

**Menominee County**

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**4-H**

Welcome Packet

Dear 4-H Family,

Welcome to 4-H, the youth development program of MSU Extension! 4-H provides youth with positive learning experiences that help build character, while developing knowledge and skills that prepare them for the future.

We hope that your experience with MSUE-Menominee County 4-H provides your family with a positive experience that you will look back on and remember for years to come. Participation in 4-H should be educational as well as fun for the whole family. We know that 4-H is a large program and can be difficult to navigate, especially for new families; and we hope that this guide will give you the information you need to find your way around.

As you become more and more involved with 4-H, you will continue to have new opportunities – even beyond Menominee County – because 4-H events occur at the county, state, national, and even international levels! All the fun starts at the club level. We encourage you to become very active with your 4-H club. Throughout the year, we ask that you keep in mind that the majority of 4-H experiences are made possible by volunteers. Volunteers and 4-H staff will do their best to make the experience positive for your family. Throughout the year, you and your family may also be asked to lend a hand; please remember that many hands make light work, so if everyone pitches in a little the job will be done quickly. We understand that families are very busy, but any amount of help your family provides is appreciated to make sure everyone has an opportunity to enjoy the experience.

**Menominee County**

**Michigan State University Extension**

**S904 US 41**

**Stephenson, MI 49887**

(906)753-2209 office

(906)753-2200 fax

*Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.*

*MSU is an affirmative-action, equal opportunity employer*.

If you have any questions throughout your 4-H journey, you can always reach out to the Extension office by calling (906) 753-2209 or reach us via email at mortonk@msu.edu.

Sincerely,

Kristin Havelka

Kristin Havelka  
Menominee County 4-H Program Coordinator

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**4-H is a youth education program for boys and girls ages 5 through 19. It is the youth development program of our nation’s Extension system. Volunteer Leaders of all ages work with youth to provide fun educational experiences. Michigan State University Extension staff are responsible for the management of 4-H, as well as providing support and resources for its members and volunteers. Youth who participate in 4-H develop the skills needed to be capable, productive citizens and Leader’s as they learn about new project areas.**

**4-H and Menominee County MSU Extension**

**The Smith-Lever Act formalized Cooperative Extension Service (CES) in 1914 to expand the U.S. Department of Agriculture’s (USDA) partnership with land-grant universities to apply research and provide education to communities. Cooperative States Research, Education, and Extension Service (CSREES) is the USDA agency responsible for 4-H and Extension. 4-H programming is delivered locally and operated at the state and national levels through a partnership between county governments, the Cooperative Extension Service at the state’s land grant university (in Michigan, through Michigan State University Extension), and the USDA. 4-H is one of the programs offered by the county Extension office. Other programs include Master Gardeners, Food and Nutrition, and Agricultural Programs.**

For more information on CES, please visit [www.reeusda.gov/1700/statepartners/usa.htm](http://www.reeusda.gov/1700/statepartners/usa.htm)

For more information on CSREES, please visit [www.csrees.usda.gov](http://www.csrees.usda.gov)

For a helpful chart on the larger 4-H system, please see *Appendix A* at the end of this packet.

**Location and Contact Information**

Kristin Havelka

4-H Program Coordinator

906-753-2209

[mortonk@msu.edu](mailto:mortonk@msu.edu)

**Address:**  
MSU Extension Office

Attn: Menominee County 4-H

S904 US 41

Stephenson, MI 49887

Website:   
4-H Website: <https://www.canr.msu.edu/menominee/4-h/>

Facebook: <https://www.facebook.com/MenomineeCounty4H/>

**Office Hours**

Monday – Friday, 8:30am- 4:30pm  
**Please call ahead if you plan to visit, as 4-H staff are frequently out of the office for programming.**

Our office is closed during county holidays.

**Staff**

Paul Putnam, District 1 Coordinator

Kristin Havelka, CYI 4-H Program Coordinator

Amber Hayward, HNI/PI

Krista Marciniak, Receptionist/Secretary

**Stay in the loop!**

Make sure you are connected to Menominee County 4-H through the following means:

* Make sure your 4-H Online email address is current! Most communication is done via email through 4-H Online.
* Follow Menominee County 4-H on Facebook: https://www.facebook.com/MenomineeCounty4H/
* Please make sure your projects are updated in 4-H Online. We do send project-specific emails only to those participants enrolled in certain project areas as relevant.
* Many community clubs and projects have their own information page, be sure to ask.
* Menominee County Fair information can be found on the fair Facebook at: https://www.facebook.com/MenCoFair/
* **Upper Peninsula State Fair information can be found at:** <https://www.upstatefair.net/>

**Non-Discrimination:** 4-H clubs cannot discriminate by means of race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

**Menominee County 4-H Policies**

**4-H Age:** A 4-H member’s age is determined by whatever age he/she will be during the 4-H year. The 4-H year begins on September 1, but 4-H age is determined by the age that the child will be on January 1 of that following year. For example, a youth born on January 20, 2000, would have a 4-H age of 15 for the program year that runs September 1, 2015-August 31, 2016. Youth that have a 4-H age of 5 – 19 years of age may join the 4-H program. 4-H members are ages 8 – 19 and participate in both non-competitive and competitive settings. Youth that are 4-H age 5 – 7 years old are considered Cloverbuds, who only participate in non-competitive settings. As part of a Community Club, Cloverbuds often have their own “hands on” activities separate from the older members. There are Cloverbud-specific projects available, and several regular 4-H projects are available to Cloverbuds as well.

**Participation Fee:** There are currently no fees for enrolling in 4-H. Some clubs or projects may have an additional fee or dues.

**Enrollment/Reenrollment:** 4-H members and volunteers must enroll/reenroll each year, beginning September 1st. All enrollments and reenrollments occur via 4-H Online, our online database. More information about 4-H Online and registration can be found at https://mi.4honline.com. Please note that you are not considered a 4-H member until you have enrolled or reenrolled in 4-H Online (including correct authorizations, club, and project participation.

**Volunteers:**  Volunteers play a vital role in the ongoing growth and development of those in the 4-H Youth Development program. Adults have a lifetime of experience to share, including education, work experience, hobbies, and talents! Any adult that wishes to enroll as a volunteer with 4-H must complete the Volunteer Selection Process (VSP) prior to enrolling in 4-H Online. Link to the volunteer Selection Process <https://msu.samaritan.com/custom/502/volunteer_home>. Please select to be a gold volunteer and fill out the required information. U will also need to sign acknowledgements and give permission for a background check. You will need minimum of three references, five is preferred. Once this is completed you will be scheduled for an interview with the county program coordinator. Yearly background checks, signatures and re-enrollment in 4-H online are required to stay active.

**4-H Clubs:**  Clubs must complete paperwork and be registered with the Extension office to be considered a 4-H club and allowed to use the 4-H name and emblem. Clubs must consist of at least five members from two or more families, have at least one registered adult volunteer, and meet a minimum of four times per year. Club benefits include assistance and support from staff, recognition for members and Leaders, scholarships, leader training reimbursements, and much more. Leaders are encouraged to attend Leader Council meeting for the latest

information for club. These meetings are monthly September through May. More information regarding starting a club can be found by calling the Extension office.

**Financial Guidelines:** Each club, volunteer, member and parent is required to follow the financial guidelines for Michigan 4-H clubs. The volunteer book can be found at <http://msue.anr.msu.edu/uploads/resources/pdfs/4H1687_4-H_Volunteers_Financial_Manual_WEB2.pdf> and the youth/adult treasurer book can be found at <http://msue.anr.msu.edu/resources/financial_manual_for_4_h_treasurers>. Please contact the Extension office with any questions.

Administrative Leaders are required to turn in annual financial reports for their club finances yearly in September. The 4-H year runs September to August.

**Fundraisers:**  All 4-H fundraisers must have a completed fundraising authorization form submitted to the Extension office **at least two weeks prior** to the start of the fundraiser. A follow-up report form must be completed and submitted no **more than 10 days** following the event. Only authorized 4-H groups may use the 4-H name and emblem in fundraising, and all funds raised using the 4-H name and emblem are considered 4-H funds. This means that fundraisers for personal use may not use the 4-H name or club name. An attempt should be made to make the fundraiser an educational activity by providing training to youth. Deciding on the best activity to raise the funds, making a good impression, money handling, and record keeping are good skills to acquire during a fundraiser. Above all be sure youth are safe when implementing a fundraiser.

**Menominee County 4-H Website**

The Menominee County 4-H website can be found at: <https://www.canr.msu.edu/menominee/4-h/>

Menominee County 4-H also hosts a Facebook page containing useful information. It can be found here: <https://www.facebook.com/MenomineeCounty4H>

/

I pledge….

**4-H Pledge**

My head to clearer thinking  
 My heart to greater loyalty  
 My hands to larger service  
 My health to better living  
 For my club, my community, my country, and my world.

The 4-H pledge, which should be said at the beginning of every club and association meeting, addresses all four areas of youth development (cognitive, emotional, social, and physical). You should work with youth to help them memorize the 4-H pledge.

**4-H Emblem**

The 4-H emblem is a four-leaf clover with an “H” in each leaf, which stands for Head, Heart, Hands, and Health. The 4-H emblem (commonly called the 4-H clover) is protected by federal law from commercial and unauthorized use. Due to this protection, only chartered 4-H clubs and organizations are authorized to use the 4-H clover in publications and advertising. The clover must also always be seen with the 18 USC 707 trademark (with few exceptions). There are also very strict policies regarding how you may use the clover in documents, apparel, etc. (for example, text or images cannot be placed over the clover). For further explanation of these policies, visit: <http://gaston.ces.ncsu.edu/files/library/36/4-H%20Clover%20Guidelines.pdf>

**National 4-H**

***Did you know?***

*The 4-H Motto is   
“TO MAKE THE BEST BETTER”*

*This expresses a continual goal of excellence—to always strive to build on our goals and skills.*

4-H is the nation’s largest youth development organization, empowering six million youth in the U.S. and is part of the Cooperative Extension system of land-grant universities. National 4-H provides a wealth of resources, including curriculum and activities as well as fund development, for local 4-H programs. They coordinate National 4-H Week, which occurs in October each year, along with the 4-H National Youth Science Day that occurs that week. National 4-H also runs the 4-H Mall, which is your go-to source for 4-H gear, including curriculum, apparel, club supplies, and more. Visit <http://www.4-hmall.org/home.aspx> to find all that they offer!

For more information on National 4-H, please visit <http://www.4-h.org/>.

**Michigan 4-H Youth Development**

Michigan 4-H Youth Development operates under Michigan State University Extension. The program creates non-formal, hands-on educational opportunities to help youth thrive in a complex and changing world. There are seven guiding principles that provide the foundation for educational methods, activities and events that positively affect the lives of Michigan’s youth. These are:

1. Youth develop positive relationships with adults and peers.
2. Youth are physically and emotionally safe.
3. Youth are actively engaged in their own development.
4. Youth are considered participants rather than recipients in the learning process.
5. Youth develop skills that help them succeed.
6. Youth recognize, understand, and appreciate multiculturalism.
7. Youth grow and contribute as active citizens through service and Leadership.

Michigan 4-H provides a wealth of resources and activities around a variety of project and topic areas, including animal science, arts, careers and entrepreneurship, citizenship, Leadership, community service, environmental and outdoor education, global and cultural education, healthy youth, life skills, science and technology, volunteering, and mentoring.

Youth can apply for different awards and scholarships at the state level. Scholarships include the Michigan Rabbit/Cavy 4-H Scholarship for those involved with the rabbit/cavy project area, Michigan State University 4-H Scholarship for high school seniors who have applied to MSU, Michigan State University Pre-College Program Scholarship for students in 8th, 9th, or 10th grade who attend an MSU pre-college program (such as 4-H Exploration Days, 4-H Great Lakes & Natural Resources Camp, 4-H Renewable Energy Camp, 4-H Animal & Veterinary Science Camp, or 4-H Capitol Experience), and Michigan 4-H Foundation Scholarships.

For more information on Michigan 4-H, please visit [http://4-H.msue.msu.edu/](http://4h.msue.msu.edu/).

**State 4-H Workshops and Events**

There are many statewide 4-H workshops and events that 4-H members can attend throughout the year. Visit the website [http://4-H.msue.msu.edu/events](http://4h.msue.msu.edu/events) to find more information about each event.

4-H Animal & Veterinary Science Camp – Occurs at the end of June at MSU and is for youth interested in exploring animal and veterinary science projects and activities. Open to youth ages 13-16 and involves a competitive application process to attend (applications are due in April).

4-H Capitol Experience – Occurs in March at the State Capitol and surrounding area and is a four-day conference to prepare youth for active citizenship, focusing on civic engagement and public policy.

Citizenship Washington Focus – This is a trip taken by 4-H youth every year involving a week of learning and fun in our nation’s capital. The short course is designed to help participants learn the basic functions of national government.

4-H Exploration Days – The most popular 4-H event! Occurs in June at MSU and is for youth ages 12-19, Leader’s, and parents. Spend three days on MSU’s campus, experiencing life like a college student and attending fun hands-on workshops and events with over 2,500 youth from across the state. Registration begins in March; you will want to register ASAP when registration books are available as sessions fill up very quickly.

4-H Great Lakes & Natural Resources Camp – Occurs in August at Camp Chickagami in Presque Isle for youth ages 13-15 (8th – 10th grade). Experience all that our great lakes have to offer as you go charter fishing, snorkeling, sailing, hike through forests, explore dunes, and more. There is an application process that is due in May.

4-H Renewable Energy Camp – Occurs in July on MSU’s campus and is a five-day camp for youth 13-19. Youth explore ideas, research, and opportunities relating to renewable energy (biofuels, solar, and wind energy).

4-H Visual Arts, Crafts, Sewing and Textiles Workshop – Occurs in October. Open to youth ages 12 and older and volunteers, this event features a variety of workshops focused on the visual arts, crafts, sewing, and textile projects.

4-H Youth Leadership & Global Citizenship Spectacular – Occurring in January. This event focuses on youth Leadership, civic engagement, global citizenship, and international cultures.

4-H Winterfest – This event for 8–12-year-olds occurs in February. Youth get to participate in a variety of workshops.

4-H Veterinary Science Teen and Adult Leader’s Workshop – Occurs in February, youth ages 13 and older and volunteers can learn about veterinary science.

4-H Beef, Sheep and Swine Teen and Adult Leader’s Workshop – Occurs in February, youth ages 13 and older and volunteers can learn about a variety of topics related to beef, sheep and swine project areas.

Michigan 4-H Dairy Conference – Occurs in March, youth ages 11-18 can attend this event to learn about dairy management.

For more information on State workshops and events, please visit [http://4-H.msue.msu.edu/events](http://4h.msue.msu.edu/events).

**Travel Opportunities**

4-H International Exchange – There are several international 4-H programs available including the LABO program, where youth travel to Japan for one month and Japanese youth come to Michigan for one month. Michigan families that host a Japanese teen can earn up to $800 towards their teen’s trip to Japan. Call the 4-H office or visit the following link for more information on the different exchange programs and countries that participate.

<http://4h.msue.msu.edu/programs/global_cultural_education/international_exchange_programs>

**Menominee County 4-H Year**

The 4-H year runs from September 1 – August 31. Below is an outline of a typical program year in Menominee County 4-H:

September:

* Enrollment for new program year begins.
* Clubs usually hold their reenrollment meetings in September or October. Reenrollment information is given out between August and October and is due January 1.
* 4-H Council officer nominations
* Leader Banquet award nominations
* Leader Training- monthly at Leader Council meetings

October:

* National 4-H Week is the first full week in October. Events during this week include the 4-H National Youth Science Day and the Tractor Supply Company fall paper clover campaign.
* 4-H Council votes for new officers.
* Leader Banquet
* Michigan 4-H State Award meetings begin, application due April 1
* Clothing and Textiles Workshop (or November)



November:

* Volunteer opportunity at Menominee Animal Shelter

December:

January:

* Menominee County 4-H Community Service Sewing Day
* 4-H Scholarship information available. Clarence Hansen Scholarship and Growing Garden’s Seed Money Scholarship
* County Honor Pin Nominations due
* Deadline for Super Saturday Classes proposals

February:

* State 4-H Vet Science Workshop
* State 4-H Beef Sheep Swine Workshop
* Midnight Riders 4-H Club Model Horse Show
* Horse Awards Tea

March:

* Menominee County 4-H Super Saturday
* County Honor Pin Forms due back
* Clarence Hansen Scholarship (high school senior) due & interviews held
* Teen Leader Training
* 4-H Exploration Days books are available (sign up early!).

April:

* 4-H Exploration Days registration deadline is this month.
* Achievement Day

May:

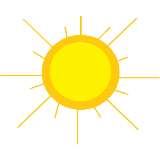
***Did you know?***

*Many of our associations and committees offer Leadership opportunities for youth and teens! Youth are also encouraged to be involved in and take a Leadership role with committees!*

* Animal Shelter Volunteer opportunity
* Youth Council Officer Elections

June:

* Exploration Days mandatory orientation.
* Midnight Riders Open Horse Show (or July)
* 4- H Exploration Days occurs at MSU.
* Photography Camp

July:

* Craft Camp
* Quilt Camp
* Menominee County Fair
* Community Service Sewing day (over the summer)

August:

* Horse Camp
* Upper Peninsula State Fair
  + The Livestock Auction is on the Saturday of fair week.

**Menominee County 4-H Associations**

Menominee County 4-H has a variety of associations and committees to guide certain project areas and events. Youth participation is highly encouraged and many offer great leadership opportunities!

**4-H Leader’s Council**

4-H Leader’s Council is the association that helps to oversee activities for the county 4-H program. Meetings are the second Tuesday of the month at 6:30 pm at the Extension Office. 4-H Leader’s Council is run by an adult and youth board. All clubs are encouraged to send representatives to this meeting to have a voice in shaping our county program.

4-H Leader Council oversees the following activities:

County Awards – Youth are nominated by leaders to be eligible. They then must complete the form to earn a county honor pin. County Honor Pins, Master County Honor Pins, and Key Club are all awarded at Achievement Day in April. Contact the 4-H office for more information.

**A note on awards/recognition:** A 4-Her’s greatest reward should come from personal achievement, service to others, helping other 4-Her’s, and sharing their experiences rather than “outdoing” other participants.

Leader Banquet – This is the county’s annual recognition banquet. Volunteers are recognized for years of service. Five other awards are given out during this program they include: Leader of the Year, Family of the Year, 4-H Alumni, Friend of 4-H, and Market Livestock Supporter. This event is usually held in October.

**Menominee County 4-H Foundation**

The Foundation is an invitation only board composed of past and present leaders as well as community members. This organization is the financial backing of 4-H programs in Menominee County.

4-H Foundation oversees the following activities:

Scholarships for attending workshops – 4-H Foundation will reimburse adults and youth for up to 100% of registration fees for educational workshops for either an adult and/or youth who attend regional or state events and offer to bring those programs back to teach in our county. All other youth workshops are covered at 50%.

Clarence J.E. Hanson Memorial Scholarship- This scholarship is awarded to four graduating seniors pursuing advanced education. Applications will be sent out to each qualified applicant in January of the year of graduation. The application is due back to the county office by March 1st.

**Menominee County 4-H Clubs**

There are several different types of clubs within the 4-H structure. Menominee County consists mainly of community clubs, which involves members of a variety of ages and interests. These clubs have general club meetings which may be held monthly that all club members attend and include club business and educational activities.

These clubs may also hold project-specific meetings throughout the year under the guidance of their project leader. The clubs meet on a weekly or monthly basis and focus mostly on project work. 4-H members may be involved with more than one club as fits their needs (members join a community club or may be in two community clubs that focus on a different range of projects).

The current list of Menominee County 4-H clubs, along with a contact person, contact information, location, and project areas is located at the Menominee County Annex.

**Menominee County 4-H County Programs**

There are a variety of countywide programs offered each year to 4-H and non-4-H members. These can vary from one day workshops to a short program or camp. These programs have a small fee to help cover the costs of the program and you will need to register for the programs.

Examples of county programs held in the past:

* Super Saturday- usually held in March, gives youth the opportunity to explore 4-H by doing up to 4 different projects throughout the day.
* Photography Camp- a weeklong day camp usually held in June after school releases. Youth learn how to use their own camera, explore the county’s beauty taking pictures, enlarge and mat photos to enter in the county fair.
* Craft Camp- a weeklong day camp sessions run 2 hours each, usually held in July. Youth get to make a different craft project each day. Projects are then entered into the county fair.
* Quilt Camp- late July/ August a weeklong day camp. Youth learn how to sew and pick out material. Each youth leaves with a completed lap size quilt.

**Menominee County 4-H Projects and Life Skills**

The 4-H slogan is “***Learn by Doing***” - Based on the experiential learning model (doing an activity, then reflecting on the activity and applying the knowledge learned), youth in 4-H participate in specific program areas through the learn-by-doing approach. These specific program areas are known as projects. Youth will select the projects they want to work on with the support of an adult volunteer leader. Note that not all projects are available in all clubs, depending on the volunteers in the club.

In addition to gaining the valuable content knowledge of the project the youth work with, the 4-H model also teaches members important life skills, including practical skills such as goal setting, critical thinking, and record-keeping, as well as personal and interpersonal skills such as Leadership, teamwork, character, communication, self-esteem, and responsibility. Iowa State University Extension has a Life Skills Model that connects the various life skills to the four H’s within 4-H. This model can be found at [http://www.extension.iastate.edu/4-H/explore/lifeskills](http://www.extension.iastate.edu/4h/explore/lifeskills).

**Menominee County Fair**

The Menominee County Fair is the largest county event each year where 4-H members can showcase the projects they have been working on all year. The Menominee County Fair is run by the Fair Board which is composed of volunteers. Contact the Annex for next meeting date.

Here are a few things to note about fair:

1. A new book has been created for raising market livestock animals for both county and state fair. This will be a valuable resource for new members. Available at the Menominee County 4-H office.
2. The answers to most questions can be found by looking in the fair book, which is available online at menomineecounty.com under “Menominee County Fair”.

This will include the schedule for fair, general rules, camping rules, livestock regulations, and class entry information.

1. Superintendents are those volunteers that oversee a particular project area(s) at the fair. Please remember that they are volunteers! They also hold a wealth of information about their project area and are most likely to be able to answer questions regarding their project area. Each animal species has its own rules and policies (located in the fair book). Contact information for each superintendent can be found in the fair book.
2. All projects that you would like to exhibit at fair must be submitted via an entry form to the fair office by the July deadline (exact deadline is posted in the current fair book. The entry form can be picked up from Menominee County Fair Office at S904 US 41, Stephenson.
3. Youth and families may camp at fair. Please call the fair manager for camping availability.