

2025 Club Leader Handbook

Franklin County 4-H



THE OHIO STATE UNIVERSITY
EXTENSION



COLLEGE OF FOOD,
AGRICULTURAL, AND
ENVIRONMENTAL SCIENCES

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A Message From Your Professionals

Dear 4-H Volunteer:

It is our hope that you will find much of the information needed for a successful 4-H club year in this handbook. We know that being a club leader often seems like a difficult and thankless task. Please know that we greatly appreciate all of the hard work and dedication that you put in to make your club successful. You truly are setting our future generation up for success!

Along with the information in this handbook, on our website, and in the 4-H app, your Franklin County 4-H professionals are only a phone call or email away. We are here to help you, answer your questions, and support your work.

Sincerely,



Beth Boomershine
Extension Educator,
4-H Youth Development



Rachel Stoneburner
Program Coordinator,
4-H Youth Development

Annual Volunteer Requirements

1. 4-HOnline Enrollment

In order to be considered a volunteer in good standing you must re-enroll in the 4-HOnline database every year. www.oh.4honline.com

2. Standards of Behavior Signed (4-HOnline)

These Standards of Behavior are accepted by volunteers who commit to an Ohio State University Extension (“OSUE” or “Extension”) program as a condition of their volunteer status. The Standards of Behavior shall guide volunteer’s behavior during their involvement in Extension programs. Just as it is a privilege for Ohio State University to work with individuals who volunteer their time and energies to the organization, a volunteer’s involvement with OSUE is a privilege and a responsibility, not a right.

OSUE provides quality educational programs accessible to all Ohio citizens. The primary purpose of this Standard of Behavior is to ensure the safety and well-being of all Extension program participants (i.e., members, their parents and families, professionals, and volunteers). Volunteers are expected to function within the guidelines of OSUE and the individual program area (4-H, Agricultural & Natural Resources, Family & Consumer Sciences, and Community Development). Extension volunteers shall act with personal integrity.

3. Protecting Minors from Abuse Training (Policy 1.50)

Volunteers working with minors entrusted to the university’s care play an important role in protecting minors from abuse.

The purpose of this policy is to promote the safety and welfare of minors who participate in these activities and programs. To support the protection of minors, this policy outlines what is required of personnel and volunteers who work in activities and programs with minors and informs individuals of their reporting obligations in instances of known or suspected abuse or neglect of minors.

Policy Requirements:

- Individuals working in 4-H activities and programs must receive training annually, know reporting obligations, and sign standards of behavior, all of which are included here; and
- Those with care, custody, or control of minors must successfully complete a background check every four years.

The policy includes an important focus on reporting obligations in instances of known or suspected abuse or neglect of minors.

4. Annual Training

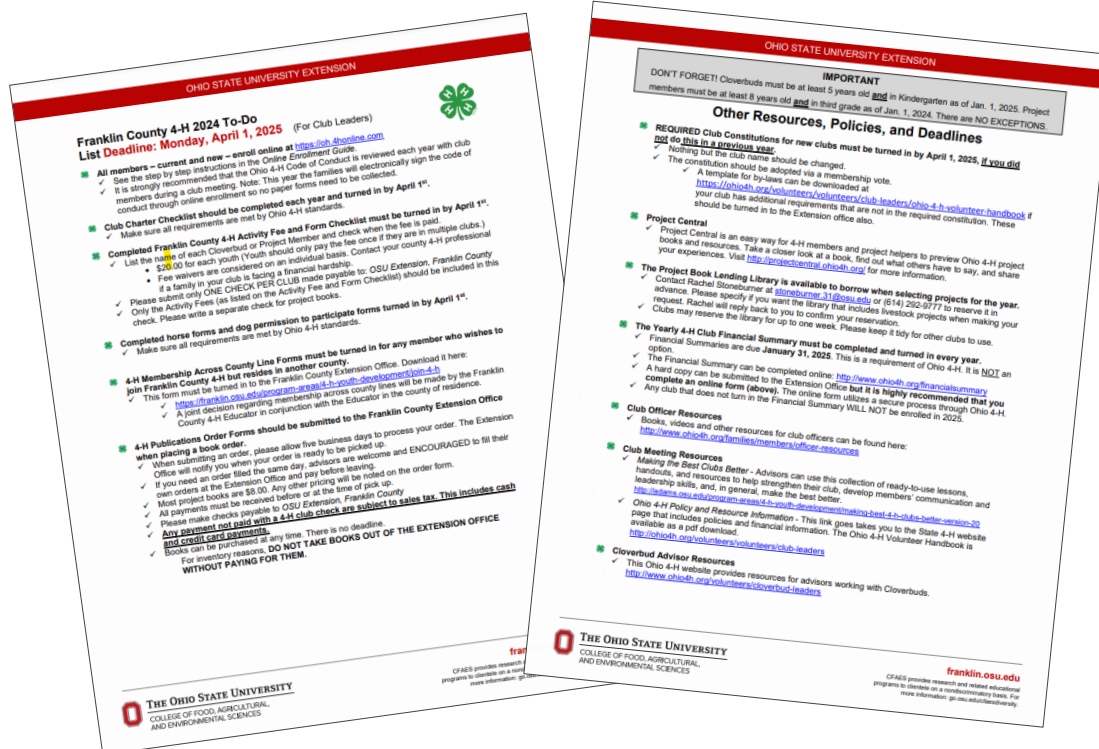
This supplemental training is an expectation for all county 4-H programs to maintain high-quality volunteers and provide returning volunteer education. Volunteers are required to attend a supplemental training session covering one important topic from the volunteer competencies model.



Club To-Do List

Deadline: April 1, 2025

- All members and volunteer enroll in 4-Honline
- Activity Fee Checklist and Fee submitted
- Completed Horse Forms are submitted
 - Franklin County Ag. Society Release
 - Horse ID Form
 - Horse Lease Paperwork
- Project Book Order Form
- Annual Volunteer Training
- Club Charter Checklist – signed and submitted



Charter Checklist

- National 4-H Headquarters and Ohio 4-H Youth Development require that all clubs be chartered.
- Complete the checklist to determine whether your club has met the Ohio 4-H Club charter requirements. This checklist will be reviewed by your County 4-H Extension Professional. Chartered 4-H clubs are permitted to use the 4-H Name and Emblem according to National 4-H Headquarter guidelines. Clubs that meet these minimum requirements will be granted a charter. The charter checklist must be reviewed every year to assure a club's continued compliance with the 4-H Club criteria.

OHIO STATE UNIVERSITY EXTENSION

2025 Ohio 4-H Charter Checklist

4-H National Headquarters and Ohio 4-H Youth Development require that all clubs be chartered.

Please complete this checklist to determine whether your club has met the Ohio 4-H Club charter requirements. This checklist will be reviewed by your County 4-H Extension Professional. Chartered 4-H clubs are permitted to use the 4-H Name and Emblem according to 4-H National Headquarter guidelines. Clubs that meet these minimum requirements will be granted/continue a charter. The charter checklist must be reviewed every year to assure a club's continued compliance with the 4-H Club criteria.

Name of 4-H Club _____ EIN # _____ (9 digits)

Name of Contact Advisor _____

Address of Contact Advisor _____

Criteria - Advisors to mark (x) the appropriate box:	Requirements Met	Not Met
All of our adult club volunteers are approved through the Ohio 4-H Volunteer Selection Process.		
Our 4-H club has at least five youth members from three different families.		
The name of our 4-H club was approved through the County Extension Office.		
Our club plans to conduct a minimum of six regular club meetings per year.		
Our club has a current 4-H club constitution.		
Our club has elected officers.		
Our 4-H club agrees to provide a welcoming and safe environment for all club members.		
Our 4-H club plans a series of experiential learning experiences for club members.		
Our 4-H club agrees to follow all national, state and county 4-H policies and procedures.		
Our 4-H club agrees to follow the national and state 4-H guidelines for the use of the 4-H Name and Emblem.		
Our club agrees to follow national and state 4-H guidelines for fundraising.		
Our club agrees to submit the Ohio 4-H Yearly Financial Summary at the end of each club program year.		

Our 4-H club will not participate in any political campaign or devote time to attempt to influence legislation.

Our club agrees to obtain its own Taxpayer Identification Number (EIN/TIN), submit an Ohio 4-H Group Tax Exemptions Authorization form and provide the current 4-H club contact name and address to the County Extension Office so that the IRS 990 filing can be completed by May 15 each year.

Upon dissolution of this club, we agree that any assets will be distributed for a tax exempt purpose.

Special Comments from Club Advisor(s): _____

Initialed/Date _____

Via Signature/Date _____

Circle One

Charter Granted Charter Denied

Revised 10/15/17

ohio4h.org

The Ohio State University is an Affirmative Action/Equal Opportunity institution.

THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Minimum Guidelines

All 4-H clubs should strive to meet minimum guidelines; a standard intended to encourage excellence and continuity among Franklin County 4-H Clubs. These guidelines, set forth by the OSU Extension, Franklin County 4-H Youth Development Program, give 4-H clubs a tool by which to measure their annual performance as well as a list of suggested activities to include as part of their 4-H program plan.

MINIMUM GUIDELINES FOR A 4-H CLUB

- An organized group of at least five youth members from three different families.
Because Ohio 4-H follows Parliamentary Procedures for voting, three of the five members must be at least age 8 and enrolled in the 3rd grade, or age 9 or above regardless of grade level. This club is led by an adult volunteer who has completed the OSUE volunteer selection process, with a planned program that is carried on throughout all or most of the year.
- Hold at least six meetings per year that include education, business, citizenship, social, health, safety, environmental, and leadership components.
- Elect officers. 4-H Clubs shall elect officers and follow the Club Constitution and By-Laws approved by the membership to govern the club.
- Conduct one health and one safety program during the year or give short health and safety talks at a minimum of six 4-H meetings.
- Participate in at least one community service project.
- Complete at least three of the following:
 - A. All club members gave a demonstration, talk or speech at the club level.
 - B. One or more members participated in county 4-H evaluations and/or Junior Fair.
 - C. Held a meeting emphasizing county and state 4-H awards.
 - D. Held a meeting emphasizing camping opportunities.
 - E. Held a meeting emphasizing county and state leadership opportunities.
 - F. Club participated in a group 4-H project.
 - G. Recruited three or more new 4-H members.
 - H. Held a club 4-H recognition program.
 - I. Conducted a 4-H awareness program to increase 4-H's visibility



Activity Fees

Each 4-H Cloverbud and project member pays a county 4-H activity fee. The cost is \$20.00 for all Cloverbuds and project members. The 4-H Council and the Extension office will use the fee to help offset printing, educational program supplies, and award costs for the 4-H program. The organizational advisor is to collect and submit the county activity fee with their 4-H club enrollment by April 1, 2025.

The image shows a checklist form for Franklin County 4-H, titled "Franklin County 4-H 2025 Activity Fee Checklist (For 4-H Club Advisors)". The form includes fields for "Club Name:" and "Organizational Advisor:". A note states: "Each 4-H Cloverbud and project member pays a county 4-H activity fee. The cost is \$20.00 for all Cloverbuds and project members. The 4-H Council and the Extension office will use the fee to help offset printing, educational program supplies, and award costs for the 4-H program. The organizational advisor is to collect and submit the county activity fee with their 4-H club enrollment by April 1, 2025." Below this note are instructions: "PLEASE SUBMIT ONLY ONE CHECK PER CLUB MADE PAYABLE TO: OSU EXTENSION, FRANKLIN COUNTY" and "NO CASH! PLEASE WRITE A SEPARATE CHECK FOR PROJECT BOOKS". A table with 7 rows is provided for listing members, with the header "Cloverbud Member or Project Member Name". At the bottom left is the logo for "THE OHIO STATE UNIVERSITY COLLEGE OF FOOD, AGRICULTURAL AND ENVIRONMENTAL SCIENCES". A calculator is overlaid on the bottom right of the form, showing the number "20" on its display.

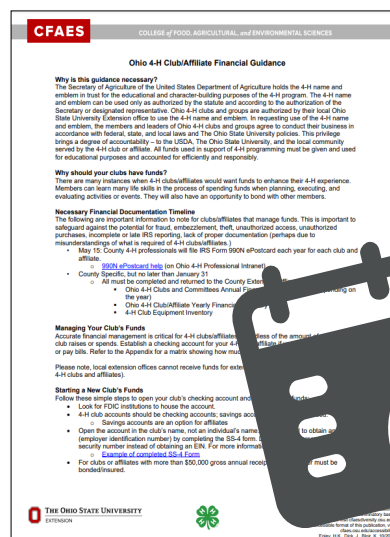
	Cloverbud Member or Project Member Name	Activity Fee	Collection
1			
2			
3			
4			
5			
6			
7			

Club Finances

Accurate financial management is critical for Ohio 4-H clubs regardless of the amount of money or its intended purpose. The establishment of checking accounts is a recommended practice for 4-H clubs that collect money and pay bills. The following practices should be utilized by all 4-H clubs.

- 4-H club checking accounts should be established in the club name, not an individual's name nor in Ohio State University Extension's name.
- Two signatures of unrelated individuals on all checks written. The treasurer, another club officer, or a club advisor could serve in this role. Under guidance from adult volunteers, a suggested practice for checks is to have the treasurer and secretary as signatories.
- Each 4-H club opening a checking account is required to have its own IRS identification number (Employee Identification Number - EIN).
- Bank statements should be sent to a 4-H club advisor, or someone who does not have authority to sign checks. After review (i.e. correct number of deposits, checks, & balance) statements should be given to treasurer and included in the official records. If possible, 4-H clubs should request actual cancelled checks from their bank.

For more information visit:
Go.osu.edu/clubfunds



Club Finances Continued

- Bills should be approved for payment by the 4-H club members before checks are written. When a check is written, it should be correctly recorded in the Treasurer's records and Secretary's minutes. The Treasurer should keep copies of documents supporting expenditures (cash register receipt, invoice, etc.).
- All income should be documented by prenumbered receipts, with appropriate copies kept with the Treasurer's records. All income should be deposited in the club's checking account as soon as possible upon receipt. The local Extension office SHOULD NOT receive cash or checks for the Club.
- The Treasurer must keep accurate records and report the status of the treasury at each meeting. The Secretary's minutes should reflect financial actions and/or account balances. This should be done for each business meeting.
- The club treasury should be audited annually and prior to a new treasurer assuming office. The President should appoint a committee from the club, made up of persons not directly associated with the Treasurer. The OSU Extension office has the authority to ask for a club's financial statement that itemizes receipts and expenses and copy of the audit.
- The Franklin County Extension Office files a Form 990-Series return with the Internal Revenue Service annually. The club advisor should not file a 990N on behalf of the club.

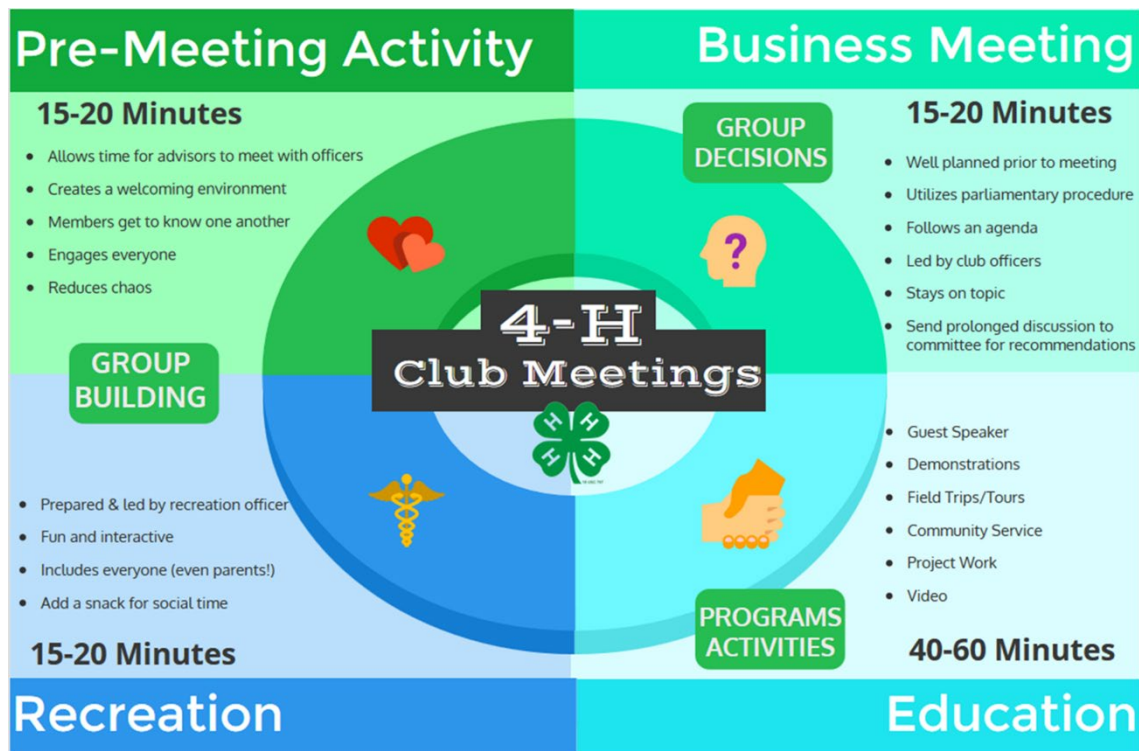
The Ohio 4-H Financial Summary must be completed and submitted to the Franklin County Extension office by January 31, for the previous year.



Club Meetings Matter

All club meetings should last less than two hours and contain all four components of the graphic below.

Other resources for improving your club environment can be found by visiting go.osu.edu/meetingsmatter



Club Meetings Matter

Club Officers are elected annually to lead 4-H Club Meetings. Officer positions should include:

- President
- Vice –President
- Secretary
- Treasurer
- News Reporter
- Health Officer
- Safety Officer
- Historian
- Recreation Leader
- Community Service
- Environmental



Franklin County 4-H

2025-2026 4-H Calendar

January 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

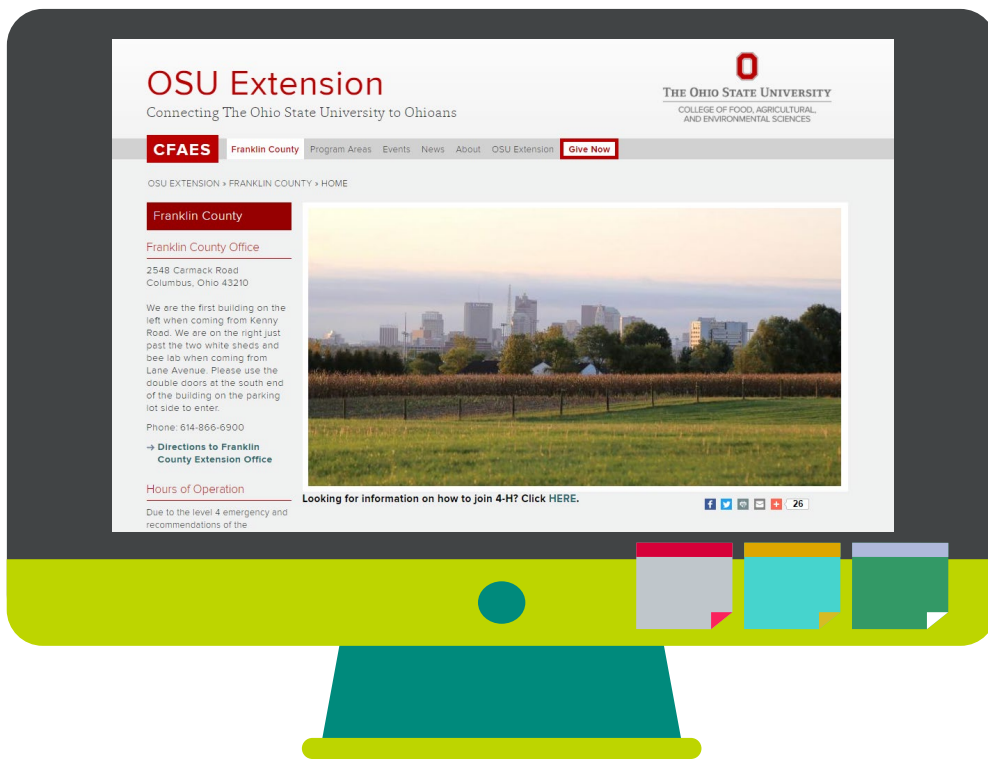
- 4-H Council Meetings
- Junior Fair Board Meetings
- Horse Committee Meetings
- Livestock Quality Assurance
- Walk & Serve, Clover 5k
- Advisor Enrichment Night

- Senior Fair Board Meetings
- Camp Counselor Meetings
- 4-H Camp - 4-H Camp Ohio
- Horse Clinic
- Ohio State Fair
- Dog Show - June 27&28

- Franklin County Fair
- Livestock Evaluations
- New Volunteer Orientation
- Enrollment Deadline
- Achievement Form /Trip Awards Due - Ja

Get the Latest 4-H Info on...

- **On our website**
Franklin.osu.edu
- **In our App**
Search Franklin County 4-H
in the App Store or Google
Play



Cloverbud Resources

4-H Cloverbud Connections

Subscribe to this very informative electronic newsletter with great activities and guidance on leading Cloverbuds. You can also search archived newsletters.

<https://u.osu.edu/cloverbudconnections/>

Click It, Print It, Do It Website

Cloverbud volunteers can access over 30 on-line, printable lessons that are fun and challenging for Cloverbud members. Topics range from recycling and community service to exercise and gardening.

<https://ohio4h.org/volunteers/cloverbud-leaders/click-it-print-it-do-it-activity-pages>

The Big Book of 4-H Cloverbud Activities

This classic includes hundreds of activities for 4-H Cloverbuds in lots of topic areas.

Free Version: <http://go.osu.edu/CloverbudBigBook>

Ohio 4-H Cloverbot Challenge

The Ohio 4-H Cloverbot Challenge gives 4-H Cloverbuds the opportunity to work cooperatively in teams to problem-solve using STEM skills. A new theme is selected each year and teams research a topic, build a working model of their solution to the Challenge issue and create a poster to illustrate their findings. The annual challenge is posted to the website each year sometime in January.

<https://ohio4h.org/families/cloverbuds/cloverbot-challenge>

Bioenergy Curriculum

This web-based resource will help our next generation of leaders develop an awareness and appreciation for a sustainable energy future. It is leader-directed curriculum, targeting 4-H Cloverbuds. Each curriculum piece contains about nine educational activities.

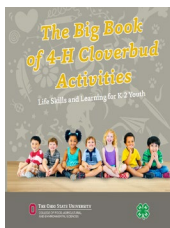
- [Bioenergy Sources \(PDF\)](#)
- [Bioenergy Conversion \(PDF\)](#)
- [Bioproducts \(PDF\)](#)

Other Information for Cloverbud Leaders

- Get other information and ideas from the Ohio 4-H Cloverbud Leader Page
- <https://ohio4h.org/forcloverbudleaders>

Other Cloverbud Resources from Extension Publications

<https://extensionpubs.osu.edu/>




Insurance


American Income Life offers accident insurance coverage for both clubs and events. The club can purchase the AIL insurance with club funds. This insurance is secondary to the parents' insurance. It is not liability insurance. <https://www.aillife.com/specialriskdivision>

What is the difference between accident and liability insurance?


- Accident Insurance may cover injuries or illness incurred while participating in a 4-H event or activity. To receive coverage, accident insurance must be purchased.
- Liability Insurance is coverage protecting approved volunteers in good standing from loss due to litigation. The insurance is provided through OSU Extension and is secondary to the individual's personal insurance. Coverage applies to approved and screen volunteers taking appropriate actions during a 4-H event or activity.



AMERICAN INCOME LIFE
Insurance Company



SPECIAL RISK
DIVISION



Annual Accident Insurance for Extension Groups

WHO? The American Income Life Special Risk Division (AIL SRD) has a full time staff of five who are personally dedicated to serving customer needs from the initial application for coverage to the end of the claims process. This gives us a great advantage of having the authority of a large company but the feeling of a local business. We are the largest blanket insurer of 4-H and Extension groups and programs nationwide and because of this specialization; we understand your unique needs and are constantly striving to meet them.

WHAT? Our Annual policies can cover all members of organized Clubs/Groups for as little as \$1/person/year for regular members and \$2/person/year for horse members. Coverage for Volunteers is optional, but recommended.

WHY?

1. Because with AIL SRD, you work directly with the people making decisions, not someone in a huge corporate office.
2. This also means that we are able to provide lower costs, quick decisions, and cut out red tape and middlemen and eliminate the long and frustrating process of dealing with Insurance.
3. Our Annual Policies provide primary benefits and have no deductible for covered individuals.
4. Running a successful and safe Extension Program requires a lot of time and energy throughout the year; and unexpected complications can happen in almost any situation. Choosing this coverage can help reduce stress for staff, volunteers, and the families of your participants if or when an injury occurs.

Apply Today!

www.AILspecialrisk.com

As Low as \$1.00 Per Person Per Year!

Provides Maximum Benefits of:

- \$5,000.00 – Medical and hospital expenses resulting from injuries
- \$5,000.00 – Loss of life
- \$500.00 – Dental expense due to injury of sound, natural teeth
- \$10,000.00 – Loss of any two: arms, legs, feet, hands, or sight of both eyes.**
- \$ 5,000.00 – Loss of any one arm, leg, foot, or hand.**
- \$ 3,000.00 – Loss of sight of one eye.**

****When injury does not result in loss of life but does result in any of these losses within 100 days of the accident, one of these maximum benefits will be paid in addition to any other covered expenses.**

ALL MEMBERS MUST BE INSURED

Covers each registered member (leaders optional) while participating in or attending regularly approved and adult supervised group activities. FULL coverage while traveling directly to and from the member's home and the meeting place for the purpose of participating in scheduled group activity

SPECIAL FEATURES

- Optional coverage for adult leaders.
- Automatic coverage of new members.
- Prompt claim service.
- Covered expenses incurred within 52 weeks from the date of accident.
- Full coverage – no deductible.
- Rough Stock Rodeo coverage available – Call for quote!

NOT COVERED

- Eyeglass replacement
- Denture replacement or repair
- Suicide
- Illness
- Hernia in any form
- Losses covered under Medicare or Workman's Compensation
- Injuries sustained during downhill winter sports
- Air Travel
- Children under the age of 5

Projects

Ohio 4-H Project Guide: Your place to connect to our entire collection of Ohio 4-H project books for the year. Each project book contains information and activities for members to explore as an organized group project or at home under the guidance of a parent or interested adult. When choosing a project, consider your interests, background, what is necessary to start the project, and the resources available to help you complete it.

<https://ohio4h.org/projectguide>

Project Central: An easy way for 4-H members and project helpers to preview Ohio 4-H project books and resources. Take a closer look at a book, find out what others have to say, and share your experiences.

<https://ohio4h.org/books-and-resources/project-central>

Project Requirement Summary: A project specific handout that shares all of the county and Ohio State Fair project requirements for completion is available on the county website. <https://franklin.osu.edu/program-areas/4-h-youth-development/projects>

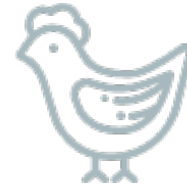
Virtual Winter Project Fair: Explore project areas with the help of previous project winners. Experience the event here: go.osu.edu/wpf



Special Consideration Projects

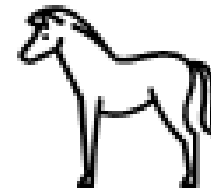
Livestock

Information regarding 4-H Livestock projects that are exhibited at the Franklin County Fair can be found by visiting <https://www.fcfair.org/franklin-county-fair/junior-fair/livestock/>. Members taking livestock projects will want to pay close attention the livestock requirement summary.



Horses

Information regarding 4-H Horse projects that are exhibited at the Franklin County Fair can be found by visiting go.osu.edu/fchorse.



Dogs

Members completing a dog 4-H project are encouraged to work with the specialized dog 4-H clubs in Franklin County. This is not required but the dog project usually entails extra project experiences that can be obtained in a dog club.



Shooting Sports

The Ohio 4-H Shooting Sports program teaches young people the safe and responsible use of archery equipment, including the fundamentals of firing air guns, .22 caliber and muzzleloading rifles, pistols, and shotguns; the basic principles of hunting; and the value of studying historic lifestyles and heritage crafts. The 4-H Shooting Sports program only is administered through certified shooting sports instructors, and members may only take shooting sports projects if their instructor has been certified in that specific discipline. Franklin County 4-H members interested in taking a shooting sport project have two options:



- Join the Franklin County Shooting Sports 4-H Club by contacting Sharla at sharla.house@gmail.com (preferably by February of the upcoming 4-H year)
- If you already belong to a Franklin County 4-H club and would like to take a shotgun, rifle, pistol, or archery project, please contact Dave at integradeer@gmail.com. Dave offers shooting sports instruction from March through June at a shooting location in Plain City, Ohio.

Community Service

Community Service is a part of 4-H, beginning with pledging our hands to larger service. 4-H members and volunteers have historically given back to their community through a variety of volunteer efforts and serving others should still be a part of each 4-H club's yearly plan. Every 4-H participant is encouraged to take part in community service that fits his/her areas of learning, as an important feature of 4-H youth development." This type of experiential learning will allow members to explore a variety of career options.

Getting Started

It is important to make sure all members are involved when deciding and implementing a community service project. Start with a brainstorming session where all ideas can be discussed, helping to give all members a sense of ownership. This process also allows for diverse ideas, viewpoints, and experiences to be discussed.



Community Service Activities

The best community service activities for youth are centered around a common interest shared by members of the group. One easy way to identify a common interest is to review the 4-H projects youth are enrolled in. Look for service projects that relate to members' projects. For example, members of a dog group could become trained in pet therapy and work with a retirement center. A photography club could stage an art exhibit to beautify the Courthouse. Or a bicycle group could put on a safety demonstration at a local shopping center or store.

The following are a few ideas that may spark an interest for 4-H members:

- Clean up a local vacant lot that is overgrown with weeds and debris.
- Adopt a highway or street to keep a section of roadside free of litter. Safety first. Make sure members know what to pick up and what not to pick up.
- Provide recycling bins at various points throughout your community to collect newspaper, plastic, or aluminum.
- Support a local animal shelter by providing blankets, food, cleaning cages, or exercising animals.
- Set up and maintain an aquarium or library in a retirement center or hospital.
- Coordinate a food or clothing drive to support local shelters for the homeless.
- Plant and maintain flowers and shrubbery in parks, schools, or downtown areas.
- Conduct a petting zoo with small animals to expose children to animals.
- Work with "Meals on Wheels" to provide food to shut-ins.
- Donation drive for local "backpack pal" programs that provide food to students on weekends and over school breaks or a school backpack filled with supplies for those in need.



There are any number of ideas. The list is limited only by the imaginations of the 4-H members and their volunteers. Contact a local Extension Office or civic organizations for additional ideas, input, or assistance. These groups are always looking for more help in the completion of their mission.

Club Fundraising



Steps to Conduct a Successful Fundraiser

1. Seek approval for the fundraiser from the County 4-H Youth Development Extension Educator.
2. Motivate your group. Help members understand the importance of the fundraiser. If age-appropriate, consider making the sales into a competitive situation.
3. Help the members set clear goals for the fundraiser. Make sure everyone knows WHY you are raising funds. (Those involved with the club should be able to communicate the club's goals for the fundraiser.)
4. Limit the time period in which the fundraiser is held. (e.g., if selling items, limit sales to three weeks.)
5. Involve the whole club. The fundraiser profit can exceed expectations if everyone does their part.
6. Advertise the fundraiser to members of the community, businesses, family, and friends.

Ideas for Club Fundraisers:

Value Card	Pizza Card
Auction	Silent Auction
Dinner (chicken & noodles, chili, & spaghetti)	T-Shirt
Ice Cream Social	Candle Sale
Haunted Barn	Food/Drink Stands
Setting up/Cleaning up for event	Snow Shoveling
Skating	Flower Sale
Homemade Craft Sale	Lawn Mowing
Rummage Sale	Walk-a-Thon
Festival	Car Wash



Fund Raising and Use of the 4-H Clover

There are federal regulations that govern the use of the 4-H Clover. 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. Fundraising programs using the 4-H Name or Emblem may be carried out for specific educational purposes. Such fundraising activities should be approved by a county 4-H professional.

Under no circumstances may the 4-H Name or Emblem be used for fundraising purposes in any games of chance including bingo. It is the responsibility of the youth educator to inform 4-H organizations of this policy. For a complete set of guidelines for your club's financial records, please contact your 4-H Youth Development Extension Educator.

4-H fundraisers or activities that include the consumption of food made by 4-H members and volunteers should follow [The Ohio State University Extension Food Preparation/Service Policy and Procedures](#). Individuals providing to the on-site preparation and service of food for sale or giving away (not including carry-in, covered dish, pot-luck dinners, or bake sales) must complete the [Occasional Quantity Cook Training](#) prior to the event.

Ohio 4-H Achievement Awards

Due Every January

- **State Junior Fair Board** - Is comprised of representatives from several different youth organizations in Ohio including 4-H Youth Development. State Junior Fair Board members help strengthen and coordinate State Fair activities in a fast-paced, action-packed Ohio State Fair. Junior Fair Board members are expected to attend meetings and stay at the fair for the entire 12 days. The Ohio State Fair will be held in Columbus, Ohio.
- **National 4-H Dairy Conference** - This national event provides delegates with an opportunity to learn more about the dairy industry and observe new dairy industry developments. The conference is scheduled to be held at the University of Wisconsin (located in Madison, Wisconsin) in September every year.
- **OTA Local Government Award** - Two \$1,500 awards are available to any 4-H high school senior that has completed a local government-type activity that has had significant impact on the applicant's community, township or county.
- **State Achievement Awards** - These 27 awards recognize a 4-H member's achievement in a specific area. Areas include: Beef, CARTEENS, Citizenship & Community Service, Clothing & Textiles, Communications, Companion Animals, Creative Arts, Dairy, Environmental Sciences, Family Life & Child Development, Foods & Nutrition, Gardening & Horticulture, Goat, Health & Safety, Horse, Leadership, Llamas, Mechanical & Engineering Sciences, Personal Development, Photography, Poultry, Rabbits, Sheep, Shooting Sports, Swine, Woodworking and Veterinary Science. Each achievement award winner will receive an expense paid trip to National 4-H Congress that is held in Atlanta, Georgia.
- **Ohio 4-H Teen Leadership Council** - The Ohio 4-H Teen Leadership Council is a statewide group of 4-H teens and young 4-H alumni selected to provide a youth stakeholder perspective in the planning, implementation, and evaluation of Ohio 4-H programming. As a result of participation, Council members develop knowledge, skills, attitudes and aspirations needed for adult success, and the Ohio 4-H program is strengthened and expanded.

OHIO STATE UNIVERSITY EXTENSION
2024 OHIO 4-H ACHIEVEMENT RECORD

NAME AGE (1/1/24) DATE OF BIRTH GENDER

ADDRESS PHONE

CITY STATE OH ZIP

COUNTY E-MAIL ADDRESS

CLUB/GROUP NAME YEARS IN 4-H ORG/DE IN SCHOOL

STATE OPPORTUNITIES: Check your choices. See Date Achievement Record Instructions for further details.
 State Junior Fair Board National 4-H Dairy Conference Ohio 4-H Encyclopedia
 Ohio 4-H Teen Leadership Council OTA Local Government Award Shooting Sports Ambassador
* Requires completion of separate, specialized application form. Ohio 4-H Achievement Record not required for eligibility.

State Achievement Awards:

<input type="checkbox"/> Beef	<input type="checkbox"/> Dairy/BEEF	<input type="checkbox"/> Citizenship & Community Service
<input type="checkbox"/> Clothing & Textiles	<input type="checkbox"/> Communications	<input type="checkbox"/> Companion Animals
<input type="checkbox"/> Creative Arts	<input type="checkbox"/> Dairy	<input type="checkbox"/> Environmental Sciences
<input type="checkbox"/> Family Life & Child Development	<input type="checkbox"/> Foods & Nutrition	<input type="checkbox"/> Gardening & Horticulture
<input type="checkbox"/> Goats	<input type="checkbox"/> Health & Safety	<input type="checkbox"/> Horses
<input type="checkbox"/> Leadership	<input type="checkbox"/> Llamas	<input type="checkbox"/> Mechanical & Engineering Sciences
<input type="checkbox"/> Personal Development	<input type="checkbox"/> Photography	<input type="checkbox"/> Poultry
<input type="checkbox"/> Rabbits	<input type="checkbox"/> Sheep	<input type="checkbox"/> Shooting Sports
<input type="checkbox"/> Swine	<input type="checkbox"/> Veterinary Science	<input type="checkbox"/> Woodworking


COUNTY OPPORTUNITIES: Present your interests (1, 2, etc.). See County Instructions for additional details.


<input type="checkbox"/> Ohio 4-H Conference	<input type="checkbox"/> 4-H Leadership Camp	<input type="checkbox"/> Clothing New Ideas Workshop
<input type="checkbox"/> Ohio 4-H Bee Camp	<input type="checkbox"/> Camp Group	<input type="checkbox"/> Buckeye Leadership Workshop
<input type="checkbox"/> 4-H Citizenship Leadership Project	<input type="checkbox"/> County 4-H Scholarship	<input type="checkbox"/> 4-H Fashion Board
<input type="checkbox"/> County Junior Fair Board	<input type="checkbox"/> Teen Leadership 4-H Club	<input type="checkbox"/> 4-H Nutrition Board
<input type="checkbox"/> County 4-H Ambassador		


APPROVAL OF THIS RECORD

I personally have prepared this record and certify that it accurately reflects my work.
 Date _____ Signature of 4-H member _____

We have reviewed this record and believe it to be correct:
 Date _____ Signature of Parent/Guardian _____
 Date _____ Signature of 4-H Advisor/Volunteer _____
 Date _____ Signature of Extension Educator, 4-H _____


THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES





Achievement Awards Available: <https://go.osu.edu/teens>

Member Award Opportunities

Due Every September

Clover Award Forms (project members only)

These simple award forms are easy to fill out. Just mark off the activities that you've participated in this year, add up your points, and find out if you've qualified for a Gold, Silver, or Bronze Clover Pin Award. New online form this year!

Community Service, Leadership, & Public Speaking Awards (project members only)

Community Service, Leadership, & Public Speaking award details are located on the Clover Award Form. Check off the activities that you've completed on each of these forms to see if you've qualified for one or all of these award pins.

Outstanding 4-H Member of the Year Award (project members only)

This competitive award is only given to a select few in each age category to honor those that have gone above and beyond in their 4-H experiences. Award reviewers compile scores from clover and pin awards, review project and 4-H experiences, and read the short response essays on the online application to select the winners of this award.

Cloverbud Pin Award (Cloverbud members only)

Our youngest members in Kindergarten through second grade can complete this form to receive their Cloverbud Pin Award at the recognition program. New online form this year!



Teen Opportunities

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OHIO STATE UNIVERSITY EXTENSION

4-H Older Youth Opportunities

	Description/Responsibility	Age and Other Requirements	Application Deadline	Term & Time	Resources
CARTEENS	A traffic safety program conducted by 4-H teen leaders and their program partners for juvenile traffic offenders.	Must have at least a valid learner's permit	Contact Sue Hogan (Hogan.239@osu.edu) for more information.		
Camp Counselor	Camp Counselor help to lead and supervise campers in activities at camp including but not limited to songs, teambuilding challenges, group activities, and challenges. Counselors teach and lead campers during workshops and other components at camp as well as serving as encourages for campers to try new things.	Must be a 4-H member in good standing & complete at least one project and <u>Must</u> be at least 14 years old by the start of camp (June 13, 2021)	Fall Every Year	January - June	go.osu.edu/teens
Junior Fair Board	JFB is designed for youth who have proven leadership abilities and are willing to take on major responsibilities before and during the county fair.	Members: At least 14 years of age as of September 30, a freshman in high school to 18 years old as of the application deadline. Interns: 7 th or 8 th grad as of application deadline.	August 10	1-year term; September – July	More information and applications are shared following the fair in the Green and Growing and Newsletter.
Fashion Board	Fashion Board members help to organize and assist with various activities surrounding clothing evaluations and the fashion review. Members also participate in activities to enhance knowledge of garment construction and the fashion industry.	Must be at least 12 years of age by 1/1/21. All fashion board members must plan to complete a clothing project in 2021 (consumer or construction).	Fall Every Year	1-year term; January - December	go.osu.edu/teens
Teen Leaders Council	The Teen Leaders Council is a Franklin County 4-H Club that focuses on preparing teens to be caring and contributing leaders through educational and leadership opportunities. Other opportunities will include fun outings and service-learning projects.	Franklin County 4-H members who are at least 13 years old or in the 7 th grade.	Fall Every Year	1-year term; January - December	go.osu.edu/teens



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Ohio4h.org
CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/teens/4h/

Honor Club Requirements

4-H clubs that wish to be considered for Honor Club must meet the 4-H Club Minimum Guidelines Checklist in addition to the Honor Club Guidelines listed below. Honor Club is not a competition between 4-H clubs, but an achievement standard clubs may strive to meet. Honor Club Achievement Encourages:

- Member participation in activities and programs beyond the club level.
- The inclusion of specific activities and programs in the club's yearly program.
- The maintenance of accurate 4-H club activity records.

PART A: LOCAL 4-H CLUB ACTIVITIES

A club must complete nine of the following activities to be considered for Honor Club - record information in SECTION I.

1. Conduct 4-H Awareness/Promotion Program/Display.
2. Invite a guest speaker to a 4-H club meeting.
3. Plan an educational field trip or tour for 4-H club members.
4. Hold a meeting on county and state 4-H award opportunities.
5. Hold a meeting on 4-H camping opportunities.
6. Hold a meeting on 4-H leadership opportunities.
7. Hold a meeting on projects, requirements, evaluations and exhibits.
8. Hold a meeting with another 4-H club (social or business).
9. Participate in a community service project.
10. All members give a demonstration, talk, or speech at a 4-H club meeting.
11. Recruits three or more new members to the 4-H club.
12. Recruits new advisors and/or starts a new 4-H club.
13. Conduct a 4-H club recognition program.



PART B: COUNTY PROGRAM AND ACTIVITY PARTICIPATION

One or more 4-H club members participate in three of the four activities listed below - record information in SECTION II.

1. County public speaking events (includes demonstrations, illustrated talks, health or safety speeches/skits and/or horse speeches/demonstrations)
2. The Franklin County 4-H Recognition Program
3. Project related and/or officer education workshops
4. County 4-H evaluations and/or junior fair exhibits/events/contests

PART C: SUBMIT CLUB SCRAPBOOK INCLUDING THE FOLLOWING ITEMS

1. SECTION I Franklin County 4-H Honor Club Guidelines 4-H Club Checklist Form
2. SECTION II Franklin County 4-H Honor Club Guidelines County Program and Activity Participation Form
3. SECTION III Franklin County 4-H Honor Club Guidelines Health and Safety Record
4. Completed Secretary's Book with typed or hand-written minutes. No other documentation can be substituted for the Secretary's Book.
5. Completed Treasurer's Book. No other documentation can be substituted for the Treasurer's Book.
6. Copy of club's Constitution and By-Laws
7. Copy of the club's yearly program plan
8. News clippings and photographs of 4-H club activities
9. Completed 4-H Club Minimum Guidelines Checklist

Helping Hands Award

- The Helping Hands Club Awards are meant to recognize clubs that use their hands to better service in reaching out to their surrounding communities.
- Applications for this award are due annually in September.



Ohio 4-H Grab & Go Club Toolkit

The *Ohio 4-H Grab & Go Club Meeting Toolkit* provides 4-H volunteers and teen leaders with seven (7) club meeting agendas to help plan for the 4-H year. Each agenda is two pages. The first page provides an overview of the topic, a sample agenda and resources to put ideas into action. The second page provides in-depth explanations and specific strategies.

Agenda Title	Pages
#1: Family Meeting Kick-Off	2-3
#2: Icebreakers/Team Building	4-5
#3: Election of Officers	6-7
#4: Public Speaking Activities	8-9
#5: Educational Programs	10-11
#6: Planning Club Fundraisers	12-13
#7: End of Year Review	14-15

Go Virtual

Each agenda highlights how to adapt in-person 4-H activities to a virtual setting. Clubs may discover creative solutions that remain part of their club tradition for years to come.

Include Cloverbuds

Each agenda highlights strategies for including Cloverbuds in developmentally appropriate, non-competitive club activities.

You can find this resource on the Ohio 4-H website, under Club Leaders>Club Management, Resources, Policies and Procedures:

<https://ohio4h.org/volunteers/volunteers/club-leaders/club-management-resources-policies-and-procedures>.

CFAES

Ohio State University Extension

2025 Dates
June 13-17, 2025



Franklin County 4-H Camp

All youth, ages 8 and in 3rd grade through 13, are invited to join the adventure at Franklin County 4-H Camp. Campers will have fun meeting other youth while participating in a variety of camp activities like canoeing, disc golf, bottle rockets, creeking, nature exploration, swimming, hiking, team challenges, high ropes, a climbing wall, campfires, crafts, zip-lining, and so much more!



4-H Camp Ohio

4-H Camp Ohio is an accredited camp by the American Camp Association. Its beautiful 544 acres is located in St. Louisville, Ohio, approximately 40 miles northeast of Columbus. *(Parents/guardians are responsible for transportation to and from camp.)*



Each day, campers choose from a variety of exciting, educational, and fun sessions.

An Average Day at 4-H Camp

7:15 am Polar Bear Swim (optional)
8:00 am Breakfast
8:45 am Flag Ceremony
9:00 am Camp & Cabin Clean-up
10:00 am Session 1 (choose from 10 sessions)
11:00 am Session 2 (choose from 10 sessions)
12:30 pm Lunch
1:15 pm F.O.B. (Flat on Bunk / Rest Time)
2:00 pm Session 3 (choose from 10 sessions)
3:00 pm Session 4 (choose from 10 sessions)
4:00 pm Open Swim / Free Time
5:30 pm Dinner
6:30 pm Flag Ceremony
7:00 pm Evening Recreation
8:30 pm Campfire
9:30 pm Cabin Time
10:00 pm Lights Out

Campers Select Sessions

There are many *Open Sessions* that do not require advanced sign-up or a fee. Campers will receive a daily schedule when they arrive at camp that will list a variety of open session choices which will include the following: creeking, canoeing, swimming games, Native American life, archery, zipline, climbing wall/tower, 2-liter bottle rockets, Amish farm visit, pioneer life, geocaching, nature, line dancing, kitchen chemistry, crafts, and much more.

SOME SESSIONS REQUIRE ADVANCE REGISTRATION. There are also some sessions that require a small fee to cover expenses incurred during that specific session. Signing up ahead of time is necessary so we can prepare the right amount of supplies and plan the appropriate number of sessions. The descriptions of these advance registration sessions are listed below. No refunds will be issued to campers who don't attend sessions for which they pre-registered – they will have the sessions listed on the back of their nametags to let them know what day and time they are registered to go to them. Advance registration classes include:

Rifle

Youth will learn about gun safety and gun etiquette. They will be able to shoot a rifle furnished by Camp Ohio at paper targets and improve their accuracy during this session. Ear and eye protection will be provided during the session. A certified adult shooting sports instructor will work with campers along with trained counselors.

Limit - 24 campers. Cost \$3.00. (2 hours)



Shotgun



Youth will discuss gun safety and the different responsibilities associated with an active clay target shoot. They will then apply their knowledge during a hands-on clay target shoot. Shotguns will be provided by Camp Ohio. Ear and eye protection will also be provided during the session. A certified adult shooting sports instructor will work with campers along with trained counselors. **Must be at least 11 years old.** *Limit - 24 campers. Cost \$5.00. (2 hours)*

Tie-Dye

Create your own original tie-dyed T-shirt. It's **FREE** if they bring their own shirt (or other clothing like a scarf – no underclothing)...just be sure it is washed twice without fabric softener. Or you may also send \$5.00 to camp with your child to purchase a white t-shirt in the camp store.



Team Challenge

Campers will head to the Team Challenge Course and work together mentally and physically to solve challenges. This fun session will give campers a chance to hear a situation and then creatively find a solution together.

NO FEE but pre-registration required. *Recommended for those 10 years old and older and in good physical condition.*

4-H STAFF



Beth Boomershine

4-H Educator

Boomershine.10@osu.edu

Office: 614-292-6098

Fun Facts about Beth...

- She grew up on an Angora goat farm in Jefferson County, Ohio.
- My favorite 4-H activity is camp!



Rachel Stoneburner

4-H Program Coordinator

Stoneburner.31@osu.edu

Office: 614-292-9777

Fun Facts about Rachel...

- She grew up on her family's grain farm in the far southwest corner of Fairfield County.
- My favorite 4-H activity is fair!

Appendix

Forms and Supplemental Documents

Club Enrollment Paperwork

- [Activity Fee Checklist](#)
- [Charter Checklist](#)
- [Minimum Guidelines](#)
- [Project Book Order Form](#)
- [Annual Financial Summary](#)
- [Club Constitution Guidelines](#)
- [Cross-County Line Form](#)
- [Winning 4-H Plan](#)
- [Food Safety Information](#)

4-HOnline Enrollment Help Guides

- [New Family](#)
- [Returning Families](#)
- [Returning Volunteer](#)

Standards of Behavior (For reference only – completed in 4-HOnline)

- [Member](#)
- [Volunteer](#)

Horse

- [Horse ID Form](#)
- [Franklin County Ag. Society Release](#)
- [Horse Lease Guidelines](#)

Dog

- [Vaccination Form](#)

