

4-H LEADER
MONTHLY
“HELP SHEETS”
2023-2024

*The new 4-H year begins in October and concludes with State Fair
in September*

Meeting:

- ✓ Start with the **pledges** (have poster or have it written down so new members can see it....you want them to feel a part of the group.)
- ✓ **Welcoming them**....it is really important to help people feel they belong. Some kind of nametag helps a lot. Also, some kind of fun game (*see idea below*)...it can be really scary and intimidating to new kids to show up, know no one and still not feel connected when they leave....Belonging is one of the Essential elements in 4-H and it can cause kids to leave a club...especially if you have people who are all friends already.
- ✓ **Officers**...if you have older kids, you should have officers (Pres., Vice, Secretary and treasurer if applicable.)
- ✓ Discuss possibly having your group teach a class at Super Saturday in Feb. Let the office know since we are gathering teachers and making a plan in Oct. and Nov.
- ✓ It is a really good idea to always switch up the groups of kids and get them to interact with new people. This helps break down barrier, builds trust, and unifies a group. Below are some ways to do this.
- ✓ A good idea to have the parent stay for the first part of this meeting to go through requirements and paperwork.
- ✓ **Re-enrollments/payment** can be done online or on paper. New to 4-H families can enroll on line if they know the name of the club. Check with the office is they are on the waiting list.
- ✓ **Enrollments** (money attached and signatures)...due Jan. 31 to show at fair.
- ✓ **Record Books** - Have some project records and 4-H Resumes available to hand out, (*optional for Cloverbuds*). Explain what Project records are (*optional for Cloverbuds*):
 - That they should be filling things in all year long, and they will be looked at in May or June by the leader or office in order to show at fair. ...keep an envelope taped to your refrigerator for your project receipts if you don't want to write them down right away in our record. Try to write in every month or 2 so it does not get overwhelming.
 - Take your records to fair...it is the tie breaker for special fair awards.
 - 4-H Resume—hand out and tell them about the fair requirements and that they need to write these in this book. These also need to be looked at before you are able to show at fair....update this all year long....write what you do on this form or on your calendar at home...or even on a piece of paper...every time you do something.
 - **Fair Requirements, do one (1) of each** (*optional for Cloverbuds*): (*Many county activities are done from November to March.*)
 - Leadership →Presentation → Community Service →Attend one 4-H activity outside of club meetings
 - OR any combination of 6**
 - *It is a good idea to keep the member records or at least a piece of paper at the meetings so they can write down what they do on it as they enter your club each month....we all forget what we have done if we don't write it down shortly after we do it. If they are writing it down at home, then no need, but they will not all do this.*
 - (*As a leader, you can make Record book competition required for your club if you want. Competition is in Sept.*)
 - (*Nov. Lock-In is in the fall and fulfills most of the fair requirements in one spot for the participants!! It usually fills up fast. Encourage older youth to be counselors.*)
- ✓ **Review calendar** in front of newsletter
- ✓ Discuss **plans for the year with your club**. Remember, this is THEIR club, let them make decisions.
- ✓ *Plan a fun activity...some reason for them to come back!*
- ✓ **Charter Renewal**...Needs to be signed yearly and by your first or second meeting or by October 31.

Note to Livestock members: It's common for local producers to have a waiting list for animals, if youth plan to raise a market pig, sheep or goat they should be on a producer's waiting list at this point. Beef cattle kids should be picking up your market steers.

Recognition Banquet in November recognizing the previous year's membership. This event is for everyone, families also.

- Leaders who have served for 1,5, 10, etc. years get pins...all other leaders will stand and be recognized
- Members who have participated in 1, 3, 5, 7, 9 years get pins...all others will stand to be recognized. Cloverbud first year members will get a pin, rest will stand to be recognized.
- Clubs are asked to bring an item for a Raffle event that night.

IDEAS ON HOW TO DIVIDE UP YOUR MEMBERS INTO GROUPS

Silent Line-Up Game-Great way to get kids in order for something & get them separated from their friends.

Give the group the task to line-up in some fashion without talking.

- Line up tallest to shortest
- Line up by hair color or eye color (lightest-darkest)
- Line up by date of birth (youngest to oldest)

Other ways to divide up the group:

- **Sweetness.** Have kids reach into a bag of wrapped candy, like Jolly Ranchers, and pick one candy. Divide into groups by flavor.
- **Spades.** Deal out a deck of cards. Divide into two groups (red or black), four groups (suits), three groups (face cards, odds, evens) or more.
- **Ol' Blue Eyes.** Divide into brown eyes and blue eyes. You may have to use a second criteria to even up the group.
- **Odd Birthdays.** Everyone born on an even numbered day goes in one group, an odd numbered day in the other group.
- **Four Seasons.** Divide into four groups based on whether your birthday comes during the Spring, Summer, Winter or Fall

GAME IDEA—

Musical Hand Shake Game

Have the kids begin by going around and shaking other children's hands while the music is playing. Have an adult leader stop the music. When the music stops all the children should be paired up. The adult will shout out a question and each pair of children will introduce themselves to each other and answer the question. "Hello my name is _____ and my favorite _____ is _____." The question could be: What is your favorite color? What is your favorite subject in school? What is your favorite TV show? Food? etc. Ask a different question each time the music stops. Encourage the children to find someone new each time the music stops. At the end of the game ask what they found out about each other; who did they have the same answer as, etc.

Open Meeting:

- ✓ Nametags
- ✓ Pledges
- ✓ Officers...
- ✓ Have them write down what they did last month on their sheet of paper
- ✓ Have them fill in their goals on their records
- ✓ Do something fun or a mixer to get to know one another better
- ✓ Focus on the Educational aspects. 4-H is about learning, sharing, and giving back to others.

Remind members about: *(details to these events are in the newsletter)*

- *Recognition Night* is mid-November. Encourage people to attend and get their pins and/or recognized and support others who are getting awards. RSVP is required for dinner.
- Go over events in the newsletter/calendar
- *Jr. Leaders*....if you have 7th graders or older, they can be Junior Leaders. There is a training at the end of Nov. that Leaders and these members go to together to put a plan together on how to make this work for both of you.
- If you have older members who want to know how to get more involved at a state-wide level, there is a meeting immediately following the Jr. Leader Training that talks about these opportunities.
- If you have a member who wants to go for *National Congress*, they should let Sandra know and start working on this now....I help them get involved in a lot of things to be competitive for this in March.
- Mention about *WORLD (Western Oregon Retreat for Leadership Development)* retreat for youth in 7th to 12th grade ...a teen retreat planned by teens, for teens. Sign-ups are due shortly after the holiday in Jan. Often this comes up quickly. Scholarships available through the 4-H Assoc.
- *BINGO* in January usually: Each club is asked to bring a bingo item to this fundraising event....might want to ask what they want to bring. Maybe each person could donate 1 thing based on a themed basket for example. Money goes to general 4-H.
- Discuss possibly having your group teach a class at *Super Saturday* in Feb.

Note to Livestock Members: They should be working with their market steers, at this point you should be working with your steer on halter breaking to lead. Steers should be started on a good "grower" grain ration, keep in mind a common amount of feed for your steer is 2% of their body weight. For example, if your steer weighs 600lbs. the minimum required grain will be 12lbs of grain a day. As they grow, you will need to adjust your feed to the 2% of their body weight.

Leader Reminders

- **Fundraising:** *(if you plan on doing any)* Fundraising requires an application *(was in your new leader binder or call the office.)* Needs to be turned in PRIOR to the event because the 4-H Assoc. needs to review and I need to approve prior...give yourself time to get this done. Need to open a 4-H bank account with 4-H tax ID number if you are collecting public money.
- **Take photos** of the kids doing things...or have them have friends take pictures of them. They need these for their record books for competition in the fall (encouraged, but not required). Sandra holds trainings on how to do this. They can be working on their records a little at each meeting so it is not so overwhelming at the end.)
- **Club Renewal Charter**...get this signed and turned in if have not done so (Was due by Oct. 31).
- **Presentations:** Kids can do presentations in the club or at our County Presentation night in March....talk about this and decide...don't leave presentation requirement till the end of the year. Good idea to plan if you are going to have the kids do them at the meetings (then they need to plan when that will be) or if they are going to do it at County Presentation night in March. Workshop in Feb. to prepare them for county presentations.
- Encourage any interested parents to take new leader training class.

GAME IDEAS--

Early Bird Gets the Worm

Wrap a small gift that could be for any gender. Keep an eye on who was the first guest to arrive but do not say anything about it. Sit everyone in a circle. You begin by holding the gift and saying, "State your name and a pretend form of transportation of how you came to be here today/tonight. The way you came here must begin with the same letter that begins your name. For example: my name is Dianne, therefore I would state: 'My name is Dianne and I came here today on a Donkey.' Notice Donkey starts with a D as my name does. After making that statement you would then say, while passing the gift to the next person, 'and this is a wiggly, squiggly, worm.' Now that person will do the same thing you just did only using their own name and transportation. Go around until everyone has done this. When all have done this you state, 'Who was the first guest to arrive?' Once that is established, you hand the gift to that person and state, 'We all know, the early bird gets the worm!' "It is a cute game.

Flying Dutchman

Stand in circle facing inward holding hands.

Two members hold hands outside the circle and are the Flying Dutchman. They circle the world, looking for a harbor in which to rest.

All those in the circle hold hands. As the Flying Dutchman walk around the circle, they slap the handhold of two members. Those two members must leave the circle as a pair and run around the circle in the opposite direction as the Flying Dutchman.

Whichever pair reaches the opening again first, reaches safe harbor. The other pair is now the Flying Dutchman.

Pulse (Good for Older Kids)

Pulse is an outstanding no-prop table game, and it can be played on the floor as well. Begin with a small group of players seated with one hand flat on the surface of a table (can divide into 2 groups if needed). Imagine that there is a hinge at each player's wrist. The group leader begins the pulse by pointing out the direction the pulse will begin to travel (to the right or to the left) and then raising the fingers of his hand (while his wrist stays in contact with the table), and slapping the table once. The pulse moves in the direction stated, and the next person continues by slapping the table once, as the pulse continues to travel around the table.

At any point, a player can slap the table once or twice. If he or she slaps once, the pulse continues in the same direction. If he or she slaps twice, the pulse reverses direction and goes the other way. If anyone around the table lifts even a single finger when it is not his turn, he loses that hand for the duration of the round. Play continues until approximately half of the group has been eliminated, and then players move up to the next higher level of challenge.

Round One — players place just one hand on the table.

Round Two — players use both hands, side-by-side.

Round Three — players use both hands, but cross them (to form an X) so that their right hand is on the left, and their left hand is on the right.

Round Four — players use both hands, but reach outward so that their right hand crosses over the left hand of the person on their right, and their left hand crosses over the right hand of the person on their left, forming Xs with the partner on each side.

Open Meeting:

- ✓ Pledges
- ✓ Have kids give presentations if applicable.
- ✓ Have them write down what they did last month on their sheet of paper or in their record book.
- ✓ Do something fun or an introduction mixer (*see an idea below*)
- ✓ Enrollments are due by Jan. 31 ...for returning members by Jan. 31 to show at fair. After Feb. 1, new members can enroll until April 1 and show at fair. Returning members can enroll, but cannot show at fair.
- ✓ Go over upcoming events in newsletter/calendar of events.
- ✓ BINGO is usually this month. Remember to have the club supply an item and encourage them to come and play...it is a fun, family event.
- ✓ Focus on the Educational aspects. 4-H is about learning, sharing, and giving back to others.

Livestock Members: This is a good time to start getting your livestock pens ready for your sheep, goat and swine projects. You will be picking those projects up the end of March, do some research and make sure you have a sufficient pen/space for your animal. Keep working on halter breaking the beef market steers at this point, preparing them for the February beef weigh in.

Reminders:

- Remind them that WORLD (*Western Oregon Retreat for Leadership Development*) registration is due.
- Super Saturday is in Feb.....Cloverbuds need to pre-register. Older kids can just come, but need to call the office if they want to buy lunch...this event helps fulfill a fair requirement....learn new skills.
- Continue working on helping the kids meet the fair requirements and focusing on the educational piece, not just showing.
- We plan Spring into Arts....if you or an older member or parent or leader has a crafty skill to share, come teach a class. We have a planning meeting this month and are always looking for new ideas and teachers.
- County Presentations will be coming up in March. Youth should be picking a topic and practicing.
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- OSU Food Drive Begins – bring non-perishable donations to the Extension Office (*counts as a Community Service*).
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Leader Reminders:

- Remind members to work towards fulfilling 4-H Resume/Record Books fair requirements. (Community Service, Presentations, Leadership, and attending one activity outside of their normal meetings.)

GAME IDEA--

I've Got Mail – (or Fruit Basket Upset) (no equipment)

Somewhat like musical chairs, without the chairs. Everyone forms a circle. 1 person is in the middle. They yell "I've got mail for anyone wearing green." (or whatever you want)—or "I have an apple for anyone who is wearing green". At this time, all those wearing green must change positions. The middle person then tries to take one of the spots. The last person without a spot goes in the middle and calls out something else.

Open Meeting:

- ✓ Pledges
- ✓ Do something fun or an introduction mixer (see an idea below)
- ✓ Go over the 4-H Newsletter/Calendar
- ✓ Records--have them continue to add to their project records. Encourage them to work towards fulfilling their 4-H Resume requirements...most of the 4-H activities wind down after March.
- ✓ Focus on the Educational aspects. 4-H is about learning, sharing, and giving back to others.

Reminders:

- County Presentations are early March. This is where someone picks a topic, has a set amount of time, and gives an illustrated talk with visuals, does a demonstration, or speaks with no props. This is done in front of a judge and is State Fair qualifying for Intermediates and Seniors. They can also give impromptu speeches at this event. Open to all members Ages 5 to 19.
- OSU Food Drive Ends in Feb.....this is a state wide OSU event. Encourage the kids to collect food, hold a food drive, etc...giving back! Bring the food to the Extension office by mid Feb. (5 cans fulfills a fair requirement)
- Spring Into Arts—If you have kids who like cooking and arts, this is a Saturday workshop of four-1hour activities that is free (4 to 12th graders)...sign up with the office....
- Youth Voices in Action is during spring break for 7th to 12th grade in Salem...this is a 4-day event where the kids visit the state capital and work on real life issues and citizenship...GREAT event....scholarships available through the 4-H Assoc.
- County Dog Seminar is generally this month on President's day.

Livestock Members: Get your pigs...remember to have them get their shot info from their breeder when they pick up their animal.

Beef weigh in is traditionally in February, at that point your market steer should be generally halter broke and able to haul in a trailer to the weigh in. Keep your eyes open for livestock educational workshops. This is also a good time to check in with your sheep, goat and swine breeders. Most fair animals have been born at this point so the breeders will know if they have enough animals for all the kids on their waiting list. Usually by the end of March you will start picking up your sheep, goat and swine projects.

GAME IDEA—

Pick 6 Ball (Bonding)

Get into a circle. One person holds a small ball or object. They think of a category (could be parts of your project). They throw the ball to a person in the circle...that person starts sending the ball around the circle....but, they need to come up with 6 things in that category BEFORE the ball is passed all the way around the circle.

Group Building Game....Listen to one another

The group sits in a circle, closes their eyes and remain quiet. Then one person starts and says the number 1. Then another person says „2” etc. The aim of this game is to count to a high a number as possible without two people saying the same number at the same time. If this happens (guaranteed to happen in the beginning), start again at number 1. Each person can only say one number at a time. Getting up to the number 20 in a larger group is a good achievement as you really have to listen well to one another and not just simply let loose with the counting!

Open Meeting:

- ✓ Pledges
- ✓ Do something fun or a introduction mixer (see an idea below)
- ✓ Record books....If they have just been writing things down on a piece of paper, have them transfer that info to their record books. Record books can be checked by leaders or office anytime (*optional for Cloverbuds*) – you will need an overview sheet to write the info on. Get this from the office after May 1. There is a training early June if needed to help them get their records ready for fair.
 - Tell them about record book competition and if your club is going to require it.
- ✓ Go over newsletter/calendar
- ✓ Focus on the Educational aspects. 4-H is about learning, sharing, and giving back to others.

Reminders:

- **April 30th...deadline** to add any projects the kids want to take to fair (if they want to take art to fair, they need to sign up for art and get an art record). Now is the time to think about this...after April 30 if they are not enrolled in the project, they can't bring it to fair.
- March/April-Youth will be getting an emailing with the projects they are currently enrolled in—they need to look at this and add projects if they want by calling or emailing the office.
- March/April-Leaders will be getting an emailing and list of ALL the members and leaders that are enrolled in their club. CHECK THIS LIST FOR ACCURACY. Often leaders find someone is missing...often a leader did not get enrolled yet.
- **Horse Declarations and animal leases** are due by April 30
- **Junior Superintendent Application** will come out in May...encourage older youth (usually 9th grade+)
- **Photography Workshop** is generally in May...call office to sign up
- **Fair Info Guide**....this will be on line or in the office (not mailed). It goes over most everything you need to know about fair.
- **Shooting sports members** need to pre-register for fair prior to others, generally 2 week prior to the shoot.
- **On-line fair pre-registration** will open in Junethe kids need to register for ALL things they think they MIGHT bring to fair in the projects they are enrolled in....late entries will not be accepted. Check deadline date and make sure the kids know about this. These will be done on paper form, not on-line.
- **Home Ec. Skills Contest** will be in June.

Livestock Members:

- Most livestock animals are at their new homes at this point. Keep animals warm and dry, in April we get rainy/windy days and that's when your young animals will be most susceptible to getting sick. Stay in close contact with your 4-H club leaders and have a good relationship with your local livestock vet.
- The sheep, goat and swine spring weigh in will be in May which is required for all Livestock market animals. Animal members need to get their market animal to weigh-in: Sheep, Goat, Swine
- Spring Classic livestock skills competition is in the month of May in Redmond, OR. Small animal market animals are being purchased around this time as well. Usually have a horse educational clinic this month.
- There is a list for the animal kids of "What to bring to fair" on the 4-H website fair tab....give them the website or make handouts.

Leader Reminders:

- Last new leader training class is generally in April. All Leaders and Members get a wristband to get into fair.

Team Building and Communication--

Build a Bridge Activity

- Divide into two different teams. Each must build half of a bridge with the materials provided. The goal is for the two bridges to have similar or identical design and be able to fit together when finished. The challenge is that the teams must be separated so that they can't see the other team or what they are building. But, they are allowed to communicate verbally.
- You can give them anything as building materials including: dry noodles & marshmallows, straws, Legos, popsicle sticks or Jenga blocks. Depending on what you use, you may want to also supply them with tape, paper and pens.

<https://toggl.com/team-building-games/>

Meeting:

- ✓ Talk about
 - Fair stall decorations—colors, theme—and ideas. Have the kids involved in this process and making them.
 - Talk about what to bring to fair, herdsmanship schedule, equipment, etc.
 - Fair Entries Due
 - Pen and Stall Requests Due from Animal from Leaders
 - Record Book Checks due (by leader or Extension office)
 - Focus on getting ready for fair.

Livestock Members:

Portable scale available to continue monitoring weights of livestock animals, contact 4-H office for information. Kids should be working/exercising their animals a couple times a week at this point.

Reminders:

- We have a table at the Extension office in the hallway that has Exhibitor Guides and Fair Camping/Applications deadline info (the fairgrounds coordinates the camping). These are due early July. They generally have a pass that allow family members to get into fair all week at a reduced price.
- Summer Conference—for 7th to 12th grades is at the end of June....encourage your kids to come! The 4-H Assoc. pays \$100 for each member. It is 4 days at OSU campus.....inspirational speakers, transportation, workshops, swimming, rock climbing, bowling, dance, meet new people, sleep in the dorms, eat in the cafeteria....all at OSU campus....GREAT FUN! About 400 kids state wide attend.
- Home Ec Skills contest.
- Fashion Revue Sign up

Leader Reminders:

- After the fair entry deadline in June, we give the leaders one week to review what the kids signed up for before we close the system.
- Pen and Stall Requests Due for fair animals from Leaders

GAME IDEA—

Peanut Challenge-You will need a bag of unshelled peanuts – enough for 10 per team – and two chairs for each team for this relay race. Have teams stand in a line holding the hands of their team members on either side of them. Place ten peanuts on a chair facing the front of the team. The other chair faces the team at the end of their line. The goal is to transfer the peanuts down the line one at a time while hands remained clasped. The first team to do so successfully wins.

Meeting:

- ✓ Pledges
- ✓ Plan for fair...who brings what, decorations, timelines, herdsmanship scheduling, etc.
- ✓ Focus on the getting ready for fair.

Reminders:

- Fair set-up for animals—all members and leaders attend.
- Pick up at the office mid July:
 - Fair paperwork packet including (if applicable) QR/Exhibit tags), Explanation Cards for hall/static items
 - Wristband for fair...all 4-H members get free wristbands to get into fair for the week.
- Fair entry is the Sunday before fair opens....kids bring their hall items and get them entered. We hire judges to interview the kids about their projects. This is the BEST way for them to learn what they did well, and what they can improve on. They also get some interview skills--optional but HIGHLY encouraged. (As a leader, you can make this required for your club if you want)
- Fair pick up of hall items is Saturday pm or Sunday am. Please make sure they get picked up. This is when they declare items going to State Fair as well. All items picked up.
- Animal pens cleaned from 6 to 10am on Sunday.

Livestock Members:

Continue to work/exercise livestock animals and monitor weights closely. Fair pen set up is traditionally two weeks before county fair, each member and leader needs to plan to attend and help.

GAME IDEA--

Game to build trust.....Transport the Injured

Two people hold each others hands tightly. A third person sits on their hands and is carried through an obstacle course or a route of about 500 meters long. Goal: One for all – and all for one even when the way is difficult. No one will be forgotten or abandoned.

What Time is it Mr. Wolf (active)_(no supplies)

The children line up at one end with Mr. Wolf at the opposite end of the playing area with his back to the rest of the group. The children advance together asking "What time is it Mr. Wolf?". The wolf responds with any time (for each hour the children take one step forward. ie. 2 O'clock is 2 steps forward) but when he calls "Dinnertime", the children must run back to the starting line without getting caught by the wolf. If the wolf catches someone then that person also becomes a wolf. The last person left wins.

MONTHLY LEADER 'HELP SHEET' – AUGUST/STATE FAIR

Reminders:

- Club Financials and Inventory Sheet due by August 15th even if you have no money or inventory.
- Hall State Fair exhibits taken to Salem and picked up by staff.
- Large animals, small animals, dogs, and contest participants must get themselves to State Fair and will get a pass for each day they are there.
- Auction checks may be ready end of August or early September. These will be picked up at the bank. A notice from the 4-H office will go out when they are ready.
- Premium checks for B, R, W ribbons will come in September.
- Record Book Competition form is in the September Newsletter. You will put this in the front of your book when you enter it for competition.

Livestock Members:

If you plan to do a beef market steer the following year you should be making contact with beef cattle producers directly after county fair to secure or go view potential beef cattle market steers. Talk with beef cattle exhibitors at county fair or state fair for helpful resources.

Meeting:

- ✓ Nominate members and leaders for awards

Reminders:

- Market Auction checks will be ready at the end of August or early Sept. and can be picked up from the bank. An email will go out when they are ready.
- Fair premium money will be ready sometime in September. This can be picked up at the Extension office.
- Record Book Applications for competition are in the newsletter.
- WORLD (*Western Oregon Retreat for Leadership Development*) Governing Board members see if anyone is interested in being on this year's Board to plan the event
- Lock-in Counselors needed—8th to 12th graders (some 7th also can come)

Livestock Members:

Most market beef calves get picked up in September/October. Once you get to mid October most cattle producers have shipped their calves, so availability gets slim after that point. Most private treaty sales for beef calves are in September/October, keep your eyes open for these sales.

Leader Reminders:

- All Leader After Fair Wrap-Up meeting/get paperwork for the next 4-H year at this meeting. Someone from your club needs to attend.
- Record Book judging...would like one representative from each club to come help us judge the books that have been turned in for competition so they can share what they learn with their club....and we get done so much faster! This is generally done on the weekend following the All Leader Meeting.
- Celebrate the end of your 4-H Year with your club—maybe with a BBQ or picnic.

GAME IDEA—

Elbow Tag (*Fox & the Hound*) (circle) Partners sit scattered over play area, inside arms linked, outside hand on hip. Runner reaches safety by hooking on to an arm, thus securing a partner. The other partner must drop off to be chased. If caught before reaching safety, then the runner becomes IT. If the runner is constantly evading the chaser, the supervisor can call "Switch!" which means that now the runner is the chaser.

