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August 2011

2012 BERKELEY COUNTY 4-H MEMBERSHIP AND AGE INTERPRETATIONS

4-H YEAR OCTOBER 1, 2011 TO SEPTEMBER 30, 2012

Berkeley County 4-H Membership Guidelines:

The individual can join when he/or she is in 3rd grade and/or will reach their 9th birthday during the 4-H Year; that is **Will be 9 years old by September 30th, 2012** Clover Bud will be 6 years old by September 30th, 2012

A 4-H member will **not be eligible** for membership if he/she reaches their 21st birthday on or before **December 31, 2011**

Eligibility for competitive events

Must be a properly enrolled 4-H Member

WV Junior Division

Not be 14 on or before December 31, 2011

WV Senior Division

Must be 14 on or before December 31, 2011

National Senior Division

Must be 14 on or before December 31, 2011 but

Not be **19** on or before December 31, 2011.

All Star Age Requirements

Must be 18 on or before September 30, 2012

County, State, National Membership Member of one 4-H Club in County of Record

Member Enrollment Modes:

1. Organized 4-H Community or Project Club: An organized group of youth led by an adult, with a planned program that is carried on throughout all or most of the year. 4-H Clubs may meet in any location and typically have elected officers and a set of rules approved by the membership that govern the club. Youth are to be members of record for only one club and enroll for 4-H Projects in one club. If they want to participate in a special interest such as horses, volunteer fire department, rockets, shooting sports, they would take their projects through their community club.
2. Special Interest or Short Term: Groups of youth organized and/or coordinated and taught by WVU Extension or a trained volunteer. Meeting is for specific learning experience. (Not a part of the school curriculum) If a youth joins a special interest club and that is their only club of record, and they decide to enroll in other 4-H Projects other than the special interest project, they may do so. The special interest club becomes their club of record.
3. 4-H Overnight Camping Programs
Youth taking part in an Extension planned educational experience of group living in the out-of-doors which includes being away from home at least one night and is not restricted to members of organized 4-H Clubs. 4-H Camp dates for 2012 are:

Tri County 4-H Camps

Tri County Younger ages 9-12 as of June 11-15. Intermediate ages 12-15 as of June 18-22, and Older ages 15-21 as of June 25-June 29, 2012. Camp registrations forms will be available to all 4-H community club members from April 1 to April 30th. May 1 open enrollment begins for any age-eligible child in Berkeley County.

WV State 4-H Camps

OMC June 17-22 Alpha 1 July 8-13 and Alpha II July 15-20, 2012.

4. 4-H School Enrichment Program: Groups of youth receiving a sequence of learning experiences in cooperation with school officials during school hours, to support school curriculum. Involves direct teaching by Extension staff or trained volunteers, including teachers. If organized with on-going meeting schedule with adult leadership, at least 5 members, project books are provided at N/C. If not on a regular schedule for meetings and adult leadership, at least 5 members then project books will be provided at cost. Checks made payable to WVU Foundation and mailed with order.
5. 4-H Individual study/mentoring/family learning programs: Planned learning which occurs independent of a formal group setting such as a club, as an individual, paired, or family learning effort. Self-directed, usually with limited adult involvement, except for parents (or mentor). Examples include self-study, home study courses, mentoring or shadowing with an “expert”, whole family learning together. If organized with on-going meeting schedule with adult leadership, at least 5 members, project books are provided at N/C. If not on a regular schedule for meetings and adult leadership, at least 5 members then project books will be provided at cost. Checks made payable to WVU Foundation and mailed with order.
6. 4-H After School Programs: Educational programs offered to youth outside of school hours. Usually in a school or other community center and incorporates 4-H curricula. The primary purpose is to provide care for youth while parents are working or unavailable. (4-H Clubs in school age child care settings should be reported under “Community Clubs”.) If organized with on-going meeting schedule with adult leadership, at least 5 members, project books are provided at N/C. If not on a regular schedule for meetings and adult leadership, at least 5 members then project books will be provided at cost. Checks made payable to WVU Foundation and mailed with order.
7. Youth participating in instructional TV/Video Programs: Youth offered learning experiences through Extension via broadcast or closed circuit television including satellite transmission or videotape replays of such series. If organized with on-going meeting schedule with adult leadership, at least 5 members, project books are provided at N/C. If not on a regular schedule for meetings and adult leadership, at least 5 members then project books will be provided at cost. Checks made payable to WVU Foundation and mailed with order.

BERKELEY COUNTY 4-H CLUB INFORMATION FOR THE 4-H YEAR OCTOBER 1, 2011 TO SEPTEMBER 30, 2012

Community Clubs

- 4-H club Year will be October 1, 2011 through September 30, 2012
- Club must have 6 -12 meetings per 4-H year
- Each Community club must have five (5) members (excluding Clover bud)
- 4-H Members will be in the 3rd grade or reach their 9th birthday by September 30, 2012
- Clover bud Members will reach their 6th birthday by September 30, 2012
- 4-H member will not have reached 21st birthday by December 31, 2011

4-H enrollment for youth ages 9-21 is open year round and youth may enroll in the Berkeley County Community Club Program. An At-Large 4-H Program is available by contacting the WVU Berkeley County Office of Extension Service to obtain enrollment information. Clubs that have met their club membership limit are to direct those wanting to enroll to contact the Berkeley County Extension office for assistance or to join the Berkeley County At-Large 4-H Club. All efforts will be made to place children in a 4-H Community Clubs in Berkeley County. Berkeley County has year round open enrollment to the 4-H Program through various 4-H Program Modes including the At-Large 4-H Club. For complete enrollment information contact the Extension office.

Members must follow all 4-H Community Club membership requirements

Each member must be properly enrolled including:

- 4-H Enrollment Card
- An updated Health Form
- Sign the Code of Conduct and Media Release Form.
- Take at least one approved 4-H Project (Charting is a program, not 4-H Project)

4-H Members are entitled to receive awards, apply for scholarships, and are encouraged to attend all County 4-H events

All scholarships will be requested in writing with 4-H Organizational Leader's approval and signature. All 4-H members meeting the requirements for county, state and national events will be eligible to submit resumes and necessary paperwork to the WVU Extension Office by the due date to be reviewed by the Extension agent for these county, state and national events

4-H Members and Leaders are requested to follow age levels for projects

Beginners 9-12, Intermediate 13-15 and advanced ages 16-21, for all 4-H Projects.

Self-Determined Project 4511 is for members' sixth grade and up.

Exploring 4-H Project 2251 has two age levels; beginners 9-12 and Intermediate age 13 and up.

Both of these projects require a completed contract which is due with your club scores on July 9, 2012 and must be turned in with club score sheets.

All Berkeley County 4-H Clubs will have at each Club meeting and event, copies of members phone numbers and emergency numbers along with up to date health forms for each member.

Care will be taken to assure all members are released from meetings and events to designated parents, guardians or adults approved to accept member. Any 4-H club event not held at the normal meeting site will be communicated in writing to all parent/guardians specifying date and location of event, begin and end time for event and obtain parent/guardians permission for member to attend and participate. Format of Permission Slip can be obtained from the office.

Clubs must follow the format of the regular 4-H monthly meeting which includes:

1. Saying the pledges
2. Reading the minutes, taking roll and giving treasurer's report
3. Old and new business
4. Programs
5. Follow a written agenda and parliamentary procedure

Clubs must have a minimum of 5 officers including President, Vice President, Secretary and Treasurer. Other suggested officers include: Historian, Song Leader, Game Leader and Reporter. All Club Officers and Leaders are encouraged to attend county 4-H Officers' Training which is held in October.

Required programs for 4-H Community Club monthly meetings include: Health and Safety. Activities that are required during the year include; Conservation Activity, Community Project and Citizenship Project.

Follow all club rules as outlined in club by-laws as to attendance, talks and demonstrations.

At least one meeting during the 4-H year must be a public meeting properly advertised to the public and notice sent to WVU Extension Office indicating time, date and location of meeting. Copy of public notice needs to be kept with and turned in with year-end club reports.

Yearly Review and Use of the 4-H Name, Program and Logo

4-H Club Organizational Leaders are evaluated and appointed by WVU Extension Service as the 4-H Community Club contact, signature of record for affirmative action and club reports for the appointed 4-H year based upon their previous year record and properly submitting to the 4-H Extension educator Community Club Documentation as required by USDA and West Virginia 4-H Program for the Use of the 4-H Name, Program and Logo. Club Organizational Leaders are the communication link and liaison with the WVU Extension Office and the operation of their 4-H Club. Term of appointment shall be October 1 - September 30. Copy of annual review to be signed and returned to Extension office with club's previous year Treasurer and Secretary's books and 4-H Club State Audit Sheet by November 30. State 4-H Audit should be conducted either in November or December by the WVU Extension Auditor, will confirm date when known.

4-H Organizational Leaders will advise the WVU Extension Office of any changes of normally scheduled monthly meetings. As stated on each clubs enrollment summary monthly meetings day, time and place is recorded at the WVU Extension Office and each club has been approved to hold meetings as stated. Any changes, cancellation of meetings must be communicated to the WVU Extension Office. *(The office receives calls and gives out information about your club) 264-1936.*

4-H Organizational Leaders and their assistant leaders are encouraged to attend monthly Berkeley County 4-H Leaders' Association meetings and special 4-H events throughout the 4-H Year. All 4-H Organizational Leaders should be sure to have a leader attend to represent their club. All Club Organizational Leaders should call the WVU Extension Office prior to each monthly meeting if unable to attend. Just as each Club Organizational Leader likes to know about their members and communicate information to them, the 4-H Leaders Association needs to stay in touch on a monthly basis with all Leaders. 4-H Leader's meetings are held the 4th Monday of each month excluding August and December. In case of inclement weather, listen to local radio station for cancellation notice. **No School – No 4-H Meetings**

All Berkeley County 4-H Clubs and Berkeley County Adult 4-H Organizations will have an established checking account at a local bank. All 4-H Club bank accounts will use the Berkeley County Extension office address and all club bank statements will be sent to 400 W. Stephen Street, Suite 302, Martinsburg, WV. 25401. All monies will be recorded by the Club/Organization Treasurer, and all checks will have **two signatures**. All monies spent will be properly approved either as a line items or single disbursement approved by the members of the club and properly recorded by the club secretary in the club/organization meeting minutes. Year end club/organization records will be provided to the WVU Extension Office as directed by Extension Educator and required by USDA for the Use of the 4-H Name, Program and Logo. All 4-H organizations will follow 'Best Money Practices' provided by WVU-ES and USDA.

Project Add/Drop To maintain our records at the WVU Extension Office Organizational Leaders are requested to use Add/Drop slips when making any changes in enrollment. **For 2012 any 4-H member dropping a project will require a drop slip be filled out and the unused project book returned with the drop slip to formally drop the project.** ***Most project books average \$2.50 - \$5.00 cost.* Your Club Project Book order sheets are to be sent to the Extension office as soon as possible. Book orders will be placed by the Extension Office and books will be distributed as soon as they arrive.

Programs and activities offered by the West Virginia University Extension Service are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status. Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Director, Cooperative Extension Service, West Virginia University. Revised 7/09