2023-2024
Martin County 4-H Program Handbook

Martin County 4-H Fair July 11-16, 2024

Indiana State Fair August 2 – August 18, 2024

<u>Closed on Mondays</u>
Purdue Cooperative Extension Service Martin County
2666 U.S. Hwy 50, Loogootee, IN 47553
Call: (812) 295-2412 Text: (812) 653-2089
https://extension.purdue.edu/Martin/
Facebook: https://www.facebook.com/PurdueExtensionMartinCo/
Instagram: martincountyin4h

PURDUE UNIVERSITY® | Extension - Martin County

Cooperative Extension Service Martin County Indiana

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Office Hours Monday thru Friday 8:00 a.m. – 4:00 p.m.
Other hours available by scheduling
Closed on County Recognized Holidays

Address: 2666 U.S. Hwy. 50, Loogootee, IN 47553
Phone: 812-295-2412   Text: 812-653-2089

SILVER DROP BOX AVAILABLE 24/7 IN FRONT OF THE COMMUNITY
LEARNING CENTER BY THE FRONT GLASS DOOR ON THE NORTH SIDE

Community Building Martin County 4-H Fairgrounds & Event Center:
Number: 812-295-3370
https://extension.purdue.edu/Martin/Pages/default.aspx
Join us on Facebook @ Purdue Extension Martin County
@ Martin County 4-H Fair
Instagram: @martincountyin4h

Scan QR Codes for more Information

Martin County 4-H Council, Inc. Officers & Committees
President – Mitch Green
Vice-President – Jennifer Boswell
Secretary – Jill Ziegler
Treasurer – Kathy Lingenfelter
2024 4-H COUNCIL COMMITTEE AND DUTIES

AT A GLANCE COMMITTEE & CHAIRPERSON

Oct 1, 2023- Sept 30, 2024

1	Activity & Fundraising Committee	Mitch Green
2	Advertising & Publicity Committee	Jill Ziegler
3	Budget & Finance Committee	Kathy Lingenfelter
4	Constitution, Handbook, and Grievance Committee	Julinda Adams
5	Executive Committee	Mitch Green
6	Grounds & Upkeep Committee	John Lindsey
7	Livestock Committee	Abbey Lindsey
8	Nominating Committee	Paula Ringwald
9	Static Projects Committee	Kathy Lingenfelter
10	Trips & Awards Committee	Neely Richer

1. **Activity & Fundraising Committee: Mitch Green**

Paula Ringwald, Jenny Hembree, Rhonda Sanders, Mimi Hawkins, Reva Troutman, Neely Richer, Melanie Hawkins, Jenni Craney, Candace Clark, Dena Held

Duties: Organize workers and activities for 4-H. Major area of activity is the 4-H Fair. This committee is responsible for assigning members of 4-H Council to do activities and help at the Fair. It is not this committee's responsibility to all the work all of the time. This committee helps organize the activities, but overall, every 4-H Council member should serve some capacity at the Activity Committee's discretion.

Previous Fair Committees include: Entertainment, Kids Night, Kids Tractor Pull, Antique Tractor Show, Set Up and Tear Down Building, Fair Food and Kitchen, Parking and Security. The Fundraising Committee is responsible for organizing/developing any fundraising activities for 4-H Council. This includes ensuring adequate resources are available and assisting the office with advertisements. The Fundraising Committee will also coordinate efforts for 4-H Council workers at activities and work with the 4-H Council Treasurer and 4-H Educator to remain within the budget.

2. **Advertising and Publicity Committee : Jill Ziegler**

Abbey Lindsey, Neely Richer, Shelley Christmas, Dena Held

Duties: In charge of promoting the events and function of the 4-H Council through Internet, TV, radio, newspapers, posters and flyers. Special events such as Turkey Dinner, Fair agenda, etc. Additionally, the committee shall disseminate information and promote 4-H to the public, news media and social media. The committee may also assist in contacting potential donors for 4-H programs and activities.

3. **Budget & Finance Committee: Kathy Lingenfelter**

Jill Ziegler, Trevor Guy, Erin Bateman, Andy Ringwald, Neely Richer, Dena Held

Duties: Propose an Annual Budget to the Council and consider and make recommendations on other financial matters of the 4-H Council as directed. They will present the proposed annual budget in **December.** The budget will then be approved in **January**. Also, the Budget and Finance Committee shall be responsible for maintaining the list of Martin County 4-H donors and shall secure new donors from time to time as deemed necessary by the 4-H Council.

4.Constitution, Handbook, and Grievance Committee: Julinda Adams

Paula Ringwald, Andy Ringwald, Erin Bateman, Dena Held

Duties: Review the Articles of Incorporation, Constitution, By-Laws and 4-H Handbook annually for possible revisions according to the laws of the State of Indiana or the needs of the Martin County 4-H Program. A function of this committee shall be to review all grievances filed concerning the Martin County 4-H Program in accordance to the Grievance Policy.

5.   Executive Committee: Mitch Green

Kathy Lingenfelter, Jill Ziegler, Jennifer Boswell, Neely Richer, Dena Held

Duties: This committee is responsible for the execution of the 4-H Constitution and By-laws. Duties also include overall Committee assignments and close communication with the 4-H Educator in all aspects for a robust 4-H Program. Assignments for Fair week shall be reviewed and approved by the executive committee and Extension Educator.

6.   Grounds & Upkeep Committee: John Lindsey

Trevor Guy, Abbey Lindsey, Andy Ringwald, Nick Hartsaw, Dan Wagler, Candace Clark, Trevor Guy, Dena Held

Duties: This committee shall be responsible for maintaining the fairgrounds and buildings. Specific responsibilities include organizing lawn care, building upkeep and maintenance.

7.   Livestock Projects Committee: Abbey Lindsey

Shelly Ringwald, John Lindsey, Kathy Lingenfelter, Nick Hartsaw, Erin Bateman, Mitch Green, Justin Clark , Shelby McAtee, Richard Lingenfelter, Delani Batmen, Kenadi Rumble, Rhonda Rumble, Candace Clark, Dena Held

Duties: This Committee shall be responsible for the oversight of all livestock projects within the program. This committee is also responsible to assist in the coordination and implementation of 4-H Livestock Auction. This committee shall include all livestock Superintendents, Assistant Superintendents, 4-H Council Representatives and the Extension Educator. This committee will meet with the Extension Educator every year after the State Fair in August or September to discuss and implement improvements to the Livestock Rules.

8.   Nominating Committee: Paula Ringwald

Jill Ziegler, Jenny Hembree, Dena Held

Duties: Annually prepare a slate of Council members to be elected at the **October** 4-H Council meeting and presented at the Annual Meeting. It is the Nominating Committees responsibility to ensure a balanced representation of volunteers in Martin County.

9.   Static Project Committee: Kathy Lingenfelter

Jill Ziegler, Paula Ringwald, Trevor Guy, Krista Sims, Andy Ringwald, Jennifer Boswell, Dena Held

Duties: The committee shall be responsible for the oversight of all non-livestock projects within the program. This committee shall include all general club leaders, 4-H Council Representatives and Extension Educator. This committee will meet with the Extension Educator every year after the State Fair in August or September to discuss and implement improvements to the static rules and to consider adding to or eliminating static projects from the program. This committee is also responsible for setting up project displays for the Fair.

10.   Trips & Awards Committee: Neely Richer

Julinda Adams, Kathy Lingenfelter, Jennifer Boswell, Dena Held

Duties: The Trips and Awards Committee shall meet with the Extension Educator to determine Fall Achievement Award winners according to established criteria and help determine Purdue trip participants if the Council ever establishes limits on the number of kids it can afford to send.

Ad Hoc Committees may be created for needed tasks as those arise.

<u>Martin County Clubs & Club Leaders</u>
Please contact the Extension Office for the most up to date information.

4-H COLORS	**4-H MOTTO**
PMS 347 Green and White	"To Make the Best Better"

4-H EMBLEM
A four-leaf clover with the letter "H" on each leaflet, meaning the development of Head, Hearts, Hands, and Health, is the official 4-H Club emblem.

4-H PLEDGE
I 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.

<u>Martin County 4-H Fair Points of Contact & Superintendents</u>

Available at The Extension Office or by emailing heldd@purdue.edu

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Official announcements and rulings declared after the finalization of this handbook <u>overrides</u> the details contained herein.

State 4-H terms, policies & procedures provide the structure for all county 4-H programs, exhibitions and learning experiences.

CLASS OF 2024 SENIOR SPOTLIGHT

Alex Adams

Son of: Julinda & Bryan Adams

2024 Graduate of: Loogootee High School

4-H Club: Dream Team

Favorite 4-H Project: Construction and Architectural Replica

Life Ambition: To have a successful career and be surrounded by great friends.

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EA/EO

10 Year 4-H Member

CLASS OF 2024 SENIOR SPOTLIGHT

Mackenzie Craney

Daughter of: Eddie & Jenni Craney

2024 Graduate of: Loogootee High School

4-H Club: Junior Leaders

Favorite 4-H Project: Junior Leaders

Life Ambition: To be successful, happy, and unapologetically myself.

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EA/EO

10 Year 4-H Member

CLASS OF 2024 SENIOR SPOTLIGHT

Cathryne Gee

Daughter of: Carrie Gee

2024 Graduate of: Christel House Academy

4-H Club: Jolly Juniors

Favorite 4-H Project: Boar Goats, Art, Rabbits

Life Ambition: To have a champion bloodlines of Boar Goats on my own farm, when I'm older.

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EA/EO

CLASS OF 2024 SENIOR SPOTLIGHT

John Hart

Son of: Louis & Racheal Hart

4-H Club: Tractor Club

Favorite 4-H Project: Swine

Life Ambition: To continue running and growing my own business.

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EA/EO

10 Year 4-H Member

CLASS OF 2024 SENIOR SPOTLIGHT

Allie Henninger

Daughter of: Allen & Denise Henninger

2024 Graduate of: Loogootee High School

4-H Club: Junior Leaders, Dream Team

Favorite 4-H Project: Photography & Swine

Life Ambition: To be able to start a family, and provide for them. Also, to follow my dream of becoming a nurse.

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EA/EO

10 Year 4-H Member

CLASS OF 2024 SENIOR SPOTLIGHT

Russell Mauder

Son of: Rick & Teresa Mauder

2024 Graduate of: Loogootee High School

4-H Club: Jolly Juniors, Tractor Driving, Jr. Leaders

Favorite 4-H Project: Tractor Driving

Life Ambition: To be a grain farmer

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EA/EO

10 Year 4-H Member

CLASS OF 2024 SENIOR SPOTLIGHT

Justin Peterson

Son of: Rochelle & Brian Peterson

2024 Graduate of: Shoals High School

4-H Club: Robotics

Favorite 4-H Project: Shooting Sports

Life Ambition: To get ahead and serve my country

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EA/EO

Last Year 4-H Member

CLASS OF 2024 SENIOR SPOTLIGHT

Gwendolynn Pourner

Daughter of: Kathleen & Donald Simmerman

2024 Graduate of: Shoals High School

4-H Club: Horse & Pony

Favorite 4-H Project: Cleaning out the arena from rocks, and cleaning the barn

Life Ambition: To go to college for Art & Vet

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EA/EO

10 Year 4-H Member

CLASS OF 2024 SENIOR SPOTLIGHT

Luke Troutman

Son of: Lorna & Dean Troutman

2024 Graduate of: Shoals High School

4-H Club: Jolly Jug Rox

Favorite 4-H Project: Construction Toys, Models, and Photography

Life Ambition: To continue to serve my community through community service, after I graduate.

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EA/EO

10 Year 4-H Member

CLASS OF 2024 SENIOR SPOTLIGHT

Alysse Wadsworth

Daughter of: Chris Wadsworth & Latrisha Tharp

2024 Graduate of: Shoals High School

4-H Club: Jolly Jug Rox & Junior Leaders

Favorite 4-H Project: Community Service Scrapbook

Life Ambition: To graduate college and get a good job, so I can give back to my community

PURDUE UNIVERSITY® | Extension - Martin County

EA/EO

10 Year 4-H Member

CLASS OF 2024 SENIOR SPOTLIGHT

Isaac Waggner

Son of: Nathan & Amy Waggner

2024 Graduate of: Loogootee High School

4-H Club: Jolly Juniors

Favorite 4-H Project: Woodworking & Sunflowers

Life Ambition: Work around the game of Baseball & to give back.

PURDUE UNIVERSITY | Extension - Martin County

EA/EO

MARTIN COUNTY 4-H ANNUAL FALL ACHIEVEMENT AWARDS CRITERIA
In the event of a tie, both or all 4-Hers will be recognized.

Award Name	Number	Criteria
Outstanding 4-H Animal Science Award	2	4-H member must complete at least 5 of the projects to be considered for this award. • Animal Education • Beef • Cat • Dairy Cattle • Dairy Goat • Dog • Horse • Llama and Alpaca • Meat Goat • Poultry • Pygmy Goat • Rabbit • Sheep • Swine • Vet Science
Outstanding 4-H Communication & Expressive Arts Award	2	4-H member must complete at least 3 of the projects listed to be considered for this award. • Arts and Crafts • Cake Decorating • Communications • Consumer Clothing • Home Environment • Photography • Sewing • Fashion Revue
Outstanding 4-H Engineering & Technological Science Award	2	4-H member must complete at least 3 of the projects listed to be considered for this award. • Aerospace • Computer Science • Electric • Lawn and Garden Tractor Safety and Operator Skills • Robotics • Small Engine • Tractor Safety and Operator Skills • Woodworking • Zero-Turn Mower Safety and Operator Skills

Outstanding 4-H Healthy Living Award	2	4-H member must complete at least 3 of the projects listed to be considered for this award. • ATV Safety • Bicycle • Child Development • Foods • Health • Shooting Sports • Sportfishing
Outstanding 4-H Leadership & Citizenship Award	2	4-H member demonstrates outstanding leadership, enthusiasm and drive to get things done in the 4-H Program, school and community. They must be an active Martin County 4-H Junior Leader. • Genealogy • Jr. Leaders • Leadership
Outstanding 4-H Plant & Environmental Science Award	2	4-H member must complete at least 3 of the projects listed to be considered for this award. • Beekeeping • Entomology • Floriculture • Forestry • Garden • Geology • Soil and Water Science • Weather and Climate Science • Wildlife
Outstanding Horse & Pony 4-H Jr. High Point Award	1	Junior Horse & Pony 4-H member who has the highest points in the Horse & Pony project during the current year.
Outstanding Horse & Pony 4-H Sr. High Point Award	1	Senior Horse & Pony 4-H member who has the highest points in the Horse & Pony project during the current year.
Outstanding Horse & Pony 4-H Awesome Attitude Award	1	Horse & Pony 4-H member who best exhibits the following: leadership; personal responsibility; staying positive in word and deed; encouragement and assistance to others, especially as a new or younger member.
Outstanding 4-H Achievement Award	2	4-H member with highest over-all 4-H accumulative points. Includes all 4-H related activities for the 4-H member, including this years' 4-H program year as verified on completed annual point sheet.
Outstanding 4-H First Year Member Award	2	4-H member in their first year as a regular 4-H member. This award includes projects completed, activities, placing's, special awards and record book grades as verified on completed annual point sheet.
Outstanding 4-H Sixth Year Member	2	This award will go to the two youth 4-Hers who have the most total points accumulated during their six years of participating in the 4-H Program. The point

		total includes projects completed, activities, placing's, and special awards as verified on completed annual point sheet.
Top Notch 4-H Ten Year Member Award	1	This award will go to the 4-Her who has the most total points accumulated during their ten years of participating in the 4-H Program. The point total includes projects completed, activities, placing, and special awards as verified on completed annual point sheet.
Outstanding 4-H Auction Buyer	1	The recognition is awarded to the top buyer at the 4-H Auction. This award can be won by the same individual or business in consecutive years.

Mini 4-H Projects in Martin County

(Kindergarten, First, and Second Graders)

1. Aerospace
2. Arts & Crafts
3. Beef – exhibition/show
4. Beef –static project
5. Bicycle
6. Bugs
7. Cake Decorating
8. Cats –exhibition/show
9. Cats –static project
10. Collections
11. Construction Toys
12. Dairy – exhibition/show
13. Dairy – static project
14. Dinosaurs
15. Farm Scene
16. Floriculture
17. Foods
18. Forestry
19. Garden
20. Goats- exhibition/show
21. Goats – static project
22. Helping Mom & Dad
23. Horse & Pony – exhibition/show
24. Horse & Pony – static project
25. My Pet & Me
26. Models
27. Poultry – exhibition/show
28. Poultry – static project
29. Rabbit – exhibition/show
30. Rabbit- static project
31. Recycling
32. Sewing
33. Sheep – exhibition/show
34. Sheep – static project
35. Sports
36. Swine – exhibition/show
37. Swine – static project
38. Weather
39. Whales & Dolphins
40. Wildlife

4-H PROJECT TABLE OF CONTENTS OVERVIEW

Project organization reflected is to simplify and support creativity in projects, focusing on project-based learning. Competitiveness and judging can be a component of learning and should be fun for 4-H members. Judges evaluating exhibits should recognize individual differences and creativity, using information in exhibit documents as a guide rather than requirements so that youth participate and learn how to follow guides while being included in 4-H!

Most projects are organized in a category of being able to be elevated to the Indiana State Fair. Please ask your club leader or the Extension Office for clarifications, we are here to assist. The intention is for youth to complete the projects of interest to him/her in a more straightforward manner and in a consistent manner across the State of Indiana. Many guidelines are sweeping and broad for the very reason of encouraging youth variety, growth, and inclusion. Guidelines for 4-H Projects can be found inside this handbook. Please check online for potential updates at:

https://extension.purdue.edu/4-H/projects/

If updates occur, those updates on the website supersede this handbook. If a discrepancy in guidelines is discovered, please notify the Extension office and follow state guidelines.

All projects' offerings are based on volunteer leader skill certification.

Not all projects are offered at the county level.

Development of project offerings may be discussed by calling the Martin County Purdue Extension Office at 812-295-2412 Text 812-653-2089.

4-H Volunteer development is encouraged and desired.

If you need access to the internet or printed copies,
please contact your club leader or the Extension Office and help will be provided!

4-H Project Table
Martin County 4-H Grand Champions
State Fair Advancement Details

	Project Name	Handbook Page Number	Martin County Grand Champions	State Fair Advancement Maximums
ANIMAL SCIENCE				
1	Animal Education	31	<u>11 Grand Champions</u> 1. Cat 2. Dog 3. Llama 4. Poultry 5. Rabbit 6. Beef 7. Goat 8. Horse 9. Sheep 10. Swine 11. All Other Species	3 Cat entries per county; one per level. 3 Dog entries per county; one per level. 3 Llama entries per county; one per level. 3 Poultry entries per county; one per level. 3 Rabbit entries per county; one per level.
2	Beef	32	Live Animal Exhibition Guidelines	-
3	Cat	33	Live Animal Exhibition Guidelines	-
4	Dairy	35	Live Animal Exhibition Guidelines	-
5	Dairy Beef	35	Live Animal Exhibition Guidelines	-
6	Dairy Goats	36	Live Animal Exhibition Guidelines	-
7	Dog	35	Live Animal Exhibition Guidelines	-
8	Horse and Pony	39	Live Animal Exhibition Guidelines	-
9	Llama and Alpaca	40	Live Animal Exhibition Guidelines	-
10	Meat Goats	36	Live Animal Exhibition Guidelines	-
11	Poultry	41	Live Animal Exhibition Guidelines	-
12	Pygmy Goats	36	Live Animal Exhibition Guidelines	-

13	Rabbit	42	Live Animal Exhibition Guidelines	-
14	Sheep	43	Live Animal Exhibition Guidelines	-
15	Swine	44	Live Animal Exhibition Guidelines	-
16	Vet Science	45	1 Grand Champion	3 per county; one per level
COMMUNICATION & EXPRESSIVE ARTS				
17	Arts and Crafts	46	1 Grand Champion	5 entries per county
18	Cake Decorating	47	1 Grand Champion	3 entries per county; one per level.
19	Communications	48	<u>5 Grand Champions</u> 1. Demonstration 2. Informative 4-H Presentation 3. Professional Persuasive Presentation 4. Public Speaking 5. Creative Writing	Demonstration – 3 junior individuals, 3 senior individuals, 3 junior teams and 3 senior teams per county. Informative 4-H Presentation – 3 junior individuals, 3 senior individuals. Professional Persuasive Presentation – 3 junior, 3 senior, 3 junior teams and 3 senior teams per county per county. Public Speaking – 3 junior and 3 senior per county. Creative Writing – 3 exhibits per county, one per level.
20	Construction & Architectural Replica	51	1 Grand Champion	1 entry per county
21	Consumer Clothing	52	1 Grand Champion	3 Notebooks per county, no clothing; one per level. 1 advanced level per county to model in state fair fashion revue.

22	Fashion Revue	53	2 Grand Champions 1. Fashion Revue – Sewing 2. Fashion Revue – Consumer Clothing	6 senior exhibits per county with no more than two exhibits per category. Note – State fair fashion revue grand champion will be selected from the six senior sewing category champions modeling their sewn garment or outfit plus the advanced consumer clothing champion modeling their purchased outfit.
23	Fine Arts	54	1 Grand Champion	2 entries per county
24	Home Environment	54	1 Grand Champion	6 per county; two per level.
25	Llama and Alpaca Craft	56	1 Grand Champion	3 entries per county; one per level.
26	Model Craft	56	1 Grand Champion	2 entries per county
27	Needle Craft	57	1 Grand Champion	2 entries per county
28	Performing Arts	See link	1 Grand Champion	Advance through Area Contest
29	Photography	57	1 Grand Champion	2 beginner per county 3 intermediate per county 3 advanced per county
30	Sewing	59	2 Grand Champions 1. Sewing, Non-Wearable 2. Sewing, Wearable	**Non-Wearable** 10 exhibits per county; one per grade level **Wearable:** 5 junior exhibits per county; one per grade level 6 senior exhibits per county; one per category
ENGINEERING & TECHNOLGOICAL SCIENCE				
31	Aerospace	64	1 Grand Champion	3 rockets, drones, remote control aircraft, posters, notebooks or display boards per county; one per level.

32	Computer Science	65	1 Grand Champion	3 per county; one per level.
33	Electric	70	1 Grand Champion	5 electric exhibits per county, one per level 1 electronic exhibit per county, level 5
34	Lawn and Garden Tractor Safety Operator Skills	73	<u>3 Grand Champions</u> 1. Educational Exhibit 2. Jr Lawn & Garden 3. Sr. Lawn & Garden	4 educational exhibits per county; one per level 3 junior and 3 senior driving contestants will qualify at the county level to compete at the area level contest. 3 junior and 3 senior driving contestants will qualify at the area level to compete at the state contest.
35	Small Engine	74	1 Grand Champion	3 per county; one per level.
36	Tractor Safety and Operator Skills	75	<u>3 Grand Champions</u> 1. Educational Exhibit 2. Jr. Operator 3. Sr. Operator	4 educational exhibits per county; one per level 3 junior and 3 senior driving contestants will qualify at the county level to compete at the area level contest. 3 junior and 3 senior driving contestants will qualify at the area level to compete at the state contest.
37	Woodworking	76	1 Grand Champion	4 per county; one per level.
38	Zero-Turn Mower Safety and Operator Skills	77	<u>3 Grand Champions</u> 1. Educational Exhibit 2. Jr. Zero Turn 3. Sr. Zero Turn	4 educational exhibits per county; one per level 3 junior and 3 senior driving contestants will qualify at the county level to compete at the area level contest. 3 junior and 3 senior driving contestants will qualify at the area level to compete at the state contest.

HEALTHY LIVING

39	ATV Safety	79	1 Grand Champion	3 posters, notebooks or display boards per county.
40	Bicycle	79	1 Grand Champion	No state fair entries.
41	Child Development	80	1 Grand Champion	4 entries per county; one per level.
42	Foods	81 84	2 Grand Champions 1. Foods, Baked 2. Foods, Preserved	Foods, Baked 2 Level A entries per county. 2 Level B entries per county. 3 Level C entries per county. 3 Level D entries per county. Foods, Preserved 2 Level A entries per county. 2 Level B entries per county. 3 Level C entries per county. 3 Level D entries per county.
43	Health	87	1 Grand Champion	3 exhibits per county; one per level.
44	Shooting Sports	88	1 Grand Champion	3 per county; one per level
45	Sportfishing	89	1 Grand Champion	3 per county; one per level

LEADESHIP & CITIZENSHIP

46	Genealogy	90	1 Grand Champion	5 entries per county; one per division.
47	Junior Leaders	100	-	No state fair entries.
48	Leadership	100	1 Grand Champion	No state fair entries.

PLANT & ENVIROMENTAL SCIENCE					
49	Beekeeping	101	1 Grand Champion	1 educational exhibit per county. 1 honey exhibits per member, unlimited number of county entries.
50	Entomology	102	1 Grand Champion	3 collection exhibits per county, one per level 3 educational exhibits per county, one per level
51	Floriculture	104	2 Grand Champions 1. Floral 2. Educational Exhibit	8 floral exhibits per county, 2 per level 4 educational exhibits per county, 1 per level
52	Forestry	107	1 Grand Champion	3 per county; one per level
53	Garden	108	6 Grand Champions 1. Plate collection (includes 3, 4 & 5 Plates) 2. Single vegetable 3. Herb 4. Potato tray 5. Tomato plate 6. Educational exhibit	1 collection per member, unlimited number of county entries. 5 single vegetable entries per member, unlimited number of county entries. 3 herb entries per member, unlimited number of county entries. 1 potato tray entry per member, unlimited number of county entries. 1 tomato plate entry per member, unlimited number of county entries. 1 educational exhibit entry per county.
54	Geology	111	1 Grand Champion	3 per county; one per level

55	Soil and Water Science	112	1 Grand Champion	3 per county; one per level
56	Weather and Climate Science	113	1 Grand Champion	3 per county; one per level
57	Wildlife	114	1 Grand Champion	3 per county; one per level

Project Details can be located at:

https://extension.purdue.edu/4-H/projects/index.html

Animal specific details can be located at:

https://extension.purdue.edu/4-H/projects/animal-identification.html

ANIMAL SCIENCE

All animal science project details: at https://extension.purdue.edu/4-H/projects/animal-identification.html

ANIMAL EDUCATION

Updated 10/1/21

Description: Youth can learn about livestock and companion animals through a variety of experiences.
State Fair Entries:

       3 Cat entries per county; one per level.
       3 Dog entries per county; one per level.
       3 Llama entries per county; one per level.
       3 Poultry entries per county; one per level.
       3 Rabbit entries per county; one per level.

Exhibit Guidelines: Owning or showing an animal is not required. Members enrolled in any 4-H animal or livestock project can exhibit in this project and are to contact their county 4-H educator to learn if they are to also be enrolled in animal education.

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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)

Create an educational poster, notebook or display about any manual activity or on any specie related topic of choice that is age/grade appropriate. Check with the Purdue Extension office in your county to determine if enrollment is required in the species project you want to learn about. Owning or possessing an animal is not required.

Intermediate (grades 6-8 suggested)

Create an educational poster, notebook or display about any manual activity or on any specie related topic of choice that is age/grade appropriate. Check with the Purdue Extension office in your county to determine if enrollment is required in the species project you want to learn about. Owning or possessing an animal is not required.

Advanced (grades 9-12 suggested)

Create an educational poster, notebook or display about any manual activity or on any specie related topic of choice that is age/grade appropriate. Check with the Purdue Extension office in your

county to determine if enrollment is required in the species project you want to learn about. Owning or possessing an animal is not required.

BEEF

Superintendent– Justin Clark
Assistant Superintendent–Richard Lingenfelter

1. All market beef animals must be tagged with an official county tag and RFID tag by May 15th, identified on 4honline, and entered into fair entry. DNA hair samples are also required by May 15 to be eligible to show at the Indiana State Fair.
2. All purebred cattle must have registration papers to Extension Office by June 20 to be shown in a purebred class. Registration papers must comply with state guidelines, including owner name.
3. Beef cattle must be tied with neck ties and rope halters. NO HORSE HALTERS.
4. Using a leather show halter to exhibit your animal is strongly recommended and encouraged.
5. The 840-RFID tag is required for all beef cattle on the fairgrounds.
6. Prospect steers and prospect heifers must have the 840 RFID tag, identified on 4honline by May 15 and entered on FairEntry between June 1 – 20. The 4-H member must be enrolled in accordance with county requirements. Prospect cattle must comply with Board of Animal Health requirements, including 840-RFID tags.

Shown by breeds. 4-H members can only show a maximum of six steers and six heifers.

4-H Market Classes: the market beef may be a steer or heifer. Heifers may only be designated by members choice as market or breeding upon Fair Entry by June 20th.

Weight classes will be broken at Fair with Champion of breeds and a Grand and Reserve Grand Champion Market Beef selected.

4-H Breeding Heifer Classes:
1. Junior heifer calves born January 1 to March 31, 2024
2. Winter heifer calves born November 1 to December 31, 2023
3. Senior heifer calves born September 1 to October 31, 2023
4. Late summer yearling heifers born July 1 to August 31, 2023
5. Early summer yearling heifers born May 1 to June 30, 2023
6. Spring yearling heifers born March 1 to April 30, 2023
7. Junior yearling heifers born January 1 to February 29, 2023
8. Senior yearling heifers born September 1 to December 31, 2022

Champion of each breed and commercial heifer will be awarded with Grand & Reserve Grand Heifer also being selected.

4-H Prospect Calf Classes:
1. Steer calves: Any steer born after January 1st of the current year. The calf must be weaned by Fair time and cannot be sold in the auction.
2. Heifer calves: Any heifer born after April 1st of the current year. The calf must be weaned by Fair time and cannot be sold in the auction.

ALL BEEF ANIMALS MUST BE TAGGED WITH AN OFFICIAL RFID TAG

Showmanship
Exhibitor can only enter once in showmanship class – ages as of January of the current year.

Mini – Members in Kindergarten, 1st or 2nd grade on January 1 of the current year.
Junior – 4-H members in the 3rd, 4th, or 5th grade on January 1 of the current year.
Intermediate – 4-H members in the 6th, 7th, or 8th grade on January 1 of the current year.
Senior – 4-H members in the 9th, 10th, 11th, or 12th grade on January 1 of the current year.
Master- See master showmanship description in this handbook.

MARTIN COUNTY 4-H BORN AND RAISED CLASS

If the Grand Champion or Reserve Grand Champion Market Beef or the Grand Champion or Reserve Grand Champion Breeding Heifer was not born and raised in Martin County, then there will be a class held for market and breeding heifers born and raised exclusively in Martin County after the Grand Champion drive. A Martin County Born and Raised Champion Market Beef and Champion Breeding Heifer will be selected. **To be eligible for county born and raised, the animal must be born from a cow on your farm (or family farm) and raised on your farm (or family farm) and you must register the animal and submit its information by May 15th. Must enter into Martin County 4-H Born & Raised Class on Fair Entry by June 20th.**

CAT

Superintendent – Mimi Hawkins

1. Cat(s) may be purebred or grade animals (household pets).
2. Cat(s) must be owned, cared for, and shown by the 4-H member.
3. Each 4-Hers cat will be judged on a) health, b) cleanliness, c) grooming, d) personality, and e) if all categories are equal, the judge will choose a winner by its "star quality."
4. All 4-H cats must be brought and taken from the show in carriers. Cats on leashes without carrying cases will not be accepted.
5. Please do not use paper/cardboard boxes as carriers.
6. Harnesses should not be used because they interfere with judging. A leash and collar may be used but shall be removed for judging.
7. Cats will be brought the day of the show and shall be taken home after the completion of the show.
8. Pregnant or lactating female cats will not be permitted to show.
9. It is preferred that 4-H cats must have their claws clipped or be de-clawed.
10. It is recommended that 4-H cats, other than pedigreed breeding stock, be neutered or spayed.
11. 4-H cats must be free of fleas, fungus, ear mites, or other communicable diseases.
12. All cats 3 months of age and older must be vaccinated for rabies by a licensed and accredited veterinarian in accordance with the state rabies vaccination law.
13. Proof of completion of health requirements must be shown at time of check-in or prior as requested by the Superintendent: Form 4-H-777-W – "Certificate of Completion of Indiana Board of Animal Health Requirements for Exhibition of Cats" must be completed by your veterinarian and presented at check-in. Please note: the "Feline Leukemia Test" must be completed within 180 days before the show. The lack of an appropriately executed form will disqualify the exhibitor/cat from exhibition.
14. 4-H cats will be removed from their cages during judging. The 4-H member will be in control of his or her cat while being judged, then return the cat to its cage. If a 4-H cat is not on the judging table at the time the class is judged, it will not be judged.
15. The 4-Her and/or his/her parent(s) should not speak with the judge unless conversation is initiated by the judge.
16. 4-H cats shall never be left unattended.

17. 4-H Exhibitors must provide appropriate draping whether or not they are entered in the cage decorating class to prevent cats from coming in contact with one another. This procedure helps prevent the spread of air borne disease from sneezes or Male/Female attraction.
18. Judge's decisions are final.
19. To be eligible to be shown the cat or kitten must be at least 4 months old and have had its first distemper shot by the day of the show.
20. A 4-H member may enter and show a maximum of 1 cat in the 4-H cat show. A cat may be shown in only one cat composition type class.
21. Additional categories for age may be added at the discretion of the judge.
22. 4-Her must dress appropriately for show. No shorts allowed. Jeans/pants must be free of holes. Shirts are to be without design unless it is 4-H related.
23. A 4-Her/cat pair may participate in any combination (one, two or three) of the three classes: composition, showmanship and/or cage decoration.

4-H Cat Show Classifications
Ages: **Kittens** – cats aged 4 thru 7 months on day of show.
               Adults – cats 8 months of age or older on show day.
Pedigree: **Purebred** – cats of a recognized breed, kept pure for many generations. If the cat is registered, it must have a current registration number from one of the national cat registries, such as Cat Fanciers Association.
               Household Cats – sorted by hair coat, long haired or short haired.

The following is the class listing:
CT LK Long Hair Kitten
CT LC Long Hair Cat
CT SK Short Hair Kitten
CT SC Short Hair Cat
CT PK Purebred Kitten
CT PC Purebred Cat

Long Haired – cats whose coat has long top hairs, with a thick wooly undercoat. The length of hair on a cat's tail is often used as a determining factor. Hair length is normally 1-1/2" long or more.

Short Haired – cats whose coat has only short hairs, a smooth, textured coat. Cat tail hair is usually less than 1-1/2" in length.

Note: Indiana State Fair entry may be completed at www.Indianastatefair.com. Please refer to the online Indiana State Fair handbook for additional exhibit requirements and regulations because they may be different from the county fair exhibit classes.

Showmanship
Exhibitor can only enter one cat in showmanship class – ages as of January of the current year.
Mini – Members in Kindergarten, 1st or 2nd grade on January 1 of the current year.
Junior – 4-H members in the 3rd, 4th, or 5th grade on January 1 of the current year.
Intermediate – 4-H members in the 6th, 7th, or 8th grade on January 1 of the current year.
Senior – 4-H members in the 9th, 10th, 11th, or 12th grade on January 1 of the current year.

1. Reference material may not be used during the activity by the participants.
2. Questions of the activity will likely be taken from one or more of the following publications
   a. Mini & Juniors (Level 1) BU-8148 (Grades 3,4,5) – Purrr-fect Pals!

      b. Intermediates (Level 2) BU-8148, BU-8149 (Grades 6, 7, 8) – Purrr-fect Pals! and Climbing Up!
      c. Seniors (Level 3) BU-8148, BU-8149, BU-8150 (Grades 9 and above) – Purrr-fect Pals!, Climbing Up!, Leaping Forward
3. Showmanship Judging
      a. Showing your cat
      b. Cleanliness of your cat
      c. Oral questions about the cat and/or cat project

Once a 4-H'er has won a showmanship grade-based level, they must advance to the next level in subsequent years. The successful winning exhibitor will remain in the advanced level for the next year and future years of the showmanship class, until they win again or advance to the next grade level.

Cage Decoration Class
Cat cage decoration is an optional activity for 4-H members with a cat entered in the cat show. If a 4-H member chooses not to decorate the cage, he/she must plan to bring a sheeting or material with which to cover the inside of the cage.

DAIRY CATTLE

Superintendent– Justin Clark
Assistant Superintendent– Richard Lingenfelter

Shown by Breeds: Ayrshire, Brown Swiss, Guernsey, Holstein, Jersey, Milking Shorthorn.
1. dairy cattle must comply with identification guidelines.
2. The 840-RFID tag is required for dairy cattle.

All leased dairy animals are required to have lease papers on file at 4-H office. Age Group Classes
1. Spring calf– born March 1, or later.
2. Winter calf—born Dec. 1 to Feb. 28.
3. Fall calf– born Sept. 1 to Nov. 30.
4. Summer yearling– born June 1 to Aug. 1.
5. Spring yearling– born Mar. 1 to May 31.
6. Winter yearling– born Dec. 1 to February 28.
7. Fall yearling– born Sept. 1 to Nov. 20.
8. Jr. 2-yr.old cow– born Mar. 1 to Aug. 31.
9. Sr. 2-yr-old cow– born Sept. 1 to Feb. 28.
10. 3-yr-old cow– born Sept. 1 to Aug. 31.
11. 4-yr-old cow– born Sept. 1 to Aug. 31.
12. Aged cow– born prior to Aug. 31.
13. Dry cow—2 yrs. old or older, but not in production.
14. Champion female by breeds

DOG

Must exhibit in a secondary 4-H county. Please discuss options with the County Extension Director.

GOAT
(Dairy Goats, Boer/Market, Pygmy Goats)

Superintendent: Mitch Green

The 4-H goat educational program and related activities (such as workshops, tours) provides youth a fun and hands-on learning experience which develops both goat subject skills (such as nutrition housing, and healthcare) and life skills such as responsibility, decision making, nurturing and communications) under the direction of caring adults.

Feeding and Care of Animals at the Fair

- 4-H members are responsible for the daily feeding and care of their animals during the 4-H fair week.
- All goats should be fed and pens clean before 6:00 pm each evening during the fair by the 4-H member
- No Animals are allowed out of pens from 6:00-9:00 pm.
- 4-H exhibitors are responsible for unruly animals, pen area and general maintenance of goat project.
- If a 4-H Goats does not meet health/nutritional requirements, it can be asked to leave according to the Sick Animal Protocol
- Please read the section on "Ethical treatment of Animals"

All Member must enter and show their own animals or have the assistance of other 4-H goat members.

General Goats Rules

1. All goats must be identified online by May 15, unless required to attend County Identification, then it will be the date that comes first.
2. On day of show, all members must enter the show ring and show their own animals or have the assistance of other 4-H Goat members.
3. Owners who wish to use microchips instead or a permanent ID must provide the scanner to read the micro-chip at the designated ID check date, before May 15.
4. All 4-H exhibitors must have a Premise I.D. number when completing online Animal Identification.
5. All Registered animals must have a copy of registration papers to the Extension Office by the business day on May 15, or will be shown as unregistered.
6. Pens will be used to full capacity. Pens will be assigned by the Superintendent.
7. All purebred breeding animals must follow breed association rules on breed eligibility, and be registered correctly to show in Indiana 4-H programming.
8. When enrolling "pending birth" entries, the dam's registration number needs to be under on the 4-H animal ID website, and put the doe to kid after May 15 deadline, mark the gender as female in case you want to show doeling at county/state fair. Wethers will not be allowed to show at the county and/or state fair if not tagged appropriately at the designated tag in date before May 15.
9. All goat exhibitors at the Martin County 4-H fair must have class entry completed on FairEntry before the publicized deadlines.
10. The Extension Educator and Superintendent reserves the right to make further divisions in age breaks classes if necessary.

11. All goat wether (Dairy and Market) will be weighed in 30 min after check-in is complete on Thursday. All Dairy/ Market must weigh a minimum of 40 lbs. at fair. Exception to Nigerian Dwarf need to weigh a healthy weight for the age (30-50lbs. at six months)

Dairy Division

- All Breeds of Dairy Goats will show in the respective breed classes and age breaks. Breeds: Nubian, Alpine, LaMancha, Obehasli, Toggenburg, Saanen, Sable, Nigerian Dwarf, Recorded Grade, Commercial, etc.
- All crossbred dairy-type goats must be 100% dairy-type blood. Crossbred goats that have meat type blood must show in the meat-type show (i.e., Boer show). Each breed will show all the Senior Dairy Does, and pick the Champion Titles for the Senior Dairy Doe. Then breeds will show the junior dairy does, and pick the Champion Titles for Junior Dairy Doe.

Classes

Senior Dairy Doe Division (Milking)
- Milking Yearling under 2 years and has freshened
- 2 years and under 3 yrs. Old
- 3 years to 5 years old
- Aged does (5 years and up)

Champion and Reserve champion senior doe will be pick from the class winners.

Junior Dairy Doe Division (Dry)
- Junior Kids- April 1 – current year
- Intermediate kids – March 1 – March 31 current year
- Senior Kids- January 1 - February 28 current year
- Dry Yearling Large – under 2 years of age never freshened previous year

Champion and Reserve champion Junior Doe will be pick from the class winner.
Grand and Reserve Grand champions will be pick from the champions.

Dairy Wethers
- Dairy Wethers will be shown by weight. All breeds of dairy wethers will be shown together. Must be 100% dairy blood; those crossed with-type goats must show as a meat- type wether (i.e., boer)
- Dairy Wethers must be Slick-shorn.
- Dairy Wethers must have milk teeth and no missing teeth to show and be under one year of age.
- All wethers showing and/or selling in the auction must weigh a minimum of 40 pounds.
- Grand and Reserve Grand Champion Dairy Wether will be chosen from the first and second placing from each of the class break winners.
- LaMancha dairy wethers will have a tail tattoo.
- All Dairy goats must be polled or dehorned. Any dairy goat wether with scurs greater than 1 inch will not be allowed to show.

Pygmy Division
Class breaks offered for this division: (Ages will be determined for classes based on the date of the date of the show at the 4-H fair.)

Junior Pygmy Does
- Junior Doe Kids- under 3 months
- Intermediate Doe Kids – 3 months to under 6 months
- Senior Doe Kids – 6 months to under 9 months

- Advanced Senior Doe Kid- 9 months to under 12 months
- Junior Unfreshened Yearlings- 12 months to under 18 months
- Senior Unfreshened Yearling –18 months to under 24 months

Champion and Reserve Champion Junior Doe

Senior Pygmy Does
- Junior Freshened Does – milking doe any age 12 months to under 24 months
- Senior Freshened Does- milking doe any age 12 months to under 24 months
- Two-year-Old Does- milking doe any age 12 months to under 24 months
- Three-Year-Old Does – milking doe any age 12 months to under 24 months
- Four-Year-Old Does - milking doe any age 12 months to under 24 months
- Does Five Years Old and Over- milking doe any age 12 months to under 24 months

Champion and Reserve will be pick from the class winner.
Grand and Reverse Grand Champion will be pick for the Champions.

Pygmy Wethers
Pygmy Wethers will be shown by AGE
Classes: Junior Wether- One year old or younger, Senior Wether - Over one year of age
Grand and Reserve Grand Champion Pygmy Wether will be chosen from the class winner.

Boer Divisions
- The Boer goats Breed will be broken down in to three divisions: Full blood/ purebred (100%- 93.7%), Percentages (93.6%-50%), and Commercials (of non- registered Boer/Meat Goats genetics).
- For information of proof of registrations see rule #5. If there are no papers available, the doe must show in the commercial division.
- 4-H member must have registration paper that the show correct ownership approved in the 4-H handbook
- Meat Goat Genetics Consisting of Boer, Kiko, Spanish, Mytonic, and other breeds will show the Boer Goat Division. However, all term will be related to Boer Goat Genetics.

Class Breaks will be used for all three Divisions (ages will be determined for classes based on the date of the show at the fair)
Junior Boer Does
- Under 3 months of age on the day of the show
- 3-6 months of age
- 6-9 months of age
- 9-12 months of age

Yearling Boer Does
- 12-16 months of age
- 16-20 Months of age
- 20-24 Months of age

Senior Does
- 24-36 months of age
- 36 and older

Each class winner will go in for the division. The division will come back out for the champion. The champion will come back out for the Supreme Doe.

Meat Goat Wether and Wether Dam
- Market does and wethers will be shown together.
- Market goats will be shown by weight.

- Market goats must weigh a minimum of 40lbs to be shown
- Market goats must be slick-shorn.
- Market goats must have milk teeth and no missing teeth to show.
- All percentages, full bloods and Commercial goats will be shown together.
- Grand and Reserve Grand Champion Market goats will be chosen from the first and second placing from each of the class break winners.

HORSE & PONY

Superintendent: Becca Hollaway

CHECK THE STATE 4-H HORSE & PONY HANDBOOK FOR RULES, SPECIFICALLY CLASS PROCEDURES AND GUIDELINES, TACK, AND ATTIRE.

1. As stated on the Martin County 4-H enrollments, all Horse and Pony Members are expected to follow the rules, policies and expectations of the 4-H program and they should always conduct themselves in a courteous and respectful manner by exhibiting good sportsmanship and good behavior. Failing to do so will result in sanctions, discipline, and/or dismissal from the program. This applies all year, not just at the fair and during the show.

2. As stated on the Martin County 4-H enrollments, all Horse and Pony Parents must abide by, follow, and comply with the rules, policies and expectations of the 4-H program and conduct themselves in a courteous and respectful manner by exhibiting good sportsmanship and being a positive role model for youth. Failing to do so will constitute grounds for sanctions and/or dismissal of the members from the program. This applies all year, not just at the fair and during the show.

Age Divisions for Martin County 4-H Horse and Pony Members (as of January 1st of the current fair year):
Mini: Kindergarten-2nd grade
Junior: 3rd grade-5th grade
Senior: 6th grade-12th grade

Awards at the show will be determined by the Horse & Pony Club Leaders following 4-H guidelines prior to the show. End of the Year Awards will be awarded for: High Point for juniors, High Point for seniors, Mental Attitude Award.

Leasing Animals: All animals must be under the 4-H'ers ownership or lease by May 15th and this must be maintained continuously until the completion of the show. State entry forms must also be completed by this date including color pictures of the animal including all 4 feet and the face. Lease agreements must be signed by both parties and into the Extension Office by May 15th.

In order to exhibit at the Martin County 4-H Fair Show a 4-H member must complete and provide:
*Martin County 4-H Enrollment (by January 15th for full 4-H experience)
*Martin County Horse and Pony animal ID and animal pictures on 4honline.com by May 15th
*Lease papers (if leasing) by May 15th
*Current animal health paper per horse
*Class entries via Fair Entry

1. In order for any 4-Her to be mounted at the Fairgrounds, two 4-H Horse and Pony leaders or 4-H Horse and Pony certified assistant volunteers must be present.
2. 4-H'ers must have the approved headgear and footwear to be mounted. See State Fair Horse & Pony Handbook.

3. 4-H members may exhibit only one (1) horse per class.
4. There is a limit of three (3) animals per 4-H member.
5. 4-H members MUST show in one (1) halter / ground class.
6. If a 4-H member exhibits in a Walk/Trot class, they cannot exhibit that animal in a class that requires a gait faster than a trot.
7. Each member shall assume the responsibility for his/her Animal and Tack. The level of responsibility shall be determined by the age and ability of the 4-H'er.
8. While on the fairgrounds, horses are not to be ridden by anyone other than the 4-H Horse and Pony member or a 4-H Horse and Pony leader and with full consent of the . Horse and Pony parents, as well as 4-H Horse and Pony members and leaders, may lounge or drive a horse if that horse is behaving in a manner that puts their child's safety at risk. 4-H Horse and Pony members should be the primary handler as much as possible since the project is meant to be a learning experience for them.
9. Horses are to be ridden in designated areas only. No riding in the track area. No riding toward the rest of the fairgrounds unless presenting Flags for an event.
10. No Abuse of an animal will be tolerated. Abusive acts will be taken to the Extension Educator and 4-H Council for appropriate action.
11. No smoking in the barn by anyone at any time.
12. No other animals in the Horse barn and no dogs, please.
13. All 4-H'ers are expected to help with set up and clean up. If not, 5 points will be deducted for set-up & 5 points will be deducted for clean-up for high point award calculations.
14. NO ONE should coach or give instruction to 4-H members once they have entered the show arena. If coaching or instruction is given, the 4-H member may be disqualified.
15. Stalls will be kept respectively clean at all times.
16. All animals are to be fed and watered at a minimum daily.
17. Failure to clean your stall or failure to leave a horse in the barn for the designated time may result in disqualification.
18. Failure of a 4-H member to answer 2nd call to the show ring may result in disqualification at Judge's discretion.
19. All stalls should have an emergency contact information sheet.
20. All safety rules are to be followed with no exception.
21. Decisions by the Judge are final.
22. Questions concerning rules and/or procedures are to be addressed to the Horse & Pony Superintendent and/or the Youth Educator .
23. Only one (1) halter class per exhibitor will be included in the point tally for High Point Junior or High Point Senior Awards. If an exhibitor shows in more than one (1) halter class, the class with the highest point will be used in the High Point Award calculation.
24. Weather Policy – If there is inclement weather, the Horse and Pony Superintendent, 4-H Council members, and Educator will decide as to whether or not the show needs to be delayed or postponed and inform the club members of that decision as timely as possible. The show may be delayed for the same day or in the event the show much be postponed, communicated to members.
25. A show bill will be made available before show time. Any changes will be considered at that time.
26. The 4-H Horse & Pony Leaders reserve the right to sub-divide, change, and drop or combine any class as situations dictate.

LLAMA & ALPACA
Must exhibit in a secondary 4-H county. Please discuss options with the County Extension Director.

POULTRY

Superintendent: Shelly Ringwald
Assistant: Shelby McAtee

Indiana defines poultry as: chickens, turkeys, ostriches, emus, rheas, cassowaries, waterfowl (domesticated fowl that normally swim, such as ducks, geese and swans), and game birds (domesticated fowl such as pheasants, pea-fowl, partridge, quail, grouse, and guineas) but NOT doves and pigeons.

According to Indiana Game Breeder License Law 312 IAC 9-10-4 Section 4 if you acquire a live game bird (ring-necked pheasant, bobwhite quail, including subspecies and color phases) or purchase a live game bird, you must apply for a game breeder's license with the Indiana Department of Natural Resources (DNR) within 5 days. The possession of wild turkeys or ruffed grouse is prohibited under any circumstances.
https://www.in.gov/dnr/fishwild/files/fw-Game_Breeders_License_Laws.pdf

All poultry, except waterfowl, presented for exhibition must meet one of the following requirements:
a. Test negative for pullorum-typhoid within 90 days prior to the date of their exhibition.
b. Be hatched from eggs originating from certified NPIP pullorum-typhoid clean flocks.
c. Originate from a flock where the entire flock is certified NPIP pullorum-typhoid clean.

Pullorum-Typhoid Testing for 2024 Indiana County and State Fair Exhibitions and Poultry Shows
Beginning April 1, 2021, ALL POULTRY shown at an Exhibition event, County Fair or State Fair must have originated directly from an NPIP P-T certified clean flock within (1) year prior to the date of the event or have had a negative P-T Test within 90 (ninety) days prior to the date of the event.
The full announcement can be found at https://www.inpoultry.com/

 ALL POULTRY, WATERFOWL, AND TURKEYS WILL BE JUDGED ACCORDING TO THE AMERICAN POULTRY ASSOCIATION STANDARD OF PERFECTION or THE BANTAM STANDARD OF PERFECTION.   ALL JUDGING IS FINAL.

Exhibit Requirements:
1. All poultry, except waterfowl, must be tested for Pullorum-Typhoid within ninety (90) days of the County Fair, unless the birds come from a certified hatchery that is Pullorum-Typhoid Clean. Exhibitors must call the hatchery for the number to verify the birds are Pullorum-Typhoid Clean.
2. All health papers MUST be presented by June 20 prior to check-in as communicated. NO EXCEPTIONS.
3. Crossbreeds must enter Commercial Class.
4. No meat pens.
5. You may bring up to (10) chickens.

1. **BANTAMS**
The classes will be as follows: modern game, old English and American, single comb clean leg, rose comb clean leg, all other comb clean leg, feather leg and Bantam duck.

2. **LARGE FOWL**
The classes will be as follows: English, American, Asiatic, Continental, Mediterranean, and All Other Standard Breeds (AOSB).

3. PIGEONS

May exhibit one (1) male or female.

4. GAMEBIRDS

May exhibit one (1) male or female.
Exception – Peafowl – one (1) Pea Hen only.

5. TURKEYS – FANCY

May exhibit only one (1) male or female.

6. TURKEYS – PRODUCTION

May exhibit only one (1) male or female.

7. WATERFOWL

May exhibit ONE (1) duck and ONE (1) goose.

8. COMMERCIAL CLASS

May exhibit one (1) Large Fowl or (1) Bantam chicken male or female.

9. EGGS

A member may enter six (6) Large Fowl or (6) Bantam eggs in each class. Eggs must be uniform in color, shape, and size.
White Shell Class, (6 eggs)
Brown Shell Class, (6 eggs)
All Other Class, (6 eggs)

Grand and Reserve Grand Champions will be awarded as followed:

1. Grand Champion & Reserve Grand Champion Bantam Poultry
2. Grand Champion & Reserve Grand Champion Large Fowl Poultry
3. Grand Champion & Reserve Grand Champion Pigeon
4. Grand Champion & Reserve Grand Champion Fancy Turkey
5. Grand Champion & Reserve Grand Champion Production Turkey
6. Grand Champion & Reserve Grand Champion Waterfowl
7. Grand Champion & Reserve Grand Champion Gamebird
8. Grand Champion & Reserve Grand Champion Commercial
9. Grand Champion & Reserve Grand Champion Egg

Best of Show & Reserve Best of Show will be chosen from Grand Champion & Reserve Grand Champion out of all classes EXCEPT Commercial Class and Egg Class.

RABBITS

Superintendent: Delani Bateman

1. Any rabbit that has a disease or is unhealthy will be excused from exhibition and must be removed.

2. Possession date is by May 15th.
3. No crossbreeds in any class.
4. All 4-H rabbit exhibitors must keep their rabbit fed and watered and provided a clean pen at all times.
5. All 4-H members are responsible on show day for bringing their 4-H rabbits to and from the judging table. Only 4-H members may show rabbits at the judging table, no adults. Classes will be called only three (3) times before judging begins.
6. All classes will be judged according to ages and weights as established by the American Rabbit Breeders Association, Inc. Best of Breed and Best Opposite Sex will be selected according to the American Rabbit Breeders Association, Inc. Standard of Perfection.
7. Exhibitors can take Senior & Junior Buck or Senior & Junior Doe, any breed or variety. No crossbreeds.
8. Tattoo in the rabbit's left ear recommended and follow ARBA rules.
9. Each 4-H'er is limited to a total of eight (8) rabbits.
10. All members must put wood shavings into the box underneath the cage at the beginning of fair and clean it daily.

SHEEP

Superintendent: Mitch Green

1. Each Member must own his/her exhibit and must have them in their possession, tagged, enrolled and identified on 4Honline by May 15. All animals that plan on showing at the State Fair MUST be meet state fair identification requirements.
2. All market ewes must be declared at fair weigh-in; otherwise, they will be shown as breeding stock.
3. All sheep must be identified with a 4-H ear tag as previously outlined. If 4- H ear tag is lost, contact the 4-H office and the 4-H leader ASAP. 4-H Sheep arriving at the Fair with no 4-H tag and no prior notification of lost tag will not be allowed to exhibit.
4. All Sheep must be identified on 4Honline and FairEntry by the stated deadlines.
5. Ewe Lambs can be exhibited as either breeding ewes or market lambs, but not both.
   If an ewe is exhibited as a market lamb, it cannot be brought back the next year as a yearling.
6. All market wethers showing evidence of testicular tissue will be disqualified and removed from the fairgrounds immediately. (NO RAMS)
7. Prior to lamb entering the sheep barn, they must be checked and approved by the livestock committee. No blankets or tubes at the time of check-in.
8. Lambs will be sifted for infections contagious diseases and underweight conditions. Lambs not approved must be removed from the fairgrounds immediately.
9. All market lambs must arrive slick shorn by breed characteristics with NO wool above the hock and knee. Breeding ewes must arrive show ready.
10. All market lambs must weigh at least 70lbs at fair.
11. ANIMAL AGES
    Lambs –born after Sept 1, previous year
    Yearling-born prior to Sept 1, previous year
12. Market lambs will be weighed at a time to be announced, for the show weight.
13. All sheep tails must be docked, UNLESS it a breed Characteristics.
14. Breeding ewes shall show by breed. Member must have paper on file with the superintendent. Or they will be showing under the cross-breed class.
15. Breeds will be shown in alphabetical order. Show will be posted the night before the show if at all possible.

16. Decisions of judge shall be final. Show Superintendent and Livestock Committee will handle any disputes.
17. Any Sheep member using excessive abuse on their exhibit animals will be disqualified immediately.
18. The use of ice, ice water, alcohol, Freon, or any other refrigerant to the hide of the lamb is strictly prohibited. This deceptive, fraudulent practice will cause the member and their animals to be disqualified immediately.
19. Any 4-H Sheep Member not bringing a Lamb for exhibition is highly encouraged to complete an educational sheep poster. Poster must be turned in with all other static projects and will be judged.
20. Pens will be used to full capacity. Pens will be assigned by the Superintendent.
    NOTE: All Classes Will Be Held in This Order.

Breeding Classes

1. Register Ewe lamb Spring – Fall
2. Crossbred Ewe Lambs
3. Register Yearling Ewe Lambs
4. Crossbred Yearling Ewes Lamb
5. Champion and Reserve
6. Supreme Ewe and Reserve Supreme Ewe

Market Lamb Class:

- All Lambs will be shown by weight.
- Class will go out for Grand and Res. Grand Champion Market Lamb

Showmanship

Exhibitor can only enter once in showmanship class – ages as of January of the current year.
Mini – Members in Kindergarten, 1st or 2nd grade on January 1 of the current year.
Junior – 4-H members in the 3rd, 4th, or 5th grade on January 1 of the current year.
Intermediate – 4-H members in the 6th, 7th, or 8th grade on January 1 of the current year.
Senior – 4-H members in the 9th, 10th, 11th, or 12th grade on January 1 of the current year.
Master- See master showmanship description in this handbook.

SWINE

Co-Superintendents: John Lindsey & Abbey Lindsey

Each 4-H'er is limited to a total of five (5) pigs.

If you are showing three (3) swine, they all must go into one (1) pen at the Fair, unless pens are available and as coordinated with the Superintendents.

Market barrows to be eligible for Grand Champion or Reserve Grand Champion must follow the weight limits as defined by State Fair, 230-290 lbs. There will be classes for other weights, but they will be ineligible for Grand or Reserve Grand Champion.

Crossbred gilts must weigh at least 200 pounds with 340 lbs. maximum weight.

Registered breeding gilts will be shown by breed first and then by age. Crossbred gilts and Crossbred barrows will be shown by weight. Registered barrows will be shown by breed and then by weight.

Exhibitors must provide registration papers by June 2oth in proper naming and with proper identification to exhibit their gilts or barrows in a purebred class.

There will be breed classes as long as registration papers and proper identification is verified.

All swine must have an ear notch, county tag, and RFID tag. All swine, including registered gilts, that are to be exhibited at the Fair must have proper tagging per the animal ID guidelines, identified on 4honline and Fair Entry.

Swine going to the Indiana State Fair must also provide DNA hair sample by May 15th.

If your hog loses its tag before the Fair, you must contact the Extension Office immediately to get it replaced.

Hogs and pens need to be cleaned by 6 p.m. during the Fair. All hogs must be in their pens from 6-9 pm. On show nights, hogs must be in their pens by 5 pm.

Whips are allowed.

Clipping is allowed, but you must leave a minimum of one-half inch of hair on your pig's body.
No oil-based products can be put on swine. Use of oil base products will result in disqualification.

4-H Barrows & 4-H Breeding Gilts: farrowed after December 1 of the prior year.

*All 4-H members must weigh their hogs at Fair check-in because classes are determined by the weights of the animals, except registered gilts.

No reweigh of a pig if it is 10 pounds over the weight limit.

Showmanship
Exhibitor can only enter once in showmanship class – ages as of January of the current year.
Mini – Members in Kindergarten, 1st or 2nd grade on January 1 of the current year.
Junior – 4-H members in the 3rd, 4th, or 5th grade on January 1 of the current year.
Intermediate – 4-H members in the 6th, 7th, or 8th grade on January 1 of the current year.
Senior – 4-H members in the 9th, 10th, 11th, or 12th grade on January 1 of the current year.
Master- See master showmanship description in this handbook.

VETERINARY SCIENCE
Updated 10/1/21
Description: This project provides a hands-on learning experience that helps youth learn more about the Veterinary Science profession.
State Fair Entries: 3 per county; one per level.
Exhibit Guidelines: 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 way references are listed.
        Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no

more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)

Create an educational poster, notebook or display about any manual activity or on any veterinary science topic of choice that is age/grade appropriate.

Intermediate (grades 6-8 suggested)

Create an educational poster, notebook or display about any manual activity or on any veterinary science topic of choice that is age/grade appropriate.

Advanced (grades 9-12 suggested)

Create an educational poster, notebook or display about any manual activity or on any veterinary science topic of choice that is age/grade appropriate. Youth may also choose to develop a teaching aid, develop a project in conjunction with a veterinarian and present a report about that project and its findings, or another report of your choosing.

COMMUNICATION & EXPRESSIVE ARTS

ARTS & CRAFTS
Updated 10/1/22

Description: Allows youth to learn life skills and grow in project knowledge while expressing creativity in a variety of mediums.

State Fair Entries: 5 entries per county as determined by the county 4-H educator and fair officials.

Exhibit Guidelines: Youth may exhibit any art or craft that does not meet exhibit requirements in Fine Arts, Needle Craft, Model Craft or Construction and Architectural Replica.

Exhibitors should be considerate of space. Exhibits too large to safely move or requiring lots of space should be exhibited using photographs and a description of work in a notebook.

All arts and craft exhibits must include a 4-H Craft Information Card, 4-H 618A. This information card is to describe work completed so the judge can more accurately evaluate the exhibit. Craft information cards are for judging purposes only and will not be returned to the exhibitor.

If multiple pieces make up the exhibit, a photograph of the complete exhibit should be attached to the exhibit so the total exhibit can properly be displayed. For safety purposes any craft exhibit that resembles a sword, knife, or look-a-like weapon will be judged but will not be displayed.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)

Create and exhibit one age/grade appropriate artwork.

Intermediate (grades 6-8 suggested)

Create and exhibit one age/grade appropriate artwork.

Advanced (grades 9-12 suggested)

Create and exhibit one age/grade appropriate artwork.

CAKE DECORATING

Updated 10/1/21

Description: The cake decorating project allows youth to utilize their artistic ability and expressions as they learn decorating techniques and skills. Anyone wanting to learn baking skills should refer to the 4-H foods project.

State Fair Entries: 3 entries per county; one per level.

Exhibit Guidelines: The cake decorating project provides skills-based educational experiences that provide an opportunity for mastery before building on that experience to develop more advanced skills. This subject area is divided into three levels: Beginner (Grades 3-5), Intermediate (Grades 6-8), and Advanced (Grades 9-12). While the defined grades are intended to be a guide, older youth enrolled in this subject for the first time may start in a lower grade skill level with permission by the county extension educator, followed by an appropriate level the following year.

Skills and techniques demonstrated should be age/grade appropriate. While it is not to say a beginner level member cannot master an advanced level skill, it would be rare and unique. Therefore, exhibited cakes must demonstrate the minimum five techniques from their given level outlined in Indiana 4-H Cake Decorating Skills and Techniques, 4-H 710A, but may also include higher/lower level techniques that have been mastered. Any higher/lower-level techniques will not be counted as part of the minimum five, but nevertheless will be evaluated for quality. All exhibited cakes must be created using a Styrofoam, foam, or other solid dummy. Unless otherwise stated, cakes are to be iced using royal icing or buttercream. Buttercream icing will not withstand environmental conditions and may become soft, melt, not withhold its shape, and colors may bleed when being displayed an extended period of time. When displaying a cut-up cake or tiered cake, the exhibitor must include a diagram and description indicating how the cake was assembled. This diagram and description can be attached to or written on the skills sheet. All exhibits must include a completed Cake Decorating Skills Sheet (4-H 710) and must accompany the cake for the judge's reference during judging. Skills sheets are for judging purposes only and will not be returned to the exhibitor.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)

A minimum of five beginner level skills are to be demonstrated. A list of skills to choose from can be found on the Indiana 4-H Cake Decorating Skills and Techniques, 4-H 710A sheet. Cakes must be on a cake board strong enough to support the cake (approximately 3/8" thick) and 2-4" larger than the cake. For example, if the cake is 8" in diameter, then the cake board must be 10-12" in diameter. The cake board must be neatly covered and well taped or otherwise attached underneath. Cakes exhibited in the beginner level are to be a single tier/layer, no more than 5" tall, and may be round, square, or rectangular and the cake board is to be no more 12"x12".

Intermediate (grades 6-8 suggested)

A minimum of five intermediate level skills are to be demonstrated and the cake may include additional skills from the beginner level. A list of skills to choose from can be found on the Indiana 4-H Cake Decorating Skills and Techniques, 4-H 710A sheet. Cakes must be on a cake board strong enough to support the cake (approximately 3/8" thick) and 2-4" larger than the cake. For example, if the cake is 9"x13" rectangular, then the cake board must be 11"x15" to 13"x17" rectangular. The cake board must be neatly covered and well taped or otherwise attached underneath. Cakes exhibited in the intermediate level are to be a single or double tier/layer, no more than 12" tall and may be any shape. Youth may choose to decorate an inverted (upside down) character pan or create a 3-dimensional cake. It is also

permissible to cut-up pieces of Styrofoam, foam, or other solid material to create a new shape, like a butterfly or castle for example. The cake board is to be no more than 24"x24".

Advanced (grades 9-12 suggested)
A minimum of five advanced level skills are to be demonstrated and the cake may include additional skills from the beginner and intermediate levels. A list of skills to choose from can be found on the Indiana 4-H Cake Decorating Skills and Techniques, 4-H 710A sheet. Cakes must be on a cake board strong enough to support the cake (approximately ½" thick) and 4" larger than the base cake. For example, if the cake is 26" in diameter, then the cake board must be 30" in diameter. The cake board must be neatly covered and well taped or otherwise attached underneath. Cakes exhibited in the advanced level may be multiple layers and/or tiered and may include multiple cakes, like a wedding cake. Youth may choose to create a character or 3-dimensional cake by cutting-up pieces of Styrofoam, foam, or other solid material to create a new shape. Dowel rods, plates, etc. should be used to support multiple layers and tiers. Fondant icing, gum, and sugar paste is permissible. Cakes may be any shape, no more than 36" tall and the cake board is to be no more than 36"x36". A minimum of five advanced level skills are to be demonstrated and the cake may include additional skills from the beginner and intermediate levels. A list of skills to choose from can be found on the Indiana 4-H Cake Decorating Skills and Techniques, 4-H 710A sheet.

COMMUNICATIONS
Updated 10-1-23

Description:

The communications project teaches verbal and non-verbal communication and presentation skills.

State Fair Entries:

>Demonstration – 3 junior individuals, 3 senior individuals, 3 junior teams and 3 senior teams per county.

>Informative 4-H Presentation – 3 junior individuals, 3 senior individuals.

>Professional Persuasive Presentation – 3 junior, 3 senior, 3 junior teams and 3 senior teams per county per county.

>Public Speaking – 3 junior and 3 senior per county.

>Creative Writing – 3 exhibits per county, one per level.

Exhibit Guidelines:

>Effective communications drives all aspects of day-to-day life. Youth are to learn about the process of communication, to learn about different modes of communication and to strengthen their own communication skills. As you explore the world of communication and the manuals, you will enjoy learning more about yourself and others. Youth completing this project are expected to participate in a variety of experiences allowing them to develop communication skills rather than create an exhibit to be displayed at the county or state fair.

>A series of 4-H manuals is available with activities designed to develop communication skills at a specific grade level. Module 1 is for Beginner Level youth in grades 3-5. Module 2 is for Intermediate

Level youth in grades 6-8. Module 3 is for Advanced Level youth in grades 9-12. Suggested activities to develop communication skills include:

- Complete an activity from the grade appropriate manual.
- Give a demonstration or presentation at a club meeting.
- Participate in a verbal communication event. See verbal communication section below.
- Submit a news release to local news media about a 4-H event or topic.
- Participate in a radio interview.
- Present information about 4-H to a civic organization or similar group.
- Participate in the Indiana 4-H Spread the News workshop (Grades 9-12).
- Participate as an actor in a community theater.
- Other activities that demonstrate communication skill development.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Verbal Communication Events

The following verbal communication events and activities are offered to 4-H members as a way to teach presentation and public speaking skill development. They are often used in 4-H meetings, and a county 4-H youth development program may choose to offer these as competitive events. The demonstration, informative presentation, professional persuasive presentation and public speaking are competitive events at Indiana State Fair.

The following apply to all state fair communication events:

- Members may use a PowerPoint, Prezi, or other digital presentation, signs, and other props that will enhance their presentation when giving their how-to demonstration to the audience from a stage or stage-like setting.
- If digital media will be used to enhance the presentation, contestants are encouraged to provide their own laptop computer. If the laptop is not equipped with a standard HDMI external video connection, the contestant will need to supply an appropriate adapter. While a standard PC laptop will be available, the quality and compatibility of the digital media cannot be guaranteed as PowerPoint will be the only digital media available at state fair.
- Live animals are not permitted at state fair.
- There is no interaction with the audience.
- Questions may be asked of the contestants by the judges following the presentation.
- Events that have a team category, it is for two (2) people and will be determined by the highest grade level of any member of that team.
- The top three senior individuals, top junior individual, top senior team, and top junior team will be recognized in Indiana State Fair Celebration of Champions.

Refer to the Indiana State Fair 4-H handbook for the date, time, and location of each event. Check with your county extension educator for information about entering these events.

Demonstration
- All 4-H members are encouraged to present a demonstration at their club or county level.
- This contest allows the 4-H member to show the audience step-by-step procedures how-to-do something related to any 4-H project.

- Examples of a demonstration include how to take a prize winning photograph, how to give an intramuscular antibiotic injection or shot, how to design a mini-barn blueprint, how to construct a garment, how to develop a wildlife rehabilitation plan, how to treat a cat for fleas, etc.
- Junior members (grades 3-8) have 5-7 minutes to present their demonstration, while senior members (grades 9-12) will present their demonstration in 5-10 minutes.
- Categories will be Junior Individual, Senior Individual, Junior Team, and Senior Team.

Informative 4-H Presentation
- This contest allows the 4-H member to present a topic of their choice related to a 4-H event, project, or activity to the audience.
- Examples of an informative 4-H presentation include the benefits of attending 4-H Round-Up, State 4-H Junior Leader Conference, 4-H Academy, or Citizenship Washington Focus; the impact of a community service project on the 4-H members involved and their community; why a family should enroll their children in 4-H; how 4-H prepares a young person for the workforce or college, etc.
- Junior members (grades 3-8) have 5-7 minutes to present their informative presentation, while senior members (grades 9-12) will present their informative presentation in 5-10 minutes.
- Categories will be Junior Individual and Senior Individual.

Professional Persuasive Presentation
- Contestants will be required to research a public issue in their community, collect data showing how this issue is or could affect their community, formulate a plan to address this issue, and present it in a professional manner using electronic digital media such as PowerPoint, Prezi, etc.
- Contestants are to submit two (2) sets of accompanying handouts at registration. These handouts will be provided to the judges.
- It is suggested that youth practice by presenting their professional presentation to service clubs, 4-H council or fair board, government officials, or other boards.
- Examples of public issues could be the lack of accessibility to trails or public parks, congested traffic locations, public health issues, impoverished neighborhoods, school dropout rates, the size of farm machinery outgrowing the size of roads, etc.
- Junior members (grades 3-8) will present in 5-7 minutes and senior members (grades 9-12) will present their professional presentation in 5-10 minutes.
- Categories will be Junior Individual, Senior Individual, Junior Team and Senior Team.

Public Speaking
- This contest allows the 4-H member to give their prepared speech to an audience from a stage or stage-like setting.
- Props, signs, and PowerPoint presentations are not permitted.
- The topic can be of the 4-H member's choice.
- Junior members (grades 3-8) have 3-5 minutes to give their speech while senior members (grades 9-12) will give their speech in 5-7 minutes.
- Categories will be Junior Individual and Senior Individual.

Creative Writing

- This exhibit allows youth to express creativity while developing writing skills. Examples include a story, autobiography, biography, , journal entry, poetry, children's story, skit or play, fiction in verse, alternative history, song lyrics, movie script, creative nonfiction and more. Writing must be authored by the 4-H member and can be fiction or non-fiction.
- Exhibits are to be displayed in a notebook or binder appropriately labeled on the front with the title, 4-H member's name, grade in school, club and county. The notebook or binder is to

include a title page and authored work. While most creative writing exhibits will not require research, a bibliography giving credit to sources is to be included with any research article.

- Work can be handwritten or typewritten.
- Illustrations or photos may be included to enhance the writing.
- Writing should not include excessive blood, gore, violence or sexual themes and must be appropriate for all ages to read.

Creative Writing Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)

Create and exhibit one age/grade appropriate item. While length or word count is not required, one-page or 250 words is appropriate for most beginners.

Intermediate (grades 6-8 suggested)

Create and exhibit one age/grade appropriate item. While length or word count is not required, two-page or 500 words is appropriate for most intermediate members.

Advanced (grades 9-12 suggested)

Create and exhibit one age/grade appropriate item. While length or word count is not required, more than three pages or more than 750 words is appropriate for most advanced members.

CONSTRUCTION & ARCHITECTURAL REPLICA
Updated 10/1/21

Description: Allows youth to learn life skills and grow in project knowledge while expressing creativity when designing replicas.

State Fair Entries: 1 entry per county as determined by the county 4-H educator and fair officials.

Exhibit Guidelines: Exhibits can include farm scenes, town models, building replicas, or similar items and can be constructed from building blocks (Lego), erector sets, or other materials. The product should be constructed to scale as much as possible. Consider adding a clear cover to protect the exhibit while being displayed to the public. This exhibit will most likely be displayed on an 8' long table top with two or three exhibits per table.

Exhibitors should be considerate of space. Exhibits too large to safely move or requiring lots of space should be exhibited using photographs and a description of work in a notebook.

All arts and craft exhibits must include a 4-H Craft Information Card, 4-H 618A. This information card is to describe work completed so the judge can more accurately evaluate the exhibit. Craft information cards are for judging purposes only and will not be returned to the exhibitor.

If an exhibitor is concerned about their creation being damaged while on display, they should consider constructing a clear plastic cover to encase the exhibit.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)
Create and exhibit one age/grade appropriate artistic scene or replica.
Intermediate (grades 6-8 suggested)
Create and exhibit one age/grade appropriate artistic scene or replica.
Advanced (grades 9-12 suggested)
Create and exhibit one age/grade appropriate artistic scene or replica.

CONSUMER CLOTHING
Updated 10/1/21

Description: This project is designed to teach clothing selection, wardrobe planning, care of clothing and personal grooming.

State Fair Entries:
        3 Notebooks per county, no clothing; one per level.
        1 advanced level per county to model in state fair fashion revue.

Exhibit Guidelines: 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 way references are listed.

The front of the notebook is to include the 4-H member's name, county, club, and level. Personal information such as phone number, mailing address, etc. should not be included in any notebook documentation.

Youth will be expected to model their purchased outfit and accessories at the county level. Modeling at state fair is limited to only the advanced level and will be judged separate from the notebook.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)
Complete one activity from each group in the manual and share your results or answers in a notebook, labeling each activity. With help from a parent or mentor, purchase an item of clothing that you'll wear with other clothes in your wardrobe. Examples might be slacks, blouse, jeans, shirt, sweater, or sweatshirt. Choose an accessory to go with your purchase. Accessories could be shoes, sweatband, belt, jewelry, socks or similar item.

Intermediate (grades 6-8 suggested)
Complete one activity from each group in the manual and share your results or answers in a notebook, labeling each activity. Purchase and accessorize a casual or school outfit. Accessories may be purchased or selected from what you currently have.

Advanced (grades 9-12 suggested)
Complete one activity from each group in the manual, or similar activity of choice and share your results or answers in a notebook, labeling each activity. If completing an activity not included in the manual, be sure to include in your notebook an explanation describing how the activity was developed and intended objectives. Purchase and accessorize an outfit of your choice. Accessories may be purchased or selected from what you currently have.

Special note regarding Indiana State Fair – In addition to the advanced consumer clothing state fair entry submitting their notebook for evaluation, the exhibitor will also be invited to model their purchased outfit in fashion revue. The notebook and modeling will be judged independently and one will not have any consideration for the other at state fair.

FASHION REVUE
Updated 10/1/22

Description:
This project teaches youth skills to present themselves in a professional manner by providing an opportunity for youth to model the outfit constructed in the 4-H sewing project.

State Fair Entries:
6 senior exhibits per county with no more than two exhibits per category. An exhibitor may participate in only one senior fashion revue category at state fair.
Note – State fair fashion revue grand champion will be selected from the six senior sewing category champions modeling their sewn garment or outfit plus the advanced consumer clothing champion modeling their purchased outfit.

Exhibit Guidelines:
All garments and outfits modeled in Fashion Revue, except consumer clothing entries, must have been constructed by the 4-H member modeling that same garment or outfit. Youth qualifying to exhibit the same garment or outfit in Indiana State Fair Sewing and Fashion Revue must choose which project they wish to participate as one cannot exhibit the same garment or outfit in both projects at state fair.
DEFINITION OF AN OUTFIT: An outfit is a garment or garments that when put together make a complete look - such as one- or two-piece dress, or one- or two-piece pant suit, or a three piece combination, such as pants, vest, and blouse or shirt.
Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.
Exhibit Class Guidelines:
Junior (grades 3-7 suggested)
Model the garment or outfit constructed for the sewing project. Accessories may be purchased or selected from what you currently have.
Senior Categories (grades 8-12 suggested)
Informal or Casual Wear: A complete outfit of 1 or 2 pieces suitable for school, weekend, or casual, informal activities. A In this category, a complete outfit is defined as a garment or garments that when put together make a complete look - such as one- or two-piece dress, or one- or two-piece pant suit, or a three-piece combination, such as pants, vest, and blouse or shirt.
Dress Up: This is suitable for special, church, or social occasions that are not considered to be formal. It may be an outfit of one or more pieces with or without its own costume coat or jacket (lined or unlined). This is not an outfit that would be worn to school, weekend, or casual, informal activities.
Free Choice: A complete outfit comprised of garments that do not fit in the other classifications. A complete outfit is defined as a garment or garments that when put together make a complete look -
Page 2 of 2
such as one- or two-piece dress, or one- or two-piece pant suit, or a three-piece combination, such as pants, vest, and blouse or shirt. Individual garment examples include: tennis wear, swim wear, athletic or sportswear, lounge wear, riding habits, historic, dance, theatrical, or international costumes, capes, and unlined coats.
Suit or Coat: The suit consists of two pieces including a skirt or pants and its own lined jacket. It is not a dress with jacket as in "dress up wear". The coat is a separate lined coat. It will be judged separately as a coat with its own accessories.
Separates: Consists of three garments that must be worn as a coordinated complete outfit. A In this category, a complete outfit is defined as a garment or garments that when put together make a complete look - such as one- or two-piece dress, or one- or two-piece pant suit, or a three piece combination, such as pants, vest, and blouse or shirt. Each piece should be versatile enough to be worn with other garments.
Formal Wear: This outfit may be one or more pieces suitable for any formal occasion, such as proms, weddings, and formal evening functions.

FINE ARTS
Updated 10/1/21

Description: Allows youth to learn life skills and grow in project knowledge while expressing creativity through painting and drawing.

State Fair Entries: 2 entries per county as determined by the county 4-H educator and fair officials.

Exhibit Guidelines: All arts and craft exhibits must include a 4-H Craft Information Card, 4-H 618A. This information card is to describe work completed so the judge can more accurately evaluate the exhibit. Craft information cards are for judging purposes only and will not be returned to the exhibitor.

Oil, charcoal, pastels, pencil, ink, acrylic, watercolor or similar artistic work can be displayed on canvas, canvas board, or paper. All work must be framed as a picture and prepared for hanging. Canvas art on a wooden frame is considered prepared for hanging provided that frame has a hanger.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)

Create and exhibit one age/grade appropriate artwork.

Intermediate (grades 6-8 suggested)

Create and exhibit one age/grade appropriate artwork.

Advanced (grades 9-12 suggested)

Create and exhibit one age/grade appropriate artwork.

HOME ENVIRONMENT
Updated 10/1/21

Description: Youth will apply the principles of design to home design and decoration as well as learn about care of home furnishings.

State Fair Entries: 6 per county; two per level.

Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)

Choose one of the following options:

- Furniture Item and Notebook – create a wall hanging, storage organizer, a set of 3-5 accessory items or something similar for the home or similar activity.
- Design Board and Notebook – color a line drawing from your manual and create three color schemes, color a line drawing from your manual and demonstrate

dominant and supportive color, or display a line drawing showing where furniture would be placed in the room or similar activity.
- Portfolio – Collect different color schemes, magazines showing different furniture designs, or magazines/photographs of formal vs informal balance, dominant and supportive colors, etc. or similar activity.

Intermediate (grades 6-8 suggested)

Choose one of the following options:
- Furniture Item and Notebook – refinish or repurpose a piece or set of furniture, storage unit, or display a collection of 3-5 similar home accessory items, or similar activity.
- Design Board and Notebook – create a line drawing for a room in your home showing furniture layout, accessory items and fixtures or similar activity.
- Portfolio – display a sample of three different types of wall treatment with explanation of each, three different floor treatments with explanation of each, an energy plan for your home, or similar activity.

Advanced (grades 9-12 suggested)

Choose one of the following options:
- Furniture Item and Notebook – refinish or repurpose a piece or set of furniture, storage unit, or display a collection of 3-5 similar home accessory items, or similar activity.
- Design Board and Notebook – display a floor plan for any room of your house or the whole house or apartment, or similar activity.
- Portfolio –display a sample of three different lighting or window treatments with an explanation of each, interview an interior designer and prepare a report, a home energy saving proposal plan, or similar activity.

Exhibit Categories:

Furniture Item and Notebook

An actual piece of furniture accompanied by a standard notebook (3-ring binder) explaining the who, what, when, where, why, and how of the chosen project. We suggest including pictures showing where the item will be used. Also, we encourage 4-H members to include pictures of themselves doing the project, but this is not required. Always place your identification information in the notebook and on the furniture.

Design Board and Notebook

Standard 22" x 28" poster, displayed horizontally with a firm backing. Design boards must be covered with plastic to protect and help hold items in place. An identification name tag must be attached in the lower right corner. The notebook is to help explain the who, what, when, where, why, and how of the chosen design. This can be a "before and after project" or "plan in the future" project.

Portfolio

Standard notebook (3-ring binder). If 4-H members choose to do this option more than one year, we suggest that they keep the previous year's materials in the notebook. Place materials for the current year in the front, with the previous year's materials clearly marked or labeled at the back. Always place your identification information in the notebook.

LLAMA & ALPACA CRAFT
Updated 10/1/21

Description: Allows youth to learn life skills and grow in project knowledge while expressing creativity using llama or alpaca fiber.

State Fair Entries:

    3 entries per county; one per level.

Exhibit Guidelines: Youth may exhibit any art or craft using llama or alpaca fiber.

    Exhibitors should be considerate of space. Exhibits too large to safely move or requiring lots of space should be exhibited using photographs and a description of work in a notebook.

    All arts and craft exhibits must include a 4-H Craft Information Card, 4-H 618A. This information card is to describe work completed so the judge can more accurately evaluate the exhibit. Craft information cards are for judging purposes only and will not be returned to the exhibitor.

    If multiple pieces make up the exhibit, a photograph of the complete exhibit should be attached to the exhibit so the total exhibit can properly be displayed. For safety purposes any craft exhibit that resembles a sword, knife, or look-a-like weapon will be judged but will not be displayed.

    Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)

    Create and exhibit one age/grade appropriate artwork.

Intermediate (grades 6-8 suggested)

    Create and exhibit one age/grade appropriate artwork.

Advanced (grades 9-12 suggested)

    Create and exhibit one age/grade appropriate artwork.

MODEL CRAFT
Updated 10/1/21

Description: Allows youth to learn life skills and grow in project knowledge while expressing creativity when building a model.

State Fair Entries: 2 entries per county as determined by the county 4-H educator and fair officials.

Exhibit Guidelines: All arts and craft exhibits must include a 4-H Craft Information Card, 4-H 618A. This information card is to describe work completed so the judge can more accurately evaluate the exhibit. Craft information cards are for judging purposes only and will not be returned to the exhibitor.

    If multiple pieces make up the exhibit, a photograph of the complete exhibit should be attached to the exhibit so the total exhibit can properly be displayed. For safety purposes any craft exhibit that resembles a sword, knife, or look-a-like weapon will be judged but will not be displayed.

    Exhibits must be a small-scale replica made of injected styrene plastics with approximately 25% of the surface painted. Wood, paper, clay die-cast, or snap together models are not permitted. Screws and pre-painted or pre-decaled factory models are not permitted. Exhibits made from building blocks (Lego) are not permitted.

    If the model is being built from a kit, include a copy of the instructions with the information card. Original instructions should be kept by the exhibitor in a safe location at home.

    Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)

Create and exhibit one age/grade appropriate model.
Intermediate (grades 6-8 suggested)
Create and exhibit one age/grade appropriate model.
Advanced (grades 9-12 suggested)
Create and exhibit one age/grade appropriate model

NEEDLECRAFT
Updated 10/1/21

Description: Allows youth to learn life skills and grow in project knowledge while expressing creativity in needle crafts.

State Fair Entries: 2 entries per county as determined by the county 4-H educator and fair officials.

Exhibit Guidelines: All arts and craft exhibits must include a 4-H Craft Information Card, 4-H 618A. This information card is to describe work completed so the judge can more accurately evaluate the exhibit. Craft information cards are for judging purposes only and will not be returned to the exhibitor.

Hand crafted knitting, embroidery, crocheting, needlepoint, crewel, candle wicking, chicken scratching, hand quilting, tatting, huck embroidery, and hemstitching are suggested exhibits. Entries may also include pulled, drawn and counted thread work and punch needle work. Needle craft exhibits do not include latch hook, plastic canvas, machine knitting, machine quilting, or arm knitting/crocheting.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:
Beginner (grades 3-5 suggested)
Create and exhibit one age/grade appropriate needle craft.
Intermediate (grades 6-8 suggested)
Create and exhibit one age/grade appropriate needle craft.
Advanced (grades 9-12 suggested)
Create and exhibit one age/grade appropriate needle craft.

PHOTOGRAPHY
Updated 10/1/23

Description:

This project teaches youth how to take quality photographs with a camera or digital device.

State Fair Entries:

2 beginner per county

3 intermediate per county

3 advanced per county

Exhibit Guidelines:

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

All images are to be original images taken by the 4-H member during the current program year. Captions are not recommended.

Print board exhibits are to include 10 photos mounted on a poster as described above, each no larger than 5"x7". Number each print 1-10. Prints may be a mix of digital and/or standard development. Create a title of choice for the print board exhibit. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Salon prints are to be no larger than 11"x14", mounted on a standard 16"x20" salon mount, and displayed vertically. Salon prints are to be placed in a clear plastic sleeve and captions are not recommended. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Images may be taken with a film camera, digital camera, cell phone, or other electronic device. Altering of images by any other means besides the device it was taken with is to be entered in the **creative/experimental** category. Creative/experimental exhibits must include the original photo on the back side of the board, a description of how the image was altered, and equipment/software used to alter the image.

Editing photos such as cropping, color adjustment, and other enhancements are considered to be part of the normal photography educational learning process and are permissible. So judges can better evaluate a photography exhibit, the 4-H member is asked to attach to the back of their salon or print board exhibit the make and model of camera used and a description of any editing.

A photo that has been modified to change the original intent, meaning or story captured should be entered in the creative or experimental class. Photos exhibited as creative or experimental are to attach to the back of their exhibit the make and model of camera used, software or other tools used to change the photo, a description of how the photo was changed, and copy of the original photo before editing.

Sepia tone photographs (mono chromatic) are to be entered as black and white photos.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)

Choose one or more of the following:

- Black and White Print Board
- Color Print Board
- Black and White Salon Print
- Color Salon Print
- Creative/Experimental Salon Print

Intermediate (grades 6-8 suggested)

Choose one or more of the following:

- Black and White Print Board
- Color Print Board
- Black and White Salon Print

- Color Salon Print
- Creative/Experimental Salon Print

Advanced (grades 9-12 suggested)

Choose one or more of the following:

- Black and White Print Board
- Color Print Board
- Black and White Salon Print
- Color Salon Print
- Creative/Experimental Salon Print

SEWING, NON-WEARABLE
Updated 10/1/21

Description: The sewing project teaches fabric selection, pattern selection and sewing machine use to construct items used around the home or other purposes.

State Fair Entries:
　　10 exhibits per county; one per grade level

Exhibit Guidelines: Older youth enrolled in the 4-H sewing project for the first time may not feel comfortable demonstrating their assigned grade level skills. In this instance the county 4-H youth development educator may, at the request of the 4-H member and parent, assign the member to a lower-level grade level to develop fundamental skills.

　　Provide a completed sewing skills card, 4-H 925c-W, with the exhibit. Skills sheets are for judging purposes only and will not be returned to the exhibitor.

　　Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:
Grade 3 - Create one non-wearable sewn item demonstrating at least 2 skills from Sewing Skills and Techniques, 4-H-925-SC-W.

Grade 4 - Create one non-wearable sewn item, or set of items, demonstrating at least 2 skills from Sewing Skills and Techniques, 4-H-925-SC-W, in addition to those learned in the prior grade.

Grade 5 - Create one non-wearable sewn item, or set of items, demonstrating at least 3 skills from Sewing Skills and Techniques, 4-H-925-SC-W, in addition to those learned in prior grades.

Grade 6 - Create one non-wearable sewn item, or set of items, demonstrating at least 4 skills from Sewing Skills and Techniques, 4-H-925-SC-W, in addition to those learned in prior grades.

Grade 7 - Create one non-wearable sewn item, or set of items, demonstrating at least 5 skills from Sewing Skills and Techniques, 4-H-925-SC-W, in addition to those learned in prior grades.

Grades 8, 9, 10, 11 and 12: Create one non-wearable sewn item, or set of items, demonstrating at least 6 skills from Sewing Skills and Techniques, 4-H-925-SC-W, in addition to those learned in prior grades.

SEWING, WEARABLE
Updated 10/1/22

Description: The sewing project teaches fabric selection, pattern selection and sewing machine use to construct garments and outfits to be worn by the 4-H member or another person.

State Fair Entries:
　　5 junior exhibits per county; one per grade level

6 senior exhibits per county; one per category

Exhibit Guidelines: Older youth enrolled in the 4-H sewing project for the first time may not feel comfortable demonstrating their assigned grade level skills. In this instance the county 4-H youth development educator may, at the request of the 4-H member and parent, assign the member to a lower-level grade level to develop fundamental skills.

Provide a completed sewing skills card, 4-H 925c-W, with the exhibit. Skills sheets are for judging purposes only and will not be returned to the exhibitor.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Junior Exhibit Class Guidelines:

Grade 3 - Create one clothing article to be worn by the 4-H member or another person demonstrating at least 2 skills from Sewing Skills and Techniques, 4-H-925-SC-W.

Grade 4 - Create one clothing article to be worn by the 4-H member or another person demonstrating at least 2 skills from Sewing Skills and Techniques, 4-H-925-SC-W, in addition to those learned in the prior grade.

Grade 5 - Create one clothing article or a simple two-piece outfit to be worn by the 4-H member or another person demonstrating at least 3 skills from Sewing Skills and Techniques, 4-H-925-SC-W, in addition to those learned in prior grades.

Grade 6 - Create two garments that can be worn together to be worn by the 4-H member or another person demonstrating at least 4 skills from Sewing Skills and Techniques, 4-H-925-SC-W, in addition to those learned in prior grades.

Grade 7 - Create an outfit that can be worn by the 4-H member or another person demonstrating at least 5 skills from Sewing Skills and Techniques, 4-H-925-SC-W, in addition to those learned in prior grades.

Senior Exhibit Category Class Guidelines (grades 8-12 suggested):

Youth may enter an exhibit in one or more categories. Create an outfit from one of the categories defined below that can be worn by the exhibitor or another person demonstrating at least 6 skills from Sewing Skills and Techniques, 4-H-925-SC-W, in addition to those learned in prior grades.

All senior sewing outfits exhibited in Fashion Revue must be made and worn by the exhibitor.

DEFINITION OF AN OUTFIT: An outfit is a garment or garments that when put together make a complete look - such as one- or two-piece dress, or one- or two-piece pant suit, or a three-piece combination, such as pants, vest, and blouse or shirt.

Informal or Casual Wear:

A complete outfit of 1 or 2 pieces suitable for school, weekend, or casual, informal activities. In this category, a complete outfit is defined as a garment or garments that when put together make a complete look - such as one- or two-piece dress, or one- or two-piece pant suit, or a three-piece combination, such as pants, vest, and blouse or shirt.

Dress Up:

This is suitable for special, church, or social occasions that are not considered to be formal. It may be an outfit of one or more pieces with or without its own costume coat or jacket (lined or unlined). This is not an outfit that would be worn to school, weekend, or casual, informal activities.

Free Choice:

A complete outfit comprised of garments that do not fit in the other classifications. A complete outfit is defined as a garment or garments that when put together make a complete look - such as one- or two-piece dress, or one- or two-piece pant suit, or a three-piece combination, such as pants, vest, and blouse or shirt. Individual garment examples include: tennis wear, swim wear, athletic or sportswear, lounge wear, riding habits, historic, dance, theatrical, or international costumes, capes, and unlined coats.

Suit or Coat:
The suit consists of two pieces including a skirt or pants and its own lined jacket. It is not a dress with jacket as in "dress up wear". The coat is a separate lined coat. It will be judged separately as a coat with its own accessories.

Separates:
Consists of three garments that must be worn as a coordinated complete outfit. In this category, a complete outfit is defined as a garment or garments that when put together make a complete look - three-piece combination, such as pants, vest, and blouse or shirt. Each piece should be versatile enough to be worn with other garments.

Formal Wear:
This outfit may be one or more pieces suitable for any formal occasion, such as proms, weddings, and formal evening functions.

Indiana 4-H Sewing Skills and Techniques

Youth and their mentor/volunteer leader/instructor should use this chart as a guide when deciding appropriate skills to incorporate in a sewing wearable or non-wearable article, garment or outfit for exhibit. While this list is a guide, it is not meant to be an all-inclusive list and youth should demonstrate skills they are most comfortable mastering. For example, some youth in a 4th grader might feel comfortable attempting 6th grade level skills, but it is unlikely a 4th grade level exhibitor will be able to successfully master the 10th grade level skills. Exhibited items must demonstrate the minimum skill techniques from their given grade level but may also include higher/lower-level techniques that have been mastered. Any higher/lower-level techniques will not be counted as part of the minimum skills, but nevertheless will be evaluated for quality. Youth are encouraged to utilize a number of resources such as web sites, print material, social media, and television shows when learning sewing skills and techniques. Skills learned from these types of resources may be demonstrated provided they are age/grade appropriate.

Grade 3 – Demonstrate at least 2 of the following skills:
- Insert elastic or drawstring
- Sew and trim a crotch curve
- Machine topstitch hems
- Use a simple seam finish
- Stitch in the ditch

Grade 4 – Demonstrate at least 2 of the following skills:
- Use interfacing
- Staystitch and understitch
- Apply a facing or binding
- Stitch curved seams
- Trim and grade seams
- Work with fiberfill
- Machine topstitch hems

Seam finishes are recommended on all exposed seams.

Grade 5 – Demonstrate at least 3 of the following skills:
- match fabric design
- gather fabric
- insert zipper
- use a drawstring

- hand-stitch a hem
- sew a simple sleeve
- apply purchased trim or ribbons
- sew patch or inseam pockets
- use a simple lining
- do a machine blind hem
- apply machine topstitching

- do a machine topstitched hem
- sew with knit
- insert elastic
- apply facings
- sew buttons
- apply binding
- use batting

Seam finishes are recommended on all exposed seams (except knits). Interfacing, understitching and trimming should be used when appropriate.

Grade 6 – Demonstrate at least 4 of the following skills:
- make darts
- set in sleeves
- insert a lapped zipper
- hand-stitch a hem
- make buttonholes
- sew tucks or pleats
- sew ruffles
- hand sew buttons
- apply trim
- sew a simple lining
- sew patch pockets
- apply bindings
- do a machine topstitched hem

- sew facings
- apply ribbings
- sew a simple collar
- do a machine blind hem
- sew with knit
- match fabric design
- use fiberfill
- apply machine appliqué
- insert piping
- apply machine topstitching
- construct with a serger
- sew inseam pockets

Seam finishes are recommended on all exposed seams (except knits). Interfacing, understitching and trimming should be used when appropriate.

Grade 7 – Demonstrate at least 5 of the following skills:
- make darts
- set in sleeves
- sew facing
- apply ribbing
- apply a collar
- sew on buttons
- use doll joints
- apply inseam pockets
- apply front hip pockets
- match fabric design
- apply trims
- apply machine or hand appliqué
- apply machine topstitching
- insert a lapped zipper
- insert an invisible zipper
- insert a separating zipper

- insert a fly front zipper
- do machine quilting
- do a hand-stitched hem
- do a machine topstitched hem
- do a machine blind hem
- attach cuffs
- apply binding
- sew lining
- apply ruffles
- insert piping
- make buttonholes
- use fiberfill
- apply patch pockets
- use a twin needle
- apply tucks/pleats
- construct with a serger
- apply machine embroidery

Seam finishes are recommended on all exposed seams (except knits). Interfacing, understitching and trimming should be used when appropriate.

Grades 8, 9, 10, 11 and 12 – Demonstrate at least 6 of the following skills:

- make darts
- make tucks
- add lining
- add facings
- add plackets
- add lapels
- make sleeves
- add gathers
- apply trim
- apply ribbing
- add a drawstring
- use shaped seams
- use fiberfill and/or batting
- add a waistband
- add patch pockets
- add front hip pockets
- match fabric design
- make shoulder pads
- apply machine embroidery
- coordination of fabric for quilted item
- attach cuffs
- make pleats
- insert elastic
- add boning
- apply a collar
- insert piping
- make a neckband
- add vents
- sew buttons
- add underlining
- add ruffles
- sew with knit
- make button loops
- do hand beading
- add inseam pockets
- add welt pockets
- use twin needle
- create bound edges
- hand/machine beading
- make a reversable item
- do machine or hand quilting
- apply machine or hand appliqué
- apply machine topstitching
- insert an invisible zipper
- insert a separating zipper
- insert a fly front zipper
- insert a lapped zipper
- insert a hand picked zipper
- do a machine topstitched hem
- do a machine blind hem
- do a hand-stitched hem
- make self-covered buttons
- use specialty threads
- make self-enclosed seams
- sew with difficult fabric
- construct with a serger
- make machine buttonholes
- make bound buttonholes
- piece quilted item
- other skills not listed above

Seam finishes are recommended on all exposed seams (except knits). Interfacing, under stitching and trimming should be used when appropriate.

Aerospace
Updated 10-1-2023

Description:

The 4-H aerospace program provides youth with educational information and experiences about aerodynamics, flight and rocketry.

State Fair Entries:

3 rockets, drones (UAV), remote control aircraft, posters, notebooks or display boards per county; one per level.

Exhibit Guidelines:

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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right hand corner to place an exhibit tag provided by Purdue Extension staff.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

"Ready to Fly" and E2X rockets are not permitted. Rockets may be exhibited with a base, but launch pads are not permitted. All rockets must weigh less than 3.3 pounds and considered an amateur rocket according to FAA regulations. Remote control aircraft or drones may be constructed from a kit or purchased ready-to-fly. The power source (rocket engine, battery pack, etc.) is to be removed before being placed in public exhibition.

Rockets will not be launched and remote control aircraft or drones will not be flown at state fair. Launching rockets and flying aircraft or drones at the county level is optional based on adult supervision experience.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)

Construct a rocket of your choice designed for a new model rocket enthusiast with a difficulty level that is appropriate for the suggested grade level, or a poster or display board on any topic in the manual. Similar topics not included in the manual are permissible. Rockets cannot be ready-to-fly (RTF) or have plastic fins. Cluster engine rockets and rockets that take an engine D or above are not permitted in this level.

Learn to fly a remote control aircraft or drone of your choice that is age/grade appropriate and compliant with FAA regulations, federal and state laws, and local ordinances. This exhibit choice is to include a notebook or poster including how the aircraft/drone was used and aerospace skills learned. Displaying the aircraft or drone is optional. Other topics could include how a quadcopter operates, controls used to fly a quadcopter, UAV regulations administered by Federal Aviation Administration, commercial and emergency uses of UAVs, and more.

Intermediate (grades 6-8 suggested)

Construct a rocket of your choice designed for a model rocket enthusiast with some experience and with a difficulty level that is appropriate for the suggested grade level, or a poster or display board on any topic in the manual. Similar topics not included in the manual are permissible. Rockets cannot be ready-to-fly (RTF) or have plastic fins. Cluster engine rockets and rockets that take an engine E or above are not permitted in this level.

Construct or learn to fly a remote control aircraft or drone of your choice that is age/grade appropriate and compliant with FAA regulations, federal and state laws, and local ordinances. This exhibit choice is to include a notebook or poster including how the aircraft/drone was used and aerospace skills learned. Displaying the aircraft or drone is optional. Other topics could include interviewing a certified UAV pilot who works in law enforcement, EMS, fire, Purdue Extension, commercial or other application. Other options could include creating a flight plan or interfacing with other computer software.

Advanced (grades 9-12 suggested)

Construct a rocket of your choice designed for an experienced model rocket enthusiast and with a difficulty level that is appropriate for the suggested grade level, or a poster or display board on any topic in the manual. Similar topics not included in the manual are permissible. Rockets cannot be ready-to-fly (RTF) or have plastic fins. Cluster engine rockets and rockets that take an engine G or above are not permitted in this level.

Construct or learn to fly a remote control aircraft or drone of your choice that is age/grade appropriate and compliant with FAA regulations, federal and state laws, and local ordinances. This exhibit choice is to include a notebook or poster including how the aircraft/drone was used and aerospace skills learned. Displaying the aircraft or drone is optional. Other topics could include using "stitching" software to produce an orthomosaic map for a research purpose, identifying Department of Transportation Aeronautical Chart features and explain how these are important to a drone pilot, how to obtain a drone pilot license, or more. If 16 years of age or older the member could obtain a license by completing and passing the official FAA Part 107 UAV licensing test.

COMPUTER SCIENCE
Updated 10/1/22

Description: The 4-H computer science project is designed for youth to engage in an interactive project to learn all levels of familiarity with computers.
State Fair Entries:
3 per county; one per level.
Exhibit Guidelines:
There are three exhibit grade level divisions; Grades 3-5, Beginner; Grades 6-8, Intermediate; and Grades 9-12, Advanced. Exhibits are to be skill appropriate for the member's grade level. Youth enrolled in the computer project will select one of the below subject categories to study, regardless of grade. Youth may choose to create an exhibit demonstrating skills learned during the year. Check with your county Purdue Extension Office to determine if a computer will be available during judging and if there will be an opportunity to explain your exhibit to the judge. Exhibits qualifying for state fair are to be submitted on a thumb drive securely attached to a notebook/portfolio describing accomplishments, skills learned, design ideas, budget, a summary of what was done, screenshots showing the development and final project, etc. as the exhibitor will not be able to discuss their work with a judge. Poster and display board exhibits are permissible. Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff. Youth may continue in the same subject category in subsequent years expand on the previous year's topic, or choose a new topic. Subject categories are:
☐ Block Based Programming
☐ Text Based Programming
☐ Web Design and Computer Entrepreneurship

- Computer Forensics
- Hardware and Networking Design/Install/Repair
- Graphic Design and Computer Art
- Robotics

Software submitted to be reviewed by a judge must be compatible on both PC and Mac platform. If additional software other than Microsoft Office Suite is required to view the member's work, that software must be provided by the member and comply with all manufacturer copyright laws. Apps can be Android or IOS compatible.

All notebooks/portfolios 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 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. Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Programming, Block- and Text- Based Programming:
Youth can submit programming projects in a language of their choosing. Some popular choices include, but are not limited to:
- Block-based: Scratch, Code Studio, Alice, etc.
- Text-based: Python, JavaScript, C/C++, C#, ASP.net, R, Go, Java, PHP, Perl, Ruby, etc.

Beginner – Grades 3-5 – Create a block-based program using Scratch, Code Studio, Alice, or another graphic programming language of your choice. You should comment your work and it must include at least ten different commands. Skills this program could use are:
- Sequence
- Iteration
- Conditionals
- Variables
- Loops
- User input
- Any other similar skill

Intermediate Grades 6-8 – Create a block-based program using Scratch, Code Studio, Alice, or another graphic programming language of your choice. You should comment your work and it must include at least ten different commands. Skills this program could use are:
- More robust demonstration of beginner skills
- Commenting
- Correct syntax
- Lists
- Functions
- Algorithms
- Modularization
- Lists
- Any other similar skill

Advanced Grades 9-12 – Create a block-based program using Scratch, Code Studio, Alice, or another graphic programming language of your choice. You should comment your work and it must include at least ten different commands. Skills this program could use are:
- More robust demonstration of Intermediate Skills
- Parameters
- Recursion
- Interact with databases
- Classes

- Objects
- Methods

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- Inheritance
- Integrate multiple languages into one program
- Demonstrate utilization of a version control system
- Any other similar skill

Text Based Programming
Beginner Grades 3-5 – This option is not available.
Intermediate Grades 6-8 - Create a text-based program of your choosing using any text based
language you are comfortable in. The code should demonstrate an understanding of at least 4 of these
skills:
- Commenting
- Correct syntax
- Variables
- Loops
- Conditionals
- User Input
- Lists
- Functions
- Algorithms
- Any other similar skill

Advanced Grades 9-12 - Create a text-based program of your choosing using any text-based language
you are comfortable in. The code should demonstrate an understanding of at least 8 of these skills:
- A more robust understanding of the intermediate skills
- Interact with databases
- Classes
- Objects
- Methods
- Inheritance
- Integrate multiple languages into one program
- Any other similar skill

Web Design and Computer Entrepreneurship
Beginner Web Design and Computer Entrepreneurship – Grades 3-5 - Build a website
demonstrating a knowledge of:
- Use a website builder to create your website
- Insert non-stock image into your site
- Use a template to achieve a unified look
- Explain CSS in your documentation, what CSS is and why it's important
- Must have at least two pages and include all items listed above

Intermediate Web Design and Computer Entrepreneurship – Grades 6-8 - Build a website
demonstrating a knowledge of:
- Create your own site or use a website builder
- Modify existing HTML
- Use HTML5
- Modify existing CSS
- Have a unified theme throughout
- Use a photo editing software to create custom images
- Must have at least five pages and include all items listed above

Advanced Web Design and Computer Entrepreneurship – Grades 9-12 - Build a website

demonstrating a knowledge of:

☐ Create a custom site using appropriate industry tools

☐ Have a responsive website

☐ Add useful and appropriate plugins

☐ Test for and eliminate bugs

☐ Include links for social media

☐ Include custom audio/video

☐ Must have at least ten pages and include all items listed above

Computer Forensics (id theft, online bullying, ethical use of technology, responsible social media use)

Beginner Computer Forensics – Grades 3-5 – Research and create a 3–5-minute presentation on one of the following topics. Present to a group of peers and have an adult leader verify, create a YouTube or MP4 instructional video, or printed slides and notes using PowerPoint or similar presentation software.

☐ Media Balance and Well Being

☐ Privacy and Security

☐ Digital Footprint and Identity

☐ Relationships and Communication

☐ Cyberbullying, Digital Drama and Hate Speech

☐ News and Media Literacy

☐ Any other similar topic

Intermediate Computer Forensics – Grades 6-8 – Research and create a 6–8-minute presentation on one of the following topics. Present to a group of peers and have an adult leader verify, create a YouTube or MP4 instructional video, or printed slides and notes using PowerPoint or similar presentation software.

☐ Digital Citizenship:

o Media Balance and Well Being

o Privacy and Security

o Digital Footprint and Identity

o Relationships and Communication

o Cyberbullying, Digital Drama and Hate Speech

o News and Media Literacy

☐ Cyber Security

o Ethics and Society

o Security Principles

o Classic Cryptography

o Malicious Software

o Physical Security

o Web Security

☐ Any other similar topic

Advanced Computer Forensics – Grades 9-12 – Research and create a 10–12-minute presentation on one of the following topics. Present to a group of peers and have an adult leader verify, create a YouTube or MP4 instructional video, or printed slides and notes using PowerPoint or similar presentation software.

☐ Digital Citizenship:

o Media Balance and Well Being

o Privacy and Security

o Digital Footprint and Identity

o Relationships and Communication

o Cyberbullying, Digital Drama and Hate Speech

o News and Media Literacy

☐ Cyber Security

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o Ethics and Society

o Security Principles
o Classic Cryptography
o Malicious Software
o Physical Security
o Web Security
☐ Any other similar topic

Hardware and Networking Design/Install/Repair

Beginner – Grades 3-5 – Choose 1-2 items from the list and create a report/presentation (including images) of what you did.
☐ Deconstruct and reconstruct a computer
☐ Learn and report how binary works and how computers use numbers
☐ Troubleshoot hardware problems
☐ Explore operating systems
☐ Investigate open-source resources
☐ Install/upgrade operating systems
☐ Design a dream machine (give reasons)
☐ Any other similar design/install/repair

Intermediate – Grades 6-8 – Choose 1-2 items from the list and create a report/presentation (Including images) of what you did.
☐ Identify network hardware
☐ Design a computer network
☐ Explain Internet Protocol
☐ Explain different types of servers
☐ Use different protocols to communicate
☐ Add peripherals to a network
☐ Secure a networked computer
☐ Share applications simultaneously
☐ Setup a Raspberry Pi or other micro-controller
☐ Any other similar design/install/repair

Advanced – Grades 9-12 - Choose one or two items from the list ad create a report/presentation (Including images) of what you did.
☐ Design and implement a computer network
☐ Secure your network
☐ Understand technology needs in your community.
☐ Help to solve these needs by organizing a committee or team to work on identified issues.
☐ Teach a computer science class to younger 4-Hers.
☐ Build your dream computer
☐ Network multiple micro-controllers
☐ Research careers in technology
☐ Any other similar design/install/repair

Graphic Design and Computer Art

There are three divisions; Beginner (Grades 3-5), Intermediate (Grades 6-8) and Advanced (Grades 9-12). Youth are to use a software program to create or design an item that requires graphic design or artistry. The name of the software and version is to be included with the exhibit. Exhibits are to be age/grade appropriate. Ideas include, but are not limited to, the following:
☐ Logo design
☐ T-shirt or apparel screen printing design
☐ Promotional brochure
☐ Marketing materials
☐ Computer generated art
☐ Computer altered photographs/images – Photographs taken by the 4-H member and altered by the 4-H member using a computer are to be entered in the Photography project as a

creative/experimental exhibit. Youth must obtain permission from the owner before altering someone else's photograph/image and include a copy of that permission with the exhibit to insure there is no copyright violation.

Robotics

Suggested exhibits include, but are not limited to, a notebook including a printout of code with requirements marked, a flowchart showing how the robot works, images of the robot being built and the final robot in action, a video, a live demonstration, or other applicable exhibits.

Beginner – Grades 3-5
☐ Create a flowchart
☐ Build a robot
o Use block- or text- based program to operate
☐ Sequential programs
☐ Events at beginning
o Use at least one basic sensor
o Model and demonstrate robot behaviors using a simulation environment (e.g. VEXcode VR [https://vr.vex.com])

Intermediate – Grades 6-8
☐ Create a flowchart with sub-routines
☐ Include at least two sensors in robot
☐ Use at least three events in code
☐ Create at least 2 loops in code
☐ Operation of robot should be smooth

Advanced – Grades 9-12 - Above guidelines plus:
☐ Use text- based language
☐ Use advanced logic including
o Multiple (three or more) events
o Multiple (three or more) loops
o At least three sub routines
o Special consideration if robot is not a kit
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<u>**Electric**</u>
Updated 10-1-23

Description: The 4-H electricity and electronics program provides youth with educational information about electricity and how it can be used to benefit the human race.

State Fair Entries:

5 electric exhibits per county, one per level

1 electronic exhibit per county, level 5

Exhibit Guidelines:

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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right hand corner to place an exhibit tag provided by Purdue Extension staff.

Youth are encouraged to complete the activities as instructed in the manual or found on the <u>4-H electric web page</u>.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Electric Level 1 (1st year in Electric)

Exhibit one article of choice displaying proper wiring techniques, made during the current 4-H program year. It must demonstrate a minimum of five (5) or more of the appropriate level of "Skills to be Attained" items as outlined in the "4-H Electric and Electronic Skills & Knowledge Chart". A completed copy of the "Exhibit Skills & Knowledge Sheet" must accompany the project. Skills sheets are for judging purposes only and will not be returned to the exhibitor.

Exhibit Suggestions:

- Circuit board – 6" by 6" of Series/Parallel Circuit
- Electromagnet
- Galvanometer
- Poster board (22" by 28")
- Display (appropriately sized for displayed equipment)
- Notebook/Report that covers any topic that is in the National 4-H Electric Curriculum Electricity Excitement Book 1 or Investigating Electricity Book 2, Purdue Extension website Level 1 activities/project sheets, or from the appropriate level of the Skills & Knowledge Chart. Refer to the Written Report Scorecard, 4-H 824, to determine expected items to be included.

Electric Level 2 (2nd year in Electric)

Exhibit one article of choice displaying proper wiring techniques, made during the current 4-H program year. It must demonstrate a minimum of five (5) or more of the appropriate level of "Skills to be Attained" items as outlined in the "4-H Electric and Electronic Skills & Knowledge Chart". A completed copy of the "Exhibit Skills & Knowledge Sheet" must accompany the project. Skills sheets are for judging purposes only and will not be returned to the exhibitor.

Exhibit Suggestions:

- Magnetic Powered Shake Flashlight – with optional display
- Circuit board – 6" by 6" of Series/Parallel Circuit (with modifications if exhibited in Level 1)
- Electromagnet
- Galvanometer
- Electric Motor
- Poster board (22" by 28")
- Display (appropriately sized for displayed equipment)
- Notebook/Report that covers any topic that is in the National 4-H Electric Curriculum Electricity Excitement Book 1 or Investigating Electricity Book 2, Purdue Extension website Level 2 activities/project sheets, or from the appropriate level of the Skills & Knowledge Chart. Refer to the Written Report Scorecard, 4-H 824, to determine expected items to be included.
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Electric Level 3 (3rd year in Electric)

Exhibit one article of choice displaying proper wiring techniques, made during the current 4-H program year. It must demonstrate a minimum of five (5) or more of the appropriate level of "Skills to be Attained" items as outlined in the "4-H Electric and Electronic Skills & Knowledge Chart". A completed copy of the "Exhibit

Skills & Knowledge Sheet" must accompany the project. Skills sheets are for judging purposes only and will not be returned to the exhibitor.

Exhibit Suggestions:

- Wiring Project – (ie. extension cord, trouble light, wire sizes and uses, plug configurations, test equipment, replace cord/cord end on a tool or piece of equipment, etc.)
- Electrical tool and supply kit
- Poster board (22" by 28")
- Display (appropriately sized for displayed equipment)
- Notebook/Report that covers any topic that is in the National 4-H Electric Curriculum Wired for Power Book 3, Purdue Extension website Level 3 activities/project sheets, or from the appropriate level of the Skills & Knowledge Chart. Refer to the Written Report Scorecard, 4-H 824, to determine expected items to be included.

Electric Level 4 (4th year in Electric)

Exhibit one article of choice displaying proper wiring techniques, made during the current 4-H program year. It must demonstrate a minimum of five (5) or more of the appropriate level of "Skills to be Attained" items as outlined in the "4-H Electric and Electronic Skills & Knowledge Chart". A completed copy of the "Exhibit Skills & Knowledge Sheet" must accompany the project. Skills sheets are for judging purposes only and will not be returned to the exhibitor.

Exhibit Suggestions:

- Wiring – Wire a lamp. The lamp can be a re-wired lamp or one that is built new.
- Electrical tool and supply kit
- Poster board (22" by 28")
- Display (appropriately sized for displayed equipment)
- Notebook/Report that covers any topic that is in the National 4-H Electric Curriculum Wired for Power Book 3, Purdue Extension website Level 4 activities/project sheets, or from the appropriate level of the Skills & Knowledge Chart. Refer to the Written Report Scorecard, 4-H 824, to determine expected items to be included.

Electric Level 5 (5th year or more in Electric)

Exhibit one article of choice, displaying proper wiring techniques, made during the current 4-H program year that demonstrates a minimum of five (5) or more of the appropriate level of "Skills to be Attained" items as outlined in the "4-H Electric and Electronic Skills & Knowledge Chart". A completed copy of the "Exhibit Skills & Knowledge Sheet" must accompany the project. Skills sheets are for judging purposes only and will not be returned to the exhibitor.

Exhibit Suggestions:

- Equipment Wiring – including but not limited to: parts identification, appliance repair, lamps and other lighting, equipment wiring, control system, security system, topic that covers safety, motors/generators, electric heating, heat pumps, AC, water heaters, and other electric equipment.
- Home Wiring – included by not limited to any circuits found in the wiring of a house or "barn", service entrance, switching, receptacles, generator transfer circuit, safety, electrical math, and others.
- Electronic Equipment – Any project or kit containing transistors or integrated circuits or vacuum tubes such as radio, TV, computer, robot, cell phone, and others.
- Poster board (22" by 28")
- Display (appropriately sized for displayed equipment)
- Notebook/Report that covers any topic that is in the National 4-H Electric Curriculum Entering Electronics, Purdue Extension website Level 5 activities/project sheets, or from

the appropriate level of the Skills & Knowledge Chart. Refer to the Written Report Scorecard, 4-H 824, to determine expected items to be included.

- Video Presentation Create a video showing the work accomplished and skills learned. This video should include the same type of information as required in written notebook listed above. This video is to be no more than ten minutes in length and formatted as MP4 and submitted on a thumb drive. This video can also be uploaded to a YouTube account with the video being made public and the link submitted for evaluation.

LAWN AND GARDEN TRACTOR SAFETY & OPERATOR SKILLS
Updated 10/1/22

Description: The 4-H lawn and garden tractor and equipment program develops principles of engine operation, hydraulic systems, electrical systems, safe operation skills.

State Fair Entries:
- 4 educational exhibits per county; one per level
- 3 junior and 3 senior driving contestants will qualify at the county level to compete at the area level contest
- 3 junior and 3 senior driving contestants will qualify at the area level to compete at the state contest

Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Youth may exhibit in the operator skills option, educational exhibit option or both. Youth choosing to exhibit in the lawn and garden tractor, tractor, or zero-turn mower operator skills driving option must select one, but may be enrolled in all three projects.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:
Educational Exhibit Option
Level A (grades 3-4 suggested)
Create an educational poster, notebook or display about any manual activity or on any lawn and garden tractor safety, maintenance, operating system or operation topic of choice that is age/grade appropriate.

Level B (grades 5-6 suggested)
Create an educational poster, notebook or display about any manual activity or on any lawn and garden tractor safety, maintenance, operating system or operation topic of choice that is age/grade appropriate.

Level C (grades 7-9 suggested)
Create an educational poster, notebook or display about any manual activity or on any lawn and garden tractor safety, maintenance, operating system or operation topic of choice that is age/grade appropriate.

Level D (grades 10-12 suggested)
Create an educational poster, notebook or display about any manual activity or on any lawn and garden tractor safety, maintenance, operating system or operation topic of choice that is age/grade appropriate. Youth can also design and complete an independent study activity.

Operator Skills Option
The operator skills component is an educational and training activity conducted by adult 4-H volunteers. A parent or guardian is encouraged to be present when their child is operating a lawn and garden tractor. The adult 4-H volunteer has the authority to deny a child the opportunity to participate in the operator skills option when it is deemed a child is unable to safely operate a lawn and garden tractor due to size, weight, or any other reason that could place the child and/or others in harm.

Junior (grades 3-7 suggested)
      Youth will demonstrate their operation skills by driving a lawn and garden tractor through an obstacle course as outlined in 4-H 84, Conducting 4-H Operator Safety Contests.

Senior (grades 8-12 suggested)
      Youth will demonstrate their operation skills by driving a lawn and garden tractor through an obstacle course as outlined in 4-H 84, Conducting 4-H Operator Safety Contests.

SMALL ENGINE
Updated 10/1/21

Description: The 4-H Small Engine project creates the education and hands-on opportunity for youth to learn all about engines.

State Fair Entries: 3 per county; one per level.

Exhibit Guidelines: 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 way references are listed.

      Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

      The actual small engine may be displayed if mounted on a stable base. For safety reasons, all fluids (fuel and oil) must be removed before taking the exhibit inside a building. A notebook is to accompany the engine display and include details and pictures of what was done to the engine.

      Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)
      Create an educational poster, notebook or display about any small engine topic of choice that is age/grade appropriate or a rebuilt small engine.

Intermediate (grades 6-8 suggested)
      Create an educational poster, notebook or display about any small engine topic of choice that is age/grade appropriate or a rebuilt small engine.

Advanced (grades 9-12 suggested)
      Create an educational poster, notebook or display about any small engine topic of choice that is age/grade appropriate or a rebuilt small engine. Youth can also design and complete an independent study activity.

TRACTOR SAFETY AND OPERATOR SKILLS
Updated 10/1/22

Description: The 4-H tractor and equipment program develops principles of engine operation, hydraulic systems, electrical systems, safe operation skills.

State Fair Entries:

> 4 educational exhibits per county; one per level
>
> 3 junior and 3 senior driving contestants will qualify at the county level to compete at the area level contest.
>
> 3 junior and 3 senior driving contestants will qualify at the area level to compete at the state contest.

Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Youth may exhibit in the operator skills option, educational exhibit option or both. Youth choosing to exhibit in the lawn and garden tractor, tractor, or zero-turn mower operator skills driving option must select one, but may be enrolled in all three projects.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Educational Exhibit Option

Level A (grades 3-4 suggested)

Create an educational poster, notebook or display about any manual activity or on any tractor safety, maintenance, operating system or operation topic of choice that is age/grade appropriate.

Level B (grades 5-6 suggested)

Create an educational poster, notebook or display about any manual activity or on any tractor safety, maintenance, operating system or operation topic of choice that is age/grade appropriate.

Level C (grades 7-9 suggested)

Create an educational poster, notebook or display about any manual activity or on any tractor safety, maintenance, operating system or operation topic of choice that is age/grade appropriate.

Level D (grades 10-12 suggested)

Create an educational poster, notebook or display about any manual activity or on any tractor safety, maintenance, operating system or operation topic of choice that is age/grade appropriate. Youth can also design and complete an independent study activity.

Operator Skills Option

The operator skills component is an educational and training activity conducted by adult 4-H volunteers. A parent or guardian is encouraged to be present when their child is operating a tractor. The adult 4-H volunteer has the authority to deny a child the opportunity to participate in the operator skills option when it is deemed a child is unable to safely operate a tractor due to size, weight, or any other reason that could place the child and/or others in harm.

Junior (grades 3-7 suggested)

Youth will demonstrate their operation skills by driving a tractor and wagon or trailer through an obstacle course as outlined in 4-H 84, Conducting 4-H Operator Safety Contests.

Senior (grades 8-12 suggested)

Youth will demonstrate their operation skills by driving a tractor and wagon or trailer through an obstacle course as outlined in 4-H 84, Conducting 4-H Operator Safety Contests.

<u>WOODWORKING</u>
Updated 10/1/23

Description: The 4-H woodworking project provides youth with educational information about wood and how it can be used to construct items.

State Fair Entries:

4 per county; one per level.

Exhibit Guidelines:

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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Level 1 (grades 3-4 suggested)

Exhibit one article of choice made during the current 4-H program year demonstrating a minimum of five (5) techniques outlined in the <u>Indiana 4-H Woodworking Tools, Techniques and Skills Chart 4-H 6875C-W</u>. Exhibits may also include higher level techniques that have been mastered. Any higher level techniques will not be counted as part of the minimum five, but nevertheless will be evaluated for quality. A woodworking skills sheet is to be submitted with the exhibit for judging. Skills sheets are for judging purposes only and will not be returned to the exhibitor. Youth may also choose to create an educational poster, notebook or display about any manual activity or on any woodworking topic of choice that is age/grade appropriate.

Level 2 (grades 5-6 suggested)

Exhibit one article of choice made during the current 4-H program year demonstrating a minimum of five (5) techniques outlined in the <u>Indiana 4-H Woodworking Tools, Techniques and Skills Chart, 4-H 6875C-W</u>. Exhibits may also include lower and/or higher level techniques that have been mastered. Any lower/higher level techniques will not be counted as part of the minimum five, but nevertheless will be evaluated for quality. A woodworking skills sheet is to be submitted with the exhibit for judging. Skills sheets are for judging purposes only and will not be

returned to the exhibitor. Youth may also choose to create an educational poster, notebook or display about any manual activity or on any woodworking topic of choice that is age/grade appropriate.

Level 3 (grades 7-9 suggested)

Exhibit one article of choice made during the current 4-H program year demonstrating a minimum of five (5) techniques outlined in the Indiana 4-H Woodworking Tools, Techniques and Skills Chart, 4-H 6875C-W. Exhibits may also include lower and/or higher level techniques that have been mastered. Any lower/higher level techniques will not be counted as part of the minimum five, but nevertheless will be evaluated for quality. A woodworking skills sheet is to be submitted with the exhibit for judging. Skills sheets are for judging purposes only and will not be returned to the exhibitor. Youth may also choose to create an educational poster, notebook or display about any manual activity or on any woodworking topic of choice that is age/grade appropriate.

Level 4 (grades 10-12 suggested)

Exhibit one article of choice made during the current 4-H program year demonstrating a minimum of five (5) techniques outlined in the Indiana 4-H Woodworking Tools, Techniques and Skills Chart, 4-H 6875C-W. Exhibits may also include lower level techniques that have been mastered. Any lower level techniques will not be counted as part of the minimum five, but nevertheless will be evaluated for quality. A woodworking skills sheet is to be submitted with the exhibit for judging. Skills sheets are for judging purposes only and will not be returned to the exhibitor. Youth may also choose to create an educational poster, notebook or display about any manual activity or on any woodworking topic of choice that is age/grade appropriate.

ZERO-TURN MOWER SAFETY AND OPERATOR SKILLS
Updated 10/1/22

Description: The 4-H zero-turn mower and equipment program develops principles of engine operation, hydraulic systems, electrical systems, safe operation skills.

State Fair Entries:
- 4 educational exhibits per county; one per level
- 3 junior and 3 senior driving contestants will qualify at the county level to compete at the area level contest.
- 3 junior and 3 senior driving contestants will qualify at the area level to compete at the state contest.

Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Youth may exhibit in the operator skills option, educational exhibit option or both. Youth choosing to exhibit in the lawn and garden tractor, tractor, or zero-turn mower operator skills driving option must select one, but may be enrolled in all three projects.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:
Educational Exhibit Option
Level A (grades 3-4 suggested)

Create an educational poster, notebook or display about any manual activity or on any zero-turn mower safety, maintenance, operating system or operation topic of choice that is age/grade appropriate.

Level B (grades 5-6 suggested)
  Create an educational poster, notebook or display about any manual activity or on any zero-turn mower safety, maintenance, operating system or operation topic of choice that is age/grade appropriate.
Level C (grades 7-9 suggested)
  Create an educational poster, notebook or display about any manual activity or on any zero-turn mower safety, maintenance, operating system or operation topic of choice that is age/grade appropriate.

Level D (grades 10-12 suggested)
  Create an educational poster, notebook or display about any manual activity or on any zero-turn mower safety, maintenance, operating system or operation topic of choice that is age/grade appropriate. Youth can also design and complete an independent study activity.

Operator Skills Option
The operator skills component is an educational and training activity conducted by adult 4-H volunteers. A parent or guardian is encouraged to be present when their child is operating a zero-turn mower. The adult 4-H volunteer has the authority to deny a child the opportunity to participate in the operator skills option when it is deemed a child is unable to safely operate a zero-turn mower due to size, weight, or any other reason that could place the child and/or others in harm.

Junior (grades 3-7 suggested)
  Youth will demonstrate their operation skills by driving a zero-turn mower through an obstacle course as outlined in 4-H 84, Conducting 4-H Operator Safety Contests.

Senior (grades 8-12 suggested)
  Youth will demonstrate their operation skills by driving a zero-turn mower through an obstacle course as outlined in 4-H 84, Conducting 4-H Operator Safety Contests.

ATV
Updated 10/1/21

Description: The ATV safety and operator skills project provides an opportunity for youth to learn safe riding habits and vehicle maintenance.

State Fair Entries:

3 posters, notebooks or display boards per county.

Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Educational Exhibits

Beginner (grades 3-5 suggested)

Create an age/grade appropriate poster, notebook or display about ATV safety or maintenance.

Intermediate (grades 6-8 suggested)

Create an age/grade appropriate poster, notebook or display about ATV safety or maintenance.

Advanced (grades 9-12 suggested)

Create an age/grade appropriate poster, notebook or display about ATV safety or maintenance.

Riding Skills Option (grades 3-12)

An optional group ride and riding skills obstacle course is available at the county level if supervised by a certified ATV safety adult volunteer.

BICYCLE
Updated 10/1/21

Description: The 4-H bicycle project teaches safe riding habits.

State Fair Entries:

No state fair entries.

Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Educational Exhibits

Beginner (grades 3-5 suggested)

Create an educational poster, notebook or display about a bicycle topic of choice that is age/grade appropriate.

Intermediate (grades 6-8 suggested)
Create an educational poster, notebook or display about a bicycle topic of choice that is age/grade appropriate.

Advanced (grades 9-12 suggested)
Create an educational poster, notebook or display about a bicycle topic of choice that is age/grade appropriate.

Riding Skills Option (grades 3-12)
Some county 4-H programs offer group rides and/or an obstacle course to develop safe riding habits and skills. Check with your county 4-H educator to learn more.

CHILD DEVELOPMENT
Updated 10/1/21

Description: Youth will learn about developmental stages of infants, toddlers and young children.

State Fair Entries: 4 entries per county; one per level.

Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Activities may be designed to be displayed on the floor, but please be considerate of space availability. Each item is to be labeled with the 4-H member's name, county and club so fair staff can keep all components together if it needs to be moved after judging is complete.

Notebooks are to include the following:
- Identifications on the front showing 4-H member's name, county, club, grade and year in project.
- Title page naming the activity.
- Pages explaining how activity was developed and is to be used.
- Photographs showing how the activity was used along with assembly.
- Explanation of skills learned and any additional information to share with the reader.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Level A (grades 3-4 suggested)
Exhibit a poster, display, or notebook about a manual activity. Other similar activities are permissible.

Level B (grades 5-6 suggested)
Exhibit a poster, display, or notebook about a manual activity. Other similar activities are permissible.

Level C (grades 7-9 suggested)

Exhibit a poster, display, or notebook about a manual activity. Other similar activities designed to help develop physical, emotional or cognitive skills are permissible.

Level D (grades 10-12 suggested)
Exhibit a poster, display, or notebook about a manual activity. Other similar activities designed to help develop physical, emotional or cognitive skills are permissible.

FOODS – BAKED
Updated 10/1/22

Description:
The foods project teaches basic baking, preservation and nutrition education skills.

State Fair Entries:
2 Level A entries per county.
2 Level B entries per county.
3 Level C entries per county.
3 Level D entries per county.

Exhibit Guidelines:

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 way references are listed.
Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or
covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.
Purdue Extension Food Safety Policy (revised 10/20202022):
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 160oF (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. Potential food allergens include, but are not limited to, milk, eggs, peanuts, tree nuts, fish, crustacean shellfish, wheat, soy and sesame. Each food product must be labeled with the following information:
☐ Name
☐ Address (4-H member information can be taken from enrollment if needed)
☐ Contact information (phone and/or email address; 4-H member information can be taken
from enrollment if needed)
☐ 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.

Baked food products may be from a boxed mix following the instructions, a boxed mix with added ingredients, or ingredients combined from scratch. Youth are to place their name, county and club on the bottom side of their plate, pan or other container and the official entry tag provided will be placed with the exhibit.

A completed recipe card is to be submitted with each exhibit. Recipe cards are for judging purposes only and will not be returned to the exhibitor. Laminating, wrapping the recipe card in plastic, or placing it in a clear plastic bag is optional. Since it is illegal in the State of Indiana for youth under the age of 21 to purchase or consume alcoholic beverages, 4-H members are to use recipes that do not include an alcoholic beverage as an ingredient. A suitable non-alcoholic or imitation product may be substituted.

Baked food products should be covered during transport and displayed on a paper or foam plate, or another type of disposable container. Pies, casseroles and other similar items are to be baked in a disposable pan. Cakes and sticky items may be displayed on a cardboard strong enough to support the item and covered in foil, plastic, wax paper, or similar substance.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Perishable baked exhibits entered for state fair competition will not be displayed and instead will be donated to a central Indiana homeless shelter.

Exhibit Class Guidelines:

Level A (grades 3-4 suggested)
Choose one or more of the baked products below, or a similar baked product of choice. It is suggested a participant choose a different option each year, but this is not a requirement. Exhibits entered at state fair will be donated to local homeless shelters after being judged and not displayed.
☐ Three uniced snack sized cookies.
☐ Three standard sized unlined muffins.
☐ Three standard sized unlined muffins containing an ingredient that is a source of Vitamin A or C.
☐ Three snack sized granola bars.
☐ Three snack sized brownies or blondies.
☐ An educational poster, notebook or display about a food or nutrition topic of choice that is age/grade appropriate.
☐ Any other similar baked item.

Level B (grades 5-6 suggested)
Choose one or more of the baked products below, or a similar baked product of choice. It is suggested a participant choose a different option each year, but this is not a requirement. Exhibits entered at state fair will be donated to local homeless shelters after being judged and not displayed.
☐ A single layer cake without frosting.
☐ A single layer reduced-fat cake without frosting. Reduce the amount of fat in the recipe by

using a fruit puree or baby food fruit product that does not contain yogurt.
☐ A standard loaf-sized quick bread.
☐ A standard loaf-sized quick bread containing an ingredient that is a source of Vitamin A or C.
☐ A coffee-cake.
☐ A coffee-cake containing an ingredient that is a source of Vitamin A or C.
☐ Three biscuits or scones that are plain, sweet or savory.
☐ Three biscuits or scones that are plain, sweet or savory using a whole grain flour mixture.
☐ Three biscuits or scones that are plain, sweet or savory containing an ingredient that is a source of Vitamin A or C.
☐ Three no-yeast, any shape pretzels (shaped, stick or nugget).
☐ Three no-yeast, any shape pretzel with a whole grain flour mixture (shaped, stick or nugget).
☐ Three no-yeast breadsticks.
☐ Three no-yeast cinnamon rolls or other flavored roll without icing or glaze.
☐ A no-yeast sweet bread without icing or glaze.
☐ An educational poster, notebook or display about a food or nutrition topic of choice that is age/grade appropriate.
☐ Any other similar baked item.

Level C (grades 7-9 suggested)
Choose one or more of the baked products below, or a similar baked product of choice. It is suggested a participant choose a different option each year, but this is not a requirement. Exhibits entered at state fair will be donated to local homeless shelters after being judged and not displayed.
☐ Three yeast bread sticks or yeast rolls (any shape, medium size – not a sweet roll)
☐ Three (3) yeast bread sticks or yeast rolls (any shape, medium size - not a sweet roll), using a whole grain flour mixture. Participants are expected to learn how to knead bread dough by hand and allow it to rise appropriately. It is NOT acceptable to use a home bread maker.
☐ A yeast bread loaf or braid. Participants are expected to learn how to knead bread dough by hand and allow it to rise appropriately. It is NOT acceptable to use a home bread maker.
☐ A yeast bread (can be loaf, braid) using a whole grain flour mixture such as whole wheat, rye, oat bran, etc. Participants are expected to learn how to knead bread dough by hand and allow it to rise appropriately. It is NOT acceptable to use a home bread maker.
☐ Homemade pizza using a yeast dough. Judges are not expecting this item to be presented hot out of the oven.
☐ One package of an, invented healthy snack (such as a granola bar, popcorn snack, trail mix, etc.). Your snack must include at least 2 food groups from MyPlate. Exhibit must include your snack product and a separate folder containing a marketing plan with product name, recipe, how it will be packaged, a package design, where it will be sold and suggested selling price. Style your snack for a photo shoot and include the picture in your marketing plan. Label should include product name, date, quantity, and serving size.
☐ Prepare an entrée casserole that meets three MyPlate requirements for a meal. Use care when transporting to prevent spoilage. Judges are not expecting this casserole to be presented hot out of the oven.
☐ An educational poster, notebook or display about a food or nutrition topic of choice that is age/grade appropriate.
☐ Any similar baked item.

Level D (grades 10-12 suggested)
Choose one or more of the baked products below, or a similar baked product of choice. It is suggested a participant choose a different option each year, but this is not a requirement. Exhibits entered at state fair will be donated to local homeless shelters after being judged and not displayed.
☐ A single or double crust baked fruit pie (no graham cracker crust). (Note: Custards, cream, cream cheese frosting and fillings, and raw egg white frosting are not acceptable in an exhibit because they are highly perishable when left at room temperatures.)

☐ A baked food product for a catered meal or special event in which organizers have requested low fat and/or reduced sugar items. Exhibit will include your food product and a notebook outlining how this product is to be used at the event, menu, supplies to buy, preparation schedule, equipment, table layout, etc. A table display is optional.

☐ Select a condition in which people have to specifically modify their eating habits (diabetes, heart disease, Celiac disease, food allergies, etc.) Prepare a baked food product appropriate for someone with this condition. Exhibit will include your food product and a notebook summarizing the condition or allergy, nutrition considerations involved with the condition, a description of your baked item, and an explanation of how it fits within the nutrition considerations. Make sure to note any ingredients that could cause an allergic reaction.

☐ Prepare an entrée casserole that meets four MyPlate requirements for a meal. Use care when transporting to prevent spoilage. Judges are not expecting this casserole to be presented hot out of the oven.

☐ An international or ethnic food of choice. This may be a cold or hot product. Use care when transporting to prevent spoilage. Judges are not expecting this product to be presented hot out of the oven.

☐ A specialty pastry.

☐ Create a baking mix and provide a sample of the baked product. Include an index card with instructions, wet ingredients needed, and baking instructions.

☐ An educational poster, notebook or display about a food or nutrition topic of choice that is age/grade appropriate.

☐ Any other similar baked item.

FOODS – PRESERVED
Updated 10/1/22

Description:
The foods project teaches basic baking, preservation and nutrition education skills.

State Fair Entries:
2 Level A entries per county.
2 Level B entries per county.
3 Level C entries per county.
3 Level D entries per county.

Exhibit Guidelines:
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 way references are listed.
Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.
Refer to the Purdue Extension Food Preservation web site for resources and Purdue Extension educators trained to answer food preservation questions.
Purdue Extension Food Safety Policy (revised 10/20202022):
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 160oF (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. Potential food allergens include, but are not limited to, milk, eggs, peanuts, tree nuts, fish, crustacean shellfish, wheat, soy and sesame. Each food product must be labeled with the following information:

☐ Name

☐ Address (4-H member information can be taken from enrollment if needed)

☐ Contact information (phone and/or email address; 4-H member information can be taken from enrollment if needed)

☐ 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. A completed recipe card is to be submitted with each exhibit. Recipe cards are for judging purposes only and will not be returned to the exhibitor. Laminating, wrapping the recipe card in plastic, or placing it in a clear plastic bag is optional. Since it is illegal in the State of Indiana for youth under the age of 21 to purchase or consume alcoholic beverages, 4-H members are to use recipes that do not include an alcoholic beverage as an ingredient. A suitable non-alcoholic or imitation product may be substituted. Preserved food products should be displayed in an appropriate container, preferably disposable. Containers will not be returned to the exhibitor. Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Frozen exhibits entered for state fair competition will not be displayed and instead will be donated to a central Indiana homeless shelter. Home-canned exhibits will be displayed but will be disposed at the state fair's conclusion.

Exhibit Class Guidelines:

Level A (grades 3-4 suggested)
Choose one or more of the preserved products below, or a similar preserved product of choice. It is suggested a participant choose a different option each year, but this is not a requirement. Exhibits entered at state fair will be donated to local homeless shelters and not displayed.

☐ A package of 3 baked or unbaked, snack-sized (approximately 2"-3" individual size) frozen cookies. Display in freezer bag or freezer container. (NOTE: Freezer containers will not be returned.) Include index card with recipe and instructions for defrosting or baking. Label with name of product, quantity, and date frozen.

☐ One package of frozen berries. Display in freezer bag or freezer container. (NOTE: Freezer containers will not be returned.) Include index card with recipe and instructions for cooking or defrosting. Label with name of product, quantity, and date frozen.

☐ One package of dehydrated fruit or vegetable. Display in an appropriate bag or container. Include index card with recipe and instructions for cooking or defrosting. Label with name of product, quantity, and date dehydrated.

☐ An educational poster, notebook or display about a food or nutrition topic of choice that is age/grade appropriate.
☐ Any other similar preserved item.

Level B (grades 5-6 suggested)
Choose one or more of the preserved products below, or a similar preserved product of choice. It is suggested a participant choose a different option each year, but this is not a requirement. Exhibits entered at state fair will be donated to local homeless shelters and not displayed.
☐ One uncooked frozen mini-pizza using whole-grain pita bread, English muffin, bagel, or already prepared crust (no larger than 7" in diameter) with toppings of your choice. Include at least 4 MyPlate food groups on your pizza. Meat toppings such as hamburger, sausage, bacon, etc. must be cooked. Display on covered cardboard inside freezer bag. Include index card with recipe and instructions for cooking. Label with name of product, quantity, and date frozen.
☐ One package of any frozen vegetable or combination vegetables. Display in freezer bag or freezer container. (NOTE: Freezer containers will not be returned.) Include index card with instructions for defrosting and cooking. Label with name of product, quantity, and date frozen.
☐ One container of frozen fruit or vegetable juice. Include index card with instructions for defrosting and cooking. Label with name of product, quantity, and date frozen.
☐ One container of frozen soup. Include index card with recipe and instructions for defrosting and cooking. Label with name of product, quantity, and date frozen.
☐ A frozen ready-to-eat breakfast sandwich, burrito or similar item. Display on covered cardboard inside freezer bag. Include index card with recipe and instructions for cooking. Label with name of product, quantity, and date frozen.
☐ An educational poster, notebook or display about a food or nutrition topic of choice that is age/grade appropriate.
☐ Any other similar preserved item.

Level C (grades 7-9 suggested)
Choose one or more of the preserved products below, or a similar preserved product of choice. It is suggested a participant choose a different option each year, but this is not a requirement. Exhibits entered at state fair will be donated to local homeless shelters and not displayed.
☐ One (1) container of freezer jam. Include index card with recipe and instructions for storing. Label with name of product, quantity, and date frozen.
☐ One jar of a canned tomato product using the Hot Pack Method for a boiling water bath canner, such as tomato juice, catsup, barbecue sauce, or salsa. Include index card with recipe and instructions for cooking or using the product. Label with name of product, quantity, and date canned. Canned products must have the ring on the jar top to protect the seal. Note: Only food preservation products made using USDA approved recipes and techniques are acceptable.

☐ One jar of a canned pickled product or canned pickles. Include index card with recipe, processing, and storage instructions. (Products using a fancy pack are not accepted.) Label with name of product, quantity, and date canned. Canned products must have the ring on the jar top to protect the seal. Note: Only food preservation products made using USDA approved recipes and techniques are acceptable.
☐ Frozen yeast dough (bread loaf, roll balls, sticks, pizza, etc.). Include index card with recipe and instructions for defrosting and cooking. Label with name of product, quantity, and date frozen.
☐ An educational poster, notebook or display about a food or nutrition topic of choice that is age/grade appropriate.
☐ Any similar preserved item.

Level D (grades 10-12 suggested)

Choose one or more of the preserved products below, or a similar preserved product of choice. It is suggested a participant choose a different option each year, but this is not a requirement. Exhibits entered at state fair will be donated to local homeless shelters and not displayed.

☐ One jar of pressure canned vegetables, meat or combination product, such as soup, stew, spaghetti sauce with meat, etc. Include index card with recipe and instructions for cooking or using the product. (Products using a fancy pack are not accepted.) Label with name of product, quantity, and date canned. Canned products must have the ring on the jar top to protect the seal. Note: Only food preservation products made using USDA approved recipes and techniques are acceptable.

☐ One package of a combination food frozen entree in freezer container. The combination food should contain 3 food groups from MyPlate. Exhibit should include an index card with recipe and instructions for reheating. Display in disposable containers. No containers will be returned. Label with name of product, quantity, and date frozen.

☐ A jar of cooked jam or a reduced-sugar fruit spread. Include recipe card. Label with name of product, quantity, and date made. Note: Only food preservation products made using USDA approved recipes and techniques are acceptable.

☐ One container of a thaw and eat frozen prepared appetizer. Include index card with recipe and instructions for defrosting. Label with name of product, quantity, and date frozen.

☐ One container of a thaw and eat frozen prepared dessert. Include index card with recipe and instructions for defrosting. Label with name of product, quantity, and date frozen.

☐ An educational poster, notebook or display about a food or nutrition topic of choice that is age/grade appropriate.

☐ Any other similar preserved item.

HEALTH
Updated 10/1/21

Description: The 4-H Health project is designed for youth interested in basic first aid and healthy well-being, as well as those interested in pursuing a medical profession career.

State Fair Entries: 3 exhibits per county; one per level.

Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)
Create an educational poster, notebook or display about any manual activity or on any health topic of choice that is age/grade appropriate. Another option is to create a family first aid kit, emergency kit, an emergency kit to take on a hiking, biking, skiing or similar trip, or another similar kit.

Intermediate (grades 6-8 suggested)
Create an educational poster, notebook or display about any manual activity or on any health topic of choice that is age/grade appropriate. Another option is to create a personal nutrition kit to use when doing physical activity like chores, working out at the gym, hiking, biking, skiing, or another similar kit.

Advanced (grades 9-12 suggested)
Create an educational poster, notebook or display about any manual activity or on any health topic of choice that is age/grade appropriate. Another option is to create an activity or guide to help yourself or others become more aware of financial wellness, mental health, disease prevention, or other similar topic that promotes healthy habits. Youth can also design and complete an independent study activity.

SHOOTING SPORTS
Updated 10/1/21

Description: The 4-H shooting sports project teaches safe operation of firearms and archery equipment.
State Fair Entries: 3 per county; one per level
Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Live ammunition is not allowed to be exhibited (no powder or primer). Firearms or ready to shoot bows are not allowed to be exhibited. Unstrung bows are permissible.

An arrow with its arrowhead attached must be displayed in a secure case. An arrowhead without the arrow attached must be displayed in a secure case. An arrow may be displayed unsecured if its arrowhead is removed. Modern broadhead arrows are not allowed to be exhibited.

Displays involving firearms or bows may be exhibited as a photographic display on a poster or in a notebook following grade level guidelines. Handmade items must include information explaining how the item was made and its intended use. Photos are encouraged.

Some county 4-H programs offer in-person shooting instruction, depending on facilities. Disciplines include archery, rifle, shotgun, muzzleloader and pistol. In-person instruction in any of these disciplines must be led by a 4-H certified instructor. While some counties provide an option to exhibit at the county level, there is no state fair exhibit in these specific disciplines. Contact your county 4-H educator to learn about discipline opportunities in your county.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.
Exhibit Class Guidelines:
Beginner (grades 3-5 suggested)
Create an educational poster, notebook or display about a shooting sports topic of choice that is age/grade appropriate.

Intermediate (grades 6-8 suggested)
Create an educational poster, notebook or display about a shooting sports topic of choice that is age/grade appropriate. Another option is to create an item to be used when developing shooting sports skills.

Advanced (grades 9-12 suggested)
Create an educational poster, notebook or display about a shooting sports topic of choice that is age/grade appropriate. Another option is to create an item to be used when developing shooting sports skills. Youth can also design and complete an independent study activity.

SPORTFISHING
Updated 10/1/21

Description: The 4-H sportfishing project teaches safe habits and youth develop an appreciation for natural resources.

State Fair Entries: 3 per county; one per level

Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)

Create an educational poster, notebook or display about a sportfishing topic of choice that is age/grade appropriate.

Intermediate (grades 6-8 suggested)

Create an educational poster, notebook or display about a sportfishing topic of choice that is age/grade appropriate. Another option is to create an item to be used when developing sportfishing skills.

Advanced (grades 9-12 suggested)

Create an educational poster, notebook or display about a sportfishing topic of choice that is age/grade appropriate. Another option is to create an item to be used when developing sportfishing skills. Youth can also design and complete an independent study activity.

GENEALOGY
Updated 10/1/23

Description:

This project helps young people know where their ancestors resided, traveled, and developed some family tradition.

State Fair Entries:

5 entries per county; one per division.

Exhibit Guidelines:

Forms for this project are found on the Indiana 4-H Web site www.extension.purdue.edu/4-H click on "projects" and then on Genealogy to reach downloadable forms. This project is organized into divisions   and not grades for a youth cannot start in Division 3 without first completing Division 1 and Division 2. This is a project that builds on the previous division information in order to be successful in building your family tree. If you are using a genealogical commercial software program, you may need to type in or hand write in information required by the Indiana 4-H genealogy project. See 4-H forms on the 4-H website linked above.

The exhibit will consist of no more than four (4) notebooks for Division 1-4 and first year Advanced Division. (If a notebook requires additional space, label it as notebook x, continued.) Those notebooks are:

- Book #1 – Appropriate size notebook or binder, contains introduction sheet, pedigree charts and family group sheets

- Book #2 – Appropriate size notebook or binder, contains additional information worksheets and diary of work

- Book #3 – Appropriate size notebook or binder, contains supporting documents, pictures, etc.

- Book #4 – Appropriate size notebook or binder, contains Advanced Division options only (Begin using this notebook in first year of the advanced division or the fifth year of project enrollment.)

- Another notebook should be maintained and kept in a secure place at home to keep original personal and legal documents as well as previously exhibited work.

Note – Youth may consolidate information in order to have fewer notebooks. In this case indicate on the cover the notebook numbers included and use dividers to separate information by notebook number as well as contents as indicated below.

Notebooks should be tabbed and in the following order (tabs are to be easily visible to the reviewer):
Book #1 - Introductory Page; Pedigree Charts; Family Group Sheets Book
#2 - Additional Information Worksheets; Diary of Your Work Book #3 -
Any Other Documents (label with ancestor numbers on tab)
Book #4 – Advanced Division Options (label each tab separately with the specific option); Diary of Your Work (this will be a second diary describing work done for each advanced division option)

Pedigree Charts, Family Group Sheets, Additional Information Worksheets, and Diary Sheets are to be placed in the notebook back-to-back in sheet protectors to save space, reduce the information being damaged, and reduce the number of sheet protectors required.

So the notebook exhibit can be displayed to the public and to minimize the potential of identity theft, original legal documents are **NOT** to be included in the exhibit notebook. Instead, a photocopy of any legal

document is to be included in the notebook and all identifiable information (like social security numbers) except for names is to be completely marked out. Original legal documents are to be kept in a secure location by the 4-H member and his/her family.

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 members exhibit. This reference list should/might include web site links, people and professionals interviewed, books, magazines, etc.
Reference notations are to be made in the "source" column of the Family Group Sheet and on each document.

If information on a family member is unknown, an additional information worksheet for each required ancestor is still required. Write "unknown" or "NIA" (no information available) in PENCIL for each sheet of unknown ancestors or list several ancestors on a page and insert page in proper numerical order.

After exhibiting the 1st year of the ADVANCED Division, only the Advanced Division notebook (Book #4) with ALL OPTIONS (no pedigree charts, no family group sheets, no additional information sheets, no documents from Divisions 1-5) needs to be exhibited each year the genealogy project continues.
Suggested Genealogy Supply List:

> Four 3" -ring (D-ring type suggested) notebooks (Book #1, #3, #4 will be exhibited and the fourth 3" D-ring notebook to maintain documents at home and NOT exhibited.)
> One 2" -ring (D-ring type suggested) notebook (Book #2)
> Computer or legible printing/handwriting (be consistent with method used)
> #2 lead pencil with soft eraser Black
> ink pen
> Yellow highlighter
> Notebook tabs AND acid free dividers (several tabs will be needed, be consistent with style used, should not appear past edge of notebook)
> Fine point permanent Black marker
> Acid free and non-glare sheet protectors Acid
> free paper
> Acid free glue stick
> Acid free satin Scotch tape Scissors
> Correction tape

Lots of creativity to make the exhibit your own while still following the exhibit guidelines.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Division 1 (1st year in project suggested)

1. Exhibit notebook that includes the following:

  - Book #1
    - An Introduction page with a recent photograph of yourself.
    - Completed three-generation pedigree chart. This includes you, your parents, and your grandparents, ancestors #1 through #7. Put all surnames in capital letters and all dates in military form (12 July 1974). Give each person a number, as described in the "Recording the Information" section of the Indiana 4-H Genealogy Resource Guide 4-H 748. **You must use the pedigree charts listed at the** www.extension.purdue.edu/4-H, **4-H 748Pc-W or 4-H 748Pbw-W** or the commercial software forms, but not the old "packet" pedigree charts.
    - A Family Group Sheet for your parents and each pair of grandparents. Sources of information MUST be filled in on family group sheets (see section "Recording the Information").

  - Book #2 (Ancestors 1-7 information)
    - Four (4) "Additional Information Worksheets": one(1)
      - for you, the 4-H member

- one (1) for your parents
- one (1) for each set of grandparents (total = two worksheets)
- A diary of your work
- Book #3 (Ancestors 1-7 information)
  - Any documents or pictures pertaining to these three generations. Documents must be labeled with ancestor name and ancestor number. Pictures need to be labeled with ancestor name, plus names of all known people, place and date picture was taken, as well as ancestor numbers.

Division 2 (2nd year in project suggested)

- Exhibit notebook that includes the following:
  - Book #1
    - Four-generation pedigree chart. This would include you, your parents, grandparents, and great-grandparents, ancestors #1 through #15. **You must use the pedigree charts listed at** www.extension.purdue.edu/4-H, **4-H 748Pc-W or 4-H 748Pbw-W** or the commercial software forms, but not the old "packet" pedigree charts
    - A Family Group Sheet for each pair of great-grandparents. Sources of information filled in on family group sheets (see section "Recording the Information" in the Indiana 4-H Genealogy Resource Guide 4-H 748).
  - Book #2 (Ancestors 8-15 information)
    - An additional information worksheet for each set of great grandparents.
      - A diary of your work
  - Book #3 (Ancestors 8-15 information)
    - Any photographs taken of tombstones of your ancestors and their children. Please document location of tombstone(s) and label with ancestor name, ancestor number, and date photo was taken. Rubbings are acceptable in lieu of photographs.
    - Any other documents or pictures pertaining to these generations, correctly labeled.

  Exhibit Book #1, Book #2, and Book #3. Books 2 and 3 should only include Division 2 ancestors 8-15 and related information.

Division 3 (3rd year in project suggested)

- Exhibit notebook that includes the following:
  - Book #1
    - Five-generation pedigree chart, ancestors #1 through #31. Computer programs do not generally print chart numbers, so if you are using a computer program, make sure you have the correct number of ancestors. If an ancestor is UNKNOWN, please indicate as UNKNOWN. **You must use the pedigree charts listed at** www.extension.purdue.edu/4h, **4-H 748Pc-W or 4-H 748Pbw-W,** or the commercial software forms**,** but not the old "packet"

      pedigree charts
    - Additional Family Group Sheets for generation five (5). Sources of information must be filled in on family group sheets (see section "Recording the Information" in Indiana 4-H Genealogy Resource Guide 4-H 748.).
  - Book #2 (Ancestors 16-31 information)
    - Additional information worksheets
    - A diary of your work
  - Book #3 (Ancestors 16-31 information)
    - Write an autobiography, the story of your life. Include pictures, relevant dates, and important events. OR, write an essay about what your hopes and dreams are for the future,

or about life goals you hope to attain.

- Any documents or pictures pertaining to these generations, correctly labeled.

Exhibit Book #1, Book #2, and Book #3. Books 2 and 3 should only include Division 3 ancestors 16- 31 and related information.

Division 4 (4th year in project suggested)

- Exhibit a notebook(s) that includes the following:

  - Book #1
- Six-generation pedigree charts, ancestors #1 through #63.Computer programs do not generally print chart numbers, so if you are using a computer program, make sure you have the correct number of ancestors. **You must use the pedigree charts listed at** www.extension.purdue.edu/4-H, **4-H 748Pc-W or 4-H 748Pbw-W**, or the commercial software forms, but not the old "packet" pedigree charts

- Additional Family Group Sheets for generation six (6). Sources of information must be filled in on family group sheets (see section "Recording the Information").

    - Book #2 (Ancestors 32-63 information)
      - Additional information worksheets
      - A diary of your work
    - Book #3 (Ancestors 32-63 information)
      - A copy of a photograph or a story of a sixth-generation ancestor. Include information about the date when the photograph was taken, how or where you found it and what's happening in it or why it was taken. If this is unavailable, write a story about the historical period during which your sixth generation ancestor was living.
- Any documents or pictures pertaining to these generations, correctly labeled.

Exhibit Book #1, Book #2, and Book #3. Books 2 and 3 should only include Division 4 ancestors 32- 63 and related information.

Advanced (5th year and above in project suggested)

- Exhibit notebook that includes the following:

  - Book #1
- Seventh and eighth-generation pedigree charts, ancestors #64 through #255. If ancestry is unknown, please indicate as Unknown. Computer programs do not generally print chart numbers, so if you are using a computer program, make sure you have the correct number of ancestors.
- Your family group sheet for generations seven and eight.
    - Sources of information filled in on family group sheets (see section "Recording the Information" in the Indiana 4-H Genealogy Resource Guide, 4-H 748).

    - Book #2 (Ancestors 64-255 information)
      - Additional Information worksheets
      - Diary of your work
    - Book #3 (Ancestors 64-255 information)
- Any documents or pictures pertaining to these generations; correctly labeled.
    - Book #4
      - One new advanced level option (see below). Advanced division exhibitors must include

ALL options submitted in prior years, with each option labeled with the year completed.

Pedigree charts are available on the Indiana 4-H Web site for your additional genealogy research. EACH YEAR FOLLOWING, continue to add ancestors to your pedigree charts. In addition, choose one of the following options that has not been completed previously. Please identify, by letter, the option that you are completing (for example: Advanced Division, Year 1, Option A; Advanced Division, Year 2, Option C; etc.)

Advanced Division Year 2 and beyond – Exhibit Book #4 that contains advanced division options and a second diary of work. If additional ancestry information was found in the seventh and eighth generation, exhibit Book 1 noting ancestors completed this year along with Books 2 and 3 demonstrating this year's work.

EXPLAIN the information received as to how it relates to you and your ancestors. Copies of documents obtained in previous divisions are acceptable and should be utilized in the option chosen if needed.

A. A migration map of your eight-generation ancestors. You should have at least one map per family line with charts or explanations of the migrations.

B. A timeline historical report of a family line. Show how this family fits into history. Document your report as well as possible with dates, records, places or maps, pictures, etc. Be sure to include proper labels and sources.

C. A census history of a family line. Census abstract forms can be found on several websites. Download forms to abstract the census. Your notebook should contain copies of the census and the completed abstract form for each census.

D. A history of your family's religious background for any family line or lines. Include a brief history of the denomination. Include baptism, confirmation or profession of faith and membership records. Also include information or history of the congregations involved. Be sure to include proper labels and sources.

E. A history of your family's military service for a family line. Include supporting documents when possible. These documents could include military records, (muster rolls, discharge papers, etc.), pension records, and bounty land records, as well as maps and pictures. Be sure to include proper labels and sources.

F. A research paper on a famous ancestor. Prove your relationship to this person with documentation. Try to include pictures and anecdotes to enhance your paper.

G. Complete a family line or lines back as many generations as possible beyond eight generations (ancestors 256 and beyond). Include pictures, maps and documents. Be sure to include proper labels and sources.

H. A timeline historical report of another family line not previously completed. Document as well as possible as in Option B. You need to state at the beginning that this is a second family historical report on such ancestor.

I. A history of your family's military service for a family line not previously completed. Include supporting documents as in Option E. You need to state at the

beginning that this is a second family military history report on such ancestor.

J. Family DNA history. (This can be a very expensive option) Please include charts and explanations.
   i.e. use pie charts, ethnicity estimates, approximate percentage regionally, number of countries searched, genetic percentage, family tree, graphs, etc.

K. Any other genealogy related activity of choice.

Description: This project helps young people know where their ancestors resided, traveled, and developed some family tradition.

State Fair Entries: 5 entries per county; one per division.

Exhibit Guidelines: Forms for this project are found on the Indiana 4-H Web site www.extension.purdue.edu/4h click on "projects" and then on Genealogy to reach downloadable forms. This project is organized into divisions and not grades for a youth cannot start in Division 3 without first completing Division 1 and Division 2. This is a project that builds on the previous division information in order to be successful in building your family tree. If you are using a genealogical commercial software program, you may need to type in or hand write in information required by the Indiana 4-H genealogy project. See 4-H forms on the 4-H website linked above.

   The exhibit will consist of no more than four (4) notebooks for Division 1-4- and first-year Advanced Division. (If a notebook requires additional space, label it as notebook x, continued.) Those notebooks are:

- Book #1 – Appropriate size notebook or binder, contains introduction sheet, pedigree charts and family group sheets
- Book #2 – Appropriate size notebook or binder, contains additional information worksheets and diary of work
- Book #3 – Appropriate size notebook or binder, contains supporting documents, pictures, etc.
- Book #4 – Appropriate size notebook or binder, contains Advanced Division options only (Begin using this notebook in first year of the advanced division or the fifth year of project enrollment.)
- Another notebook should be maintained and kept in a secure place at home to keep original personal and legal documents as well as previously exhibited work.

   Note – Youth may consolidate information in order to have fewer notebooks. In this case indicate on the cover the notebook numbers included and use dividers to separate information by notebook number as well as contents as indicated below.

Notebooks should be tabbed and in the following order:

   Book #1 - Introductory Page; Pedigree Charts; Family Group Sheets

   Book #2 - Additional Information Worksheets; Diary of Your Work

   Book #3 - Any Other Documents (label with ancestor numbers on tab)

   Book #4 – Advanced Division Options (label each tab separately with the specific option); Diary of Your Work (this will be a second diary describing work done for each advanced division option)

   Pedigree Charts, Family Group Sheets, Additional Information Worksheets, and Diary Sheets are to be placed in the notebook back-to-back in sheet protectors to save space, reduce the information being damaged, and reduce the number of sheet protectors required.

   So, the notebook exhibit can be displayed to the public and to minimize the potential of identity theft, original legal documents are **NOT** to be included in the exhibit notebook. Instead, a photocopy of any legal document is to be included in the notebook and all identifiable information (like social

security numbers) except for names is to be completely marked out. Original legal documents are to be kept in a secure location by the 4-H member and his/her family.

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 members exhibit. This reference list should/might include web site links, people and professionals interviewed, books, magazines, etc.
Reference notations are to be made in the "source" column of the Family Group Sheet and on each document.

If information on a family member is unknown, an additional information worksheet for each required ancestor is still required. Write "unknown" or "NIA" (no information available) in PENCIL for each sheet of unknown ancestors or list several ancestors on a page and insert page in proper numerical order.

After exhibiting the 1ˢᵗ year of the ADVANCED Division, only the Advanced Division notebook (Book #4) with ALL OPTIONS (no pedigree charts, no family group sheets, no additional information sheets, no documents from Divisions 1-5) needs to be exhibited each year the genealogy project continues.

Suggested Genealogy Supply List:
Four 3" D-ring notebooks (Book #1, #3, #4 will be exhibited and the fourth 3" D-ring notebook to maintain documents at home and NOT exhibited.)
One 2" D-ring notebook (Book #2)
Computer or legible printing/handwriting (be consistent with method used)
#2 lead pencil with soft eraser
Black ink pen
Yellow highlighter
Notebook tabs AND acid free dividers (several tabs will be needed, be consistent with style used, should not appear past edge of notebook)
Fine point permanent Black marker
Acid free and non-glare sheet protectors
Acid free paper
Acid free glue stick
Acid free satin Scotch tape
Scissors
Correction tape
Lots of creativity to make the exhibit your own while still following the exhibit guidelines.
Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:
Division 1 (1ˢᵗ year in project suggested)
Exhibit notebook that includes the following:

Book #1
- An Introduction page with a recent photograph of yourself.
- Completed three-generation pedigree chart. This includes you, your parents, and your grandparents, ancestors #1 through #7. Put all surnames in capital letters and all dates in military form (12 July 1974). Give each person a number, as described in the "Recording the Information" section of the Indiana 4-H Genealogy Resource Guide 4-H 748. **You must use**

the pedigree charts listed at the www.extension.purdue.edu/4h, **4-H 748Pc-W or 4-H 748Pbw-W** or the commercial software forms, but not the old "packet" pedigree charts.

- A Family Group Sheet for your parents and each pair of grandparents. Sources of information MUST be filled in on family group sheets (see section "Recording the Information").

Book #2 (Ancestors 1-7 information)

- Four (4) "Additional Information Worksheets": one (1) for you, the 4-H member
- one (1) for your parents
- one (1) for each set of grandparents (total = two worksheets)
- A diary of your work

Book #3 (Ancestors 1-7 information)

- Any documents or pictures pertaining to these three generations. Documents must be labeled with ancestor name and ancestor number. Pictures need to be labeled with ancestor name, plus names of all known people, place and date picture was taken, as well as ancestor numbers.

Division 2 (2ⁿᵈ year in project suggested)
Exhibit notebook that includes the following
 Book #1

- Four-generation pedigree chart. This would include you, your parents, grandparents, and great-grandparents, ancestors #1 through #15. **You must use the pedigree charts listed at** www.extension.purdue.edu/4h, **4-H 748Pc-W or 4-H 748Pbw-W** or the commercial software forms, but not the old "packet" pedigree charts
- A Family Group Sheet for each pair of great-grandparents. Sources of information filled in on family group sheets (see section "Recording the Information" in the Indiana 4-H Genealogy Resource Guide 4-H 748).
- Book #2 (Ancestors 8-15 information)
- An additional information worksheet for each set of great grandparents.
- A diary of your work
- Book #3 (Ancestors 8-15 information)
- Any photographs taken of tombstones of your ancestors and their children. Please document location of tombstone(s) and label with ancestor name, ancestor number, and date photo was taken. Rubbings are acceptable in lieu of photographs.
- Any other documents or pictures pertaining to these generations, correctly labeled.
- Exhibit Book #1, Book #2, and book #3. Books 2 and 3 should only include Division 2 ancestors 8-15 and related information.

Division 3 (3ʳᵈ year in project suggested)
Exhibit notebook that includes the following:
Book #1

- Five-generation pedigree chart, ancestors #1 through #31. Computer programs do not generally print chart numbers, so if you are using a computer program, make sure you have the correct number of ancestors. If an ancestor is UNKNOWN, please indicate as UNKNOWN. **You must use the pedigree charts listed at** www.extension.purdue.edu/4h, **4-H 748Pc-W or 4-H 748Pbw-W,** or the commercial software forms**,** but not the old "packet"
- pedigree charts

- Additional Family Group Sheets for generation five (5). Sources of information must be filled in on family group sheets (see section "Recording the Information" in Indiana 4-H Genealogy Resource Guide 4-H 748.).

Book #2 (Ancestors 16-31 information)
- Additional information worksheets
- A diary of your work

Book #3 (Ancestors 16-31 information)
- Write an autobiography, the story of your life. Include pictures, relevant dates, and important events. OR, write an essay about what your hopes and dreams are for the future, or about life goals you hope to attain.
- Any documents or pictures pertaining to these generations, correctly labeled.

Exhibit Book #1, Book #2, and book #3. Books 2 and 3 should only include Division 3 ancestors 16- 31 and related information.

Division 4 (4th year in project suggested)

Exhibit a notebook(s) that includes the following:
Book #1
- Six-generation pedigree charts, ancestors #1 through #63.Computer programs do not generally print chart numbers, so if you are using a computer program, make sure you have the correct number of ancestors. **You must use the pedigree charts listed at** www.extension.purdue.edu/4h, **4-H 748Pc-W or 4-H 748Pbw-W**, or the commercial software forms, but not the old "packet" pedigree charts
- Additional Family Group Sheets for generation six (6). Sources of information must be filled in on family group sheets (see section "Recording the Information").

Book #2 (Ancestors 32-63 information)
- Additional information worksheets
- A diary of your work

Book #3 (Ancestors 32-63 information)
- A copy of a photograph or a story of a sixth-generation ancestor. Include information about the date when the photograph was taken, how or where you found it and what's happening in it or why it was taken. If this is unavailable, write a story about the historical period during which your sixth-generation ancestor was living.
- Any documents or pictures pertaining to these generations, correctly labeled.

Exhibit Book #1, Book #2, and book #3. Books 2 and 3 should only include Division 4 ancestors 32- 63 and related information.

Advanced (5th year and above in project suggested)

Exhibit notebook that includes the following:
Book #1
- Seventh and eighth-generation pedigree charts, ancestors #64 through #255. If ancestry is unknown, please indicate as Unknown. Computer programs do not generally print chart numbers, so if you are using a computer program, make sure you have the correct number of ancestors.
- Your family group sheet for generations seven and eight.
- Sources of information filled in on family group sheets (see section "Recording the Information" in the Indiana 4-H Genealogy Resource Guide, 4-H 748).

Book #2 (Ancestors 64-255 information)
- Additional Information worksheets
- Diary of your work

Book #3 (Ancestors 64-255 information)
- Any documents or pictures pertaining to these generations; correctly labeled.

Book #4
- One new advanced level option (see below). Advanced division exhibitors must include ALL options submitted in prior years, with each option labeled with the year completed.

Pedigree charts are available on the Indiana 4-H Web site for your additional genealogy research. EACH YEAR FOLLOWING, continue to add ancestors to your pedigree charts. In addition, choose one of the following options that has not been completed previously. Please identify, by letter, the option that you are completing (for example: Advanced Division, Year 1, Option A; Advanced Division, Year 2, Option C; etc.)

Advanced Division Year 2 and beyond – Exhibit Book #4 that contains advanced division options and a second diary of work. If additional ancestry information was found in the seventh and eighth generation, exhibit Book 1 noting ancestors completed this year along with Books 2 and 3 demonstrating this year's work.

EXPLAIN the information received as to how it relates to you and your ancestors. Copies of documents obtained in previous divisions are acceptable and should be utilized in the option chosen if needed.

- L.   A migration map of your eight-generation ancestors. You should have at least one map per family line with charts or explanations of the migrations.
- M.   A timeline historical report of a family line. Show how this family fits into history. Document your report as well as possible with dates, records, places or maps, pictures, etc. Be sure to include proper labels and sources.
- N.   A census history of a family line. Census abstract forms can be found on several websites. Download forms to abstract the census. Your notebook should contain copies of the census and the completed abstract form for each census.
- O.   A history of your family's religious background for any family line or lines. Include a brief history of the denomination. Include baptism, confirmation or profession of faith and membership records. Also include information or history of the congregations involved. Be sure to include proper labels   and sources.
- P.   A history of your family's military service for a family line. Include supporting documents when possible. These documents could include military records, (muster rolls, discharge papers, etc.), pension records, and bounty land records, as well as maps and pictures. Be sure to include proper labels and sources.
- Q.   A research paper on a famous ancestor. Prove your relationship to this person with documentation. Try to include pictures and anecdotes to enhance your paper.
- R.   Complete a family line or lines back as many generations as possible beyond eight generations   (ancestors 256 and beyond). Include pictures, maps and documents. Be sure to include proper labels and sources.
- S.   A timeline historical report of another family line not previously completed. Document as well as   possible as in Option B. You need to state at the beginning that this is a second family historical   report on such ancestor.
- T.   A history of your family's military service for a family line not previously completed. Include supporting documents as in Option E. You need to state at the beginning that this is a second family military history report on such ancestor.
- U.   Family DNA history. (This can be a very expensive option) Please include charts and explanations.

i.e., use pie charts, ethnicity estimates, approximate percentage regionally, number of countries searched, genetic percentage, family tree, graphs, etc.
Any other genealogy related activity of choice.

<center>**JUNIOR LEADERS**</center>
<center>Updated 10/1/21</center>

Description: The Junior Leader project allows 4-H members in grades 7-12 the opportunity to provide their Adult 4-H Volunteers with additional assistance in their 4-H Clubs and related activities while serving as mentors and role models to the younger 4-H members by sharing their experiences with them. Many counties offer county-wide opportunities for Jr. Leaders to meet and serve the community.

State Fair Entries: No state fair entries.

Exhibit Guidelines: Junior leaders develop skills in the areas of civic engagement, leadership, entrepreneurship and more through a variety of hands-on experiences throughout the year.

Exhibit Class Guidelines:

Contact your county 4-H youth development educator to learn more about your county's Junior Leaders project.

<center>**LEADERSHIP**</center>
<center>Updated 10/1/21</center>

Description: This project allows the opportunity to learn life skills that are important to be effective leaders of themselves and of groups.

State Fair Entries: No state fair entries.

Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)

Create an educational poster, notebook or display about any manual activity or on any leadership topic of choice that is age/grade appropriate.

Intermediate (grades 6-8 suggested)

Create an educational poster, notebook or display about any manual activity or on any leadership topic of choice that is age/grade appropriate.

Advanced (grades 9-12 suggested)

Create an educational poster, notebook or display about any manual activity or on any leadership topic of choice that is age/grade appropriate. Youth can also design and complete an independent study activity.

BEEKEEPING
Updated 10/1/22

Description: This project will help youth learn beekeeping, the types of bees, the honey and wax they produce, the plants that attract bees, and the equipment a beekeeper needs.

State Fair Entries:
> 1 educational exhibit per county.
> 1 honey exhibit per member, unlimited number of county entries.

Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Special Notes:
- There are no age/grade specifications for beekeeping exhibits. No bee hives may be brought to the State Fair.
- Honey water content will be measured.
- Fill level: the honey should be filled to the jar shoulder, not over, nor under
- Chunk honey should go in a wide-mouth jar, preferably one specially made for chunk honey (see beekeeping catalogs).
- Be careful to distinguish "chunk honey"(comb in jar) from "cut comb" (comb only in box). Honey (including chunk, cut comb and comb) must be collected since the previous county fair.

Exhibit Class Guidelines:
Educational Poster or Display (grades 3-12)
Create an educational poster, notebook or display about any manual activity or on any beekeeping topic of choice that is age/grade appropriate. Youth can also design and complete an independent study activity.

Single Honey Product (grades 3-12)
Exhibit one of the following:
1. Extracted honey - 2 one-pound jars, shown in glass or clear plastic, screw-top jars holding 1 pound of honey each.
2. Chunk honey (comb in jar)- 2 one-pound jars(wide-mouth glass or clear plastic).
3. Cut-comb honey - 2 one- pound boxes (These are usually 4 1/2" x 4 1/2" in size).

Two Honey Products (grades 3-12)
Exhibit two of the four kinds of honey listed below.
1. Extracted Honey - 2 one-pound jars (glass or clear plastic).
2. Chunk Honey (comb in jar) - 2 one-pound jars (wide-mouth - glass or clear plastic).

3. Cut-comb Honey - 2 one-pound boxes. Boxes are usually 4 1/2" x 4 1/2"
4. Comb Honey - 2 sections (honey built by bees in frames of wood commonly called "sections." Boxes are usually 4 1/2" x 4 1/2" in size).

ENTOMOLOGY
Updated 10/1/22

Description:
This project will help you study insects and their relationship with people. You can also learn how to collect, preserve, and identify insects.

State Fair Entries:
3 collection exhibits per county, one per level
3 educational exhibits per county, one per level

Educational Exhibit Guidelines:
      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 way references are listed.

      Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

      Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Collection Exhibit Guidelines:

      Collections are to include the following:

- Title as Insect Collection year in Entomology
- Order – refer to ID-401, page 57.
- Display – mounted insects are to have been legally and personally collected in the United States and displayed in an 18"x24" collection box displayed horizontally. Collections including multiple boxes are to be numbered 1 of 3, etc. ID 401 A-F cards (for Beginner and Intermediate) and 401-I cards (for Advanced) are to be placed inside the display box in an attractive manner.
- Identification – Collection display boxes are expected to contain the specified number of insects, families, and orders specified (see chart below). All insects must be in the adult stage and be properly mounted on insect pins or be contained in vials as directed.
- Pin Labels - Each pin or vial must contain two labels:
    1) Top label is to include collection date, location, and collector name.
    2) Bottom label is to include common name and other optional identification data.
- Box Labels – Box labels (computer generated or neatly printed) are used for orders and families as required (see chart below) and are to be placed flat against the bottom of the box. Insects must be properly grouped directly under the correct order and family label. For example, all insects belonging to a particular order must be placed under that order label. Orders to be used are listed in the reference book ID- 401. If family level identification is required, the insects should be further grouped together under the correct family label.

- Educational Box – One additional box (educational), based on the specific theme (see chart below), is required for grades 9-12, in addition to the insect collection boxes. This box can be created in any manner chosen (without the mounting, pinning or identifying restrictions specified above).

Judges evaluating collection exhibits should judge based on educational content, scientific accuracy, eye appeal and creativity.

Monarch Butterfly Statement:

Q: Many have noticed the decrease in number of Monarch butterflies both in Indiana and throughout the country and wonder if and how Entomology at Purdue is responding. Are 4-H and youth still required to catch these endangered insects for their collection boxes? **0**

A: Monarch butterflies are now officially on the threatened species list. While we know that collecting Monarch butterflies for 4-H collections or displays does not constitute a significant risk to their population when compared to the effects of climate change, pesticide contamination and habitat loss, capitalizing on this opportunity to discuss their decline is an excellent way to bring public focus to this important issue. We want our youth (and all IN citizens) to recognize the Monarch butterfly, understand its biology and be empathetic to its conservation.

Therefore, we have instituted the following update to our youth and 4H Entomology programs. Effective immediately, we no longer encourage students to 'collect' Monarch butterflies for exhibits, displays or 4-H insect collections. But rather than simply removing the Monarch butterfly from the list of 150 insects that 4-H students are to recognize, we want to highlight it so that students really do learn to recognize them and understand their peril. After all, the more we are familiar with this species, the more apt we will be to assist and support the conservation of this iconic species.

Link to a recent article from our Department pertaining to Monarch butterflies **(https://www.purduelandscapereport.org/article/where-have-all-the-monarch-butterflies-gone/)**

Spotted Lanternfly Statement

Q: Are there any new changes to rules or directions for the 4H or FFA youth projects or competitions that students and coaches should look for?

A: To keep the youth Career Development (CDE judging) and 4-H collection projects current, it is important to occasionally add new insects to the list. Due to the invasion of a serious new insect pest throughout the Midwest called the Spotted Lanternfly, we have added it to the list of insects found in the "How to Make an Awesome insect Collection and (ID-401) and Who Let the Bugs Out (ID-402) extension resources. Please be aware that students are now expected to identify and understand its biology and behavior as well as its potential impact in Agriculture.

Indiana 4-H Youth Development partners with Purdue University academic departments to develop 4-H project guidelines. The Monarch butterfly and Spotted Lanternfly statements are provided by Dr. Timothy J. Gibb, Department of Entomology.

Exhibit Class Guidelines:

Beginner (1st-3rd Year in Entomology)

Create a collection based on the year in Entomology or an educational exhibit.

Year in Entomology	Collection Information	Total Boxes
1st year	10 insects, identified and pinned on cards (ID 401A)	1

2nd year	20 insects, mounted (pins or vials). Identify all insects by common name and identify five (5) to order. Include card ID 401B.	1
3rd year	30 insects, mounted (pins or vials). Identify all insects by common name and identify 15 to order. Include ID 401C.	1

Intermediate (4th-6th Year in Entomology)

Create a collection based on the year in Entomology or an educational exhibit.

Year in Entomology	Collection Information	Total Boxes
4th year	40 insects, exhibit a minimum of 6 orders, mounted (pins or vials). Identify all insects by common name and order. Include ID 401D.	2
5th year	50 insects, exhibit a minimum of 8 orders, mounted (pins or vials). Identify all insects by common name and order. Identify ten (10) to family. Include card ID 401E.	2
6th year	60 insects, exhibit a minimum of 10 orders, mounted (pins or vials). Identify all insects by common name and order. Identify 30 to family. Include card ID 401F.	2

Advanced (7th-10th Year in Entomology)

Create a collection based on the year in Entomology or an educational exhibit. Advanced level insect collections are to also include an education box, for a total of four boxes. Advanced level youth may instead create an independent study topic of choice.

Year in Entomology	Collection Information	Total Boxes
7th year	70 insects, exhibit a minimum of 12 orders, mounted (pins or vials). Identify all insects by common name, order, and family. One educational box, theme: insect behavior. Include card ID 401I. (1-3 collection boxes plus 1 educational box*). Place ID 401I in first collection box only. Card ID 401I download	3
8th year	80 insects, exhibit a minimum of 14 orders, mounted (pins or vials). Identify all insects by common name, order, and family. One educational box, theme: insect pest management. Include card ID 401I. (1-3 collection boxes plus 1 educational box*). Place ID 401I in first collection box only. Card ID 401I download	3
9th year	90 insects, exhibit a minimum of 16 orders, mounted (pins or vials). Identify all insects by common name, order, and family. One educational box, theme: insects in the environment. Include card ID 401I. (1-3 collection boxes plus 1 educational box*). Place ID 401I in first collection box only. Card ID 401I download	3
10th year	100 insects, exhibit a minimum of 18 orders, mounted (pins or vials). Identify all insects by common name, order, and family. One educational box, theme: benefits of insects. Include card ID 401I. (1-3 collection boxes plus 1 educational box*). Place ID 401I in first collection box only. Card ID 401I download	3

FLORICULTURE
(10-1-21)

Description:
Youth will learn basic information and skills needed to grow healthy plants and flowers as well as floral design techniques.
State Fair Entries:
8 floral exhibits per county, 2 per level

4 educational exhibits per county, 1 per level

Exhibit Guidelines:

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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Floral arrangements can be constructed using fresh flowers and greenery grown yourself or purchased, flowers and greenery dried yourself or purchased, or artificial flowers or greenery.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Level A (grades 3-4 suggested)

Floral Option - Create a simple bud vase (1-3 stems of main flower plus appropriate filler and/or greenery) or simple round arrangement (small, compact round cluster of flowers plus appropriate filler and/or greenery).

Educational Display Option – Create a poster, notebook or display about one of the following:

1. Chronicle your work in your flower garden (planning, planting, care, harvest, arrangement made with your flowers)
2. Describe how you planned or designed your garden, including how you chose the kinds of flowers.
3. Explain how you harvested your flowers, cared for them, and used them in an arrangement.
4. Explore and explain: pollination - what it is, why important, different ways it occurs or transplanting - what, how, things to watch out for; or role of insects with flowers (good, bad or both).
5. Explore and explain seed germination.
6. Explore and explain how to care for a 'sick' plant.
7. Report on interview with a floriculture professional (what do they do, types of jobs, type of training, hours worked, etc.)
8. Describe an experiment you did and the results.
9. Describe a community service project you did related to your flowers project.
10. Another similar activity.

Level B (grades 5-6 suggested)

Floral Option – Create a mixed planter that includes 3 or more kinds of plants, make an item from dried plants, or display a house plant (flowering or non-flowering) you've grown.

Educational Display Option – Create a poster, notebook or display about one of the following:

1. Report how you harvested your flowers and/or herbs, cared for them, dried them, and used them.

2. Explore and explain: insects and your flowers and/or herbs.
3. Explore and explain: starting seeds indoors -- the process and pros and cons.
4. Explore and explain: perennials -- what are they, how are they used, benefits or drawbacks.
5. Investigate and describe a butterfly garden -- what types of plants, benefits to insects and butterflies, etc.
6. Describe how you planned or designed your garden, including how you chose the kinds of plants, any problems, successes.
7. Describe your houseplant - how you cared for, transplanted to larger pot, any problems, or successes.
8. Explore and explain: plant biology -- form and function, growth, photosynthesis, etc.
9. Explore and explain: how to grow plants indoors -- things to consider, common problems and solutions.
10. Explore and explain: environmental effects related to plants (such as light, water, soil, or temperature).
11. Describe an experiment you did and the results.
12. Explore and explain topics from "Imagine That" -- plants around the world, information about different cultural uses of plants, different ways you used your plants/herbs/flowers.
13. Another similar activity.

Level C (grades 7-9 suggested)

Floral Option – Create a terrarium, combination or European planter (3 or more kinds of plants), corsage, boutonniere, or specialty arrangement in a container (using dried flowers, roses, or lilies as the primary content).

Educational Display Option – Create a poster, notebook or display about one of the following:

1. Explore and explain: vegetative propagation -- how to, different types, problems and solutions, different uses of.
2. Explore and explain: plant nutrients -- what are they, why does the plant need them, what happens if the plant has too much or too little, planters or containers vs. garden.
3. Investigate the design of multiple plant containers -- how to, things to considers, selecting plant materials, uses of.
4. Describe how you created your corsage or boutonnieres; or dried arrangement. Be sure to include appropriate information on design principles and how they are used to create your arrangement.
5. Explore and explain: floral tools and materials (how to use, what they are, care of tools, different uses of a tool or material).
6. Explore and explain: preserving cut flowers -- how, problems, uses of and/or diseases related to cut flowers.
7. Illustrate, explore and explain how your dry flowers or other plant materials and/or describe different methods and/or how, why use them.
8. Explore and explain: medicinal uses and toxicity of fresh and dried flowers and plants.
9. Describe an experiment you did and the results.
10. Describe a career exploration activity you did, such as job shadow, interview with a professional.
11. Describe a community service activity you did related to your flowers project -- what you did, why, results, etc.
12. Another similar activity.

Level D (grades 10-12 suggested)

Floral Option – Create a seasonal arrangement, modern or contemporary arrangement, bridal bouquet, special occasion centerpiece, or plant you have propagated and grown yourself.

Educational Display Option – Create a poster, notebook or display about one of the following:

1. Describe how you created your arrangement, include information on the design principles utilized.
2. Explore and explain how you utilize different flowers to make a similar style arrangement for different seasons (tulips in spring, mums in fall, etc.) or how to utilize similar flowers to make different styles of arrangements.
3. Explore and explain: the cost of arrangement and/or a cost comparison with flowers (different types flowers, different time year, etc.).
4. Explore and explain: forcing flowers (bulbs, branches, etc.).
5. Explore and explain: marketing in the floral industry (large or small business) and/ or a market survey and results, and how they can benefit the floral industry.
6. Explore and explain: how to start a business related to the floral industry and may include a business plan.
7. Explore and explain the origins of flowers and/or the floriculture industry around the world.
8. Explore and explain: tissue culture, biotechnology, or traditional breeding of new flower types -- what are they, how are they used, pros and cons.
9. Explore and explain: be a plant detective -- what kinds of problems might you have in growing and caring for flowers, and how to solve.
10. Describe an experiment you did and the results.
11. Describe a community service activity you did related to your flowers project: how, why, results.
12. Another similar activity.

FORESTRY
Updated 10/1/21

Description: This project teaches youth natural resources and forestry related skills.

State Fair Entries:

3 per county; one per level

Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)

Create an educational poster, notebook or display about any manual activity or on any forestry topic of choice that is age/grade appropriate.

Intermediate (grades 6-8 suggested)

Create an educational poster, notebook or display about any manual activity or on any forestry topic of choice that is age/grade appropriate.

Advanced (grades 9-12 suggested)

Create an educational poster, notebook or display about any manual activity or on any forestry topic of choice that is age/grade appropriate, prepare an herbarium collection that contains at least 25 native Indiana forest leaves, or prepare an herbarium collection that contains at least 25 native Indiana forest shrubs. Youth can also design and complete an independent study activity.

Herbarium Collections - Collect 25 terminal twigs and at least two leaves, if space allows (only one compound leaf is required), from native forest trees. Mount the specimens on 11 ½" x 16 ½" paper. One leaf on the twig must be mounted to show the back side of the leaf. Label each sheet with the following: common name, scientific name, where collected, county where collected, date collected, name of collector, and specimen number. Cover each specimen. There are no specific references given for these exhibits. Youth are encouraged to use Extension publications, the Internet, books, and forest specialists when collecting and identifying specimens. The herbarium collection must be accessible to the judges. Do not cover it under the plastic that covers your poster. Youth may want to attach a folder or other holder over your poster to hold the mounted, covered specimens.

GARDEN
Updated 10-1-23gene

Description: Youth will learn about plant growth, soil nutrition, and management of insects and diseases related to fresh vegetable and herb production.

State Fair Entries:

1 collection per member, unlimited number of county entries.

5 single vegetable entries per member, unlimited number of county entries.

3 herb entries per member, unlimited number of county entries.

1 potato tray entry per member, unlimited number of county entries.

1 tomato plate entry per member, unlimited number of county entries.

1 educational exhibit entry per county.

Exhibit Guidelines:

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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right hand corner to place an exhibit tag provided by Purdue Extension staff.

Refer to Suggested 4-H Garden Exhibits, 4-H 970-w, to learn about size, weight, and other suggested specifications.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Vegetable exhibits entered for state fair competition will not be displayed and instead will be donated to a central Indiana food bank.

Exhibit Class Guidelines:

Level A (grades 3-4 suggested)

Choose one or more options outlined below. All vegetable and herb exhibits must include common name and variety. Vegetable exhibits entered at state fair will be donated to local food banks and homeless shelters after being judged and not displayed.

Level B (grades 5-6 suggested)

Choose one or more options outlined below. All vegetable and herb exhibits must include common name and variety. Vegetable exhibits entered at state fair will be donated to local food banks and homeless shelters after being judged and not displayed.

Level C (grades 7-9 suggested)

Choose one or more options outlined below. All vegetable and herb exhibits must include common name and variety. Vegetable exhibits entered at state fair will be donated to local food banks and homeless shelters after being judged and not displayed.

Level D (grades 10-12 suggested)

Choose one or more options outlined below. All vegetable and herb exhibits must include common name and variety. Vegetable exhibits entered at state fair will be donated to local food banks and homeless shelters after being judged and not displayed.

Garden Collection Option

Create a 3-plate, 4-plate, or 5-plate collection display of vegetables you have grown and cared for from the single vegetable list. Display each vegetable on a disposable plate. Inclusion of flowers is optional.

Single Vegetable Option

Display from the list below vegetables you have grown and cared for on a disposable plate.

Vegetable	Plated Display Description
Asparagus	Asparagus, 5 spears
Beans	Cowpea, black-eyed pea, southern pea, etc., 10 pods or ½ cup shelled
Beans	Snap, Green or Wax, 10 pods
Beans	Lima-large or small - 10 pods or ½ cup shelled
Beans	Navy, kidney, shell out, etc.-1/2 cup shelled
Beets	Round, flat, and long types, 3
Broccoli	Broccoli, 1 head
Broccoli raab	Broccoli raab, 3 heads
Brussels sprouts	Brussels sprouts, 5 heads
Cabbage	Chinese type (bok choy or pak choi), 1 head
Cabbage	Chinese type (napa cabbage), 1 head
Cabbage	Round, Flat or Pointed type, 1 head
Carrots	Carrots, 3
Cauliflower	Cauliflower, 1 head
Celery	Celery, 1 bunch
Chard	Chard, 10 bundled leaves
Collards	Collards, 10 bundled leaves
Corn	Sweet-yellow, white or bicolor, 3 ears
Cucumbers	Dill, Pickling, 3
Cucumbers	English or hothouse, 1
Cucumbers	Slicing with seeds, 3

Eggplant	Eggplant, 1
Kale	Kale, 10 bundled leaves
Kohlrabi	Kohlrabi, 3
Muskmelon	Muskmelon (cantaloupe), 1
Okra	Okra, 3 pods
Onions	Green, 5 onions in a bunch
Onions	Red, Yellow or White, 3
Parsnip	Parsnips, tops off, 3
Peas	Peas, edible pod such as snow peas ,10 pods
Peas	Peas, unshelled, 10 pods
Peppers	Bell type, 3
Peppers	Chili type, 3
Peppers	Serrano type, 3
Peppers	Banana/Long/Wax/Hungarian type, 3
Peppers	Pimiento type (red), 3
Peppers	Cayenne type, 3
Peppers	Jalapeno type, 3
Peppers	Cherry type, 3
Peppers	New Mexican, long green, Anaheim type, 3
Peppers	Ancho type, 3
Peppers	Tabasco type, 3
Peppers	Habanero type, 3
Potato	Potatoes, any color, 3
Pumpkin	Pumpkin, (other), 1
Pumpkin	Table, Canning, or Ornamental, 1
Radishes	Radishes, 5
Rhubarb	Rhubarb, 3 stalks bundled
Rutabaga	Rutabaga, 3
Spinach	Spinach, 10 bundled leaves
Squash	Banana, or other large winter squash type, 1
Squash	Buttercups, Turbans, 1
Squash	Butternut, 1
Squash	Cushaw, 1
Squash	Hubbards – blue, green or golden, 1
Squash	Scallops/Patty Pans, 1
Squash	Straight or crookneck – i.e. summer squash, 1
Squash	Acorn, 1
Squash	Zucchini or cocozelle, 1
Sweet Potato	Sweet potatoes, 3
Tomatillos	Tomatillos, 3
Turnips	Turnips, 3
Watermelon	Watermelon, 1
Any Other Vegetable	Any vegetable not listed above, include 1-3 specimens

Herb Option

Display from the list below a single herb plant you have grown and cared for in an appropriate size pot that has a saucer bottom.

Herb Name and Description
Basil (Ocimum basilicum) "all edible types"

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Catnip (Nepeta cataria) "all edible types"
Chamomile (Chamaemelum nobile) "all edible types"
Chives (Allium schoenoprasum) "all edible types"
Coriander or Cilantro (Coriandrum sativum) "all edible types"
Dill (Anethum graveolens)
French tarragon (Artemisia dracunculus)
Lavender (Lavendula sp.) "all edible types"
Mint (Mentha sp.) "all edible types"
Oregano (Origanum vulgare)
Parsley (Petroselinum crispum) "all edible types"
Rosemary (Rosemarinus officinalis)
Sage (Salvia officinalis)
Sweet Marjoram (Origanum majorana)
Thyme (Thymus vulgaris) "all edible types"
Any Other Herb

Potato Tray Option

Display from the list below approximately 30 potatoes you have grown and cared for in a 12 ½" x18" tray. A tray will be provided when checking-in potato exhibits at state fair.

Potato Description
Red (Norland, Triumph), etc.
Russett (Haig, Norgold, Superior), etc.
White, long type (Kennebec), etc.
White, oval type (Irish Cobbler), etc.
White, round type (Katahdin), etc.
Other (yellow, blue, etc.)

Tomato Plate Option

Display from the list below tomatoes you have grown and cared for on a disposable plate.

Tomato Description
Pink or purple, 3
Red (for canning), 3
Red (for market), 3
Roma or paste type, 3
Intermediate type, 10
Small Cherry or Pear, 10
Yellow or orange, 3

Educational Exhibit Option

Create an educational poster, notebook or display about any manual activity or on any gardening topic of choice that is age/grade appropriate. Youth can also design and complete an independent study activity.

GEOLOGY
Updated 10/1/21

Description: Geology involves studying the earth's crust, its layers, and their history. Youth learn to identify Indiana rocks, minerals, and fossils.

State Fair Entries: 3 per county; one per level

Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Specimens may also be displayed in a 24"x 18"x 3" collection box, displayed horizontally.

You may purchase your specimens and may display rocks, fossils, and minerals. If you purchase a specimen, indicate when and where you purchased it and the location where you would expect to find the specimen. If you collect a specimen, indicate the county and township where you found it.

Posters and display boxes will be exhibited "standing up" at the Indiana State Fair. Therefore, you need to mount your specimens securely. Subject matter experts suggest the following methods: soaking ½ cotton ball in Elmer's glue, hot glue, or clear tub sealant. Place the cotton ball in your box and put your rock (or fossil or mineral) on the cotton ball and let sit. It will take 1-2 weeks for Elmer's glue to fully harden. Specimens mounted with Elmer's glue can be removed by soaking the cotton ball in water. Glue remaining on the rock may be brushed off with an old, damp toothbrush.

When exhibiting rocks show a fresh surface (recently cracked or broken surface) to help judges identify the rock.

Labels - Include the specific geographical location where you would expect to find any specimens as well as where you actually acquired it (found, purchased, etc.).

Do not identify your specimens any further than phylum and class. There is one exception to this for fossils which are identified to phylum OR class. Class should only be used for fossils of mollusks, backboned animals, and arthropods.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:
Beginner (grades 3-5 suggested)
Create an educational poster, notebook or display about any manual activity or on any geology topic of choice that is age/grade appropriate.

Intermediate (grades 6-8 suggested)
Create an educational poster, notebook or display about any manual activity or on any geology topic of choice that is age/grade appropriate, or collection of 8-16 minerals and/or fossils.

Advanced (grades 9-12 suggested)
Create an educational poster, notebook or display about any manual activity or on any geology topic of choice that is age/grade appropriate, or collection of 15-25 minerals and/or fossils and/or jewel stones. Youth can also design and complete an independent study activity.

SOIL AND WATER SCIENCE
Updated 10/1/21

Description: The soil and water science project teach youth about soil, water, and environmental stewardship.
State Fair Entries: 3 per county; one per level
Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than

36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:
Beginner (grades 3-5 suggested)
Create an educational poster, notebook or display about any manual activity or on any soil and water topic of choice that is age/grade appropriate.

Intermediate (grades 6-8 suggested)
Create an educational poster, notebook or display about any manual activity or on any soil and water topic of choice that is age/grade appropriate.

Advanced (grades 9-12 suggested)
Create an educational poster, notebook or display about any manual activity or on any soil and water topic of choice that is age/grade appropriate. Youth can also design and complete an independent study activity.

WEATHER AND CLIMATE SCIENCE
Updated 10/1/21

Description: Youth will learn information about weather and climate science.
State Fair Entries: 3 per county; one per level
Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:
Beginner (grades 3-5 suggested)
Create an educational poster, notebook or display about any manual activity or on any weather and climate topic of choice that is age/grade appropriate.

Intermediate (grades 6-8 suggested)
Create an educational poster, notebook or display about any manual activity or on any weather and climate topic of choice that is age/grade appropriate.

Advanced (grades 9-12 suggested)
Create an educational poster, notebook or display about any manual activity or on any weather and climate topic of choice that is age/grade appropriate. Youth can also design and complete an independent study activity.

WILDIFE
Updated 10-1-2021

Description: This project helps youth learn to identify wildlife, basic wildlife needs, and how wildlife interacts with other wildlife and people.

State Fair Entries: 3 per county; one per level

Exhibit Guidelines: 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 way references are listed.

Posters are to be 22"x28" and displayed horizontally and placed in a clear plastic sleeve or covered with clear plastic to protect contents. Display boards should be designed to sit on a table using no more than 36" of tabletop space. Space should be left in the lower right-hand corner to place an exhibit tag provided by Purdue Extension staff.

Judges evaluating exhibits should recognize individual differences and creativity, therefore using information in this document as a guide rather than a requirement.

Exhibit Class Guidelines:

Beginner (grades 3-5 suggested)
Create an educational poster, notebook or display about any manual activity or on any wildlife topic of choice that is age/grade appropriate.

Intermediate (grades 6-8 suggested)
Create an educational poster, notebook or display about any manual activity or on any wildlife topic of choice that is age/grade appropriate.

Advanced (grades 9-12 suggested)
Create an educational poster, notebook or display about any manual activity or on any wildlife topic of choice that is age/grade appropriate. Youth can also design and complete an independent study activity

JUDGING PHILOSOPHY

MESSAGE TO 4-H PARENTS AND LEADERS:
Each child is an individual of utmost importance. Keeping this in mind, the parent and leader should try to make 4-H a positive learning experience. Part of this experience is the 4-H exhibit. The 4-H exhibit is not an end in itself, nor does it measure all the learning that takes place in the 4-H project. The exhibit is only one measure of success. Self-recognition, self-satisfaction, and the learning from completing the project are important rewards.

1. Discuss the purpose of judging with the 4-H'ers:
   a. To evaluate the exhibit which is an example of the child's work.
   b. To help each member see the progress that he/she has made and put judging results in perspective.
2. Help the child set realistic goals for himself/herself according to his/her own age and experience.
3. Be sure that your goals for the child are in line with his/her own age and experience.
4. Recognize good work. Give constructive criticism.
5. Be familiar with the guidelines criteria of the 4-H project that is to be judged.
6. Be familiar with several methods of accomplishing the desired result.
7. Stress that judging comments can be helpful, but they are only one person's evaluation.
8. In competition, avoid over-emphasis of the winner. Help the child accept the results of the competition and realize everyone is a winner through his/her own accomplishments.

MESSAGE TO THE 4-H'er:

Judging is a learning experience. From it, you can learn what you did well and how you can improve. An exhibit does not measure all you have learned, but it is an example showing what you have done.

1. Learn good sportsmanship.
2. Accept constructive criticism, and learn from it.
3. Remember, judging comments can be helpful, but they are only one person's evaluation.
4. Realize people sometimes make mistakes.

MARTIN COUNTY GENERAL INFORMATION

1. To receive the full 4-H participation experience, enrollment is encouraged to be completed online at v2.4Honline.com with enrollment fee paid by January 15th each year. However, enrollment may occur at any time throughout the Program Year to access various opportunities as long as within the timelines of specific opportunities.
2. Communication is sent weekly via the Broadcast e-mail system to the email address(es) families enter into v2.4honline.com when enrollment is completed. We encourage reading these to stay aware of opportunities and deadlines for the best experience.
3. First year, typically 3rd grade, members are encouraged to take a reasonable number of projects.
4. Livestock Projects, such as beef, dairy, goat, sheep, ducks, rabbits, and chickens & swine are to be considered each one project. You may take more than one animal in each specie up to the specific project limits. The companion animals, such as Cat, Dog, & Horse & Pony will each be considered as one project also, following their own designated rules.
5. To exhibit a project at the fair you MUST be enrolled in that project **in 4Honline and be entered into FairEntry by June 20th.** If you are unsure where your project goes in 4Honline and/or FairEntry, please call the Extension Office! Switching classes at fair for judging is not an option.
6. The Martin County Extension Service or the Martin County 4-H Council cannot be responsible for your 4-H exhibit or proper entry. There will be someone in the exhibit hall when the buildings are open for viewing and we will do our best to help take care of your exhibit. In case of damages or loss, we will not be responsible.

7. Project release times will be announced just before or at fair time. Exhibits and premiums must be picked up at the time specified. After this date if projects/premiums are not picked up, contact the Extension Office to arrange to pick up the projects.
8. Pick up of items, including projects, awards, prizes or other miscellaneous items, are the responsibility of the 4-Her. Items left after 30 days may be repurposed, disposed of, or redeposited and thereby forfeited by the 4-Her.
9. Ribbons will be awarded on the decision of the judges via the Danish system, which includes blue, red, and white. The decision of the judges will be final. Green participation ribbons or will be awarded for late entries with the highest placing being blue.
10. Premiums are: NON-LIVESTOCK PROJECTS: Blue - $1.00, Red - $.75, White $.50. Premium money can be picked up at project release as long as all requirements have been met, including completion of thank you cards and participation at activities.
11. Completion of thank you cards to award sponsors are to be completed by 4-H recipients prior to premium money release.
12. Project tags will be available as quickly as possible after FairEntry closes, typically 5 business days after FairEntry closes. Members may receive their project tags from The Extension Office or it is encouraged for Club Leaders to coordinate with the Extensions Office to hand out the project tags at Club Meetings.
13. It is the responsibility of each 4-H member to ensure their project exhibition, county and state, includes every component for exhibition. (ie: Craft Card, Record Sheet, Skills list)
14. Judge discretion on the number of exhibits chosen to exhibit at the Indiana State Fair up to the maximum number.
15. Some projects are able to exhibit at the Indiana State Fair without qualification at the county level. See exhibitorscorner.indianastatefair.com.

GENERAL 4-H EXHIBIT DETAILS

1. All poster exhibits must be 22"x28" displayed horizontally and have a stiff backing and be covered with clear cellophane or plastic unless otherwise stated in project requirements.
2. All posters, notebooks, and display boards should 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. **Judges are provided the same guidelines for projects as posted for exhibitors.**
3. All pictures and wall hangings, etc. SHOULD be ready for hanging. Use strong hangers (not coke tabs) attached with rails or screws (not glue or tape).

Fair Entry labels, printed by the Extension Office staff based on the details entered by the exhibitor, are to be attached securely as described below. There may be specific other instructions for certain projects. See individual project guidelines for these instructions.

ATTACHING LABELS SUGGESTIONS

Follow project exhibit guidelines.
Posters: apply to lower right corner and place label on the ***outside*** of the plastic.
Fine Arts **-** place in lower right corner of item. It should not extend past frame when folded flat.
Arts & Crafts - attach in a readily visible position. A suggestion for candles is to glue or nail candle to a card- board or block of wood. For Rug Hook projects use a large safety pin to secure to the exhibit in lower right corner.
Aerospace - punch hole in top left corner of label and attach with string.

Needle Craft - attach in the lower right corner area of exhibit. If you feel it will in any way damage your exhibit, fasten securely in another way, perhaps with a safety pin.

Foods - bags with twist ties or zip-lock, or plastic wrap should cover food products. **Remember your recipe cards**.

Cake Decorating - do not wrap decorated cakes.

Sewing, Wearable - apply top portion of label on hemline on left side as you wear the garment. To ensure that it won't fall off please pin.

Foods- label your container and lid with grease pencil. Put your container in a clear plastic bag. Place the label inside the bag and seal it closed. For preserved goods, stick label to side of jar in the center.

Electric - attach label in a readily visible position. For first year electric members, be sure to indicate on your circuit board either parallel or series wiring. (Label makers are good for this.)

4-H Sample poster
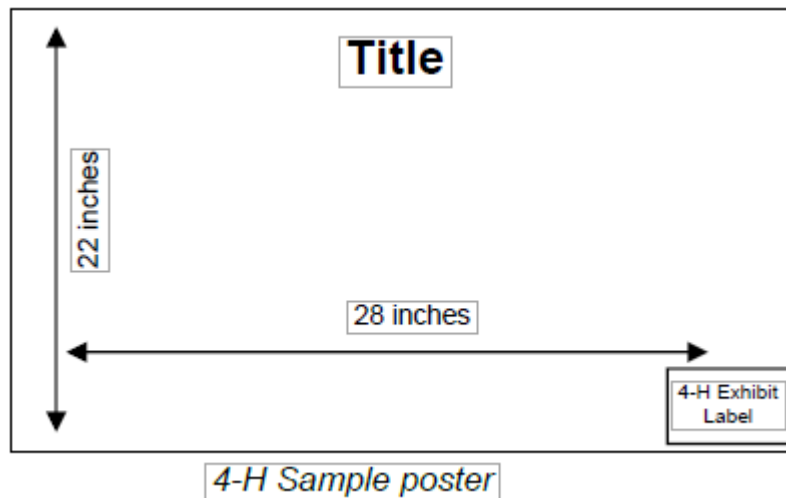
Floriculture - attach label in a readily visible position. Where feasible, place in lower right corner. If your exhibit contains more than one piece, please make sure all pieces are labeled. If you feel that it will in any way damage your exhibit, fasten it securely in another way.

Notebook Projects - affix in lower right corner of book.

Garden Projects - attach to lower right corner outside the tray used to hold your produce. Garden members, please read the specific instructions under the Garden project guidelines regarding the way your produce is to be exhibited.

Communication & Expressive Arts: If it is a project with a craft card: **Remember your craft card.**

1. 4-H Exhibitors may receive clipping and grooming assistance from members of their immediate family (father, mother and siblings), from a current Indiana 4-H member, and from individuals certified in the Approved Animal Assistance Program by June 20.
2. If a 4-Her's animal dies after the May 15th deadline and they don't have any other animals entered for the Fair in that species, or circumstances beyond the 4-Her's control prevent them from exhibiting their animal at the Fair, they can request permission from 4-H Council to exhibit a poster to complete their project or offer another alternative for 4-H Council consideration.
3. Each exhibitor will have to furnish his own feed and bedding.
4. Animal conditions must be habitable as determined by Superintendent of Livestock Committee.
5. Each exhibitor will have to feed and care for his own stock.
6. Each exhibitor will be required to keep his own pen or stall clean, at a minimum, daily.
7. Pens and stalls will be inspected daily.
8. Fans must be hanging so they are blowing south for beef and hog barns.

9. False switches and the use of artificial hair are prohibited. Only natural hair growing in its original location will be permitted.
10. Livestock & Companion Animal Exhibitors must wear appropriate clothing during shows, auction, and photographs. Appropriate clothing will be: polo/golf style shirts; cotton button-up shirts; plain (no printing or logos) or 4-H T-Shirts (tucked in). Pants; and clean closed-toe tennis shoes, boots or work shoes.
11. Attire NOT allowed: hats, halter or tube tops, shorts (shorts are defined as any trousers not long enough to touch the top of the shoes when worn around the waist), see-through material, open toe or "sling back" shoes, sandals, or mules. This dress code affects all Martin County 4-H Livestock and Companion Animal exhibitors.
12. Livestock are to be in their pens from 6-9 pm. Horse and Pony can be in designated areas during this time.
13. Animals should stay in their own species designated barn/area unless part of a safe exercise appropriate time and location.
14. The 4-H member must show his or her own livestock, except in case of sickness, or in case of emergency or an approved situation by the Youth Educator and the Livestock Committee. If a 4-H member has more than one animal in a class another 4-H member must show the animal, unless it is a species that specifically restricts the number of entries per exhibitor per class to one.
15. Advertisement, insignia on 4-H exhibitor's clothing while showing their animals is prohibited.
16. No intact males for cattle, swine, sheep, and goats.

17. All Livestock exhibitors must be present for 4-H grounds set-up and clean-up. If a 4-H member does not appear for these events, a 5% deduction per activity will be taken from their auction proceeds. (5% for set-up, 5% for clean-up, in addition to the 10% for administrative fees.) If there is a reasonable conflict, it is the 4-Hers responsibility to arrange pre-event with the superintendent or Educator.
18. No pumping, tubing, administering of any drug or steroid to any animal in 4-H shows. No drenching; except products approved for livestock use, such as electrolytes or feed additives for animals will be allowed. Methods for delivery of electrolytes or feed additives should be administered according to manufacturer's directions.
19. No alcoholic beverages or tobacco products are allowed at the 4-H Fairgrounds including in the livestock barns or horse barn at any time or during any 4-H event.

4-H LIVESTOCK PREMIUM AUCTION
Superintendent of Livestock Committee: Abbey Lindsey

1. Any 4-H Exhibitor of the following projects will be allowed to participate in the 4-H Auction: Beef, Dairy, Goats, Poultry, Rabbits, Sheep and Swine.
2. A 4-H exhibitor may only participate in the auction one time per 4-H year.
3. Auction is for regular 4-H members, not mini 4-H members.
4. 4-Hers must declare which species they will take through the auction at weigh-in at the beginning of the Fair by submitting their Auction Participation Card. Members can change their selection if the 4-H exhibitor is awarded a grand champion, reserve grand champion, or champion in any species. All 4honline & FairEntry requirements are due in alignment with publicized deadlines for eligibility to participate in the auction.
5. Any auction entry change due to the above winning must be indicated **immediately** after each respective show and is the responsibility of the exhibitor to notify the Livestock Committee Chair and Educator.
6. Administrative fee of 10% will be subtracted from the premium of each livestock check.

7. The order of the sale will be as follows: Grand Champions, Reserve Grand Champions, 10 Year Livestock Members, and the remainder of the sale order will be determined by the auction committee.
8. The bidding process will be in whole dollars.
9. 4- H animals offered for sale through the 4-H Livestock Auction are ineligible for 4-H exhibition at the Indiana State Fair.
10. 4-H Livestock sold or purchased privately or offered for sale at public auction after the respective official county livestock enrollment deadline will not be eligible to show.
11. Selling of ribbons or any item in place of an animal to be auctioned is strictly prohibited.
12. All 4-H'ers should sell their own animal at the auction or a penalty of 10% of the auction fee will be assessed for those that do not sell their own animal. Members should present their animals appropriately for Auction and must be present at the time of the auction to handle their animals in the sale ring. No substituting, unless pre-approved by 4-H Council and Educator.
13. The 4-H'er is responsible for thanking the buyer(s) for their support of the auction.
14. It is the 4-H'ers responsibility to assure that a picture is provided for auction purposes and provided to the Extension Office at heldd@purdue.edu and jone2589@purdue.edu
    no later than two hours after the respective species' show.
15. The Auction Committee reserves the right to make any needed adjustments to the above rules deemed necessary to carry out a successful auction. All such adjustments must be cleared by the Youth Educator, 4-H Council President, and the Auction Committee Chairman.

MASTER SHOWMANSHIP FOR BEEF, GOATS, SHEEP, & SWINE

Superintendent: respective to each species

1. Contest to be held the day of the respective shows.
2. Open to all 4-H Livestock Exhibitors in accordance with species, age and qualification into class.
3. Each 4-H'er is permitted to use only one of the animals entered in their name for showmanship competition.
4. These showmanship classes will be divided:

    - JUNIOR: Grades 3, 4, 5 in the current year.
    - INTERMEDIATE: Grades 6, 7, 8 in the current year.
    - SENIOR: Grades 9, 10, 11, 12 in the current year.

Master Showmanship: This is a showmanship class for champion exhibitors, junior, intermediate and senior showing together. This "Master" showmanship class can be won repeatedly. First, second, and third place rosette ribbons will be awarded in each division.

OUTSTANDING LIVESTOCK EXHIBITOR

Superintendent: Abbey Lindsey

1. Outstanding Livestock Exhibitor is an award given to a livestock exhibitor that has accumulated the overall highest livestock project point total during the current 4-H Fair.
2. Points are earned for: Number of livestock species exhibited, Grand Champion, Reserve Grand Champion, Champions, class winners, and showmanship.
3. Livestock species included: Cattle, Goats, Sheep, Swine, Poultry & Rabbits.
4. Supreme Showmanship does not count towards the point total.
5. In the event of a tie, a co-award will be given to the two individuals with the highest point total.

6. Efforts will be made to award the Outstanding Livestock Exhibitor on Tuesday evening of the fair in conjunction with the Livestock Auction.

For exhibiting in the projects, awarded points are awarded: (Example: If Cattle and Sheep are exhibited: 10 points are awarded.)

First Species	5 Points
Second Species	5 Points
Third Species	5 Points
Fourth Species	5 Points
Fifth Species	5 Points
Sixth Species	5 Points

For being recognized with accomplishment in the projects, points are awarded:

Grand Champion	5 Points
Reserve Grand Champion	3 Points
Champion	2 Points
Class Winner	1 Point

The exhibitor is awarded points also on how they perform in showmanship. In the showmanship division and master showmanship, the points are as follow:

First Place	5 Points
Second Place	3 Points
Third Place	1 Point

Both the exhibitor's original division points and subsequent placement in masters are added. Example: Junior champion & Master champion is a total of 10 points.

SUPREME SHOWMANSHIP CATTLE, GOATS, SHEEP & SWINE

Co-Superintendents: Kenadi Rumble & Rhonda Rumble

The Master Exhibitor and first runner-up in will compete against each other for the Martin County 4-H Supreme Showmanship Champion & Reserve Champion. Supreme Showmanship will have a maximum of eight contestants. The top exhibitor will be declared Martin County 4-H Supreme Showman. This can be won repeatedly.

1. Contest will begin promptly at designated time with participants to report to the west side of the livestock arena next to the announcers stand at ten minutes prior to start time.
2. The four species to be shown are - Cattle, Swine, Goats, and Sheep. Order will be shared prior to the contest.
3. Contestants are required to bring their own supplies/equipment needed to show each of the four species. This equipment will be kept on the south wall behind the assigned exhibitor's chair.
4. Contestants will be provided a chair, water, and a wash cloth to be used for the duration of the contest between species
5. Once the contest has begun, each contestant must remain within the seating area provided without further contact with others until dismissed at the completion of the contest. This is to provide exclusive attention to the contest and the judges. If special accommodations need considered please inform the Educator and/or the Supreme Superintendents at least an hour prior to the contest
6. The contestant numbers will be selected at random
7. The animals will be assigned a number prior to the contest and the contestant will utilize the animal assigned their number (this excludes swine).
8. Animals will be selected by the Supreme Superintendents and all efforts will be made to exclude animals owned by the contestants or associated parties.
9. There will be one, two or three judges utilized for the contest with one judge being the lead judge on each species. This judge will be announced at the beginning of the species.
10. Each contestant may pick up their score card at the completion of results. Score card will only be released to the contestant.

A point system will be used to determine Supreme Champion:

1st place = 1 point, 2nd place = 2 points, etc. in each species competition.

Low score wins

1st tie breaker – most 1st place finishes

2nd tie breaker – Judge determined

Livestock Quality Assurance Program

The Indiana 4-H Quality Livestock Care or Youth Quality Care of Animals completion by June 20th is required for all harvest animal species exhibition. To exhibit beef, cattle, dairy cattle, swine, sheep, meat goats, dairy goats, poultry, and rabbits, 4-H members must be certified annually through an approved Quality Assurance Program.

These are annual programs that can be completed via in-person trainings or online.

Option 1: The Indiana 4-H Quality of Livestock Care Program: please contact The Extension Office. Members may attend a QLC through any Purdue Extension Educator.

Option 2; YQCA is available at www.yqcaprogram.org. Purdue Extension cannot access your YQCA information and you must provide verification of attendance and completion if this is the option you use by June 20th.

This is a requirement, and an important educational opportunity for 4-H livestock members and part of the bigger livestock industry. Making this an exhibition rule is how we are ensuring that 4-H members learn about quality assurance, but it really has nothing to do with animal exhibition. The real reason we are requiring this this is so youth learn best management practices with their animals. The goals of having 4-H members complete the Quality Assurance program include ensuring that
- Youth will be more prepared to be ambassadors for animal agriculture in their role as youth livestock exhibitors.
- Animals from youth livestock programs are treated with the utmost care.
- 4-H members are contributing to a safe, wholesome food supply.

STATE FAIR TICKETS

State Fair ticket availability from year to year can vary and based on State Fair ticket distribution and is not guaranteed. When tickets are available:
1. All 4-H'ers whose projects are chosen as State Fair winners will be eligible to receive *two (2)* tickets to the Indiana State Fair.
2. All 4-H Club Leaders, Council Members, and Committee Members are eligible to receive *one (1)* ticket to the Indiana State Fair.
3. All other persons wishing to obtain Indiana State Fair tickets should purchase them from an agency authorized to sell State Fair tickets. In the event that additional tickets are available, those will be distributed with limitation and based upon 4-H involvement and as overseen by the Martin County CED and Youth Educator.

2024 Indiana 4-H Animal Identification

The following table lists the different animal species and the respective form of identification that is required for a 4-H member to be eligible to show in the 4-H livestock shows at the 2024 Indiana State Fair. The animal ID information must be entered in the Indiana 4-H Online enrollment system by the respective deadlines. Missing, incomplete or incorrect animal ID information could result in state fair ineligibility for that particular animal.

	For State Fair	Max # to Enroll	Deadline
Beef and Dairy Beef Steers	840-RFID Tag **and** 5-digit County Tag **and** DNA Hair Sample	10 Total steers	May 15
Commercial and Market Heifers and Dairy Feeder	840-RFID Tag **and** 5-digit County Tag **and** DNA Hair Sample	10 total	May 15
Beef, Registered Heifers	840-RFID tag **and** Tattoo **and** DNA Hair Sample	10 total heifers	May 15
Dairy Cattle	840-RFID tag **and** animal's registered name and registration number (or dam's registration number) **and DNA Hair Sample**	40 total	May 15
Dairy Goat Females, Registered	Breed Registry Tattoo	40 dairy goats total	May 15
Wethers	5-digit County Tag **or** Tattoo		
Meat Goat Wethers	840-RFID Tag **and** 5-digitCounty Tag **and** DNA Hair Sample		May 15
Boer Goat Females, Registered	Breed Registry Tattoo **and** DNA Hair Sample	40 meat goats total	May 15
Market Goat Does (Wether Dams)	840-RFID Tag **and** 5-digit County Tag **and** DNA Hair Sample		May 15
Pygmy Goats **Registered**	Breed Registry Tattoo **or** Microchip that Matches Registration Papers	40 total	May 15
Unregistered	Official USDA Scrapie Tag **or** Official Scrapie Tattoo		
Horses and Pony	Two Color Pictures	20 total	May 15
Llama and Alpaca	Two Color Pictures	20 total	May 15
Sheep **Market Lambs**	840-RFID Tag **and** 5-digit County Tag **and** DNA Hair Sample		May 15
Commercial Ewes	840-RFID Tag **and** 5-digit County Tag/or official scrapies tag **and** DNA Hair Sample	30 sheep total	
Registered Ewes	840-RFID Tag **and** ID that matches registration Papers **and** DNA Hair Sample		
Swine	840-RFID Tag **and** Ear Notch **and** DNA Hair Sample	15 Gilts 15 Barrows	May 15

ANIMAL HEALTH REQUIREMENTS FOR EXHIBITION OF DOMESTIC ANIMALS IN INDIANA 2023

This document describes the Indiana State Board of Animal Health's (BOAH) requirements for all animal exhibitions in the state. However, exhibition organizers may impose additional requirements as a condition of exhibition. **BOAH recommends contacting the exhibition organizer for specific information about requirements for each event.**

Please call the Indiana State Board of Animal at (317) 544-2400 with questions concerning exhibition requirements in Indiana.

GENERAL REQUIREMENTS FOR ALL SPECIES

A. Limitations on Exhibition

This section describes limitations on exhibiting animals in Indiana. Other exhibition limitations may be described in the species-specific requirements that follow.

1. Failure to meet all animal health requirements will result in removal of animals from the exhibition premises.

2. The following animals are not eligible for exhibition in Indiana:

    a. Animals that originate from a herd that is under quarantine.
    b. An animal prohibited from exhibition under any law or order.
    c. Any animal classified as a brucellosis "suspect".
    d. Animals showing signs of any infectious or communicable disease or that are a health hazard to people or other animals.
    e. Any animal that does not meet state animal health requirements.

3. Any animal that develops or shows signs of any infectious or communicable disease during exhibition must be removed from the premises, including the surrounding exhibition grounds. An owner who is disputing the exclusion of his/her animal(s) from exhibition may not exhibit the animal in question pending any appeal.

4. The State Veterinarian is authorized to make the final determination as to an animal's eligibility for exhibition. The state veterinarian may order removal of any animal from the exhibition grounds.

5. Exhibition organizers may impose health requirements in addition to those prescribed by BOAH. Added requirements may not contradict requirements imposed by BOAH.

6. Exhibition organizers may have a licensed and accredited veterinarian review animals and animal health documentation during the exhibition.

GENERAL REQUIREMENTS FOR ALL SPECIES

B. Certificates of Veterinary Inspection

1. **For animals located within Indiana,** a certificate of veterinary inspection (commonly known as a "health paper") is not required by BOAH for exhibition. Contact the exhibition organizer to determine if a certificate of veterinary inspection (CVI) is necessary to meet the organizers exhibition requirements.

2. For animals located outside of Indiana, the exhibitor must have a properly completed CVI for all animals prior to entry. This requirement applies to all domestic animals (except fish and poultry).
   a. CVIs must be completed by a licensed and accredited veterinarian who has personally inspected the animals.
   b. A CVI for any animal is valid for 30 days from the date it is issued by a licensed and accredited veterinarian. NOTE: Animal(s) must be inspected by a licensed and accredited veterinarian no more than ten days prior to the date in which the CVI is issued.
   c. CVIs must clearly include a description of each animal including the age, sex, and breed of the animal, and the official individual identification.
   d. CVIs must accompany the animal while on the exhibition premises. i. CVIs can be made available in their original format (i.e., digital, or physical copy)

C. Pre-Entry Movement Permit

1. **For swine and cattle located <u>within</u> of Indiana,** a pre-entry movement permit is not required.

2. **For swine and cattle located <u>outside</u> of Indiana,** a pre-entry movement permit is **<u>not required</u>** when an **<u>electronic</u>** certificate of veterinary inspection is issued.

3. **For swine and cattle located <u>outside</u> of Indiana,** a pre-entry movement permit **is required** when a **<u>paper</u>** certificate of veterinary inspection is issued.

   a. The 2023 Indiana State Fair pre-entry movement permit number is **"INSF23"** and must be noted on all **<u>paper</u>** certificates of veterinary inspection.

4. **For farm raised cervids located outside of Indiana,** a BOAH approved pre-entry movement permit number must be noted on the certificate of veterinary inspection. Permit applications are available online at: www.in.gov/boah/speciesinformation/cervids-deer-elk/

a. The pre-entry movement permit application must be received by BOAH at least 5 business days before moving into Indiana.

b. The Indiana State Board of Animal Health must authorize any proposed movements prior to entry into the State.

D. Indiana State Fairgrounds

1. The Federal Premises Identification Number for the Indiana State Fairgrounds that should be recorded on all associated CVIs is: **00C6T69**

2. The physical address for the Indiana State Fairgrounds that should be recorded on all associated CVIs is: **1202 E 38th St, Indianapolis, IN 46205**

E. Identification

All exhibition animals must be permanently and individually identified unless otherwise noted. Official ear tags are tags approved by the USDA that bear the US shield. All official identification and any additional identification devices should be recorded on the certificate of veterinary inspection.

F. Testing

1. All tests required for exhibition must be conducted at the Animal Disease Diagnostic Laboratory (ADDL) at Purdue University, a laboratory approved by the Indiana State Board of Animal Health, or a state or federal-approved laboratory.

2. All animals, including Indiana animals, that are to be offered for sale to out of state buyers should have the necessary testing completed prior to the sale date. The destination state should be contacted to ensure all pre-entry movement requirements are met prior to the planned movement. www.in.gov/boah/movements-out-of-indiana/

SPECIES SPECIFC REQUIREMENTS

A. Cattle

For more information on cattle health requirements, call the Indiana State Board of Animal Health at (317) 544-2400 or visit BOAH's website at: www.in.gov/boah/speciesinformation/cattle-sheep-and-other-ruminants/cattle-dairy-and-beef/

1. **SEE GENERAL REQUIREMENTS FOR ALL SPECIES**

2. Identification (**ONE** of the following)
   a. 840 tags

• May or may not be an RFID (radio frequency device)
• 15 digits, beginning with "840," with US shield

    b. NUES (brite) tags
        • National Uniform Ear Tagging System
        • Steel or plastic acceptable, with US shield

    c. Official USDA Program tags
        • Orange calfhood vaccination tags, with US shield

  3. Testing

    a. Cattle located within Indiana do not need a brucellosis test or a tuberculosis test for exhibition in Indiana.

    b. Cattle located outside of Indiana do not need a brucellosis test or a tuberculosis test for exhibition in Indiana as long as the state of origin is classified as brucellosis free AND tuberculosis free by the USDA.
        • Cattle from states that are NOT designated as free by the USDA must meet additional requirements for entry into Indiana. Contact the Indiana State Board of Animal Health for specific information.

B. Swine

For more information on swine health requirements, call the Indiana State Board of Animal Health at (317) 554-2400 or visit BOAH's website at:
www.in.gov/boah/speciesinformation/swinepigs/

1. **SEE GENERAL REQUIREMENTS FOR ALL SPECIES**

2. Identification (**ONE** of the following)

    a. 840 tags
        • May or may not be an RFID (radio frequency device)
        • 15 digits, beginning with "840," with US shield

    b. NUES (brite) tags
        • National Uniform Ear Tagging System
        • Steel or plastic acceptable, with US shield

    c. Official Premises ID Number ("PIN") tag
        • Official PIN tags MUST include a premises number and unique animal ID imprinted by the manufacturer. (Standard PIN tags usually do not include an individual ID number; therefore, owners need to specify when ordering.)

    d. Ear notch

• Ear notch must be recorded in the book of record of a purebred registry association.

    e. Tattoo
        • Tattoo must be registered with a swine registry association.

3. Testing

    a. **Swine located <u>within</u> Indiana** do not need a brucellosis test or a pseudorabies test for exhibition in Indiana.

    b. **Swine located <u>outside</u> of Indiana** do not need a brucellosis test or pseudorabies test as long as the state of origin is classified as brucellosis **AND** pseudorabies free by the USDA.

C. Sheep and Goats

For more information on sheep and goat health requirements, call the Indiana State Board of Animal Health (317) 544-2400 or visit BOAH's website at:
www.in.gov/boah/speciesinformation/cattle-sheep-and-other-ruminants/sheep-and-goats/

    1. **SEE GENERAL REQUIREMENTS FOR ALL SPECIES**

    2. Identification (**ONE** of the following)

        a. Official Scrapie identification tag, with US shield

        b. Official Scrapie tattoo
            • Must begin with the state postal code along with a unique individual animal ID number

        c. Registration tattoo
            • Tattoo must be noted on the registration paper and accompany the animal

        d. Registration microchip
            • Electronic implant must be noted on the registration paper and accompany the animal

NOTE: Wethers younger than 18 months of age must bear a unique and permanent form of identification.

    3. Testing - No testing is required on any sheep or goat for exhibition in Indiana.

D. Horses

For more information on horse health requirements, call the Indiana State Board of Animal Health at (317) 544-2400 or visit BOAH's website at: www.in.gov/boah/speciesinformation/equinehorses/

NOTE: Indiana State 4-H may impose vaccination requirements for horse show participants beyond the minimum requirements of the Indiana State Board of Animal Health. Contact your local 4-H Purdue Extension educator for these additional requirements.

1. **SEE GENERAL REQUIREMENTS FOR ALL SPECIES**

2. Identification (**ONE** of the following)
   a. Physical description of the animal including: name, age, breed, color, gender, distinctive markings, cowlicks, scars, blemishes, biometric measures, brands, tattoos, etc.

   b. Digital photographs sufficient to identify the individual animal

   c. ISO-compliant electronic implant (microchip)

3. Testing

   a. **Horses located <u>within</u> Indiana** do not need an equine infectious anemia (EIA, Coggins) test for exhibition in Indiana.

   b. **Horses located <u>outside</u> of Indiana** must meet the following requirements prior to entering Indiana:
   • Each horse must test negative for EIA within 12 months of the date of exhibition. Each horse must be accompanied by an official certificate of veterinary inspection that indicates the date and results of the EIA test.

   NOTE: Suckling foals that are accompanied by their dam, when the dam has tested negative for EIA within the last twelve months, are exempt from the EIA testing requirement.

E. Llamas/Alpacas (Camelids)

For more information on llama/alpaca health requirements call the Indiana State Board of Animal Health at (317) 544-2400 or visit BOAH's website at: www.in.gov/boah/speciesinformation/cattle-sheep-and-other-ruminants/camelids/camelid-entry-requirements/

1. **SEE GENERAL REQUIREMENTS FOR ALL SPECIES**

2. Identification (**ONE** of the following)

a. Physical description of the animal including: name, age, breed, color, gender, distinctive markings, cowlicks, scars, blemishes, biometric measures, etc.

b. Digital photographs sufficient to identify the individual animal

c. Official ear tag d. Tattoo e. ISO-compliant electronic implant (microchip)

3. Testing - No testing is required on any llamas or alpacas (camelid) for exhibition in Indiana.

F. Poultry

For more information on poultry health requirements, call the Indiana State Board of Animal Health at (317) 544-2400 or visit BOAH's website at:
www.in.gov/boah/speciesinformation/avianbirds/

Indiana defines poultry as: chickens, turkeys, ostriches, emus, rheas, cassowaries, waterfowl (domesticated fowl that normally swim, such as ducks, geese and swans), and game birds (domesticated fowl such as pheasants, pea fowl, partridge, quail, grouse, and guineas) but NOT doves and pigeons.

1. SEE GENERAL REQUIREMENTS FOR ALL SPECIES

2. Identification - No individual identification is required on any poultry for exhibition in Indiana.

3. Testing All poultry presented for exhibition, except waterfowl, must meet ONE of the following requirements:

a. Test negative for pullorum-typhoid within 90 days prior to the date of the exhibition.

b. Hatched from eggs that originate from a certified NPIP pullorum-typhoid clean parent flock.

c. Originate from a flock that is certified NPIP pullorum-typhoid clean.

G. Farm Raised Cervids

For more information on farm raised cervid health requirements call the Indiana State Board of Animal Health at (317) 544-2400 or visit BOAH's website at:
www.in.gov/boah/speciesinformation/cervids-deer-elk/

1. **SEE GENERAL REQUIREMENTS FOR ALL SPECIES**

2. Identification – Farm raised cervids must be identified with an **official ear tag** containing the US shield **AND** one of the following:

a. Tattoo

b. ISO-compliant electronic implant (microchip)

c. Farm/Management ear tag

3. Testing

a. **Farm raised cervids located <u>within</u> Indiana**, 12 months of age and older that are to be exhibited in Indiana must meet ONE of the following tuberculosis testing requirements: • Test negative for tuberculosis within 90 days prior to the date of the exhibition. • Originate from a herd that is accredited under a state tuberculosis accreditation program. 345 IAC 2.5-5-4. • From a herd that meets other herd testing standard described in 345 IAC 2.5-5-3(1).

b. Farm raised cervids located within Indiana, that are from a species known to be susceptible to chronic wasting disease (CWD), that are to be exhibited in Indiana must originate from a Certified CWD program herd defined under Indiana requirements 345 IAC 2-7-4.

c. Farm raised cervids located outside of Indiana must be from a CWD nonsusceptible species (i.e. fallow deer) AND meet one of the following requirements as outlined in 345 IAC 1-3-29:

  • Originate from a tuberculosis free accredited herd.
  • Have two tuberculosis tests, 90 days apart, with the last test within 90 days of entry to Indiana.

H. Dogs

For more information on dog health requirements, call the Indiana State Board of Animal Health at (317) 544-2400 or visit BOAH's website at: www.in.gov/boah/speciesinformation/companion-animals-dogs-cats/

NOTE: Indiana State 4-H may impose vaccination requirements for dog show participants beyond the minimum requirements of the Indiana State Board of Animal Health. Contact your local 4-H Purdue Extension educator for these additional requirements.

1. **SEE GENERAL REQUIREMENTS FOR ALL SPECIES**

2. Identification - Physical description sufficient to identify the individual animal.

3. Vaccination

a. All dogs 3 months of age and older must be vaccinated for rabies by a licensed and accredited veterinarian in accordance with the state rabies vaccination law.

b. A certificate of vaccination or other statement, signed by a licensed and accredited veterinarian, that indicates the vaccinations each animal has been given must accompany the animal to the exhibition.

c. A certificate of veterinary inspection may be used to document vaccinations.

I. Cats

For more information on cat health requirements, call the Indiana State Board of Animal Health at (317) 544-2400 or visit BOAH's website at: www.in.gov/boah/speciesinformation/companion-animals-dogs-cats/

NOTE: Indiana State 4-H may impose vaccination requirements for cat show participants beyond the minimum requirements of the Indiana State Board of Animal Health. Contact your local 4-H Purdue Extension educator for these additional requirements.

4. SEE GENERAL REQUIREMENTS FOR ALL SPECIES

5. Identification - Physical description sufficient to identify the individual animal.

6. Vaccination

a. All cats 3 months of age and older must be vaccinated for rabies by a licensed and accredited veterinarian in accordance with the state rabies vaccination law.

b. A certificate of vaccination or other statement, signed by a licensed and accredited veterinarian, that indicates the vaccinations each animal has been given must accompany the animal to the exhibition.

c. A certificate of veterinary inspection may be used to document vaccinations.

1.1 THE INDIANA 4-H PROGRAM PHILOSOPHY AND EXPECTATIONS

The Indiana 4-H Youth Development program serves the youth of Indiana by providing a strong educational youth development program. This program delivers educational experiences in a variety of settings. Caring, capable and contributing adults assist in the 4-H program as role models for youth. The rich heritage of the 4-H Program is one to be valued and passed along to future generations.

The Indiana 4-H Youth Policies and Procedures includes certain standards and guidelines to assure that 4-H is a positive youth development program. Legal authority for the 4-H Program rests with the Director of the Cooperative Extension Service at Purdue University. No county 4-H policy may conflict with state 4-H policy or with federal guidelines and requirements. County 4-H policy is guided by the county 4-H policy making or governing board (i.e., 4-H Council) as provided by the Indiana 4-H Youth Development program.

It is the policy of 4-H to be an inclusive organization. No county policy or practice should be used to arbitrarily exclude youth from either membership or participation. Youth should participate in 4-H Youth Development opportunities at levels and times that best suit the youth's development.

Volunteers and Extension Educators may not require youth to attend 4-H club meetings in order to complete 4-H or exhibit their work unless a safety meeting required at the state level is required for the project.

1.2 4-H MISSION AND VISION STATEMENTS

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.

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

1.3 POSITIVE YOUTH DEVELOPMENT

What is Positive Youth Development?

Positive youth development occurs from an intentional process that promotes positive outcomes for young people by providing opportunities, relationships, and the support to fully participate. Youth development takes place in families, peer groups, schools, neighborhoods, and communities.

The Interagency Working Group on Youth Programs, a collaboration of 21 federal departments and agencies that support youth, created the following definition of positive youth development (PYD):

"PYD is an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people's strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive youth relationships, and furnishing the support needed to build on their leadership strengths."

1.4 4-H PLEDGE

The pledge tells what 4-H is about. The 4-H goal is the four-fold development of youth: Head, Heart, Hands and Health. The pledge was adopted by the delegates of the 1927 National 4-H Club Camp in Washington, D.C. State club leaders voted for and adopted the pledge for universal use. The phrase "and my world" was added in 1973. The saying of the pledge has a prominent place in 4-H activities, at regular 4-H meetings, achievement days and other club events.

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.

1.5 MOTTO

The 4-H motto, "To Make the Best Better", is intended to inspire young people to continue to learn and grow, to make their best efforts better through participating in educational experiences.

1.6 COLORS

The 4-H colors are green and white. Green, nature's most prominent color, symbolizes growth. The white symbolizes purity and high ideals.

1.7 4-H NAME AND EMBLEM

The official 4-H Emblem is a clover with four leaves and an "H" on each leaf. The clover's stem must point to the right as you look at the image. The 4-H Emblem is not a plain four-leaf clover. The 18 USC 707 notice is part of the Emblem.

1.7.1 4-H NAME AND EMBLEM REGULATIONS

The 4-H Name and Emblem are protected under federal statute. Congress has delegated to the Secretary of Agriculture responsibility for the proper use of the 4-H Name and Emblem. The Secretary, in turn, has delegated responsibility to the National Institute of Food and Agriculture (NIFA) and, within NIFA, responsibility resides in the Division of Youth and 4-H.

It is critical that Extension staff know and understand the policy for use of the 4-H Name and Emblem.

1.7.2 USE OF THE 4-H NAME AND EMBLEM

The 4-H Emblem should always appear as a whole and complete image.

- Do not remove any leaves. Do not superimpose another image over the top of one of the Other images should be moved and appear completely separate from the 4-H Emblem.
- Don't "cut off" a leaf by running it off the edge of the paper in print media or other
- Don't place text or other images over or on top of the 4-H

- The 4-H Emblem should not appear screened under words or No photo, drawing, symbol, word or other figure or object may be placed on or obscure the 4-H Emblem. This includes on web pages, where it should not appear as a "watermark" behind other information.

Appropriate Uses of the Emblem

Inappropriate Uses of the Emblem

1.7.3 4-H EMBLEM COLORS

The official and preferred color of the 4-H Emblem is 100 percent PMS 347 green. The clover can also be white, black, or metallic gold. The H's on the clover can be white, metallic gold on a green clover, green on a white clover or black. The clover can be outlined in green (for white clover) or white (for green clover) to add prominence to the image and make the emblem stand out from the background. The 4-H Emblem should never be screened, shaded, gradated or appear in a multicolored hue.

One-color printing requires either PMS 347 green or black. For commercial applications, the "18 USC 707" notice should be the same color as the clover leaves. Black is the only acceptable alternative to green for one-color printing and should be used only when cost prohibits green ink or color photocopies.

Two-color printing. Only PMS 347 green may be used for the leaves and "18 USC 707" notice. The H's will be reversed out of the PMS 347 to be white or the color of the paper on which the emblem is printed. The H's may also be printed in metallic gold (PMS 873) on a green background.

Four-color printing. In four-color process printing, PMS colors are approximated using a particular combination of the standard four-color process printing inks. The four-color process percentages required to match 4-H's PMS 347 green are: cyan 100%, magenta 0%, yellow 90%, and black 0%. There is no CMYK equivalent to PMS 873.

Video and Computer Screen Colors (Electronic Media). The colors transmitted by electronic media are created using precise combinations of RGB (red, green, blue). The correct RGB values for the 4-H green are: R=51, G=153, B=102. No other colors are acceptable.

For exceptions to the guidance provided regarding color, especially in non-print or corollary materials, please contact the Division of Youth and 4-H in NIFA.

1.7.4 USING THE 4-H NAME

The official 4-H Name includes 4-H, 4-H Youth Development, or 4-H Youth Development Program. When using the term "4-H," it must conform as follows:

Numeral "4" separated from a capital "H" with a hyphen (not a dash, slash or space).

- Do not replace 4-H with "Four-"
- Do not use the 4-H Emblem in place of the word "4-H" in a title or
- Avoid separation of any of the elements of the 4-H Name at the end of

For additional information about the use of the 4-H Name and Emblem, consult these 4-H National Headquarters resources:

https://nifa.usda.gov/resource/application-guide-4-h-name-and-emblem

- 4-H Name and Emblem User Guide (Revised 2019)

https://nifa.usda.gov/4-h-name-and-emblem

- Additional guidance related to use of 4-H Name and Emblem

1.8 PURDUE EXTENSION EEO STATEMENT

Full Purdue Extension EEO Statement

It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran. Purdue University is an Affirmative Action institution. This material may be available in alternative formats.

Shortened Purdue Extension EEO Statement

Purdue University is an equal opportunity/equal access/affirmative action institution.

The USDA requires that one of these statements be used on Extension publications, Web sites, videos, distance education courses, etc.

2.1 4-H ELIGIBILITY

Purdue Extension is part of the College of Agriculture at Purdue University, cooperating with Indiana's 92 Counties and the United States Department of Agriculture. The 4-H Youth Development program abides with the nondiscrimination policies of Purdue University and the United States Department of Agriculture.

Youth may become 4-H members when they enter the third grade and may continue their membership through the completion of grade 12. Individuals may continue membership for a maximum of ten (10) consecutive years.

Exceptions:

- Youth who enroll in grade three and are advanced academically (thus graduating early) may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years.
- Those youth who are academically advanced and "skip" 3rd grade, may begin the program as a 4th grader and may continue for a total of 10 years ONLY if the enrollment occurs in consecutive
- Those youth who enroll in grade three and are retained a grade in school may continue to progress through the 4-H Program by adding subsequent years of participation, but MAY NOT exceed 10 years of participation. For example, if a member is retained one year in school (public, private, or home), their final year of 4-H membership would conclude the summer following their junior year of high school.
- Those youth who entered the program in 3rd grade and for one reason or another leave formal education prior to the completion of 12th grade may continue for a total of 10 years ONLY if the enrollment occurs in consecutive years.
- Additional exceptions may be requested to the State 4-H Leader or his/her designee

NOTE: 10 years of membership in the 4-H Youth Development Program is an opportunity --- not an entitlement. Those youth who do not enroll as 3rd grade students or meet the exceptions above, conclude their involvement with the program during the summer immediately following the completion of their senior year in high school.

An individual's 4-H grade is determined by the school grade in which he or she is classified at the time of year he or she enrolls in 4-H. A member does not advance in 4-H grade until he or she enrolls in 4-H for the subsequent year. Each member should enroll in the division of a project/subject that would best suit his/her interest and potential for personal growth and would enhance their family involvement.

Opportunities in the 4-H program are available to all Indiana youth as defined regardless of race, religion, color, sex, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, or disability. The Indiana 4-H Youth Development program year is October 1 to September 30 annually. Individual 4-H enrollment is an annual process attained by completing individual 4-H enrollment via the 4-H Online enrollment process. Statewide 4-H Online enrollment occurs annually October 1.

2.2 MINI 4-H

Mini 4-H is a program designed to encourage positive development of children, Kindergarten through second grade. Mini 4-H is not a requirement yet is available in the majority of counties in Indiana. The goal of Mini 4-H is to help young children explore friendships outside the family; explore the way in which things work; practice both small and large muscle control; and think about the ways people work together on projects.

The NON-COMPETITIVE learning environment for Mini 4-H includes:

1. Planned learning activities in which children are invited to be active and explore materials and ideas without the pressure of completing a specific product or exhibit.
2. Low adult/leader to child ratio that allows time for adults/leaders to provide individual, positive encouragement and assistance.
3. Simple, interesting activities that are
4. Encouragement of children to participate in a group activity by sharing and or displaying their activity projects.
5. Rewards that are identical and/or ribbons of the same color for

DO NOT JUDGE projects, but instead discuss them with the child. If counties have Mini 4-H animal exhibitions, additional requirements may apply for the safety of participants.

NOTE: Purdue University and the Indiana 4-H Youth Development Program do not support, endorse, or encourage 4-H programming for children prior to Kindergarten. 4-H Youth Development Extension staff members and 4-H Volunteers may not offer, or encourage others to offer, programming for children prior to Kindergarten.

2.3 YOUTH NEEDING SPECIAL ACCOMMODATIONS

4-H programs should be designed to consider the needs of participants to create a sense of belonging and feeling of inclusion among all youth. Accommodations may include youth with special needs (e.g., cognitive, learning, physical differences), or there may be other accommodations requested. For accommodations or requests, please contact the Purdue Extension 4-H Youth Educator. Purdue Extension meets all reasonable accommodation requests. A series of **Inclusive 4-H resources** are available on the Indiana 4-H Website to help staff, volunteers, and families provide the best opportunities possible for all youth regardless of their level of abilities.

2.5 MARRIAGE STATUS AND PARENTAL STATUS

Married individuals and parents who meet school grade requirements to participate in Indiana 4-H are eligible to fully participate in the 4-H program and are eligible for all benefits therein. All participants must participate by the same terms and conditions and/or guidelines regardless of marriage or parental status.

2.6 RESIDENCE

Indiana youth typically enroll in 4-H Youth Development programs in the county or state in which they reside. However, individuals living in one county may join 4-H in another county. There must be educational or social reasons for an individual joining 4-H in a different county than that of their primary residence.

During a single program year, a 4-H member enrolled in a given project may enroll and exhibit that project only in one county or state of enrollment.

In the event that a project is not offered in the county of primary 4-H enrollment, a 4-H member may enroll in that specific project in a different county. Approval of this special exception rests with the 4-H Extension Educator in consultation with the State 4-H Office. Participation in 4-H related activities and events (i.e., judging, performing arts, auction) must be in the county of primary 4-H enrollment.

The above policy is not intended to provide an escape mechanism for 4-H members and families who are unwilling to follow the terms and/or conditions in their current county of 4-H membership. Decisions regarding 4-H membership in a non-resident county (a county you do not live in), rest with the 4-H Extension Educator in the receiving county in consultation with the State 4-H Office.

3.1 4-H PARTICIPATION PROCEDURES

There are a number of ways that an individual may participate in 4-H in Indiana. Options are outlined on the Indiana 4-H Website: **https://extension.purdue.edu/4-H/about/types-of-involvement.html**

4-H Online is the primary method we use to address our risk management policies. Purdue University has approved the use of 4-H Online to fulfill the university's requirements for youth protection.

Completion of the annual **4-H Online enrollment process** allows youth to participate fully in competitive events, activities, and programming offered by the Indiana 4-H Youth Development Program. Paper registration may be an accommodation offered for individual programs or family specific needs. County extension offices will ensure that Purdue Youth Protection policies are maintained and captured electronically.

County 4-H programs may not alter Indiana 4-H membership or risk management materials.

Questions regarding the 4-H Online membership process can be directed to the Purdue Extension Office in your county: **https://extension.purdue.edu/about/county-office.html**.

3.2 4-H PARTICIPATION PROGRAM FEE

Participation in the Indiana 4-H program requires an annual $15 program fee. The fee supports insurance, risk management, club management and other programmatic growth opportunities. Counties may add an additional county 4-H program fee that supports educational resources and programming efforts for the local community. County 4-H program fees cannot be used to subsidize facilities. Counties may not charge a late fee for enrollment at any time.

4.1 COMPETITION AND YOUTH DEVELOPMENT

4-H's mission is to empower youth to reach their full potential through working and learning in partnership with caring adults. Many volunteers and staff work to assist youth in developing knowledge, skills and attitudes that enable them to become productive and contributing members of society. It is important for adults to keep this goal in mind and recognize that youth need to learn how to complete projects, not someone else. While there are obviously differences in the abilities of third grade student as compared to a twelfth-grade student, the potential for youth to learn is always greatest when youth are responsible for completing the various aspects of their project.

In competitive events, parents and others focusing on winning the competition and not on developing the youth can overlook the mission of youth development. The following principles should be recognized for determining rules regarding 4-H members doing their own work.

- Help from family members is appropriate for some aspects of the However, the exhibitors should have increased responsibility as they mature in their project skills.

- Teamwork is a life skill and working together with other 4-H'ers is appropriate.

- Professionals or individuals who are paid to do similar work and are older than 4-H age and not related to the youth, should not be involved in aspects of the project that are directly related to exhibition and competition. Along with principles, the following questions should be asked for determining rules regarding 4-H members doing their own work:
    - Is the 4-H member capable of completing the work, even if the level of expertise is different from other youth or adults?
    - Are other youth of similar age capable of completing the work? Is the assistance offered by other exhibitors or family members focused on competition for exhibition or is the youth involved in the process and able to improve his/her own skills?

4.2 PROJECT EXHIBITIONS

Exhibition of 4-H projects/subjects in local, county, or state exhibits/fairs, in person or virtually, is voluntary on the part of the exhibitor. The exhibition of 4-H projects/subjects provides 4-H members an opportunity to display their 4-H projects/subjects, enter into competition, and participate in an educational/social environment with peers. With exhibition also comes the responsibility for abiding by all the terms and conditions pertaining to the respective 4-H project.

4.3 PROJECT EXPERIENCE

A 4-H experience may include a variety of options and must not be misinterpreted solely as exhibition of a project at a local, county, or state fair. There are a number of ways that a young person may participate in the 4-H Youth Development Program in addition to the club-based option. Participating in these 4-H opportunities enable the youth to build skills that will serve them well throughout their adult lives.

Some of these participation options do not include the preparation of a specific exhibit by an individual that would be on display at a fair or similar event. In some cases, the youths' actual participation may be the final product that results in their completion of a year of 4-H. Some examples of this participation include working as a team to develop a robot for a workshop or challenge; participating in a Spark Club experience; participating in State 4-H Band or Chorus; taking part in a science training or experiment; participating in an after school 4-H experience; etc.

Language of "completing" a 4-H experience should be avoided or requiring a specific output. Every 4-H'ers experience may be different. 4-H members are considered complete in their 4-H educational experience for the year when they have (1) completed the 4-H member enrollment process prior to the established and published date for enrolling; and (2) had an officially recognized 4-H volunteer/Extension Educator verify the existence of the completed project/subject or the member's participation in a 4-H educational experience – this could be in the form of an exhibit, poster, report, presentation, etc. Or, a member may choose to submit a completed record sheet in lieu of an exhibit to complete the club- or fair-

based 4-H project/subject. The 4-H record sheet will be based on printed or web-based educational materials (used by Indiana 4-H Youth Development) and submitted prior to the established and published date.

Though exhibiting in local, county, and state exhibits/fairs is not required for project completion, as it does not necessarily relate directly to content and skills learned in the development of the 4-H project, project exhibition is encouraged as a continuation of the educational experience.

Per state and federal guidelines, volunteers and Extension Educators may not require youth to attend 4-H club meetings in order to complete 4-H or exhibit their work, unless required by the state 4-H office for safety.

4.4 DEFINITION OF COMPETITIVE EVENT

A 4-H competitive event is one in which 4-H members compete individually or as teams for special recognition. The term "event" is used for 4-H divisions/classes and activities that are part of a larger program, which includes non-4-H competitive events, as well as those events exclusively 4-H. 4-H competitive events include judging contests, presentations, project exhibits and other performance events open to 4-H members. When competition is a major part of an event, it must be understood that competition is secondary to the education and development of youth.

4.5 CRITERIA FOR COMPETITIVE EVENT

Criteria for competitive events in 4-H include:

- Sponsored/co-sponsored and/or conducted by Purdue University Extension Professionals and/or approved 4-H Volunteers (adult and youth volunteers).
- Approved by and/or conducted by Extension staff responsible for the
- Rules and regulations established by or approved by Extension staff responsible for the
- Open to participation by 4-H members from county, group of counties, district, state, region, or
- Participants must be enrolled in 4-H during the current 4-H
- Approval has been obtained to use the 4-H name and
- Utilize the 4-H name and emblem in promotion and
- Provide a safe and healthy environment with a positive educational experience for

4.6 EXHIBITION DEADLINES

4-H project exhibitions occur through a variety of methods: county fairs, career development events, and other statewide competitive events. The following statewide deadlines will be followed by all county programs annually:

- May 15 – All animals requiring 4-H Animal Identification (as accordance with Board of Animal Health regulations) must be identified in 4-HOnline
- No less than one week or more than three weeks before the first 4-H project check-in date – Counties are free to choose a date which works with their calendar. Counties must publicize their selected date by January 1 of each year. The items below must be completed by the selected date for each county:
    - 4-H'ers exhibiting beef cattle, dairy cattle, swine, sheep, meat goats, dairy goats, poultry and rabbits must complete Indiana 4-H Quality Livestock Care or Youth for the Quality Care for Animals (YQCA).

- All exhibits must be entered into FairEntry for the county of exhibition. This serves as the "drop/add" deadline for 4-H projects.
  - Livestock projects must identify classes of exhibition. Those missing this deadline may exhibit and will have opportunities to receive feedback from the judge. Youth may still participate fully in showmanship classes.
  - Non-livestock projects must identify classes of exhibition. Those missing the deadline may compete and the highest placing is "blue." Counties should correct mistakes in classes in FairEntry when mistakes are made by 4-H members.
  - The intent for this deadline is for individuals who make no attempt to complete FairEntry by the county's selected date. Counties may use their discretion as to the attempt made by individuals.
- *Note: the May 15 deadline referenced above will be extended to the following business day in a year when May 15 falls on a weekend or holiday.*

4.7 EXHIBITION REQUIREMENTS

4-H project exhibitions occur through a variety of methods. Some examples include county fairs, career development events, and other statewide competitive events. Some competitive events have specific requirements (e.g. state robotics, career development events, performing arts, tractor operator skills, etc). Guidelines for these specific competitive events can be found on the Indiana 4-H website.

A county may not disqualify a youth from exhibition based on additional requirements added at the local/county level (e.g. green folders, record of achievements, record sheets, missed deadlines, incorrect classes, and/or missing or incorrect paperwork) for state 4-H projects which earn promotion to the Indiana State Fair.

4.8 GUIDELINES FOR ANIMAL EXHIBITS

Each 4-H member shall own his/her 4-H exhibit. Ownership, personal possession, and regular care of the animal must be in effect on or before the county and state enrollment deadlines and continuously until after the 4-H show at the county and/or state fair.

1. For 4-H breeding animals: family corporations and/or partnerships of 4-H members with one or more parents, siblings, grandparents, aunts, uncles, or legal guardians are acceptable.
2. For 4-H dairy cattle: family corporations and/or partnerships of the 4-H member with unrelated persons or dairy operations are also acceptable.
3. Dairy cows (as long as the animal is being shown by same 4-H'er from 2020 and forward) and heifers, horses, ponies, alpacas and llamas may be leased subject to approval of both the county 4-H dairy, horse and pony, or llama committee and the respective County Extension Educator. 4-H animals (horse and pony, dairy, alpacas and llamas are only eligible to be leased by a single 4-H member in a 4-H program year.
4. 4-H animals are expected to be in the possession and regular care of the 4-H member who owns/leases them (unless other arrangements have been agreed upon by the County 4-H Extension Educator) from the animal ID deadline until the conclusion of the county and/or state fair.
5. 4-H market animals and commercial animals must be individually identified and verified under the supervision of the county 4-H program at county identification events by May 15th each year (or the following business day if the 15th falls on a weekend or holiday). These species include market lambs and commercial ewes, dairy wethers, dairy feeder steers, dairy beef steers, beef steers, market and commercial heifers, meat goat wethers, and market wether dams.

6. 4-H animals purchased, sold or offered for sale after the ID deadline and prior to the Indiana State Fair (including animals that have gone through a "Premium Only Auction"), shall not be eligible to show in the 4-H show at the Indiana State Fair. Sale of products of animals (milk, cheese, wool, etc.) in lieu of the animal, are considered equivalent to a "Premium Only Auction."

7. 4-H animals exhibited after the May 15 (or the following business day if the 15th falls on a weekend or holiday) State 4-H animal ID deadline at any show by anyone other than the individual whose 4-H enrollment record is connected to the ID of the animal in Indiana 4-H Online will not be eligible to be shown in the 4-H show at the Indiana State Fair. This term/condition does not apply to siblings, who may show each other's animals at any show during the year without jeopardizing State Fair eligibility. 4-H animals that are selected by 4-H Extension Staff or 4-H Adult Volunteers for use in supreme showmanship contests (Master Showmanship, Round Robin, etc.) may be used in those county events without jeopardizing State Fair eligibility. This policy applies to all 4-H animal projects. For animal projects without state ID deadlines, the person who enters them in the Indiana State Fair 4-H show is the equivalent of the owner of the animals.

8. Temporary guardianships established for the intent of animal exhibition or grooming purposes are not permitted and shall result in immediate disqualification.

See State Fair Terms and Conditions section of this handbook for the Indiana State Fair species ownership guidelines.

4.9 FOOD SAFETY RULE FOR FOODS ENTERED INTO COUNTY AND STATEWIDE COMPETITIONS

Beginning in the year 2000, all county and state fair handbooks **must** contain the **entire** policy as stated below:

For Food Competitions: Fillings, frostings, glazes, and meringues <u>are not permitted</u> 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 <u>IF</u> 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 160oF (i.e. pasteurized **or** included as part of a batter and baked) are acceptable. No <u>home- canned</u> 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 <u>must be provided</u> that identifies all ingredients that were used in each part of the product. <u>Any ingredient that could be a potential allergen must be clearly identified.</u> Each food product must be labeled with the following information:

- Name
- Address
- Contact information (phone and/or email address)
- 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.

4.10 4-H OPPORTUNITY FOR ALL

The Indiana 4-H Program is a federally-assisted program and as such, all programs, activities, events and competitions (state, area, county, local) must be non-discriminatory according to federal law. Additionally, the 4-H Program may not accept sponsorships, donations, or awards that are based on discriminatory practices.

Gender specific competitions and awards are not permissible under Title IX (Non-discrimination on the Basis of Sex) of the Educational Amendments enacted by Congress in 1972. This act states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance."

All Purdue Cooperative Extension Service programs and methods shall be implemented in a manner that ensures nondiscrimination on the basis of gender for all participants.

This means that the practice of arranging competitions or awarding trips, scholarships, etc. on the basis of gender categories is not acceptable in 4-H Youth Development Programs.

In all cases, the requirements for competitions must provide equal access for all youth and must not be designed to create barriers to participation.

4.11 ROYALTY CONTESTS

4-H Fair Queen and/or King contests (or contests sponsored by 4-H Fair Associations and subcommittees thereof) where the awards are based upon a combination of factors related to personal appearance, poise and talent of participants are permissible activities.

These 4-H events may not however, discriminate against any participant based upon race, color, national origin, gender, sexual orientation, parental status, or marital status.

Criteria for selection of a 4-H Fair Queen/King can be based upon the candidate's appearance, poise, and talent.

Criteria for selection of a 4-H Fair Queen/King cannot be based upon the candidate's 4-H enrollment, accomplishments or achievements.

It is recommended that these contests are called royalty contests to highlight compliance with Title IX requirements and allow individual contestants to select their title (e.g. Queen, King, etc).

*Those individuals who are selected to represent their county at the Indiana State Fair Queen Contest must meet the guidelines for that activity. The Indiana State Fair Contest is not a Purdue University Cooperative Extension/Indiana 4-H sponsored activity.

4.12 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 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 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; one 4-H volunteer knowledgeable in the subject matter (project) of concern (this individual will vary dependent on the 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 a grievance may appeal a decision of the 4-H Grievance Committee to the State 4-H Program Leader or The Program Leader or designee will review the facts in evidence and render a decision. This is the second and **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.

4.12.1 GRIEVANCE FORM

Downloadable or available from The Purdue Extension Office.

5.1 ESTABLISHING STRUCTURE FOR COUNTY 4-H PROGRAMS

Purdue Extension is responsible for 4-H within the state of Indiana. Purdue Extension collaborates with the county 4-H affiliates (4-H Council and/or Fair Board) for developing 4-H programming and procedures for County 4-H programs, fairs, and events. These procedures must be consistent with Purdue Extension's 4-H policies and procedures. 4-H Extension Educators are placed in the county by Purdue University to work and communicate with local affiliates and volunteers and ensure that state and national 4-H policies are followed.

Local 4-H program and fair procedures must be in compliance with, and will not supersede, state and national 4-H policies and procedures; however, fairs may design local classes and events that enhance the educational mission of the 4-H program. For example, some counties may offer county specific exhibits that have different exhibition guidelines from state 4-H projects.

5.2 STRUCTURES OF COUNTY 4-H AFFILIATES

Three primary structures of 4-H Affiliates are found in Indiana Counties. All entities within the county (4-H Council, 4-H or non-4-H Fair Board, and the Purdue Extension Office) should maintain open communication with each other to ensure that all roles and responsibilities related to the 4-H Program are fulfilled successfully. Because of the unique characteristics of these structures, a county should be reluctant to adopt practices from other counties without knowing how the structures have been implemented in these other counties.

   i.   **Two entities, with a separate 4-H Council and 4-H Fair Board**
        In this structure, the 4-H Council focuses on working in conjunction with the County 4-H Extension Educator to provide guidance and support for the year-round County 4-H Youth Development Program, including 4-H delivery methods such as clubs, projects, in school, after school, and camps.

        A separate 4-H Fair Board is responsible for the year-round operation and maintenance of the fairgrounds property, which the Fair Board may own and/or manage. The Fair Board works in conjunction with the County 4-H Extension Educator and 4-H Council to establishing the dates and schedule for the annual 4-H Fair exhibition. The 4-H Fair Board also follows a process that allows other Purdue Extension and non-Extension groups to utilize the facilities and fairgrounds throughout the year.

   ii. **One entity fulfilling responsibilities of both a 4-H Council and a 4-H Fair Board**
        This structure of a single board has an entity that is sometimes referred to as an Ag Association or a Fair Association. The single board is responsible for working in conjunction with the County 4-H Extension Educator to provide guidance and support for both the year-round County 4-H Youth Development Program and the planning and operation of the annual 4-H exhibition at the 4-H Fair. This entity may own and manage the property on which the fair is held. It is highly recommended that this affiliate type have a committee strictly focused on support of the 4-H youth educator and the year-round, educational programmatic needs of the community.

   iii. **A 4-H Council and a non 4-H Fair Board**
        In this structure, the 4-H Council fulfills the duties outlined above, while working in conjunction with the County 4-H Extension Educator and with a Fair Board that is not affiliated with the 4-H program. The non 4-H Fair Board is separately organized and operates separately from Purdue University. Its responsibilities are similar to those defined for the 4-H Fair Board above.

        A facilities use agreement must be in place between the non-4-H Fair Board, the 4-H Council, and the County Purdue Extension Office to outline the procedures under which Purdue Extension, including the 4-H Program, may utilize the facilities on the fairgrounds.

See Section 8 for information regarding 4-H Affiliate Standards.

6.1 RELATIONSHIP BETWEEN THE INDIANA 4-H YOUTH DEVELOPMENT PROGRAM AND THE INDIANA STATE FAIR

The Indiana State Fair is quasi-state government entity. The Indiana State Fair Commission and Board of Directors are charged with owning and operating the 250-acre State Fairgrounds located at 9202 E. 38th Street in Indianapolis. Educational events, entertainment, and promotional events are offered at the fairgrounds year-round. A signature event in their annual programming is the Indiana State Fair, held over the course of several weeks in late July and August.

The Indiana 4-H Youth Development Program and Purdue Extension are invited guests to the Indiana State Fair each year. Competitive events are offered exclusively for those youth who have enrolled in the 4-H Program. The State Fair and 4-H Program work together to establish the policies and procedures related to these classes and events held during the Indiana State Fair.

The State Fair terms and conditions supersede the Indiana 4-H Program guidelines during the exhibitions held during the annual Indiana State Fair that are reserved for 4-H participants. Indiana State Fair guidelines are found in the following section. They are revised in late fall/winter of each year and may change based on what is published by Purdue Extension annually.

6.2 STATE FAIR: EXHIBIT; ANIMAL OWNERSHIP/POSSESSION AND EXHIBITION; DETERMINATION OF VIOLATIONS, TERMS AND CONDITIONS; AND GRIEVANCE PROCEDURE

6.2.1 STATE FAIR EXHIBITS

1. An exhibit may not be entered in more than one State Fair 4-H class except in some animal classes where designated. In a State Fair class requiring more than one item, all items must be exhibited by the same 4-H member. All parts of an exhibit made in one class must belong to one 4-H member.
2. All 4-H exhibits at the State Fair must be prepared during the current 4-H Eligibility rests solely with the State 4-H Youth Program Leader on entries in all 4-H classes.
3. Any 4-H exhibit removed from display prior to the official release will be Any 4-H placings/prizes (including ribbons, money, medals, trophies, etc.) awarded that exhibit will be forfeited.
4. 4-H exhibitors having an entry in animal classes at State Fair are expected to show their own animals. In cases where this cannot be done, the owner may request another Indiana 4-H member to serve as a substitute Substitute showmen must be approved in writing by the 4-H show manager, 24 hours prior to showing of the animal(s) needing a substitute showman. Requests will only be granted for medical emergencies, conflicts with showing other animals, or circumstances deemed unavoidable by the 4-H show manager. **Failure to be excused from a job and/or participation in a non-4-H-related creative arts or sporting event or practice will <u>not</u> result in a substitute showman being granted**.

6.2.2 STATE FAIR ANIMAL OWNERSHIP/POSSESSION AND EXHIBITION

Note: the May 15th deadline referenced in several items below will be extended to the following business day in a year when May 15th falls on a weekend or holiday.

1. For 4-H breeding animals: family corporations and/or partnerships of 4-H members with one or more parents, siblings, grandparents, aunts, uncles, or legal guardians are acceptable.

2. For 4-H dairy cattle: family corporations and/or partnerships of the 4-H member with unrelated persons or dairy operations are also acceptable.

3. Dairy cows (as long as the animal is being shown by same 4-Her from 2020 and forward) and heifers, horses, ponies, alpacas and llamas may be leased subject to approval of both the county 4-H dairy, horse and pony, or llama committee and the respective County Extension Educator. 4-H animals (horse and pony, dairy, alpacas and llamas) are only eligible to be leased by an

individual 4-H member in a 4-H program year.

4. 4-H animals are expected to be in the possession and regular care of the 4-H member who owns/leases them (unless other arrangements have been agreed upon by the County 4-H Extension Educator) from the animal ID deadline until the conclusion of the county and/or state fair.

5. 4-H market animals and commercial animals must be individually identified and verified under the supervision of the county 4-H program at county identification events by May 15th. These species include market lambs and commercial ewes, dairy wethers, dairy feeder steers, dairy beef steers, beef steers, market and commercial heifers, meat goat wethers, and market wether dams.

6. 4-H animals purchased, sold or offered for sale after the enrollment deadline and prior to the Indiana State Fair (**including animals that have gone through a "Premium Only Auction"**), shall not be eligible to show in the 4-H show at the Indiana State Fair. Sale of products of animals (milk, cheese, wool, etc.) in lieu of the animal, are considered equivalent to a "Premium Only Auction".

7. 4-H animals exhibited after the May 15 State 4-H animal ID deadline at any show by anyone other than the individual whose 4-H enrollment record is connected to the ID of the animal in Indiana 4-H Online will not be eligible to be shown in the 4-H show at the Indiana State This term/condition does not apply to siblings, who may show each other's animals at any show during the year without jeopardizing State Fair eligibility. 4- H animals that are selected by 4-H Extension Staff or 4-H Adult Volunteers for use in supreme showmanship contests (Master Showmanship, Round Robin, etc.) may be used in those county events without jeopardizing State Fair eligibility. This policy applies to all 4-H animal projects. For animal projects without state ID deadlines, the person who enters them in the Indiana State Fair 4-H show is the equivalent of the owner of the animals.

8. 4-H members showing registered beef, Boer goats, dairy, dairy goats, sheep and swine must present a registration certificate (no photocopies, carbons or fax copies, except a fax or email directly from the national breed association to the Indiana State Fair) to the 4-H show manager or designee before the specified time for each specie, showing that the exhibitor owns the animal being exhibited, as per ownership terms, on or before the May 15 ID deadline and continuously until 4-H show day at the Indiana State Fair.

9. 4-H breeding beef, Boer goats, dairy goats, sheep and swine must be registered in one of the following ownership methods:

    a. In the 4-H members' name;
    b. John Smith and Sons;
    c. John Smith, Sons and Daughters;
    d. John Smith and Family (family includes sons, daughters, and legal guardian youth only);
    e. Mark Smith (brother) and Mary Smith (sister);
    f. Family corporations, where the 4-H members' name appears as a holder of stock in the corporation, and proof of same must be supplied on or before the ID deadline; or
    g. Family partnership where the 4-H member's father, mother, brother, sister, aunt, uncle, grandparent, and/or legal guardian is also in the family partnership and the 4-H member's name appears on the legal, notarized partnership. A copy of the written document must be on file with the Extension Office before the ID deadline. A single animal can only be included in one 4-H Online family profile.

10. 4-H breeding beef, Boer goats, dairy goats, sheep and swine will NOT be accepted in the State Fair 4-H Show if they are registered in a father's name only, farm name only, or partnerships with unrelated persons (such as "Smith View", "Smith Oak", "John Doe and William Smith (4-H member)", "Long Oak and William Smith (4-H Member)", etc.).

11. For 4-H dairy cattle, partnerships of the 4-H member with unrelated persons or dairy operations are acceptable (i.e. John Doe and William Smith (4-H member) or Long Oak and William Smith). Dairy cows and heifers, owned in a partnership, may not be exhibited by more than one person from May 15 until the conclusion of the State Fair 4-H Dairy Show. This person must be the exhibitor of the animal in the current State Fair 4-H Dairy Show, or the animal will be ineligible for this 4-H dairy cattle will not be accepted in 4-H classes at the State Fair if they are registered in the father's name only or in a farm name, such as "Smith View", "Smith Oak", etc., unless the 4-H member has a certified lease agreement for this animal.

12. The Dairy lease program is only for 4-H members who do not own their own dairy cows and/or heifers. Only dairy heifers that will be less than two years-of-age at the time of the Indiana State Fair 4-H dairy show, may be leased. Leasing a dairy heifer will be considered the equivalent of ownership. The 4-H member should be regularly involved in the care of the heifer or cow, regardless of where the heifer is kept, and the 4-H member should have exclusive show rights to the heifer during the 4-H lease period from May 15 until the 4- H dairy show at the Indiana State Fair. Leased 4-H dairy heifers must be registered (although it is not necessary to have the registration paper transferred to the 4-H member's name) by May 15 and be properly identified in Indiana 4-H Online.

13. 4-H Exhibitors may receive clipping and grooming assistance from members of their immediate family (father, mother and siblings), from a current Indiana 4-H member, and from individuals in the Approved Animal Grooming Assistance Program. More information coming soon for 2024.

14. Temporary guardianships established for the intent of animal exhibition or grooming purposes are not permitted and shall result in immediate disqualification.

More information related to the Indiana State Fair including the Indiana State Fair 4-H Entry Book and Indiana State Fair Grievance Form can be found at **www.indianastatefair.com/p/state-fair/competitions--contests**

7.1 WHAT IS A 4-H CLUB?

7.1.1 4-H CLUB DEFINITION:

A 4-H Club is an organized group of at least five youth from three different families who meet regularly with adult volunteers or staff for a long-term, progressive series of educational experiences.

7.1.2 4-H CLUB PURPOSE:

The purpose of a 4-H club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity—the Essential Elements—and to foster educational opportunities tied to the Land Grant University knowledge base.

7.2 STRUCTURE OF A 4-H CLUB

- Enrolls at least 5 youth members from at least 3 families.
- Conducts a minimum of 6 regular club meetings per year, with many holding 9-12 regular meetings throughout most or all of the year, and often supplemented by project meetings, camps, fairs, and other 4-H learning activities.
- Selects youth officers or youth leaders to provide leadership to the club.
- Meets in any location -community center, library, public housing site, school, afterschool program, military installation, and/or many other places –that is easily accessible to all participants.
- Adapts to and supports mobility of youth and parents—linking them to 4-H programs in other counties and states.
- Meets interests and needs of youth in same-age or cross-age groupings and using single project or multiple project formats.
- Is advised by adult staff or volunteers who have been screened and trained.
- At least two approved adult volunteers/staff are present before the first youth arrives and after the last youth leaves.

7.3 STARTING A 4-H CLUB

- County 4-H Extension Educator determines the need for a 4-H Club in the geographic or subject matter area.
- Recruit, screen, and approve Adult 4-H Volunteers to lead the club (at least two are needed).
- The 4-H Volunteer will sign the standardized 4-H Club Constitution.
- The 4-H Volunteer will sign the letter authorizing the 4-H Club to be included in the Purdue Group Exemption Number.
- Apply for an Employer Identification Number (EIN) from the IRS using the SS-4 Form template and instructions described in the Financial Management Policies Section.
- Submit 4-H Club name, contact name, EIN, and signed documents to State 4-H Office (electronically is preferred) for inclusion in the PU GEN records and in 4-HOnline.

7.4 PROGRAM MANAGEMENT AND IMPLEMENTATION FOR A 4-H CLUB

A 4-H Club:

1. Selects its own club name. Club names must:
    a. Be specific to the 4-H club or organization either through a unique name or by identifying the county or location;
    b. Not be overtly religious or represent the beliefs of one denomination over another;
    c. Not imply that membership is limited or exclusive; and
    d. Not be offensive or generally seen as demeaning to any group protected by equal opportunity regulations.
2. Develops a set of by-laws or rules approved by the members to govern the club (optional).
3. Develops an annual educational plan.
4. Keeps records of their meetings and finances and submit to financial reviews on county schedules.
5. Complies with applicable state, Land Grant University and USDA-NIFA policies.

Several resources are available to help clubs as they operate. These are located at: **https://extension.purdue.edu/4-H/volunteer/resources-and-development/club-resources.html**.

7.5 CHARTERING 4-H CLUBS

From United States Department of Agriculture, National Institute of Food and Agriculture:

The 4-H Charter, issued by the United States Department of Agriculture (USDA) and signed by the Secretary of Agriculture's designated representative, is the only document that officially recognizes a 4-H Club and its use of the 4-H Name and Emblem for the conduct of 4-H Youth Development programs. The official 4-H Charter, issued by USDA, is obtained from the Division of Youth and 4-H at USDA NIFA. State and local charters that do not include a USDA signatory, are not considered official 4-H Charters.

Land Grant University 4-H offices are expected to maintain documentation on the issuance of 4-H Charters to 4-H Clubs within their respective boundaries. Charters should be issued when establishing a 4-H Club. With 4-H Clubs that have been long established, and verification of a valid Charter is not available, issuance of a new 4-H Charter is necessary.

A 4-H Charter is an agreement by the 4-H club and the Division of Youth and 4-H at USDA, National Institute of Food and Agriculture. And it is an agreement by the club with the Land Grant Institutions' State or Local 4-H Extension Office to follow and abide by all state and local 4-H policies, procedures, and other requirements.

4-H Charters are agreements within the context of the overall 4-H Program. 4-H Charters do not qualify a 4-H Club as a legal entity according to state government and business policies and definitions. 4-H Charters do not allow a recognized 4-H Club to share their rights and privileges with any other person, group, or business.

The USDA NIFA Division of Youth and 4-H Charter, once issued, will be valid for as long as the 4-H entity receiving the 4-H Charter exists. If the 4-H entity disbands, separates into multiple entities, or changes its name, a new charter will need to be issued. The USDA does not mandate a Charter expiration date. Additionally, even with a change in the USDA designated representative, the USDA 4-H Charters remain valid. However, 4-H Charters may be revoked at any time by the Land Grant Institutions' State or Local 4-H Extension Office for failure by the club to meet any aspect of the agreement.

From Indiana 4-H/Purdue Extension:

Each 4-H Club that has signed both the authorization letter and the standardized constitution (see below) to join the Purdue Federal Tax Group Exemption Number, and that has a unique Employer Identification Number (EIN) from the IRS, will receive a 4-H Club Charter. This charter serves to verify the legitimacy of the 4-H Club and provides it with authority to use the 4-H Name and Emblem under the auspices of the 4-H Youth Development Program of Purdue University.

It is the responsibility of each 4-H Youth Extension Educator to maintain a current, master list of 4-H Clubs that have been chartered. Upon dissolution, renaming, or combining of a 4-H Club(s), the 4-H Educator will notify the State 4-H Program Leader to ask that the 4-H Club Charter be removed from the statewide list. If applicable, a new charter may be requested for combined 4-H Clubs.

Each 4-H Affiliate (e.g., 4-H Council, 4-H Fair Board) obtains official recognition and authorization to use the 4-H Name and Emblem by signing a Memorandum of Understanding with the respective Purdue Cooperative Extension County Office. No 4-H charters will be issued to 4-H Affiliates.

7.6 4-H CLUB DOCUMENTATION

7.6.1 CONSTITUTION

Each 4-H Club will sign the standard 4-H Club Constitution as a part of joining the Purdue Group Exemption Number for federal tax-exempt status. The approved 4-H Volunteer appointed to serve with the 4-H Club may submit the completed constitution. The constitution needs to be submitted one time only.

7.6.2 4-H CLUB AUTHORIZATION LETTER TO JOIN PURDUE GROUP EXEMPTION NUMBER

Each 4-H Club will have a signed authorization letter on file, indicating the club's desire to join the Purdue Group Exemption Number. This letter will be signed by an approved 4-H Volunteer, appointed to serve with the 4-H Club. This letter needs to be submitted one time only.

7.7 GUIDELINES FOR 4-H CLUB FINANCES

Guidelines for handling 4-H Club Finances are included in the Financial Management section. These include annual financial report, financial review/audit, treasurer's report, IRS procedures, and fund-raising guidelines. Financial Management forms are available through the 4-H Extension Educator. It is crucial that 4-H Clubs maintain an accurate accounting of their finances and are transparent in their reporting to the 4-H members and their families.

7.7.1 FINANCIAL PROCEDURES

7.7.1.1 ANNUAL FINANCIAL REPORT

7.7.1.2 FINANCIAL REVIEW/AUDIT

7.7.1.3 TREASURER'S REPORTS

7.7.2 IRS PROCEDURES

7.7.2.1 OBTAIN EIN

7.7.2.2 ANNUAL REPORTING

7.7.3 FUND RAISING

NOTE: Forms referenced in this section are available through the 4-H Extension Educator.

8.1 DEFINITION OF 4-H AFFILIATES – 4-H COUNCILS, FAIR BOARDS

A 4-H Affiliate is a term used to describe 4-H entities that are adult-led to support the 4-H program in the state. Typically, these include a County 4-H Council and/or a County 4-H Fair Board (entity responsible for the operation, use, and upkeep of the fairgrounds and its facilities). A further description of the various county structures of 4-H entities is included in section 5.2 of these 4-H Policies and Procedures.

All other adult-led 4-H Committees (e.g., Auction, Fundraising, Livestock, Non-Livestock) should align themselves with one of these two entities in the county for tax reporting purposes. Purdue Extension will not authorize more affiliates than necessary for the operation of the program.

8.2 AUTHORIZATION OF USE OF 4-H NAME AND EMBLEM

4-H Affiliates may obtain authorization to use the 4-H Name and Emblem through signature of a Memorandum of Understanding between the Affiliate and the County Purdue Extension office.

8.3 MEMORANDUM OF UNDERSTANDING (MOU)

A sample Memorandum of Understanding (MOU) between the 4-H Affiliate and the County Purdue Extension Office is available from the County Purdue Extension Office. The (MOU) must be reviewed by the State 4-H Leader or designee.

8.4 RESPONSIBILITY TO PURDUE EXTENSION

4-H Affiliates follow, and will not contradict, state and national 4-H Program policies. Individuals who serve on these boards must be approved 4-H Volunteers. These individuals are approved to serve on the boards by the County 4-H Extension Educator prior to election/selection/nomination procedures that the board's governing document outlines.

8.5 VOLUNTEER STATUS

Each individual who serves as a member of the 4-H Affiliate will be an approved 4-H Volunteer, completing the annual screening process and training requirements prior to making decisions or acting on behalf of the 4-H Youth Development Program in the county.

8.6 PROCESS TO JOIN PU GEN

4-H Affiliates are typically required to join the Purdue Group Exemption Number (PU GEN), which provides federal tax-exempt status equivalent to 501(c)(3). As a federally-tax exempt group, the entity is exempted from paying federal income tax and is able to accept charitable contributions from individuals and businesses. A federally-tax exempt group may also apply for grant funding that is available only to federally tax-exempt groups.

A representative of the 4-H Affiliate will sign a one-time "Authorization Letter for 4-H Affiliates", requesting permission to join the PU GEN.

The 4-H Affiliate will adopt five standard provisions into their governing document (Constitution for an unincorporated group; Articles of Incorporation for an incorporated group) that align with the requirements to join the PU GEN.

These provisions are:

1. The entity is organized exclusively for educational, scientific and charitable purposes, specifically to provide the youth who comprise the membership a non-formal education 4-H Youth Development experience through the Purdue University Cooperative Extension Service.
2. No part of the net earnings of the entity shall inure to the benefit of, or be distributable to its members, officers or other private persons, except that the entity shall be authorized to make payments and distributions in furtherance of its purposes set forth in Article . No substantial part of the activities of the entity shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the entity shall not participate in, or intervene in (including the

publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

3. Notwithstanding any other provision of this document, the entity shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

4. In the event of termination or revocation of a charter for, or dissolution of, this entity, all of the principal, income, and assets shall be transferred and assigned to the Purdue Cooperative Extension Service of _____ County to be held to support future 4-H educational program efforts to include the formation of new 4-H entities.

5. The entity shall generate its federal tax exempt status under section 501(c)(3) of the Internal Revenue Code through a Group Exemption Number (GEN) to be issued to Purdue University, and it shall undertake any action so required by Purdue University and by Internal Revenue Service rules and procedures to ensure its inclusion in the GEN issued to Purdue The entity shall obtain an Employer Identification Number from the Internal Revenue Service irrespective of whether a bank account is maintained by the entity. The entity shall comply with requirements for, and file with the Internal Revenue Service, annual information returns on the Form 990 Series applicable to the entity, and the entity shall file all other returns required by applicable law including Federal, State and local law. No consolidated Form 990 for subordinate organizations (i.e. entities) shall be prepared by Purdue University under the group exemption issued to it.

8.7 STATE SALES TAX EXEMPT STATUS

Joining the PU GEN provides federal tax-exempt status, but NOT exemption from paying Indiana sales tax. 4-H Affiliates may apply separately with the Indiana Department of Revenue for state sales exemption status. 4-H Affiliates should secure the services of a tax professional to manage this status.

8.8 INSURANCE COVERAGE

As a 4-H entity, a 4-H Affiliate has liability coverage through Purdue University for its approved volunteers and for programs/activities that are deemed to align with the Purdue Extension/Indiana 4-H educational mission. For those programs/activities and individuals outside of the Purdue Extension/Indiana 4-H educational mission, the 4-H Affiliate should seek independent liability coverage.

The 4-H Affiliate should acquire coverage for property, director's and officer's and bonding for the affiliate's treasurer.

It is recommended that the 4-H Affiliate conduct an insurance audit with the insurance company every 1-2 years to confirm that the correct coverages and amounts are in place for activities/events held throughout the year.

8.9 GUIDELINES FOR 4-H AFFILIATE FINANCES

Requirements for handling 4-H Affiliate Finances are included in the Financial Management section. These include annual financial report, annual financial review/audit, treasurer's reports, IRS procedures, and fundraising guidelines. Financial Management forms are available through the 4-H Extension Educator. It is crucial that 4-H Affiliates maintain an accurate accounting of their finances and are transparent in the reporting of their finances to all stakeholders.

Due to the size of the accounts for most 4-H Affiliates, it is strongly recommended that the 4-H Affiliate secure the services of a professional tax preparer and/or financial accountant to help manage the financial aspects of the organization. An annual audit conducted by a professional accountant is highly recommended.

8.10 ORGANIZATIONAL STRUCTURE OF 4-H AFFILIATES

The organizational structure of 4-H Affiliates falls under the policies of Purdue Extension/Indiana 4-H for Boards as described in the following sections.

8.10.1 AFFILIATE MEMBER 4-H VOLUNTEER STATUS

Each member of a 4-H affiliate shall be an approved 4-H Volunteer as described in Section 12.5. Individuals seeking to be considered for a position on a 4-H affiliate board are to successfully complete the 4-H Volunteer application and screening process with the Purdue Extension 4-H Educator prior to being nominated/elected to serve on the 4-H Board. Nominations from the floor for individuals to serve on the board are discouraged. However, if a board decides to accept nominations from the floor, then the board should clearly state and have recorded in the minutes that the election process is not complete until after all individuals have completed the 4-H Volunteer application and screening process.

8.10.2 BOARD MEMBER TERM LIMITS

Each board member is elected for a term of no more than four years, unless sooner removed or the member resigns. Board members cannot serve more than two consecutive terms. Members are eligible for re-nomination for additional terms after a one-year hiatus in service.

Terms of elected members are to be "staggered" to ensure Board continuity.

8.10.3 OFFICERS

The officers of the Board are to be: President, Vice-President and Secretary, all elected annually from the membership of the Board. President, Vice-President, and Secretary term limits shall be three consecutive terms (three years). Other officer positions may be created as needed by the Board.

8.10.4 ANTI-NEPOTISM

Board members and their family members shall be excluded from consideration for employment by Purdue Extension, including county support staff. Employees of Purdue Extension, including county support staff, shall not hold a position with the organization while they or members of their family serve on the Board or any committee of the Board. Membership on the Board is limited to one member from the same family.

Family is defined as a relationship between two individuals by blood, adoption or marriage to the degree listed below:

1. Blood or adoption: parent, child, brother, sister, uncle, aunt, niece, nephew, grandparent or
2. Marriage: husband, wife, stepparent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

Appointed youth to a 4-H affiliate are exempt from the anti-nepotism policy.

8.10.5 CONFLICT OF INTEREST POLICY

The _____ County 4-H Board (hereafter referred to as the "Board") encourages the active involvement of its members in the community. In order to deal openly and fairly with actual and potential conflicts of interest that may arise because of this involvement, the Board adopts the following Conflict of Interest Policy.

Board members shall exercise the utmost good faith in all decisions involved in their duties, and they shall not use their positions with the Board or knowledge gained therefrom for their personal benefit or for the benefit any other group they may represent. The interests of the organization must be the first priority in all decisions and actions.

Board members are expected to use good judgment, to adhere to high ethical standards, and to conduct their affairs in such a manner as to avoid any actual or potential conflict between the personal interests of a Board member and those of the Board. A conflict of interest exists when the loyalties or actions of a Board member are divided between the interests of the Board and the interest of the member. Both the fact and the appearance of a conflict of interest should be avoided.

8.10.5.1 EXAMPLES OF AREAS IN WHICH CONFLICT MAY ARISE

Conflicts of interest may arise in the relations of Board members, and with third parties. Examples may include, but are not limited to:

1. Persons and firms supplying goods and services to the Board.
2. Persons and firms with whom the Board is dealing or planning to deal in connection with the gift, purchase or sale of real estate, or other property.
3. Partner agencies, competing or affinity organizations.
4. Donors and others supporting the Board along with Purdue University Extension/Indiana 4-H programming.
5. Agencies, organizations, and associations that affect the operations of the Board along with Purdue University Extension/Indiana 4-H programming.
6. Family members, friends, and other employees. Family is defined as a relationship between two individuals by blood, adoption or marriage to the degree listed below:
   a. Blood or adoption: parent, child, brother, sister, uncle, aunt, niece, nephew, grandparent or grandchild.
   b. Marriage: husband, wife, stepparent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

8.10.5.2 EXAMPLES OF NATURE OF CONFLICTING INTEREST

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 8.10.5.1.

Such an interest might arise through situations that may include, but are not limited to:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with county 4-H Boards.

2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing or partnering with the Board or Purdue University Extension/Indiana 4-H with whom the Board may conduct business.
3. Receiving remuneration for services with respect to individual transactions involving the Board.
4. Using the Board's time or good will for other than county 4-H Board approved activities, programs, and purposes.
5. Receiving personal gifts, interest in or something of monetary value from third parties dealing or competing with the Board.

8.10.5.3 DISCLOSURE POLICY AND PROCEDURE

Whenever a Board member has a financial or personal interest in any matter coming before the Board, the affected person shall:

1. Fully disclose the nature of the interest, and
2. Withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Board members determine that it is in the best interest of the organization to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

8.10.5.4 ANNUAL AFFIRMATION STATEMENT

Each Board member shall annually sign a statement which affirms such person:

1. Has received a copy of the conflict of interest policy,
2. Has read and understands the policy, and
3. Has agreed to comply with the policy

8.10.5.5 CONFLICT OF INTEREST AFFIRMATION STATEMENT

ANNUAL AFFIRMATION STATEMENT

THE _____ COUNTY 4-H BOARD

The Conflict of Interest Policy of The _____ County 4-H Board (the Board) requires an annual affirmation that you have received, read, understand, and agree to comply with the Conflict of Interest Policy.

Please sign and date this Statement indicating your affirmation as described above. Please return this Statement to the Board Secretary by January 31.

Your name:_____

Date:_____

9.1 4-H YOUTH DEVELOPMENT LIABILITY RELEASE POLICY

It is required by Risk Management at Purdue University that a signed **4-H Youth Development Liability Release Statement** shall be obtained annually from each and every 4-H participant in the 4-H Youth Development Program on the 4-H participant's online or paper enrollment form.

4-H participants who do not have on file with the County Extension Office a liability release statement that has been signed by at least one parent or legal guardian will not be allowed to participate in 4-H projects, events, or activities.

This form must be signed and obtained from participants annually.

****Those 4-H members who have reached age 18 (or older) by the time the forms are distributed are not exempt from having a signed release form on file. However, these individuals are not required to have a parent or guardian signature.

NOTE: The **4-H Youth Development Liability Release Statement** provided by Purdue University 4-H Youth Development and Risk Management shall be used as provided. The language in the form shall not be altered in any way.

Release forms shall be maintained for a period of 7 years after the member turns 18 years of age.

9.2 SAFETY POLICY FOR MINI 4-H MEMBERS

The safety and well-being of our 4-H youth is of the utmost importance. Although kindergarten is specified as the time when a child may begin participation in some 4-H events and activities, parents are encouraged to take into consideration their child's physical and mental development before agreeing to let the child begin to show, work with, or care for animals. Each child matures at a different rate, and children in grades K-2 may still be too young to begin showing, working with, or caring for animals.

Purdue Extension 4-H Youth Development allows Mini 4-H members in grades K-2, to participate in some animal projects subject to certain conditions. These conditions are specified below.

Each county may determine its own **NON-COMPETITIVE** programs, classes, and participation requirements subject to the following safety guidelines:

"Mini 4-H members, in grades K through 2, will be allowed to show, work with, or care for animal projects after their parent or legal guardian has signed a Mini 4-H liability release. Mini 4-H members may independently show, work with, or care for animals that weigh 300 pounds or less. Mini 4-H members may only show, work with, or care for animals over 300 pounds when they are assisted by a parent, legal guardian, or another adult designated in writing by parent or legal guardian." (*The word assisted means that the adult has control of the animal at all times*.) Mini 4-H members are not required to own the animals they participate with in Mini 4-H. All animals on exhibit should meet the regulations of the Indiana Board of Animal Health Requirements for Exhibition of Domestic Animals in Indiana and meet the vaccination requirements set by Indiana 4-H.

Mini 4-H members exhibiting horses must wear ASTM or SEI standard F1163 (or above) certified helmets whenever mounted. The parent/guardian is responsible to see that this specified headgear is properly fitted with the approved harness in place and fastened whenever a rider is mounted.

If the guidelines stated in this policy are not followed for a particular event or activity, then such event or activity shall not be considered to be a 4-H event or activity and shall not be under the auspices of Extension 4-H Educators or covered by Purdue University.

NOTE: Purdue University and the Indiana 4-H Youth Development Program do not support, endorse, or encourage 4-H programming for children prior to Kindergarten. 4-H Youth Development Extension staff members and 4-H Volunteers may not offer, or encourage others to offer, programming for children prior to Kindergarten.

9.3 ACCIDENT/INCIDENT REPORTING

Occasionally, accidents, injuries, or incidents occur at approved Purdue Extension events and activities.

A Purdue Extension Incident Report Form (RM 27, revised 2022) - must be completed whenever a Purdue Extension participant or volunteer receives an injury that requires medical or dental attention or is involved in an incident.

Incidents include, but are not limited to, behavioral, abuse, bullying, theft, tobacco or illegal drugs, threat, alcohol, property damage, or act of a sexual nature.

If a youth or adult is in immediate danger, call 911 or appropriate emergency personnel, then immediately report the incident to the State 4-H Office (**State4HLeader@purdue.edu**). All other reports are to be submitted within 24 hours of the incident.

Volunteers who are working with an event where an accident, injury, or incident occurs should contact the Extension Educator immediately for further guidance.

9.4 CERTIFICATE OF INSURANCE

Educators do not need to request a Certificate of Insurance (COI) in order to have the Purdue University insurance coverage in place for a 4-H sponsored event. The coverage is continuously in place and is automatic.

The only time a COI should be requested by an Educator is when a 4-H-approved event is to be held at a location owned by a third party (usually a commercial property like a conference center, or local business) and the owner of that property requires proof of insurance in order for the event to be held there.

A COI may also be requested to verify insurance coverage for equipment owned by an individual or business that will be used at a 4-H-approved event (e.g., tractors loaned for a Tractor Driving Contest).

There is a cost associated with issuing a COI, so these certificates will only be authorized if they are required to facilitate an event.

Volunteers who have received a request for a Certificate of Insurance from a property owner should contact the County 4-H Extension Educator for assistance.

Educators who receive requests from property or equipment owners for a COI should complete a "Request for Certificate of Insurance" form, RM02 (Revised 10-2022), which is available at the Risk Management "Forms" website, **http://www.purdue.edu/business/risk_mgmt/Forms/** (and also included

in the Risk Management Forms section). The form should be sent directly to the Purdue Risk Management Office at **RiskMgmt@purdue.edu**.

If the request is for a Shooting Sports range, the Risk Management Office will contact the State 4-H office to be sure we have an approved range plan on file for the range for which the certificate is being requested.

NOTE: The Purdue University insurance coverage would come into play if the University is found negligent in some way associated with the approved event and its operations. If a loss or claim is associated with the general condition of the premises not owned by Purdue and over which Purdue had no control, then the claim goes to the property owner and their personal insurance carrier.

9.5 ACCIDENT/MEDICAL INSURANCE

9.5.1 COVERAGE PROVIDED TO 4-H MEMBERS AND APPROVED 4-H VOLUNTEERS

4-H members and approved 4-H Volunteers are included in the annual accident/medical insurance policy purchased by the Indiana 4-H program. Should a 4-H member or approved 4-H Volunteer be involved in an accident or have some type of medical emergency, the 4-H Educator can provide information on how to submit a claim for the coverage. The coverage provided is limited and is considered secondary to an individual's/family's personal coverage. Often the accident/medical coverage is used to help pay a family's deductible if it has not yet been met.

An additional accident/medical insurance special activities policy should be purchased for overnight or out- of-county events. Contact your County 4-H Youth Development Extension Educator for more information about these policies.

9.5.2 ACCIDENT/MEDICAL INSURANCE – ANNUAL POLICY

TO: Extension Educator, 4-H Youth Development County Clerical Support Staff

RE: Indiana State 4-H Program Insurance through American Income Life Insurance Company

DATE: July 9, 2012

 As you are aware, Purdue University has purchased a Group Activities Master Accident Policy through American Income Life Insurance Company for all 4-H Youth members (Mini 4-H and grades 3-12) and 4-H volunteers who have been screened according to current 4-H volunteer management guidelines and are "enrolled" in 4HOnline. This policy has been purchased from funds generated by the State 4-H Program Fee.

In delivering your programs and working with a variety of youth and adults, an accident will occasionally happen and you need to know how to make a claim for those accidents that occur at county based 4-H events/educational meetings.

Insurance for County Based 4-H Program Accidents/Injuries:

Use the American Income Life Insurance Claim form that is found in 4-H Policies/Procedures on-line. This form may be found on the Indiana 4-H Hub, in the Policy and Procedures, Risk Management Forms

section. It contains the Indiana Policy number AIN48180 in Part 1 of the form. Parts 2, 3, and 4 must be completed by an Extension Educator prior to submission. Contact the witness to the accident for information to complete Part 3 Injury Report section of the form. This form has been made editable so that you can type the required information into the form before printing. All claim reports **must be signed by the Extension Educator** and either mailed or faxed to American Income Life Insurance. A copy of the form submitted to American Income Life will also be mailed to the family with the sample letter provided.

A sample parent/guardian letter has been prepared so that you can communicate to the family and provide them with a copy of the accident/claim form for them to follow up on insurance payment. Please place this letter on your county Purdue Extension letterhead and save for future use.

You will also find a copy of the Group Activities Master Accident Policy. This is just information to know and should you have a family ask questions, you have a copy to which you may refer. **Do _not_ disseminate this policy to volunteers or families making claims.** To summarize the provisions of the policy:

1. Benefits are payable on a primary basis with no deductibles—which means that the policy can pay first, regardless of other insurance. We recommend that families with health insurance coverage utilize this policy as secondary and let their insurance pay first – then utilize the AIL Indiana 4-H Program Policy to pay secondary (required co-pay, 20% not covered, out-of-pocket medications, etc.).
2. Coverage is in effect during ADULT SUPERVISED 4-H activities
3. 4-H members and volunteers registering after the issue/renewal date of the policy are AUTOMATICALLY covered without additional premium (until the subsequent year's policy renewal).

Insurance for Out-of-County events (i.e. camps, club achievement trips, etc.):

Staff and 4-H Volunteers should continue to acquire Special Events Insurance Coverage through American Income Life Insurance for those events and use AIL's generic claim report. To acquire coverage and print/complete the AIL generic claim report form go to **www.AILSpecialRisk.com.**

AIL Master State Policy *FOR INTERNAL REFERENCE BY EXTENSION STAFF ONLY*, a copy of the American Income Life Insurance Policy has been posted. Claim form instructions for Educators have been prepared

A **claim form template** has been created to submit claims from the Indiana State 4-H Program annual policy to American Income Life Insurance.

 A **template of a letter to parents** has also been created to inform them of the claim process with AIL.

9.5.3 ACCIDENT/MEDICAL INSURANCE – SPECIAL ACTIVITIES POLICY

A resource has been created for use by Extension Staff to help determine when Special Activities Policies should be purchased from American Income Life Insurance.

The Special Activities Policy may be completed online at: **www.AILSpecialRisk.com.** Click on the Submit Activity tab.

This table is found in the Risk Management Forms Section, titled "Special Activity Policy with AIL."

A special activity policy claim form is also in the Risk Management Forms section.

9.6 HEALTH FORMS

As a part of the 4-H Online registration process, each 4-H member and Adult Volunteer will have the opportunity to complete a health form. These can be updated by the individual throughout the year as needed. Event organizers/ 4-H Online administrators can access this information if needed during a 4-H event.

For privacy reasons, 4-H Volunteers and 4-H Extension staff should NOT keep paper copies of the health form with them beyond the dates of the actual event/activity.

9.7 POLICY REGARDING OVERNIGHT STAY AT FAIRGROUNDS (4-H VOLUNTEER LIABILITY INSURANCE COVERAGE)

Effective January 1, 1998, there will be no liability coverage provided to 4-H volunteers and staff during overnight stays at fairs unless each 4-H Youth participant is accompanied by his/her parent or legal guardian at all times. The time normally associated with overnight is that time when the fair shuts down for the evening or by midnight and until early morning feeding of animals (early morning is normally construed as morning light in our summer season). Adults/volunteers officially assigned to watch 4-H projects overnight at county/state fairs are still covered by Purdue University liability insurance. However, this is not to be confused with aforementioned policy regarding 4-H youth.

County 4-H councils and Extension boards and /or fair boards not abiding by this policy do so at their own risk and should seek their own liability insurance.

The safety and well-being of 4-H youth is our primary concern. The mission of 4-H is education. Overnight stays at fairgrounds do nothing to further that mission.

9.8 4-H SHOOTING SPORTS

9.8.1 4-H SHOOTING SPORTS POLICY STATEMENT

** The Following Policy Supersedes All Previous Drafts**

Preamble: One of the goals of the Indiana 4-H Shooting Sports program is to encourage and support volunteers upon whom 4-H depends to extend its programs for the benefit of the youth of Indiana. A very important liability issue associated with volunteers is the teaching of age-appropriate instruction and effective supervision. Thus, the certification of 4-H Shooting Sports instructors and coordinators through state-sponsored workshops is essential to the integrity and success of the program. These workshops teach volunteers about program safety and the developmental abilities and maturity of 4-H youth. Purdue University provides liability coverage for adult volunteers while they are acting at the direction of, and within the scope of, their duties in the Indiana 4-H Shooting Sports program.

Policy statement: The primary goal of the Indiana 4-H Shooting Sports program is to teach young people how to safely and appropriately handle firearms and archery equipment. While it is understood that many parents choose to involve their children in this activity as a "prelude" to hunting activities, the Indiana 4-

H Youth Development Program under **no circumstances** provides authority to volunteers to arrange or conduct hunting activities with (or for) 4-H members.

Certified Shooting Sports volunteers involved with the Indiana 4-H Shooting Sports Program must complete the Indiana 4-H Youth Development Application/Screening Process and participate in the State 4-H Shooting Sports Certification Workshop **prior to** participating as a volunteer with the program. All Indiana 4-H Shooting Sports Programs must have a 4-H Shooting Sports Certified Coordinator. All 4-H shooting activities must be directly supervised by an Indiana 4-H Shooting Sports Certified Instructor.

If a program divides the participants into groups for concurrent shooting sessions, each group must be under the on-site supervision of an Indiana 4-H Certified Shooting Sports Instructor, teaching in **only** the discipline in which he/she holds certification. Associate instructors and other 4-H adult volunteers must be under the direct physical supervision of an Indiana 4-H Shooting Sports Certified Instructor while engaged in any activity which involves the use of firearms and/or archery equipment.

Tree climbing and activities involving tree stands must be taught by Outdoor Skills discipline instructors who have received training from the state 4-H Shooting Sports team. Teaching and using firearm reloads (cartridges and shells) is prohibited in 4-H Shooting Sports educational activities. For safety reasons, cartridges and shells should be purchased from authorized manufacturers who apply industry standards in the manufacturing and loading process.

To avoid potential problems in the event of a claim, Extension office files should contain a complete list of volunteers working on each activity for at least one year after the activity. In order for coverage to respond for either a staff member or a volunteer, it is imperative that potential claims be reported immediately to the local County 4-H Extension Educator.

9.8.2 ROLE DEFINITIONS

- **4-H Shooting Sports disciplines:** archery, outdoor skills, muzzleloading, rifle, pistol, and shotgun.

- **Indiana 4-H Shooting Sports State Coordinator:** Purdue University employee responsible for training 4-H Shooting Sports Coordinators and working with Indiana Extension Educators to provide the 4-H Shooting Sports program to youth across Indiana.

- **Indiana Hunter Education Coordinator:** Indiana Department of Natural Resources employee responsible for selecting and training Indiana State 4-H Shooting Sports Instructors; planning, coordinating and managing training workshops; and certifying Indiana 4-H Shooting Sports Instructors.

- **Indiana 4-H Shooting Sports State Instructor:** An adult volunteer or staff person who has been selected by the Indiana Department of Natural Resources, Hunter Education Coordinators, trained by the state discipline team, passed a probationary period, has joined the state instructor team, attends state instructor team meetings and provides training to county instructors.

- **Indiana 4-H Shooting Sports Certified Instructor:** An Extension Educator or adult volunteer who has county background validation and has successfully completed a course of training at an Indiana 4-H Shooting Sports Workshop (Sponsored by the Indiana 4-H Program at Purdue University and Indiana Department of Natural Resources).

- **Indiana 4-H Shooting Sports Certified Coordinator:** A 4-H Shooting Sports Program Coordinator is an Extension Educator or adult volunteer who works primarily with other volunteers to deliver the 4-H Shooting Sports program in the county. Volunteers work under the guidance of their county 4-H Youth Extension Educator.

- **Associate 4-H Shooting Sports Instructor:** An Extension Educator or adult volunteer who has locally recognized experience in the 4-H Shooting Sports program and/or youth development and proper county background validation and who has been trained at the local level by an Indiana 4-H Shooting Sports Certified Instructor in the discipline which he/she is teaching.

9.8.3 COMPLIANCE STATEMENTS (SEE RISK MANAGEMENT FORMS)

A Shooting Sports compliance statement must be completed and filed with the State 4-H Office each time a new Extension Educator assumes responsibility in a county that conducts a Shooting Sports program. The compliance statement (see Risk Management Forms) is an opportunity for the Extension Educator to verify the following:

- An Indiana 4-H Certified Shooting Sports Instructor must directly supervise all 4-H Shooting Sports activities. If a program divides the members into groups for concurrent shooting sessions, groups must be under the on-site supervision of an Indiana 4-H Certified Shooting Sports Instructor.
- Adult volunteers who are primarily responsible for a concurrent session, which involves the use of firearms and/or archery equipment, must be Indiana 4-H Certified Shooting Sports Instructors in the discipline, which she/he is teaching.
- Associate Instructors and all remaining adult volunteers must be under the direct physical supervision of an Indiana 4-H Certified Shooting Sports Instructor while engaged in an activity which involves the use of firearms and/or archery equipment. All adult volunteers and youth engaged in the use of firearms and/or archery equipment must be advised of the basic range safety rules before shooting starts. All Shooting Sports programs must have an Indiana 4-H Shooting Sports Certified Coordinator.
- 4-H Shooting Sports instructors are certified to provide shooting instruction to youth in grades 3-12 who are enrolled in the Indiana 4-H Youth Development Program. Youth in grades 3-12 who are not enrolled in Indiana 4-H may participate in a "public shoot" if certain conditions are met. See "Role of 4-H Shooting Sports Volunteers" (Shooting Sports Coordinator Handbook) for additional details.

 NOTE: Purdue University only extends liability coverage to certified volunteers working in their capacity as 4-H volunteers and to 4-H members (grades 3-12).

9.8.4 RANGE PLANS (SEE RISK MANAGEMENT FORMS)

Each county Shooting Sports program shall keep on file with the State 4-H Office a range plan for EACH range utilized for local Shooting Sports workshops and activities (see Risk Management Forms). When new ranges are utilized or the configuration of a range is changed, the range plans must be updated. These range plans are critical in terms of liability issues and Purdue University's insurance coverage and protection for the volunteers involved with the program.

9.8.5 INDIANA 4-H SHOOTING SPORTS PROJECT MEETINGS

The 4-H Shooting Sports project is successful because of all the dedicated, Shooting Sports certified volunteers. Volunteers work hard to achieve the shooting sports program goals and to maintain the highest standards of safety. When scheduling meetings, please make every effort to work through scheduling conflicts that some youth will have, to be as inclusive as possible. We know that this can be difficult for volunteers who give so much time to the program and try hard to schedule meetings at a time that works best for all. Remember, however, that as difficult as it is for you to schedule time, it may be even more difficult for the 4-H youth, because they must coordinate their schedule with both the meeting time and their parents' schedules.

Meetings

Volunteers and Extension Educators <u>may not</u> require youth to attend 4-H club meetings. There is one exception to this policy: if the County 4-H Youth Extension Educator and county Shooting Sports instructors feel it is necessary, <u>one</u> safety meeting *may* be required of 4-H youth enrolled in Shooting Sports. **<u>A review of safety guidelines is required at all range meetings, whether or not a special safety meeting is held</u>**.

Safety meeting requirements:

- An educational lesson plan for the meeting must be approved by the 4-H Extension Educator and on file in the county extension office.
- The lesson plan should list the safety topics that will be taught in the required meeting and estimated time to be spent on each topic. An educationally-appropriate length for a safety meeting is no longer than 60-90 minutes.
- An example agenda is given at **https://extension.purdue.edu/4-H/volunteer/resources-and- development/shooting-sports-volunteer-resources.html**
- If a safety meeting is required, it should be offered at multiple times and in multiple formats to provide opportunities for all 4-H members to receive this information. The required safety meeting can be held at the shooting range or at a separate meeting before range shooting

Hunter Education (IDNR program)

Many 4-H shooting sports instructor teams choose to offer the IDNR Hunter Education (HE) course to 4-H members. This course gives an overview of firearms and hunting and includes some safety

information. Note, however, that **while the course may be recommended, it may not be required in 4-H Shooting Sports**.

9.9 4-H SPORTFISHING POLICY STATEMENT

Effective in the spring of 2004, Purdue University's Risk Management team determined that certification of 4-H instructors for Sportfishing will no longer be required. There are some precautions related to the Sportfishing program however, that must be adhered to.

It is expected that any 4-H volunteer who wishes to conduct 4-H Sportfishing events or activities from a boat must have documentation to demonstrate successful completion of the Indiana Department of Natural Resources (IDNR) Boater Safety Course prior to taking youth on water.

There is also an expectation that youth participating in any 4-H Sportfishing activity in which they will be boating, will be wearing an appropriate flotation device in accordance with Indiana law. A **wearable** type

of Personal Flotation Device (PFD) must be provided for each person on board. In addition, boats 16 feet in length and over are required to carry a U.S. Coast Guard approved, throwable PFD.

9.10 EQUIPMENT USE AGREEMENT

Some implement dealers and 4-H Volunteers in the Petroleum Power project areas (including Ag Tractors and Lawn & Garden Tractor) request proof that Purdue University provides insurance coverage for equipment that is borrowed for use at 4-H contests, workshops, and meetings at the county, area, and state levels.

Volunteers who receive a request for Purdue University insurance coverage should contact the 4-H Extension Educator for assistance with the Equipment Use Agreement.

The Equipment Use Agreement in the Risk Management Forms Section is designed for this purpose. It is a protected file with editable fields. This agreement can be made between the owner of the equipment (an individual or an implement dealer) and Purdue University, for the date and event specified. A separate form will be completed for each piece of equipment to be used. If the same piece of equipment will be used for multiple events, all of the dates that specific piece of equipment will be used may be listed on one form.

Once the agreement is signed by both parties, the equipment will be insured under Purdue's liability/property insurance while in 4-H's care and use.

If the 4-H Educator receives a request for such an agreement from the equipment owner, this Equipment Use Agreement may be provided to the owner. The 4-H Educator would complete the information requested in the opening paragraph and in #1. The owner would complete the information requested in #2.

The owner would sign and print his/her name on the document. The form would then be scanned and e-mailed to **state4hleader@purdue.edu**. In the e-mail, the 4-H Educator will verify that the event/meeting/contest has been recognized as an approved 4-H event. State 4-H staff will review and sign the form, then e-mail it back to the 4-H Educator. A copy can then be shared by the Educator with the Owner.

9.11 4-H ATV (ALL-TERRAIN VEHICLE) REQUIRED ADULT VOLUNTEER TRAINING

The following policy will be implemented beginning April 1, 2017 and will take precedence over previous published 4-H ATV policies.

4-H ATV instruction must be provided by a 4-H adult volunteer who has successfully completed the Indiana 4-H Volunteer screening process. ATV instruction provided in a classroom/workshop or similar style format that does not include participants riding an ATV is to be provided by an adult who the County 4-H Extension Educator has deemed to be knowledgeable of ATV safety. Adult volunteers should use the Indiana OHV/ORV (off-highway vehicle/off-road vehicle) Safety Course as an instructional guide. **www.offroad-ed.com/indiana**

4-H ATV instruction provided in a hands-on style format that does include participants riding an ATV is to be provided only by an adult who has successfully completed the Indiana 4-H Volunteer screening process, successfully completed the Indiana OHV/ORV Online Safety Course, and has successfully completed an Indiana 4-H ATV Skills Assessment class provided by the State 4-H Office. Adult volunteers should use the Indiana OHV/ORV Safety Course as an instructional guide. **www.offroad-**

ed.com/indiana. 4-H adult volunteers assigned to the 4-H ATV Safety program by their county educator will be reimbursed the online safety course cost after submitting a copy of their completion certificate to the State 4-H Office.

4-H ATV instructors are certified to provide instruction to 4-H members (grades 3-12). ATV instructors are NOT certified to provide instruction to parents, siblings, other family members, or to the general public. This means that parents, siblings, other family members, and the general public may attend 4-H ATV workshops or other events, but they cannot be active participants by riding ATVs during these times. Liability insurance protection for 4-H ATV extends only to approved 4-H Volunteers providing instruction to 4-H members.

9.12 MOVIE LICENSE PROCEDURE

Public law requires groups showing a copyright protected movie to obtain a license to show that movie to a group outside one's home. This license is for not-for-profit groups showing movies indoors to invited participants and the organizer is not charging an admission fee. For 4-H purposes this includes events such as 4-H Round-Up, single and multi-county overnight camps, county sponsored movie nights, and other events.

If a 4-H Volunteer wishes to show a movie as a part of a 4-H event, contact the County 4-H Extension Educator who will connect with the State 4-H Office for next steps.

The State 4-H Office will work with Motion Picture Licensing Corporation to determine pricing.

The State 4-H Office will work with the Ag Business Office to purchase licenses quarterly using the following procedure:

1. Event organizers are to notify The State 4-H Office their intent to show one or more copyright movies and provide the following information:
    a. Facility address where movie is to be shown
    b. Name of event(s) movie will be shown to participants
    c. Person in charge
    d. County or state account to be invoiced
2. The State 4-H Office will submit information to MPLC for invoicing.
3. Invoice will be submitted to Ag Business Office for processing and payment.
4. Ag Business Office will invoice event organizer.
5. License will be sent to event organizer when received.

Anyone planning to show a copyright protected movie as part of a 4-H event is to notify The State 4-H Office using the following chart:

Movie to be shown in	Request to be made to State 4-H Office
December, January or February	November 1

March, April, or May	February 1
June, July, or August	May 1
September, October or November	August 1

Questions about this process should be directed to The State 4-H Office.

9.13 HORSE & PONY

9.13.1 HORSE & PONY HELMET POLICY

All 4-H members are required to wear a properly fitted ASTM or SEI standard F1163 (or above) certified helmet whenever mounted, or driving, at a 4-H horse and pony event, show, or activity. The 4-H member is responsible to see that this specified headgear is properly fitted with the approved harness fastened in place whenever mounted. Original tags must be present in all approved helmets.

This policy was placed in effect during the 2003 4-H program year and applies to all county, area, and state 4-H horse and pony events, shows, and activities.

Adults riding horses are also at risk of head injury; therefore, adults are also strongly encouraged to wear properly fitted, certified helmets when they are riding at any 4-H sponsored activity/event so that they will serve as role models of safe behavior, as well as protect themselves.

The helmet policy, along with other 4-H policies, are in effect during shows that have been organized, sponsored, and/or led by a 4-H entity (4-H Club, 4-H Committee, 4-H Council, 4-H Fair Board, etc.) – these include open Horse & Pony Shows that invite youth and adults to participate from within the county and beyond the county borders.

Concussion Safety in Sports Reference: **www.usef.org/compete/resources-forms/rules-regulations/concussion.**

9.13.2 EQUINE LIABILITY SIGNS

Equine Liability Signs should be posted anywhere people are riding on the fairgrounds and at any equine business in the community. As part of the statute, the verbiage included on the sign must be posted in visible places on the grounds where people exposed to horses will see it.

At a minimum, one sign should be posted at each entrance to the barn and one on any riding area.

Signage may be ordered from a variety of sources.

9.14 INDIANA 4-H AGGRESSIVE DOG POLICY

The safety and well-being of 4-H members and volunteers is a primary concern with all Indiana 4-H Program opportunities. Families should err on the side of caution in selecting a dog for the 4-H member to exhibit. A dog that has a known history of aggression or biting is not appropriate for involvement in the 4-H Program. On occasion, the 4-H member may have difficulty managing their dog within the 4-H

Program. The following guidance has been provided for the Indiana 4-H Dog Program as the owner/exhibitor of the dog bears responsibility for the dog's actions. In the subsequent policy, the term "4-H Dog Personnel" will include County 4-H Volunteers, County Extension Educators, State 4-H Staff and appropriate County and State Fair Directors.

A dog that bites a human or another dog at any 4-H Dog Event must be immediately removed from that event by the 4-H member and will subsequently be excused from the 4-H Program. The member should be directed by 4-H Dog Personnel on-site to remove the dog if the member does not do so willingly. If a determination is made by the 4-H Dog Personnel that a dog bit in self-defense, it may be allowed to remain at the 4-H Dog Event.

Dogs that display other signs of aggression, including but not limited to, barking and standing ground, growling, lunging and snapping will be give one verbal warning. They will be removed from the event after the second violation at the same event. To be removed from a 4-H Dog Event, there must be two violations at the same event.

Any dog that is removed from a 4-H Dog Event due to aggressive behavior will be placed on probation for 2 weeks. Written notification of the probation will be given to the 4-H member. The 2-week period will start upon written notification to the 4-H member. While on probation, the 4-H Dog Personnel and the 4-H member and parents will work together to determine the best course of action for the dog.

This may include (but is not limited to) working individually with the dog and 4-H member, asking the 4-H member to use a different dog or having the 4-H member attend events without their dog. At the end of the designated probation period, 4-H Dog Personnel will decide regarding the dog's return to 4-H Dog Events.

Dogs that are removed from a 4-H Dog Event twice will be immediately excused from the 4-H program and will not be allowed to re-enter. Excusing a dog from the 4-H Program is rare but could be necessary for the safety of 4-H members, volunteers, and other participating dogs. Should a dog be excused from the program, it must be remembered that the action is against the dog and not the 4-H member. 4-H Dog Personnel should look at many solutions and encourage the 4-H member to attend classes without their dog while training it at home or potentially bringing another dog to 4-H events. 4-H members will always be welcome in every other part of the dog project.

In the event that a dog is removed from a 4-H Dog Event or excused from the 4-H program, 4-H Dog Personnel should report such to the State 4-H Office so that the information is available at all county 4-H dog programs and the Indiana State Fair.

The Indiana 4-H Aggressive Dog Policy Incident Reporting Form is included in the Risk Management Forms section.

9.15 TRANSPORTATION POLICIES

9.15.1 USE OF 12 AND 15-PASSENGER VANS

In order to minimize the threat of personal injury and in keeping with Purdue University guidelines established in July 2001, 12 and 15 passenger vans may not be utilized to transport more than eight (8) people (including the driver). This policy applies to all vans including, but not limited to, those owned, borrowed, rented, or leased and operated by Purdue University staff or volunteers. Proper vehicle seat restraints must be worn.

Anyone who violates this policy will be deemed utilizing a vehicle outside of the University's use policies, subjecting them to possible personal liability with no indemnification from the university.

9.15.2 PARENT DRIVERS

When asking parents to drive youth to Purdue Extension events and activities, Purdue Extension personnel:

- **Should encourage parents to arrange their own rides for their children.**
- Will direct parents to complete the 4-H Volunteer Application and Screening process, including completion of the Adult Behavioral Expectations form and the Programs for Minors training. Parents will also be provided a "Request for Driver Authorization" form to be completed and submitted at least 5-7 days ahead of the activity/event.
- Must obtain visual evidence of valid driver's license and proof of insurance if Purdue Extension staff has asked a parent to transport youth other than their own to events and activities.
- Will inform drivers that under no circumstances should personal vehicles carry more persons than the vehicle is designed for (a seat belt for each occupant).
- Must not ask anyone under the age of 21 to serve as a driver and transport other youth to or from Purdue Extension events and activities.
- Must deny any person who refuses to provide a license and verification of insurance the opportunity to transport youth to Purdue Extension events and activities.

9.15.3 SCHOOL BUS LIABILITY

School bus liability insurance coverage is NOT available through Purdue University

When there is a need to transport a group of youth to an event (camps, workshops, completion trips, etc.), the following guidelines should be followed.

- School buses owned by school corporations should be utilized whenever possible.
- In the case of buses driven for school corporations and owned by private individuals, extension staff must request a copy of the driver's CDL and proof of insurance. Indiana law requires that school bus drivers be insured with **$1 million of coverage**. A copy of the license and proof of insurance must be requested annually and kept on file with the Extension Office. *The use of other individually or church owned buses should be discouraged. These vehicles are not subject to annual safety inspections.*

9.15.4 PRIVATE/COMMERCIAL BUS

Private/commercial bus companies may be utilized. Extension staff must request and keep on file proof of insurance from the company. Contracts with these companies should move through the normal contractual procedure as per University guidelines.

9.15.5 RECOMMENDED AUTOMOBILE LIABILITY INSURANCE

University Risk Management has required automobile liability limits in the amount of $100,000 per accident. Individuals are encouraged to obtain higher limits if they will be transporting youth.

9.15.6 REGISTRATION OF DRIVERS WITH THE UNIVERSITY

Each person who drives on behalf of Purdue University must be approved in advance to do so using the RM01 Forms from the Purdue Risk Management website:

- RM01D (for volunteers and county staff): **purdue.edu/business/risk_mgmt/pdf/RM01-D%20-%20NEW.pdf#RM01-D**
- RM01E (for paid staff): **powerforms.docusign.net/837a9ab8-a3f6-4125-8ee1- dac2d9de5bff?accountId=9ad6adfd-6804-409b-91bc-173cbee909f9&env=na2#RM01E**

NOTE: Area Extension Directors complete this process for County Educators and County Staff. Campus departments will complete this process for Extension Specialists.

If a Purdue Extension Professional specifically asks an approved volunteer or parent to drive youth to an event or activity, that volunteer or parent needs to be approved as a driver with the University.

Arranging for transportation for youth to an event such as the State 4-H Leadership Summit would be an appropriate step for the Extension Educator to take. In this case, the Educator would be specifically asking a volunteer or parent to drive youth participants to an approved Purdue Extension program.

That volunteer or parent would be asked to complete the RM01D form at least 5-7 days prior to the activity/event to allow time for processing.

A volunteer who arranges transportation on their own may believe that they are driving on behalf of the university. It is best practice to ensure that volunteers transporting youth who are not their own children have an RM01D approving their ability to transport youth.

Parents who drive their children to a youth activity do NOT need to be an approved driver with the University. Purdue Extension Program Staff have NOT specifically asked the parents to transport their children; the parents are NOT considered program staff.

9.16 INDIANA 4-H YOUTH DEVELOPMENT CAMP CHAPERONE AND COUNSELOR GUIDELINES

Below are recommended practices for 4-H Camp groups in Indiana to follow related to chaperone and counselor housing and training.

9.16.1 GENERAL 4-H CAMP SUPERVISION AND TRAINING GUIDELINES

- The 4-H Youth Development Extension Educator(s) responsible for oversight of the 4-H Camp are charged with insuring that adequate supervision is in place to provide a safe 4-H Camp environment at all times.

- Adult Chaperones (paid staff and approved adult and youth volunteers) have the responsibility to provide adequate supervision and a safe environment for 4-H Campers throughout the duration of the 4-H Camp experience.

- Volunteer Adult Chaperones must be approved through the normal Indiana 4-H Volunteer application and screening procedures. Placement of volunteers in these roles is the responsibility of the 4-H Youth Development Extension Educator.

- 4-H Camp Counselors must complete the normal Youth Volunteer approval process, along with training that will enable them to appropriately supervise the Camp Counselors should be at least three years older than the oldest 4-H Camper. Placement of youth volunteers in the role of Camp Counselor is the responsibility of the 4-H Youth Development Extension Educator.

- Prior to serving in a voluntary role at 4-H Camp as overnight chaperone/counselor, Adult and Youth Volunteers will have completed the Minors Safety Training related to the Operating Procedures for Programs with Minors university policy.

- The recommended staff to camper ratio is 1:10 at a minimum (more staff is always preferred). Staff include Adult Chaperones (paid staff and approved adult volunteers) and 4-H Camp

- Adult Chaperones and 4-H Camp Counselors should always keep themselves above suspicion (see below) to protect both salaried and volunteer youth and adult staff from situations that potentially could occur in any 4-H youth program where there is potential for individuals to be accused of abuse. All Adult Chaperones (salaried and volunteers) and 4-H Camp Counselors should avoid one-on-one situations with campers whenever possible. If one-on-one conversations are necessary with a camper, they should be conducted in view of other adult

- All Adult Chaperones (salaried and volunteers) and 4-H Camp Counselors should also follow the modesty guidelines outlined below.

- The 4-H Educator responsible for the overall coordination of the 4-H Camp will **register the camp as a Program for Minors with the University.**

9.16.2 HOUSING OF ADULT CHAPERONES, 4-H CAMP COUNSELORS AND 4-H CAMPERS

- For the safety and well-being of the 4-H Campers, at least two approved adult chaperones should be housed in the same building as the campers, when the facilities permit them to do so. Trained 4-H Camp Counselors may also be housed with the 4-H Campers to support the Adult Chaperones.

- When the facilities do not reasonably permit Adult Chaperones to be housed in the same building as the campers, Adult Chaperones should be housed in a building that is in close proximity to the facilities in which the campers and 4-H Camp Counselors are housed. In this case, at least two approved, trained Camp Counselors should be housed in the same building with the campers.

- An individual adult chaperone or youth counselor should NEVER be housed by himself or herself with a group of campers. Always insure that at least two chaperones/counselors are housed with a group of campers.

- When considering where to house adult chaperones, consider how you would answer these hypothetical questions:
    - Do you want to be the staff member on a witness stand with an attorney asking, "Why was there not an adult in a cabin full of youth at camp?"
    - Why would anyone think it is acceptable to leave a cabin full of young campers with teenagers and no adult supervision?

9.16.3 ABOVE SUSPICION POLICY

- The purpose of the Above Suspicion Policy is:
  - To provide a safe and caring environment for youth and adults in all 4-H program situations; and
  - To protect both salaried and volunteer staff from situations that potentially could occur in any 4-H youth program, including camps, trips, and other events, where there is potential for being accused of abuse.

- At times, volunteers may need to stay in a room with 4-H youth in order to provide During those situations, there will be at least two or more adults in the room. All supervisory staff (salaried and volunteer) should avoid one-on-one situations whenever possible.

9.16.4 MODESTY AT 4-H CAMP

- In 4-H camp, "modesty" refers to the manner in which a person behaves while showering, getting dressed, and taking care of personal hygiene. Showering behind a door or curtain, keeping a towel/clothing over one's genitals before getting dressed, and refraining from making any comments about your own or someone else's body would be examples of modest behavior at 4-H camp.
- Appropriate clothing should be worn by all youth and adult staff throughout the camp experience, fully covering the parts of the body that should not be revealed in a 4-H
- It is important that 4-H camp volunteers and paid staff – anyone in a supervisory role over youth campers – are aware of the importance of maintaining modesty at all times, especially when in the presence of other 4-H camp participants.

9.17 4-H POLICY ON ALCOHOL

Under no circumstances shall *youth or adults* allow, consume, or be under the influence of alcohol or illegal drugs at 4-H Youth Development Program events or activities.

Current state law prohibits a temporary beer permit to be issued for the expressed purpose of selling beer at a place where an organized 4-H club association has an exhibit. Alcohol has no place at Purdue Extension educational activities, club, board or council meetings.

Policies for all 4-H Entities/Volunteers

- No alcohol may be purchased with funds generated from the use of the 4-H Name and Emblem. Therefore, no 4-H Club, 4-H Council, 4-H Fair Board, or other entity utilizing the 4-H Name and Emblem may purchase alcohol.
- No 4-H Volunteers or 4-H Youth may dispense alcohol as part of their 4-H roles or responsibilities, perceived or actual.

Alcohol can be a part of third-party rentals of 4-H Fairgrounds facilities (e.g., for weddings and/or other non-4-H events and activities). 4-H Entities which choose to allow third-party rentals to have alcohol at their functions may do so only under these conditions:

- Individuals or groups that rent facilities at a **county 4-H fairgrounds** throughout the year (e.g., wedding receptions, reunions, etc.) may serve alcohol if:
  - There is a written plan in place outlining:
    - how the distribution of alcohol will be monitored (to ensure that no one receives more than they should)

- security that is in place for the duration of the event
- a third party responsible for dispensing the alcohol that is licensed, bonded/insured is utilized
- a plan that addresses individuals who consume too much alcohol will not drive themselves from the fairgrounds.
  - Any plan involving alcohol fulfills the policies of **Purdue University.**
  - The owners of the fairgrounds must have written documentation from their insurance company showing that the sale/consumption of alcohol on the grounds is covered by the grounds' liability insurance policy.
  - No 4-H Youth event or activity may be scheduled in the same proximity or held at the same time as the event where alcohol will be served.
- As considerations are made for whether or not to allow the consumption of alcohol on the county fairgrounds, keep in mind the public perception of such a Some communities are more tolerant of alcohol than others.

NOTE: A separate state law has been passed providing permission for the Indiana State Fair to sell alcoholic beverages on the State Fairgrounds: **iga.in.gov/legislative/laws/2022/ic/titles/7.1#7.1- 3-21-14**. This is distinct from the law that prohibits a temporary beer permit at a place where an organized 4-H club association has an exhibit.

9.18 OPERATING PROCEDURES FOR PROGRAMS INVOLVING MINORS

In 2015 the Purdue University Office of the Vice President for Ethics and Compliance implemented campus-wide policies related to programs involving minors. These policies are designed to ensure the protection of minors who participate in any University-supported program or activity. Purdue Extension programs across the State of Indiana are included in this policy, and were represented at the table when the policies were designed and implemented.

WHO: All faculty and staff working on behalf of Purdue Extension, approved Purdue University Adult Volunteers, and approved Purdue University Youth Volunteers.

WHAT: Required "Programs for Minors Registration" for all programs involving minors.

WHEN/WHERE: Applies to all programs involving minors that started on or after May 1, 2015 and that are supported by Purdue Extension at the county, area, district, state, and national levels. Policies were revised in 2022 for all programs starting on or after May 1, 2022.

WHY: To ensure that programs involving minors are planned carefully and include safety as the highest priority.

HOW: Read on to learn about the steps necessary to complete the required training for faculty, staff, and volunteers and to register programs involving minor participants with Purdue University.

The Operating Procedures for Programs Involving Minors includes two primary steps:

1. Completion of training by staff and volunteers
2. Registration of program involving minors with the University

For more information about these policies, contact the 4-H Extension Educator.

9.18.1 REQUIRED TRAINING

Training must be completed ...

- Every two years for **Extension Educators**: complete the following two staff training courses from the Vice President for Ethics and Compliance website:
    - o **Program Director Training**
    - o **Program Staff Training**

- For 4-H Volunteers, complete the following training _annually_:
    - o Welcome to Indiana 4-H by State 4-H Program Leader, Casey Mull
    - o Orientation to 4-H
    - o Youth Protection Training for Program Staff

- Adult 4-H Volunteers have two options to complete the trainings listed above:
    - o Option A: complete the training via 4-H Online (v2.4honline.com) as a part of the volunteers' annual re-enrollment. The quiz questions are incorporated throughout the trainings
      -OR-
    - o Option B: complete a face-to-face training offered by the 4-H Extension Educator, then complete the corresponding quizzes. (This option is what will be used for youth volunteers who are asked to complete the training; e.g., 4-H Camp Counselors.)

9.18.2 REGISTATION OF A PROGRAM INVOLVING MINORS

Once the training for volunteers and Extension staff has been completed, the Extension Educator will be able to submit a "**Programs for Minors Registration Form**."

Programs to be registered are described below:

County Level:

- The 4-H Educator will annually submit *ONE* "Programs for Minors Registration Form" to cover *all* 4-H activities/events offered in the county for the program year (October 1 to September 30) that are considered part of the youths' 4-H enrollment.
- County-only events that have a separate registration process and/or that deviate from the answers included in the template will be registered separately by the 4-H Educator (e.g., an overnight completion trip that requires a residential component and/or transportation).
- This form will certify that the 4-H Educator has completed all of the required

Multi-County/Area/District Level:

- The 4-H Educator responsible for an Area or District event will annually submit ONE "Programs for Minors Registration Form" for EACH area or district level 4-H activity or event that is coordinated by the Extension Educators on a multi-county, an area, or district level (e.g., Area Career Development Events - CDEs).

State Level:

- The 4-H Specialist will annually submit ONE "Programs for Minors Registration Form" for EACH state level 4-H activity or event that is coordinated by the State 4-H Office (e.g. Round-Up, 4-H Academy @ Purdue, State 4-H Jr. Leader Conference, Career Development Events, etc.)

9.18.3 PARTICIPANT REGISTRATION

All youth and adult participants will be registered to participate in the Purdue Extension activity or event. Extension Educators will assist with this process for county-based activities or events. Volunteers who have a special activity they would like to plan should contact the Extension Educator for further information.

9.18.4 INCIDENT REPORTING (REFER TO SECTION 9.3)

Any incident that occurs during a Purdue Extension event where a youth or adult is in danger needs to be reported immediately! All other incidents need to be reported to the individuals on the form within 24 hours. Refer to Section 9.3 for further details.

10.1 BASIC PRINCIPLES OF 4-H FINANCIAL POLICIES AND PRACTICES

10.1.1 FINAL DECISION

The Assistant Director of Extension - 4-H Program Leader has the final decision regarding all financial policies for all 4-H entities, whether or not the policies are listed in the sections below.

10.1.2 YOUTH RESPONSIBILITIES

Youth learn important life skills (e.g., budgeting, record keeping, etc.) through managing financial resources in 4-H Clubs. Youth therefore should be involved in collecting, accounting and distributing funds. Financial institutions may require individuals to be at least 18 years old to be a signatory on an account. This does NOT prohibit younger members from writing (but not signing) checks, recording transactions, balancing the checkbook, and preparing treasurer's reports, with adult guidance.

10.1.3 4-H YOUTH EXTENSION EDUCATOR RESPONSIBILITIES

An Extension Educator is responsible for the 4-H organizations at the local level. The Educator's fiscal responsibilities include:

a. Issue authorization for group or volunteer leader to carry out programs and activities using the 4-H name and emblem.
b. Keep record of all 4-H organizations with this
c. Secure from each 4-H organization an annual report of its Review each local 4-H unit's activities to determine that the unit meets the particular 4-H program objectives for which it was established and that the 4-H Name and Emblem are used in accordance with the statute.
d. Inform each 4-H unit's leadership of the annual IRS Form 990 filing
e. Ask each 4-H unit to submit an annual report of its financial activities using the Annual 4-H Unit/Club Financial Report template in the Financial Management Forms section. Recommended

timeframe: January/February (allowing time for volunteers to obtain December financial records from their financial institutions).

f. Establish the schedule for annual financial reviews/audits and notify the clubs of the review/audit date. Notification should be sent 10-12 months ahead of the time that the review/audit will be conducted to allow time for the volunteers to collect the necessary financial records. Recommended timeframe for financial reviews/audits: February, allowing time for financial records from previous year to be included in the documents submitted. Annually, a financial review/audit shall be conducted for one fifth of the county's 4-H units resulting in a financial review/audit being conducted for each unit at least once every five A financial review/audit shall also be conducted any time there is a change in the primary adult volunteer working with the finances of the unit. A 4-H Unit/Club Financial Review/Audit form should be completed, signed and maintained for each club/unit (as conducted) in a file in the Extension Office. Financial reviews/audits may be conducted by an individual or committee selected by the local 4-H policy group (i.e., 4-H Council). Under no circumstances should the committee members be related to the adult volunteer who is a signatory on the account.

g. Keep on file in the Extension Office copies of correspondence to each 4-H unit in the county requesting the unit's financial information and activity records; financial reports; financial review/audit forms; and recommended actions for each 4-H unit/club.

h. Review and approve 4-H Unit/Club fund raising activities prior to their implementation, to assure they are in line with state and federal policy (including the use of the 4-H Name and Emblem).

10.1.4 4-H UNIT RESPONSIBILITIES

Every 4-H unit (council, club, committee, project group, etc.) shall:

a. Maintain a record of its activities (meetings, workshops, & other events involving 4-H members). This record may be in a form such as the sample included in the financial policies forms section, a calendar of events, or some other resource that details the activities of the unit. Activities of the unit are to be reported to the Extension Office prior to the time they are

b. Maintain a record of the contributions it has received and expenses incurred; prepare and keep on file a record of its financial transactions; file all necessary state & federal forms, and submit an annual report to the Extension Educator responsible for the county 4-H program. A current financial report shall be made at each of the unit's meetings to keep members of the unit updated on the unit's finances.

c. File an IRS Form 990 return annually, by May 15th. Please see additional instructions under the "IRS Filing and Reporting Requirements" heading later in this section.

d. Due to the size of the accounts for most 4-H Affiliates, it is strongly recommended that the 4-H Affiliate secure the services of a professional tax preparer and/or financial accountant to help manage the financial aspects of the organization. An annual audit conducted by a professional accountant is highly recommended.

e. If fund raising is conducted, submit all fundraising opportunities to the 4-H Extension Educator for review and approval prior to the implementation of the fund raiser.

10.2 FUND RAISING IN 4-H

The purpose of having a treasury in a 4-H club or organization is to provide funds to support the activities of members and adult volunteers in their pursuit of educational and community service goals. Funds raised/donated in support of the 4-H name and program are in public trust and therefore should be carefully managed in order to safeguard the positive image of the organization for future generations.

Fund raising should not be a 4-H unit's major objective. Funds should be raised for specific purposes that may include community service and assisting youth who do not have the resources to participate without financial assistance.

Any fundraising program using the 4-H name or emblem must be conducted in compliance with federal guidelines.

Any use of the 4-H Club Name or Emblem is forbidden if it exploits the 4-H program, its volunteers or 4-H participants, the United States Department of Agriculture, the Cooperative Extension Service, or the land grant institution and its employees. Fund raising programs using the 4-H Name or Emblem may be carried out for specific educational purposes. Such fund raising activities should be approved by the appropriate entity as follows:

1. Approval by the County Extension Service (either County Extension Director or 4-H Youth Development Extension Educator) if the fund raising activity is to be carried out in a single

2. Approval by the Director of Extension if the activity is to be carried out on a multi-county level or state wide.

Under no circumstances may the 4-H Name or Emblem be used for fund raising purposes in any games of chance including bingo. A game of chance is defined as risking money or other property for gain, contingent in whole or in part upon lot, chance, or the operation of a gambling device. It is the responsibility of the 4-H Youth Educator to inform 4-H organizations of this policy.

4-H units are discouraged from using Online fund raising/electronic payment sites (e.g. "GoFundMe", "Ziggedy", "GiveForward.com", "NetworkForGood", "AmazonSmile", Paypal, Venmo, etc.) due to the inability to authorize their use of the 4-H Name and Emblem and because these types of sites are often targets of fraudulent activity. Further, we are unable to guarantee that 4-H families' personal information will be protected when their information is shared with third parties.

10.3 AUTHORITY TO USE 4-H NAME AND EMBLEM

Each organization should be able to show proof of its authorization to use the 4-H name and emblem.

a. For a 4-H Unit/Club, a 4-H charter signed by State Extension Officials indicating the group is organized in accordance with 4-H program objectives is sufficient. (See Section 7.5)
b. For a 4-H Affiliate, a current signed Memorandum of Understanding with the county Extension Office is evidence of a group's authorization to use the 4-H name and emblem.

10.4 OWNERSHIP AND OVERSIGHT OF 4-H FUNDS

4-H is a public organization; therefore, all funds raised in the name of 4-H (e.g., dues, fundraising, and other sources) are 4-H property intended for the benefit of all members. No single member, volunteer, committee or other group of individuals owns these monies.

As part of its responsibility as a Land Grant Institution to operate the 4-H Program for Indiana, Purdue University has oversight over all 4-H Funds.

10.5 DISTRIBUTION OF FUNDS AFTER DISSOLUTION OF 4-H ENTITY

In the event of termination or revocation of a charter for, or dissolution of, a 4-H Club or other 4-H Entity, all of the principal, income, and assets shall be transferred and assigned to the Purdue Cooperative Extension Service Office in that County. These funds will be held to support future 4-H educational program efforts, including the formation of new 4-H Clubs.

10.6 HANDLING OF FUNDS

Funds should be deposited promptly after they have been received. Official, written receipts should include the source of funds (e.g., car wash, candy sales), the date, and if possible, the name of the person from whom the funds were obtained. The receipts are the back-up documentation for bank deposits and they become a part of the group's records.

10.7 USE OF DEBIT CARDS

4-H groups may use debit cards to make financial transactions under the following conditions:

- Written documentation is provided authorizing each transaction from at least two people in the organization (e.g., approval of transaction documented in meeting minutes, co-signature of entity president on the receipts/statements).
- A record of each electronic transaction is maintained in the 4-H group's financial
- The debit cards are kept and utilized by 4-H Club Treasurers and/or by approved 4-H Adult Volunteers who are appointed by the County 4-H Extension Educator to handle funds for the 4-H group.

10.8 RECEIPTS FOR DONATIONS

The individual, business, or group that donates to the 4-H organization may be eligible to deduct the contributions (bequests, legacies, devises, transfers, gifts) to these 4-H organizations on the donors' federal tax returns according to the IRS code, pending the advice of the donors' tax preparers (and assuming the 4-H unit has maintained its federal tax exempt status).

Dated receipts should be provided to donors. A template for an appropriate receipt is provided in the Financial Management Forms section.

10.9 BUDGETING

A budget is a written plan approved by the members of the group to determine how money will be obtained and spent. Once a budget has been approved by the group, approval for payment of individual items is not required if the items appear in the budget. If a group does not have a budget or an item is not part of an approved budget, the item in question needs to be presented to the group for approval before payment. This assures that expenditures are made with approval of the group. It is also a great way for members to learn how money flows into and out of the organization's treasury.

No investment of 4-H funds is permitted without the expressed written approval of the State 4-H Program Leader.

10.10 4-H PROGRAM PAYMENT POLICY

Payment/Cancellation/Late Fee/Refund Policy
Career Development Events

Team and individual registration for state qualifying competitive events is submitted by the area contest coordinator. Team and individual registration for non-qualifying state competitive events is submitted by the coach at least two weeks prior to the contest, using a registration system and instructions provided by the contest coordinator.

Contest registration fees are outlined in the state ag judging handbook. The state contest coordinator will provide a registration confirmation to coaches as soon as possible following the registration deadline or last area qualifying event, along with a deadline to submit changes or cancellations. After this time, substitutions will be allowed day of contest as outlined in the state ag judging handbook and payment in full will be required for all registered participants.

Checks are made payable to Purdue University. Payment is expected day of contest. A school purchase order can be presented or notification that check is coming will suffice. A $25.00 late fee will be assessed to any school or 4-H club failing to submit full payment within 30 days following the contest. Any school or 4-H club with an outstanding balance due 60 days after the contest will not be allowed to register for any further state career development events until their outstanding balance has been paid in full.

Refund requests must be submitted in writing to the contest coordinator and will be considered on a case-by-case situation. Any refund must be approved by the state ag judging committee officers.

Purdue Extension staff working with county or area contests are encouraged to implement a similar policy.

4-H Online Enrollment Program Fee

Indiana 4-H program fee payment is expected when annually enrolling in the 4-H youth development program. Payment can be made by cash delivered to the county Purdue Extension office, check mailed or delivered to the county Purdue Extension office, or electronically through 4-H Online. The program fee is non-refundable once the enrollment has been processed and in active status.

4-H Online State Event Registration

Youth and adults registering to participate in a state event that does not require a registration fee are to follow instructions provided by the event coordinator to initiate and complete the event registration through 4-H Online. An event registration is not considered final until the registration status says "approved". Only individuals with a registration status of "approved" will be allowed to participate in the event.

Youth and adults registering to participate in a state event that requires a registration fee will first contact their county Purdue Extension office indicating their desire to participate. County office staff will initiate a registration on that individual's behalf and direct or provide them instructions to complete the online registration form. The individual must then use their 4-H Online credentials to access the system and follow the provided instructions to navigate to the event registration and complete the registration form.

Payment in full is expected within 5 business days of completing an event registration. Payment can be made by cash delivered to the county Purdue Extension office, or by check mailed or delivered to the county Purdue Extension office. Some events may allow electronic payment through 4-H Online.

An early registration fee will be applicable to any individual completing the 4-H Online registration form up to one week prior to the final registration deadline. Any individual completing the 4-H Online registration form during the last week of registration will pay the full registration fee. The state event coordinator may consider accepting registrations after the final registration deadline on a case-by-case situation and may include an additional late registration fee.

Example: State 4-H Junior Leader Conference early registration fee of $180 through May 15; full registration fee of $200 May 16-May 20; late registration fee of $225 May 20-June 1.

Cancellations must be submitted in writing to the county Purdue Extension office and event coordinator. Cancellation requests received prior to the final registration deadline will be granted a full refund. Cancellation requests received within five business days after the final registration deadline will be granted a 50% refund. Cancellation requests received six or more business days following the final registration deadline will receive no refund. Any refund must be approved by the event coordinator and State 4-H Program Leader. Cancellations due to extenuating circumstances will be determined on a case-by-case situation.

10.11 LOCATION OF FUNDS

All 4-H funds shall be kept in an official financial institution. **Funds may not be kept in ANY individual's personal account, home, or place of business.**

All 4-H entities are required to obtain an Employer Identification Number (EIN). This is the number that shall be provided to the financial institution where the entity's financial accounts are held (checking or savings—of any kind). **Personal Social Security numbers of volunteers or youth should NEVER be used as the identifying number on a 4-H account. However, an individual's SSN may be requested by the bank to verify the individual is who they say they are.**

10.12 OBTAINING AN EIN

Each 4-H unit is required to obtain a unique Employer Identification Number (EIN) from the IRS, whether or not the unit has finances. The EIN may be obtained by filing an Application for Employer Identification Number (form SS-4) with the IRS. The application may be found on-line at: **www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online**. A template of the SS-4 Form which 4-H groups should follow is included in the Financial Management Forms section. If not completed online, the completed form can also be mailed or faxed to:

Internal Revenue Service
Attn: EIN Operation
Cincinnati, OH 45999
Fax-TIN: 855-641-6935

4-H should appear within the group name on the form and on the group bank account. When completing the item that asks for "Principal Activity of Your Business," check "other" and write either 4-H Club, 4-H Committee or appropriate 4-H name. **It is recommended that each group use the local Extension Office address (c/o NAME County Extension Office) as the group's address.

When the EIN is received from the IRS, be sure to enter this number on all correspondence and forms submitted to the Internal Revenue Service, including the appropriate IRS Form 990. An electronic or

paper copy of the IRS letter issuing the EIN should be kept in the Extension Office, with the volunteer, and at the State 4-H Office.

Since this number is issued in the name of the 4-H unit, it is important that banks be notified of any change in the address of the 4-H unit and/or treasurer. When a 4-H unit is disbanded, please notify the State 4-H Office so that the Employer Identification Number can be dissolved for the unit.

NOTE: IRS policies require that an individual (volunteer) name and Social Security Number be listed as the responsible party for the 4-H entity on lines 7a and 7b of the SS-4 Form. Purdue University and the PU Group Exemption Number are not accepted by the IRS as the responsible party.

10.13 TAX EXEMPT STATUS OF 4-H UNITS/CLUBS

1. In August 2013, Purdue University was granted a Group Exemption Number (GEN), 5924, by the IRS which provides federal tax exemption status to the 4-H Clubs and 4-H Affiliates in Indiana which have agreed to be under Purdue University's general supervision and control.

2. The IRS ruled on February 9, 1973, that 4-H Units/Clubs which are operating under the guidance and control of the Cooperative Extension Service, and which are authorized to use the 4-H name and emblem, are exempt from paying <u>federal</u> taxes on income received.

The PU GEN does <u>not</u> provide 4-H units/clubs with <u>state</u> sales tax exempt status. Thus, these groups <u>do</u> need to pay <u>state</u> sales tax on items purchased. In general, Units/Clubs should <u>not</u> use the County 4-H organization's state sales tax exemption number.

3. Documentation of tax exempt status:
   a. At times 4-H organizations are asked to provide a copy of an IRS determination letter indicating federal tax-exempt status (e.g., grant applications). Federal tax determination letters for each 4-H Club and 4-H Affiliate which is a part of the Purdue Group Exemption Number may be requested by the 4-H Extension The Educator can send an e-mail to the State 4-H Office to make this request. Include the name of the 4-H group, its EIN, and its mailing address in the message. These letters are not to be modified or altered in any way.
   b. NOTE: requests should NOT BE MADE for those county entities (some Fair Boards and 4-H Councils) that have filed for and maintain their own separate 501(c)(3) not for profit

10.14 IRS FILING AND REPORTING REQUIREMENTS

1. Each entity with an Employer Identification Number (EIN) is required to file an annual federal tax return (IRS 990 series) by May 15th, whether or not the entity has any funds to report. Failure to report will result in the loss of federal tax exempt status.
2. Funds exceeding disbursements in a given year are exempt from federal income
3. There is no limit to the amount of income that can be received in a given year or carried over from year to year.
4. If gross receipts in a tax year normally exceed $50,000 (determined by an average of the current and two prior tax years), the 4-H organization is obligated to file Form 990 (gross receipts include gifts, donations, sale of goods, fees, dues, etc., without reduction for the cost of goods or assets sold or for expenses) by May 15th, using group exemption number 5924. It is additionally recommended that entities that reach the $50,000 threshold submit their records for an annual audit and should seek the advice of a professional tax preparer to assist with the preparation and

filing of the federal IRS Form 990. **Note: Copies of annual financial reports, audit forms and the 990 must be maintained and on file in the Extension Office.**

5. 4-H entities whose gross receipts are under $50,000 will file an IRS 990-N, Electronic Notice (e-postcard) by May 15th. Specific filing instructions are provided to 4-H Educators to share with 4-H Volunteers in the spring of each year.

10.15 RESPONSIBILITY OF 4-H ENTITIES TO COLLECT SALES TAX

A new Indiana state tax law went into effect on July 1, 2022. The former 30-day limit for selling items before being required to collect sales tax was changed. The new law requires any entity that collects more than $20,000 in sales for the calendar to collect and pay sales tax.

Indiana 4-H and Purdue Tax Department are exploring the implications for this change in State Law for Indiana 4-H entities.

10.16 INSTRUCTIONS FOR 4-H CLUBS AND AFFILIATES WHICH WISH TO JOIN THE PURDUE GROUP FEDERAL TAX EXEMPTION NUMBER

The majority of 4-H Clubs and 4-H Affiliates in Indiana completed the steps necessary to join the Purdue Group Federal Tax Exemption Number (PU GEN) in 2012. For newly-formed 4-H Clubs and 4-H Affiliates, here are the steps to complete to join the PU GEN:

4-H Clubs

- Approve and sign the standardized 4-H Club
- Sign the Authorization Letter for 4-H
- Apply for and obtain a unique Employer Identification Number (EIN) from the

4-H Affiliates

- Adopt the set of 5 standardized provisions into their governing
  - For *Incorporated* groups, these provisions will be included in the Articles of Incorporation and filed with the Secretary of State using Articles of Amendment Form 4161 **http://www.in.gov/sos/business/2426.htm,** under "Non-Profit Corporations (Domestic)".
  - For *Unincorporated* groups, these provisions will be included in the
- Sign the Authorization Letter for 4-H
- Apply for and obtain a unique Employer Identification Number (EIN) from the
- Complete and sign a Memorandum of Understanding between the Affiliate and the County 4-H Program (Extension Office).

NOTE: Each of the forms referenced above can be found in the Financial Management Forms section.

Indiana 4-H has an annual opportunity to accept the above information and make changes to the entities included in the PU GEN with the IRS. An annual opportunity will also be provided for updates to be made to the contact names listed for the entities. Each county is asked to submit changes to their list of entities by November 1 annually.

10.17 INDIANA TAX CODES SUPPORTING 4-H FUNDING

Information Maintained by the Office of Code Revision Indiana Legislative Services Agency

- **IC 15-14-7-2**
  - **http://iga.in.gov/legislative/laws/2021/ic/titles/015/#15-14-7-2**
  - Chapter 7. Allowance for Tax Levy Procedure for Support of County 4-H Clubs

- **IC 15-14-9**
  - **http://iga.in.gov/legislative/laws/2021/ic/titles/015/#15-14-9-1**
  - Chapter 9. Tax Levy for County Fairs

11.1 INTRODUCTION

The mission of the 4-H Youth Development Program is to provide real-life educational opportunities that develop young people who positively impact their community and world. Extension personnel and volunteer time and energy should be spent in positive educational programs that support these quality experiences for children and youth.

The 4-H Youth Development Program must be able to assure parents that their children will be provided with a safe, supportive environment as they participate in 4-H activities. Thus, in 1991, the initial 4-H Volunteer Application and Screening policy was introduced. The policy has evolved since that time to meet the changing conditions of society. Each of the following procedures has been reviewed and approved by Purdue University's legal counsel and risk management office.

All individuals who wish to have a volunteer role with the 4-H Youth Development program will complete the following application and screening process prior to assuming a volunteer role with the 4-H program.

11.2 STEPS TO COMPLETE DURING THE INITIAL 4-H YOUTH DEVELOPMENT VOLUNTEER APPLICATION AND SCREENING PROCESS

1. An individual indicates a desire to volunteer with the county 4-H Youth Development Program.

2. The 4-H Youth Development Extension Educator (Extension Educator) communicates with the individual about possible volunteer opportunities and provides a copy of the "4-H Youth Development Volunteer Application" (4-H 784).
   (NOTE: 4-H 783 "Information and Instruction for Faculty, Extension Educators, Staff, and Volunteers Who Work with 4-H Youth Development Programs in Indiana" has been discontinued.)

3. The volunteer applicant completes and returns an electronic or paper version of the 4-H 784.

4. The volunteer applicant provides evidence of a government-issued photo ID to the Extension Educator. Copies of the ID do NOT need to be kept in the Extension Office or the applicant's file.

5. The Extension Educator reviews the completed 4-H 784. If the applicant has indicated a criminal conviction in section IV of the application, contact the State 4-H Office to discuss possible further action.

6. The Extension Educator* contacts each of the three references provided by the applicant using one of three versions of the Reference Form: 4-H784a (telephone or face-to-face interviews);

784b (postal mail); or784c (e-mail). Mail or e-mail methods are preferred to provide written documentation from the reference. Include a self-addressed, stamped envelope with the postal mail form. State a time period for the information to be returned to the Extension Office. If the form is not returned, send a follow-up request. A minimum of 2 references are needed to make a knowledgeable decision about the applicant. If at least 2 are not returned, ask the applicant to provide another name that can be contacted.

7. The Extension Educator* searches the National and State Sex and Violent Offender Registries to see if the applicant's name is listed. Copies of the results for each person will be uploaded to a secure Box account.
   NOTE: Any person who has been convicted of child abuse as determined by the screening process or check of the National and State Sex & Violent Offender Registries shall not serve as a volunteer. Potential volunteers who are discovered through the application and screening process to have been charged with felony convictions, shall have their applications and volunteer appointments reviewed by the appropriate staff in the State 4-H office. Any individual serving as a volunteer at the time charges of child abuse are made shall be immediately suspended from his/her role as a volunteer pending the outcome of the case. The volunteer status of the individual may be re-evaluated by the Extension Educator once the outcome of the case is known. Individuals serving as volunteers who are discovered to have not reported felony or child abuse convictions at the time of application shall be subject to immediate termination as a volunteer. Terminations of volunteers are conducted by the Extension Educator and shall be done in writing.
8. Optional: The Extension Educator* may conduct a criminal background check during the screening process of new volunteer applicants. Police checks through the Indiana State Police are available to counties at a nominal cost. Contact your local State Police Post or County Sheriff's Office for additional details.

9. Recommended: The Extension Educator has a conversation/interview with the applicant (face-to-face preferred). The conversation is designed to help the Educator and applicant get to know one another and to outline the expectations of the individual who will serve in this volunteer role.

10. The Extension Educator* sends the successfully-screened applicant an initial acceptance letter, including a link to the 4-H Online system and a copy of the Volunteer Role Description for the role in which the applicant is to be placed. (See 4-H Online instructions provided at: https://extension.purdue.edu/4-H/_docs/enrolling-in-4-h-online-as-a-new-adult-volunteer.pdf).
11. The volunteer applicant will create a profile in 4-H Online. During this step, the volunteer will sign the following:
    a. Personal Liability Waiver

    b. 4-H 785 (Adult Behavioral Expectations)

    c. Vehicle Use Policy (included in this section)

12. The volunteer applicant will complete a three (3)-part training annually, either in 4-H Online, or in a face-to-face training with the Educator. The three parts include:

    a. Orientation to 4-H

b. Program Staff Training for Youth Protection Policies (2 parts)

c. Cultural Awareness
Please refer to "Implementation of Required 4-H Volunteer Training" to assist with completing
this training requirement (located in the Volunteer Management Forms section).

13. The volunteer applicant signs the Volunteer Role Description and returns this document to the Extension Office to be kept on file (the applicant should also be encouraged to keep a copy of all of the signed documents).

14. The Extension Educator reviews all of the volunteer applicant's documents to determine if the applicant has completed the steps required to be recognized as an official 4-H Volunteer for Purdue Extension. The Educator then communicates this decision with the volunteer applicant.

15. The Extension Educator* provides the volunteer with information about future meetings and training opportunities, including orientation.

16. On behalf of Purdue University, the Extension Educator has the responsibility and final authority to approve and appoint applicants to volunteer roles in the 4-H Youth Development program. Names of individuals who have been approved by the Extension Educator as 4-H Volunteers through the application and screening process will be shared with the local 4-H
Youth Development policy-making group for their records.

17. Nominees to fill 4-H volunteer roles on appointed or elected boards/committees will be screened and approved prior to the time the appointment or election process is held. The confidential screening process should be completed by the Extension Educator, as with all other 4-H Volunteers. A change to the organization's constitution and by-laws may be in order to clarify the role of the Extension Educator in the screening process for these volunteer roles.

18. If the applicant is not accepted as a volunteer, the Extension Educator sends a letter to the applicant, stating only that the applicant has been declined. Do not list specifics. The applicant may contact the Educator if he/she has concerns or requests additional information.

19. Upload 4-H Volunteer documents to a secure Box account as described in "Indiana 4-H Volunteer Record Documentation Instructions" (located in the Volunteer Management Forms section).
* The 4-H Youth Development Extension Educator may choose to designate another Extension Staff
member to assist with these steps of the volunteer application and screening process.

11.3 STEPS TO COMPLETE DURING THE ANNUAL 4-H YOUTH DEVELOPMENT VOLUNTEER RE-ENROLLMENT PROCESS

1. The 4-H Extension Educator will annually determine if a current 4-H Volunteer should be renewed for the coming year.

2. Each adult 4-H Volunteer who will have their assignment renewed by the Extension Educator will re-enroll annually to reconfirm their commitment to the program and to provide updated contact information.

3. Annually, the Extension Educator* will share instructions with all approved 4-H Volunteers on how to re-enroll in the 4-H Online data management system (https://extension.purdue.edu/4-H/_docs/enrolling-in-4-h-online-as-a-returning-adult-volunteer.pdf). For those without Internet access, the Educator will provide paper copies or offer times for the volunteer to use equipment in the Extension Office.

4. The Extension Educator will communicate with the 4-H Volunteers from the previous program year that 4-H Online will open for the new program year on October 1. At that time, individuals may complete the 4-H Volunteer Re-enrollment Process.

5. While there is no established state deadline for completion of the re-enrollment process, individuals need to understand that they are unable to perform in a volunteer role with the 4-H program until they have completed their re-enrollment for the new program year. Educators will set and communicate a reasonable timeframe in which individuals are asked to complete the re-enrollment process so that the Educators will know who is willing to serve as a 4-H Volunteer as they plan the new 4-H Program year.

6. As a part of the annual re-enrollment process, each volunteer will:

    a. Sign the personal liability waiver

    b. Sign the Adult Behavioral Expectations

    c. Sign the Vehicle Use Policy

    d. Authorize the Extension Educator* to search the current national and state sex and violent
       offender registries

    e. Update personal contact information and volunteer affiliation

7. The Extension Educator* searches the National and State Sex and Violent Offender Registries to see if the applicant's name is listed. The Extension Educator* will annually record these search results in the comment section of each volunteer's 4-H Online record (**https://extension.purdue.edu/hub/4-h4honline-andfairentry/**).

8. The Extension Educator verifies that the volunteer has completed the three (3)-part annual training either in 4-H Online or in a face-to-face training with the Educator. The three parts include:

    a. Orientation to 4-H

    b. Program Staff Training for Youth Protection Policies (2 parts)

    c. Cultural Awareness
       Please refer to "Implementation of Required 4-H Volunteer Training" to assist with completing
       this training requirement (located in the Volunteer Management Forms section).

9. The Extension Educator reviews the information submitted and the performance of the volunteer from the current program year and places the volunteer in an appropriate role for the next program year.

10. Individuals who have not completed the process to re-enroll as a 4-H Volunteer by the date initially communicated to them by the 4-H Extension Educator will be contacted a second time by the 4-H Extension Educator via e-mail, phone, or postal mail. Educators should select whichever method(s) they believe will result in the best success. Include a new response date. Educators will offer to provide assistance with the process if necessary.

11. Individuals who miss the follow-up response date will be contacted a third time to remind them to re-enroll. A final response date will be communicated at that time. After this date has passed, the 4-H Educator will acknowledge that the individual has chosen not to volunteer with the 4-H program for the new program year and will take steps to fill the opening created by the individual's resignation as a 4-H Volunteer. (Templates with suggestions for wording to share with volunteers are included in the Volunteer Management Forms section.)

12. The Extension Educator* accepts all re-enrolled volunteers in the 4-H Online system according to the instructions provided (**https://extension.purdue.edu/hub/4-h4honline-andfairentry/**).

13. Upload 4-H Volunteer documents to a secure Box account as described in "Indiana 4-H Volunteer Record Documentation Instructions" (located in the Volunteer Management Forms section).
    * The 4-H Youth Development Extension Educator may choose to designate another Extension Staff
    member to assist with these steps of the volunteer application and screening process.

11.4 ADDITIONAL VOLUNTEER INFORMATION

1. 4-H members, volunteers, parents, friends and family who do not follow the Purdue Cooperative Extension Service and 4-H Youth Development behavioral expectations and/or who are a continuing disruptive force, despite appropriate and sincere efforts to resolve their concerns, may be barred from participating in and/or volunteering for youth development programs sponsored by the Purdue Cooperative Extension Service.

2. Volunteers who relocate from one Indiana county to another and desire continued volunteer involvement shall complete the application in the new county.
3. On occasion a volunteer may not be able to sign the Vehicle Use Policy. The Extension Educator should first contact the volunteer to determine the reason he/she cannot sign the policy. Then, the Educator should contact the State 4-H Office for additional guidance. Inability to sign the Vehicle Use Policy does not automatically disqualify an individual from serving as a volunteer.

4. This information is being provided to help maintain a system established in 1991. The purpose is to effectively select and retain qualified 4-H Youth Development volunteers. Questions may arise that are not addressed in the above policies. Direct those questions to the State 4-H Office.

11.5 4-H YOUTH BEHAVIORAL EXPECTATIONS

Previously, the 4-H Youth Behavioral Expectations Form (4-H785Y) was provided to those individuals serving as leaders or role models for other youth involved in the 4-H Youth Development Program.

For the 2023 4-H Program Year, this form has been merged with the "Behavioral Criteria for 4-H Events and Activities" form. This new form is now titled, "Indiana 4-H Behavioral Criteria for All

Youth Participants." (See Section 4). This form is included with the youth's annual enrollment in 4-H Online (or on a paper form). A separately-signed YBE will not be needed.

11.6 CONFIDENTIALITY

1. All persons involved in the volunteer screening process will be informed of the importance of confidentiality.
2. All forms, applications, notes on references, background checks, National Sex and Violent Offender Registry information, and interviews must be kept in a location which can be accessed only by CES personnel or their designees who are responsible for implementing these volunteer procedures.
3. All information about applicants and why they are accepted or rejected as a youth program volunteer must be treated in a confidential manner. Only authorized persons should be involved in discussing applicants. Discretion and privacy must be used when screening and discussing applicants.
4. As with other university personnel files, an applicant may have access only to the materials he/she has completed. Materials provided by others, including references, committee reports and interview notes, are NOT shared with the applicant/volunteer.
5. Individuals requesting information on a 4-H volunteer applicant may have access to the information in an individual, volunteer file if the proper criteria are met. Should you receive a request to access any volunteer record:
   o Clearly state that you have no authority to receive, grant, or deny any request for access.
   o Instruct them to contact the Office of Legal Counsel:
      ▪ Hovde Hall, 610 Purdue Mall, West Lafayette, IN 47907
      ▪ 765-496-3550; **publicrecords@purdue.edu**
   o You may reference the required Request for Public Record form that is found on the Purdue University Public Records web site: **http://www.purdue.edu/business/records/Public_Records/index.html**

Any person who permits or encourages unauthorized disclosure of confidential information obtained from background checks can be charged with a class misdemeanor.

2023 4-H GRAND CHAMPION SPONSORS

Award	Sponsor
Grand Champion Aerospace	Jason & Pam Loughmiller
Grand Champion ATV	Jolly Juniors 4-H Club
Grand Champion Beef Poster	Phil Todd & Family
Grand Champion Beekeeping	Jason & Pam Loughmiller
Grand Champion Bicycle	Bob & Sheryl Walton
Grand Champion Cake Decorating	Heather Arvin
Grand Champion Cat Poster	Phil Todd & Family
Grand Champion Child Development	Josh Ausbrooks Family
Grand Champion Communications	Martin Co. Alliance
Grand Champion Computer	Martin Co. Alliance
Grand Champion Construction & Architectural Replica	Trudy Sutton
Grand Champion Consumer Clothing	In Memory of Bill & Fern Keller
Grand Champion Creative Writing	Stacy Brown
Grand Champion Dog Poster	Wallace Veterinary Clinic
Grand Champion Electric	Daviess-Martin Co. REMC
Grand Champion Entomology	Jason & Pam Loughmiller
Grand Champion Fashion Revue	Loogootee-Shoals Tri Kappa
Grand Champion Fine Arts	Jolly Jug Rox 4-H Club
Grand Champion Floriculture	Scott & Rhonda Sanders
Grand Champion Floriculture Educational	Eileen Dawson
Grand Champion Food Preservation	B&D Lyon Farm, Inc.
Grand Champion Foods	Bob & Sheryl Walton
Grand Champion Forestry	Vernita Williams
Grand Champion Garden Collection	Mike & Karen Hopkins
Grand Champion Genealogy	Martin County Historical Society
Grand Champion Geology	Lawrence Co. Rock Club-In memory of George & Wanda Aldred
Grand Champion Goat Poster	Harold & Louise Parsons
Grand Champion Health	Jeff & Karla Eckerle
Grand Champion Herb	Jill D. Ziegler
Grand Champion Home Environment	B&D Lyon Farm Inc.
Grand Champion Horse Poster	Phil Todd & Family
Grand Champion Jr. Ag Tractor Driving	Vernita Williams
Grand Champion Jr. Lawn & Garden Tractor Driving	Bob & Sheryl Walton
Grand Champion Jr. Zero Turn Tractor Driving	Jones Oil Company
Champion Sr Ag Tractor Driving	Vernita Williams
Grand Champion Sr Lawn & Garden Tractor Driving	Kelli Mathies
Grand Champion Sr Zero Turn Tractor Driving	Jones Oil Company

Grand Champion Leadership	Jason & Pam Loughmiller
Grand Champion Model Craft	Mike & Kay Summers
Grand Champion Needlecraft	Margo Tucker Family
Grand Champion Other Craft	Jill D. Ziegler
Grand Champion Photography	Bobby Ellis
Grand Champion Potato	A 4-H Friend
Grand Champion Poultry Poster	In Memory of Bill & Fern Keller
Grand Champion Professional Presentation	Martin Co. Alliance
Grand Champion Rabbit Poster	Bob & Diana Dages
Grand Champion Robotics	Martin Co. Alliance
Grand Champion Sewing Non-Wearable	A 4-H Friend
Grand Champion Sewing Wearable	Trudy Sutton
Grand Champion Sheep Poster	Jones Oil Co. Inc.
Grand Champion Shooting Sports	Duane & Karen Mann
Grand Champion Single Vegetable	Jill D. Ziegler
Grand Champion Small Engines	Loogootee Collision Center
Grand Champion Soil & Water	Martin County SWCD
Grand Champion Sportfishing	Bob & Diana Dages
Grand Champion Swine Poster	Jones Oil Co. Inc.
Grand Champion Tomato	A 4-H Friend
Grand Champion Tractor Poster	In Memory of Bill & Fern Keller
Grand Champion Vet Science	Wallace Veterinary Clinic
Grand Champion Weather	Williams Bros. Health Care
Grand Champion Wildlife	Tom Arvin Family
Grand Champion Woodworking	Crane Credit Union

2023 MINI 4-H TROPHY SPONSOR

Gregory Family Farms

2023 4-H BANNER & SIGN SPONSORS

Award	Sponsor
Grand Champion Bantam Fowl	Bob & Marilee Lord
Grand Champion Barrow	Kenny & Amber Knepp
Grand Champion Breeding Doe	Jill D. Ziegler
Grand Champion Breeding Ewe	Burris Family Farms
Grand Champion Cat	Cool Breeze Hay Wrapping
Grand Champion County Born Heifer	A 4-H Friend
Grand Champion County Born Market Beef	A 4-H Friend
Grand Champion Dairy Goat	Loogootee-Shoals Tri Kappa
Grand Champion Dairy Wether	Martin County Farm Bureau Inc
Grand Champion Fancy Turkey	Jon & Cindi Haulk Family
Grand Champion Gamebird	Eileen Dawson
Grand Champion Gilt	Premier Ag & Premier Energy
Grand Champion Heifer	Mark & Carina Gregory
Grand Champion Large Fowl	Beth Lett
Grand Champion Market Beef	Clark Cattle Farms
Grand Champion Market Doe	Hidden Creek Farms
Grand Champion Market Lamb	In Memory of Lester Price & Stanley Sims
Grand Champion Miniature Market Beef	Martin Co. Farm Bureau Inc.
Grand Champion Pigeon	Ringwald Family
Grand Champion Production Turkey	Troutman Farms – Chris & Mike Troutman
Grand Champion Pygmy Goat	Tyler & Shawna Walton & Family
Grand Champion Pygmy Wether	Brady & Tiffany Lingenfelter Family
Grand Champion Rabbit	Craney Family Farm
Grand Champion Waterfowl	Witt Farms
Grand Champion Wether	Jolene's Decorating
Outstanding Livestock Exhibitor	Richer Farms LLC
Reserve Grand Champion Bantam Fowl	Bob & Marilee Lord
Reserve Grand Champion Barrow	Donald & Teri Kerr
Reserve Grand Champion Breeding Doe	Martin County Farm Bureau Inc
Reserve Grand Champion Breeding Ewe	Hidden Creek Farms
Reserve Grand Champion Cat	Tracy & Rose Baker
Reserve Grand Champion Dairy Goat	Small Acre Farm
Reserve Grand Champion Dairy Wether	Bob & Sheryl Walton
Reserve Grand Champion Fancy Turkey	3 Cedar Farm
Reserve Grand Champion Gamebird	Jon & Cindi Haulk
Reserve Grand Champion Gilt	Kountry Kids Daycare
Reserve Grand Champion Heifer	Lingenfelter Farm

Reserve Grand Champion Large Fowl	Beth Lett
Reserve Grand Champion Market Beef	Family of Mike Divine
Reserve Grand Champion Market Doe	A 4-H Friend
Reserve Grand Champion Market Lamb	Edward Jones - Brent Courter
Reserve Grand Champion Miniature Market Beef	Witt Farms
Reserve Grand Champion Pigeon	Carolyn S. McGuire
Reserve Grand Champion Production Turkey	Gregory Farms
Reserve Grand Champion Pygmy Goat	Lindsey Family Farm
Reserve Grand Champion Pygmy Wether	Ringwald Family
Reserve Grand Champion Rabbit	Michael & Katie Milligan
Reserve Grand Champion Waterfowl	Jeff & Karla Eckerle
Reserve Grand Champion Wether	Jones Oil Company

2023 4-H HORSE & PONY AWARD SPONSORS

CLASS	TROPHY SPONSOR	RIBBON SPONSOR
Junior Horse Halter	Donald & Teri Kerr	Donald & Teri Kerr
Senior Horse Halter Mentor Showmanship	Donald & Teri Kerr	Donald & Teri Kerr
Senior Showmanship Junior Showmanship	Bauer Family SEO Farms	In Memory of Howard & Blume Sherfick Scott & Sherry Wade
Mini Showmanship Ranch Horse Pleasure	Daviess-Martin County REMC In Memory of Donald & Rosemary Street	Donald & Teri Kerr
Senior Western Horsemanship Junior Western Horsemanship	Dave and Becky Lingenfelter Dants Plows & Mows	Scott & Sherry Wade
Mini Leadline Western Riding	in Memory of Roberta and Gary Williams and Jeanne Esch	Scott & Sherry Wade
Trail Mini Trail	Dave and Becky Lingenfelter	Scott & Sherry Wade
English Hunter Pleasure English Hunter Equitation	Bruce & Lynn Hawkins Bruce & Lynn Hawkins	Bruce & Lynn Hawkins Bruce & Lynn Hawkins
Mini Leadline Barrels Senior Barrels	In Memory of Kenneth Hollaway	Lynne & Tim Ellis
Junior Barrels Senior Flags	In Memory of Kenneth Hollaway Rolling Hills Stables	Lynne & Tim Ellis
Junior Flags Mini Leadline Pole Bending	In Memory of Kenneth Hollaway	In Memory of Kenneth Hollaway
Senior Pole Bending Junior Pole Bending	SEO Farms American Legion Riders Post 61	Lynne & Tim Ellis Lynne & Tim Ellis
Senior Keyhole Junior Keyhole	Finesse Pet Grooming Finesse Pet Grooming	Bobby Ellis Bobby Ellis

| Senior Speed & Action | Beverly and Greg Hamilton | In Memory of Howard & |
| Junior Speed & Action | Daviess-Martin County REMC | Blume Sherfick |

2023 4-H HORSE & PONY RIDE ON SPONSORS

American Legion Post 120	Hawkins Health Center	Daviess-Martin County REMC
American Legion Post 61	James Raney	Richards Barber Shop
Bauer Family Coffee Shop	Jasper Engines - Doug Bawel	SEO Farms Emily O'Brien
Blakes Funeral	Jones Oil	Sharp Trailers LLC
Cooper Contracting	Loogootee Eye Center	Stoll's Lakeview Restaurant
Crane Credit Union	Loughmiller Machine Tool and Design	Wallace Veterinary Clinic
Dan and Wendy Colglazier	M & J's Quality Construction	Walton Farms
German American Bank	Marathon	WRZR
Harvest Health and Rehab	Martin County Journal	

2023 4-H ACHIEVEMENT AWARD SPONSORS & 4-H AWARD WINNERS

Award	Sponsor	Winner(s)
Outstanding Leadership (2)	Loughmiller Machine (1) Shoals News (1)	Elizabeth Boswell & Alysse Wadsworth
Outstanding 4-H Agriculture	Farm Bureau, Inc.	Brylee Bateman
Outstanding 4-H Expressive Arts	Loughmiller Machine	Josie Mathies
Outstanding 4-H Family & Consumer Science	Martin County Farm Bureau, Inc.	Eyan Hovis
Outstanding Conservation of Natural Resources	Hartsaw Family Farm	Carter Walton
Horse & Pony 4-H Jr. High Point	Horsting Custom Window Treatments	Ivy Phillips
Horse & Pony 4-H Sr. High Point	Richer Farms	Madison Esch
Horse & Pony 4-H Mental Attitude	Prairie Creek English Pointers	Phoebe Jones
4-H Achievement (2)	Corner Café (2)	Russell Mauder & Carter Walton
Outstanding 1st Year Members (2)	Bateman Boer Goats (1) Scott & Rhonda Sanders (1)	Ivy Phillips & Ray Money
Outstanding 6th Year Members (2)	Terry, Renee, And Wyatt Street (1) Toys Auto Parts (1)	Carter Walton & Sabastian White
Top Notch 10 Year Member	Richard & Kathy Lingenfelter	Madison Esch
Outstanding Livestock Buyer	Martin County 4-H Council	Martin Co. Farm Bureau, Inc.

2023 BELT BUCKLE SPONSOR	
Master Beef	WRZR
Master Goat	WRZR
Master Sheep	WRZR
Master Swine	WRZR
Supreme Showmanship Awards	WRZR & Martin County 4-H Council

SAVE THE DATE
4-H Turkey Dinner & Fall
4-H Achievement Awards
Sunday, November 3, 2024

July 10-15, 2025
MARTIN COUNTY
4-H FAIR