

2024 Volunteer Kick-Off

Morgan A. Parcher
Henry County 4-H Extension Educator





What am I getting today?

- Leftover Officer Books
- Officer Rubrics
- Honor Club Rubrics
- OLPE Awards
- Folder
 - Financial Documents
 - January Newsletter
 - 2024 Family Guide
- 2 Still-Project Handbooks
- 2 Livestock Handbooks
 - Being printed this week & can be picked up later
- Officer Books
- 2024 Project Book Order Form
- New Ohio 4-H Volunteer Handbook



What's on the agenda today?...

- Fundamentals of Club Management
- What's new in 2024?
- Program Updates
- Child Abuse & Neglect Training





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FUNDAMENTALS OF CLUB MANAGEMENT



THE OHIO STATE UNIVERSITY
EXTENSION





FUNDAMENTALS OF CLUB MANAGEMENT

• Club Charter Checklist

- Who?:
 - Completed by Org. Advisor
- What?:
 - Determines if your club meets OSU standards
- Why?:
 - Maintain compliance by OSU & our Tax-exempt status
- When?:
 - Deadline to submit= APRIL 1, 2024

- To be reviewed ANNUALLY for compliance
 - 6 meeting minimum requirement
 - 5 youth from 3 different families
 - Etc.

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Ohio 4-H Charter Checklist

4-H National Headquarters and Ohio 4-H Youth Development require that all clubs be chartered.

Please complete this checklist to determine whether your club has met the Ohio 4-H Club charter requirements. This checklist will be reviewed by your County 4-H Extension Professional. Chartered 4-H clubs are permitted to use the 4-H Name and Emblem according to 4-H National Headquarters guidelines. Clubs that meet these minimum requirements will be granted/continue a charter. The charter checklist must be reviewed and submitted every year to assure a club's continued compliance with the 4-H Club criteria.

Name of 4-H Club _____ EIN# _____ (9 digits)

Name of Contact Advisor _____

Address of Contact Advisor _____

Criteria – Advisors to mark (x) the appropriate box:	Requirements Met	Not Met
All our adult club volunteers are approved through the Ohio 4-H Volunteer Selection Process.		
Our 4-H club has at least five youth members from three different families of which at least three are at least 8 and enrolled in the third grade of age 9 and above regardless of grade level.		
The name of our 4-H club was approved through the County Extension Office.		
Our club plans to conduct a minimum of six regular club meetings per year.		
Our club has reviewed the current constitution with the membership and a current copy is on file with the Extension Office.		
Our club has elected officers.		
Our club agrees to maintain accurate meeting minutes and financial reports.		



FUNDAMENTALS OF CLUB MANAGEMENT

- **Yearly Financial Summary**
 - Who?:
 - Advisor in charge of finances
 - Why?:
 - Per OSU policy, 4-H clubs must have their own bank account and NOT be operated using a personal account
 - This verifies that the club is fulfilling that expectation
 - When?:
 - **Deadline= JANUARY 31, 2024**
 - Shows you have a functioning bank account for your club from the beginning to the end of the year

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Ohio 4-H Club / Affiliate Yearly Financial Summary

Due January 31

Dear 4-H volunteer,

Please use the time to complete this form to account for your club's yearly finances. Please upload send the following information to assist you in filing at the time you come. Additionally, your financial information will provide guidance on how to submit for your county's 4-H office. Please note that this form must be completed for each affiliate year's bank transactions for your club. This form must be submitted by January 31 of the following year. (Example: If you are reporting on the financials of your club for calendar year 2025, this form would be due no later than January 29, 2026).

COMPLETING THE MANDATORY FIELDS

Several fields on this form are **MANDATORY**. Several buttons such as "Print," "View," "Hide account information," and "Email" buttons are NOT visible on the form until the mandatory fields are completed. The mandatory fields indicated by a red asterisk*, on the following pages include:

Bank Information	
• Program year	• Bank name
• Club / Affiliate name	• City
• Cash / Office name	• Account number
• County in which 4-H club is held	• Bank state
• Number of members completing this Ohio 4-H Club / Affiliate Yearly Financial Summary Form (max. 100)	• Banking type
	• Account types (names) *You must provide at least one name, but you SHOULD list all names that are designated savings for the account you are describing.
	• Beginning account balance as of January 1 This should be the amount that was in your account as of January 1st of the program year for which you were reporting

TABES, ADDING AND DELETING ITEMS

Please note that the form has three tabs – one for account signer names, one for club / affiliate income, and one for club / affiliate expenses. Each of these tables can “grow.” You may add more rows as many as necessary in the table by clicking the “Add,” “Delete” or “Remove” row top right of each table. You are expected to list ALL transactions that appear on your bank statement for the calendar year. To remove the last row in a table, click the “Remove last,” from last button. *NOTE: once the “Remove” button has been clicked for a table, the rest of the same page will disappear. **THIS IS NOT AN ERROR THAT CAN BE UNDONE!** Please exercise caution when using the “Add,” “Delete” or “Remove” buttons.

VALIDATING THE FORM / CHECKING FOR COMPLETED MANDATORY FIELDS

After you have completed ALL mandatory fields and filled in the appropriate information for your club / affiliate for the program year, click the “Validate” button (which will be on the end of the last page of this form). The form will notify that you have completed all mandatory fields. If you press the “validate,” the “Open” button will appear, as well as Hide and Email buttons and Hide / show the EIM and account number fields.

The “Validate” button will check your club / affiliate information you entered the form, to add extra security during electronic file transmission; in the “Enter password to lock account information” field, type the following password: “HidAccount” the field is case-sensitive; then enter the sum capital H and capital A. Click the “Lock account” button. The account will be locked and you will not be able to edit any of the information you entered by your county’s production staff. However, the password will allow you to unlock and display the EIM and account number fields. The email buttons will now allow you to hide / show account info fields.

SAVING THE FILE / NAMING THE FILE

Before you can email the form, you will be prompted to “Save As.” PLEASE use the following structure when naming your file in the “Save As” process please note that this filename will be used for the email and the filename you save locally on your computer.

YTYT-0044-FinancialSummary_XXXXCounty_XXXX

(For the YTYT, you should put the YEAR for which this summary is representing the fiscal year plus the value you enter in the “Program Year” field of the form. You should insert YOUR county name for the XXXXX before XXXXX and YYYE-CHL for the XXXXX of the XXXXX of the XXXXX of the XXXXX.)



Also, please refer to the first below the “Validate” button, where you should also name your file.

SUBMITTING THE FORM ELECTRONICALLY (via EMAIL)

To submit your desktop WORDSHEET PDF EXCELMAIL MAIL desktop excel program; click the “Email via DESKTOP APPLICATION (Outlook, Mail, Entera...)” button. You will first be prompted to save your file. Please save it to your own hard drive (or desktop) where you can easily find it again. Next, select the “open” from the pop-up window, “Desktop Application”. A new window will be created in your desktop-based program, with the following address: (URL, subject line, body, and attachment already completed). Click “Send” to finalize form transmission.

-IF YOU ARE USING AN INTERNET-BASED EMAIL PROGRAM (Gmail, Yahoo!, Hotmail, etc): click the “EMAIL via INTERNET (Hotmail, Gmail, Yahoo!, etc...)” button. You will be prompted to save your file. Then, save it to a location on your computer that you can easily find it again. Then, go to your email client and attach the file to your email. Once ready, email to send to the appropriate county email address [see link on page 2]. For the subject line of your email, type the following: “Ohio 4-H Club / Affiliate Yearly Financial Summary, XXXXX County, XXXXX CHL” (where you will substitute YOUR county name and club name for the Xs). Don't forget to attach your saved copy of this file to the email! Send!

ohio4-h.org

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CFAES provides research and related educational programs to clientele on nondiscriminatory basis. For more information: on.oregon.edu/freshvoice



FUNDAMENTALS OF CLUB MANAGEMENT

• Equipment Inventory List

- Who?:
 - Shooting Sports Club, Horse Club, Dog club, etc.
- What?:
 - To be submitted with Yearly Financial Summary
- Why?:
 - Document all non-consumables & ammunition valued at \$50 or more
- When?:
 - Same as Financial Summary

4-H Club Equipment Inventory
(Shooting Sports, Horse Show, Dog Agility Equipment, Etc.)

Club Name _____ Date _____

Address where items are stored _____

Number	Item	Description	Serial #	Value Each	Total
Ex. 1	22 Caliber Rifle	Marlin	123456L	\$129.00	\$129.00
Total Value of 4-H Club Equipment				\$	

Signature _____ Title _____

Note: Please complete, sign and submit with Club's annual financial/audit report.



FUNDAMENTALS OF CLUB MANAGEMENT

- **Constitution & By-Laws**

- Who?:
 - Must be adopted by clubs
- What?:
 - Club to review & implement
- Why?:
 - Was updated & revised 4.2023
- When?:
 - No later than APRIL 1, 2024
 - RETURN A SIGNED COPY TO OFFICE

- Constitution is a “fillable” document
- By-Laws are what is to be adjusted – Word document or otherwise

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Ohio 4-H Youth Development Club Constitution - Template

Article I. Name

The name of the Club shall be _____ 4-H Club (the “Club”). Organized in the County of _____, OH. The Club shall be organized as an unincorporated association.

Article II. Purpose

The Club will work with youth to help them grow into productive, contributing members of society. The Club will offer fun, active opportunities for personal learning and growth through club meetings, projects, hands-on learning, leadership opportunities, fairs and activities. The Club is organized exclusively for charitable and educational purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article III. Ohio State University Extension Affiliation

The Club agrees to comply with all applicable county and state OSU Extension and Ohio 4-H policies and procedures governing 4-H and agrees that the County 4-H Youth Development Professional has all necessary and proper authority to oversee the Club to ensure the Club's compliance, such as project completion for exhibition. OSU Extension is authorized to include the Club in a group tax exemption, and the Club will supply all necessary documentation to ensure the Club's inclusion in a group tax exemption.

Article IV. Policies

Any major decisions of the Club must be voted on by 2/3 of those youth enrolled and in good standing unless the Executive committee was authorized to make the decision.

Major decisions include:

1. Amendment of this constitution
2. Financial disbursement from the Club treasury
3. _____

Article V. Membership



FUNDAMENTALS OF CLUB MANAGEMENT

- **Federal Income Tax/EIN**
 - Who?:
 - Financials & Org. Advisor with Morgan's help
 - What?:
 - Clubs are required to have an EIN
 - Why?:
 - Maintain tax exempt status



FUNDAMENTALS OF CLUB MANAGEMENT

- **Banking**
 - Who?:
 - 2 unrelated individuals on the account
 - Some updates are available...
 - Bank Statements should go to a non-check signer who is an authorized person on the account. After review, statement should go to the treasurer to include in financial records
 - OSU will make a copy & keep on record



FUNDAMENTALS OF CLUB MANAGEMENT

- **Banking**

- All income should be documented
 - There are Club due sheets available to use in “Club Resources”
- Deposit timeline should be 1week or less for the dates of income receipts to date of deposit
- Expenditures – if an individual is reimbursed, a receipt should be provided & kept on file.



FUNDAMENTALS OF CLUB MANAGEMENT

- **Banking**

- Debit/Credit Cards are not the preferred method but ARE permitted AS LONG AS expenses are PRE-APPROVED, ITEMIZED RECEIPTS ARE PROVIDED & DATA IS PROPERLY RECORDED.
- Clubs SHOULD NOT have their own Paypal/Venmo account
 - An individual can use his/her OWN Paypal/Venmo account & be reimbursed from the club for such expenses AS LONG as there is approval WHICH IS REFLECTED THRU THE MINUTES.



FUNDAMENTALS OF CLUB MANAGEMENT

- **Fundraising**

- GAMES OF CHANCE ARE NOT PERMITTED
 - Raffles, Bingo, Games of Chance
 - Items may not be sold that have alcoholic beverages in them (this includes silent Auction items)
 - Gift certificates to a winery WOULD BE acceptable
- ALWAYS SPEND MONEY ON THE INTENTION IT WAS RAISED
- *There will be a document including all this information posted in “Club Resources”



FUNDAMENTALS OF CLUB MANAGEMENT

- **Audit**

- 4-H clubs are nonprofits held to the standards of the IRS 501c3 determination.
- OSU feels it is important that club finances go through an audit.
- This practice of auditing protects the club or affiliate and the treasurer themselves
- External Audit (Morgan)
 - Treasury records & club accounts based on OSU Auditing guidelines



Questions?



Program Updates



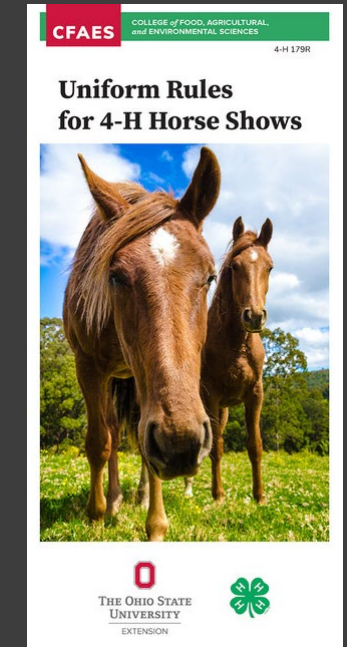
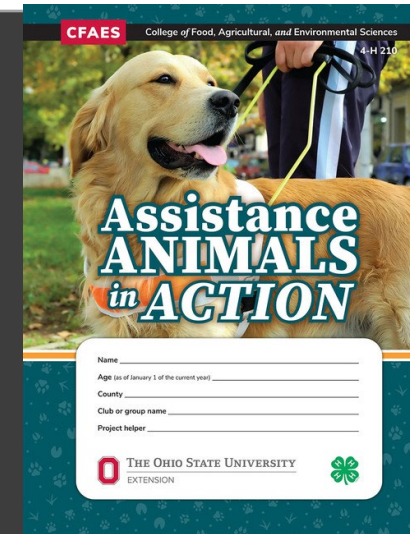
Program Updates

- **Communication in the Program**
 - 4-H Online “Broadcasts”
 - Henry County 4-H News & Notes Blog
 - Facebook Page
 - 4-H Now App



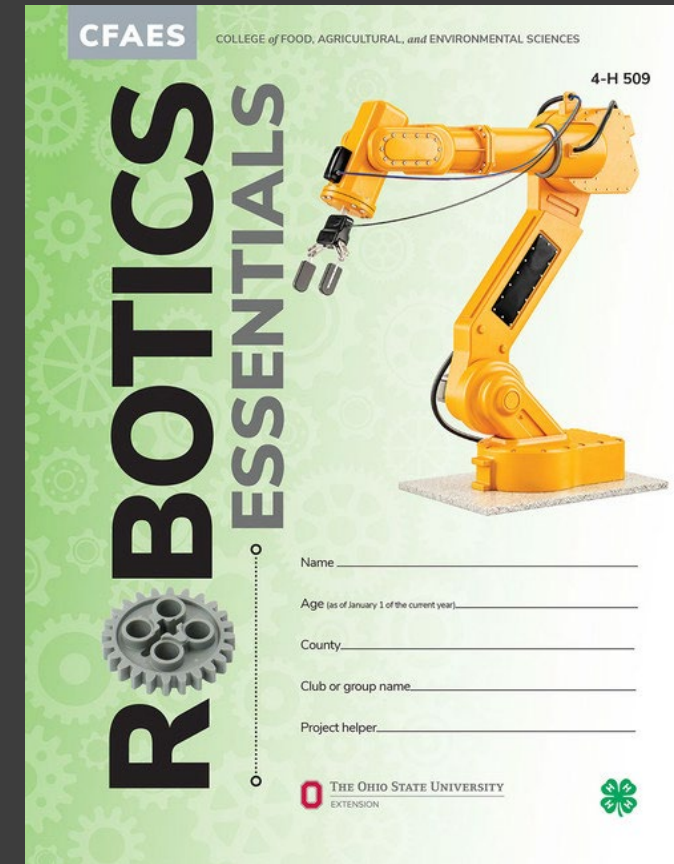
Program Updates

- Projects in 2024
 - NEW PROJECTS
 - Animal Science
 - 201: Assistance Animals in Action
 - 186: Gymkhana
 - 187: Roping
 - 179R: Uniform Rules for 4-H Horse Shows
 - 201R: Dog Resource Handbook
 - 228R: Rabbit Resource Handbook
 - Healthy Living
 - 356: Relationships 101



Program Updates

- **Projects in 2024**
 - **Robotic Essentials**
 - We now have kits!
 - 10 kits will be available to rent out to exhibitors taking the Robotic Essentials project!
 - A “Lease” will need to be on file with an agreement & understanding if pieces do not come back – the exhibitor will be financially responsible



Program Updates

- What's leaving in 2024?
 - 185: Equine Reproduction & Genetics
 - 352: Keeping Fit
 - 486: Dashboard Dining
 - 529: Wired for Power
 - 530: Entering Electronics



Program Updates

- **Communication & Expressive Arts Contest**
 - **NEW DIVISIONS!**
 - Livestock Toks
 - Still Project Toks
 - Short video on animal science/still project topic of their choice
- Various Age Divisions
- 3-5 min. Demonstration on their project
- Video submission by FlipGrid
- Think TikTok, but education!
- Media Toolkit will be provided to help to answer questions!



Program Updates

- **Communication & Expressive Arts Contest**
 - Members must pre-register (to know if we have interest)
 - Deadline: May 1
 - Top 10% will receive awards
 - Deadline to submit video to FlipGrid will be: June 1



Quality Assurance

- Returning for 2024: Area-wide QA Opportunities
 - Pre-registration is REQUIRED
- Henry County Opportunities
 - Rabbit Clinic - Saturday APRIL 27
 - Poultry Clinic – Tuesday April 30
 - Livestock Round-up – Saturday May 11
- Test-out option
- YQCA option (\$12 per child)

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NW Ohio Livestock Quality Assurance Training Opportunities

2024

- Please PRE-REGISTER 3 days before the Zoom events to receive the link information. Addresses of in person locations will be sent once registration is received.
- A registration must be completed for each youth attending. This is for tracking purposes.
- Contact your County 4-H Educator with any questions.
- Registration Link: go.osu.edu/nwoqa2024

Date	Type	Time	Location	Presenter
January 18, 2024 Thursday	Zoom	6:30 pm	Zoom	Michael Schweinsberg Paulding County
February 5, 2024 Monday	Zoom	6:30 pm	Zoom	Megan Schulte Williams County
February 8, 2024 Thursday	Zoom	6:30 pm	Zoom	Morgan Parcher Henry County
February 14, 2024 Wednesday	In Person	3:30 pm	Fairview Elementary Sherwood	Fairview FFA Defiance County
March 14, 2024 Thursday	Zoom	6:30 pm	Zoom	Teresa Johnson Defiance County
March 23, 2024 Saturday	In Person	10:00 AM	Paulding Co Extension	Michael Schweinsberg Paulding County
April 18, 2024 Thursday	Zoom	6:30 pm	Zoom	Sara Lewis Fulton County
April 22, 2024 Monday	In Person	7:00 pm	Gillette Building Williams Co Fairgrounds	Jessica Runkel Williams County
May 15, 2024 Wednesday	In Person	3:30 pm	Tinora Elementary	Teresa Johnson Defiance County
May 9, 2024 Thursday	In Person	6:30 pm	Henry County Fairgrounds	Morgan Parcher Henry County
May 16, 2024 Thursday	In Person	6:30 pm	Fulton Co Extension Wauseon	Sara Lewis Fulton County



Quality Assurance – cond,t.

- **Quality Assurance**
 - Flyers, links & more information under “Quality Assurance”
- **Gotta be done by....**
 - **Participating in Ohio State Fair?**
 - June 8, 2024
 - **Participating at Henry County Fair?**
 - June 25th, 2024



Program Informational Meetings

- New to 4-H Family Meeting
 - TBD
- Horse Parent-Member Meeting
 - MARCH 19, 2024 – 6:00pm
 - REQUIRED for member + 1 parent in 2024
 - There are LOTS of new changes this year!



Officer Training Opportunities

- **Officer Training**
 - **#1- Tuesday March 26, 2024**
 - 6:00pm – Location TBD
 - **#2- Tuesday April 2, 2024**
 - 6:00pm – Location TBD
 - **#3- Tuesday April 9, 2024**
 - 6:00pm – Location TBD



Henry County Camp Opportunities

- **camp, Camp, CAMP!**
 - **Cloverbud Camp**
 - June 4, 5, 6
 - Henry County Fairgrounds
 - **4-H Camp**
 - June 20-24
 - 4-H Camp Palmer



Project Judging

- **Livestock Skillathons**
 - **Monday July 8, 2024**
 - Horse, Sheep, Rabbits, Goats
 - Henry County Fairgrounds
 - **Tuesday July 9, 2024**
 - Swine, Poultry, Dairy, Beef
 - Henry County Fairgrounds



Program Updates

- Creative Arts, Food & Nutrition and Clothing
 - Wednesday July 10, 2024
 - Location: Napoleon American Legion
 - EXHIBITORS MUST SIGN UP ON FAIRENTRY!



Program Updates

- Special Interest & Shooting Sports
 - Thursday July 11, 2024
 - Location: Napoleon American Legion
 - EXHIBITORS MUST SIGN UP ON FAIR ENTRY



Can't attend?

- Any member unable to attend Livestock Skillathon Judging **MUST** contact the office no later than **JULY 1st**.
 - Alternative Livestock Judging will be held by virtual testing. Member **MUST** have notified the office **NO LATER THAN Friday July 1st**. These members **WILL NOT** be eligible for Outstanding Livestock Interviewers OR OLPE awards.
 - Any Livestock members needing **LIVE TESTING ACCOMODATIONS** will be held **BY APPOINTMENT ONLY** and **MUST** contact the Extension Office



Can't attend?

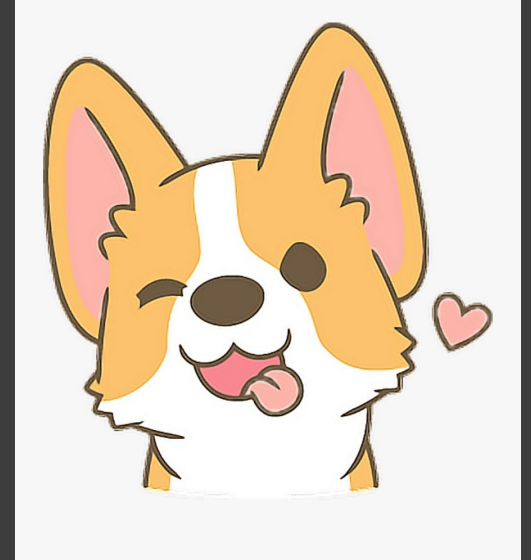
- Any member unable to attend Project/Special Interest Judging must contact the office no later than **JULY 1st**.
 - Alternative form of judging (FlipGrid) will be permitted only if the 4-H educator has been notified. Alternate judging will not be accepted after July 15th.



DOG PROGRAM

- **DOG PROJECT UPDATE**

- New Book in 2024!
- 2 Options we will ask for members to clarify=
 - 1) Showing a dog at the Henry County Fair?
 - Yes= Will need to complete a Dog Skillathon portion of judging
 - Will need to bring dog for judging as part of the project on July 13
 - Workshops will be held to practice handling your dog before fair
 - 2) Not showing a dog – just taking the project
 - Will be exhibiting as a “still project”
 - Bring book & display & be prepared to answer questions related to the book



4-H Open House Event

- Returning to Emporium 130!
- **FEBRUARY 21, 2024**
 - 4:00-7:00pm
- Use as a Member recruitment tool
 - What would YOU like to see out of this event?
 - Club Recruitment Toolkit?
- Jr Leaders will have a Blender Bike & Bake Sale again!



Join us for a 4-H Open House!

WEDNESDAY FEBRUARY 21, 2024

At the Emporium at One-Thirty from 4:00-7:00pm

**OPEN to the Public, New &
Current 4-H Families.
All are welcome!**



2024 Henry County Junior Fair

- Specie-Specific Updates
- Goats
 - Minimum Weight Requirements will be enforced in 2024.
 - Boer Market Goats: 55# minimum
 - Dairy Market Goats: 45# minimum
- Sheep
 - New minimum weigh upon weigh-in
 - Market Lamb – 85#
 - 2024 – grace year; 2025 – enforced rule



2024 Henry County Junior Fair



- Specie-Specific Updates
- Rabbits
 - All rabbits must be removed from the Rabbit Barn NO LATER than 6:30pm on the last day of the fair
- Poultry
 - Updated Hatch dates in the book
- Dogs (see previous slide)

2024 Henry County Junior Fair



- **General**
 - **2024 Junior Fair Show Schedule**
 - **Show & Go/Haul-In style show**
 - Large Animal Families will haul-in on show day, exhibit & animals will return home (will not be held on the fairgrounds)
 - Exhibits not affected: Rabbits, Poultry, Horses
 - Move-in times, vet inspection, show schedules will all be unaffected
 - **Location - TBD**



2024 Henry County Junior Fair

- **General**
 - **2024 Junior Fair Show Schedule**
 - Thursday – Poultry & Swine Show
 - Friday – Rabbit & Sheep then Goat Show
 - Saturday – Dog Show
 - Monday – Dairy Show then Beef Show
 - Tuesday – Shine in the Showring
 - Wednesday – Showman of Showmen
 - Thursday – Livestock Sale



2024 Henry County Junior Fair



- **General**

- **2024 Junior Fair Livestock Sale**

- Large Animal families will be responsible for securing the dispersal/disposal of the non-champion animals
 - Species affected: Market Lambs, Market Steers, Market Goats & Market Hogs)
 - Rabbits & Poultry will receive support buyers & loadout will be completed at the HCF
 - Families will be responsible for organizing custom slaughter appointments and/or arranging transport of an animal/s to the stockyard
 - Champion Animals will be kept on-site at the HCF and will be sold through the sale ring
 - Exhibitors will attend Sale day & receive a “Premium Bid” as is customary in the past
 - Only difference on the Sale check – there will be no Value for Market Floor Price



2024 Henry County Junior Fair



- **General**

- Why now?
- Timeline
- What ifs?
- What you should know?
- HCAIA:

- “The HCAIA remains dedicated to the successful completion of the new Community Event Center. Although we are disheartened that the facility may not be ready for use during this year's fair, we are certain of its eventual completion. Unforeseen delays have arisen due to the project's complexity and the involvement of numerous entities. We are actively engaged in thorough efforts to guarantee success. Presently, our primary focus is collaborating with the Fair Board to ensure an outstanding summer fair. We are also working diligently with county leadership to secure the project's success and have completed all necessary steps thus far.” (12/20/2023)



Questions?

- **Morgan's Contact Information**
 - **Office Phone: 419-592-0806**
 - **Direct Phone: 419-766-6014 (not-textable)**
 - **Email:**
 - **parcher.6@osu.edu**

