

# **2025 Clinton County 4-H Handbook**



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**Monday – Friday 8:00 a.m. – 4:00 p.m.**



### **THE 4-H EMBLEM**

A four-leaf clover with the letter “H” on each leaflet meaning the development of HEAD, HEART, HANDS, and HEALTH is the official 4-H Club emblem.

### **THE 4-H MISSION**

The Indiana 4-H Youth Development mission is to provide real-life educational opportunities that develop young people who positively impact their community and world.

### **THE 4-H VISION**

Indiana 4-H Youth Development strives to be the premier, community-based program empowering young people to reach their full potential.

### **THE COLORS**

**Green-** nature’s most common color is emblematic of springtime, life and youth.

**White-** symbolizes purity and high ideals.

### **THE 4-H PLEDGE**

“I pledge...

My HEAD to clearer thinking,

My HEART to greater loyalty,

My HANDS to larger service, and

My HEALTH to better living,

for my club, my community, my country, and my world.”

### **2023 4-H ADVISORY COUNCIL**

MYRA MCFAULS.....4-H CLUB LEADER LIAISON

|                   |          |                  |             |
|-------------------|----------|------------------|-------------|
| Andrea Kreps      | At-Large | Brandi Dunn      | Kirklin     |
| Breawna Caldwell  | At-Large | Lyle Burkhalter  | Madison     |
| Stephanie Orem    | At-Large | Carrie Barnett   | Michigan    |
| Mackenzie Padgett | At-Large |                  | Owen        |
| Samantha Ashley   | At-Large | Shannon Caldwell | Perry       |
| James Thompson    | At-Large | Andrea Schwartz  | Ross        |
| Ana Hernandez     | Center   | Lance Wheeler    | Sugar Creek |
| Larry Miller      | Forest   | Owen Lucas       | Union       |
| Susie Rhine       | Jackson  | Brad Humburg     | Warren      |
| Corina Brant      | Johnson  | Dori Allen       | Washington  |

## General Terms and Conditions

In the interest of the Clinton County 4-H program, the Clinton County 4-H Advisory Council, all 4-H exhibitors, and the agriculture and commercial industries, the following general terms and conditions are presented to maintain, insure, and present a wholesome, high quality, educational program. It is imperative to promote and allow only ethical behavior by exhibitors at any 4-H sanctioned events, including county, state, or national levels. The Clinton County 4-H Advisory Council or 4-H designee (4-H Youth Development Educator) reserves the final and absolute right to interpret any and all terms and conditions, contained in any and all parts of the Clinton County 4-H Rulebook and to arbitrarily settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of, connected with, or incidental to the Clinton County 4-H Program. They further reserve the right to resolve unforeseen matters not covered by general or project terms and conditions published in the Clinton County 4-H Rulebook, to amend or add to these terms and conditions as in its judgment it may determine, and to withdraw exhibits, awards, scholarships, and membership should any emergency exist and any circumstances that are deemed necessary. Please note that for an individual assisting with any county 4-H activity/event, the 4-H council highly recommends the approved volunteer process be completed. Please visit [v2.4honline.com](http://v2.4honline.com) to complete the enrollment process.

### **BEHAVIORAL CRITERIA FOR 4-H EVENTS AND ACTIVITIES**

There are many opportunities for 4-H members, volunteers, parents, and the public to participate in 4-H events and activities. When involved in such experiences, members, volunteers, parents, and the public are expected to follow all rules and regulations as outlined by those responsible for the specific program or activity.

**The following actions constitute misconduct for which persons may be subject to disciplinary penalties and/or dismissal from the program:**

1. Dishonesty in connection with any 4-H activity by cheating or knowingly furnishing false information.
2. Alteration or unauthorized use of 4-H records.
3. Obstruction or disruption of any 4-H activity or aiding and encouraging other persons to engage in such conduct.
4. Failure to comply, or aiding or encouraging other persons not to comply, with specific terms and conditions of a given project, contest, or activity.
5. Failure to comply with directions of 4-H officials acting in the proper performance of their duties.
6. Inhumane treatment of 4-H animal projects.
7. Possession or use of firecrackers, gun powder, firearms, chemicals, or other materials that can be used to create an explosive mixture.
8. Misuse of fire equipment or sounding a false fire alarm.
9. Having a guest of the opposite gender in your sleeping quarters.
10. Physical or verbal abuse or conduct which threatens or endangers the health or safety of any person.
11. Theft of or malicious damage to property.
12. No gas or charcoal grills – no open flames of any kind allowed in or around barns or on fairgrounds.
13. Possession, use, or distribution of alcohol, illegal drugs, tobacco and tobacco-like products, or other dangerous substances.
14. Inappropriate displays of affection towards another person(s).
15. Inappropriate clothing or lack of clothing during the event or activity.
16. Lewd, indecent, or obscene conduct.
17. Unauthorized entry, use or occupancy of any facility.
18. Any conduct which threatens or interferes with maintenance of appropriate order and discipline or invades the rights of others.

### **CONSEQUENCES OF ANY VIOLATIONS OF BEHAVIORAL EXPECTATIONS:**

1. Any of the following consequences, not necessarily in a, b, c order, can and will be enforced for violation of any rules through a 4-H member's tenure:
  - a. Verbal warning.
  - b. Written Warning.
  - c. Disqualification of individual animal or exhibit.
  - d. Disqualification of entire project.
  - e. Suspension from Clinton County 4-H program for one year.
  - f. Take away awards, banners, ribbons, and/or scholarships as deemed necessary.
2. When violations occur at out-of-county/district/area/state/national 4-H events, the following procedures will be followed:
  - a. The parents/legal guardians will be contacted to arrange transportation home for the violator(s).
  - b. The local Extension Educator will be notified.
  - c. The County 4-H Council has the right to enforce all above consequences as well.

## **Grievance/Appeal Guidelines for County 4-H Program Issues: (Activities, Programs, Projects)**

The grievance procedures outlined in this document are utilized as part of an internal process of the Indiana 4-H Youth Development program when grievances of 4-H members, their parents/guardians, or 4-H volunteers cannot be resolved via reasonable conversation. This policy affords the opportunity in those unique situations to allow voice or opinion to be heard when there is a dispute regarding 4-H participation, activities or programs. This is not a mechanism for complaints against individual 4-H members (or their families), 4-H volunteers, judging officials for competitive events, or Purdue Extension staff. All resulting decisions will be made in accordance with the Indiana 4-H Program's stated mission to be an inclusive organization designed to encourage and maximize youth participation. The rights of the individual filing the grievance are limited to those provided by Indiana 4-H Program policy. Purdue University, as the Land Grant University in Indiana, is charged (by the United States Department of Agriculture) with implementing the 4-H Program in communities across the State of Indiana. Purdue Extension Educators in each Indiana County represent the university in local communities and have the responsibility of assuring all 4-H volunteers meet basic university criteria as they serve as representatives of the university. Purdue Extension Educators additionally provide oversight to 4-H volunteers including the assurance that Indiana 4-H Policies and Procedures are appropriately implemented in 4-H Program delivery. Individual county 4-H policies and procedures should be created and reviewed to assure they do not contradict established statewide 4-H policies and procedures. If a contradiction is discovered during the grievance process, Indiana 4-H Program policy shall be followed in determining the grievance outcome.

1. Grievances are made by completing the Indiana 4-H Grievance/Appeal form with the burden of proof being the responsibility of the individual filing the grievance. The completed grievance/appeal form and supporting documentation shall be presented to the president of the 4-H policy-making body (e.g., 4-H Council) or the Purdue Extension Educator who works with the 4-H Program. (NOTE: concerns regarding staff, volunteers, members, or other individuals are not issues for which a grievance may be filed. 4-H volunteers are assigned by the 4-H Extension Educator. Concerns regarding 4-H volunteers, members, or other individuals should be addressed directly with the Purdue 4-H Extension Educator.)
2. Grievances pertaining to 4-H activities, programs or projects shall be filed within 14 days of an incident or occurrence. Grievances pertaining to county fair related issues are often time-sensitive and must be filed within 24 hours of the incident.
3. The grievance process occurs in the county where the issue or concern arises and offers two opportunities for a concern to be heard and reviewed.
  - A. The grievance is initially heard by an unbiased, representative grievance sub-committee of approved 4-H Volunteers. It is the Purdue Extension Educator assigned to 4-H Programming who shall annually work with the chair of the county 4-H Council to determine this committee's membership to include a combination of 3-6 of the following individuals: one representative of the 4-H Council; two 4-H volunteers serving as a 4-H club organizational leader; one member of the County Extension Board; and one 4-H volunteer knowledgeable in the subject matter (project) of concern (this individual will vary depending on issue raised with the grievance); one youth representative; and up to three community leaders. The Purdue Extension Educator assigned to 4-H shall convene the group.
  - B. The person filing the grievance may appeal a decision of the 4-H Grievance Committee to the State 4-H Program Leader or designee. The Program Leader or designee will review the facts in evidence and render a decision. This is the **final level** in the appeal process.

**\*\***The intent of a two-level process is to assure different individuals have the opportunity to hear and act on the grievance. ALL individuals involved at any level of the grievance procedure are reminded of the importance of keeping discussions regarding grievances confidential. To maintain the confidentiality of the parties involved, the grievance hearings at each level will be closed to the public. Only the individuals who have filed the grievance, the members of the grievance committee, and the Purdue Extension Educators will be present during each level of the grievance process, **\*\*\***The grievance process is internal to the Indiana 4-H Youth Development Program and meetings of the grievance committees are not subject to Indiana's Open Door Policy. The Purdue Extension Educator assigned to work with the 4-H Program has the obligation to inform all parties that there is a grievance procedure if there are disagreements with policies. The practice of charging fees from those filing grievances shall be eliminated and all counties will utilize the Indiana 4-H Grievance/Appeal Form as part of the grievance process.

**Contact the Clinton County Extension Office or Visit Purdue 4-H Policies and Procedure for Grievance  
Form**

## GENERAL 4-H RULES

### 4-H ENROLLMENT OPENS OCTOBER 1.

MEMBERSHIP FEES: \$25.00 MEMBERSHIP FEE FOR THOSE ENROLLING IN 4-H.

1. The Clinton County 4-H Program is open to all 4-H members who enroll. Membership requires completing the appropriate enrollment process and payment of the required fee to the Clinton County Extension Office at 1111 S. Jackson Street, Frankfort, IN 46041 or payment with a credit or debit card online during the enrollment process.
2. 4-H age requirements: enrollment is open to any youth in the 3rd grade thru 12th grade as of January 1 of the enrollment year. Any member repeating the same grade must move on to the next level in 4-H. 4-H allows for 10 years of participation only.
3. Any aspect of 4-H that is defined by grade is defined by the grade that you are in as of January 1 of the current enrollment year unless a member is repeating a grade level.
4. The Clinton County Fair Council and/or Clinton County 4-H Advisory Council are not responsible in cases of personal loss, theft, or injury during the 4-H programming or the fair.
5. Heat Protocol – Once temperatures reach a 95-degree heat index, there will be an emergency meeting called between the 4-H Council and Fair Council to discuss further action and plan as needed for all 4-H related events. All media outlets available at the time will be used to convey the emergency message.
6. Exhibits are shown at the 4-H member's own risk. 4-H members assume all liability for personal and animal actions, through personal means or insurance.
7. Any 4-H animal project has the opportunity to exhibit at the Indiana State Fair, as long as proper Indiana State Fair Animal enrollment guidelines are met.
8. The decision of the Judge will be final. A grievance about the Judge should be **submitted in writing** to the 4-H Extension Educator prior to the end of the 4-H Event, 4-H Activity, or 4-H Animal Show. No other protests about the judge will be considered.
9. 4-H Adult Volunteers and 4-H Junior Leaders will be responsible for the check-in, check-out, and arrangement of all projects.
10. To complete a 4-H project, a youth must be the owner, actually do a major share of the work, and keep an accurate record to be checked at check-in. No project will be judged or back number be given until the record sheet has been checked for completeness by a designated 4-H Adult Volunteer. You **must** turn in a completed record sheet for all projects in order for projects to be complete.

### 4-H RIBBON POLICY

1. All projects will be judged against 4-H project standards. The judges are instructed to give group placing ribbons on the quality of the exhibit.
2. 4-Hers will receive a blue, red, or white ribbon for each non-animal/livestock project they complete. Mini members will receive participation ribbons for their projects.
3. State Fair Exhibit stickers will be placed on exhibits selected by the judges to exhibit at the Indiana State Fair.
4. To be eligible for a Champion or Reserve Champion ribbon, a project or animal must have received a blue group placing ribbon. A Champion is considered the best in a division (or breed). A Reserve Champion is considered second best within a division (or breed).
5. If you do receive a Champion or Reserve Champion on your building project, you will not receive the blue first-place ribbon. This high-placed ribbon trumps any blue ribbons you may have received.
6. There will be given only one Sweepstakes Ribbon, which is the judge's choice, per project.
7. The number of State Fair selections is made in accordance with Indiana State Fair regulations.

### GUIDELINES FOR 4-H EXHIBITS

1. 4-H members must leave their exhibit at the Clinton County Fair until the designated release time.
2. It shall be the responsibility of each 4-H member to make arrangements to get his or her exhibits to the fairgrounds at the designated time.
3. 4-H projects received after posted check-in times will not be considered for Champion or Reserve Champion status. If the judge has left the premises, you will receive a participation ribbon only.
4. The Clinton County 4-H Advisory Council and Clinton County Fair Council/Association do not assume any liability for loss or damage to projects, but every precaution will be taken to avoid these situations.
5. Exhibits not complying with project requirements will be lowered one ribbon placing.

6. A 4-H project may not be re-exhibited by the 4-H member or another person, once it has been exhibited at the Clinton County 4-H Fair. Exception to this is for projects that build on themselves from one year to the next, such as Genealogy notebooks and Entomology boxes where the original exhibitor continues to expand the project year to year.
7. All judge's decisions are final. The grievance procedure is available to be pursued as desired. See Grievance Guidelines above.
8. All 4-H projects not picked up at release time will be discarded. Your projects are your responsibility. If you cannot pick up your projects at release time, you should make arrangements with someone else to pick up the project for you.
9. Unless otherwise stated, you may only exhibit one entry in each category.
10. Members are encouraged to be present during all open judging. At the judge's discretion, parent/guardian may also be present during all open judging. Selection of all champions, reserve champions, and State Fair selections will be closed judging. Everyone needs to EXIT the judging area and building at that time.
11. All projects shall be entered according to the current year of the Clinton County 4-H Rule Book and project requirements. **(4-H Rule Pages take precedence over project manuals).**

### **GENERAL INFORMATION FOR ALL PROJECTS/EXHIBIT INSTRUCTIONS**

Choose an option in which you have an interest, appropriate for your grade in school. Create an exhibit that shows the public what you learned in your project this year. Poster exhibits must be displayed horizontally, sized 22" x 28" foam core board and covered in clear plastic, which can both be purchased from the Extension Office. Notebook exhibits must be displayed in a standard three ring binder. Use an appropriate exhibit title. Be sure to include a label with your name, grade, 4-H club, and county in the lower right hand corner, which are also provided by the Extension Office.

All posters, notebooks, and display boards must include a reference list indicating where information was obtained, giving credit to the original author, to complete the 4-H member's exhibit. This reference list should/might include web site links, people and professionals interviewed, books, magazines, etc. It is recommended this reference list be attached to the back of a poster or display board, be the last page of a notebook, or included as part of the display visible to the public. A judge is not to discredit an exhibit for the manner in which references are listed.

### **Food Safety Rule for Foods Entered into County and Statewide Competitions**

**For Food Competitions:** Fillings, frostings, glazes, and meringues are not permitted to contain cream cheese, sour cream, heavy cream, or whipped cream if they are not fully cooked/baked. These items are allowed as ingredients in food products IF the final product is cooked/baked. Additionally, raw milk, raw milk products or uncooked eggs/egg whites are not permitted. Eggs/egg whites that have been cooked to 160°F (i.e. pasteurized or included as part of a batter and baked) are acceptable. No home-canned fruits, vegetables, or meats are permitted as ingredients in food products.

Fresh-cut, uncooked, fruits and/or vegetables are not permitted to be used in food products or used as garnishes for the product. Foods should be transported to the competition in a way that minimizes contamination and maintains the quality of the food (i.e. foods that are judged as frozen should remain frozen at all times).

Recipes must be provided that identifies all ingredients that were used in each part of the product. Any ingredient that could be a potential allergen must be clearly identified. Each food product must be labeled with the following information:

- Name
- Date the food product was made

Contestants should carefully wash their hands and make sure that their hands do not have any open cuts before preparing foods. If cuts are present, the wound should be bandaged and a single-use food service glove worn on the hand during all stages of food production. Contestants should not be preparing food exhibits for competition within 48 hours of recovering from any illness. People experiencing symptoms of vomiting, diarrhea, fever, and/or jaundice should not be allowed to prepare food. Judges and individuals who will consume products from county and/or state competitions should be informed that they are at risk for foodborne illness since the established policy cannot guarantee that an entry has been properly prepared or handled before, during or following the competition. The food products for competitions are home produced and processed and the production area is not inspected by the Indiana State Department of Health. Tasting of a food product is solely at the discretion of the judge and consumers. Judges are **NOT** to taste any home-preserved foods such as low-acid or acidified foods like green beans, tomatoes or tomato products, jams/jellies/fruit preserves or fermented products produced in the home.

## GENERAL POSTER GUIDELINES AND REQUIREMENTS

Poster exhibits must have the standardized exhibit card in the lower right hand corner with the 4-H member's name, project and club. Allow room on your poster for the exhibit card. The exhibit cards will be available at check-in time at the fair.

1. Posters must be 22" x 28" and DISPLAYED HORIZONTALLY and not vertically.
2. POSTER MUST BE SELF-SUPPORTING (remain standing when leaned at a slight angle). Use heavy cardboard or foam board. For foam boards, contact the Extension Office.
3. All posters must be covered with clear plastic (NOT SARAN WRAP). Contact the Extension Office to purchase acetate poster sleeves.
4. All poster type projects must have a title or theme on the poster. Check your manual for specifications. Be sure the poster accurately meets the guidelines and objectives of the activities in the manual.
5. All items must be securely mounted on the poster or display board
6. When designing your poster you should consider: lines, shapes, textures, colors and placement of items.

## PROJECT EXHIBIT CHECKLIST

Before you come to the County Fair with your 4-H Community Building project, be sure to check the following:

|   | Yes | No  |
|---|-----|-----|
| 1. Is the project itself complete?  | ___ | ___ |
| 2. Do you have all the necessary signatures on your record sheet?                         | ___ | ___ |
| 3. Is your record sheet completed and ready to be turned in at check-in?                  | ___ | ___ |
| 4. Have you checked your poster against the poster checklist?                             | ___ | ___ |
| 5. Is there a name tag on your project?   | ___ | ___ |
| 6. If foods, is your recipe card, covered in plastic, with the project?                   | ___ | ___ |
| 7. If additional cards are needed (please see below), are they included with the project? | ___ | ___ |

**PLEASE NOTE THESE ITEMS ALSO MAY NEED TO BE INCLUDED WITH YOUR PROJECTS:** **Cake Decorating Skills and Techniques Sheet (4-H 710A)** for each level can be picked up at the Extension Office or can be downloaded from the Indiana 4-H website: [www.purdue.edu/extension/clinton](http://www.purdue.edu/extension/clinton).

**Clothing Exhibit/Sewing Skills Cards** for each level can be picked up at the Extension Office or can be downloaded from the Indiana 4-H website: [www.purdue.edu/extension/clinton](http://www.purdue.edu/extension/clinton).

**Craft, Fine Arts, LEGO Models, Needle Craft, Models and Wearable Arts** should have a State Fair craft card 4-H 618A-W, which can be picked up at the Extension Office or can be downloaded from the Indiana 4-H website [www.extension.purdue.edu/clinton](http://www.extension.purdue.edu/clinton).

**Electric Skills Sheet and Knowledge Chart** for each level can be picked up at the Extension Office or can be downloaded from the Indiana 4-H website: [www.purdue.edu/extension/clinton](http://www.purdue.edu/extension/clinton).

**Woodworking Tools, Skills, and Techniques Sheet (4-H 6875C-W)** for each level can be picked up at the Extension Office or can be downloaded from the Indiana 4-H website: [www.purdue.edu/extension/clinton](http://www.purdue.edu/extension/clinton).