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 6 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 and 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. In addition, 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 and 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 District Cloverbud meeting is held on the 2nd Thursday of each month from 5:30 to 6:30pm at the Paola Office. Each month, Cloverbuds learn about 4-H and the different projects that are available. Meetings include games, activities, and crafts as well as 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
104 S. Brayman
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

Devin Ramsey
District 4-H Program Assistant
april09@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 requires 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 15th. Returning 4-H members are those who were enrolled in Miami or Linn County 4-H the previous year. For members who are new to 4-H (Not enrolled last year), the enrollment deadline is May 1st.

**4-H Online Enrollment and Management.**
Kansas 4-H uses 4-H Online enrollment system. To enroll, create an account at: https://ks.4honline.com

If you change addresses 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 1st 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 1st of the current year.

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

**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 1st, 2020. Her 4-H age is 9 for the 2019-2020 4-H year. Jared turns 12 on December 31, 2019. His 4-H age is 12 for the 2019-2020 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. 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.maraisdescygnes.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 Newsletter
Each month, we email out the Marais des Cygnes District 4-H Newsletter to all 4-H Families. The Newsletter is also published to 4-H Online and our District Webpage. The newsletter provides 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 award 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 meeting 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 club members at the club level." 

Fundraising
4-H members may not solicit funds to help fund 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 email Karla at kheightow@ksu.edu for approval at least 30 days before the fundraising begins. This is to keep other organization from using the 4-H name and to keep track of the fundraisers happening and to make sure they 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. 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 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 rule 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 as well including 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.maraisdescygnnes.ksu.edu/4-H/
Membership Options

4-H Community Clubs
A community club is an organized group of at least 5 youth from at least 3 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 23 Community Clubs that meet monthly.

4-H Project Clubs
A project club is an organized group of at least 5 youth from at least 3 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 eight Project Clubs including the Miami County Horse Club, Miami County Dog Club, Miami County Rabbit Club, Miami County Poultry Club, 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.maraisdescygnes.k-state.edu/4-h/joining/index.html

Independent Study members must have an 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 4-H Story with at least 3 pictures of your project work. The Year-End reports are due by 2nd 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. Project 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 Welding.

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 need 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.

Volunteer Applicant Steps:
1. Complete and submit the Kansas 4-H Volunteer Service Application to either Marais des Cygnes District Office.
2. Register self with the Kansas 4-H Online Enrollment System (https://ks.4honline.com).
3. Receive confirmation from local office concerning "approved" status through Kansas 4-H Online, then complete the Kansas 4-H Volunteer Orientation.
4. After completing the Kansas 4-H Volunteer Orientation, notify Karla or Devin that you have completed it and schedule an Interview appointment.
5. After the interview, you will be sent information to complete an online background check.
6. The MdC Extension Offices will compile information and submit applicant’s packet for processing.
7. The Marais des Cygnes Extension District will send a letter concerning volunteer status and appointment for 4-H work.

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.

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<th>Animal/Project</th>
<th>Miami County Fair Deadline</th>
<th>Linn County Fair Deadline</th>
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| Bucket Calf    | June 1st Ownership Deadline  
Member must be 12 and under  
Cannot show Market Steer  
Calves must be born between Jan 1-Jun 1 | June 1st 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 13th  
Weigh-in/Tagging: March 13th 5:30-7pm  
YQCA Training Required | Must be tagged by March 13th  
Weigh-in: March 8th 5-7pm  
YQCA Training Required |
| Commercial Heifers | Must be tagged on March 13th or by June 15th  
Tagging: March 13th 5:30-7pm  
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 15th.  
A copy of the registration papers are due to the Paola Office with Fair Pre-entries on July 2.  
YQCA Training Required | Registration paper must be in the exhibitor’s or immediate family member name by June 15th.  
YQCA Training Required |
| ALL Goats & Sheep | Scrapies Tags by May 8th | Scrapies Tags by Fair |
| Market Goat, Market Sheep, & Market Swine | Must be Tagged by May 8th  
Weigh-in: May 8th 4-8pm  
YQCA Training Required | Must be Tagged by May 8th  
Weigh-in: May 8th 4:30-7:30pm  
YQCA Training Required |
| Commercial Does, Commercial Ewes, & Commercial Gilts | Must be Tagged by May 8th.  
Tagging: May 8th 4-8pm  
YQCA Training Required | Must be Tagged by May 8th.  
Tagging: May 8th 4:30-7:30pm  
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.  
See Marais des Cygnes District 4-H Newsletter for dates. | |
| Dairy Goats, Rabbits, Dairy Cattle | May 1st: 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 you participate in 4-H in. 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 18 7-11year olds only at 10am; March 18 all ages 2pm; or April 28 at 7pm. All at the Paola Office.  
**Mound City Training:** March 25 at 6:30pm at Linn County 4-H Building |
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 15 Registration for KS Youth Leadership Forum & KS Volunteer Forum
6-12 National 4-H Week Posters & Window Displays
TBD 4-H Sunday Celebration
Oct 13 Achievement Celebration (Miami County)
TBD Kansas 4-H Dog Conference

November

Nov 10 Officer Training (District-wide)
Nov 9 Miami County 4-H Foundation Clover Run
23-24 Kansas Youth Leadership Forum
23-24 Kansas Volunteer Forum
Nov 20 Achievement Celebration (Linn County)
TBD 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)

February

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

March

TBD Regional 4-H Day (Top performers from 4-H Club Day)
Mar 13 Market Beef Tagging and Weigh-in
Mar 17 Youth Quality Care of Animal Training—Paola
Mar 25 Youth Quality Care of Animal Training—Mound City

April

TBD Fantastic 4-H Camp Registration Due
Apr 15 Discovery Days Registration Due
TBD Camp Counselor Applications due
Apr 28 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 1 Market Beef Nominations Due for KJLS & State Fair
Market Hog/Market Sheep/Market Goat Tagging & Weighing (Linn & Miami)

June

Jun 15 Swine, Sheep, Goats, and Commercial Heifer Nominations due for KJLS & State Fair
TBD Discovery Days (State Event)
19-22 Fantastic 4-H Camp at Rock Springs
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 15 Kansas State Fair Livestock Entries Due
18-25 Miami County Fair
TBD District Horse Show
TBD Fashion Revue (Clothing Modeling)
TBD Pre-entries due for both Miami and Linn County Fairs

August

Aug 1 State Fair Horse Pre-entries due
Aug 14 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/KAPS Due
2nd Mon Member Achievement Pin Applications
2nd Mon Club Seal Application Due
2nd Mon Club Project Application Due
11-20 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 Grievance Committee will then call a meeting to discuss the matter. If necessary, all parties would be called in. A resolution for the violation will be decided and given to the parties involved.

The Grievance Committee 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 forecast. We try to cancel meetings by Noon or 1 pm if not sooner. Please check with your Club Leader to see what your Club policy states.