

New Family Handbook

We are so pleased to have you and your family involved in the program! We look forward to getting to know you and sharing in your 4-H experience.

Revised: September 2023

4-H PLEDGE

I pledge my **H**  **AD** to clearer thinking,

my **HE**  **RT** to greater loyalty,

my **H**  **NDS** to larger service,

and my **HE**  **LTH** to better living,

for my club, my community, my country,

and my world. 



EXTENSION

Gallatin County, Montana

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Office Hours: Mon- Fri 8 AM - 5 PM

Closed for Federal Holidays

Website: <https://www.montana.edu/extension/gallatin/4hyouth.html>

4-H Agent - Molly Yurdana

4-H Assistant - Colyn Wienen

Administrative Assistant - Kari Ballenger

4-H Motto

“To Make the Best Better”

4-H Colors

Green and White

4-H Mission

“In 4-H we believe in the power of young people. We see that every child has valuable strength and real influence to improve the world around us.”

4-H Values

Diversity, Inclusion, and Positive Youth Development

Table of Contents

How We Communicate in GC 4-H.....	4
Steps for Getting Involved with GC 4-H.....	5
GC 4-H Organizational Structure.....	6
GC 4-H Calendar of Events.....	7
4-H Clubs.....	8
4-H Projects.....	9
Record Keeping.....	10
Completing a 4-H Project: Record Book and Project Book Guidelines.....	11
Market Animal Projects.....	13
Public Speaking.....	13
Fair Time.....	14

How We Communicate in Gallatin County 4-H

Newsletter

- Has ALL important dates for events and deadlines and information regarding changes and opportunities, as well as club and project updates.
- E-mailed out to enrolled members at the beginning of each month.
- Also available online at <https://www.montana.edu/extension/gallatin/4hnewsletters.html>

Website

- **Visit Forms:** <https://www.montana.edu/extension/gallatin/4hforms.html>
- **"Youth" drop-down menu**
 - Important forms (like record books), financial request forms, scholarship and award applications, county, and financial record books
- **"Volunteer Resources" drop-down menu:**
<https://www.montana.edu/extension/gallatin/4hresources.html>
 - Learn about volunteering, and find volunteer/parent/guardian resources and forms.
- **"Events" drop-down menu**
 - Has County and Statewide opportunities and event information

Social Media

Facebook: <https://www.facebook.com/GallatinCounty4H>

Band App: Search "Gallatin County 4-H" or scan the QR code

E-mails: Will come from gallatin4h@montana.edu

ZSuite – ZSuite is not technically social media, but events and event registration are posted in the Announcement section



Getting Involved with Gallatin County 4-H

4-H age is always calculated using October 1 of the current 4-H year.

For example: if a 4-H member turns 14 on December 15, their 4-H age is still 13 years old until the next 4-H year. (The 4-H year runs from October 1 to September 30.)

Ages 5-8 Cloverbuds

- **Dues: \$20/Cloverbud; Project Fees: \$3**
- May only participate in Poultry, Rabbit, Cat, Dog Obedience, Horseless Horse, and the Cloverbud Projects.
- The Cloverbud project is a 4-H discovery project
 - Structured curriculum that is fun, hands-on, and discovery-oriented
- All activities are non-competitive

Ages 8-19: Full 4-H Membership

- **Dues: \$20/Member. Some Projects Have Fees, like Baking/ Cooking @ MSU - \$25; Shooting Sports \$40; Projects - \$3/project. Speak with the project leader for more information.**
- **Junior 4-H Member** - Members who are 8-13 years old (as of October 1).
- **Senior 4-H Member** - Members who are 14-19 years old (as of October 1)
 - Youth who are 19 must be enrolled in high school to participate in 4-H.
- **Complete seven activities in the project curriculum book for your project per year**
 - Projects must be added/dropped by March 1st to compete at Fair
- **Attend club meetings**
 - See a complete list of clubs and their descriptions at <https://www.montana.edu/extension/gallatin/4hnew.html>
- **4-H Enrichment Programs**
 - 4-H youth can attend 4-H programs such as 4-H Fall Leadership Training (Oct.), MT 4-H Rec Lab (March), and 4-H Summer Camp (August)

Ages 19 and Older: 4-H Volunteers

- **Dues: \$10/Volunteer, \$30 Background Check covered by 4-H Unlimited Leaders Council the first time (only lapses if you do not re-enroll year to year)**
- **Be a 4-H Organizational Leader** – organize and lead a club
- **Be a Project Leader** – oversee members' work and organize workshops in their project area
- **Be a Financial Sponsor** – monetary support is necessary for supplies, equipment, facilities, awards, and recognition.
- **Be an Event Volunteer** – coordinate a county 4-H event, assist with event set-up, judge a contest, or act as a chaperone.
- **Be a Council Officer** – serve on the Gallatin County 4-H Unlimited Leaders Council as an officer.
- **Be a Foundation Board Member** – serve on the Gallatin County Foundation to support fundraising efforts and public relations.
- **General Support** – assist the Extension Office with promotion, Barn Maintenance/ Upkeep, Fair support, and more.
- Visit our website for more! <https://www.montana.edu/extension/gallatin/4hvolunteers.html>

United States Department of Agriculture

Montana State University

University President

Director of Extension

Montana Director of 4-H



Gallatin County Government

County Commissioners

Gallatin County MSU Extension Office

Gallatin County 4-H Youth Development Extension Agent

Other Gallatin County Extension Agents

4-H Program Assistant

Administrative Assistant

Role: Oversight, Planning, Resources, Programming & Education

Gallatin County 4-H/FFA Market Livestock Committee

Executive Board of Club/Project Leader Representatives

Role: Develops operational budget and livestock project guidelines/requirements, works with Extension Agent to organize the county fair and market livestock auction, and recruits sponsorships/community support.

Market Sale, Publication, Fairbook Committees & other standing committees

Gallatin County 4-H Unlimited Leader's Council

Executive Board of Club/Project Leader Representatives

Role: Develops operational budget and program guidelines, works with Extension Agent to provide youth and volunteer development, plans events and outreach.

Fundraising, Summer Camp, Leadership Development Committees & other standing committees

Gallatin County 4-H Foundation

Executive Board of 4-H & Community Representatives

Role: Administers scholarships and financial assistance, provides financial support to county and state activities, all within the mission and values of Gallatin County 4-H.

Budget, Nomination, Scholarship Committees & other standing committees

Gallatin County 4-H Clubs

Organizational/Club Leaders, Club Officers & members

Role: Create club bylaws, maintain club charters, monitor finances, promote youth leadership, engagement, community service.

Gallatin County 4-H Projects

Organizational/Project Leaders & Project Committees

Gallatin County 4-H Families

4-H Clubs

4-H Clubs are the backbone of the 4-H program! We highly encourage you to be an active part of a 4-H club while participating in 4-H activities and events. The entire family should be attending and participating in club meetings and activities, however, Clubs are not required.

This is your opportunity to learn about parliamentary procedure and experience youth in action. You will get updates on club and county activities and reminders about deadlines.



Clubs have varying expectations for members and their parents; be sure you know what those expectations are in your club.

Improve your community!

Every club generally has at least one community service project they complete each year. Members and their families take pride in seeing the results of this project and enjoy the teamwork required to complete it.

Have fun!

Games and activities are generally part of every club meeting; clubs will have special fun events throughout the year.

Meet new friends!

You will truly get to know your fellow members which can create lifelong friendships with entire families.

Youth/Adult Partnerships!

Members learn to appreciate their fellow 4-H members of all ages, working with them as partners on a team.

Family Opportunity!

Whole families can be involved in 4-H together. While each member can pursue their own special interests and set their individual goals.

Fundraising!

Most clubs have at least one fundraiser per year. Members learn that working together toward a common goal can be fun and fulfilling.

4-H Clubs around Gallatin County

Belgrade Pioneers

Shelly McPhee
406-595-4774
gallatindle@gmail.com

Clarkston Mustangs

Cassandra Mitchell
406-223-0143
cassjih@hotmail.com

Dag Nabids

Monika Johnson
406-579-3211
mijmontana@gmail.com

Belinda Nash
406-570-5585
nashmuffin@aol.com

Divine Mercy

Ashley Casto
406-586-6134
ajcasto@gmail.com

Tia Mitchell
406-599-5368
talitha.m.mitchell@gmail.com

Dry Creek Teens

Kelly Pavlik
406-600-1013
kelly.pavlik@barnard-inc.com

Gallatin Valley Livestock

No Leader

Gateway Challengers

Jessica Black
406-539-0940
theblacksmail@gmail.com

Hyalite Hawks

Jen Wold
406-209-7408
jenmariewold@hotmail.com

Manhattan Clever Clovers

Kelly Pavlik
406-600-1013
kelly.pavlik@barnard-inc.com

Manhattan Livestock

Melanie Duffin
406-209-1978
rmduffin3@gmail.com

Pass Creek

Cassie Smieja
406-539-3833
smiejahay@latmt.com

Saddle Stars

Tamara Knappenberger
307-214-8336
saddlestars4h@gmail.com

Shining Mountaineers

Laura Andren
406-579-9389

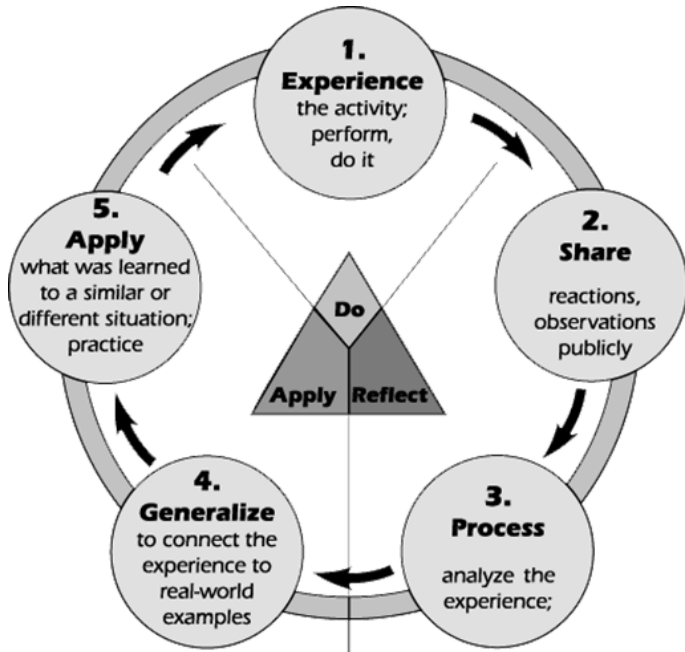
Willow Creek Wranglers

Katy Hansen
406-570-9996
kahansen@threeforks.k12.mt.us

Sam Cavin
406-5998288
sjcavin@msn.com

4-H Projects

- ✿ Every member must enroll in and complete a **minimum of one project per year.**
- ✿ 4-H is based on the Experiential Learning Model. Projects are hands-on educational activities.



- ✿ Although members can choose any number of projects, please encourage them to enroll in a realistic number of projects that they can complete each year.
- ✿ Project Workshops are conducted by project or county leaders. These opportunities are created to enhance and expand the learning opportunities of 4-H youth. Time and dates vary throughout the year depending on the project area. Please check the website and newsletter.

- ✿ There is a huge variety of projects for members to choose from and they can be viewed in the **Clover publication, updated each year at <https://www.montana.edu/extension/4h/projects/clover.html>**

- ✿ **Project Requirements:** Due to safety concerns, some projects have age limitations. The following project areas follow different age guidelines:

- **Green Horse and Colt-to-Maturity (Horse)** – Must be at least 12 years old (and completed levels 1-3 of Horsemanship)
- **Shooting Sports** – Must be at least 9 years old (as of October 1)
- **Cloverbuds** - Ages 5-7 (as of October 1) May only participate in Poultry, Rabbit, Cat, Dog Obedience, Horseless Horse, and the Cloverbud Projects.

- ✿ **Project books** are available in the Extension Office. During registration, you pay a fee for one book per year per project. (Most project books will be completed in 3 years)



Record Keeping

Record keeping is required to complete the 4-H year. Records books and Project Journals are checked and signed by your Project Leaders before Fair (check the newsletter and calendar for specific dates). Club Organizational Leaders will sign the "My 4-H Year" prior to the Livestock and Indoor Interviews Fair each year.

If a member wants to advance to higher levels in a project they must complete the records and project requirements for that project. Please see *Record Book and Project Book Guidelines* for more information.

Green 4-H folders are available to purchase at the Extension Office to keep your records organized. It is not required to have your records in one of these specific binders, but they do need to be kept in some kind of folder and kept organized.



Record books consist of three types of forms:

My 4-H Year	Non-Animal Project	Animal Project
<ul style="list-style-type: none"> -Complete one per year -Focus on club and extracurricular, non-4- H project activities 	<ul style="list-style-type: none"> -Complete one per year per non-animal project -Record any goals & activities directly related to your project 	<ul style="list-style-type: none"> -Complete one per year per animal project -Record and goals & activities directly related to your project

Helpful Hints for Project Books & Record Book Forms

- Take 10 minutes each month to keep them updated.
- Keep a family calendar on which you record ALL activities; use it as a reference when updating your record books.
- Members should take record books to club meetings and project workshops.
- **ZSuites is a great online record book option. Check it out at 4h.zsuite.org**

Completing a 4-H Project: Record Book and Project Book Guidelines

☘ Completing a project is a combination of your record book forms and project books.

☘ The following chart is meant to help you determine what needs to be turned in for each project to complete a 4-H year or move to the next level of the project in Gallatin County.

Financial Record Book Journal + Workshops* + 7 Activities in Project Book	Non-Animal Financial Record Book Journal + 7 Activities in Project Book		
<ul style="list-style-type: none"> • Beef • Dairy Cattle • Dog • Goat • Horse • Poultry • Rabbit • Sheep • Swine 	<table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Aerospace** • Cat • Citizenship** • Electricity** • Entomology** <ul style="list-style-type: none"> ◦ Bee Keeping** • Foods & Nutrition <ul style="list-style-type: none"> ◦ Baking ◦ Cooking ◦ Cake Decorating • Forestry** • Interior Design** • Leadership* • Leathercraft • Livestock Judging** • Outdoor Adventures** • Photography* </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Plant Sciences** • Pocket Pets** • Robotics • Sewing <ul style="list-style-type: none"> ◦ Crochet ◦ Knitting ◦ Embroidery ◦ Quilting • Small Engines** • Sport Fishing** • Shooting Sports* • Vet Science • Visual Arts** • Welding** • Wildlife** • Woodworking** </td> </tr> </table>	<ul style="list-style-type: none"> • Aerospace** • Cat • Citizenship** • Electricity** • Entomology** <ul style="list-style-type: none"> ◦ Bee Keeping** • Foods & Nutrition <ul style="list-style-type: none"> ◦ Baking ◦ Cooking ◦ Cake Decorating • Forestry** • Interior Design** • Leadership* • Leathercraft • Livestock Judging** • Outdoor Adventures** • Photography* 	<ul style="list-style-type: none"> • Plant Sciences** • Pocket Pets** • Robotics • Sewing <ul style="list-style-type: none"> ◦ Crochet ◦ Knitting ◦ Embroidery ◦ Quilting • Small Engines** • Sport Fishing** • Shooting Sports* • Vet Science • Visual Arts** • Welding** • Wildlife** • Woodworking**
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<p>*Workshop requirements vary by species. Please refer to the livestock contract for specific species requirements.</p>	<p>*Project has a leader but no workshop requirements to enter an exhibit into Fair when enrolled in the project</p> <p>** No project leader, may be done independently or with a parent.</p>		

**Please note, if you do not attend the required number of workshops in your project area during the 4-H year, you will not be able to participate in Fair. The number of workshops required to be completed in a 4-H year differs by project, please refer to the Fairbook, <https://www.montana.edu/extension/gallatin/4hfair.html> (under Fair Registration)

Criteria for Complete 4-H Record Book Sheets

- _____ Enroll in and complete at least one project (check project book requirements).
- _____ Identify and achieve at least three (3) S.M.A.R.T. goals in “My 4-H Year” AND your Financial Project Record Journal.
What are SMART Goals? **S** - Specific **M** - Measurable **A** - Achievable **R** - Realistic **T**- Timely
- _____ Complete all sections of the “My 4-H Year” journal form, and have your club leader sign it prior to interviews.
- _____ Try to participate in at least three additional learning activities during the 4-H year and record them in your journal (i.e. speeches, demonstrations, judging, public presentations, etc.).
- _____ List any awards and honors received both in 4-H and outside of 4-H.
- _____ Complete the “Project and Financial Journal” for each project in which you are enrolled. (Animal or Non-animal)
- _____ If an animal is owned, keep records for it on the “Financial Animal Journal” according to the type of project carried (i.e. breeding, market, companion animal, etc.)
- _____ You may include other things to personalize your book (i.e. photos, articles, ribbons, memorabilia, and personal stories about your 4-H experience).

Criteria for Complete 4-H Project Books

- ✿ Each 4-H project has unique and specific guidelines for project completion. **Read the Clover project selection guide or the beginning of your project book to find out more.** For most, the following general guidelines apply:
 - Complete a minimum of seven activities found in the project book within the 4-H year.
 - Complete the appropriate minimum number of required and optional activities in each level within at least three years.
Many will move along more quickly, which is great!
 - If there is no project book, complete a **Self-Determined Project Guide** available online or from the Extension Office. The project will be completed when the goals and activities set by the youth are complete.

What Happens if I Do Not Complete My Project?

- We aim for youth to self-motivate to complete a project by offering incentives and opportunities to succeed.
- If a project is not completed within the appropriate timeframe, members may retake the project another year to try to complete it.
- **Project books and Project Journals must be complete in order to be eligible for county 4-H awards and scholarships and fair participation.**

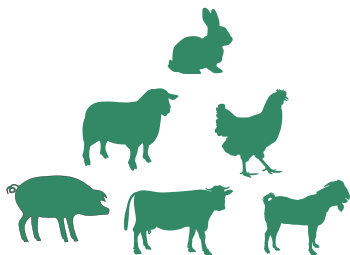
Public Speaking

4-H has a reputation of producing members that are fluent speakers and great communicators. Members learn this skill by participating in their club business meetings, club speeches or demonstrations, Fair interviews, and county competitions like Communications Day, cooking Stir Ups and baking Better Batter Baking competitions. Cloverbuds can begin this tradition with a show and tell at Club meetings and County Communications Day and entering the Fair.

County Communication Day is held each year, usually in February/March. Look for dates and resources in the newsletter and online at <https://www.montana.edu/extension/gallatin/4hevents.html>



Market Animal Projects



4-H members can sell two (2) animal units at the Big Sky Country State Fair. All species count for one (1) animal unit, except beef. Beef is two (2) animal units. Some additional restrictions may apply, check with your species leader. Please carefully note the possession and tagging deadlines for each species, they will be listed in the Market Livestock Contract. These events and deadlines must be followed to enter the Fair.

Thank You Notes: All members that sell an animal at the Big Sky Country State Fair are expected to write their buyer(s) a thank you note. You may have the note ready and give it to your buyer at the livestock sale or send it to them after the Fair.

Market Animal Payments: Your checks will be mailed to the address you used for fair registration. Checks are not provided until all buyers have paid the bank for the animals. Checks are typically available in September.

Promotion & Marketing: The Market Livestock Committee asks that market animal exhibitors contact potential buyers prior to the fair and that they help promote the 4-H/FFA Livestock Sale which begins Friday evening of the Big Sky Country State Fair.

Quality Assurance: This mandatory training helps ensure that you are providing a high-quality product to consumers. All 4-H animal project members (except pocket pets) are required to complete this training once as a junior member (8-13) and again as a senior member (14+) in order to sell an animal at the Big Sky Country State County State Fair. Families will be contacted by the Extension Office and/or project committee. Animal Quality Assurance training does not count toward your project's workshop requirements.

Fair Time

Preparation will reduce stress

- ✿ Keep your record book up-to-date.
- ✿ Work on your project books throughout the year.
- ✿ Practice with your animals – Unruly animals can be asked to leave Fair.
- ✿ Attend workshops and clinics to get all the information and advice you can.
- ✿ Read the 4-H Newsletter and 4-H/FFA Fair Book so you understand rules, policies, and schedules.

Read the Fair Book

- ✿ Copies of the last year's Gallatin County 4-H/FFA Fair Book are available. The Fair Book is subject to change until the final copy is published in May/June.
- ✿ All schedules and rules are in the Fair Book.
 - The 4-H schedule should be referred to for 4-H activities.
- ✿ Be sure you know the dress codes for animal shows.

Fair Entries

- ✿ Fair Registration is TBA, usually, registration opens in May and closes in June. LATE ENTRIES ARE NOT ACCEPTED.
- ✿ We use ShoWorks/ Fair Software, an online service to collect Fair registrations. Please call the office if you have questions, and watch for communications on how to complete your entries.
- ✿ ALL pen and cage numbers will be assigned by the Animal Species Committee.
- ✿ All indoor entries are judged during project interviews during the week of the Fair. Please watch for communications on how to sign up for your interview time.

The Newsletter

Be sure to read the Gallatin County 4-H newsletter each month for information about state and county 4- H events and deadlines!

Please call the Gallatin County Extension Office if you do not receive a newsletter after you enroll. We send it out as an e-mail at the beginning of each month, or you can access it at:

<https://www.montana.edu/extension/gallatin/4hnewsletters.html>

We want YOU to take advantage of all there is to do in 4-H!



General Fair Hints

- ✿ There is a huge demand for camping spots on the fairgrounds. Watch for communications in May, there are separate lists for dry camping and full hookup camping. Please call the **Fairgrounds Office** to add your name to the waiting list. 406-582-3270.
- ✿ All 4-H members volunteers/adults are issued wristbands. In addition, parking passes are required for parking in the lot off of Oak St. We will grant one parking pass per family. Parking in the main lot off of Tamarack does not require a pass.
- ✿ Have Fun! Fair time should be a positive learning experience that all 4-H families and volunteers enjoy and share.



HEAD



HEART



HANDS



HEALTH



Gallatin County Extension Office
903 North Black Avenue, Bozeman, MT 59715
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Office Hours: Mon- Fri 8 AM - 5 PM
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