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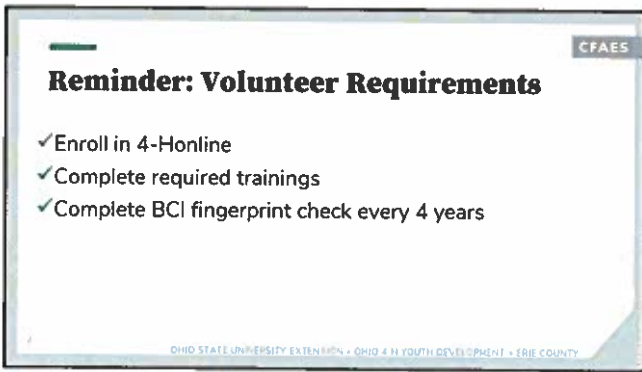
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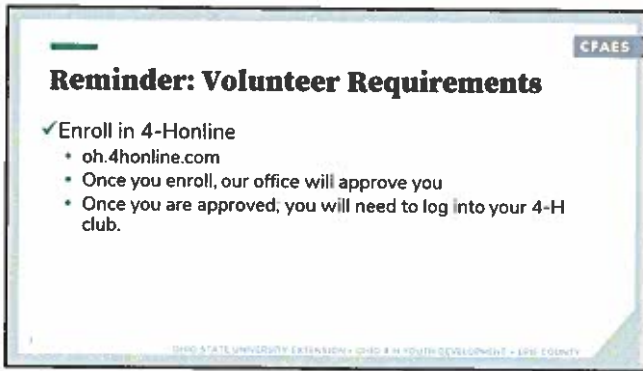
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**CFAES**

### Reminder: Volunteer Requirements

- ✓ Training for returning volunteers
  - County Update
  - Youth Activities and Program Policy
  - Volunteer Competency
- ✓ Three-year rotation with online options 2 of 3 years
  - 2024 and 2025 in-person and online options
  - 2026 in-person only
  - Out of Erie County must complete and submit form

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**CFAES**

### New Volunteer

- ✓ Apply online at [erie.osu.edu](http://erie.osu.edu)
  - Application (emails or cell numbers for references vital)
  - References
  - Interview
  - Training March 13<sup>th</sup> OR April 22<sup>nd</sup> 6 pm
  - BCI approval
  - Deadlines: Apply by April; Complete by May 1
  - Official once you receive an official letter

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**CFAES**

### Provided Materials

- ✓ 2025 Club List
- ✓ Extra 2025 Family Guides
- ✓ 2025 Calendar
- ✓ Enrollment Checklist
- ✓ Book Order Form
- ✓ Charter Form
- ✓ Yearly Financial Summary

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CFAES

### Enrollment Deadlines

- ✓ April 1<sup>st</sup> Enrollment deadline for all members
- ✓ April 11<sup>th</sup> Members fees and club paperwork
  - Club appointments April 2-11
  - Call or email to schedule [Kromer.53@osu.edu](mailto:kromer.53@osu.edu)
  - See enrollment checklist in packet



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CFAES

### Enrollment Deadlines

- ✓ May 1<sup>st</sup> Deadline for Late enrollment (\$25 fee)
- ✓ May 15<sup>th</sup> Add/drop deadline for projects
  - Prefer them as an email [kromer.53@osu.edu](mailto:kromer.53@osu.edu)
  - Subject: Project Change

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CFAES

### Late Enrollment

- ✓ After April 1<sup>st</sup> enrollment can still be done through 4Honline, **HOWEVER** the member will **NOT** be officially approved until the \$25 late fee and \$10 activity fee is paid to the Extension Office.



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### Activity Fee

- ✓ Remains \$10 per member
- ✓ Due April 11
- ✓ \$25 last fee enrollment after April 1 – May 1



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CFAES

### Financial Summary

- ✓ Yearly Financial Summary (in folder)
  - Due April 11
  - Must be submitted for your club to operate in 2025
  - Similar information to treasurer's "Yearly Summary", but different form and REQUIRED BY STATE
  - Can be submitted online or printed and turned in
  - Fillable form at: [erie.osu.edu](http://erie.osu.edu) > click on 4-H Youth Development, then Forms & Such
  - Allows Angie to file club 990e with IRS



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CFAES

### Constitution

- ✓ There is nothing in this you may change. Add club name and county.
- ✓ President and the OA must sign.
- ✓ Please have members and parents/guardians review as well.
- ✓ Find form at [erie.osu.edu](http://erie.osu.edu) Click on 4-H Youth Development, then Club Forms and Information
- ✓ Submit to the Extension Office by April 11



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**CFAES**

### Club By-Laws

- ✓ A framework for a club's operation and management.
- ✓ Template provides suggestions. This is the document you can tailor to meet your club's needs!
- ✓ All youth and volunteers expected to attend at minimum, 50% of club meetings. Clubs must meet a minimum of six times per year (as stated in your club charter).
- ✓ Please have all member and parents/guardians review and sign.
- ✓ Find form at [ene.osu.edu](http://ene.osu.edu) Click on 4-H Youth Development, then Club Forms and Information.
- ✓ Submit to the Extension Office by April 11

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**CFAES**

### What's New...Projects

- ✓ 365 Aquaponics: Can I Produce My Own Food?
- ✓ 365 Digital Citizenship: Being Safe Online\*
- ✓ 365 Surviving in the Great Outdoors\*
- ✓ 385 Local Government: Answer the Call
- ✓ 489 Microscope Mysteries
- ✓ 549 Young Engineers in Space: Missions in Microgravity
- ✓ 651 Be a Sustainability Hero
- ✓ 652 Farm to Table to Career



2021 Project Guide

\*self-determined idea starter

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**CFAES**

### What's Revised...Projects

- ✓ 140R Swine Resource Handbook (previously 134R)
- ✓ 140 Swine Project and Record Book (previously 139)
- ✓ 445 Exploring Person Finance (previously Becoming Money Wise)
- ✓ 365 Climate Change\*



RESOURCES

\*self-determined idea starter

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### What's Discontinued...Projects

- ✓ 191 Horses, Safety, and You
- ✓ 358 The Truth About Tobacco
- ✓ 365 Going Green\*
- ✓ 365 Local Foods\*
- ✓ 365 Stay-at-Home Project\*
- ✓ 365 The Work World Is Calling\*
- ✓ 365 Ways of Knowing Water\*
- ✓ 374 Teens on Board
- ✓ 495 Your First Home Away from Home
- ✓ 551 Getting to Know Your Tractor



\*self-determined idea starter

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**CFAES**

### What's New for Non-livestock Projects

- ✓ Creative Writing – Moved to pre-fair judging and goes to State Fair
- ✓ Cake Decorating – Changes to rules about what to bring to judging
- ✓ Money Management – Revised book and goes to State Fair
- ✓ ATV, Bicycles, & 4-H Around the Globe – go to State Fair
- ✓ Woodworking – tweaks to judging and what to bring to align with State Fair changes

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**CFAES**

### What's New for Livestock

- ✓ Check out the handout!




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**CFAES**

## Quality Assurance

**THE 45-DAY RULE**  
 Quality Assurance **MUST BE** completed after October 1, 2024 and before June 19, 2025 to compete in the Erie County Fair. If a member is planning to participate in the Ohio State Fair, they must complete QA by June 1, 2025.

**TESTING OUT OF QUALITY ASSURANCE**  
 Youth who are at least 15 as of January 1, 2025 are able to test out of Quality Assurance for the remainder of their 4-H career. Test out sessions will be offered 1-hour before each of the in-person QA sessions and by appointment.

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**CFAES**

## Quality Assurance

**ERIE COUNTY QA COMPLETION OPTIONS:**

**IN-PERSON QA SESSIONS**  
 Must register at least 24 hours in advance via the corresponding go link:

- Sunday, March 23 from 2:00-3:00 PM Erie County Fairgrounds
- Tuesday, May 6 from 7:00-8:00 PM Erie County Fairgrounds
- Sunday, May 18 from 2:00-3:00 PM Erie County Fairgrounds

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**CFAES**

## Quality Assurance

**ERIE COUNTY QA COMPLETION OPTIONS:**

**Youth May Attend QA Programs in Other Counties**  
 QR Code on QA flyer takes you to a list of dates and times of QA programs in our neighboring counties.

**YQCA Training Online**  
 Youth may complete the online YQCA course at <https://yqcaprogram.org/>. This is the only approved online course. Youth must complete the correct course for their 4-H age. The entire course must be completed before June 19, 2025 to be eligible to compete. Cost is \$12.

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**CFAES**

## Horses & EquiSTEP

- ✓ Every member taking a horse project must complete the EquiSTEP online training by May 10
- ✓ Instructions will be posted with horse forms on our website at go.osu.edu/echorseforms

# EquiSTEP

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**CFAES**

## Winning 4-H Plan

- ✓ Encourage parents of children who might need accommodations at judging to complete this form annually!



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**CFAES**

## Opportunities for Older Youth

- ✓ Flyer in club packets
- ✓ Encourage youth to check these out



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CFAES

## Ohio 4-H Project Input

- ✓ Looking for Members, Parents & Volunteers to give input  
[go.osu.edu/oh4hprojects](http://go.osu.edu/oh4hprojects)



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CFAES

## Ohio 4-H Across County Lines

- ✓ Members are expected to join in the county in which they reside
- ✓ Only three reasons are acceptable for approval at the county level:
  - School district in more than 1 county; parents in different counties; 4-H program not offered in home county
- ✓ Others must now be sent to a state review committee

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## 4-H Open House

**Have a club representative present!**

Let us know if

- ✓ Your club will attend (please let us know either way)
- ✓ Do you offer cloverbuds.
- ✓ Where to you meet.
- ✓ What day do you meet? Anything else you want to share club dues, fundraising, etc.

Provide a possible handout with contact information for volunteers and upcoming meeting details. Send to us and we will copy for you.



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**CFAES**

## Cloverbuds

### Policy and Goals



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**CFAES**

## Cloverbuds

The Ohio 4-H Cloverbud program is developmentally-age appropriate, therefore it is:

- ✓ Fun and Positive
- ✓ Leader-directed
- ✓ Activity-based
- ✓ Non competitive
- ✓ Success-oriented
- ✓ Group-centered



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**CFAES**

## Cloverbuds

Foundations of the Program – See handout

	4-H Cloverbuds	4-H Program for Older Youth
<b>Type of Learning</b>	Activity centered	Project centered
<b>Type of Instruction</b>	Leader directed	Self study, individual, and leader directed
<b>Recognition</b>	Participation	Competitive, achievement of standards, achievement of goals, participation
<b>Leamer Resources</b>	Activity manual	Project manuals

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**CFAES**

**Cloverbuds**  
Myth or Fact

- ❖ It is acceptable for Cloverbuds to purchase project books like older 4-H members.

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**CFAES**

**Cloverbuds**  
Myth

*The curriculum used by the 4-H Cloverbud program is included in *The Big Book of 4-H Cloverbud Activities*. Cloverbud volunteers may develop their own educational programs, but such programs should follow the Cloverbud foundation guidelines.*

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**CFAES**

**Cloverbuds**  
Myth or Fact

- ❖ Years of 4-H membership includes years as a Cloverbud member.

Fact

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CFAES

### Cloverbuds

#### Myth or Fact

❖ There are no goals or objectives for the Ohio 4-H Cloverbud program.

**Myth:** We reviewed the foundations and they are on the Ohio 4-H Website.

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CFAES

### Cloverbuds

#### Myth or Fact

❖ Cloverbuds may compete at the fair with small animals only.

**Myth:** Cloverbuds may NOT compete and can take part in fun fair activities like cloverbud sharing.

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CFAES

### Audits

✓ All 4-H Clubs and Committees

- Every 3<sup>rd</sup> Year
- Must be submitted for your club to operate in the next year
- 2025 Clubs:
  - Country Cousins
  - Erie Challengers
  - Erie Elites
  - Margaretta Livestock
  - Oxford Hustlers



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**CFAES**

## Audits

✓How to Prepare

- Erie County audit process and timeline
- Copy of Review Form
- Keep your records together
  - Keep every single year
  - At end of the year, bundle & keep by year



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**CFAES**

## Audits

✓Records Retention

**Records Retention**  
Ohio 4-H collects a great deal of information and data about those involved in the youth program. Some records must be maintained by the county office, while others, such as club handbooks, can be held only by the volunteer leaders of the group. For OSU Extension Business Office policy, county offices are not to handle 4-H club or committee funds. The following retention record schedule is recommended for committees and clubs as they keep their own records as it will enable them to comply with university policy. In addition, it is good financial practice to keep accurate fiscal records of 4-H club payments and disbursements.

Ohio 4-H Records Retention

Documents	Retention Requirement	Legal Action
Operating Budgets (receipts, statements, canceled checks, checkbook reconciliation)	7 years	Destroy/Secure
Budget planning	Active year + 1 year	Destroy
Receipts, invoices, packing slips	7 years	Destroy
Financial Reports, internal	7 years	Destroy/Secure
Financial Audit, external	7 years	Central County Archival Review of Destroy/Secure
IRG files, annual & club sales file, some annual (includes IRG paperwork)	7 years	Destroy/Secure

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**CFAES**

## Questions

✓Any Questions for us?



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