



**March 2006**

**Issue 2**

**Date Saver**

- ♣ **March 21, 2006**  
Dairy Leader Training
- ♣ **March 25, 2006**  
Horse Tack Swap
- ♣ **April 1, 2006**  
State 4-H Leader Forum
- ♣ **April 10 & 17**  
Cooking for Crowds
- ♣ **May 1, 2006**  
Club Enrollments Due
- ♣ **May 19-21, 2006**  
Dairy Cow Camp
- ♣ **May 20, 2006**  
Market Animal Weigh-In
- ♣ **May 23, 2006**  
Textile Science Workshop
- ♣ **June 13, 2006**  
Beef Cattle and Market Steer Clinic
- ♣ **June 24, 2006**  
Seminar for Dog Obedience



# 4-H Leader's Line

## 4-H Dairy Leaders Training

All 4-H Dairy Leaders and interested teens are invited to participate at the 4-H Dairy Leaders Training set for Tuesday evening, March 21, 2006 at 7:30 p.m. at the Westmoreland County Extension Office on Donohoe Road.

Items to be covered are:

- New record keeping book and how to complete them
- Introduce new Dairy

books from CCS and Penn State

- Discuss the Junior Dairy Tour for the 8-13 year olds
- Announce the upcoming 4-H dairy project members opportunities
- Look at the Mon Valley 4-H/FFA District Dairy Show

Please register to attend by March 15, 2006 by

contacting the Penn State Extension Office.

724 837-1402



## Develop Your Skills at State 4-H Leader Forum

Are you looking for a state 4-H leader development experience. Then mark the date, Saturday, April 1, on your calendar. This is the date for the PA State 4-H Leaders Forum being held at the Days Inn in State College. There is an option to stay overnight on Friday night, or you can attend just

for Saturday and do an early drive to State College. The complete schedule is in the enclosed brochure. The reservation deadline is March 10. We will pay the registration fee for any leader who wants to attend, but we need to know by March 8th so that we can process the check and your

registration form. Your form can be returned to us and then we will send it on with the check. Contact the office if you have questions about this event.



*“Cooking for Crowds” learn safe food handling for fundraising and club events.*



**Member enrollment forms are due May 1, 2006**

## Annual Quality Assurance Leader Training

To help with providing quality assurance training for the 4-H livestock, small animal and horse members we will again offer an annual training for leaders. This training will qualify you

to re-teach this year's QA focus concepts in good management practices and ethical decision making back in your club. The training will begin at 7:00

p.m. at the Extension office on April 5, 2006. Pre-registration is needed by March 24, 2006 to ensure enough handouts and materials for all who attend.

## Cooking For Crowds

Enclosed is a brochure that describes a safe food handling program for non profit organizations who run food fund raisers, especially 4-H Clubs. Each 4-H Club who conducts a food stand or group food function should plan to have a

representative(s) for your club attend these sessions. The date for these sessions is **April 10 and 17, please note that these dates are different than what was in the last newsletter.** The cost of the two sessions is \$10.00. If you attend both

sessions then the 4-H Development Fund will return your \$10.00. Pre-registration is needed by **April 1, 2006.** Each session will run from 6:30 p.m. to 9:00 p.m.

## VIP Fact Sheets Revised

Each year there are revisions to some of the VIP Fact Sheets that each 4-H leader should have in their possession. This year the updated packet was given out to your organizational club leader representative at the meeting in January. The changes are as follows:

**Fact Sheet 1:** numbers of youth and adults

**Fact Sheet 2:** Cloverbud line added

**Fact Sheet 5:** Cloverbud line added, pages 1 and 2 only, (keep your original third page )

**Fact Sheet 6:** numbers of suspected child abuse changed

**Fact Sheet 7:** new shooting sports guidelines, horse acknowledgement of risk form, many items added to functions covered/not covered, new rabies guidelines. **Read this fact sheet carefully – this is an important one!**

**Fact Sheet 10:** change in volunteer code of conduct; changes in member code of conduct

**Fact Sheet 12:** change in

bank signature cards (**important change!**), first 2 pages only, **organizational leaders need to deal with this one**

**Fact Sheet 13:** minor changes

**Fact Sheet 17:** providing reports, tenure

**Fact Sheet 18:** tenure

**Fact Sheet 19:** tenure

You can also read or download the entire VIP packet from the PA4-H website. If this is not an option for you, you may pick a packet up at the Extension office.

## PA 4-H Age Lowered to Five Years

We have recently been notified by the State 4-H Office that the new Pennsylvania 4-H age is now 5 to 18 years . What does this mean to you? At the moment, probably not much will change from what you have been doing. The change was made for several reasons. We now have an official curriculum available for this age group – the Cloverbud curriculum. Eventually, we will have more curriculum for this age group. It is also felt that we are losing many children of this age to other programs. Across the state, we are also reaching more youth in this age with after school programs. If your club wants to reach out to this age group, you must use the Cloverbud curriculum, and you should have a leader or teen leader

identified to work with these members at the project meetings. This is not a tag-along program. You need to have a formal program to work with this group like other members. This might be a good opportunity for you to involve a teen leader who likes to work with this age group. If your club is not suited to programming for this age group, you do not need to accept members this young. Several other items to remember about 5 to 7 year olds: **they may not participate in any program involving large animals** (they are not covered with your liability insurance). They may not compete in any kind of event. There will not be classes for them at the fair or other competitive events. This is a state policy –

youth this age are not ready developmentally to compete. Participation awards are acceptable. Safety is an overriding issue. Activities must be age appropriate. Just as we have age requirements for other 4-H events, we can have requirements for such things as camp and special kinds of clubs. (We do not want younger members doing such things as shooting a gun.)

Please let me know if you have questions on this issue and how it might affect your club. It will not have an impact on many of you, but we did want to let you know about the new policy. The Cloverbud curriculum is available at our office for review.



**Cloverbud curriculum  
now available.**

*State 4-H office  
announces new age  
for members, 4-H  
is now for  
members  
ages 5-18.*

## Affirmative Action, Cultural Diversity, Civil Rights

### What Does it All Mean?

The federal, state, and county governments have passed many laws that protect us, the citizens, from being discriminated against. These laws are meant to protect us while at work, at home, at recreation, at worship and all other aspects of our

lives. Penn State Cooperative Extension continues to comply with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of The Rehabilitation Act of 1973 and the Age Discrimination Act of 1975.

Specifically, these laws guarantee that you will not be discriminated against while participating in Penn State Extension programs regardless of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status.





Is your meeting location handicap accessible?

For more information on the 4-H Clover see fact sheet #14 in your VIP handbook.



Learn proper use of the 4-H Name & Emblem.

## Affirmative Action continued.....

As a 4-H leader you can make sure your 4-H club is in compliance with these laws. Below is a list of some of the ways in which you can check if your 4-H club is in accordance with Civil Rights. **Ask** youth in your community of different cultures and/or races to join your 4-H club. If you do

make such a contact, please notify the office.

**Provide** educational experiences that appeal to both males and females.

**Try** to hold meetings and/or activities in a central location for the membership. **Make sure** your meeting and/or activity locations are handicap

accessible. Remember that the Civil Rights laws were created and amended to protect all of us. Be sure to contact the office if you do something special to meet the affirmative action guidelines.

## Questions about the 4-H Name and Emblem?

This is a reminder that USDA has a policy on the use of the 4-H emblem. We would like to share some of these guidelines with you. If you are going to use the 4-H clover on any item, such as a T-shirt or other promotional item, there are guidelines you must follow. When in doubt, please call us before you print the clover. Below are a few highlights of the policy.

The 4-H symbol is a trademarked item. If using the emblem, remember the following:

Use a green clover with the stem to the right side.

The letter 'H' should be in white or gold and should be slanted diagonally.

Other colors for the 'H' are acceptable when white or gold are not possible, for

example on plaques.

The clover must be given prominence, and it is not permissible to superimpose any letter, design, or object on the emblem or to alter its shape.

The clover cannot be used to imply endorsement.

The following wording must be displayed to the right of the base of the stem and under the lower right leaf: 18 U.S.C. 707. (See example above) The ONLY exception will be when the wording becomes too small to be legible. When larger versions of the emblem are used (t-shirts, posters, banners), the statement can be somewhat smaller in proportion to the emblem. Authorization to use the 4-H club name and emblem is given "for educational or informational uses which

the Cooperative Extension Service deems to be in the best interests of the 4-H program and which can be properly controlled by the Cooperative Extension Service."

This disclaimer statement must be used on products or services offered for sale in connection with 4-H fundraising purposes. "A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended." Remember you should provide a sketch to our office if you plan to print the clover on an item. People other than extension staff and 4-H leaders are not permitted to use the clover without permission. The clover is to be used to benefit 4-H and not for commercial use.

## Information for Animal Science and Horse Leaders

Duplicate copy forms have been developed to help leaders, members and their families and the Extension office track various things within the 4-H animal science program.

### 1. Quality Assurance

Quality Assurance practices, either from good management practices in owning an animal or the ethical side of decision making when working with an animal is essential and REQUIRED information for each of our animal science projects. This is especially true for food production projects and projects that are in highly competitive arenas i.e. the horse industry.

In order to make life easier for both the families and extension educators, we instituted, last year, the opportunity to have a trained leader in the local

club conduct the required quality assurance training at the club level. Therefore members could attend the training at the club meeting or one of the county wide opportunities. This would also help to make the training more species specific, if desired also.

Available at the extension office are multi-copy forms that you can complete to verify participation by the member in a quality assurance session. The original is to come to the office, a copy for the member, a copy for the leader. The form is four part just because we got a special deal on the forms if we used the four part paper.

If you are willing to have other 4-H members attend a quality assurance meeting please let us know in advance when you will be having the club meeting

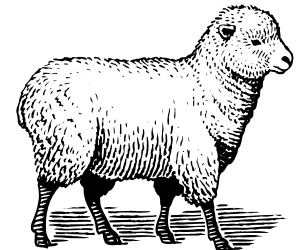
and we will post the date on the web site. We are going to make an honest attempt to refurbish the web site and keep things up to date.

### 2. Breeding Livestock Project identification Form

To help to have a record of 4-H members who are carrying a breeding livestock project animal (cattle, hog, sheep, goat), the member needs to complete the NEW multi-copy breeding project animal identification. These should be requested when project books are requested, completed and turned in when member enrollment is due.

### 3. Junior Horse Show Point Sign up Form

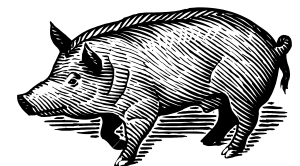
This form still exists, please have your members complete it when they sign up for the point program.



*“New forms have been developed to help keep track of the animal science program.”*

## Good Bye Orange, Pink and Green Forms

In an attempt to recognize more 4-H youth we have tried to make the application and record system more user friendly. We have decided to institute a system called a ladder of achievement. With this a member would work through various requirements and at each level receive a ‘clover’ award. There are six levels and a youth must achieve a certain level to be considered for the outstanding 4-H member recognition. Because this is just evolving, we will have the forms ready to distribute to leaders and members by the officer training meeting in April. **Please do not have the members complete the old Orange- Pink – Green Forms.** We will keep you posted.





WESTMORELAND COUNTY COOPERATIVE EXTENSION

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## *Thank You!*

Special thanks to our leaders who served on the planning committee for the recent SW Regional Leaders Symposium held at Indiana. Jim and Emma Dunmire, Jean Bash, Thelma Heide and Lori Johnson deserve a pat on the back for a job well done. 4-H Leaders Ann Lail and Kelly Rowe presented a workshop on our evolving theater arts program in Westmoreland County. We had 14 leaders attend and all said they had a great time.

**We're on the Web**  
**[http://  
westmorelandextension.psu.edu/](http://westmorelandextension.psu.edu/)**

Sincerely



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