



# 4-H Family Newsletter

## Placer County, California

Placer County 4-H Office, 11477 E Avenue, Auburn, California 95603 (530) 889-7386 <http://groups.ucanr.org/ceplacer4h>

### 4-H ENROLLMENT LAST CALL!!!

#### December 15<sup>th</sup> Enrollment Deadline Approaching

If you have not enrolled for the 2009 -2010 year, please turn in your enrollment to your 4-H Community Club Leader **IMMEDIATELY!** You must be enrolled for the new 4-H year prior to attending any 4-H functions such as club meetings, project meetings or 4-H events.

The **DEADLINE** for enrollment to be submitted by the Community Leaders to the 4-H office is **December 15<sup>th</sup>** (postmarked or dropped off) **to be eligible to show and/or sell an animal at the 2010 Placer County and Gold Country Fairs, participate in the Horse Mastership Program and to represent Placer County 4-H at State Fair Horse Shows, and earn a 4-H stripe and year pin.**

The enrollment must be submitted through your community club to the 4-H office. Community leaders also have busy schedules and may not be available to take care of this at the last minute, so please **ACT NOW!!**

This county policy was established in June 1997 by the Placer County 4-H Council and was an unanimous decision of the clubs represented. It is reviewed annually and is incorporated in the "Steps to Success" 2009-2010 handout. There will be **NO WAIVERS CONSIDERED.** The purpose of this policy is to enable youth participating in the 4-H program an adequate amount of time to become knowledgeable and proficient in their chosen project to raise, show and sell animals at the fairs or participate in the State Fair Horse Shows.

To avoid the disappointment of not being able to participate in showing and/or selling an animal at the 2010 Placer County and Gold Country Fairs, **ENROLL NOW, AS DECEMBER 15, 2009 is the deadline.** If in doubt as to the status of your enrollment, please call the 4-H office at: (530) 889-7386.

Enrollment fees for 2009-2010: Youth \$20 Adult \$6 **Forms available at:** <http://groups.ucanr.org/ceplacer4h>

Because of growing beyond capacity the following clubs have closed enrollment for the 2009-2010 year:  
**Dry Creek 4-H Club**  
**Flatlands 4-H Club**  
**Gold Country 4-H Club**

### Placer County 4-H Events and News



#### 14<sup>th</sup> Annual "You-Make-It" Craft Expo

**Saturday, November 7<sup>th</sup> 9 a.m. to 4:00 p.m.**

*Gold Country Fairgrounds- Armory Building, 1273 High Street, Auburn*

This very special annual 4-H event is a wonderful opportunity for 4-H members to share with a large audience, 4-H "Hands-On" activities. It provides 4-H clubs and members a great opportunity to learn and teach others new skills while raisings funds to promote 4-H arts and crafts year round. Whether you come to volunteer or come to participate it is an event you won't want to miss! Over 50 different craft projects for the entire family will be offered at costs ranging from 50 cents to 5 dollars.

**Projects include:** Jewelry, Wheat Weaving, Snowman Door Stops, Appliqués, Fleece Scarves, Gourd Painting, Candle Making, Woodworking, Ornaments, Potpourri Jars, Stepping Stones, Holiday Decorations and much more!

Each club will be hosting several tables during this special event. Your help is needed demonstrating "how to do" these fun, yet simple projects. Invite your non 4-H high school friends in need of Community Service Hours to volunteer. Please contact your Community Club Leader or the 4-H office to see how you can help!

**Please Save 2009 Pennies** to be used for the stepping stone project. You can turn them into the 4-H Office. Thank you for your help!

**POSTER CONTEST:** Try your hand at the "You-Make-It" Craft Expo Poster Contest!! Free Craft Expo project tickets will be given as prizes. It needs to be done poster board size. The theme is Holiday or a 4-H promotion such as: *What 4-H is to me or 4-H is More Than Animals.* Make your poster big, bright, colorful, and easy to read. **Deadline is Monday, November 2, 2009.**

# State 4-H News & Events

November 6-8	2009 State 4-H Leaders Forum	<a href="http://www.ca4h.org/conference/slf/">http://www.ca4h.org/conference/slf/</a>
December 4-6	State Record Book Competition	<a href="http://www.ca4h.org/4hresource/ir/recordbook/">http://www.ca4h.org/4hresource/ir/recordbook/</a>
December 12	Education Summit on Bio-Security: UC Davis	
January 16, 2010	Education Summit on Bio-Security: UCCE Tehama County	
February 6, 2010	4-H SET Training	<a href="http://www.ca4h.org/set/">http://www.ca4h.org/set/</a>
May 29, 2010	4-H Field Day	
June 25-29, 2010	Citizenship Focus Program: California Focus	
July 29-Aug 1	2010 4-H State Leadership Conference	

## 4-H State Fashion Revue

**Saturday, May 29<sup>th</sup>**

U.C. Davis



"What's in YOUR Closet?" the 4-H State Fashion Revue, will be Saturday, May 29, 2010 as part of State Field Day at UC Davis. **For counties and families planning their calendars, online registration will be due by May 10.** Be sure to pick up a copy of Simplicity pattern # 4762, which is our Challenge Vest pattern.

All 4-H members and adults are encouraged to participate in a new service activity, **Hats Off for Kindness**. Create a soft hat for a cancer patient by sewing, knitting, or crocheting. Please leave off floppy flowers, hard edges or attachments. For pattern ideas check out <http://brimmingwithlove.com/patterns.html>. All hat makers are invited to model their creations on stage before the SFR fashion show, but if you are a SFR participant you'll need a substitute model. We hope to collect at least 250 hats. For Hats Off information contact Rachael Gross at [kandragross@sbcglobal.net](mailto:kandragross@sbcglobal.net). For State Fashion Revue information, contact Sue Moore [samoore@ucdavis.edu](mailto:samoore@ucdavis.edu) or see <http://ca4h.org/projresource/fashion/>.

**Bi-County  
Fashion Revue  
April 24, 2010**

## ATTENTION Clothing/Fiber Arts Project Leaders:

The **2010 State Fashion Revue** will be held in conjunction with State 4-H Field Day at UC Davis on May 29, 2010. Categories offered will be Traditional, Recycled, Consumer Science – Purchased, Wearable Art, and Challenge. The Needle Arts category at the state level is being discontinued due to low numbers and concentrating efforts on categories with broader participation. For more information about State 4-H Fashion Revue, go to <http://www.ca4h.org/projresource/fashion>

The 2010 State 4-H Fashion Revue Challenge Pattern is Simplicity Vest #4762. Make an investment in your future wardrobe with this year's challenge. Sew a lined vest, but don't forget to spice it up. It could be reversible, have pockets, frills or whatever fits your style. Let's get sewing and have it ready to model in the Bi-County 4-H Fashion Revue in April 2010.

The **Make It Yourself With Wool Competition** is requesting those who enjoy sewing and knitting projects to enter in a district contest near you, planned for October and early November. Winners will compete in state finals. If you are interested in participating, you may download a contest entry form [here](#), a national competition brochure is available [here](#), and specific contacts for the California contests are listed [here](#). Please contact Julie Castillo at [calif.wool@gmail.com](mailto:calif.wool@gmail.com) for additional questions.

## Education Summit on Bio-Security in 4-H

**Saturday, December 12<sup>th</sup>**

**Saturday, January 16<sup>th</sup>**

UCCE Tehama County

Each Education Outreach Summit will include four major components: a) an overview of current data on bio-security risks associated with 4-H Animal Science projects; b) updated information from USDA on the current status of NAIS and animal traceability; c) a listening session to provide stakeholders the opportunity to share their experiences and provide feedback on traceability issues to USDA; and d) a mini-training for 4-H teens and volunteers on the new 4-H Bio-Security curriculum. Lunch will be provided. For more information contact Martin Smith ([mhsmith@ucdavis.edu](mailto:mhsmith@ucdavis.edu)) or Steven Worker ([smworker@ucdavis.edu](mailto:smworker@ucdavis.edu)).

## More State 4-H News & Events

### 2010 Citizenship Focus Program

Come participate in hands-on programs that bring government and policy issues to life and help you get involved in your own community. For more information, contact Pat English at [pnenglish@ucdavis.edu](mailto:pnenglish@ucdavis.edu) or 530-754-8520.

#### California Focus

June 25-29, 2010

<http://www.ca4h.org/citizenship/focus/>

#### Washington Focus I

Road to Democracy, June 27-July 5, 2010

Heritage Trail, I June 27-July 3, 2009

Applications due to the county office by Nov. 4, 2009

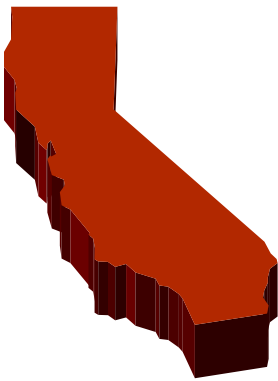
#### Washington Focus II

Global Journey, July 11-21, 2010

Heritage Trail II, July 11-17, 2010

<http://www.ca4h.org/citizenship/dcfocus/>

Applications due to the county office by Nov. 4, 2009



### Young Civic Leaders Program: 2010 California Focus

The California 4-H Youth Development Program is pleased to make available again this year the Young Civic Leaders Award. The Young Civic Leaders Program will award full scholarship to the 2010 California Focus, to teens (8<sup>th</sup> grade or above) who have shown outstanding leadership skills and a strong commitment to community service and service learning. Awards will be based on merit.

In addition to attending the 2010 California Focus conference in Sacramento on June 25-29, 2010, winners will participate in group planning sessions and implement a "Plan of Action" in their community.

Application must arrive in the California 4-H Youth Development office by January 7, 2010. In addition the applicant must supply three (3) letters of recommendation that come from people who have worked directly with the applicant on leadership and community action events. For additional information contact Pat English at (530) 754-8520 or the 4-H office (530) 889-7386.

### California International Exchange Program

The **California International Exchange Program** will offer **outbound programs** to Australia, Costa Rica, and Japan during the summer of 2010. Delegates must submit an application with reference letters and complete an interview by January 27, 2010.

For more information contact Pat English at: [pnenglish@ucdavis.edu](mailto:pnenglish@ucdavis.edu) or 530-754-8520.

## National 4-H News & Events

March 16-20, 2010	National 4-H Camping Institute	<a href="http://oregon.4h.oregonstate.edu/national-camping-institute-2010-march-1620">http://oregon.4h.oregonstate.edu/national-camping-institute-2010-march-1620</a>
March 20-27, 2010	National 4-H Conference	<a href="https://ca4h.org/conference/n4hc/">https://ca4h.org/conference/n4hc/</a>

### 2010 Jr. Grand National Stock Show

**April 7-11, 2010**

*Cow Palace*

Merit award applications are now available at [www.cowpalace.com](http://www.cowpalace.com) under the Grand National tab. The purpose of these awards is to provide financial assistance for the purchase, care and feeding of animals that will be shown at the 2010 Grand National Stock Show.

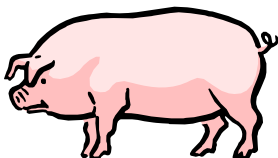
## Other Opportunities

### CA Pork Spectacular

**Friday-Saturday, February 5-6, 2010**

*Merced County Fairgrounds—Merced, CA*

For more information visit [www.calpork.com](http://www.calpork.com).



Placer County 4-H

### Livestock Advisory Meeting

**Thursday, December 3<sup>rd</sup> 6:00 p.m.**

*Gold Country Fairgrounds- Sutter Building,  
1273 High Street, Auburn*

Gold Country Fair and Placer County Fair invite everyone to come and share ideas and discuss any changes for both fairs. See you there!



<http://groups.ucanr.org/ceplacer4h>

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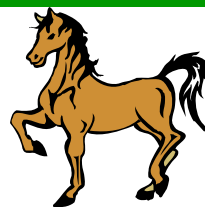
## Countywide Projects

### Horse Mastership Skills Day

**Sunday, November 1<sup>st</sup> at 10:00 a.m.**

Loomis Basin Horse Arena

A work day will be held after skills are completed. Snack shack to be provided.  
For more information contact Shannon Morse 916-207-2298



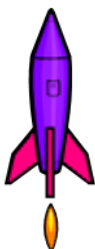
### Gold Country Fair Qualifying Horse Show

**Saturday, November 21<sup>st</sup> at 1:00 p.m. Gymkhana**

**Sunday, November 22<sup>nd</sup> at 9:00 a.m. Showmanship English & Western**

Loomis Basin Horse Arena

**All entry forms must be postmarked by November 13th.** Entry forms are available on the 4-H Horse Project Web page: [http://groups.ucanr.org/ceplacerr4h/Events\\_and\\_Activities/Horse\\_Project\\_Events\\_and\\_Activities.htm](http://groups.ucanr.org/ceplacerr4h/Events_and_Activities/Horse_Project_Events_and_Activities.htm)



### 4-H SET Rocketry

4-H SET was launched a year ago and has had a great first year. The 4-H Youth Development Program launched its Science, Engineering, and Technology Initiative, which is designed to improve the attitudes, knowledge, skills, and competencies of youth in science, engineering, and technology. 4-H SET combines the strengths of 4-H's experiential model and strong youth-adult partnerships to deliver SET content as defined by the National Science Education Standards.

Rocketry was among the many SET programs explored in Placer County 4-H. Two week-long 4-H rocketry summer camps were enthusiastically attended where youth learned about rocket design, built their own rockets and launched them. Two teen TARC (Team America Rocketry Challenge) teams designed and built larger rockets that carried a payload of a raw egg to 750 ft in altitude and brought it back in one piece.

Now is the time to organize our TARC teams for the coming year. If you are middle and high school students, grades 7-12, interested in engineering and rocketry consider being on the team. One team has been started at Placer High and more to come. Included in the training that will be provided is the Rocksim computer program which helps to design model rockets and run flight simulations. Teams will receive instructions on every aspect of how to build the mid power rockets needed to compete in this contest.

If your 4-H club has younger members interested in a club rocketry project and willing volunteer leaders to lead the project, Kent Cusick of Dry Creek 4-H (916) 773-1557 has offered to train rocketry leaders and share with them his lesson plans.

Please contact the 4-H office to sign up for this great opportunity to explore Science, Engineering, and Technology (SET).

## Members Stories

### Norcal Medal Finals

**By Mikayla Reed, Gold Country 4-H Club**

On October 10<sup>th</sup> the Gold Country 4-H horse group went to the Norcal Medal Finals which is an English horse show where we saw competitors jump 3-4 ft tall jumps. It was held at Leone Equestrians in Elk Grove. It was really fun to watch all the different events. They have a lot of different shows at Leone Equestrians. If you would like to go to a show they have a website [www.leoneequestrians.com](http://www.leoneequestrians.com). They have all the different shows and dates on their website. We went because we wanted to see a more competitive jumping show. It's a lot of money to compete at this high of level. The horses, saddles, bridles, trainers, and show entry fees all cost a lot of money. I am glad 4-H has affordable shows where anyone can enter.

### COUNTYWIDE PROJECTS

#### Cavy:

Lee Bastien  
(530) 633-9046

#### Citizenship:

Nancy Washman  
(530) 878-8533

#### Dairy Goat:

Johnna Humber  
(530) 878-0733

#### Digital Photography:

Audrey Clark  
(530) 885-3926

#### Hi-4-H:

Jennifer Washman  
(530) 878-8533

#### Miniature Horse & Donkey:

Jackie Rhoades  
(916) 663-3874

#### Nigerian Dwarf Goat:

Johnna Humber  
(530) 878-0733

#### Poultry (Auburn):

Johnna Humber  
(530) 878-0733

#### Poultry (Sheridan):

Lee Bastien  
(530) 633-9046

#### Public Speaking:

June Stewart  
(530) 889-7386

#### Rabbit (Auburn):

Johnna Humber  
(530) 878-0733

#### Rabbit (Sheridan):

Lee Bastien  
(530) 633-9046

#### Sheep:

Karin Sinclair  
(916) 663-3990

#### Stock Dog:

Dan Macon  
(530) 305-3270  
[flyingmule@wavecable.com](mailto:flyingmule@wavecable.com)

**Share Your 4-H Experience!** Any 4-H member can submit an article for this newsletter.

**NEXT NEWSLETTER SUBMISSION DEADLINE: December 11th**

Send it via e-mail to: [cmitchell@ucdavis.edu](mailto:cmitchell@ucdavis.edu) All articles are subject to approval by the 4-H Youth Development Advisor. After approval, articles are published as space permits. A digital picture with your article is a great addition. **Send photos in JPG format.**

# Project Leader & Club Leader Corner

## New Council Treasurer Needed

Thanks Suzi Souza and Lee Bastien for faithfully performing the duties of Placer County 4-H Council Treasurers for many years. We appreciate your dedication and the great job of keeping the books in order.

The new 4-H State Policy Handbook states: "An office shall not be held by the same person for more than two consecutive years" thus making it necessary to seek a replacement for Suzi and Lee. Computer experience will be helpful but your own computer is not necessary. The ability to come to the office weekly to perform brief business transactions of writing checks and making bank deposits is important. If interested in learning more or volunteering please call June Stewart (530) 889-7386. The Placer County 4-H Leaders Council will vote to approve a nominee at the October 28<sup>th</sup> meeting.

## Summer Camp Director

We are seeking a person over 25 years old interested in being an apprentice for the 2010 4-H summer camp to work beside Kim Gross with the possibility of assuming this position the 2011 year. If interested please contact, June Stewart (530) 889-7386 for more information.

## 4-H Shooting Sports Workshop: Rifle Discipline

**Saturday, January 9, 2010 8:00 a.m. – 6:00 p.m.**

**Sunday, January 10, 2010 8:00 a.m. – 4:00 p.m.**

Tulare, CA

A 4-H shooting sports workshop for the rifle discipline will be held at Rankin Field Range, 20000 Road 140 in Tulare. Participants must attend both days of training to receive certification. Upon successful completion of the course, the participant will be certified as rifle trainer and can lead a rifle project at the club level or serve as county trainer to certify other leaders. There is no cost for the course. To register for the course and receive more information contact John Borba at: [jaborba@ucdavis.edu](mailto:jaborba@ucdavis.edu) For information about the facility and a map, please visit the range website at: [http://www.tcdsa.org/documents/rankin\\_field.htm](http://www.tcdsa.org/documents/rankin_field.htm)

## Project Leaders: Your First Meeting

Your first project meeting of the year is your most important in getting the project off to a good start. Use the **First Project Meeting Outline** below to organize the meeting.

Invite members of your Leadership Team (other leaders, staff, and/or youth leaders) and parents to your first meeting. Review with everyone the calendar for the year, project goals and expectations, project costs, rules and discipline, project requirements and pertinent information. Allow plenty of time for questions and answers.

Introduce the Junior/Teen Leaders and discuss their role. Include an overview of the project with visuals, speakers, or members who have taken the project in the past.

**First Project Meeting Outline** *Duration: 1 to 1 ½ hours (maximum)*

1. **Introduce** yourself and others. Take roll.
2. **Review project goals and expectations.** Discuss skills and knowledge to be covered during the year. (A blackboard, posters, or sheets of blank newsprint are helpful.) Discuss project requirements, rules, and discipline.
3. **Use experienced members, parents, and others** in the community as resources.
4. **Discuss with the group:**
  - Number, frequency, place, and time of meetings
  - How project supplies used at meetings will be acquired
  - How expenses will be met
  - What to bring to meetings
  - Dates of special activities, and how to participate
  - Completion date for the project
5. **Fun activity** – Use a game, a relay, or some other fun and interactive activity to reinforce what was discussed earlier.
6. **Hand out project materials,** answer questions, make assignments.
7. **Adjourn.**
8. **Review the meeting** with your Junior/Teen Leaders and/or Assistant Leaders. See how they feel about the meeting. Help them analyze their part. Be encouraging and supportive. (Do this after every meeting.)

### Community Leader Council Meetings

Wednesday  
**November 18th**  
@ 6:30  
Hosted by  
Dry Creek 4-H Club

### NO MEETING IN DECEMBER

Wednesday  
**January 27th**  
@ 6:30  
Hosted by  
Gold Country 4-H Club

# 4-H Policy

**Age Policy:** To participate in all aspects of the 4-H program, youth who are enrolling in 4-H must be 9 years old or in the 4th grade by January 1st of the program year and have not reached the age of 19 years old by December 31st. Children who are currently 5 years old or attending K through 3rd grade are eligible to participate as Primary 4-H members. Many non-animal projects are available as well as the following animal projects: *bees, birds, cats, cavies, dogs, embryology, entomology, Nigerian dwarf goats, marine science, poultry, pygmy goats, rabbits, and therapeutic animal projects.* These projects are designed to teach proper care and understanding of animals and are not intended to involve competition and animal exhibition as part of the 4-H project. **Note:** For home schooled children, the age criteria only will apply.

**General Liability Insurance:** The University of California Liability Insurance **DOES NOT** cover damage or injury caused by 4-H member's livestock at any time. Since junior exhibitors have been sued for injuries sustained at fairs, it is suggested that junior exhibitors consider taking out a liability policy through a private company covering themselves and their exhibit. Home Owner policies can often be written to include this coverage.

**Leadership: A Minimum of Two Adults (Chapter 11 Section 4.B CA 4-H Policy Handbook)** Protection of youth is of utmost importance in the California 4-H YDP. Therefore, 4-H YDP staff, adult volunteers and members should adhere to these policies at all times.

1. There will be two (2) adult volunteers with members at all times.
2. In some occasions it may be impractical to have two (2) appointed adult volunteers present; in these situations there should be one (1) appointed adult volunteer and another adult or 4-H YDP staff member (one of which must be at least 21 years of age).
3. The adult in charge of the event must be an adult volunteer as appointed by the county director.
4. In general, no one-on-one interactions should occur in private. This includes between members and adults or among youth. If personal discussions are necessary, they should be conducted in an area that is in view of other adult volunteers and members.

## More 4-H Links:

California State 4-H Website:

<https://ca4h.org/>

Clover Corner News (National News)

<http://4hblogs.org/ccn/>

National 4-H Headquarters Website:

<http://www.4-h.org>

4-H Mall

<http://www.4-hmall.org>

4-H Clover Safety Notes

<http://safety.ucanr.org/4h/>

National 4-H Council

<http://www.fourhcouncil.edu/>

**June Stewart**

4-H Program Representative

**Shannon J. Dogan**

4-H Youth Development Advisor

The University of California prohibits discrimination or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994: service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services) in any of its programs or activities. University policy also prohibits reprisal or retaliation against any person in any of its programs or activities for making a complaint of discrimination or sexual harassment or for using or participating in the investigation or resolution process of any such complaint. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Equal Opportunity Director, University of California, Agriculture and Natural Resources, 1111 Franklin Street, 6<sup>th</sup> Floor, Oakland, CA 94607, (510) 987-0096.

## November 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Horse Mastership Skills Test	2	3	4	5	6	7 "You-Make-It" Craft Expo
8	9	10	11 <b>4-H Office CLOSED</b>	12	13 <b>4-H Office CLOSED</b>	14
15	16	17	18 Community Leader/Council Meeting	19	20	21 GCF Horse Qualifying Show
22 GCF Horse Qualifying Show	23	24	25	26	27	28
				<b>4-H Office CLOSED</b>		
29	30					

## December 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 Livestock Advisory Meeting 6:00 p.m.	4	5
6	7	8	9	10 Children's Fantasy Fair	11	12
13	14	15 4-H Enrollment Deadline for Fair Animal Showing	16	17	18	19
20	21	22	23	24	25	26
				<b>4-H Office CLOSED</b>		
27	28	29	30	31		

# January 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <b>4-H Office CLOSED</b>	2
3	4	5	6	7	8	9
10	11	12	13	14	15 <b>4-H Office CLOSED</b>	16
17	18 <b>4-H Office CLOSED</b>	19	20	21	22	23
24	25	26	27 Community Leader/Council Meeting	28	29	30

## 4-H Hats, Scarves & Ties

are available for purchase at the  
4-H Office.

\$11.00 each for hats and ties

\$13.50 each for scarves

Cash or check, no ATM or Credit

## There will NOT be a December 4-H Family Newsletter .

Look for the January issue in  
late December.



## Congratulations to the State 2008-2009 4-H Golden Clover Award Recipients from Placer County

### Group Award

Serving Our Citizens In Need (SOCIN)  
Michael Balaguy and Isaac Humber's Emerald Star project, Gold Country 4-H Club

### Member Award

Seth Washman, Gold Country 4-H Club

### Volunteer Award

Jennifer Washman, Gold Country 4-H



# CLOVER SAFE

AGRICULTURE AND NATURAL RESOURCES  
ENVIRONMENTAL HEALTH AND SAFETY

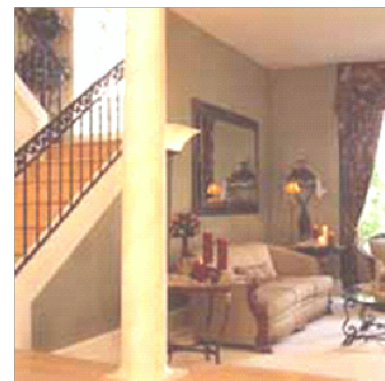


## #15

### HOLDING AND ATTENDING 4-H MEETINGS IN PRIVATE RESIDENCES

*Clover Safe notes are intended primarily for 4-H volunteers and members nine years and older.*

When a 4-H meeting is held in a private residence, the host and guests each assume roles with attendant responsibilities that contribute to productive, safe, and successful meeting outcomes.



#### Host Responsibilities

- Prior to a meeting, assure all 4-H members have completed and turned in required medical and permission forms.
- Assure two adults will be present in accordance with 4-H Policy 815.2 A. The adult in charge must be 4-H staff or an appointed volunteer.
- Develop a meeting agenda and schedule, including pre-arranged 4-H member drop-off and pick-up times and modes of transportation.
- Prepare your residence by removing clutter and trip hazards.
- Confine or remove pets from the meeting area.
- Inform guests of residence areas and items that are off limits such as swimming pools and refrigerators.
- At the beginning of the meeting, inform guests about how to exit the meeting area and residence and where restrooms are located.
- Be prepared to offer guests water as needed.

#### Guest Responsibilities

- Follow the 4-H Code of Conduct and host's and/or project leader's rules, instructions, and directives.
- Do not wander outside the meeting area.
- Do not approach or touch household pets without explicit permission from the host.
- Wash your hands with soap and water after using the restroom or touching a household pet.
- Do not participate in horseplay, running, jumping, hiding, climbing, or chasing while in the host's residence.
- Request permission from the host to use the telephone.
- Depart the meeting at the pre-arranged time and by the pre-arranged mode of transportation.
- If 4-H members are walking, riding a bike, or taking public transportation home, it is recommended that they telephone their parent, guardian, or other family member at the time of departure to allow for their arrival time at home to be estimated. Calling home before departing a private residence meeting is particularly important for younger 4-H members and meetings held during evening hours.



# CLOVER SAFE

AGRICULTURE AND NATURAL RESOURCES  
ENVIRONMENTAL HEALTH AND SAFETY



#28

## MEETING SPACE SAFETY CHECKLISTS

*This Clover Safe note is intended primarily for 4-H volunteers and staff.*



Prior to holding a meeting, it is a prudent and recommended practice to evaluate the configuration, accommodations, limitations, and hazards of the space. Once these aspects of the meeting space have been evaluated, then guidelines, instructions, or other information can be developed or provided to safely manage the meeting and space, as appropriate. The following checklists are intended to be used by organizers as a meeting space planning tool.

### Indoor Meeting Spaces

- Have all 4-H member attendees completed and turned in required medical and permission forms?
- Are exit signs clearly visible?  Are fire extinguishers and a fire alarm present in or near the room?
- Are exits unobstructed?  Are extension cords managed to prevent trips?
- Are exits unlocked from the inside?
- Will the number of attendees exceed the maximum capacity of the room?
- Are the heating, ventilation, cooling systems operational?
- Are there security issues related to areas surrounding the structure where the meeting is to take place? For example, parking areas, nighttime lighting, need for escorts.
- Are there meeting space prohibitions for certain activities? For example, no consumption of food or drinks in the meeting space.
- Is a certificate of insurance required?
- Are restrooms present? If so, determine where they are located.
- Is an emergency response plan available that includes directions to the meeting space and closest emergency care facility? Dial 911 to contact emergency responders.
- Is an emergency telephone or cell phone available at the meeting space?

### Outdoor Meeting Spaces

- Have all 4-H member attendees completed and turned in required medical and permission forms?
- Will the number of attendees exceed the maximum capacity of the meeting space?
- Are there security issues related to areas surrounding the space where the meeting is to take place? For example, parking areas, nighttime lighting, need for escorts.
- Are physical hazards present in or nearby the meeting space? For example, water hazards, vehicle traffic, power lines, cliffs or steep slopes, playground or other equipment, rock or brush piles, range livestock, etc.
- Does access need to be restricted on certain hazardous portions of the meeting space?
- Is shade available?  Is sunscreen available?
- Are biting or stinging insects, poisonous snakes, or poison oak in the area?  Is insect repellent available?
- Will an adequate supply of drinking be available at the meeting space?
- Does the meeting space have a physical address?  Are directions or a map being provided?
- Has permission for the meeting been granted by the property owner?  Is a certificate of insurance required?
- Is the space accessible for all attendees, including those that are handicapped.
- Is an emergency response plan available that includes directions to the meeting space and closest emergency care facility? Dial 911 to contact emergency responders.
- Are fire extinguishers and a fire alarm present at the meeting space?
- Are there meeting space prohibitions for certain activities? For example, no consumption of food or drinks at the meeting space.
- Are restrooms present? If so, determine where they are located.
- Is an emergency telephone or cell phone available at the meeting space?