



WSU EXTENSION  
**Clallam County**

# **Clallam County 4-H Member and Family Handbook 2023-2024**



## **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.

Clallam County 4-H 2023

WSU Extension programs, employment, and volunteer service are available to all without discrimination (See [WSU Executive Policy #15](#)).  
Concerns regarding potential discrimination may be reported through your local WSU Extension office or directly to the WSU Compliance and Civil Rights (CCR)  
office, web: <https://ccr.wsu.edu>, email: [ccr@wsu.edu](mailto:ccr@wsu.edu), phone: 509-335-8288.

## Table of Contents:

### Clallam County 4-H Information

1. 4-H Enrollment and Re-enrollment Procedure
2. 4-H Age Divisions
3. 4-H Projects
4. Project Information Pages
5. Club and Council Financial Requirements
6. Club Meetings with Youth in Leadership Roles
7. Youth Leadership Opportunities
8. Volunteers
9. County 4-H Council
10. 4-H Record Books
11. Public Presentations (Demonstrations)
12. Educational Posters
13. Clallam County Fair
14. WA State 4-H Fair
15. County Achievement Program
16. Grievances

### Additional Resources

Quick Reference Page (for new members)

Clallam County 4-H Important Dates

Helpful Hints for new members

### Clallam County 4-H 2023

WSU Extension programs, employment, and volunteer service are available to all without discrimination (See [WSU Executive Policy #15](#)).  
Concerns regarding potential discrimination may be reported through your local WSU Extension office or directly to the WSU Compliance and Civil Rights (CCR)  
office, web: <https://ccr.wsu.edu>, email: [ccr@wsu.edu](mailto:ccr@wsu.edu), phone: 509-335-8288.

## 1. 4-H Enrollment & Re-enrollment

- Contact a club leader and attend a club meeting to confirm enrollment at the club level.
- Visit [4-H Online](#) to create your family account and submit your enrollments.
- Visit our [Join 4-H page](#) for enrollment instructions, fee payment, and financial assistance information.
- Bookmark our [Club Members and Families page](#) for resources and information.
- Check the [4-H News, Events & Registrations page](#) for our calendar and newsletters!
- Find us on [Facebook](#).
- Find us on [Instagram](#).

## 2. 4-H Age Divisions

- Clover buds: 5 to 7 years of age
- Junior: 8 to 10 years of age (Youth must be Juniors or above to participate in Shooting Sports projects, large animal projects, and the Junior Livestock Auction)
- Intermediate: 11 to 13 years of age
- Senior: 14 to less than 19 years of age

\*Age is decided based on age on October 1 of the current 4-H year.

## 3. 4-H Projects

4-H Community Club members choose a project or multiple project areas to enroll in for the year. Clubs can determine which projects the club is able to provide based on available Volunteer support. Depending on the club and project, members may attend project meetings or work independently. New project leader volunteers are always welcome to apply. 4-H Curriculum is available. Contact the 4-H office for more information.

### 3.A. Horse Projects

- See [Clallam County 4-H Horse Rule Book](#) for program rules. Horse committee will annually review county Horse program rule book and make updates as needed.
- All necessary Horse forms can be found on the [Clallam County 4-H Horse Project page](#).
- All clubs hosting horse projects must have at least one representative that attends 60% of Horse Committee meetings.
- Club Horse Lists (stating intended project animals) are due to Horse program leader by June 1<sup>st</sup> of each year.
- Sign off sheets are due August 1<sup>st</sup> to Horse Superintendent with Fair Entry forms.
- Horse project members must declare state intent by April 1<sup>st</sup>. Page 1 of the Horse State Intent form is due April 1<sup>st</sup>. Page 2 of the Horse State Intent form is due August 1<sup>st</sup>.

### 3.B. PNWJLA Projects: (Market Beef, Swine, Sheep, Goat, Rabbit, and Poultry)

The PNWJLA is a partner organization governed by the Pacific Northwest Junior Livestock Auction committee. The PNWJLA is the only auction recognized by Clallam County 4-H.

- All clubs hosting Auction projects should have a designated adult volunteer representative that attends the PNWJLA Mandatory Parent Meeting and Quality Assurance Class annually. Club leader participation at PNWJLA committee meetings is strongly encouraged.
- See current PNWJLA Rules (available on the [PNWJLA website](#)) for mandatory requirements for auction participation.

Clallam County 4-H 2023

WSU Extension programs, employment, and volunteer service are available to all without discrimination (See [WSU Executive Policy #15](#)). Concerns regarding potential discrimination may be reported through your local WSU Extension office or directly to the WSU Compliance and Civil Rights (CCR) office, web: <https://ccr.wsu.edu>, email: [ccr@wsu.edu](mailto:ccr@wsu.edu), phone: 509-335-8288.

### 3.C. Dairy Cattle Project:

- Youth will declare their dairy project animal(s) and turn in a completed [Dairy Certificate](#) (WSU Pub. C0234E) for each animal to the cattle barn superintendent by August 1<sup>st</sup>. Youth are encouraged to turn in certificates for every animal they anticipate working with.

### 4. Resources

Visit the Clallam County Extension Website ["Club Members and Families"](#) page for 4-H resources including specific project information. These resources provide information about resources, animal management and care dates, required and recommended vaccinations, showing attire, Fair entry requirements, and additional activities in the specific project areas.

### 5. Club and Council Financial Requirements

- All clubs wishing to fundraise must either hold money raised as a line item in Council or work with the office to obtain an EIN before beginning to fundraise.
- Clubs and Council are not able to hold raffles or any other type of gambling game without a gambling license from the state of Washington.

### 6. Club Meetings with Youth in Leadership Roles!

Attendance at club meetings is a critical part of 4-H participation. Youth are elected to officer roles. Resources are available to assist youth in learning their leadership role. Youth learn the Order of a Meeting and Parliamentary Procedure. Example: How to make a motion.

### 7. Youth Leadership Opportunities

There are many leadership opportunities for Intermediate (11-13yrs) and Senior (14-18yrs.). There are county leadership programs, teen rallies, and state-wide teen conferences such as *WA State 4-H Know Your Government*.

### 8. Volunteers

- All volunteers must re-enroll in 4-H Online every year before working with any 4-H youth.
- Volunteers should renew background checks promptly when asked. Background checks are renewed every other year through Sterling Volunteers. Enrollments will not be approved until the background check comes back clear.
- Certified Volunteers are only volunteers with an active, approved enrollment in 4-H Online.
- Volunteers who do not have an active enrollment in 4-H online for two straight years will need to re-apply as a new volunteer.

### 9. County 4-H Council

The Clallam County 4-H Council helps facilitate 4-H promotion, recommends 4-H program direction within Clallam County, and much more. Meetings are the 2<sup>nd</sup> Tuesday of each month at 7:00pm at the WSU Clallam County Extension Office. The council also fundraises for a Scholarship program for our graduating seniors.

#### 8.A. Council Scholarship Program:

- The council provides a scholarship program for 4-H youth who meet qualifications. See [Clallam County 4-H Awards and Scholarship Page](#) for Council Scholarship Program Application and Requirements. The

Clallam County 4-H 2023

WSU Extension programs, employment, and volunteer service are available to all without discrimination (See [WSU Executive Policy #15](#)). Concerns regarding potential discrimination may be reported through your local WSU Extension office or directly to the WSU Compliance and Civil Rights (CCR) office, web: <https://ccr.wsu.edu>, email: [ccr@wsu.edu](mailto:ccr@wsu.edu), phone: 509-335-8288.

scholarship committee will annually review the scholarship program information and make updates as needed.

- 4-H graduating seniors will earn \$200 of scholarship for each qualifying year up to a maximum of \$1000, as fundraising allows.
- Council holds a fundraiser annually to support scholarships. 4-H club members in grades 8-12 must qualify each year (up to 5 years) by participating in the annual scholarship fundraiser.
- Youth must have participated in 4-H (at minimum) their 11th and 12<sup>th</sup> grade year.
- Graduating seniors must turn in up to date record books with Scholarship Applications by April 1<sup>st</sup> to Extension office and complete their 12<sup>th</sup> grade 4-H year.
- The Lifetime Achievement Bonus is an additional scholarship application that is to be turned in with the main scholarship application by April 1<sup>st</sup>. This \$400 scholarship is available to 4-H'ers who have completed every 4-H year since they were 5 and qualify for the full \$1000 main scholarship. This bonus is available as fundraising allows.

## 9. 4-H Record Books

Clallam County 4-Hers must turn in a complete and up-to-date 4-H record book to their club leader BEFORE the turn in dates listed below:

- August 1st - to compete or exhibit in 4-H Fair events.
- October 1st- to complete the 4-H year, earn a year pin and qualify for scholarships, year-end awards, or county fair medals.

4-Hers in Clallam County have the choice between the *Standard* or *County* Record Book to meet the Record Book requirements. Both options are available to download from the Clallam County Extension Website- Check with your club leader to see which option your club has chosen. Note: Cloverbud 4-H members (5-7) are not required to turn in record books and their books cannot be judged competitively. Cloverbud members are encouraged to practice record keeping along with older club members.

*Members requesting accommodations should notify their club leader or the Extension office.*

## 10. Public Presentations (Demonstrations)

To compete in 4-H in the Clallam County Fair and/or complete their 4-H year, each 4-H member in a community club must complete a 4-H Public Presentation (Demonstration) at the club or County level before August 1<sup>st</sup> of the 4-H year.

- 4-Hers may choose to do a team Presentation with another member.
- Youth are encouraged to practice their demonstration multiple times throughout the year, particularly in front of a public group. In addition to the club level, youth can also do a District, County, and State level demonstration.
- Dates for County level demonstrations will be announced in the spring.

*Recommended Time Limits for Illustrated Talks and Demonstrations*

- Minimum 3 minutes • Maximum 20 minutes, with the following guidelines:  
Juniors 3–8 minutes   Intermediates 5–15 minutes   Seniors 8–20 minutes

## 11. Educational Posters

4-H members who exhibit their animal or still life projects at the Clallam County Fair are encouraged to create Educational Posters to be displayed in the barn at fair. Posters must be turned in to your club leader before August 1st. Leaders must turn club posters in by 4:00pm to the Extension office on August 1<sup>st</sup>. Poster judging is completed prior to fair. Posters must be done by the 4-H member in their current

Clallam County 4-H 2023

WSU Extension programs, employment, and volunteer service are available to all without discrimination (See [WSU Executive Policy #15](#)). Concerns regarding potential discrimination may be reported through your local WSU Extension office or directly to the WSU Compliance and Civil Rights (CCR) office, web: <https://ccr.wsu.edu>, email: [ccr@wsu.edu](mailto:ccr@wsu.edu), phone: 509-335-8288.

project area(s). Limit 2 posters per project area.

## 12. Clallam County Fair

To compete in 4-H contests in the Clallam County Fair, 4-H members must meet specific county 4-H requirements including turning in an up-to-date 4-H record book and completing a club level demonstration. See [Clallam County and State 4-H Fair](#).

All fairground and judges rules, requirements, and decisions are final.

Look for the Clallam County Fair Exhibitor's Guide which is published by the Peninsula Daily News in June. Be sure to read your projects section in order to meet any project specific requirements and entry requirements for each barn at the Clallam County Fair. Most animal entry forms are due to the Fair Office on July 1<sup>st</sup>. Entry forms are available through the Extension office, the fair office, or from your club or project leader. Talk to your club/project leader for assistance with completing entry forms.

Fair Camping- The fair camping registration form is available on the Clallam County Fair website and on the inside back cover of the Exhibitor Guide. Campsites are secured on a first-come, first served basis. If you plan to camp, make sure you turn your form in to the fair office as soon as possible when the form is available in June.

Note: 4-H Members completing all requirements will earn a Fair Exhibitor pass (purchased by our county 4-H Council). Watch for instructions about member and parent passes.

## 13. Washington State 4-H Fair

Qualified Junior, Intermediate, and Senior members may be able to compete in their project area at the WA State 4-H fair held each September in Puyallup. Visit their website for links to the exhibitor's guide and exhibitor information.

## 14. Celebrate 4-H our County Achievement Program

The Clallam County 4-H Awards Handbook lists the many awards that youth may be eligible to receive. Awards and Year-end pins are presented annually at our County Achievement program in November. See the [Clallam County 4-H Awards and Scholarships](#) page for the Clallam County Awards Handbook for specific Award information.

## 15. Grievances

If you have a concern related to the 4-H council rules or procedures, believe that a 4-H council rule or procedure has been incorrectly applied or interpreted, or you feel that you were somehow treated unjustly, please follow these steps:

- 4-H club or project leaders can answer most questions. Talk to your 4-H Club or project leader as your first action. If talking to your club or project leader is not appropriate, go to step 2.
- If your concern cannot be resolved by your club or project leader, complete and sign the [Clallam County 4-H Grievance/Appeal Form](#) and turn it in to the 4-H office and/or 4-H Council Executive Committee member. The issue will be decided by a grievance committee including 4-H staff and the council executive committee.
- For concerns or grievances of a more serious or personal nature please contact the extension office directly or complete and send the [Care to Share form](#) to the 4-H Coordinator or Extension Director.

Clallam County 4-H 2023

WSU Extension programs, employment, and volunteer service are available to all without discrimination (See [WSU Executive Policy #15](#)). Concerns regarding potential discrimination may be reported through your local WSU Extension office or directly to the WSU Compliance and Civil Rights (CCR) office, web: <https://ccr.wsu.edu>, email: [ccr@wsu.edu](mailto:ccr@wsu.edu), phone: 509-335-8288.

## Clallam County 4-H Quick Reference Page



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

Primary Club: \_\_\_\_\_

Secondary Club: \_\_\_\_\_

General Club Meeting Date(s) and time(s): \_\_\_\_\_

Club Leader name, phone, and e-mail: \_\_\_\_\_

Mentor family: \_\_\_\_\_

Name, Phone number and e-mail: \_\_\_\_\_

### My projects:

Project: \_\_\_\_\_ Meeting date and times \_\_\_\_\_

Project Leader's Name, phone, and e-mail \_\_\_\_\_

Project: \_\_\_\_\_ Meeting date and times \_\_\_\_\_

Project Leader's Name, phone, and e-mail \_\_\_\_\_

Project: \_\_\_\_\_ Meeting date and times \_\_\_\_\_

Project Leader's Name, phone, and e-mail \_\_\_\_\_

WSU Clallam County Extension 4-H and Youth Empowerment Coordinator,  
Melanie Greer [melanie.greer@wsu.edu](mailto:melanie.greer@wsu.edu)  
360-912-2062

<http://extension.wsu.edu/clallam/4h/membersandfamilies/>

WSU Clallam County Extension Livestock Specialist  
Dan McCarty [dan.mccarty@wsu.edu](mailto:dan.mccarty@wsu.edu)  
360-460-6683

### Clallam County 4-H 2023

WSU Extension programs, employment, and volunteer service are available to all without discrimination (See [WSU Executive Policy #15](#)).  
Concerns regarding potential discrimination may be reported through your local WSU Extension office or directly to the WSU Compliance and Civil Rights (CCR)  
office, web: <https://ccr.wsu.edu>, email: [ccr@wsu.edu](mailto:ccr@wsu.edu), phone: 509-335-8288.

## Clallam County 4-H Important Dates

*Dates are subject to change. Clubs and project area have additional events and deadlines.  
Check with your club leader for club requirements and club and project meeting dates.*

### October

October 1<sup>st</sup>: 4-H Year Begins. Re-enrollment and New enrollment begin.

October 1-7<sup>th</sup>: National 4-H Week.

**\*Reminder: Volunteers are not able to meet with 4-H'ers or act as a 4-H volunteer until they have re-enrolled in 4-H Online and the enrollment has been approved.**

### November

November 6<sup>th</sup>: Celebrate 4-H (formally called Achievement day), 2pm County Fairgrounds.

November Teen Sign-ups for Know Your Government/Teen Leadership Club Begins.

### December

December 1<sup>st</sup>: Enrollments Due. New Members still welcome.

### January

Know Your Government Pre-meetings.

### February

February 17<sup>th</sup>-19<sup>th</sup>: Know Your Government Teen Conference.

### March

March 15<sup>th</sup>: 4-H State Scholarships Due.

March 15<sup>th</sup>: Final Date for PNWJLA to receive YQCA Certificate.

### APRIL

April 1<sup>st</sup>: Council Scholarship Record Books and Applications Due to Extension Office.

April 1<sup>st</sup>: PNWJLA scholarships due

### May

May 1<sup>st</sup>: Deadline for Enrollment for New Members/Changing Projects for Fair participation.  
PNWJLA Pre-weigh in

### June

June 1<sup>st</sup> Clallam County Spring Classic

Public presentations at the fairgrounds

Horse sign off sheets due to Club Leader/ Horse Superintendent.

Silver Spurs Horse Show.

### July

Neon Riders Horse Show/Pre-Fair Horse Show.

Club Level Demonstrations must be completed.

July 1<sup>st</sup>: Fair Animal Entry forms postmarked to fair office.

#### Clallam County 4-H 2023

WSU Extension programs, employment, and volunteer service are available to all without discrimination (See [WSU Executive Policy #15](#)).  
Concerns regarding potential discrimination may be reported through your local WSU Extension office or directly to the WSU Compliance and Civil Rights (CCR)  
office, web: <https://ccr.wsu.edu>, email: [ccr@wsu.edu](mailto:ccr@wsu.edu), phone: 509-335-8288.

Record Books and Posters are due to your Club leader before August 1<sup>st</sup> to qualify for fair participation. Leaders must turn them in on August 1<sup>st</sup> by 4:00pm to the Extension office.

### **August**

August 1<sup>st</sup>: Record Books Due from Club Leaders for Fair Participation.

August 1<sup>st</sup>: Educational Posters due for pre-fair judging.

August 1<sup>st</sup>: Dairy Certificates Due to Cattle Superintendent.

August 15<sup>th</sup> – 18<sup>th</sup>: Clallam County Fair.

August 17<sup>th</sup>: Pacific Northwest Junior Livestock Auction at the Clallam County Fair.

August 18<sup>th</sup>: 4-H State Fair Entry Forms Due to 4-H Coordinator at 4-H Building Sunday of County Fair.

### **September**

WA State 4-H Fair.

For year completion--completed Record Books for the 4-H year are due to your Club Leader before October 1<sup>st</sup>. Award applications must be included in Record Books.

#### **Clallam County 4-H 2023**

WSU Extension programs, employment, and volunteer service are available to all without discrimination (See [WSU Executive Policy #15](#)). Concerns regarding potential discrimination may be reported through your local WSU Extension office or directly to the WSU Compliance and Civil Rights (CCR) office, web: <https://ccr.wsu.edu>, email: [ccr@wsu.edu](mailto:ccr@wsu.edu), phone: 509-335-8288.

## Helpful Tips for First Year 4-H Members and Families!

- Read the Clallam County 4-H E-mail Newsletter for important notices of events and deadlines! Newsletters are emailed and available on our [News and Events](#) page.
- Find out how your club leader communicates with club members.  
E-mail and texting are very common methods of communicating important notices. Help your club leader out by making sure to read any notices and respond quickly.
- Bookmark the Club Member and Family resources available on our Clallam County Extension Website: <http://extension.wsu.edu/clallam/4h/membersandfamilies/>
- Write down important dates and deadlines on all your calendars!
- Get involved! 4-H is ALL run by volunteers who care about our kids just like you! Your club and county program can use help in many ways. Plan to help out and attend as many events and meetings as you can.
- Find a mentor family. Ask a family who has been in 4-H before, particularly in your projects, to be your mentor family.
- Attend your general club meetings and project meetings. These meetings are where 4-H happens.
- Attend a practice show! If you are an animal project member, plan to attend one or more practice shows. Our county 4-H program hosts multiple horse shows, cat show, dog shows.
- Pick up a Clallam County Fair Exhibitor Guide in June to get ready for fair. Animal Entry forms are due to the Barn Superintendents by July 1<sup>st</sup>!! Forms are available through your project leader or at the Fair office and WSU Extension office.
- Read up on publications-find WSU and National 4-H publications that help you learn about your project. <https://pubs.extension.wsu.edu/> <https://shop4-h.org/>.
- Don't procrastinate! Help your child start their record book early and fill it in as they go through the year.
- Attend 4-H Council meetings. Your Clallam County 4-H Council plans county-wide events and makes our programs great. Council meetings are the 2<sup>nd</sup> Tuesday at 7:00pm at the Clallam County Courthouse.



Clallam County 4-H 2023

WSU Extension programs, employment, and volunteer service are available to all without discrimination (See [WSU Executive Policy #15](#)). Concerns regarding potential discrimination may be reported through your local WSU Extension office or directly to the WSU Compliance and Civil Rights (CCR) office, web: <https://ccr.wsu.edu>, email: [ccr@wsu.edu](mailto:ccr@wsu.edu), phone: 509-335-8288.