

# FALLON COUNTY 4-H POLICIES AND PROCEDURES

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**Please see the most current Fallon County Fairbook  
for fair guidelines pertaining to specific projects.**

**Be sure to look for Fallon/Carter Extension on facebook.**



**FALLON COUNTY 4-H COUNCIL CONSTITUTION  
LAST REVISED JANUARY 2015**

**ARTICLE I**

The name of this organization shall be the Fallon County 4-H Council.

**ARTICLE II - OBJECT**

The object of this organization shall be to promote 4-H club work in the county through:

1. Meetings of the county council for the purpose of discussing the affairs and problems of the 4-H clubs in the county and outlining a program of work that will assist in stimulating greater interest in and raising the standards of 4-H club work.
2. Cooperation with the county extension agent and other agencies interested in assisting in the development of the 4-H club program.
3. Informing 4-H leaders and members in order that the 4-H club program may more effectively serve the county.

**ARTICLE III - MEMBERSHIP**

All Fallon County members and leaders are welcome at council meetings. Voting membership of the council shall consist of two members and two leaders from each club. Voting membership will designate themselves on the roll call sheet at the beginning of the meeting.

Leaders at large will be recognized as one club and have two votes on the council.

**ARTICLE IV - OFFICERS**

Section I: The officers of this organization shall be the president, vice-president, secretary, Treasurer, historian and Senior Ambassador.

Section II: Eligibility - all registered 4-H leaders shall be eligible to hold office. All council officers are required to attend three of the four scheduled council meetings. If an officer is unable to fulfill their duties they will be replaced.

Section III: Term of office

The term of office shall be two years and elections will be staggered. President and secretary will be elected on even numbered years. Vice-president and treasurer will be elected on odd numbered years.

All offices in the 4-H Council shall be of one term, which consists of two years served. All offices shall have a limit of three consecutive terms. If an interim is needed, it does not count towards the three consecutive terms. The offices that this pertains to are President, Vice-President, Secretary, Treasurer, Historian, Key Ambassador Leader, and the 4-H Foundation Rep.

#### Section IV: Election

A nominating committee composed of two members shall be appointed by the executive committee. One member of this committee will be from the executive committee. The nominating committee's list of candidates must be turned in to the Extension Office on or before September 1 to be sent in a newsletter two weeks prior to the election. Elections shall be held at the annual October meeting. Voting shall be by ballot if more than one nominee per office.

#### Section V: Foundation Rep

All correspondence pertaining to the Montana 4-H Foundation is to be sent to the Extension Office. Foundation Representative will be the current 4-H Congress adult chaperone.

### **ARTICLE V - DUTIES OF OFFICERS**

#### Section I: President

The president shall preside at all meetings, appoint committees and perform such other duties as deemed necessary.

#### Section II: Vice-President

The vice-president shall act for the president whenever the latter is unable to attend to his duties. He will also assist the president and the county extension agent in making and carrying out detailed plans for the meetings of the association. He may act as chairman of the program committee.

#### Section III: Secretary

The secretary shall record minutes of the meeting, attend to correspondence, take roll by club.

#### Section IV: Treasurer

The treasurer shall record all income and expenditures.

#### Section V: Historian

The historian shall be responsible for keeping a scrapbook. The do not have to be a member of the council. The historian will be assisted by the Ambassador Team.

## **ARTICLE VI - COMMITTEES**

The standing committees of Fallon County 4-H Council shall be:

### Section I:

#### Executive Committee

The executive committee shall be composed of five council members which shall include the president, vice-president, secretary, treasurer, historian and Senior Ambassador.

This committee shall have supervision over matters of general interest to the organization, shall act as a planning committee in the preparation of the yearly program of work and may appoint all standing committees. They may meet to attend the council business between regular meetings of the council.

### Section II: Club Hosting County Events

4-H Foods Festival, Fashion Revue/Quilt Show, Communications Day, Small Projects Judging, Livestock Judging, Horse Judging, and Horse Play Day. These committees shall make arrangements for the judging event and assist in obtaining judges if necessary.

Section III: The county 4-H Clubs will take turns in rotation to host Achievement Night which will be held in October. (Jan 2007).

### Section IV: Special Committee

The president may appoint special committees from time to time to facilitate the working of the county 4-H council.

Section V: All registered 4-H members and leaders may be appointed to committees.

Section VI: The county agent and council president are ex-officio members of all committees.

Section VII: Each committee is responsible for public relations.

## **ARTICLE VII - MEETINGS**

### Section I:

There shall be four regular meetings of the county 4-H council each year. They will be held in October, January, April and July. Day and time will be decided at annual meeting in October.

### Section II:

A quorum will consist of one representative from sixty percent of the clubs in the council.

### **ARTICLE VIII - AMENDMENTS**

This constitution may be amended at any regular meeting of the council provided the amendment has been submitted and read at a previous council meeting and passed by a majority vote of council members present.

### **ARTICLE IX - MEMBER REIMBURSEMENT**

Members will receive reimbursements after applying and being accepted.

### **ARTICLE X**

This constitution will be printed in the newsletter prior to the annual October meeting each year.

### **ARTICLE XI**

#### **RESPONSIBILITIES OF COUNTY 4-H COUNCILS TO DISTRICT OFFICERS (to be given to county council president, secretary and county agent)**

1. Notify district chairman and vice-chairman of each county 4-H council meeting.
2. Send copy of minutes of county 4-H council meetings to district chairman and vice-chairman.
3. Collect state dues and send them with the names and addresses of those who have paid to the Montana 4-H Council Treasurer. Fees are due by January 1.
4. When new county 4-H council officers are elected, send names, addresses, telephone numbers to the district chairperson and to the district vice-chairperson. Also, send name of district council representative if you have one, and council meeting dates.
5. If you have a district council, try to have a representative from your county and your county agent attend district council meetings.
6. When your county agent receives copies of minutes of Montana 4-H Council executive committee meetings, review them at your county council meetings.
7. Keep district chairperson and/or vice-chairperson informed of any problems, questions, suggestions, complaints, etc., concerning the 4-H program so that these can be brought up at the next executive committee meeting.

## ARTICLE XII

### **Compensation and Conflicts of Interest:**

- All persons associated with this chartered group are volunteers.
- No adult or youth will use their position with 4-H or the knowledge gained from their position in 4-H for personal financial benefit.

## ARTICLE XIII

**Whistleblowers Protection:** To maintain the highest standards of conduct and ethics, the Fallon County 4-H Council and 4-H Program will investigate any suspected fraudulent or dishonest use or misuse of resources. Any allegations of dishonesty will be handled with sensitivity, discretion and confidentiality to the extent allowed for by law. The 4-H organization will use its best efforts to protect whistleblowers against retaliation.

## ARTICLE XIV

**Document retention and destruction:** The following procedures for the retention and destruction of Records will be followed.

- |  |                      |
|--|----------------------|
| • <b>Charter</b>                                   | <b>permanent</b>     |
| • <b>By-Laws</b>                                   | <b>permanent</b>     |
| • <b>EIN Paperwork</b>                             | <b>permanent</b>     |
| • <b>990 tax returns</b>                           | <b>7 years</b>       |
| • <b>Annual and Audits</b>                         | <b>7years</b>        |
| • <b>Bank Records</b>                              | <b>3 years</b>       |
| • <b>Donor Records and Acknowledgement Letters</b> | <b>3 years</b>       |
| • <b>Grant paperwork completion</b>                | <b>3 years after</b> |
| • <b>Minutes</b>                                   | <b>3 years</b>       |
| • <b>Correspondence</b>                            | <b>3 years</b>       |
| • <b>Yearly Program Plans</b>                      | <b>3 years</b>       |

Copies of all permanent records will be kept on file at the local Extension office. The Extension offices in collaboration with the organizational leader are the designated persons to identify the records that have met their required retention time and will oversee the destruction. All destruction will be by shredding.

## ARTICLE XV

Said organization is organized exclusively for charitable, religious, educational, and scientific 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 corresponding section of any future federal tax code.

### **ARTICLE XVI**

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **ARTICLE XVII**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.



## 4-H MEMBERSHIP REQUIREMENTS

1. Membership requirements established to exhibit in the Fallon County Fair or apply for a project award are as follows:
  - \* member must participate in at least one county event as a contestant
  - \* member must do a demonstration at the club or county level
  - \* member must attend 80% of their club meetings
  - \* member must have journal up to date by August 10<sup>th</sup> of the current year
  - \* journals must be signed by a leader and turned into the Extension Office by the 2<sup>nd</sup> Wednesday in September
2. Youth who turn 6 years of age during the 4-H program year (October 1-September 30) may join 4-H Cloverbuds. When youth turn 9 during the 4-H year, they may join a regular 4-H club as a “full-fledged” 4-H member. If youth turn 19 years of age prior to the beginning of the program year (October 1), they are ineligible to re-enroll in 4-H unless they are still in high school. NOTE: Cloverbuds is the only project in which youth ages 6-8 are to be enrolled.
3. A member should have completed at least two projects in any 4-H area in a year before they can enroll in a self-determined project. (Jan. 22, 1997)
4. Each registered 4-H member will owe the Extension Office a \$5.00 due to cover project materials for the 4-H year. (October 23, 2002) Membership dues are the responsibility of each club. They are to list names of members, fees paid and have the money sent to the Extension Office by January 1.
5. Clubs must turn in their leader dues and insurance fees to 4-H Council treasurer by February 1. (Jan. 1999)
6. Schoolwork can be counted as fulfilling the 4-H requirements. (Jan. 22, 1997)
7. New members have until June 1 to enroll in 4-H for the current 4-H year. (Oct. 14, 1997) *Returning members and leaders must re-enroll in 4-H before March 1 of the current 4-H year or revert back to first year status.*(Jan. 1999)
8. All members must participate in all 4-H Council fund raisers to be eligible for any financial assistance from the 4-H council for any 4-H funded trips. (October 17, 2001)
9. Cloverbuds are not to participate in any money-making activities per State Policy and Procedures.

10. The state requires that activities need to be documented in the members records. Activities must provide learning experiences. Routine care of an animal is not considered a learning activity. Project completion requirements:
- \* Levels 1 & 2 require 7 learning activities, while Level 3 and above need only 5 activities.
  - \* Level 1 in any project must complete the project manuals. After Level 1, manuals will be optional but highly recommended.
  - \* Manuals that are used must be turned in with the record books at the end of the year for review. Please include a year in all dates recorded, so that it is known which 4-H year the activity was for.
  - \* Leaders are encouraged to review their clubs' record books before they are turned in for county review.

**FINANCIAL OPERATING**

1. Food Booth will pay the fair board 7% of money made to cover fair board cost. (Oct. 18, 1995)
2. Each member will receive 10% of their fruit sales if all deadlines set by the Fruit Sales committee are met. If a member fails to turn in their order sheet, pick up their fruit, sort their fruit, deliver their fruit or turn in their money by the designated dates, their 10% will be donated to the Fallon County 4-H Council. (October 2004)
3. Window display winners shall be paid \$50.00 (January 2015)
4. The 4-H Foundation Plaque money received during the livestock sale will be used to send the \$5.00 per member to the state according to their recommendations. Any money that is contributed above that \$5.00 per member amount will be used for something local. (April 17, 1999)
5. No market checks will be issued to 4-H members until they have turned in a completed thank-you to the 4-H Office with postage attached. (January 19, 2000)
6. Two signatures are needed on the 4-H Council checking account. One signature will be the council treasurer and one signature will be the council president. (January 17, 2001)
7. 4-H Council Treasurer will pay insurance fees, State Ambassador fees, and Leader dues each year in a timely manner.
8. The Council will pay the following per county event: \$75.00 for judges for one-half day, \$150.00 for judges for a full day and current state rate mileage (2015 State Rate is .575 per mile) with a limit of \$100.00. The amount of \$75.00 will be paid to the club that is hosting the event including Achievement Night with reimbursement forms completed and turned in to the 4-H Council Treasurer. (January 2015)
9. The Fallon County 4-H Council and each 4-H Club will have their own EIN (Employer Identification Number). The Extension Office will file for each 4-H Club an IRS tax report by February 15 for the previous tax year.
10. The Fallon County 4-H Council will have its own GEN (General Employer Number) and have 501 c (3) status. (2012)

11. An audit will be done by the Fallon/Carter Extension Agent on the 4-H Council and each 4-H Club in October of each year. The following items are to be turned in: the last 12 months of bank statements, checkbooks, savings account books, treasurer books and a current inventory of assets. An audit by a Certified Accountant and a current inventory of assets may replace the items to be turned in. (January 2006)
12. The 4-H Council will pay the \$12.00 Leader Screening fee for all present and future 4-H Leaders. (October 2009)
13. The 4-H Council will provide a meal ticket for livestock judges at the fair to include a meal and a drink. (January 2010)
14. The 4-H Council has four \$200.00 scholarships available to present and past 4-H members (two given in memory of John Reetz and two given in memory of Karen Losing) If one individual applies, they could receive 2 scholarships (one of each) but not all 4 scholarships. (April 2008)
17. Montana 4-H requires that all 4-H Club bank statements be sent to the Extension Office for review. (Nov 2012)

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**COUNCIL**

1. Council meeting will not last over 1 hour and 30 minutes and committee reports be written, presented and not hashed over. If meeting is not completed in this time period, another meeting will be held within two weeks. (Oct. 21,1992)
2. All council property is to be used for only 4-H related activities. (January 2006)

**VOLUNTEER REQUIREMENTS**

1. All adults who have one-on-one contact with 4-Hers throughout the year need to be screened and certified. Exceptions are: infrequent contact persons such as guest speakers and fair judges, etc. Once you are a certified leader/volunteer, you will not need to go through the screening process again, as long as you do not have a break in association with 4-H. Screening will be done by HireRight, a company contracted by 4-H to compete the screenings. Until the entire screening process is complete, a leader/volunteer will not be certified. (Oct. 1, 2009)

**TRIPS**

1. Rules of out-of-state trips: Members must be 14 years old and have three years club work. (April 3, 1959)
2. Council pays for youth to attend 4-H Congress. Council will pay all chaperone fees and mileage. One chaperone for every six youth is recommended for chaperoning to Congress. (April 15, 1998)
3. Fallon County's 4-H Council contribution to anyone attending the National 4-H Congress and Washington DC Focus is to be \$300. (Jan 2007)
4. The 4-H council will pay the registration and mileage for Rec Lab & Leaders Forum. (January 2015)
5. The Fallon County 4-H Council will pay the camp fee for an adult chaperone to attend Eastern Montana 4-H camp. (April 21, 2004)
6. Council will pay for the chaperone expense for the OREO Trip. (April 2006)

**FALLON COUNTY 4-H SHOOTING SPORTS RULES**

MEMBERS MUST BE 9 YEARS OF AGE AS OF OCTOBER 1<sup>ST</sup> OF THE CURRENT 4-H YEAR TO PARTICIPATE IN THE MONTANA 4-H SHOOTING SPORTS PROJECT.

YOUTH NEED TO TAKE OR HAVE TAKEN AIR RIFLE AND HAVE A POSITIVE EVALUATION BEFORE BEING ELIGIBLE TO TAKE SHOTGUN, MUZZLE LOADING, 22 RIFLE, AIR PISTOL AND COWBOY ACTION.

FIRST YEAR MEMBERS WILL NOT BE ELIGIBLE TO TAKE THE POSTAL MATCHES.

MEMBERS WILL ONLY BE ABLE TO DO ONE POSTAL MATCH WHEN MORE THAN ONE IS BEING OFFERED AT A TIME.

EVALUATIONS WILL BE DONE BEFORE THE POSTAL MATCH BEGINS. POSTAL MATCH FEES WILL BE DUE BEFORE SHOOTING IN THE MATCH.

ANYONE TAKING AIR PISTOL MUST BE 11 YEARS OLD AS OF OCTOBER 1 OF THE CURRENT 4-H YEAR AND HAVE TAKEN AIR RIFLE BEFORE THEY CAN TAKE IT. THIS YEAR WE WILL BE LIMITING ENROLLMENT TO 6 SHOOTERS.

ANYONE WANTING TO TAKE MUZZLE LOADING MUST BE 13 YEARS OLD AS OF OCTOBER 1 OF THE CURRENT 4-H YEAR AND HAVE TAKEN AIR RIFLE AND/OR BEEN EVALUATED BY LEADERS.

ANYONE WANTING TO TAKE COWBOY ACTION MUST BE 13 YEARS OLD AS OF OCTOBER 1 OF THE CURRENT 4-H YEAR AND HAVE TAKEN AIR RIFLE AND/OR BEEN EVALUATED BY LEADERS.

\*THERE WILL BE \$10.00 DUES FOR MUZZLE LOADING.

\*THERE WILL BE \$10.00 DUES FOR AIR RIFLE.

\*THERE WILL BE \$10.00 DUES FOR AIR PISTOL.

\*THERE WILL BE \$10.00 DUES FOR ARCHERY.

\*THERE WILL BE \$10.00 DUES FOR 22 RIM FIRE RIFLE.

\*THERE WILL BE \$10.00 DUES FOR COWBOY ACTION.

\*THERE WILL BE \$20.00 DUES FOR SHOTGUN AND MEMBER MUST SUPPLY OWN FACTORY SHOTGUN SHELLS.

\*ADDITIONAL FEES WILL BE DUE FOR POSTAL MATCHES.

ALL RULES AND EXCEPTIONS TO RULES ARE AT THE DISCRETION OF THE LEADERS.

**FALLON CO. FRUIT SALE GUIDELINES**

To be eligible for financial support from the 4-H Council for trips other than Congress, you must participate in all 4-H Council fund raisers by selling a minimum of 1 item on the fruit sale order blank and have worked the number of hours you were scheduled for in the 4-H Food Booth during the fair.

To be eligible for financial support from the 4-H Council for Congress, you must participate in all 4-H Council fund raisers by selling a minimum of 5 items on the fruit sale order blank and have worked (at a minimum) the number of hours you were scheduled for in the 4-H Food Booth during the fair.

Each member will receive 10% of their fruit sales if all deadlines set by the Fruit Sales committee are met. If a member fails to turn in their order sheet, pick up their fruit, sort their fruit, deliver their fruit or turn in their money by the designated dates, their 10% will be donated to the Fallon County 4-H Council. (October 2004)

Your 10% check will be awarded to you by your club treasurer if you meet the above requirements and deadlines. If you do not meet these requirements and deadlines, your percentage will be forfeited by you and donated to your Fallon County 4-H Council. In addition to the percentage checks, money bonuses will be awarded to the top individual salespersons as follows:

1<sup>st</sup> place - \$25.00  
2<sup>nd</sup> place - \$20.00  
3<sup>rd</sup> place - \$15.00

Any member selling over \$1,000.00 in fruit will receive an additional \$25.00 cash bonus. Placing is based on money from fruit sales and not number of items sold. (April 20, 2011)

Regarding uncollected fruit money from 4-H members: a letter needs to be drafted from the executive council to the fruit seller asking them for the amount and give them two weeks to pay. If no payment is made at the end of two weeks, the council will inform the customers of the 4-H'er and let them know that payment was not made to the 4-H Council. (April 18, 2001)

No half box orders will be accepted on the 4-H Fruit Sale order sheets. Any half box order put on order sheet will be treated as a full box.

Families may sell as a group and receive the 10% of total sales but would not be eligible for additional monetary rewards or will not count for individuals to earn financial support for 4-H trips. (January 2015)

**FAIR GUIDELINES (INDOOR )****4-H GENERAL RULES**

1. Members of 4-H Clubs in Fallon and Carter Counties are eligible to exhibit in this department. All members must be enrolled in the projects in which they are entering. All entries must be approved by the County Extension Agent or local club leaders.
2. All entries must be made on the Fallon County Fair entry blanks. Additional entry blanks are available at the Fair Office and the Extension Office.
3. No entry fee is required in this department.
4. Attach "Age of Member, Year in Project", and year in current project level sticker to back of entry tags for exhibits in exhibit hall.
5. Exhibits need to be picked up at the Exhibit Hall between 5:00 p.m. and 8:00 p.m. on Sunday. 4-H members will not receive premium monies if they remove their exhibits from fairgrounds before Sunday at 5:00 p.m.
6. All 4-H exhibits will be judged on the Danish or Group System, of placing: first group - blue, second - red, and third - white.
7. Posters must be no smaller than 14" X 22" and no larger than 22" X 28". Criteria for judging posters: Originality - 25% Neatness - 25% Content - 50%
8. Members who are enrolled in different levels of the same 4-H project are eligible to exhibit in the higher level only at fair time.
9. Entry forms must be turned into the Extension Office no later than the date stated on your fair entry blank.

**All Open Class Rules Both Indoor and Livestock Supersede  
4-H Rules and Guidelines  
Printed in the Fairbook.**



## **4-H SILENT AUCTION**

### **For Indoor Exhibits at the Fallon County Fair**

1. Member must be enrolled in the project. Only one silent auction item per project, but member may enter one for each project they are enrolled in.
2. Item placed in the silent auction will be an entry in the fair. Item will be marked as such (for silent auction) on the fair entry form.
3. Silent auction item must have received a red or blue ribbon placing. If designated item does not receive a red or blue placing, another item may be selected from that member's other entries in that project that did receive said placing.
4. Member may require a minimum bid for their item.
5. Bids will be in increments of \$1.00
6. The location of the silent auction in the main exhibit hall will be at the discretion of the fairboard and manager; however, the location will be where the 4-H superintendents may observe the tables.
7. The auction will run from Friday at 3:00 PM until Sunday at 3:00 PM. This will allow items to remain in their exhibit areas for a day following judging. A bright symbol placed on the entry tags of silent auction items will make it easier for location of items to place in the auction on Saturday.
8. At 3:00 PM on Sunday a Fallon County 4-H Leader will declare the bidding closed and announce the winning bidders for each item. Items are to be removed from the area by 5:00 PM Sunday. Payments will be made to the Fallon County 4-H Council and the treasurer will make out checks to the members. No deductions will be taken from the monies collected.
9. Items remaining after 5:00 PM on Sunday will be the responsibility of the member to deliver and collect money for. Likewise the checks will be made to the 4-H Council.

\*\* It has been suggested that members who have items in the indoor silent auction at the fair could display posters of these items and advertise for the auction in a couple places on the fairgrounds during the fair. Area 1. will be in the livestock barn around the office/restrooms and area 2. will be under the grandstand for those coming and going there for rodeos etc... The size of posters will be 8 ½" X 11" with whatever the member wants to put on it – picture, drawings, words only, lamination, etc...

**FALLON COUNTY 4-H & FFA LIVESTOCK RULES**

1. Market Livestock ownership deadlines and fair weights are:

<b>Animal</b>	<b>Possession Date</b>	<b>Minimum Fair Weight</b>
<b>Traditional Market Beef</b> Steer/Spayed Heifer	February 1	900 pounds
<b>Miniature Market Beef</b> Steer/Spayed Heifer	February 1	500 pounds
<b>Horse</b>	May 1	No minimum weight
<b>Market Hog</b>	June 1	200 pounds
<b>Market Goat</b>	June 1	No minimum Weight
<b>Market Lamb</b>	June 1	90 pounds
<b>Stocker/Feeder</b>	June 1	No minimum weight
<b>Breeding Beef, Sheep, Swine &amp; Goat</b>	June 1	No minimum weight
<b>Pack &amp; Driving/Harness Goat</b>	June 1	Must be weighed-in by July 15 <sup>th</sup> . No min. weight
<b>Poultry and Rabbits</b>	July 1	No Minimum Weight

2. If you are a member who is in both 4-H and FFA, you must choose at the time of the possession date which organization you wish to sell your animal under. Family alternate animals do not need to be designated 4-H or FFA. The member is only allowed to sell one market beef, one market swine, one market lamb, one market goat, one meat-type chicken and one rabbit.
3. For the purpose of these rules; a 4-H project and an FFA SAE will be referred to as “project”. 4-H and FFA livestock will be judged together.
4. To exhibit a market animal, the member must be enrolled in the appropriate market project. To exhibit a breeding animal, the member must be enrolled in the appropriate breeding project. **The same animal, however, cannot be entered in both the market and breeding class at the fair.**
5. The market animal classes are open to only Fallon County 4-H and FFA members. The breeding animal classes are open to Fallon County and Carter County 4-H and FFA members.
6. **ANIMAL ENTRIES:** No animal may be entered to compete for more than one premium. (Exception: Sheep Flock Class, Goat Specialty Classes, Poultry Duo Class and Female & Brood Class) Animals may not compete in both 4-H/FFA and Open. Only one entry per class, except rabbit and poultry where more than one type of breed is being exhibited.
7. **STALL/CAGE RESERVATIONS:** Youth must reserve stalls and rabbit/poultry cages with the Extension Office by July 1<sup>st</sup>. Fair Board will provide bedding.
8. **CARE OF ANIMALS:** 4-H and FFA youth are responsible for their animals the entire time the animals are on the Fallon County Fairgrounds. This includes the care, fit, feeding, show and sell and loading out of animals on Sunday. If you are unable to carry out this responsibility, prior arrangements must be made and the County Extension Agent must be informed to be eligible to sell any animal species at next year’s 4-H/FFA Youth

Livestock Sale. (2012) All animals should show evidence of grooming and fitting.

9. **DRESS CODE:** Official 4-H and FFA dress codes will be followed at all times during the showing of livestock and the Livestock Sale. The following dress code will be followed for each 4-H livestock project except horse. A long sleeved white or solid colored shirt & dark brown, black or blue jeans, boots & western hat (or bareheaded); no caps allowed. The wearing of a tie or organizational scarf is preferred. White clothing is suggested for contestants in dairy projects. No tennis shoes or sandals will be allowed. Horse projects require a different dress code. FFA members must follow official FFA dress code. If dress code is not followed the contestant will be dropped a ribbon placing.
10. All 4-H and FFA members should be present 30 minutes prior to the livestock judging and the livestock sale.
11. **CHECK IN & WEIGH-IN AT FAIR:** All Market Animals must be weighed in. Reweighing may be done but only right after 1<sup>st</sup> weigh-in. A “bill of sale” must be turned in for market beef.
12. The last year a Fallon or Carter County 4-H and FFA member will be allowed to show and sell is immediately following their year of high school graduation
13. If an animal is identified as being a stag, the 4-H/FFA youth will be allowed to show the animal. The youth may also sell the animal if appropriate (i.e. red or blue ribbon). However if sold, the animal will be identified as a stag at the sale. (2013)
14. **BEEF CATTLE HANDLING ASSESSMENT:** All cattle must be halter broke by fair time and all members in these projects should know how to tie a bowline knot, in case of emergency so your animal can be released quickly. An assessment of the youth’s ability to safely show his/her market beef animal will be held from 8:00 p.m. – 9:00 p.m. Thursday evening. Two members of the Joint 4-H/FFA Committee will do the assessing. Exhibitors will be responsible for demonstrating they can walk and stop their animal. Exhibitors must use a show halter, but show sticks will be optional. Youth will be given two chances to prove they can handle their animal. Any decision to remove an animal from the fair, as a result of the assessment, will not be made by one person and must be a group decision among the Joint 4-H/FFA Committee. (2012)
15. 4-H and FFA members should have their animals under control at all times. If this cannot be achieved, the Barn Superintendent along with the Joint 4-H/FFA Committee has the authority to make other arrangements for the animal.
16. **CHECK-OUT AT FAIR:** All animals can be removed from the barns and fair at 3:00 p.m. Sunday following a mandatory meeting. Exhibitors have until 6:00 p.m. to remove animals from the barn. 4-H/FFA families will need to help remove and disassemble panels and take down stall decorations once animals have been removed. Horse &

Rabbit/Poultry Exhibitors must check out with designated person before receiving premium check. All horse stalls and rabbit/poultry cages must be left cleaned.

#### 17. HEALTH & LIVESTOCK QUALITY ASSURANCE

- Livestock Quality Assurance will be held twice a year. 4-H and FFA members must attend every other year to sell a market animal at fair and be eligible to participate in state wide carcass contests. This includes beef, sheep, swine, goats, rabbits, and poultry. (2012)
- Montana 4-H and FFA require that animals be handled in a proper and ethical manner in accordance with accepted modern-animal husbandry and scientific practices. In addition, adequate care, including watering, feeding and comfort should be appropriately provided to all animals. Any individual treating an animal in any other manner may be asked to leave the grounds.
- Exhibitors, their parents, leaders and instructors have a serious responsibility to follow animal-health practices approved by the industry and the U.S. Department of Agriculture to assure that meat customers are receiving wholesome food. Health aids and other approved products should be used with care, according to prescribed practices, only when needed, and in correct amounts.
- Montana 4-H and FFA require that market animals meet all the Food and Drug Administration regulations governing management and safety practices. Approved withdrawal times from health aids and growth stimulants must be followed. Animals that have not met these standards will not be allowed to be sold.
- No 4-H or FFA Livestock animal is to be administered a tranquilizer or any other foreign substance in any form to show at the Fallon County Fair. Further clarification may be made by referring to IAFE (International Association of Fairs and Expositions) Code of Ethics as stated in the Open Class Fairbook.
- Any animal showing signs of disease, emaciation, warts, ringworm, abscess or other skin condition or unsightly blemish will be refused.

18. ADDITIONAL RULES: Refer to additional rules within the fair books under each livestock division.

19. The Barn Superintendent(s) have the authority to remove from the fairgrounds anyone publicly expressing direct criticism or interference with judges, show management, other exhibitor and Extension personnel. **Judge's decisions are final.** No one shall interfere with or influence the judge while they are completing their duties.

#### **GRIEVANCE PROCESS:**

Persons with concerns about livestock projects should contact the Livestock Superintendents or a member of the Livestock Grievance Committee. The Livestock Grievance Committee may make decisions at the Fair in cases of unforeseen issues. Their decisions are final. This committee will be made up of the Ag Education teachers from Plevna and Baker, County Agent, 4-H Assistant, Fallon County FFA Alumni designee and the 4-H Livestock Committee Chairman.

**FAIRBOOK GUIDELINES FOR LIVESTOCK, ANIMAL SPECIES AND  
SHOWMANSHIP**

**LIVESTOCK SALE**

1. The 4-H and FFA livestock sale will take place at approximately 4:30 p.m. immediately following the Saturday afternoon rodeo performance. The sale is held in the livestock pavilion. Signs will be posted in the building giving purchaser's name, sale price and approximate weight. Exhibitors will be solely responsible for the care and ownership of such livestock until they are dismissed to the owners at the close of the fair.
2. 4-H and FFA members must sell their livestock at the regular sale if they desire to offer them for sale at the fair.
3. **BASE PRICE:** A base price will be set on market beef, sheep, goats and swine. Should a buyer choose to pay only what they have bid over the base price, the person/livestock yard setting the base price owns the animal.
4. Beef, sheep and swine will be sold by the pound. Goats, rabbits and poultry will be sold by the head.
5. **MARKET BEEF:** All Market Beef will be entered in their appropriate lot number. Grand Champion and Reserve Champion traditional Market Beef (steers and spayed heifers) may advance to the Eastern Montana Fair in Miles City. Miniature Market Beef will be shown and sold separately from the traditional Market Beef Class. The carcass will also be judged separately on a county level. (Nov 2012)
6. **SALE ORDER:** The 4-H and FFA livestock will be sold in the following order: (2013)
  - Market Beef (Blue, Red)
  - Market Rabbits (Blue, Red)
  - Market Lambs (Blue, Red)
  - Market Goats (Blue, Red)
  - Market Poultry (Blue, Red)
  - Market Swine (Blue, Red)
5. **RESALE ANIMALS :** Resale animals will be sold at the end of the Sale. The Judge will determine sale order.
6. Livestock sale advertisement, picture expenses, check-off expenses, ear tags etc. for market livestock will be taken out of the 4-H and FFA member's check before they receive it. This amount will be 2.0% of the gross amount the market animal(s) sold for.
7. Only blue and red ribbon animals will be sold at the sale. White ribbon animals shall be designated as unfinished and not saleable as market animals.
8. **LIVESTOCK PICTURES:** All youth with animals in the sale will need to get their picture taken with their animal. Pictures will be taking starting at 2:30 pm on Saturday.
9. Livestock Sale account will pay for the popcorn and water provided to the crowd during the livestock sale at the fair.

**SHOWMANSHIP GUIDELINES**

- Showmanship is not required, but it is encouraged for youth taking animal projects.
- Refer to the “Fallon County Showmanship Guide” for showmanship guidelines. Judges will be given the guide prior to the fair and will be judging animal and youth based on the guidelines in the book.
- 4-H & FFA Members will participate in Showmanship together.
- All animals must show evidence of fitting and handling. The contestant must be able to prove to the judge their ability to groom and fit animals.
- Contestants will be divided into 3 divisions:
  - Senior: Members must be 14 yrs. or older before Oct. 1st.
  - Junior: Members must be 13 yrs. and younger before Oct. 1st.
  - Novice: Members will consist of 1st year showman age 10 and under before Oct. 1st. Novice showman will not advance to Round Robin.
- Dress Code required for members must be followed.
- **ROUND ROBIN SHOWMANSHIP**
  - Grand & Reserve Champion Showman from each of the following Senior & Junior Divisions will advance: Beef, Horse, Dairy, Goat, Swine & Sheep.
  - The animals shown by the Grand & Reserve showman will advance to the Round Robin.
  - If a Grand and Reserve Champion is not awarded in a division the Superintendent will choose a suitable animal to be used in the Round Robin Contest.
  - The Round Robin Showmanship Competition will be held on Saturday of the Fair.

**FALLON COUNTY GENERAL 4-H LIVESTOCK GUIDELINES**  
(IN ADDITION TO 4-H/FFA LIVESTOCK RULES)

1. The livestock exhibitor must be properly enrolled in the livestock project that he or she exhibits.
2. Records must be kept on all project animals from the date of possession until after the County Fair. Members can't add a livestock project inconsistent with the possession dates. Members must be enrolled in a livestock project on or before the possession date.
3. Any 4-H or FFA member with livestock is welcome to enter open class categories as long as a separate animal is exhibited in each class and lot.
4. Stocker feeder possession date will be June 1 thus Stocker feeder rules will read to be born between February 1 and June 1 of current 4-H year. (January 10, 2001)
5. Each 4-H Club and FFA Chapter is asked to inform the Extension Office of their stall reservations by June 1<sup>st</sup> with the club add/drop lists. Rabbit and poultry exhibits (market and breeding) need to be declared at this time also. (January 2006)
6. Every exhibit will receive an award ribbon according to condition and conformation.
7. Fair Judges will be made aware of any County rules.
8. Livestock Showmanship awards will be in the form of useful items. Round Robin Showmanship awards will be gift certificates to Russells (for a belt buckle) or Sew What (for a jacket). Grand will be worth \$110 and Reserve worth \$90. (April 2012)
9. All stall and pens (except horse stalls) are to be disassembled Sunday evening of the fair immediately following the removal of the animals.
10. A copy of the livestock rules is to be available to each member enrolled in a livestock project. Livestock rules may be requested from your Extension Office, the Extension website or from 4-H Club Organizational Leaders.
11. Exploring 4-H members may exhibit animals, but may not sell them.
12. Livestock committee meetings will be held the second Wednesday of January, April, July and October at 5:15 p.m.
13. There will be a separation of pens for beef at the Fallon County. Thus heifers, steers, cow/calf pairs, and dairy will be grouped together. (Jan. 19, 2005)

14. Livestock Judging Team Criteria: Senior and Junior 4-H members judging 4-H with the highest cumulative scores from practices and judgments deemed eligible by the County Extension Agent. (January 2006)
15. The two County Livestock Judging contests will be held on a date to be determined in September and on a date to fit into the winter months' judging schedule. (October 2005)
16. 4-H Liability Release forms are required each year from 4-H members enrolled in a livestock project.
19. Each 4-H Market Livestock project member may weigh and tag a maximum of two Market Beef, Sheep, or Swine animals. The member can show either animal at the fair at his/her discretion. A family may choose extra project animals (not to exceed two per member when added to the project animals) that can be used by any member in the family. Records must be kept on all project animals from the date of possession until after the fair. (July 15, 2003)
20. After possession date, animals may not be commercially fed.
21. Market sheep and goats must have scrapies tags and these numbers will be written on the weigh ticket. (July 2005)
22. If a member does not turn in a completed My 4-H Journal (green sheet) and Animal Project Journal (lavender/purple sheet) or an equivalent with all the information included, by October 1 of the current 4-H year; the member in question will be allowed to show but would not be able to sell any market animal in the Fallon County 4-H/FFA sale the following year. (April 2005)
23. The breeding animal classes are open to Fallon County and Carter County 4-H and FFA members.
24. A livestock grievance committee will be comprised of the Joint 4-H/FFA Committee of six which will include the 4-H Livestock Committee Chairman, FFA Alumni, Baker FFA Advisor, Plevna FFA Advisor, County Extension Agent and Extension 4-H Assistant.
25. Judges will line up market animal classes by placing and this placing will be the livestock sale order.
26. The 4-H/FFA Livestock Sale will have its own checking account with annual audits and 2 signatures on checks.
27. Youth wishing to sell a rabbit or poultry at the youth livestock sale must submit a picture of their animal(s) into the Extension Office by the July 1<sup>st</sup> possession date.



**FALLON COUNTY HORSE PROJECT & FAIR RULES**

1. All animals shown by 4-H members in 4-H classes must be owned by the member or in partnership with immediate family or the member must have access to the horse May 1 through the county fair.
2. All horses carried as 4-H project animals must be in the continual care of the 4-H member by May 1<sup>st</sup>. Fallon County members must file a Horse ID sheet with the Extension Office by May 1<sup>st</sup> of each year for each project horse. ***Project animals may not be trained by a professional trainer*** (excluding immediate family and 4-H Leaders.)
3. To be in the Horse Training project, a member must own or have possession of the horse from the yearling to five year old age.
4. Stallions may not be shown in any class with the only exception being a yearling in the Horse Training Project.
5. One horse can be shown by two members if in different classes.
6. 4-H Members enrolled in the Horsemanship Project will participate in an assessment of their riding skills at any time throughout the 4-H year to determine the level of Horsemanship they need to enroll in for the upcoming 4-H year. Level determination will be based on the riding skills they have mastered, with the exception of first time Horsemanship Level 1 beginners. This assessment will be made by a minimum of two registered Fallon County 4-H Horse Leaders.
7. Members must compete in the most advanced level they are taking.
8. Members must ride at only one level English and/or one level Western. If riding both Western and English, the levels can have a spread of not more than two levels.
9. Horses may be shown two handed in a snaffle bit or hackamore. Horses shown in a curb bit must be shown one handed. A legal curb bit is any curb bit with solid or broken mouth piece. Mouth piece must be smooth where it comes in contact with horse's lips or bars, no protrusion below the mouth piece. Curb straps must be 1/2" wide and lay flat against the horse's chin.
10. Members must be 12 years old or older during the current 4-H year (October 1 thru September 30) and have at least three levels of Horsemanship Project completed to be able to enroll in the Yearling to Five year old Training Project and the Green Horse Project.
11. Members must be at least 10 years old during the current 4-H year (October 1 thru September 30) and be enrolled in at least Level 3 Horsemanship to participate in the Ground Driving Project.

12. If a yearling colt gets sick or too injured to show (not suitable to show) before January 1, the horse leaders (as a group) have the option to allow the member to replace the colt of the same age to continue the project.
13. Yearling to Five Year Old Training Project horses cannot be entered in Horsemanship while enrolled in the training project.
14. For Horse Playday to count as a county event, participants must enter at least 2 show events.
15. Horse Judging is recognized as an official county event. The Horse Judging scores will determine the horse judging team to compete at 4-H Congress in Bozeman.
16. Showmanship, Bareback Equitation and Trail are non-project classes and will be open to all horse project members at the fair. To compete in these classes, the member must use a horse they have chosen to compete with in project classes at the fair.
17. Horses may be removed from the fair grounds at 3:00 p.m. on Sunday.
18. Each 4-H Horsemanship Project member must identify their horses by May 1 of the current 4-H year with no limit on the number of horses identified. Records must be kept on all horses with ID's turned in. Identified Horsemanship horses will be eligible to be used by other 4-H Horsemanship members.
19. All Horses in showmanship will be shown on halters only.
20. Horses will be housed in the stalls behind the bleachers of the Livestock Pavilion. Members are encouraged to decorate their stalls.
21. Horses must be exercised each morning and night.
22. Stalls must be cleaned by 7:45 a.m. each morning.

### **GENERAL DRESS CODE FOR ALL CLASSES**

#### **Western dress code:**

- Long sleeved, button or snap, white or solid colored blouse or shirt (no contrasting colors can be present on the shirt)
- Western type pants
- Western boots and western type hat (felt or straw) or safety helmet
- Vests, sweaters and jackets are prohibited
- Chaps, gloves and ties are optional
- Spurs are optional unless otherwise prohibited
- Hair that is shoulder length or longer must be contained in a net or braid while showing in the project or showmanship classes

**English dress code:**

- Hunt coat (red, pink, or scarlet colors prohibited unless exhibitor has earned them as a member of a recognized hunt)
- Hunt boots
- Hard hat with leather-type shin strap for hunter type classes
- Stock, chokers or ties required
- Gloves optional
- Hair that is shoulder length or longer must be contained in a net or braid
- Note: English jackets and/or vests may not be worn in halter, showmanship or bareback classes. Solid-colored long-sleeved blouse or shirt appropriate with English attire must be worn.

**General Requirements for Riding Classes**

Entries must be shown in a stock saddle. Tie-downs, martingales and mechanical hackamores of any type are prohibited unless other-wise indicated in class description. Split or Romal reins are permissible, but roping reins are not allowed. Spurs are optional. Spurs should not be used forward of the cinch. In all classes, the judge has the option of requesting one or all contestants to perform individually.

- Wearing protective headgear meeting ASTM and SEI standards (whether Western or English Type) is mandatory for participation in all 4-H Horse Projects. Members and parents may sign a waiver if they wish to participate without a helmet.
- Attending a 4-H horse helmet safety workshop and/or viewing the video “Every Time, Every Ride” is required first as a Junior member and again as a Senior member in order to be a registered member in a Montana 4-H Horse Project.

## **FALLON COUNTY DOG RULES**

1. All competing dogs must be a project dog.
2. All dogs must have a current rabies shot to practice and compete at the Fair to be turned in by June 1<sup>st</sup>.
3. 4-H youth must wear solid color shirts, a dark tie, black or dark pants with shoes or boots to exhibit. (No tennis shoes or sandals)
4. All dogs must pass AKC Canine Good Citizen Program before the Fair to compete.
5. All dog members need to go to one assessment prior to July 1<sup>st</sup> to place them in their level of obedience and agility. Performance in prior competitions will determine the level of obedience and agility dog members will be entered in.
6. During competition all dogs will be kept on a leash unless off lead for competition purposes.
7. All dogs competing in agility must be in Dog Obedience. Any dogs in Elementary Agility must be able to compete in Beginning Obedience A or B.
8. Refer to the Dog Obedience Agility Book for specific questions.
9. Dog Agility equipment needs to be sterilized within 1 week prior to the Fallon County Fair. Suggested Rule

**FOOD BOOTH POLICY**

1. We need a list of all new members, as not all sign the list to work.
2. All members and a parent are required to work for four hours during the fair.
3. The hours a member puts in helping set up or dismantle the kitchen will no longer count towards their four hours of required time.
4. Only those people working in the food booth need to be in the kitchen.
5. Remember you are serving food to the public. Take pride in your appearance.
6. Only committee members or shift managers will sign for workers on the schedule sheet.
7. The committee shall be made up from one adult representing each club.
8. The committee member and one member from each club will help set up the food booth on the Wednesday before the fair.
9. Committee members must be available to help take kitchen items back to courthouse on Monday and mop floors after Blue Rock has taken their hardware out of kitchen.
10. Breakfasts will be served until 10:00 am every day of the fair.

## **FALLON COUNTY REQUIREMENTS TO ATTEND MONTANA 4-H CONGRESS**

### MEMBER REQUIREMENTS:

1. Fallon County 4-H member must be 14 before October 1 of the current 4-H year.
2. 4-H member must fill out the County 4-H Congress Application form, making sure it is complete with two leader recommendations. Leaders, parent and member must all sign the application, thereby agreeing to all terms of member requirements and selection criteria.
3. Application forms are to convince the committee of the member's true interest in attending Congress as a learning tool for the future.
4. Delegates to Congress agree to attend all workshops and meetings at Congress to which they are assigned until the said event is finished.
5. Delegates will give a Congress report to the 4-H Council and at Achievement Night. Additional sharing of your positive Congress experience will enhance your chances of attending 4-H Congress again.
6. To be eligible for financial support from the 4-H Council for Congress, you must participate in all 4-H Council fund raisers by selling a minimum of 5 items in the fruit sale order blank and have worked (at a minimum) the number of hours you were scheduled for in the 4-H Food Booth during the fair.
7. Delegate's 4-H Journal must be up to date as of June 1 and turned in with the Congress Application for interview by the Congress Selection Committee.

### CONTEST AREA QUALIFICATIONS

1. **LIVESTOCK JUDGING**  
Senior members wishing to compete at Congress will be first selected by the highest cumulative scores from practices and judgments deemed eligible by the County Extension Agent. (January 2006)
2. **HORSE JUDGING**  
Must attend the current year's County Horse Judging event. The top four ranking senior members wishing to compete at Congress will be chosen.

3. **FASHION REVUE**  
4-H member must be enrolled in the Sewing & Textiles Project. Member must attend the county Fashion Revue and receive a blue ribbon to go to Congress.
4. **DEMONSTRATIONS AND ILLUSTRATED TALKS**  
Member must have competed at the current 4-H year's Communications Day Event, be a senior member, and have received a blue ribbon.
5. **PUBLIC SPEAKING**  
Member must have competed at the current 4-H year's Communication Day Event, be a senior member, and have received a blue ribbon.
6. **STIR-UPS COOKING CONTEST**  
The highest scoring blue ribbon winning senior member entering a well balanced complete meal in the county stir-ups competition who wishes to attend Congress.
7. **QUILT SHOW**  
4-H member must be a senior member and attend the county Fashion Revue/Quilt Show and have been awarded a blue ribbon in the quilt division to go to Congress.
8. **GAVEL GAMES**  
Senior members may make up a team of four (4) to compete at congress. Local requirements are established on the county level.
9. **HORSE SKILL-A-THON CONTEST**  
Senior members may make up a team of four (4) to compete at congress. Local requirements are established on the county level.

Performance of 4-H members on previous 4-H trips and the use of past Congress experience will be considered by the Congress Selection Committee. You may be called in for an interview if the need arises.

### Fallon & Carter County Ambassador Guidelines

A 4-H Ambassador is an official envoy, an authorized representative of the Montana State 4-H Program. A 4-H Ambassador is a self-motivated enthusiastic leader who promotes 4-H using skill, knowledge and leadership abilities acquired in 4-H with 4-H members, area residents, community leaders, elected officials and non-4-H youth. A 4-H Ambassador serves to strengthen the 4-H program through public relations.

Being an Ambassador is an honor and a privilege. Being chosen as an Ambassador entails the acceptance of “great” responsibility and total commitment to the Montana State 4-H Ambassador program. Two outstanding members from each county are chosen. These guidelines were voted into place by the 4-H Council in April of 2001.

#### Ambassador Qualifications (printed in Montana State 4-H Ambassador Handbook)

1. Must be 14 years of age by October of the current 4-H year.
2. Must be enrolled in 4-H for at least two years and must be enrolled in 4-H for the current year.
3. Must be or have been a Junior Leader or Club Officer.
4. Must submit an application and be interviewed.
5. Must be enthusiastic about 4-H as demonstrated by participation, leadership, example and other similar experiences.
6. Must be responsible and have the time available to fulfill the role of an Ambassador.
7. Must be willing to attend Ambassador meetings and training sessions offered by the state and county. These include Fall Training and Congress.
8. Must be willing to serve in Ambassador roles when asked.
9. Must have a minimum overall high school GPA of 2.5. This GPA or equivalent of must be maintained during their term as an Ambassador. High School GPA needs to be reported to the advisor(s) at the beginning of each year or when interviews for selection are held.
10. Must have parent and/or guardian support.
11. Must have County Agent staff support.
12. Must be capable and willing to get out of school on a limited basis for special programs. Some school rules are binding and this will be taken into account for events/activities the Ambassador can't attend.
13. Must be willing to submit to the application process that includes the completion of the application and an interview.
14. Must be willing to serve out the Ambassador term which is from one 4-H Congress to the 4-H Congress held the following year.



Ambassadors

- \* represent 4-H in public relations role
- \* promote 4-H with potential members, parents and the general public
- \* help conduct 4-H events
- \* organize 4-H promotional activities
- \* develop personal leadership skills and self-confidence
- \* serve as the 4-H representative to other organizations
- \* recruit new members
- \* encourage financial support for 4-H
- \* help organize new clubs
- \* work directly with county, district and state 4-H leaders
- \* may be discharged at any time if their behavior is not becoming of Ambassador ideals  
(any dismissal will be approved by the 4-H Executive Council)

Ambassador Leader(s)Qualifications

- \* enthusiastic, dedicated volunteer leader
- \* knows the needs of teens today
- \* can communicate with youth
- \* has leadership abilities
- \* has time to make the program work effectively
- \* has the knowledge and capability to work with the public
- \* is able and willing to attend area Ambassador meetings and training
- \* must be at least 21 years of age
- \* must have skills in advising, coaching and teaching teens

Duties

- \* assist with Ambassador selection and recruitment
- \* meet with the county 4-H Assistant and Ambassadors to identify county needs
- \* assist in identifying opportunities for Ambassador(s) to speak on behalf of 4-H
  - \* assist the Ambassadors in developing and writing a plan of action for their activities. This includes a time line.
  - \* assist the Ambassador in establishing and attaining goals that are realistic and tailored to individual abilities and talents.
- \* assist your Ambassadors in attending training to help make them successful in their role
  - \* keep the County Agent & 4-H Assistant informed on what is happening with the Ambassador program
  - \* work with the Extension Office and Council in keeping the Ambassador program a high priority for visibility
- \* assist Ambassadors in completing reports due at the State Office
- \* assist with the recruitment and selection of the future Ambassadors

## Fallon County Awards and Recognition

1. Council will give a 7 year and 10 year gift to eligible members, if member's club wants to do more they may.
2. The most outstanding Junior and Senior exhibit in 4-H project areas at the fair will be awarded a Grand Champion or Reserve Champion if the judge deems it is worthy. (July 7, 1983)
3. The date for Achievement Day will be in October. (January 2007)
4. There is no mandatory number of exhibits in a class in order to present a trophy.
5. Premium money and fair awards will be given out on the Sunday of the fair. (Jan. 22, 1997)
6. Winners of the FOUR council scholarships must show proof of a 2.5 GPA for the first semester in order to receive their money. (Oct. 20, 2004)
7. Participants in County Events to receive a blue, red or white ribbon and a certificate to put into a journal or scrapbook to save. (July 21, 1999)
8. Discs will be given as County Project Completion for members instead of the pins used in the past. (January 19, 2000)

### PROJECT COMPLETION DISCS

1. All 4-H projects will be eligible for completion discs.
2. Fallon County 4-H Council will pay for all discs and disc plates awarded to all eligible 4-H members. This will include the name plate and engraving)
3. All metal extensions to the disc plates are the responsibility of the members to purchase from the Extension Office.
4. Project completion will be determined by a committee consisting of two leader representatives from each club based on a completed Project Completion Form and the completion of Project records. This committee will meet at 5:00 pm the second Wednesday in September in the basement of the Fallon County Courthouse.
5. The state requires that activities need to be documented in the members records. Activities must provide learning experiences. Routine care of an animal is not considered a learning activity. Project completion requirements:
  - \* Levels 1 & 2 require 7 learning activities, while Level 3 and above need only 5 activities.
  - \* Level 1 in any project must complete the project manuals. After Level 1, manuals will be optional but highly recommended.
  - \* Manuals that are used must be turned in with the record books at the end of the year for review. Please include a year in all dates recorded, so that it is known which 4-H year the activity was for.

- \* Leaders are encouraged to review their clubs' record books before they are turned in for county review.

### JOURNAL COMPLETION

Journal Completion will be determined by a committee consisting of two leader representatives from each club. This committee will meet 5:00 pm the second Wednesday in September in the basement of the Fallon County Courthouse. This Committee will also determine recipients of any additional journal awards including Most Outstanding Journal Award.

### COUNTY PROJECT AWARDS

15. Journal Completion and Project Awards will be determined by a committee consisting of two leader representatives from each club based on information provided in the members' 4-H Journals. This committee will meet at 5:00 pm on the second Wednesday in September in the basement of the Fallon County Courthouse.
16. Members not wishing to have their journals reviewed for county or project awards, must contact the Extension Office prior to 5:00 pm on the second Wednesday in September.
17. Pins will be awarded for Project Awards instead of discs and the 4-H Council will pay for them.
18. Pins will be awarded in project areas not for individual projects. An example is a Shooting Sports pin instead of one each for rifle, archery, hunting etc. Another example is a Horse pin instead of one each for horsemanship, green horse, horse training etc.
19. Youth have the option to complete an awards application, interview or have their journals reviewed for project awards. (Nov 2012)

### SPECIAL AWARDS

20. Special awards will include the following non-project area award pins:
  - Achievement
  - Agriculture
  - Citizenship
  - Family & Consumer Science
21. A limit of three pin awards or less in each of these areas will be given.
22. Recipients of these special awards must be nominated by one of the leader members of the Awards Committee but not a leader in the member's club. These awards cannot be applied for.
23. Special Awards will be determined by a committee consisting of two leader representative from each club. This committee will meet 5:00 pm the second Wednesday in September in the basement of the Fallon County Courthouse.

**Definitions of special awards:**

- Achievement: To complete projects with a good understanding of success in the overall 4-H program. Members should have completed goals beyond the basic minimum requirements. Member promotes 4-H and exhibits good communication skills using a variety of media and/or ways in 4-H and in other activities.
- Agriculture: Members complete projects in agriculture area gaining a good understanding of success as well as failure in agriculture. Members demonstrate a wise management of the overall environmental ecosystem.
- Citizenship: Members demonstrate being not only a good citizen but a role model and shows good conduct both in 4-H and in other activities. Member must be a positive role model at all times. Member demonstrates leadership in and out of 4-H Activities. Member shares knowledge and skills in a positive manner with youth and adults.
- Family and Consumer Science: Members complete projects that have proven to enhance the atmosphere of the home.

## FALLON COUNTY 4-H COUNCIL SCHOLARSHIPS

Scholarships available:

- 2 Fallon County 4-H Scholarship given in memory of Karen Losing
- 2 Fallon County 4-H Scholarship given in memory of John Reetz

***By Submitting one scholarship application, you will be considered for both scholarships.***

Amounts:

Each scholarship awarded will be in the amount of \$200 to be announced at the recipients' respective graduation ceremonies.

Requirements:

1. A present or former member of a Fallon County 4-H Club and presently a Fallon County Senior in high school.
2. No limitations of major course of study.
3. May attend any accredited school of higher learning in any state.
4. Minimum GPA of 2.5 upon completion of high school is necessary.
5. Winners of scholarships must show proof of a minimum GPA of 2.5 from the first semester of continuing education. Scholarships must be claimed by June 1 of the year following the awarding of the scholarship.

Deadline:

Completed application must be in the Fallon/Carter Extension Office by **5:00 p.m. on April 1.**  
*If April 1<sup>st</sup> is a Saturday or Sunday, the scholarship will be due the following Monday by 5:00 pm.*

## Fallon County 4-H Council Scholarship Point Sheet

**Name of Applicant** \_\_\_\_\_

Description of 4-H experience Number of years in 4-H and where were they enrolled Participation at the club level Participation at the County level Participation at the State level	20 points	
Activities outside of 4-H Community Service, Clubs, Church, School, Jobs etc...	10 points	
List of educational goals and why they are important to you. Did they tell us their long term plan for school?	10 points	
Current transcript of your grades	5 points	
Two letters of recommendation	5 points	
Total Points	50 points	

**Name of Scholarship reader** \_\_\_\_\_

**Date read** \_\_\_\_\_

## **DUTIES OF ORGANIZATIONAL LEADERS**

The more club members, teen leaders, parents and community people are involved in different phases of the club's program, the stronger and more satisfying the whole experience will be for everyone. As an organizational leader, you coordinate the efforts of many people to achieve the group's desired results.

### ***Qualifications***

The qualifications necessary for anyone to be an organizational leader are simple yet important:

- a sincere interest in youth and youth programs
- willingness to devote time and energy to working with youth and parents
- knowledge of the community and its resources
- ability to work cooperatively with youth and adults
- organizational skills
- enthusiasm, patience and understanding
- effective communication skills

### ***Responsibilities***

As the organizational leader, you should help the club get organized and stay organized for each 4-H year by coordinating your leaders and checking to see that the following are accomplished:

- re-enrolling continuing members or enroll new members by helping youth complete an enrollment form and helping members select appropriate projects and complete their enrollment sheets
- distributing Clovers and make sure all members understand the process of project selection
- see that 4-H enrollment sheets are completed and turned in as soon as possible to the county Extension Office
- distribute project literature to individual leaders and members
- help recruit project leaders and activity leaders for the club
- help plan the club's yearly programs, activities and events
- helping the club nominate and elect officers
- assisting club officers in their responsibilities. You should meet with club officers prior to each meeting to develop and discuss an agenda, each of the officer's specific responsibilities during the meeting and how to use parliamentary procedure or other techniques to manage the meeting.
- helping all members understand parliamentary procedure as it is used in the club so they can participate in the business portion of the meeting
  - motions
  - seconding motions
  - voting
  - approving reports

–committee system

- be a major contact between the county Extension office, the club members, parents, and other leaders
- inform project leaders, parents, and members about club, county-wide, and out-of-county opportunities, events and activities
- help members plan the yearly program to meet the needs of the members
- help club set a date, time, and place for meetings
- guide club in the evaluation past programs
- help club set goals
- help club determine alternatives
- help club evaluate its progress



## **Duties of the 4-H Clubs hosting Fallon County Events**

The Council will pay the following per county event: \$75.00 for judges for one-half day, \$150.00 for judges for a full day and current state rate mileage (2015 State Rate is .575 per mile) with a limit of \$100.00. The amount of \$75.00 will be paid to the club that is hosting the event including Achievement Night with reimbursement forms completed and turned in to the 4-H Council Treasurer. (January 2015)

### **4-H County Events eligible to submit payments to judges from the 4-H Council:**

1. Communications Day
2. Horse Playday
3. Horse Judging
4. Fall Livestock Judging
5. Spring Livestock Judging
6. Small Projects Judging
7. Fashion Revue, Quilt Show and Ready To Wear Contest

**Please review these duties with your  
4-H club prior to volunteering to host an event:**

### **4-H Foods Festival:**

1. Select a date, time and place that enables both youth and the Extension Office to attend.
2. Date needs to be chosen far enough in advance for information concerning it to be published in a newsletter.
3. Call the place/location to reserve and pick up the key or make arrangements to have door unlocked before contest.
4. Contact interviewers based on number of event participants signed up by the deadline printed in newsletter.
5. Award items given:  
In the past, small kitchen gifts have been given to participating youth for various categories including most creative, nicest looking display, most nutritionally balanced menu etc...
6. A buffet table is furnished by the host club to which participants add their dishes. Food furnished by host club includes dishes and desserts to complete the items the participants make. Other items the host club will furnish are cups, plates eating utensils, salt & pepper, napkins and beverages.
7. Notify Extension Office of the number of interviewers prior to the event.
8. Host club will be responsible for clean up after this event.

**Communications Day:**

1. Select a date, time and place that enables both youth and the Extension Office to attend.
2. Date needs to be chosen far enough in advance for information concerning it to be published in the newsletter.
3. Call the place/location to reserve and pick up the key or make arrangements to have door unlocked before contest.
4. Contact two judges and notify Extension Office of their names at least 1 week prior to the event.
5. Provide refreshments.
6. Provide prizes/awards for the winning entries. (If more than a ribbon and certificate is desired)  
Awards may be furnished for a Junior Division Grand and Reserve; and a Senior Division Grand and Reserve.
7. Host club will be responsible for clean up after this event.

**Horse Playday:**

1. Select a date, time and place that enables youth to attend.
2. Date needs to be chosen far enough in advance for information concerning it to be published in the newsletter.
3. Call the place/location to reserve and pick up the key or make arrangements to have door unlocked before contest.
4. Contact judge/judges needed.
5. Provide prizes/awards for the winning entries. (If more than a ribbon and certificate is desired)
6. Provide refreshments if desired.
7. Host club will be responsible for clean up after this event.

**Horse Judging:**

1. Select a date, time and place that enables both youth and the Extension Office to attend.
2. Date needs to be chosen far enough in advance for information concerning it to be published in the newsletter.
3. Call the place/location to reserve and pick up the key or make arrangements to have door unlocked before contest.
4. Contact judge/judges needed.
5. Provide riding classes and riders.
6. Notify Extension Office what classes are to be judged one week prior to the judging.
7. Find reason takers prior to the event.
8. Provide refreshments if desired.
9. Provide prizes/awards for the winning entries. (If more than a ribbon and certificate is desired)

10. Host club will be responsible for clean up after this event.

**Fall Livestock Judging:**

1. Select a date, time and place that enables both youth and the Extension Office to attend.
2. Date needs to be chosen far enough in advance for information concerning it to be published in the newsletter. (Fall Livestock Judging will be held in September)
3. Call the place/location to reserve and pick up the key or make arrangements to have door unlocked before contest.
4. Contact judge/judges needed.
5. Provide classes of animals to judge.
6. Notify Extension Office what classes are to be judged one week prior to the judging.
7. Find reason takers prior to the event.
8. Provide refreshments if desired.
9. Provide prizes/awards for the winning entries. (If more than a ribbon and certificate is desired) Award for top Senior 4-H Judger, top Junior Judger, top Novice Judger and top FFA Judger
10. Host club will be responsible for clean up after this event.

**Spring Livestock Judging:**

1. Select a date, time and place that enables both youth and the Extension Office to attend.
2. Date needs to be chosen far enough in advance for information concerning it to be published in the newsletter.
3. Call the place/location to reserve and pick up the key or make arrangements to have door unlocked before contest.
4. Contact judge/judges needed.
5. Provide classes of animals to judge.
6. Notify Extension Office what classes are to be judged one week prior to the judging.
7. Find reason takers prior to the event.
8. Provide refreshments if desired.
9. Provide prizes/awards for the winning entries. (If more than a ribbon and certificate is desired) Award for top Senior 4-H Judger, top Junior Judger, top Novice Judger and top FFA Judger
10. Host club will be responsible for clean up after this event.

**Small Projects Judging:**

1. Select a date, time and place that enables both youth and the Extension Office to attend.
2. Date needs to be chosen far enough in advance for information concerning it to be published in the newsletter.
3. Call the place/location to reserve and pick up the key or make arrangements to have door unlocked before contest.
4. Contact judge/judges needed.
5. Provide classes to judge. (8 classes and 2 sets of reasons is recommended)
6. Notify Extension Office what classes are to be judged one week prior to the judging.
7. Find reason takers prior to the event.
8. Provide refreshments if desired.
9. Provide prizes/awards for the winning entries. (If more than a ribbon and certificate is desired) Awards may be furnished for a Junior Division Grand and Reserve; and a Senior Division Grand and Reserve.
10. Host club will be responsible for clean up after this event.

**Fashion Revue, Quilt Show and Ready To Wear Contest:**

1. Select a date, time and place that enables both youth and the Extension Office to attend.
2. Date needs to be chosen far enough in advance for information concerning it to be published in the newsletter.
3. Call the place/location to reserve and pick up the key or make arrangements to have door unlocked before contest.
4. Contact two judges and notify Extension Office of their names at least 1 week prior to the event.
5. Choose a theme and decorate for these events using this theme. Notify Extension Office of this theme for certificates and programs.
6. Provide an announcer/reader and escorts if so desired.
7. Provide refreshments.
8. Provide prizes/awards for the winning entries from your county.  
Possible award categories: top Junior 4-H Quilt entry, top Senior 4-H Quilt entry, Peoples' Choice overall quilt, top Junior 4-H Ready To Wear entry, top Senior 4-H Ready To Wear entry, top Junior 4-H Fashion Revue entry and top Senior 4-H Fashion Revue entry.
9. Host club will be responsible for clean up after this event.

**Achievement Day:**

1. Select a date, time and place that enables both youth and the Extension Office to attend. (Traditionally held in the Fallon County exhibit hall)
2. Date needs to be chosen far enough in advance for information concerning it to be published in the newsletter. (During the month of October)
3. Call the place/location to reserve and pick up the key or make arrangements to have door unlocked.
4. Plan for 100-120 people
5. Have a theme for the night and decorations.
  - Decorate a welcome table
  - One or two head tables for awards
  - Four tables for food and one for drinks.
6. Provide the following information to office for the program:
  - Person giving the invocation
  - A guest speaker talking for about 15 minutes
  - Master or Mistress of ceremony (two is good) (club members)
  - Names of two flag bearers (club members)
  - Names of two club members leading the pledges
  - Greeters
7. Check with Food Booth Committee for any left over beef, coffee, paper items, salt, pepper etc.
8. Provide dinner rolls, butter, punch and possibly a cooked meat.
9. Host club will be responsible for clean up after this event.

### **Duties of Committee members in the Fallon County 4-H program**

- ▶ Please review these duties before volunteering to be a committee member.
- ▶ Remember the Council President and County Agent/4-H Assistant are ex-officio members of all committees.
- ▶ Chairman of committees will be appointed by the 4-H Council President.
- ▶ Committee should optimally be comprised of at least one representative from each chartered 4-H Club in Fallon County.
- ▶ Chairman will contact/notify all committee members, 4-H Council President and the Extension Office of all meetings prior to the meetings.
- ▶ Committee members will be notified of meetings in a timely manner.

#### **Fruit Sale**

1. Meet in January to compare fruit prices and choose a fruit distributor.
2. Format fruit order sheet and set prices based on any changes to wholesale prices.
3. Determine sale days and delivery day.
4. Calculate all sale sheets to determine total order.
5. Ask for and gather push carts.
6. Determine where fruit will be delivered and make arrangements.
7. Contact County Shop for equipment to unload fruit off of semi-truck.
8. Be able to be on hand when youth pick up their fruit. (Part of the day if not all of it)
9. Help clean up delivery site when finished and transfer left over fruit to courthouse.

#### **Scholarship**

1. Meet as a group or individually, during the first week in May, to read scholarship applications and choose recipients.
2. Meet and report to the 4-H Council at the January meeting to propose changes to current scholarships. (if any to be implemented in the current 4-H year)

#### **Trophy, fair awards and Fair Awards Ceremony**

1. Verify what your budget is to work with.
2. Gather and present information on all awards given at the Fallon County Fair.
3. Order all awards to be given out at the current year's fair.
4. Responsible for helping create the awards display in the exhibit hall during the fair.
5. Responsible for preparing and hosting the Fair Awards Ceremony at the fair.

### **Food Booth**

1. The committee shall be made up from one adult representing each club.
2. In May, the schedule from the year before, is sent to all clubs (representative on committee) so they may go over it with the club members to determine when everyone wants to and can work. This schedule is to be returned to the Extension Office by June 30<sup>th</sup>.
3. In July, the committee meets to set up the schedule according to when members and their parents want to work and determine if each shift has the right amount of workers. Also at the July meeting, the grocery list will be made out and the items that need to be ordered early will be done. We try to get the schedule in the Fair Packet that the Extension Office sends out to save on postage.
4. On the Wednesday before the fair, we set up the food booth. This includes: getting our equipment from the courthouse, getting groceries, picking up last minute items, labeling the drawers and cupboards, etc.
5. Each day of the fair, one committee member is responsible for being the Runner (getting whatever is needed from the grocery store or ice, etc.) Just being around to answer questions or whatever.
6. On Sunday of the fair, it is the responsibility of the committee to clean up the food booth. This includes: emptying the cupboards, packing up everything that goes back to the courthouse, determining who will return the items to the courthouse, selling any leftover groceries that cannot be returned, mopping the 4-H office and the kitchen, adding up the tabs, etc.
7. In October, give a report to the 4-H Council at the meeting. Every council meeting a representative of the committee should be there to give any updates of the committee. A written report shall be given to the Extension Office to be kept on file.

### **Congress selection**

1. Committee will meet during the first week in June.
2. Evaluate congress applications, review 4-H journals and determine eligibility of congress applicants.
3. Determine who will attend MT 4-H Congress and compete in which areas.
4. Propose any changes to the delegate requirements at the July 4-H Council meeting. (these changes to be implemented the following 4-H year)

### **Publicity**

1. This committee will be made up of the Ambassador Key Leader and the Ambassador team.
2. Verify what your budget is to work with.
3. Write articles for newspaper promoting 4-H.
4. Be willing to record radio spots promoting 4-H and seek out these opportunities.
5. Meet with Extension Office to order 4-H promotional items for new and returning 4-H members, 4-H banners, window displays etc.

6. Scrapbooking materials for the 4-H Council scrapbook.

### **Executive Committee**

1. This committee will be made up of the 4-H Council President, Vice-President, Secretary, Treasurer, Historian and The Senior Ambassador.
2. This committee may meet and attend to council business between regularly scheduled meetings when deemed necessary.
3. The executive committee will meet and plan a yearly budget to propose to the 4-H Council at the October meeting. (Budget meeting is to be held prior to the council meeting and when all members and an Extension representative can be present.)

### **Livestock Committee**

1. This committee will be made up of 4-H Members, Leaders and parents involved in a 4-H Livestock Project.
2. Livestock committee meetings will be held the second Wednesday of January, April, July and October at 5:15 p.m.
3. Officer eligibility – all registered 4-H leaders shall be eligible to hold office. If an officer is unable to fulfill their duties they will be replaced.
4. Offices to be filled are chairman and secretary. (January 2014)
5. The length of an officers term will be 2 years with elections held at the October meeting of odd years. (January 2014)
6. Voting membership will consist of any 4-H Member or Leader and FFA teacher or student present. (January 2014)
7. All decisions involving both 4-H and FFA youth need to have agreement and input from Fallon County FFA Programs and 4-H.

### Duties of Livestock Committee

1. Address all issues surrounding Livestock Projects.
2. Identify the youth livestock program and resources.
3. Review and make recommendations regarding Livestock rules and guidelines to the 4-H Council and FFA Programs.
4. Plan and prepare for county fair Livestock Exhibits.



**IMPORTANT 4-H DATES**

October 1	The first day of the 4-H year
October	Fallon County 4-H Achievement Night
October	National 4-H Week is the 1 <sup>st</sup> full week
October	Livestock committee meeting at 5:15 on the 2 <sup>nd</sup> Wednesday
October	Fallon 4-H Council meeting 7:00 pm on the 3 <sup>rd</sup> Wednesday
	* election of officers
	* committees set for the year
November	Shooting Sports Postal match sign up
December 1	All club dues and fees are due into the Extension Office and to Council treasurer
January	Legislative Breakfast
January	Livestock committee meeting at 5:15 on the 2 <sup>nd</sup> Wednesday
January	Fallon 4-H Council meeting 7:00 pm on the 3 <sup>rd</sup> Wednesday
February 1	Fallon County Steer possession date
February	All Montana 4-H Clubs with EIN numbers must file an IRS tax report by February 15 for the previous tax year.
February	Fruit sales begin the first part of Feb and end the last part of Feb
March	Fruit arrives, is checked and delivered
March 1	All descriptions of self-determined projects are due into the Extension office
April	Livestock committee meeting at 5:15 on the 2 <sup>nd</sup> Wednesday
April	Fallon 4-H Council meeting 7:00 pm on the 3 <sup>rd</sup> Wednesday
April	Ambassador interviews and applications due
May 1	County 4-H Scholarship applications due
May 1	Horse project animal possession date
May 1	State Project Award applications due into State 4-H Office
May	4-H Camp registrations due at a date to be determined (usually the beginning of May)
June	4-H Camp is the 2 <sup>nd</sup> full week in June for youth coming out of 3 <sup>rd</sup> -6 <sup>th</sup> grade
June 1	4-H Project add/drop date
June 1	Possession date for all other animals (dogs, cats, goats, sheep, swine, breeding beef etc...)
July 1	Possession date for rabbits and poultry
July	4-H Congress
July	Livestock committee meeting at 5:15 on a date to be announced
July	Fallon 4-H Council meeting 7:00 pm is the 3 <sup>rd</sup> Wednesday
August	Carter Co. Fair is the 2 <sup>nd</sup> full weekend
August	Fallon Co. Fair is the 3 <sup>rd</sup> full weekend
September	Journals and award applications due into the Extension Office the second Wednesday
October 1	Last date for 4-H members to turn in their 4-H Journals to the Fallon/Carter Extension Office to receive credit for the 4-H year
October 1	All 4-H Clubs must turn scrapbooks and secretary books into the Extension Office in order to be eligible for the Best Secretary Book Award and the Best Scrapbook Award



**The following 4-H Forms and Applications are available from the  
Fallon/Carter County Extension Office**

- ▶ Animal Project Permission and Assumption of Risk
- ▶ Ambassador Application
- ▶ 4-H Camp Registration
- ▶ 4-H Camp Counselor Application
- ▶ Code of Conduct
- ▶ Congress Delegate Application
- ▶ Cowboy Poetry Contest Registration
- ▶ Demonstration & Illustrated Talk Contest Registration
- ▶ Dog ID and Vaccination Record
- ▶ Fashion Review Contest Registration
- ▶ Fruit Sale Order Blanks
- ▶ Fundraiser Request Forms
- ▶ Horse Helmet Policy & Release
- ▶ Horse ID Sheets
- ▶ Horse Project Permission, Release and Assumption of Risk
- ▶ Medical Release
- ▶ Member/Leader Enrollment Sheet
- ▶ People Partner Grant Applications
- ▶ Project Award Application (County)
- ▶ Project Award Application (State)
- ▶ Quilt Contest Registration
- ▶ Ready to Wear Registration
- ▶ Reimbursement Request
- ▶ Scholarship Application (County)
- ▶ Scholarship Applications (State)
- ▶ Volunteer Application

\*\* Items are on our web site in addition to being available in the Extension Office.

# RULES

## Reasons for making rules

- get things accomplished
- establish boundaries, limits
- establish common expectations
- set policy
- establish fairness/limit arbitrariness

## When deciding to develop rules...

Ask: “How does this rule contribute to the education of the youth you’re working with?”

Ask: “What’s the intent of this rule?”

Ask: “Do we really need another rule to solve this problem?”

Ask: “Will we allow any exceptions to this rule?”

Ask: “How well have we defined the consequences for violating this rule?”

Ask: “Who will enforce these rules?”

Ask: “What is our grievance procedure for appealing the provisions of this rule?”

Ask: “How will we adequately inform others about this rule’s existence and implications?”

Ask: “When will we review the rule to see if it still makes sense?”