

# **Switzerland County 4-H Information Packet**



## **What You Need to Know 2025**

**Please contact the Switzerland County Purdue Extension Office  
with any questions.**

**Office hours: Monday-Friday 8am-4pm.**

**Phone #: 812-427-3152**

**Located at: 708 W Seminary St.**

***This is a quick reference guide, please see 4-H handbook for full details.***

## **Who is who in 4-H**

- Extension Educators
  - Kyle Weaver, ANR & 4-H Youth Development, [keweaver@purdue.edu](mailto:keweaver@purdue.edu)
  - Hailey Dornbusch, HHS & 4-H Youth Development, [hdornbus@purdue.edu](mailto:hdornbus@purdue.edu)
- Extension Office Manager
  - Tanya Pike, [tlpike@purdue.edu](mailto:tlpike@purdue.edu)
- 4-H Fair Board Member
  - Adult Volunteers who work together to make decisions, raise money, and volunteer time to make the 4-H fair happen.
- Club Leader
  - Adult volunteers who help to run 4-H clubs and get information to 4-H members.
- Livestock Superintendent
  - Adult volunteer that helps to organize tag days and shows at the fair.
    - Kyle Riley
- Exhibit Hall & Livestock Species Chairpersons
  - Adult volunteers with knowledge of their livestock species that help to organize tag days, create show programs, and answer questions about their specific species.
    - Beef - Kaleesa Archer
    - Goat – Jill Peters
    - Horse & Pony - Myra Fields
    - Poultry - Missy James
    - Rabbit – Jenny Abbott
    - Sheep - Myra Fields
    - Swine – Keli Miller
    - Exhibit Hall – Amanda Alford
- Jr. Leaders
  - A group of experienced 4-H members, in grades 7-12, who help out in many different ways throughout the year.
- 4-H Member – Anyone who will be completing or have just completed grades 3 through 12 and have completed their enrollment.
- Mini 4-H Member – Children who will be completing or have just completed kindergarten, 1<sup>st</sup> grade or 2<sup>nd</sup> grade and are interested in joining 4-H and have completed their enrollment.

## **Vocabulary**

In the following section you will find a list of important terms that we use in 4-H. Some of these things can be difficult to differentiate between so please get in contact with a club leader or the extension office if you have questions.

### **▪ 4-H Online**

An online system where you register for 4-H, choose your club and the projects you want to take. You will also enter your animals in 4-H Online after each tag day. To reach the 4-H Online website go to: <https://v2.4honline.com>



Note: The website is not intended for mobile use, it is best to use a computer.

- **4-H Club**

A 4-H Club is a group of 4-H members who get together for meetings, do activities, participate in contests, and so much more. This is a great way to get to know other 4-H members and get help from other members if needed.

- **Club Meeting**

Club meetings are gatherings where club members meet to get information, ask questions, and have fun. 4-H members must attend at least three club meetings each year to be eligible to sell in the livestock auction.

- **Fair Entry**

An online system where you enter exactly what animals and projects you are bringing to the fair. Fair Entry will be open starting **April 25<sup>th</sup>** and must be completed by **June 13<sup>th</sup>**.



To reach the Fair Entry website go to: <http://switzerlandcountyindiana.fairentry.com/>

Note: The website is not intended for mobile use, it is best to use a computer.

- **Handbook**

The Switzerland County 4-H Handbook is a book that lays out all the project requirements and rules for Switzerland County. Please note that Switzerland County and the Indiana State Fair livestock requirements and rules are not always the same. You can find the State Fair livestock rules on their website. A hard copy of the handbook can be provided to you at our office or you can view the PDF version on our website.

- **Project Books**

The project books include project ideas, practice activities, and several helpful bits of information. Project books must be picked up from the extension office. These are given out at each level or division of a project; therefore, you should keep your project books from year to year and you may not need new project books every year.

- **Project Card**

A 2 ¾ "x 5 ½" card that should be picked up from the extension office before the fair and attached to each project that is turned in. This card is used to identify each exhibit hall project. The project card will display the 4-H members name, grade, and project.

- **Record Sheets**

Record sheets are paper sheets or packets that are to be filled out for each project a 4-H member takes. You must fill out and bring all non-animal record sheets on the morning of project check-in to receive premium money. Animal record sheets should be turned in on the appropriate day of the fair in order to be eligible to participate in the livestock auction. These records are also very helpful when filling out scholarships so it's important to keep good records.

## **Timeline Overview**

The following is an overview of the things that need to be completed throughout the year as well as a general outline of when you should consider beginning to attend meetings, start projects, completing record sheets, etc. Specific instructions for some of the online registration and entry items are attached as links throughout this section.

- Annual Enrollment
  - Opens: **October 1<sup>st</sup> 2024**
  - Closes **January 15<sup>th</sup> 2025**
  - This is where you sign up for 4-H, chose the projects you want to participate in, the club you would like to be a part of, and pay your enrollment fee. The enrollment fee can be paid online using a credit/debit card as soon as you register. If you prefer to pay with cash or check you should bring the payment to the extension office as soon as possible once you have completed the online enrollment, the 4-H member won't be officially enrolled until payment is complete.
    - Enroll online at <https://v2.4honline.com>
    - Enrollment fee of \$20 per 4-H member (grades 3-12)
    - Mini 4-H Enrollment fee of \$5 per 4-H member (grades K-2)
    - Find 4-H online enrollment instructions at:  
<https://extension.purdue.edu/4-H/get-involved/membership-join-a-club.html#joinaclub>
- Attend Club Meetings
  - Club meetings start at varying times. Each club has different meeting dates & times. Contact your club leader for more information. You should do your best to attend every meeting so that you can stay up to date with all things 4-H. Be sure to plan ahead so that you get your 3 meetings completed.
- Drop / Add deadline
  - **May 15<sup>th</sup> 2025**
  - You may change the projects you are enrolled in at any time before this deadline. Login in to your 4honline account and edit projects. You can add or drop any projects, but you may not add animal projects once the tag day has passed.
- Tag Days (Animal Identification)
  - Different species have separate Tag Days. At these tag days you bring your animals to the fairgrounds. They are then weighed and tagged for the fair. After each tag day you are responsible for entering your animals and their information into 4-H Online Please pay attention to monthly newsletters and the Purdue Extension - Switzerland County Facebook page for more information on tag day dates, times, and procedures.
    - Beef – February 22, 7-9 am
    - Goat, Sheep & Swine – April 26, 7-9 am
    - Poultry & Rabbit – June 20, 6-8 pm
- Animals Entered into 4-H Online
  - Immediately following each tag day, you should input your animals and their information into 4-H online.
    - Animals must be enrolled in 4honline by May 15<sup>th</sup>. (excluding: cat, dog, pocket pet, poultry, & rabbit)
    - Instructions on how to enter animals into 4-H online will be given at tag day
- Pick Up Books & Record Sheets
  - Sometime in **May & June, or earlier if you prefer**, you should stop in the extension office and pick up your project books and record sheets for the year. You may also purchase foam core poster board, poster sleeves and project cards.

- **Begin Projects**
  - You can start projects as soon as you would like. We suggest starting your projects in **May or June**. The more time you spend on your projects the better they will be.
- **Fill Out Record Sheets**
  - You should be filing your animal record sheets out throughout the summer but we suggest filling your non-animal record sheets out between the **second part of June and first week or two of July**.
- **Complete Fair Entry**
  - Opens: **April 25<sup>th</sup>**
  - Closes: **June 13<sup>th</sup>**
- **Attend QLC Meetings**
  - In order to exhibit animals (excluding: cat, dog & horse) at the fair you are required to complete the YQCA training. YQCA stands for Youth for the Quality Care of Animals. There are multiple meetings listed below that you can attend but you must pre-register online.
    - **March 18<sup>th</sup>, 6:30 pm**
    - **April 15<sup>th</sup>, 6:30 pm**
    - **June 21<sup>st</sup>, 11 am**
  - Instructions on how to pre-register
    - Sign-in to your 4HOnline account at [v2.4honline.com](http://v2.4honline.com)
    - Select the person you are registering for a class.
    - Click on events
    - Choose the QLC date you would like to attend.
    - Follow the prompts.
- **Fairgrounds Clean Up**
  - Clean up day is on **June 21<sup>st</sup> 8-11 am**. This is where all the 4-Her's come to the fairgrounds and help to clean and set up for the fair.
- **Livestock Meeting**
  - If you show animals at the county fair you must attend the livestock meeting. This meeting informs you about the expectations of showing an animal at the fair. There is a lot of important information given at this meeting and it is required if you plan to sell in the auction. Meeting dates are:
    - **June 21<sup>st</sup>, 11 am**
    - **Other dates TBA**

- **Project Check – In**
  - Project check in takes place on **June 28<sup>th</sup>, 8 am-11 am**. This is when you bring your non-animal projects to the fair. On this day you will talk to a judge and answer questions about the project you made. You should have your record sheets with you when you come to check-in your projects.
- **Livestock Check – In** (This is when you bring your animals to the fair for the week)
  - Livestock check in takes place on:
    - **June 29<sup>th</sup>, poultry & rabbit, 6-8 pm**
    - **June 30<sup>th</sup>, beef, goat, sheep & swine, 7-10 am**
- **Record Sheet Grading**
  - This takes place during fair week on, **July 1<sup>st</sup>, 8 am - noon**. During this time the 4-Her's sit down with one of the extension educators. They look over all the animal record sheets and talk about the projects with them. You should have all your animal record sheets completed and on hand for this meeting. You must complete your record sheets to sell in the auction.
- **Auction**
  - The auction happens on **July 5<sup>th</sup>, 2 pm**. This is when many businesses members of the community come to the fair to buy the market animals. You will invite individuals and businesses to support you.
- **Exhibit Hall Project Pick – Up**
  - Project pick up happens **July 5<sup>th</sup>, 4:30 pm**. This is when you pick up your non-animal projects from the exhibit hall. If you have a project that was eligible for state fair you do not need to pick it up but you do have the opportunity to take it home and make improvements. If you chose to take a state fair entry home it is your responsibility to return it to the extension office by the set date for state fair entries.

**All dates and times are subject to change. To stay up to date on schedule changes and to get reminders please reference the newsletters, county website, like the Purdue Extension Switzerland County Facebook page and the Instagram Page.**

<https://extension.purdue.edu/Switzerland>

<https://www.facebook.com/purdueextensionsswitzerlandcounty/>



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