



Welcome to Marais des Cygnes District 4-H! Whether you are a new member or returning for another year of 4-H, we are excited that you have chosen to be a part of the 4-H Program. This document is provided to assist you and your family as you discover 4-H. It highlights policies and guidelines that the Kansas 4-H Program and our local Marais des Cygnes District 4-H Program follow. If you have any questions, please do not hesitate to ask your club leader or call either Marais des Cygnes District Extension Office.



Kansas 4-H Mission & Principles

Kansas 4-H provides educational strategies and opportunities for youth and adults to work in partnership as they develop life skills to become healthy, self-directing, and contributing members of society. The 4-H Program is the Youth Development program of K-State Research & Extension and uses research and knowledge from Kansas State University and Cooperative Extension to provide hands-on learning opportunities.

Youth-Adult Partnerships are an important aspect of the Kansas 4-H Program. Kansas 4-H Youth Development provides a world where youth and adults acquire and advance positive life skills by learning, growing, and working together.

Locally, the District 4-H Program Development Committee (PDC) identifies concerns and programs that are of importance to the club and district members. These programs may reflect broader state and national issues and concerns, or they may be specific to the community. The 4-H Program Development Committee is appointed by the Marais des Cygnes Extension District Board and consists of four members to represent each county within the district.

4-H Membership

According to the 4-H Youth Development Policies and Guidelines, the 4-H Program is "...open to all youth who are residents of Kansas and between the ages of 7 & 18. Youth who turn 7 before January 1 of the current year may enroll. Youth who turn 19 before January 1 of the current year are ineligible to enroll."

All youth who wish to be 4-H members must enroll online and identify the projects in which they want to be involved. Also, each 4-H member must complete the online health information. Kansas 4-H has a \$15 membership fee which is required at enrollment or you can request a waiver.

Cloverbud Membership

4-H Cloverbuds is an educational opportunity for 5 & 6 year-olds. To be eligible to participate, a child must have turned 5 or 6 by January 1 of the current 4-H year. Just like 4-H members, Cloverbud members must enroll online and complete the online health information. Cloverbuds do not have a program-enrollment fee.

The Cloverbud meetings are held on the 1st Thursday of each month in Mound City at the 4-H Building and the 2nd Thursday of each month at the Paola Office from 5:30p.m. to 6:30p.m. Both meetings will cover the same information you are welcome to attend either meeting. As a Cloverbud you will learn about 4-H and the different projects that are available. Meetings include games, activities, crafts, roll call and the 4-H Pledge.

Marais des Cygnes Extension

District has two office locations:

Mound City Office

115 S. Sixth Street
Mound City KS 66056
913-795-2829

Paola Office

913 N Pearl, Suite 1
Paola KS 66071
913-294-4306

District 4-H Staff

Karla Hightower

District Extension Agent,
4-H & Youth Development
khightow@ksu.edu

Abbie Powell

District Extension Agent,
Agriculture & 4-H
abbie2@ksu.edu

Enrollment Deadlines

Youth may join 4-H at any time during the 4-H year (October 1 through September 30). However, participating in some parts of the 4-H Program require enrollment or ownership deadlines. These deadlines are to ensure that exhibits or presentations reflect knowledge and skills gained in the 4-H project experience.

To show as a 4-H member at the Miami County or Linn County Fair, returning 4-H members must be enrolled by **January 15**. Returning 4-H members are those who were enrolled in Miami or Linn County 4-H the previous year. For member who are new to 4-H (Not enrolled last year), the enrollment deadline is **May 1**.

4-H Online Enrollment and Management.

Kansas 4-H uses 4-H Online enrollment system. To enroll, create an account at: <https://v2.4honline.com/>

If you change mailing or email addresses throughout the year, please change them in 4-H Online as well as contacting the Extension Office.

Adding or Deleting Projects

We have a project deadline of May 1 of the current 4-H year. To add or delete a project, you must go into your 4-H Online account and delete or add the project by May 1 of the current year.

The 4-H Year

The 4-H Year starts on October 1 and ends on September 30.

4-H Age

When asked for your 4-H age, that is your age by January 1 of the current 4-H year. Examples: Macy turns 10 on January 1, 2022. Her 4-H age is 9 for the 2021-2022 4-H year. Jared turns 12 on December 31, 2021. His 4-H age is 12 for the 2021-2022 4-H year.

Although 4-H is open to all youth ages 7-18, some events and activities are limited by age. Most will ask for your 4-H age when registering for the event. This is to encourage age appropriate activities and build on experiences and knowledge as youth get older.

Transferring Membership Between Clubs

A 4-H member may transfer clubs during the 4-H year. You must meet the enrollment deadlines for transfer. (This means that if you are a returning member you must switch clubs by January 15 of the current year). To transfer to a new club, follow the 4-H Online: How to Change Clubs Guide on the Join 4-H section of our webpage:

<https://www.maraisdescygnnes.k-state.edu/4-h/joining/index.html>

Residence

Kansas youth typically enroll within the Extension Unit (County/District) in which they reside. However due to educational or social reasons, individuals living in one Extension Unit may join 4-H in another. Although a 4-H member may choose to participate in another Extension Unit, they can only enroll and exhibit in one Extension Unit.



4-H Basics

The Motto

“To Make the Best Better!”

The Emblem

The 4-H emblem is a four-leaf clover; each H stands for Head, Heart, Hands & Health.

The Pledge

I pledge my **HEAD** to clearer thinking,
my **HEART** to greater loyalty,
my **HANDS** to larger service,
and my **HEALTH** to better living,
for my club, my community,
my country, and my world.



Kansas 4-H focuses on the mastery of five life skills:

- A Positive Self-concept
- An Inquiring Mind
- A Concern for Community
- Healthy Interpersonal Relationships
- Sound Decision-Making

4-H Newsletter

Each month, we email out the Marais des Cygnes District 4-H Newsletter to all 4-H families, so you will need to make sure we have the correct email address for your family. The newsletter is also published on the Marais des Cygnes District Webpage at <https://www.maraisdescygn.es.k-state.edu/>. The newsletter provides a good resource for important information, project news, deadlines, and upcoming events.

Facebook Pages:

The Marais des Cygnes District has the following Facebook pages:

Miami County: @MiamiCountyKS4H

Linn County: @LinnCountyKS4H

Marais des Cygnes Extension District: @MdCExtension

Deadlines

The proper compliance with established, states, and published deadlines is considered an appropriate expectation of 4-H membership. Submitting things that are time sensitive and following the rules is part of the 4-H learning experience. Individuals not complying with these expectations may lose awards and privileges. This is especially true in animal projects where animal ownership, raising and identification have a specific time period as part of the project requirements. Members not complying with established and published dates and deadlines for exhibition may be denied exhibition privileges.

Participation

Attendance and participation at 4-H meetings is highly encouraged as part of the overall educational experience. However, club meeting attendance cannot be required as criteria for project completion or fair participation. 4-H meetings should be the quality that 4-H members want to attend, participate and learn something beneficial.

According to the Kansas 4-H Policy, "4-H clubs may establish attendance policies for a member to run for election as a club officer, apply for club scholarship, and/or participate in other special club opportunities offered to members at the club level."

Fundraising

4-H members may not solicit funds to help support their individual 4-H projects. 4-H members may fundraise for a specific 4-H educational trip. Donation given directly to a 4-H'er are not tax deductible because they do not go to a 4-H club or group.

4-H Fundraising must be approved by the 4-H Youth Development Agent. The funds raised must be used to further the 4-H mission and account procedures must be appropriate and in accordance with the policy. **Fundraising events should be emailed to Karla at khightow@ksu.edu for approval at least 30 days before the fundraising begins.** This is to keep other organizations from using the 4-H name, to track on going fundraisers, and to make sure all fundraisers are appropriate for 4-H.

Collecting Donations

All donations should be youth appropriate and useful in the implementation of the 4-H educational program. You should not collect donations made out to you directly. All donations should be made to a 4-H club or entity. This includes donations to shows and events. You will also need to track any money which you receive in the name of 4-H. **Example: If you are collecting donations for the Spring Goat Show, all checks should be made out to the 4-H Council. If you have a silent auction, all items donated must be youth appropriate, i.e. no items from liquor or vape shops.**

Expectations of Parents & Members

All 4-H participants—**youth, families, volunteers and staff**—who participate in or attend any activity or event sponsored by K-State Extension 4-H Youth Development Program are expected to uphold the values of the Kansas 4-H Program and conduct themselves according to the following standards:

1. Be present, attentive and engaged in the 4-H activities. Practice good sportsmanship, be helpful to others, uphold ethical practices in 4-H projects and event, and never cheat or falsely represent efforts related to 4-H Project activities.
2. Know and follow federal, state, and local laws that apply to minors (e.g. no use of alcohol, illicit drugs, and tobacco in any form).
3. Use language and actions that do not interfere with others' participation in the program. **(Swearing, harassment, and bullying are not allowed).**
4. Know and follow safety policies and procedures.
5. Obey all rules and directives that apply to the 4-H activity.
6. Use mobile electronic devices during scheduled 4-H activity only in an approved manner.
7. Apply the conduct standard to online 4-H activities such as social media and internet presence.

A complete Kansas 4-H Participant , Parent, and Volunteer Code of Conduct can be found on the website at: www.maraisdescygn.es.ksu.edu/4-H/

4-H Members and Volunteers must sign a code of conduct when enrolling . This is our expectation for 4-H members and volunteer behavior.

Membership Options

4-H Community Clubs

A community club is an organized group of at least five youth from at least three families, led by two or more screened adult volunteers, with a planned program that is carried on throughout the year. Community clubs are our traditional 4-H clubs. The community club members typically are enrolled in more than one project area.

Marais des Cygnes District has 22 community clubs that meet monthly.

4-H Project Clubs

A project club is an organized group of at least five youth from at least three families, led by two or more screened adult volunteers, with a planned program that is implemented throughout the year. Project club participants are enrolled in the specific project. Project clubs may meet in any location and may have elected officers and bylaws approved.

The Marais des Cygnes District has seven project clubs including the Miami County Horse Club, Miami County Dog Club, Miami County Rabbit Club, Sunshine Makers (MdC District Cloverbuds), Linn County Dog Club, Linn County Rabbit Club, and Linn County Trailblazers Horse Club.

You do not have to be a member of a community club to join a 4-H project club. However, to get the full 4-H experience it is encouraged that you belong to a 4-H community club. 4-H member who belong to a 4-H community club can participate in a 4-H project club in addition.

Independent Study

If you are not able to be a part of a local 4-H Community Club or Project Club, you can enroll as an Independent 4-H Member. Independent 4-H member must complete the Individual Study 4-H Member plan with their enrollment. The Study Plan is available at: <https://www.maraisdescyignes.k-state.edu/4-h/joining/index.html> and is due by January 15 for returning members and May 1 for new 4-H members. They must also enroll in our online system.

Independent study members must have a screened adult mentor other than a parent. They are also required to help with the 4-H Food Stand at their local fair to help fundraise for their county/district. Independent 4-H members also complete a Year-End Report which is the Kansas 4-H Personal Page and a Permanent Record with at least three pictures of their project work. The Year-End reports are due by the second Monday in September.

Independent 4-H Members are NOT eligible for Membership Pin Awards.

Projects

4-H uses projects as learning opportunities for members. Each member must select at least one project each year and should keep records for that project. Projects help youth explore an area of interest. 4-H members must be enrolled in the appropriate project to exhibit in any division of the county fair.

Marais des Cygnes District 4-H offers over 30 different projects as well as Self-Determined which can be anything that you would like to learn more about. An example of Self-Determined might be Dinosaurs or Bee Keeping.

Selecting a project is an exciting part of 4-H!
Below is a list of the projects 4-H has to offer:

Beef

Citizenship

Clothing & Textiles
(Sewing & Purchasing)

Communications

Dairy (Goats & Cattle)

Dog Care & Training

Entomology

Environmental Science

Energy Management
(Electricity, Small Engines)

Family Studies

Fiber Arts

(Knitting, Crochet, Needle Arts, Patchwork & Quilting, Weaving, Macramé)

Foods & Nutrition

Geology

Health & Wellness

Home Environment

Horse

Leadership

Meat Goats

Performing Arts
(Drama, Music, Dance, etc)

Pets

Photography

Plant Science
(Crops, Garden, Flowers)

Poultry

Rabbits

Reading

Self-Determined

Sheep

Shooting Sports

Space Tech

Swine

Visual Arts
(Arts & Crafts)

Woodworking

Parents Role in 4-H

4-H is a family activity. Few other programs allow children and their parents and other adults to work side by side, play together, and watch each other develop skills and talents.

Here is how you can help contribute to your child's 4-H experience:

- Take an interest in your child's 4-H projects and activities.
- Learn what 4-H is about, its purpose and objectives. ASK QUESTIONS!
- Assist your child in selecting projects they enjoy and have the ability to do.
- Listen, look and offer suggestions but avoid the temptation to "take over" or do things yourself.
- Provide encouragement and guidance in your child's project work. Help them understand what to do but give them the responsibility to do the actual work.
- Keep track of 4-H experiences and project work in a permanent record, calendar, spreadsheet, etc.
- Help your child make plans for what they want to learn and how they would like to expand their project experience.
- Attend regular club meeting with your child to learn more and encourage them.
- Encourage your children to participate in club activities.
- Get to know the club leaders and project leaders
- Be willing to volunteer for club activities and tasks.

Volunteers

Volunteers are fundamental to the 4-H Program. They provide assistance needed to enable youth to become healthy, self-directing, and contributing members of society. It is important that we provide a safe educational experience for all 4-H members and volunteers.

To ensure that 4-H provides a safe education experience, all adults wanting to contribute to the 4-H Program as a club leader, project leader, or chaperone/chauffeur must complete the Volunteer Screening Process. All screened volunteers should be 21 and over.

To maintain volunteer status, all screened volunteers must enroll each year in 4-H Online by going to <https://v2.4honline.com/>

New volunteers who would need to be screened, should contact Karla for the screening process.

Volunteers in any of the following roles must be screened:

- Organizational (Project) Club Leaders
- Chaperones
- Camp Volunteers
- Volunteers who will have access to funds raised on behalf of 4-H
- Volunteers who will have access to confidential records or information

Process steps include: 4-H Online profile, references, criminal history, interview, orientation, and approval.

4-H Presentations

Presentations by the 4-H member are encouraged. Here are the different types of presentations that are used at most club meeting and some county and state events.

Project Talk

The member tells what he/she is doing in the project, where he/she went, what was seen, what activities were conducted, etc.

Demonstration

The member shows and tells how to do something and there is a finished product.

Illustrated Talk

The member tells how to do something but does not have a finished product.

Public Speaking

For older 4-H members, the 4-H member gives a presentation about a topic of their choice.

Animal Project Requirements

Each 4-H member shall care for his/her animal for the appropriate time determined by each species.

Through Animal 4-H Projects, 4-H'ers gain the following:

- Learn basic principles of animal science by owning, caring for, and keeping records on one or more animal.
- Demonstrate knowledge of sound breeding, feeding, and management practices.
- If raising an animal for market, learn meat industry standards and practice those standards to produce a safe meat product for consumers.
- Develop integrity, sportsmanship, and decision-making skills.

The following chart tells the Marais des Cygnes District Requirements for Animal Projects.

Animal/Project	Miami County Fair Deadline	Linn County Fair Deadline
Bucket Calf	June 1 ownership deadline Member must be 12 and under Cannot show market steer Calves must be born between Jan 1-Jun 1	June 1 Ownership Deadline Member must be 10 and under Cannot show market steer Calves must be born between Jan 1-Jun 1
Market Steers & Market Heifers	Must be tagged by March 11 Weigh-in/Tagging: March 11 5:30pm-7:00pm YQCA Training Required	Must be tagged by March 11 Weigh-in: March 11 5:30pm-7:00pm YQCA Training Required
Commercial Heifers	Must be tagged on March 11 or by June 15 Tagging: March 11 5:30pm-7:00pm YQCA Training Required	YQCA Training Required
Registered Heifers, Registered Does, Registered Ewes, & Registered Gilts	Registration papers must be in the exhibitor's name by June 15 A copy of the registration papers are due to the Paola Office with fair pre-entries on July 1. YQCA Training Required	Registration paper must be in the exhibitor's or immediate family member name by June 15 YQCA Training Required
ALL Goats & Sheep	Scrapies tags by May 6	Scrapies tags by fair
Market Goat, Market Sheep, & Market Swine	Must be tagged by May 6 Weigh-in: May 6 4:00pm-8:00pm YQCA Training Required	Must be tagged by May 6 Weigh-in: May 6 4:00pm-8:00pm YQCA Training Required
Commercial Does, Commercial Ewes, & Commercial Gilts	Must be Tagged by May 6 Tagging: May 6 4:00pm-8:00pm YQCA Training Required	Must be Tagged by May 6 Tagging: May 6 4:00pm-8:00pm YQCA Training Required
Horse	May 1: Horse Identification Certificate due to local office. Horse Level Testing must be done by your county's entry deadline or district horse show deadline. Miami County requires Level 1 to be completed by July 1 to show at Miami County Fair Horse Show.	
Dairy Goats, Rabbits, Dairy Cattle	May 1: 4-H members must have ownership & animals must be in the 4-Her's name	
Lost Ear Tag Policy	If your livestock loses a tag after the official tag deadline for your county, please contact the extension office in the county where you participate in 4-H. You will need to provide the agent with the following items: Tag number that was lost Provide an additional ear tag number, scrapie tag number, tattoo or ear notch, Send a photo of the animal that lost the tag.	
Youth Quality Care of Animals Training (YQCA)	Both the Linn County Fair and Miami County Fair require that all exhibitors in market and breeding livestock (Beef, Sheep, Meat Goats, and Swine) complete their YQCA Training each year. You can do it online or attend one of the following in-person trainings: Paola Trainings: March 15, 7-11year olds only at 10:00am; March 15 all ages 2:00pm; or April 26 at 7:00pm. All at the Paola Office. Mound City Training: March 25 at 6:00pm at Linn County 4-H Building All YQCA trainings must be completed by June 15 to show at either fair.	

Marais des Cygnes 4-H Deadlines & Events by Month

This is a general guideline for the deadlines and events offered each month by the Marais des Cygnes District 4-H Program. If there is a date by the deadline or event, that deadline does not change. The events with TBD (to be determined) will be published in the District 4-H Newsletter as the dates are finalized.

October

Oct 1 Start of New 4-H Year

- Oct 3-9 National 4-H Week Posters & Window Displays
- Oct 10 Achievement Celebration (Miami County)
- 23-24 Kansas 4-H Dog Conference & Quiz Bowl
- Oct 31 Early Bird Camp Registration Due

November

- Nov Officer Training (District-wide) Online
- Nov 1 KYLF Registration Due
- 20-21 Kansas Youth Leadership Forum
- Nov 17 4-H Awards Presentation (Linn County)
- 26-30 National 4-H Congress (*State Project Winners are awarded the trip to National 4-H Congress*)

January

Jan 15 Returning Member Enrollment Deadline[#]

- 2nd Mon Senior 4-H Scholarship Due (*District & State*)
- 29-30 Kansas 4-H Horse Panorama

February

- 1st Fri 4-H Club Day Registrations Due
- TBD 4-H Club Day (Music, Talks, Speeches)
- 14-15 Citizenship In Action Virtual (State Event)
- Feb 27 4-H Foundation Annual Meeting

March

- TBD Regional 4-H Day (*Top performers from 4-H Club Day*)
- Mar 11 Market Beef Tagging and Weigh-in (District-wide)
- Mar 15 Youth Quality Care of Animal Training—Paola
- Mar 25 Youth Quality Care of Animal Training—Mound City
- 25-27 Shooting Sport Instructor Training - Rock Springs

April

- Apr 15 Discovery Days Registration Due
- Apr 26 Youth Quality Care of Animals Training—Paola

May

May 1 New Member Enrollment Deadline*

- May 1 Horse Identification Papers Due
- May 1 Add or Delete Projects Deadline**
- May 6 Market Beef Nominations Due for KJLS & State Fair
Market Hog/Market Sheep/Market Goat Tagging
& Weighing (Linn & Miami)

June

- Jun15 Swine, Sheep, Goats, and Commercial Heifer
Nominations due for KJLS & State Fair
- TBD Discovery Days (State Event)
- TBD SE Area Favorite Foods Show
- TBD SE Area Judging Contest (Crops, FCS, Horticulture)
- TBD SE Area Livestock Judging Contest
- TBD Day Camps
- TBD Campference (State Event)
- TBD State Geology Trip
- TBD Chopped Clover Edition (Cooking Competition)
- TBD Favorite Food Show

July

- Jul 1 Pre-entries due for Miami County Fair
- Jul 15 Kansas State Fair Livestock Entries Due
- Jul 15 Pre-entries due for Linn County Fair
- 23-30 Miami County Fair
- TBD District Horse Show
- Jul 18 Fashion Revue (Clothing Modeling)

August

- Aug 1 State Fair Horse Pre-entries due
- Aug 12 State Fair Non-Livestock Pre-entries due
- Aug 15 KS Junior Livestock Show Entries Due
- TBD Linn County Fair
- TBD State Livestock Judging Contest
- TBD State Horticulture Judging Contest

September

2nd Mon Project Report Forms Due

- 2nd Mon Member Achievement Pin Applications Due
- 2nd Mon Club Seal Application Due
- 2nd Mon Club Project Application Due
- 9-18 Kansas State Fair
- TBD Record Book Judging
- Sept 30 End of 4-H Year**

*This deadline is for showing at either county fair. You can enroll in 4-H at any time to participate in club activities but cannot show in the 4-H division of the Miami or Linn County Fair.

Returning members are those 4-H members who were enrolled in the Marais des Cygnes District 4-H Program last year.

Grievance Filing & Procedures

The Marais des Cygnes District has a 4-H Grievance Policy. Any grievance concerning the 4-H Program (breach of code of conduct, club day rule, inappropriate behavior from an adult in charge, rules violation, etc)... must be brought to the attention of one of the Grievance Committee members in writing within 48 hours of the said violation. The Grievance Committee consist of the District 4-H Agent, Program Development Committee Members, and the District Board Chair.

The written statement must include:

- Names of Persons involved and cause of complaint or appeal.
- Situation, documentation, and recommendations for corrections.
- Specific action, rule, etc., in question.
- Additional persons the committee may contact for further clarification.
- Signature of the protesters.

The Grievance Committee will then call a meeting to discuss the matter. If necessary, all parties will be called in. A resolution for the violation will be decided and given to the parties involved.

The Grievance Committee's decision is final.

Cancellation Policy due to Weather

Kansas weather can cause many problems including meeting cancellations. If schools are closed due to the weather, we will cancel county-wide/district-wide 4-H meetings and events. Sometimes bad weather can happen after school. If they are calling for snow or ice that evening, we are probably going to cancel any meeting that night. Be sure to check your email and Facebook for updates when winter weather is in the forecast. We try to cancel meetings by noon or 1:00p.m. if not sooner. Please check with your Club Leader to see what your club policy states.

Kansas State University is committed to making its services, activities and programs accessible to all participants. If you have special requirements due to a physical, vision, or hearing disability, contact Marais des Cygnes District Extension at 913-294-4306 or 913-795-2829

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

Marais des Cygnes Extension District

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