohio State Goat Resource Handbook 4-H 135R	Complete list of questions prepared annually, complete YQCA, Livestock Record Sheet, and attend appropriate workshops.	All record sheets and activities are due at check in on Sunday of fair week. YQCA must be completed one week prior to fair.	Animals must be enrolled in <u>4HOnline</u> by May 15 <sup>th</sup> . All projects need to be enrolled in <u>Fair Entry</u> by July 1 <sup>st</sup> .	Properly identified, Premises ID, Scrapie ID, 4HOnline enrollment by the appropriate date.
<b>HORSE &amp; PONY</b>	The Ohio State Beginning Horse Management Handbook 4-H 174	Complete the Proof of Vaccination form, Record Sheets, question sheets, and attend appropriate workshops.	Proof of Vaccination, Record Sheets, and all questions sheets are due at the final Clean-up prior to the Fair in July.	Animals must be enrolled in <u>4HOnline</u> by May 15 <sup>th</sup> . All projects need to be enrolled in <u>Fair Entry</u> by July 1 <sup>st</sup> .	Properly identified, 4HOnline enrollment by the appropriate date, Health Certificate, and Proof of Vaccination
<b>POULTRY/ WATERFOWL/ TURKEY</b>	None	Complete the project record sheet, complete YQCA, and attend appropriate workshops.	All record sheets and activities are due at check in on Sunday of fair week. YQCA must be completed one week prior to fair.	County enrollment forms must be completed and received by the Extension Office by May 15th. All projects need to be enrolled in <u>Fair Entry</u> by July 1 <sup>st</sup> .	NPIP – Blood Test or From an NPIP Certified Flock, with receipt and county issued enrollment forms.
<b>RABBITS</b>	The Ohio State Resource Handbook 4-H 228R	Complete list of questions prepared annually, complete YQCA, Livestock Record Sheet, and attend appropriate workshops.	All record sheets and activities are due at check in on Sunday of fair week. YQCA must be completed one week prior to fair.	County enrollment forms must be completed and received by the Extension Office by May 15th. All projects need to be enrolled in <u>Fair Entry</u> by July 1 <sup>st</sup> .	County enrollment form, properly identified, and must be in good general health.
<b>SHEEP</b>	The Ohio State Resource Handbook 4-H 194R	Complete list of questions prepared annually, complete YQCA, Livestock Record Sheet, and attend appropriate workshops.	All record sheets and completed questions are due by 6p.m. the evening prior to the show to the superintendent. YQCA must be completed one week before fair.	Animals must be enrolled in <u>4HOnline</u> by May 15 <sup>th</sup> . All projects need to be enrolled in <u>Fair Entry</u> by July 1 <sup>st</sup> .	Scrapie ID; properly identified, Premises ID, 4-HOnline enrollment by the appropriate date.
<b>SWINE</b>	The Ohio State Resource Handbook 4-H 134R	Complete list of questions prepared annually, complete YQCA, Livestock Record Sheet, and attend appropriate workshops.	All record sheets and completed questions are due by 6p.m. the evening prior to the show to the superintendent. YQCA must be completed one week before fair.	Animals must be enrolled in <u>4HOnline</u> by May 15 <sup>th</sup> . All projects need to be enrolled in <u>Fair Entry</u> by July 1 <sup>st</sup> .	Properly identified, Premises ID, 4-HOnline enrollment by the appropriate date.

**\*\* Penalty: Members must satisfactorily complete records and activities listed under “Activity Required” to have their exhibit considered for any award above a blue ribbon placing.**

# 4-H Poster and Notebook Requirements and Guidelines

All 4-H poster exhibits MUST meet the following guidelines:



1. All posters must be 22" x 28" and must be exhibited horizontally.
2. Posters must be mounted on a firm backing. Any thin, lightweight material that will keep the poster from bending forward will work. Examples are very stiff cardboard, thin paneling, thin luan board, or foam coreboard.
3. All posters must be covered with clear plastic or other transparent material to protect the exhibit. This is required to keep the poster clean before judging and when touched by fairgoers.
  - Clear plastic comes in various thicknesses, in rolls or sheets, and may be purchased at most hardware and variety stores.
  - Do **not** use plastic food wrap. It is not heavy enough to protect the poster properly.
  - Posters may be professionally covered.
  - Foam core board and plastic envelopes may be purchased at the Newton County Extension Office.
4. All posters must have a title.
  - Some exhibits require a specific title, and others allow the 4-Her to use creativity in choosing a title.
  - Check exhibit requirements for your particular project.
5. **A small label is to be placed in the lower right corner on the front of your poster under the plastic covering.** This label should include the following information: Name, Project and Division or Level.

**Name**  
**Project**  
**Division or Level**
6. **ALL POSTERS, NOTEBOOKS, AND DISPLAY BOARDS**-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 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.

**EXAMPLES :**

**BOOK :**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.*  
Location: Publisher.

Alfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication.* Washington, DC: American Psychological Association.

**WEBSITE :**

Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Online Periodical, volume number (issue number if available). Retrieved from <http://www.someaddress.com/full/url/>

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, 149. Retrieved from <http://www.alistapart.com/articles/writeliving>
7. Exception: Exhibit tag on Photography Salon Print may be mounted on top of the plastic. In addition, write your name on the back of the mount under the plastic for identification.

## Planning the Poster

1. A good poster does not happen by accident. Plan your poster ahead of time, make several rough sketches, and experiment.
2. Poster should have one main idea.
3. Poster should be self-explanatory.
4. The message of the poster should be brief and direct.
5. Poster should grab the viewer's attention immediately, help the person to focus on the main idea, and cause that person to take action.
6. Be sure poster follows specific project requirements.



## Color

1. Use white poster board when required; experiment with other colors when not required.
2. Colors can create the desired mood or atmosphere for your poster. Colors have meaning, so use the appropriate color for your subject. Example: earthy colors (light brown, natural, greens, rusts) work well for forestry and wildlife posters.
3. Limit the poster to two or three colors so that color does not become too obvious to the viewer.
4. Choose color combinations that make your message easy to read. The following color combinations are listed from most legible to least legible: black on yellow, green on white, red on white, blue on white, white on blue, black on white, yellow on black, white on red, white on green, white on black, red on yellow, green on red, red on green, blue on red. Reminder: marking pens may change color, depending on background color.

## Lettering/Methods

1. Lettering should be large enough and dark enough to be easily seen.
2. Leave the same amount of space between letters.
3. Spaces between words should be about the size of a full letter.
4. Lower case letters are easier to read than capital letters. Use capital letters or other novel lettering methods only for emphasis. Straight, simple letters are easiest to read.
5. **Hand Lettering** – Looks appealing if done neatly.
6. **Stencils** – Give a very neat appearance if used properly.
  - Close the gaps on stenciled letters to make them solid letters, which are easier to read.
  - Use a pencil to trace the letters directly onto the poster and then color them. Do not attempt to color through the stencil.
  - If colored pencils are used, the best are soft leaded ones. They are easy to use and blend, and strokes will not show. Hard leaded pencils are less expensive, but are more difficult to use.
  - Stencil letters can also be traced onto construction paper, fabric, contact paper, or colored paper and then cut out. Tracing the letters on backwards to the wrong side of the paper will help eliminate pencil marks.
7. **Self-Sticking Letters** – Are very neat but are more expensive to use. Adhesive on the letters sticks the letters to the poster, and they cannot be reused. Some adhesive letters may be repositioned and some are permanently attached once they are placed on the poster.
8. **Computer Generated Letters** – Entire words or groups of words may be mounted on poster.

## Mounting Adhesives

1. **Rubber Cement** – Leaves no marks and won't wrinkle paper.
2. **Double Stick Tape** – Good for attaching leaves.
3. **White Glue** – Use only if item being attached is thick enough that wrinkling or damage will not occur.
4. **Glue Sticks** – Work well in many instances.
5. **Spray Adhesives** – Good choice for attaching leaves and other items to poster.

## Extra Touches

1. **Colored Tape** – This is not necessary, but is an easy way to attach poster to backing and makes an attractive border. It is available in many colors (cloth or plastic) and is available at discount and craft stores. Tape 1" to 1 ½" wide gives the poster a nice border.
2. **Colored "Frames"** for pictures or labels.
3. **4-H Clover** somewhere on a poster and/or 4-H in title.

## Notebook Requirements:

1. Needs to be a sturdy 3 ring binder (with stiff covers) or a bound type notebook (with stiff covers). No report cover or similar styles.
2. Make sure the notebook accurately meets the guidelines and objectives of the activities in the manual.
3. Information printed directly off the web will not be accepted.
4. Materials included in the notebook need to be educational, both for the youth and the audience, and should demonstrate that the youth was able to take what he or she learned from their research (experiment, or on web, in library, etc.) and/or activities to create the notebook.
5. Work should include references where appropriate.
6. Pictures, graphics, and artwork are encouraged.

If poster or notebook does not meet any one of these requirements, a minimum of one ribbon placing will be lost. Don't forget title, subtitles or numbers, if needed, and use creativity within the bounds of the project rules.