

CARTER COUNTY

4-H Policy & Procedures Handbook

Revised 2019

This handbook expresses the policies for the organization and administration of the Carter County 4-H Program. In addition to these policies, Carter County 4-H Program will also abide by the Montana 4-H Program Policy and Procedures outlined in the MSU Extension Montana 4-H Program Policies and Procedures Publication. County policies may be more restrictive than the state policies, but not less restrictive than state policies.



CARTER COUNTY 4-H HANDBOOK

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The Fallon/Carter Extension Service reserves the final and absolute right to interpret these 4-H rules and regulations and settle and determine all matters, questions and differences in regard to 4-H.

A copy of the Montana 4-H program Policies and Procedures and the Carter County 4-H Policy and Procedures is available at the Fallon/Carter County Extension Office and on the Fallon/Carter Extension Website (<http://www.msueextension.org/falloncarter/4h.html>)

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CARTER COUNTY 4-H

CODE OF CONDUCT

It is the 4-H program's intent that 4-H is filled with exciting experiences, new friendships and fun. To help make this happen, each member should be considerate of others, participate fully in 4-H and observe the guidelines outlined below. These rules are intended to assist in providing for the health, safety and social well-being of everyone. If a situation or question arises which is not clearly covered by this list, ask a leader before acting. Be pleasant and cooperative; all participants will enjoy themselves more.

- Respect supervision at all times. You are responsible to all adults connected with the 4-H program.
- Fireworks, firearms, illegal drugs, tobacco and intoxicants of any kind are not permitted.
- Obtain the chaperon's/leader's permission before leaving a scheduled group activity.
- Respect the equipment, facilities and natural surroundings. Participants are financially responsible for any damage or misconduct.
- Respect others' privacy.
- You are representing yourself, 4-H and Carter County. What others think of you is many times based upon impressions of dress and behavior. Always dress and behave so that you create a favorable impression.
- Leaders/chaperones have the authority to set and/or enforce guidelines for the group or activity.
- Violation of any of these rules may be grounds for dismissal of individuals or groups, forfeiture of fees and further consequences as determined. Parents will be promptly notified, along with the County Extension Agent.

It is not possible to anticipate every possible situation. In the absence of a rule regarding a specific activity or situation, the leader/chaperone in charge has the authority to interpret the rules and resolve problems not addressed in the above mentioned guidelines.

CARTER COUNTY 4-H COUNCIL CONSITITUTION

- ARTICLE I: The NAME of this organization shall be the CARTER COUNTY 4-H COUNCIL.
- ARTICLE II: The OBJECTIVE of this organization shall be to promote 4-H Work in the County through:
- Meetings of the Carter County 4-H 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.
 - Cooperation with the County Extension Agents and other agencies interested in assisting in the development of the 4-H Club Program.
 - Informing 4-H Leaders and Members in order that the 4-H Club Program may be more effectively serving the county.
- ARTICLE III: The MEMBERSHIP of this organization shall be composed of:
- Two 4-H Club members and all leaders from each club.
 - Council members to be chosen by their club leaders to serve a period of two years. Thus, half of the council will change at one time.
- ARTICLE IV: The OFFICERS of this organization shall be President, Vice President, Secretary, and Treasurer.
- Nominations of officers to be made at the January meeting.
 - All Council members shall be eligible to hold an office and to vote.
 - All votes for officers shall be by ballot.
 - Whenever there is but one nominee or but one that it is possible to elect, it shall be the duty of the secretary to cast an elective ballot for the nominee.
- ARTICLE V: DUTIES OF OFFICERS
- Section 1: The duties of the President shall be to preside at all meetings, appoint committees, and to perform such duties as may be prescribed by the By-Laws.
 - Section 2: The duties of the Vice-President shall be to act for the President whenever the latter is unable to attend to their duties, and to vote off ties.
 - Section 3: The duties of the Secretary shall be to keep a record of the minutes of all meetings, call the roll, and keep a record of the activities of each meeting, and report all meetings to the local paper.
 - Section 4: The duties of the Treasurer, shall care for all money that may come into the Council, and make a report for each meeting.
- ARTICLE VI: The standing COMMITTEES Carter County 4-H Council shall be:
- Section 1: EXECUTIVE - The Executive Committee shall be the President, Vice-President, Secretary, and Treasurer. This committee shall have supervision over matters of general interest to the organization, shall act as a Planning Committee in the preparation of the county 4-H yearly program work, and may meet to attend to Council business between the regular meetings for the Council. This committee shall be responsible for the planning of a yearly program for the club meetings and help plan and coordinate the 4-H activities and aid in the educational exhibits at the Fair.
 - Section 4: The President may appoint special committees from time to time to facilitate the working of the Carter County 4-H Council.
 - Section 5: Any 4-H member or & leader may be appointed to committees.
 - Section 6: County Agents & the President are ex-officio members of all committees.
- ARTICLE VII: MEETINGS- There shall be four regular meetings of the County 4-H Council each year. Meetings to be held on the 3rd Thursday in January, April, May/June, and September.
- ARTICLE VIII: MEETING PLACE- The regular meeting place of the County 4-H Council shall be in Ekalaka.

- ARTICLE IX:** AMENDMENTS- This Constitution may be amended at any regular meeting of the Council provided the amendment is passed by a two-thirds vote of council members present.
- ARTICLE X:** This Constitution shall be read at the January Meeting.
- ARTICLE XI:** COMPENSATION AND CONFLICT 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 XII:** WHISTLEBLOWERS PROTECTION- To maintain the highest standards of conduct and ethics, the Carter 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 XIII:** DOCUMENTRETENTION AND DESTRUCTION- The following procedures for the retention and destruction of Records will be followed.

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

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.

ARTICLE XIV:

Dissolution: If this chartered group disbands, all assets, and club materials will be turned over to the County Extension Office.

CARTER COUNTY 4-H COUNCIL RULES

THE COUNCIL

1. The Executive Committee is to take care of any special problems that come up between regular Council meetings.
2. Friend of 4-H and Alumni recipients will be selected at the May/June Council meeting and awards will be given out at the fair awards ceremony. Any awards that can be done at the fair will be given and all other awards will be the responsibility of each club in the fall.

MEMBERS & CLUBS

1. It is recommended that each club give a donation of time or money to Camp Needmore.
2. Members who receive non-project county awards (special awards) will be recognized at the Achievement Day.
3. There will be a Shooting Sports Club for those members not enrolled in any other project. All Shooting Sports members must be enrolled prior to taking part in the project.

FAIR

1. 4-H members from the bordering counties, including Fallon, will be allowed to exhibit at the Carter County Fair.
2. Premiums are not to be paid if articles on exhibit were removed before the deadline set by the fair, exceptions to be approved by the fair board.
3. Kits will be allowed for fair exhibits in all categories, but they need to be labeled as such.
4. AWARDS PROGRAM: The 4-H/FFA Fair Awards Program will be held at 1:00 p.m. on Sunday of the Fair. Fair awards will be cash with option to buy a trophy. The money will be figured according to the points in the fair book for grand and reserve champions. FFA will be responsible to donate to the fair trophies for Market Beef, Sheep and Swine.
5. CAKE AUCTION: A 4-H Cake Auction will be held during the Carter County Fair. All 4-H members, who completed their record book the previous year, are eligible to participate. The cakes will be decorated according to the fair theme. (January 2013)

COUNTY EVENTS

1. Foods Festival (Stir-ups), Small Project Judging, Demonstrations, Illustrated Talks, Quilt Show, Fashion Review, Cowboy poetry, Ready-to-Wear, Commercial, Videography, and Career Communications will be included in All Events Day.
2. Judges for All Events Day will be paid \$20.00 as a token of appreciation.
3. Judges for All Events Day will judge, then another person will compile the final scores for the results.
4. CONGRESS: As many members that can, should be allowed to go to Congress. Members attending Congress will be responsible for transportation costs. The Council will pay the registration fee for each delegate and the chaperones.

CARTER COUNTY 4-H FINANCIAL OPERATIONS

1. The Carter County 4-H Council will pay the Montana 4-H Foundation each year to be the GEN holder in which all Carter County 4-H Clubs will be under the umbrella of. The amount paid will be an annual fee of 1% of the total financial balances of the 4-H Council and active 4-H Clubs in Carter County. (Oct 2009)
2. All bank statements for 4-H Club accounts will be sent to the Fallon-Carter Extension Office. (Jan 2011)
3. LEADER BACKGROUND CHECKS: The \$30.00 fee for all new Carter County 4-H Leaders for background checks is to be paid by the Carter County 4-H Council. (Oct 2017)
3. TRIPS: The Council will pay toward expenses to each 4-H member going on trips other than congress. The Council will pay all registration fees for members and leaders to attend 4-H Congress.
4. INSURANCE: The Carter County 4-H Council will insure the Carter County members with 4-H member insurance which will cover them at any 4-H related event at a premium of \$1.00/member and \$2.00/member in a Horse Project. Insurance not to be reconsidered until premium would increase.
5. PROJECT MANUALS: The Carter County 4-H Council will pick up the balance for project manual that is not covered by the \$5.00 membership fee. (2015)
6. The Carter County 4-H Council will auction two spaces on a Friends of 4-H Donor Plaque during the Livestock Sale at the fair. The Council will donate to the MT 4-H Foundation using the proceeds of the plaque sales with the guidance of the current year's budget.
7. Carter 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.
8. GOLDEN PITCHFORK AWARD: Extension will take care of ordering awards for the Golden Pitchfork Award, bills will be sent to the 4-H Council and the Council will seek sponsorship.

CARTER COUNTY 4-H MEMBER REQUIREMENTS

1. **4-H YEAR:** The 4-H year will run from October 1 to September 30.
2. **AGE REQUIREMENT:** Youth who turn 5 years of age by October 1 may join 4-H Cloverbuds. When youth turn 8 years of age by October 1, they may join a regular 4-H club. 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 (*Montana 4-H Policy and Procedures, 2016*).
3. **4-H ENROLLMENT:** Returning members must re-enroll in 4-H before December 1 of the current 4-H year. New members have until June 1st to enroll in 4-H for the current 4-H year June 1st is the last day members can add or drop projects.
4. **4-H MEMBERSHIP DUES:** Each registered 4-H member will owe the Fallon/Carter Extension Office a \$5.00 due to cover project materials for the 4-H year. 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. **4-H CLOVERBUDS:** Cloverbuds is the only project in which youth ages 5-7 can be enrolled in. Cloverbuds will run from January through May. Montana 4-H Policy does not allow Cloverbuds to participate in any 4-H fundraisers and Cloverbuds may only take indoor exhibit to the Fair.
6. **COMPLETION OF A 4-H YEAR:** to receive completion of a 4-H year members must:
 - Must enroll and complete at least one project.
 - Complete records for all projects enrolled in.
 - It is not necessary to exhibit at the fair to complete projects, but it is recommended for members to do so.
 - Submit record books by the 3rd Wednesday in September to be considered for project awards, project completion, 4-H year completion discs, activities, etc. The last date to turn record books in for credit is October 1st. Record Books to be turned in to the Carter-Fallon Extension Office or your Organizational Leader. (10-12).
 - Project Records must be completed by the 3rd Wednesday in September and be reviewed to receive livestock check and in order to sell anything at the Carter County Fair the following year. This includes both livestock and non-livestock items. (October 2012)
 - All criteria for completing a record book must be complete.

CARTER COUNTY 4-H CRITERIA FOR A COMPLETE 4-H RECORD

- Enroll in 4-H and complete at least one project.
- Complete records for 100% of projects enrolled in.
- Submit records to your Organizational Leader by the 3rd Wednesday in September.
 - Records must be submitted and complete before receiving Fair Sale checks.
 - No credit for the 4-H Year for records book handed in after Oct. 1.
- Include “My 4-H Year” Record (green sheet)
 - Complete all sections in the “My 4-H Year” form with no obvious omissions.
 - Sign and date form where required.
 - Enter “none” for sections of the “My 4-H Year” form for which you have no entries.
 - List at least 3 goals for the 4-H Year. These should be non-project goals.
Examples: leadership, citizenship, community service, other.
- Include “My Animal Project” (purple sheet) and “My Non-Animal Project” (blue sheet) for each project enrolled in.
 - List goals for each project.
 - Include at least 4 major events related to your project
 - (Activities, what you did, what you made, what you accomplished).
 - Include Project Manual if you have completed activities in it.
 - Include new things learned or gained from your project.
 - Complete all sections of the form, entering “N/A” (not applicable) for portions of the records that do not apply to your type of project.
- Complete “Summary of 4-H Year”
- Include photos, certificates and anything else you wish.

Journals should be handwritten. Special accommodations may be granted. Please make a request to the Carter County 4-H Council. In addition to your request to the Council, please include a written explanation when you hand in your books.

PROJECT AWARD



- ▣ Record Books must be turned in by the date set by the 4-H Council.
- ▣ Based on project work alone. Meet and exceed the requirements for completing a project.
- ▣ Identify goals for the project area. Provide documentation of how they were achieved.
- ▣ Complete activities related to project area. Demonstrate what was learned or gained from experience.

GOLD SEAL RECORD BOOK REQUIREMENTS



- ▣ Record Books must be turned in by the date set by the 4-H Council.
- ▣ Record Books that are returned to youth to complete are not eligible for Gold Seal.
- ▣ Identify & achieve goals for the 4-H Year. Provide documentation of these goals & how they were achieved.
- ▣ Journals should reflect that learning occurred with each project.
- ▣ Journal should be neat and legible.

CARTER COUNTY 4-H AWARDS AND RECOGNITION

1. The date for Achievement Day will be set at the autumn 4-H Council Meeting.
2. Council will give a 7 year and 10 year gift to eligible members.
3. Plaques and discs will take the place of pins for project awards. 4-H leaders will receive discs instead of pins.
4. Discs will be given for participation in county events, special activities & project awards (4-H Camp, Congress, Ambassador etc.)
5. The Extension Office will print certificates for Project Completion recognition, project awards and special awards.
6. Special awards will be determined at the 4-H Journal Review meeting held as close to the third Wednesday in September as can be scheduled.
7. Carter County 4-H Council will pay for discs & disc plates awarded to all eligible 4-H members and leaders. This will include the name plate and engraving.
8. 4-H Leaders will receive discs & disc plates for years volunteering.
9. Metal extensions to the disc plates are the responsibility of the members & leaders to purchase from the Extension Office.
10. 4-H Journals and Project Records must be submitted to your Organizational Leader or the Fallon/Carter Extension Office by the 3rd Wednesday in September to be eligible for any discs given for project awards, activities, 4-H year completion and project completion.

SPECIAL AWARDS

The following awards can only be received by 4-H members who have been nominated by leaders based on the information found in their 4-H Record Journals.

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.
- **Agriculture:** Members complete projects in agriculture area gaining a good understanding of success as well as failure in agriculture.
- **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. Must be a positive role model at all times.
- **Community Service:** Member not only takes part in club community service but does extra volunteering to benefit the community. Suggested members are involved in more than one organization, club or service group
- **Communications:** Member promotes 4-H and exhibits good communication skills using a variety of media/ways in 4-H and in other activities.
- **Family & Consumer Science:** Members complete projects that have proven to enhance the atmosphere of the home.
- **Leadership:** Member demonstrates leadership in and out of 4-H Activities. Member shares knowledge and skills in a positive manner with youth and adults.

CARTER COUNTY 4-H
AWARDS AND RECOGNITION
Scholarships

QUALIFICATIONS

- Must be a graduate of an accredited high school and have an approved scholastic rating.
- Recipient must agree to attend a college of higher education for two semesters, two quarters, or their equivalent. One two-hundred-dollar payment will be made on the enrollment of the second semester. Recipient must also have submitted a complete and up to date 4-H Journal the 4-H year the scholarship was applied for.
- Recipient must be an active Carter County 4-H Club Member and have completed at least five years of 4-H Club work having an outstanding record of achievement as shown by available information. The 4-H member must have completed 3 years of the 5 required in Carter County.
- Must show leadership ability, a good character and have a sense of moral and ethical values.
- Scholarship of \$200 to be administered by a committee of 3 appointed by the Carter County 4-H Council. The committee is to choose from the applications submitted by qualified 4-H members and be under the jurisdiction of the Carter County 4-H Council.
- An interview may be requested.
- Please submit the scholarship application and a transcript of high school credits and grades
- If more than one applicant is eligible and deserving, more than one will be given.

Deadline: The applicants must have their applications in the hands of the Carter County committee by 5:00 p.m. on May 1st. *If May 1st is a Saturday or Sunday, the scholarship will be due the following Monday by 5:00 pm.*

The 4-H scholarship recipient is to receive \$200.00 when they enroll in the second quarter or semester of college, or has completed three months of vocational school.

CARTER COUNTY 4-H LEADER REQUIREMENTS

1. **VOLUNTEER ENROLLMENT:** Leaders must re-enroll each year. New leaders can enroll at any time.
2. 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 Verified Volunteer, a company contracted by 4-H Montana to complete the screenings. Until the entire screening process is complete, a leader/volunteer will not be certified.
3. **LEADER DUES** are due by December 1. Dues are \$6.00 per leader payable to the Council Treasurer.
4. There was to be no limit to the number of leaders in a club. However, leaders should be active before they are given credit for being leaders.

CARTER COUNTY PROJECT GUIDELINES

LIVESTOCK RULES

Market Livestock Possession

Animal	Possession Date	Minimum Fair Weight
Market Beef (Steer/Spayed Heifer)	January 1	None as of 02-01-2013
Miniature Beef	January 1	500 pounds
Market Lamb	June 1	90 pounds
Market Hog	June 1 (photo to Extension Office)	200 pounds
Market Goat	June 1	No minimum Weight, but must be under 1 year
Poultry	June 1 (photo to Extension Office)	Over 4 lbs., must be between 8 weeks & 1 year
Rabbits	June 1 (photo to Extension Office)	
Horse, Dog & Cat	June 1	No minimum weight

- The livestock exhibitor must be properly enrolled in the livestock project that he/she exhibits. (2003)
- All 4-H members must have completed the 4-H Record Book to be eligible for an award in all livestock projects.
- If a project animal dies or is judged unsound, the council will decide what or when it should be replaced. (10-86)
- JOINT COMMITTEE: A joint committee of FFA and 4-H will consist of 3 adults and 3 members from each organization, and 1 additional joint member (to serve as chairman. The committee will be appointed each year and has authority to make decisions without general council approval. (1-18)
- ANIMAL HEALTH: If animals have health problems, the Joint Committee should request a veterinarian give the animal a clean bill of health prior to it being entered in the fair, exhibited or sold. (1-18)
- ANIMAL QUALITY ASSUARANCE: All 4-H and FFA members taking market and breeding animal projects are required to attend an Animal Quality Assurance Program their first year and at least every other year. This included members with beef, sheep, goats, swine, rabbits and poultry. (9-18)
- Livestock exhibitors are not permitted to use tranquilizers for livestock within 30 days prior to the fair. Any drug used at the fair must be administered by or under the direct supervision of a veterinarian. (2003)
- BEEF:
 - January 1st is the Possession for Market Beef projects. The council can make exceptions when necessary. (1-18). A county Market Beef weigh-in and frame scoring will be held in January. (10-15)
 - Calves shown in the cow/calf pair class must be born on or after Jan. 1 of the current calendar year. (5-93)
 - Junior Feeder project is for steers born in the current calendar year. Heifers born in the current calendar year may be shown in the breeding project and there is not limit on the age of the exhibitor.
- SHEEP:
 - A member must be enrolled in the sheep-breeding project to show a ewe lamb. This same lamb cannot be shown as a fat or feeder lamb. (10-86)
 - 4-H members will not have a bum lamb class. (10-86)

CARTER COUNTY FAIR SHOW RULES

1. 4-H and FFA livestock is to be judged before the Open Class livestock. (10-55)
2. Only in case of illness, emergency absence, or valid reason may a 4-H or FFA member NOT be at the fair to show their own project animals. (6-86)
3. Fallon County youth will be allowed to exhibit in 4-H at the Carter County Fair.
4. The top 2 Market Beef from Carter County will be eligible to go to the Show of Champions in Miles City. (10-86)
5. FFA and 4-H will show together in the same classes. Trophies will be given to overall champions and reserve champions. Sponsorship will be joint. (10-89)
6. The champion and reserve champion showman in each category will be allowed to compete in the Round Robin contest. If a contestant wins with two different animals, each animal will be used in the contest, using a holder. (8-88)
7. Market Classes are open to Carter County 4-H & FFA members only. Please note that OPEN CLASS market classes are open to both non-Carter County 4-H & FFA members and Carter County 4-H & FFA members. The same animals may not be used in the open and 4-H & FFA market classes. (2006)
8. An appropriate award will be presented to Beef Breeding Project members after 4 years in the project with the same animal/s. An appropriate award will be presented to Horse Training members after 5 years in the project with the same animal. (6-06)

CARTER COUNTY PROJECT GUIDELINES
LIVESTOCK RULES
4-H/ FFA Livestock Sale

1. Market animals will be weighed at a specified time, set by the livestock committee (10-86). Each member can sell only one of each kind of animal. BILL OF SALE: Market Beef are required to have a Bill of Sale and must be turned in at the time of weigh in. (2003)
2. Goats, poultry & rabbits will sell by the head at the livestock sale. (12-99). Beef, sheep and hogs will sell by the pound.
3. All blue, red and white ribbon market animals can sell at the livestock sale. (5-93)
4. All market livestock should be ear tagged in some way prior to the fair for identification purposes. (12-99)
5. SALE DAY: The Livestock Sale will be held Saturday of the fair, at a time specified by the fairboard. (5-02)
6. Market animal buyers will be notified of the established current market price and have the option to buy the animal at selling bid price to take possession. Or, they may pay a premium price (the difference between the market price and the bid price) and allow the seller to retain ownership of the animal. (6-96)
7. BASE PRICE: Competitive prices will be sought out prior to the fair livestock sale. These floor prices will be set approximately one week in advance of the fair, and be printed on the sale flyer. (12-99). The livestock barn getting the bid on livestock for the fair livestock sale, will have first option of providing the auctioneer (Oct 2012). A base price will be set on market beef, sheep, and swine.
8. PREMIUM SALE: Livestock Buyers will have two options at the Carter County Livestock Sale. They can buy the animal or they can buy the animal on Premium.

Example: Animal Weight: 250 Pounds
Base Price: \$1.50/lbs. (Set by the Sale Barn before the Sale)
Market Value: \$375.00 (Base Prices X Animal Weight)
Bid Price: \$2.50/lbs. (The price the animal is sold for at the Sale)
Total Value: \$625.00 (Bid Prices X Animal Weight)
Premium Value: \$250.00 (Total Value – Market Value)

If a buyer buys the animal outright, they pay the Total Value (\$625.00) and own the animal. If they buy the animal on Premium, they pay the Premium Value (\$250.00).
9. SALE ORDER: The Grand and Reserve Champions sell in the middle, regardless of the number of white, red & blue ribbon entries. The sale order will pertain to all market animals except rabbits, poultry and goats. The livestock committee sets the sale order. (12-00). Resale Animals will be sold at the end of the sale followed by decorated cakes.

2019: Sheep, Swine, Beef, Goats, Rabbit, Poultry, Resale Animals, Decorated Cakes
2020: Swine, Sheep, Beef, Goats, Rabbit, Poultry, Resale Animals, Decorated Cakes
2021: Beef, Sheep, Swine, Goats, Rabbit, Poultry, Resale Animals, Decorated Cakes
10. SALE COMMISSION: Commission paid by the youth on market animals will be 2.5% (it may be less, based on need) for each sale. This commission will insure all expenses accrued will be covered. Commissions are withheld from each check and will include the beef check-off amount. (12-99)
11. RESALE ANIMALS: If an animal is up for resale, the first buyer must pay the full price. The animal is then owned by the organization or individual of the buyer's choice and is sold again. There is no premium option on the resale animals. All resale animals will be sold at the ends of the sale. There will be no commission on resale.
12. Sellers will be required to fill out and display exhibitor cards near their market animals. These cards should contain the sale weight, the buyer, and the selling price. (6-96)
13. An ice cream social will follow the market livestock sale.

4-H/ FFA Livestock Sale

SALE CLERKING RESPONSIBILITIES

The purpose of this position is to administer the Carter County 4-H/FFA Livestock sale at the county fair.

- Account for all sale receipts.
- Disperse sale checks to members after the approval of record books and be responsible for withholding any monies; check off, commission etc.
- Be responsible for all collections and deposits including buyers and donations.
- Be responsible to line up all help and equipment to run the administrative side of the sale; sale clerks, runners, etc.
- This person shall answer directly to the Carter County 4-H Council.
- Be responsible for check ordering and check book account management.
- Will turn over books/accounting each year to Carter County 4-H Council Treasurer for audit/reconciliation.
- Create a final destination sheet for load out purposes, including bill of sales & brand inspections.
- Disperse all Friends of 4-H plaque monies.
- Mail buyer invoices and handle all collections, requesting payment by September 1.
- Be present for sale animal load out and verify destinations.
- Be responsible to/for all aspects of clerking the sale.
- All sellers will receive a seller's receipt by fair closing.
- All buyers will receive a buyer's receipt at the sale.

CARTER COUNTY 4-H PROJECT GUIDELINES

HORSE

1. All 4-H members interested in the horse projects have to be enrolled and complete Horsemanship Levels 1, 2, 3 before they can enroll in other horse projects. Members may request an assessment of their horsemanship level for placement in project areas. If you require a placement assessment contact the County 4-H Council by May 1st.
2. The member must own all animals shown by 4-H members in 4-H classes or in partnership with immediate family or the member have access to the horse through the county fair.
3. Horse assessments of members will be done before June 1st of the current 4-H year.
4. All horses carried as 4-H projects must be in the continual care of the 4-H member by May 1st. Project animals may not be trained by a professional trainer (excluding immediate family and 4-H leaders.) 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. If a member feels that it is necessary to change horses, permission may be granted by the Carter County Horse Committee.
5. Stallions may not be shown in any class with the only exception being a yearling in the Horse Training Project.
6. WESTERN DRESS CODE: White or solid colored long sleeved blouse or shirt; dark blue, black or brown tie (any style); dark blue, brown or black pants of western type blue jean; western hat that is clean and in good condition (felt or straw) or a safety helmet; and western style boots that are clean and polished. No vests or sweaters.
7. One horse can be shown by two members if in different classes.
8. Members may repeat a Horsemanship Level if not completed to the county horse committee's satisfaction.
9. Members must compete in the most advanced level of the horse project they are taking.
10. Members may be entered in both Western and English with the same horse but only be one level lower or higher. If with different horses, the levels can have a greater spread.
11. Members winning a Horsemanship level at the county fair or State Horse Show must advance to the next level if using the same horse. Any variations of this must be approved by the County Horse Committee.
12. It is suggested that horses three and over, shall be ridden using a bridle and bit. A flat curb chain may be used, but not a twisted chain curb strap.
13. Members must be 12 years old or older during the current 4-H year (October 1 through September 30) and have at least completed three levels of the Horsemanship Project to be able to enroll in the Yearling to Five-year-old Training Project and the Green Horse Project. The Carter County Horse Committee shall have the option of giving anyone under 12 years old permission to carry a Training Project. You must contact the Carter County Horse Committee before May 1st if you desire this permission. A member under 12 years old and taking the Training Project, would be allowed to exhibit the horse only in the Carter County Fair.
14. Colt to maturity project horses cannot be cross-entered in Horsemanship.
15. Showmanship, Bareback Equitation and Trail classes will be open to all horse project members at the Fair. Members must use one of their project horses in these classes. Members must show in their respective project area before being eligible to show in these classes.
16. Green Horse animals can show in the respective colt-to-maturity classes: i.e. two-year-old green horse shows with the two-year-old colt-to-maturity horses; three-year-olds with the three-year-olds, etc. A five-year-old horse would be the oldest age of horse taken as a green horse.

4-H TRIPS

The Carter County 4-H Council may provide financial assistance for 4-H trips.

- Members must meet 4-H requirement and be in good standing
- Member must be willing to provide a report to the Council and share their experience with other 4-H members.
- Member must fill out 4-H Reimbursement Form after participating in the 4-H trip to receive stipend from council.
- Any 4-H member going on an exchange trip must be 14 (the 4-H Senior age division) by October 1st.

Some of the 4-H Trips available to Carter County Youth and Leaders include:

- **LEGISLATIVE BREAKFAST** (Odd years, January): The purpose of the breakfast is to educate legislators about the value of 4-H and Extension. Youth are very important participants in this breakfast, as are their leaders and parents. Each youth who comes to the breakfast will have the opportunity to tell about his/her 4-H experience.
- **MONTANA STATE SHOOTING SPORT TOURNAMENT** (early March): State-wide shooting sports competition for 4-H members enrolled in Archery, Air, & Smallbore.
- **MONTANA 4-H RECREATION LAB** (March): Montana 4-H Recreation Lab provides an opportunity for youth ages 13-19 to enhance their leadership, communication and team building skills in an action packed and interactive setting.
- **4-H CAMP** (2nd Full Week in June): Carter County 4-H along with the 4-H Programs in Fallon, Custer, Prairie, McCone, Garfield, Wibaux, Rosebud-Treasurer, Powder River, and Dawson Counties participate in the Southeast Montana 4-H Camp for youth 3rd through 6th grade. 4-H Camp is held at Camp Needmore at Ekalaka. All youth are able to partake in 8 hands-on educational workshops, campfires, games, and meals. Older members may serve as Camp Counselors.
- **OREO TRIP**: Carter County 4-H along with the 4-H Programs in Fallon, Custer, Prairie, McCone, Garfield, Wibaux, Rosebud-Treasurer, Powder River, and Dawson Counties participate in the 4-H OREO Trip for youth in 7th & 8th grades.
- **MONTANA 4-H CONGRESS** (July): Montana 4-H Congress provides youth from across the state an opportunity to come together on the Montana State University Campus in Bozeman for four days. Montana 4-Hers ages 13-19 years old can attend Congress. Its purpose is to provide a safe and fun environment for youth to experience all that 4-H Congress has to offer, including: contests, workshops, entertainment, social events, and much more. 4-Hers received top awards in contest have the opportunity to attend and compete at National 4-H Congress.
- **CITIZENSHIP WASHINGTON FOCUS** (June): This is a week-long 4-H citizenship program for youth ages 14-19, is the preeminent 4-H citizenship and leadership experience for 4-H youth.
- **MONTANA 4-H LEADERSHIP FORUM** (Fall): This event is held annually at locations around the state to provide a forum for the gathering of ideas for leaders and junior leaders. The Forum includes workshop on a variety of topics related to 4-H Projects and to overall youth development, as well as, update on 4-H Programming and recognition for outstanding achievements.
- **4-H STATE HORSE SHOW** (September): The Montana 4-H State Horse show is an opportunity for 4-H Horse Project members to test their skills alongside their peers from across the state in an educational and enjoyable competitive contest. Classes are offered to include nearly every aspect of the 4-H Horse Project as well as nearly every skill level of rider. Youth ages 9-19 years old, may enter and compete based on the qualifying guidelines in their county.
- **4-H AMBASSADOR FALL TRAINING** (September): Fall Training is the annual development retreat for Montana 4-H Ambassadors. Ambassadors and prospective ambassadors will leave the weekend prepared and excited to take the knowledge and skills they have gained and apply them in their own counties.
- **AND MANY MORE!**

4-H TRIPS

CARTER COUNTY REQUIREMENTS TO ATTEND 4-H CONGRESS

MEMBER REQUIREMENTS

1. Carter County 4-H member must be 13 before October 1 of the current 4-H year and be a member in good standing.
2. 4-H member must fill out the County 4-H Congress Application form.
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. Delegate applicants must compete in contest area at a local level.
5. Delegates to Congress agree to attend all workshops and meetings to which they are assigned until the said event is finished.
6. Delegates will report back to the 4-H clubs, council, and help train others in the areas they attended at Congress.
7. CONGRESS: As many members that can, should be allowed to go to Congress. Members attending Congress will be responsible for transportation costs. The Council will pay the registration fee for each delegate and the chaperones.

SELECTION CRITERIA:

1. The Carter County 4-H Council will appoint a committee to select Congress Delegates. Committee will meet at All Events Day to read applications and select delegates.
2. Performance of 4-H members on previous Congress trips and the use of past Congress experience will be considered by the committee.

APPLICATION: Copies of the Congress Application may be obtained from your Fallon/Carter Extension Office or the Fallon/Carter County Extension Website.

4-H TRIPS
CARTER COUNTY REQUIREMENTS TO ATTEND 4-H CONGRESS
Congress Contest Areas

Carter County will require the same contest area qualifications as the State of Montana to attend Montana State 4-H Congress. 4-H members need not be enrolled in specific projects to compete at 4-H Congress. (April 2012)

LIVESTOCK OR HORSE JUDGING: Must attend a County Livestock Judging or a substitute accepted by the Congress Selection Committee. Please include this in your qualifications section. Up to four members can be sent to Livestock Judging. Up to four members can be sent for Horse Judging.

FASHION REVUE: Member must attend the county Fashion Revue, receive a blue ribbon and be old enough to be eligible to apply to go to Congress. There is no limit on the number of participants a county may send.

DEMONSTRATIONS AND ILLUSTRATED TALKS: Demonstration or Illustrated talk recommended to be given twice before and at All Events Day. Please include this in your qualifications section. (Suggested demonstration events are 4-H meeting, school, Homemakers, or other group or organization.) The winner at All Events Day may attend Congress if the Congress Application requirements have been met. Any number can be sent in this area.

PROMOTIONAL PACKAGE: Must attend and compete at the All Events Day. Receive a blue ribbon and be old enough to be eligible to apply to go to Congress. There is no limit on the number of participants a county may send.

PREPARE SPEECH: Prepare speech is recommended to be given twice before and at All Events Day. Please include this in your qualifications section. (Suggested demonstration events are 4-H meeting, school, Homemakers, or other group or organization.) The winner at All Events Day may attend Congress if the Congress Application requirements have been met. Any number can be sent in this area.

COMMERCIAL: Must attend and compete at the All Events Day. Receive a blue ribbon and be old enough to be eligible to apply to go to Congress. There is no limit on the number of participants a county may send.

STIR-UPS COOKING CONTEST: Blue ribbon winning senior 4-H members entering the local Stir-Ups competition who wishes to attend Congress.

QUILT SHOW: 4-H member must attend the county 4-H Quilt Contest, be a Senior Member and receive a blue ribbon. There is no limit on the number of participants a county may send.

GAVEL GAMES: Senior members may make up a team of four (4) to compete at congress. Local requirements are established on the county level.

HORSE SKILL-A-THON: Senior members may make up a team of four (4) to compete at congress. Local requirements are established on the county level.

VIDEO PRESENTATION CONTEST: Must attend and compete at the All Events Day. Receive a blue ribbon and be old enough to be eligible to apply to go to Congress. There is no limit on the number of participants a county may send.

CAREER COMMUNICATIONS CONTEST: Must attend and compete at the All Events Day. Receive a blue ribbon and be old enough to be eligible to apply to go to Congress. There is no limit on the number of participants a county may send.

CARTER COUNTY 4-H AMBASSADOR

Ambassador Qualifications

- Must be 14 years of age by October of the current 4-H year.
- Must be enrolled in 4-H for at least 2 years, must currently be enrolled and be a member in good standing.
- Must be or have been a Junior Leader or Club Officer.
- Must submit an application and be interviewed.
- Must be enthusiastic about 4-H as demonstrated by participation, leadership, & similar experiences.
- Must have the time available to fulfill the role of an Ambassador.
- Must be responsible.
- Must be willing to attend Ambassador Meetings and trainings, these include Fall Training and Congress.
- Must be willing to serve in Ambassador Roles when asked.
- Must be in good standing in school.
- Must have parent and/or guardian support.
- Must have County Agent staff support.
- Must be capable and willing to get out of school on a limited basis for special programs.
- Must be willing to serve the Ambassador term which is from one 4-H Congress to the next.

Ambassadors Duties

- 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
- 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)

4-H AMBASSADOR KEY LEADER

Ambassador Leader(s) Qualifications

- Must be a registered 4-H volunteer that is enthusiastic and dedicated
- Knows the needs of teens today
- Has leadership abilities and can communicate with youth
- 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

Ambassador Leader(s) Responsibilities

- 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 & writing a plan of action for their activities.
- Assist them in establishing 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 & Council in keeping the Ambassador program a high priority.

