



Centaurs 4-H Club Parent's Handbook

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INTRODUCTION

Welcome to the Centaurs 4-H Club. The Centaurs 4-H Club is located in Howard County, Maryland. It is an equestrian-based club which has been in existence for the past 30 years.



The purpose of this handbook is to help you become more familiar with various aspects of the Centaurs 4-H Club including membership requirements, resources, activities, opportunities, and ways in which you can best serve the Club. The Centaurs 4-H Club is grounded in the belief that the Club can only be as strong as the activity level of the members and their volunteer parents. 4-H provides both the child and the parent with the opportunity to learn and grow together.

We realize how confusing it all can be when you first join 4-H. You will hear lots of new terms and expressions and sometimes it can be a bit overwhelming. We hope this handbook serves as a helpful guide as you and your child travel down the exciting 4-H road!

4-H HISTORY

4-H did not start at any one time or particular place. It is the result of the work of many people in different parts of the United States who were concerned about young people. From its inception, 4-H tied both public and private resources together for the purpose of helping young people.



Two forces generated the idea of 4-H work. One was the concern for education in rural areas. The seed of the 4-H idea of practical or applied educational principles resulted from concern for the relevance of public schools to country life. The second was a need for advancing the new agricultural technologies produced by research at experiment stations of the land-grant college system. The farming community did not readily accept these new ideas and techniques.

When Congress created the Cooperative Extension Service at USDA in 1914, it included boys' and girls' club work. This soon became known as 4-H Clubs - Head, Heart, Hands, and Health.

As 4-H neared its 50th anniversary, it began to experience several trends. In 1948, a group of American young people went to Europe and a group of Europeans came to the United States on the first International Farm Youth Exchange. Out-of-state trips and international exchanges have been highly educational for hundreds of young people in 4-H. 4-H began to extend into urban areas in the 1950's. Later, the basic 4-H focus became the personal growth of the member. Life skills development is built into 4-H projects, activities, and events, to help participants become contributing, productive, self-directed members of society. The organizational coordination changed in the 1960's, combining 4-H groups divided by gender or race into a single integrated program.

Today, after over 100 years, 4-H is the largest out-of-school youth program in the US - both in rural and urban areas throughout the country. It offers youth opportunities in communications, leadership, career development, animal and plant science, home improvement, technology, and much more to nearly 7 million American youth. The program promotes life skills development through an expanding number of delivery modes: 4-H community clubs, special interest groups, nutrition programs, school enrichment, camping, and more. 4-H will continue to grow and develop with the head, heart, hands, and health of youth.

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WHAT IS 4-H?

4-H is an informal youth educational program of the University of Maryland Cooperative Extension. Professional leadership for 4-H is given by field faculty Extension Educators of the University of Maryland. Support for the 4-H program is a joint effort of the Howard County government, the University of Maryland, and the United States Department of Agriculture.

4-H is young people learning, doing, and sharing together in all kinds of projects, events, and activities in informal situations with the guidance of adult and teen leaders and their families. Members choose projects that fit their interests and the places where they live. Group activities and events such as camps, clinics, workshops, trips, fairs, and shows provide additional opportunities and learning experiences.

4-H teaches youth valuable life skills through informal hands-on education. Youth participate in workshops, field trips, camps, fairs, and club meetings to gain knowledge in their areas of interest.

4-H is open to youth ages 5-18, girls and boys, regardless of their ethnic background, race, or creed. Most 4-H clubs meet on a monthly basis and have a business meeting, a planned program, project demonstrations, and recreation. Youth have the opportunity to participate in community clubs, special interest groups, and individual study.

4-H has been an active part of Howard County for over 80 years. Thousands of young people have participated in our 4-H programs developing their skills in leadership, citizenship, and achievement.

4-H work is made possible through the efforts of the Extension Educators for 4-H and a cadre of trained community volunteers who coordinate 4-H clubs, events, workshops, and activities.

4-H involves youth, family, and community members working and learning together.

4-H MISSION AND OBJECTIVES

The mission of 4-H is to help young people become self-directing, productive, and contributing members of society. More specifically, its objectives are to help young people to:

- Develop inquiring minds, an eagerness to learn, and the ability to apply science and technology.
- Learn practical skills, develop competencies, and acquire knowledge.
- Strengthen abilities to make intelligent decisions, solve problems, and manage their own affairs in a fast-changing world.
- Acquire positive attitudes toward self and a feeling of self-worth.
- Develop their potential by seeking and acquiring educational and vocational experiences.
- Improve skills in communications and self expression.
- Develop effective interpersonal relationships with adults and other youth.
- Maintain optimum physical and mental health.
- Develop concern for involvement in community and public affairs.
- Increase leadership capabilities.
- Develop socially acceptable behavior, personal standards, and values for living.
- Develop abilities to perform as productive, contributing citizens.
- Use time wisely in attaining a balance in life (work, leisure, family, community, and self).

BENEFITS OF 4-H MEMBERSHIP

By being an active participant in 4-H, youth will:

- Learn, make, and do things that appeal to them and that are meaningful.
- Make friends, belong to a group, receive acceptance and positive reinforcement.
- Have a good time, which makes learning appealing and enjoyable.

From an adult perspective, each 4-Her will one day become a contributing and caring adult in their community because of the knowledge and life skills learned in 4-H. Youngsters will learn how to:

- Develop an inquiring mind and a desire to learn.
- Make decisions and solve problems.
- Relate to and work with other people.
- Develop a concern for their community and the people in it.
- Build their self-esteem and self-confidence.

4-H LIFE SKILLS

The Maryland 4-H Youth Development Program assists youth in developing life skills. Life skills are basic learned abilities and attitudes that enrich the lives of youth and increase their potential for success as individuals and group members. Youth learn many life skills through their involvement in 4-H. The seven life skills identified as the focus of the Maryland 4-H Youth Development program are:

Decision Making: An important goal of education is to instill in youth the skills for making sound decisions. Youth with effective decision-making skills set priorities, make appropriate choices, and accept responsibilities for their decisions. They recognize how personal values influence their decisions and those of others.

Acquiring Knowledge: The ability of youth to gain knowledge and skills and apply them to new situations is an important step toward self-directed living. As they build and extend their knowledge and skills, youth develop a commitment to life-long learning.

Responsibility: Responsible youth accept tasks, set acceptable standards, and select appropriate methods for completing them, evaluate the outcomes, and accept the consequence.

Creative Thinking: Creative thinking empowers youth to generate new ideas. It allows them to envision change and explore the effect it may have on their life.

Communication: The heart of communication is sending and receiving messages that result in mutual understanding. The communication skills of listening, speaking, and writing empower youth to interact effectively in local and global communities.

Understanding Self: Understanding self is basic to developing a positive self-concept. Youth develop confidence and self-respect by confirming their identity as a unique, capable, significant, and influential person.

Getting Along with Others - Getting along with others require youth to be cooperative, considerate, and respectful of others. This enables them to be at ease in and accepted by the group. It prepares them to work as a team and to follow as well as lead.

CENTAURS 4-H CLUB GOALS AND OBJECTIVES

The goal of the Centaurs 4-H Club is to: Develop leadership abilities, build character, and assume citizenship responsibilities; Experience the pride of owning or leasing a horse or pony and to be responsible for its management; Develop an appreciation of horseback riding as a healthy and wholesome form of recreation; Learn skills in horsemanship and an understanding of the business of breeding, raising, and training horses; Increase the knowledge of safety precautions needed to prevent injury to themselves, others, and their mounts; Promote a greater love for animals and a humane attitude toward them; Be better prepared for citizenship by working in groups and supporting community horse projects and activities; Teach good sportsmanship through a friendly, competitive atmosphere; and Promote future horse industry development and expansion.

You do not need to own or lease a horse to be a Club member. There is a Horseless Horse project which can be carried by those Club members who do not own a horse. If you have a love for horses, then the Centaurs 4-H Club has something special to offer.

OVERVIEW OF CENTAURS 4-H CLUB ACTIVITIES

Local Club Meetings

The Centaurs 4-H Club holds local Club meetings once a month, usually on the third Thursday of the month. Meetings are held at the 4-H Building located at the Howard County Fairgrounds. A yearly agenda is developed each January by a Planning Committee comprised of Club members. Each meeting generally consists of a business portion, followed by a special topic. A supporting craft is usually provided to reinforce discussion topics. Finally, a snack is provided to encourage socialization and team development. Various members are responsible for different aspects of the meeting. Side meetings are held for various committees and special learning activities such as Performance Level Testing, Horse Bowl, and Horse Judging.

State Horse Jamboree

Members are able to meet other 4-Hers and volunteer leaders at a two day gathering usually held each July. Jamboree includes professional horse demonstrations and presentations and public speaking competitions for all age groups. Winners in Senior-division competitions participate in national 4-H competitions. Members are able to compete for the prize of a beautiful personalized jacket.

Horse Projects and Record Books

All members carry a Horse Project. You do not have to own a horse to participate. Members list their goals, experiences, activities, and accomplishments in a Horse Project Record Book. 4-Hers complete various project levels, learning about horses and related subjects at an individual pace. 4-H Record Books help members summarize their 4-H activities and project work on paper. Record Books enable members to measure the progress they have made toward their goals. Leaders review the books for completeness. The Record Book also serves as an application for consideration in State and national award programs.

Horse Bowl

Horse Bowls allow 4-Hers to use their knowledge of horses to compete on a four member team against other 4-H teams. Competition is open to all interested 4-Hers and offers a friendly atmosphere in which learning can be displayed. These contests provide an educational experience for both participants and spectators. Teams are divided by age into Junior, Intermediate, and Senior divisions. State winners are able to travel to National competitions. Howard County 4-H Horse Bowl teams consistently place in State and National competitions.

Community Service Projects

Members are strongly encouraged to participate in Community Service Projects. In the past, Club members made gifts for seniors at a local nursing home on Valentines Day. We recently completed blankets for the Linus Project to help children that are sick and in need of a "cuddly". We have painted fences at a horse farm that had a horrendous fire, helped out at an equine rescue facility, made gift baskets for the Howard County Animal Shelter, and aided a therapeutic riding establishment recover from the devastation of a hurricane.

Horse Judging and Hippology

Members learn conformation, breed character, and performance ideals for various breeds of horses. 4-Hers learn how to evaluate horses using knowledge and facts and to orally defend their decisions. Four member judging teams and individual judges place several classes of conformation (halter) and performance classes. Members are also able to combine their knowledge and skills acquired in horse judging, bowls, public speaking, demonstrations, and showing to participate in Hippology competitions. Senior division State winners participate in National contests.

Public Speaking and Presentations

Members are encouraged to share their knowledge about horses with others by participating in local, district, and State public speaking contests. The State winner is eligible to represent Maryland in regional and national competitions. The Centaurus have sent many members to National competitions within the past years. Members learn to teach others to do something related to horses by giving an illustrated talk or demonstrations at local Club meetings. In fact, each year the Centaurus hold a Demonstration/Public Speaking night where all members are encouraged to participate.

Horse Shows

Members are able to compete at local 4-H horse shows held at Schooley Mill Park in Howard County, Maryland. Members compete in Western, English, showmanship and jumper classes. The highlight of each year is for each member to show at the 4-H Horse and Pony Show held at the Howard County Fair. Even Club members who do not show on a regular basis usually come to the County Fair. In addition, 4-H members are eligible to compete in classes at the Maryland State Fair Horse Show. Many members also show in local horse shows, including the Maryland Western Horse Show Series and the Howard County Horse Show Series.

ABOUT OUR CLUB

Membership and Organizational Structures

The Centaurus 4-H Club must follow the following guidelines set forth by the Maryland County Extension (MCE) Office:

1. Minimum of five members between the ages of 8 and 18.
2. Organized with elected officers such as president, vice president, secretary, and treasurer.
3. Adult leadership provided by at least one MCE volunteer organizational leader.
4. At least six or more regularly scheduled club meetings per year.
5. A written, planned educational program that provides a variety of learning experiences.
6. Written by-laws developed by club members.
7. Members are encouraged to participate in the 4-H community club closest to their residence.
8. Members may belong to more than one club in order to obtain special project information, participate in special activities, or for convenience of travel even if the club is located in a neighboring county or state.
9. Members must declare official membership in one county and one state and may only compete in that city or county or as a representative of that city or county if the event is held in another city, county, or state.

Membership is open to all without regard to race, color, sex, religion, national origin, age or disability.

The 4-H enrollment year is January 1 through December 31. In order to receive credit for the completion of one year of membership and be eligible for participation in regional, state, and national competition, a 4-H member must enroll no later than May 1st. 4-Hers must be enrolled in the County Extension office by February 1st to be eligible for 4-H Camp as a 4-Her.

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The 4-H age divisions, as of January 1 of the current year include:

1. Clover members are 5 - 7 years.
2. Junior members are 8 - 10 years.
3. Intermediate members are 11 - 13 years.
4. Senior members are 14 - 18 years (Includes youth with disabilities beyond age 18 if enrolled in a high school program).

In order to maintain active 4-H Membership, you must attend at least 75% of club meetings.

Our Club is run by a set of Club Officers that are elected each year in November for the next official year. Membership is open to any individual up to the 4-H age of eighteen as of January 1st. Centaur Club Officer positions include the following:

- President
- Vice President
- Treasurer
- Recording Secretary
- Corresponding Secretary
- Historian
- Reporters.

The Centaur's 4-H Club is directed through leadership comprised of two main functional components: Education Leadership and Administrative Leadership. All leaders serve on a voluntary basis.

Club Leaders:

Marcie Barnard - Educational Leader	410-461-3985	marcie_barnard@ngc.com
Sue Hart - Administrative Leader	301-776-8134	sahart@comcast.net
Barb Dashiell – Administrative Leader	301-262-4549	ourhomestead@verizon.net
Becky Peregoy – Educational Leader	443-340-0356	rperegoy22@aol.com

CLUB COMMUNICATIONS

The Centaurs 4-H Club has its own website: www.centaurs4hclub.org. Our website has lots of wonderful information about our Club and links to information about various 4-H events. Please become familiar with our Club website. It serves as a valuable resource.

A Club newsletter is distributed electronically via e-mail the first week of every month. You should receive the Club newsletter upon joining. In addition, a County newsletter, called the Cloverleaf, is also e-mailed. You can also access the Cloverleaf via the Howard County 4-H website.

CENTAURS 4-H CLUB MEMBERSHIP

Membership is open to all without regard to race, color, sex, religion, national origin, age or disability.

Club dues of \$50.00 per child or \$75.00 per family are required of all Club members. County dues of \$15.00 are also required. Club and County dues are required on an annual basis.

To be a member in good standing, Club members must:

- Attend regularly the activities, events, clinics and meetings of the Club
- Complete all financial commitments as outlined above
- Demonstrate good sportsmanship and respect for their mounts and other persons
- Work as many of the Club's major fundraisers as the member and his or her parents are able
- Follow the 4-H Code of Conduct
- Turn in a Record Book each January.

CLUB MEMBER'S LIST

A list of all Club members, their phone numbers, addresses, parent's names, and e-mail addresses are electronically distributed at various times during the year.

It is a good idea to print a hardcopy of the member's list and keep it with you in case you need to contact one of the members or their parents.

PARENT VOLUNTEERS - OUR GREATEST RESOURCE!

The Centaurs 4-H Club is a volunteer-based organization. Leadership is comprised of a group of volunteers that give many long, hard hours of service. If it were not for this dedicated network of volunteers, the Club would not prosper and grow. Parents play a very important part in the Club.

Parent Volunteers are the backbone of the Centaurs 4-H Club. Parent volunteers give a helping hand in many areas of Club activities such as:

- Providing food and beverage at meetings or competitions
- Providing transportation for a field trip
- Helping with fund raising projects
- Coordinating meetings
- Arranging for a speaker
- Helping to chair a Club activity.

WHAT EVERY 4-H PARENT SHOULD DO



Most successful 4-H members have the interest and support of at least one parent or other caring adult. As a parent, you are the *key* to a successful 4-H member and a successful Club. Only you can help open the nine locks listed below. Each one opens untold wealth for you, your child, and your 4-H Club. Remember: a 4-Hers success is the parents success as well!

- Get acquainted with your child's Club leaders. Consult with them freely and try to cooperate in every way possible. A leader works **many** hours without monetary pay to help 4-Hers like your child develop into a well adjusted, happy, useful citizen.
- Advise your child in the wise selection of 4-H projects that are interesting and can be conveniently financed. Projects should be suited to the ability of your child.
- Assist you child with new experiences and situations in project work, but don't do the job for them. Your job is to teach, not to govern; to guide, not to control. Show your interest and enthusiasm for the projects selected. Learn what is required of the 4-Hers in each project that they select.
- When a project is started, see that it is completed satisfactorily. Projects should be suited to the ability of your child. Help your child plan their time so that they will be successful in completing project work. Cooperate with them to have all projects completed that are started. Avoid disappointments.

- Attend as many Club meetings as possible. You will better understand the 4-H program and give confidence to your child.
- Offer your home for 4-H meetings. Furnish transportation to local and county-wide events for your child and other 4-Hers. Don't wait to be asked - volunteer to help.
- Volunteer your services. You have knowledge and skills that are greatly needed in 4-H. Offer your services to assist your 4-H Club leaders. Serve in some leadership capacity within your Club, perhaps as a project leader in a field which interests you. ***Become an appointed MCE volunteer and share your talents and skills with 4-H youth.*** It is a great opportunity for adults to learn new things, too.
- Work through community organizations to which you belong to encourage public recognition of the Club and its leaders. Where Club financing is necessary, try to interest community organizations and individuals in making special gifts to the Club.
- Keep 4-H Club work as a subject of constructive conversation in the home and the community. Remember: what the Club member has learned in the process of winning an award is far more important than the award itself.

Why Become a Volunteer?

In your role as a 4-H volunteer, you have the opportunity to be a teacher, leader, mentor and role model for youth in your community. It is a challenge to design learning experiences in an informal, fun way that will motivate 4-H members to make their best better.

In the fall of each year, the 4-H Office provides a **mandatory** volunteer training class. This short class only lasts an hour or two. It is very important that you attend this training due to the legal implications of volunteering for a youth-oriented group.

Participation in additional 4-H volunteer training meetings or conferences will help you to more fully understand 4-H. Your Extension 4-H Educators can provide you with additional resources, answer questions or provide assistance to help you and your 4-H members "MAKE THE BEST BETTER."

Leaders Recognition Program

All Howard County volunteers are recognized at a special program held usually during the spring. Service award pins and certificates are given to 4-H volunteers having served 1, 3, 5, 10, 15, etc. years of service. Service years are based on 4-H volunteer enrollment forms submitted annually to the 4-H Office.

BYLAWS OF THE CENTAURS 4-H CLUB

The Centaurs 4-H Club is governed by a set of Club Bylaws as follows:

ARTICLE I: NAME

The name of this organization shall be the Centaurs 4-H Club.

ARTICLE II: OBJECTIVES

The objectives of this organization shall be to provide training in horse project areas, to promote 4-H activities, and to provide fellowship to its members.

ARTICLE III: POLICES

Section 1: The club will meet regularly once a month to conduct business.

Section 2: The first yearly meeting of the club shall start in January.

Section 3: Any decision of the club must be voted upon at a regular club meeting. 1/3 majority of those present to rule. Only members in good standing are eligible to vote.

ARTICLE IV: MEMBERSHIP

Section 1: Any boy or girl, regardless of race, color, or national origin between the ages currently prescribed by the 4-H program may become a member of the club by agreeing to live up to the 4-H standards and by completing one or more horse projects per year.

Section 2: To become a member, a person must attend two (2) or more consecutive monthly meetings before his/her name will be added to the roll and his/her enrollment form sent to the 4-H office.

Section 3: All members must turn in a 4-H record book to the club leaders by the date specified or their names shall be dropped from the roll.

Section 4: All members must pay yearly dues (of an amount to be set annually) by the April meeting or their name shall be dropped from the roll.

Section 5a: If a member misses two (2) consecutive monthly meetings, without reasonable explanation prior to the meeting dates, their names shall be dropped from the role.

Section 5b: A member who misses a total of four (4) monthly meetings without reasonable explanation within a calendar year will be dropped from the role.

Section 5c: The leader, with the Executive Committee, shall review the reasons for absence before a member's name is removed from the role.

ARTICLE V: OFFICERS, ELECTIONS, AND DUTIES

Section 1a: The elected officers of this club shall be President, Vice President, Secretary, Treasurer, Corresponding Secretary, Historian, and Club Reporter.

Section 1b: Officers shall be elected annually in the month of November or December and shall begin the term of office the following January.

Section 1c: An officer shall have been a member in good standing of the club for three (3) months prior to the election.

Section 1d: Any officer who can not fulfill the duties of the elected office shall be asked to step down by the Executive Committee.

Section 2a: There shall be a nominating committee of three or more members who shall meet prior to the elections.

Section 2b: The nominating committee shall submit a slate of officers of at least one nominee for each office at the meeting in November or December.

Section 2c: Nominations from the floor shall follow the report from the nominating committee.

Section 2d: Only those members that are eligible and willing shall be accepted as nominees.

Section 2e: a nominee not elected may accept a nomination for a subsequent position. The order of voting for officers shall be President, Vice President, Secretary, Treasurer, Corresponding Secretary, Historian, and Club Reporter. Each position will be voted upon and a decision reached in the above stated order before the next position shall be voted on.

Section 2f: If more than three members run for any office, and no one gets a majority of votes, there will be a run off between the top two vote getters.

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Section 2g: All elected offices can be held no more than two consecutive years. After taking a year or more off, a member may hold the office again.

Section 3: Officers shall perform duties as set forth in the 4-H Guide Books.

Section 4a: The Vice President shall succeed to the presidency if such a vacancy shall occur.

Section 4b: Other vacancies shall be filled by a vote of the members at the next regular meeting.

ARTICLE VI: MEETINGS

Meetings shall be held on the third Thursday of each month unless otherwise specified.

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of the officers, junior leaders, and leaders.

Section 2: The duties of the Executive Committee shall be to transact any absolutely necessary business between regular meetings and any other business referred to it by the Club members.

Section 3: The Executive Committee shall meet between regular meetings as necessary.

ARTICLE VIII: STANDING AND SPECIAL COMMITTEES

Section 1: Standing Committees shall be formed, members selected on a voluntary basis, when determined necessary by a vote of the Club members and shall serve to the end of the Club year.

Section 2: Special committees shall be formed, members selected on a voluntary basis, when determined necessary by the Club members and shall serve only as long as needed.

ARTICLE IX: AMMENDMENTS

The bylaws may be amended at any regular meeting by a 2/3 vote of a quorum, provided they do not have a conflict with the required articles. A quorum shall consist of 2/3 of the Club's membership.

RIDING AND MEETING FACILITIES

The Centaurs 4-H Club has access to the riding ring at the Howard County Fairgrounds. Many times, the Club also rents the ring at Schooley Mill Park.

Unmounted monthly meetings are held at the 4-H Building located at the Howard County Fairgrounds. The Centaurs meet the third Thursday each month at the 4-H Building.

HOWARD COUNTY 4-H

The Centaurs 4-H Club is a part of Howard County 4-H, which is run under the auspices of the Maryland Cooperative Extension. Programs of the Maryland Cooperative Extension are in many different areas of interest - crop and animal production, fruit and vegetables, family resources, business and home management, water quality, food, nutrition and health, 4-H youth development, fair and livestock shows, gardening and horticulture, and most importantly, **HORSES!**

The Howard County office of the Maryland Cooperative Extension is supported by funding from the Howard County Government, the University of Maryland, and the United States Department of Agriculture (USDA). This is a three way partnership that has worked in Howard County for over 80 years, reaching out to assist thousands of Howard County citizens. Their objective is "Educating People to Help Themselves".

Extension Educator:

- [Sheryl Bennett](#) 410 313-1912 Agent, 4-H Youth Development

Administrative Assistant:

- [Maria Gordon](#) 410 313-1906 Administrative Assistant 1

Program Support:

- [Rick Hodiak - 410-313-1914](#) Administrative Support Technician
- [Chris Rein - 410-313-1915](#) Extension Program Assistant, 4-H Youth Development

The 4-H Office is located in Ellicott City. It is open Monday thru Friday from 8:00 A.M. to 4:30 P.M. Directions can be found in the section entitled [Directions to Common Places](#).

Howard County 4-H also has its own website: www.howard4-h.org

The Howard County 4-H website is a valuable resource for you and your family. There are many forms that need to be filled out for various 4-H activities. Enrollment is performed on an annual basis. Each of these forms need to be signed and returned with your enrollment:

www.extension.umd.edu/local/Howard/4-HYouth/Enrollment/index.cfm

The Howard County 4-H Office also publishes a newsletter called the Cloverleaf which is sent to each Club member electronically on a monthly basis. The Cloverleaf can also be viewed at www.howard4-h.org.

COUNTY-WIDE 4-H ACTIVITIES AND EVENTS

In addition to local Club activities, there are opportunities and special events that are county-wide. All 4-H members are encouraged to participate in county programs that will supplement and enhance what is done in the Club program. The listing below is only a partial listing of the many project related activities and events held annually. All 4-H programs and events are publicized in the 4-H Cloverleaf newsletter.

4-H Camp - There are several camp programs available to youth throughout the summer. These include overnight residential camp programs, short term special interest camps, and day camps. All camping opportunities are publicized in the 4-H Cloverleaf and are open to all youth. Older youth members serve as Counselors at camp. Camp adult staff and Extension Agents coordinate and supervise the camps.

National 4-H Week - This occurs the first full week in October. National 4-H Week recognizes and promotes 4-H across the country. Each year a specific theme is highlighted with each Club conducting special promotional activities.

4-H Judging Programs - This is another way that 4-Hers learn about their projects. Through this program, 4-Hers use their project knowledge in evaluating and making decisions about desirable aspects of particular products or animals. Local clubs are encouraged to use this method in their club programs. Each year, judging practices and workshops are held county-wide to help prepare 4-Hers for county and state contests held throughout the spring and summer in the areas of dairy, livestock, horse, and consumerism.

Howard County Fair - The Howard County Fair is held the second full week of August at the Howard County Fairgrounds. The Fair features judging and exhibits in various 4-H project areas. Any 4-Her may exhibit their project work at the Fair and compete for ribbons and premiums. A complete catalog listing classes and activities is available in June from your Administrative Club leader or the 4-H Office.

Project Workshops, Seminars, and Clinics - Project workshops, seminars, and clinics are conducted throughout the year and highlight the various subject matter topic and are usually held at the County Extension Office. All programs of this kind are publicized in the 4-H Cloverleaf.

4-H AWARDS AND RECOGNITIONS

Recognition is an important part of the 4-H program. 4-Hers are recognized for their participation in 4-H projects, Club activities, county, district, and state programs, and sometimes at a national level depending on their interest. There are many opportunities for awards and recognition through active participation in the 4-H program. 4-Hers receive awards at shows, contests, fairs, and by participating in a number of activities throughout the year. Your child will soon have many, many ribbons and trophies to grace your home and bring delight.

4-H Records - Records serve as one way members receive recognition. All achievement certificates and pins are based on the completed 4-H Record Book.

Outstanding 4-H Club - This award is presented to outstanding 4-H Clubs in the state. This award is presented to the Club and recognizes the Club program and achievements. Clubs must submit the Club program and Secretary's Book for consideration of this award.

4-H Scholarships - Scholarships are available from county, state, and national levels. Members are evaluated on quality and quantity of 4-H work and need to complete an application for various scholarships through the County 4-H Office.

GETTING STARTED AT THE CENTAURS

So now you know the basics and you are ready to attend your first 4-H meeting. What can you and your child expect?

Expect to be greeted by a group of warm, loving Club members. Your child will probably be "interviewed" and introduced by the Club President or Vice President at your first meeting.

Our meeting agendas usually follow the following pattern:

Business Portion (First Third of the Meeting)

1. Call to order
2. Open ritual (pledge of allegiance, 4-h pledge and songs)
3. Roll call
4. Reading and approval of minutes of previous meeting
5. Treasurer's report
6. Special report of committees, leaders, etc.
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

Program Portion (Second third of the meeting) - talk, demonstration, film, discussion, etc. On a relevant equine topic

Recreation (Final third of the meeting)

This is the fun part. We usually have some type of craft and we always have a delicious snack. You can sit back, relax, and get to know your fellow club members one on one.

Many times we have guest speakers come and talk about various equine topics. Frequently, we go on various field trips dealing with various aspects of the horse industry. You will receive a list of tentative agendas for the year. There are many exciting events planned this year!

Sometimes, we ride our horses in various equine events such as hunter paces, judged trail rides, and Club gymkhanas. It is a 4-H requirement that all mounted riders must wear an ASTM-SEI certified helmet and hard-toed shoes for all of these events. Make the investment in a new helmet for your child, and have a professional at a tack shop fit it correctly. **NO 4-HER OR PARENT MAY BE MOUNTED ON A HORSE WITHOUT A HELMET ON AND THE CHIN STRAP UNFASTENED AT ANY TIME.**

4-H EMBLEMS AND SYMBOLS

4-H Pledge



4-H Motto: To make the best better.

4-H Symbol: The National 4-H emblem is a four leaf clover with the letter "H" on each leaf. The H in each leaf stands for: Head, Heart, Hands, and Health.

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The Four Hs: The four Hs stand for Head, Heart, Hands, and Health. These Hs represent the four-fold training and development in which members participate.

4-H Colors: Green and White. Green symbolizes springtime, life and youth. The white background of the flag symbolizes purity and high ideals.

4-H Philosophy: "Learn by Doing".

4-H PROJECTS

4-H is the nation's largest informal youth education program, reaching a diversity of youth through clubs, camps, school enrichment programs, special educational events, and activities. The greatest benefit young people can derive from participating in 4-H is enhanced positive youth development. 4-H strives to develop critical life skills, provide positive alternatives to self-destructive behaviors, and offers a supportive social environment in which adults and children can interact. As a part of Maryland Cooperative Extension, at the University of Maryland College of Agriculture & Natural Resources, the Maryland 4-H Youth Development program contributes to the Extension mission of educating citizens to apply practical, research-based knowledge to critical issues facing individuals, families, communities, the state and our global partners.

The mission of the Maryland 4-H Youth Development program is to provide a supportive setting for all youth to reach their fullest potential. Youth learn beneficial cognitive life skills through community focused, research-based experiential educational programs. Achievement of this mission will create individuals who are:

- Competent
- Caring
- Responsible.

Life skills are learned abilities, attitudes, and behaviors that empower youth to:

- Perceive and respond constructively to life's events
- Apply knowledge to life problems
- Participate in an interdependent society
- Be self-directing and productive
- Lead a rewarding life
- Function effectively in a diverse and changing world.

Maryland 4-H brings the University of Maryland College of Agriculture and Natural Resources into the lives of children and families in their own communities. Through volunteer-directed educational programs 4-Hers:

- Practice decision making
- Acquire knowledge
- Accept responsibility
- Develop creative thinking
- Communicate
- Understand self
- Get along with others.

Youth develop these life skills while having fun through learning in a selected project from three core subject areas:

LIFE SKILLS AREAS

- **ANIMAL SCIENCE**
 1. Production Animals
 2. Companion and small animals
 3. Veterinary science
- **ENVIRONMENTAL SCIENCES**
 1. Applied Mechanics
 2. Natural Resources
 3. Plant Sciences
- **HUMAN SCIENCES**
 1. Family and Consumerism
 2. Nutrition, Health and Fitness
 3. Personal Development and Expression.

What is a 4-H project?

A 4-H project is a subject or a topic that each 4-Her learns about by attending 4-H club meetings and educational workshops and by working with adult leaders and other 4-H members.

4-H projects are in-depth learning experiences for 4-H members. Training pets, making clothing, repairing computers, growing plants, and building rockets are just a few examples of 4-H projects. A wide range of projects is offered in each state; individual projects may vary from state to state.

4-Hers must enroll in at least one project. Clover youth carry Cloverbud curriculum and/or Exploring the Farm Animals.

The project is the foundation for learning. Projects are designed so individuals can progress at their own pace through learning experiences. With the guidance of parents, volunteers or teen leaders, knowledge is applied to practical life experiences. To complete a project a member:

- Sets goals in the project record.
- Completes the “hands on” learning activities.
- Demonstrates, talks, or presents reasons about knowledge or skills learned.
- Evaluates the project through displays, exhibits, or competitive events.
- Records knowledge, skills, experiences, leadership and citizenship in the project record.
- Completes the record sheet and turns it into the County 4-H Office for judging.

Your child's Project Record provides the County and the Club visibility into your child's progress in their project areas. By submitting a Project Record Book, your child can win awards at the County and at the Local Club level. These awards are presented each year in November at the Howard County Achievement Night and at the Centaurus 4-H Club Banquet.

What projects can I do in 4-H?

All kinds! There are over 40 project areas from which to choose. Members are expected to complete the projects in which they enroll. The Maryland 4-H project year runs from January 1st through December 31st. **4-H'ers must be enrolled in a project by May 1st to exhibit their project at the Howard County Fair and the Maryland State Fair.** The project is a teaching tool used to apply knowledge learned and to practice life skills. Project work is important in helping 4-Hers reach their maximum potential. *The primary objective of 4-H is the development of the young person.* Our goal is to develop blue-ribbon youth, not blue-ribbon projects at the expense of the child.

Projects are real life experiences that help 4-Hers learn to make sound decisions. Projects put the hands and mind to work. Most projects have been designed with several levels so that a member may advance to more difficult and challenging experiences.

There are several major project areas, with lots of different projects within each area. Check them out online at: www.extension.umd.edu/local/Howard/4-HYouth/Enrollment/index.cfm

- Project Order Form - Order form for projects described in the Project Selection Guidelines. Projects are available from the Howard County Office of Maryland Cooperative Extension.

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- Project Selection Guidelines - Detailed description of the educational projects available to 4-H members. Revised annually in September.

When are projects selected?

Projects are selected in the early fall by 4-H members. *Younger members should limit their projects to just one or two.* It is better to finish only a few projects and experience a sense of satisfaction than to bite off more than one can reasonably finish. Older, experienced members may be able to do several different ones, including those that are more difficult.

Guidelines for Parents to Assist In Project Selection

Here are a few suggestions to help guide members and families as they decide which project each child might take:

1. **Age-Appropriate.** Make sure the project is in keeping with the age and ability (physical, mental, and emotional) of the member.
2. **Interest of Child.** Try to determine if the member will be interested in the project. Of course some times the youngster may not know if he or she will like a project until it is tried. Start members in projects that they know they will like, and build on successful experiences.
3. **Commitment.** Can the member and the family commit to the time involved? During what season of the year is most of the activity likely to occur?
4. **Parental Approval.** Is the project acceptable to you as parents and does it fit with the family Situation?
5. **Financial Support.** Be certain to discuss cost of the project. How will the initial costs be paid for? Is there adequate space and equipment available to carry out the project? If the money has to be borrowed, what plans can you make to turn this into a learning experience for the 4-H member? How will you invest sale/income proceeds?
6. **Responsibility.** Does the project have an opportunity for ownership and management responsibilities? Does the 4-H member understand the commitment they must make to complete the project? Developing a sense of responsibility for choices is one of the most important life skills 4-H can teach.
7. **Directed or Cooperative Learning.** Are there leaders to help with the project in the club, or are the parents willing to help the member with the project? In many cases, youngsters will experience a greater sense of satisfaction if they enroll in projects for which there are previously identified leaders and who hold group meetings and workshops. Working in groups helps young people learn to get along with others and develops an inquiring mind.

You are always welcome to stop by the 4-H Office to take a look at each project and see if it is something that may interest your child.

In addition to all of the fun projects listed above, all Centaur Club members select the Horse Project. Selecting the horse as a project allows a 4-Her to learn more about how horses are properly cared for and ridden.

You do not need to own a horse in order to carry a horse project. If you lease a horse, you can complete a lease agreement (refer to the next page) and carry the Horse Leasing Project. If you do not own a horse or lease a horse, there is a Horseless Horse Project which you can carry.

In addition, all members of the Centaur's 4-H Club carry the 4-H Horsemanship Standards Project.

If you are confused about what project to sign up for, feel free to contact your Club leaders. They will be more than happy to guide you through the project selection process.



Maryland 4-H Performance Animal Lease Program

Centaurus 4-H Club Parents Handbook
Rev C January 2010



OBJECTIVES:

1. To develop character, knowledge, sense of responsibility and life skills in 4-H youth.
2. To provide the opportunity to work with performance animals for youth who do not own them.
3. To expand the opportunities for youth to participate in an animal project that may not have access to facilities and/or performance animals.
4. To maintain or increase the number of youth carrying performance animals as a 4-H project.
5. To maintain or increase the number of performance animals carried as a 4-H Project.
6. **This program is not available for individuals that already own or are enrolled in a 4-H Animal project of the proposed species to be leased.**

RULES:

1. The Arrangement Program pertains to performance animals of the following species:
 - a. Horses
 - b. Dogs
2. The program is available to any 4-H member, hereafter referred to as the **4-H Member**, in good standing in a Maryland 4-H club. *The 4-H Member must attend at least 50% of the regular club meetings during the calendar year and will be encouraged to attend additional performance animals-related educational programs.*
3. The **4-H Member** will be required to keep a project record on each animal. The record must be submitted to his or her local club leader by the end of the calendar year.
4. The leased animal must be a bona fide 4-H project. A 4-H member may lease and exhibit up to three (3) animals per project year. Parties need to workout an arrangement amongst themselves if deemed necessary.
5. The owner hereafter referred to as the **sponsor**, will jointly determine with the **4-H Member** specific responsibilities to be carried out by **each party**. The responsibilities will be attached to the Arrangement Agreement and will list items such as, but not limited to:

- a. The 4-H Member's duties and responsibilities while working with the animal,
 - b. A working schedule for carrying out the specified duties,
 - c. Any assistance the **sponsor** will provide the **4-H Member**, and
 - d. Any insurance information or provisions.
6. During the project year, only the **4-H Member** will exhibit the leased animal in Maryland 4-H shows only. The **sponsor** or another person may enter and exhibit the leased animal in open-class shows. This arrangement only applies to Maryland 4-H sponsored shows.
 7. **4-Hers** of leased animals will have the same requirements for exhibition as owned animals.
 8. The **sponsor** and the **4-H Member** will adhere to the 4-H Behavioral Expectations (4-H 418), the Maryland 4-H Code of Show Ring Ethics, MCE guidelines, and any other county and/or state 4-H guidelines as applicable.
 9. The leased animal will be housed and maintained at the facility of the sponsor, 4-H member, or mutually agreed upon location in the county of residence of the 4-Her or an adjoining county.
 10. The title of ownership as stated on the registration certificate of the leased animal (if purebred) will remain in the possession of the **sponsor**.
 11. The **sponsor** is expected to and will make the animal available for the proposed purpose to the **4-H Member** during the period of the Arrangement Agreement.
 12. The **4-H Member** is responsible for all expenses incurred in exhibiting the animal, such as veterinarian, entry fees, transportation, and other miscellaneous expenditures, unless otherwise specified in the Lease Agreement. The **4-H Member** will keep any 4-H premiums or awards while exhibiting the animal during the duration of the contract – **NO EXCEPTIONS!**
 13. The Arrangement Agreement must be signed and filed in the County Extension Office by June 1st of the project year and will be in effect for a 12-month period.
 14. The Arrangement Agreement will remain in force until the end of the project year or until terminated by either party. The Lease Agreement may be terminated prior to the end of the project year for reasons such as, but not limited to:

- a. Failure of **4-H Member** to carry out responsibilities as outlined in the Arrangement Agreement,
- b. changes in the operation of the **sponsor**, or
- c. mutual agreement of both parties.

The date and reason for termination prior to the end of the lease year must be given in writing and be placed on file in the county 4-H Office.

15. The **sponsor**, **4-H Member**, parent or legal guardian of the **4-H Member**, and the County 4-H Extension Educator must sign the Lease Agreement, which includes a mutually agreed fee of one dollar paid by the 4-H Member.
16. If the **sponsor** does not adhere to and follow all 4-H and/or MCE policies, the Maryland 4-H program can deem the **sponsor** not eligible to participate in the program.

MARYLAND 4-H PERFORMANCE ANIMAL LEASING PROGRAM

This ARRANGEMENT AGREEMENT is entered into on _____
Date

between owner (**sponsor**) _____
Name

_____ Address Telephone

and 4-H youth (**4-H Member**) _____
Name

_____ Address Telephone

The sponsor agrees to lease to the 4-H member listed above the following animal:

Name Registration # (if applicable) Breed

Description Birth Date

This Arrangement Agreement will remain in force until the end of the project year or until terminated by either party as stated in the Rules of the Maryland 4-H Performance Animal Arrangement Program. I have read and understand the rules and responsibilities of the Maryland 4-H Performance Animal Arrangement Program and agree to abide by the requirements of the program.

Owner (**Sponsor**) Date

I have read and understand the rules and responsibilities of the Maryland 4-H Performance Animal Arrangement Program and agree to abide by the requirements of the program.

4-H Youth (**4-H Member**) Date

I have read and understand the arrangement agreement entered into by the 4-H Member and sponsor and agree not to hold the **sponsor, Maryland 4-H Youth Development Program, Maryland Cooperative Extension, College of Agriculture and Natural Resources, or the University of Maryland** liable for any injury or financial liability that the **4-H Member** may incur during this arrangement agreement.

Parent or Legal Guardian Date

The **4-H Member** is a member in good standing of the 4-H program and has a Maryland 4-H Performance Animal Arrangement Program on file in the county 4-H office.

4-H County Extension Educator Date

It is the policy of the Maryland Cooperative Extension that no person shall be subjected to discrimination on the grounds of race, color, sex, religion, disability, age or national origin. Adopted from the Maryland 4-H Horse and Pony Lease Program – JWL 2002. Reviewed by DA 10/02.

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4-H RECORD BOOKS



4-H records help youth summarize their 4-H activities and project work on paper. They can then measure the progress they've made toward their goals. 4-Hers use the Annual 4-H Club Member's Summary Record to show their progress in 4-H project work. Members 14 and older submit a resume, also. The Record Book is an older 4-Her's application for consideration in the State award programs. Record Books are due in the County Office for judging in February. Leaders review the books for completeness and sign the appropriate form to be submitted with the book. Seniors selected to submit books to State competition will submit a resume and a creative piece and return them to the County 4-H Office in late April. Awards given at County Achievement Night are based on Record Books. The 4-H year runs from January 1st to December 31st.

All Centaur 4-H Club Record Books are turned in to your Club Leaders at the January Club meeting. **All members of the Centaurs 4-H Club must turn in a Record Book each year.**

Why keep 4-H records?

Records such as birth certificates, report cards, income tax records, and work records are important to all of us. They are a permanent record of where we came from, where we have been, what we have done, and where we are.

4-H records are a written expression of the joy of striving! They document the knowledge, attitudes and skills that have been learned, and they relate the experiences in leadership, citizenship, and community service that have been shared. 4-H records help members:

- Establish goals
- Assume responsibility for record keeping
- Collect information using ordered procedures
- Evaluate their progress.

4-H records help others to understand and know the member, learn about the member's interests, and evaluate the member's progress and achievement. But, perhaps, most importantly, a 4-H record is self recognition of accomplishments that a 4-H member will treasure.

Howard County 4-H recognition awards are based on 4-H Record Books and these awards are presented at our annual Achievement Night in the fall. That is why 4-H educators and leaders encourage members to complete and turn in their records.

Clovers, Juniors, Intermediates, and Seniors must all do a Record Book. Each age division has a separate template that they must use. There are many different ways that you can learn how to do a Record Book. The 4-H Office has provided various electronic templates that you can use. These can all be accessed from the Howard County 4-H web page.

Record Books are comprised of the following parts: the Summary Report, a 4-H Story, 4-H Photographs, and Project Records for each project that a 4-Her carry. There are specific guidelines that you must follow when completing your Record Book. These guidelines can be accessed from the Howard County 4-H web page. In addition, the County offers specific training on how to complete a Record Book in the fall of each year.

Why do I need to complete a project record book?

A Record Book is a useful tool to help a 4-Her learn more about their horse and their projects. Project records allow an individual to organize and maintain vital information about their horse including veterinary and farrier records, feeding, deworming, immunization programs, related expenses, training history, and showing achievements. The Record Book also helps 4-Hers recognize just how much they have accomplished with their horse project and other projects over the year. **Completion of the 4-H horse project record is a requirement in the Centaurus 4-H Club.**

How do I prepare a Record Book?

The 4-H Record Book has three main components: a Summary Record, a 4-H Story, and Project Records. Summary forms are universal to all 4-H Clubs in Maryland. They track a 4-Her's project accomplishments, awards, offices, community service activities, and other club participation over the years that they are an active member in Maryland 4-H. The story introduces the 4-Her's personal life and is a way for to express their goals and growth over the course of the year, from their very own point of view. Finally, the project record is specific to an animal/activity--in this case, horses. This record contains a detailed description of their animal(s), a pre-year plan, financial, training, and health management records, and a progress summary at the end of the year. This project reflects good standard business management practices and record keeping skills for any horse-related organization.

Following is a list of the templates that are available. Note that there is a Horse and Pony Project Record form to record all of equine-related projects and a general Project Record Form for all other project records. Record Book forms can be downloaded from the Howard County 4-H website at the following location: www.extension.umd.edu/local/Howard/4-HYouth/Record%20Books.cfm

Record Book Materials - Please contact the Howard County 4-H Office if you have any problems with these forms. Acrobat Reader is necessary to read many of the forms.

HOWARD COUNTY 4-H SLEEPOVER CAMP

Howard County 4-H Camp is held each year at the Western Maryland 4-H Center near Deep Creek Lake, in Garrett County (usually the third week of June). It is a sleepover camp and it is very reasonably priced (about \$275.00 per week), including transportation and meals. Busses pick up the kids from the Howard County Fairgrounds and return them to the Fairgrounds the following Saturday. The camp features Indian lore (Council Fires); swimming, canoeing, volleyball, and other recreational group games; training in crafts, archery, and marksmanship; nature hikes; camp singing; etc. Many members of the Centaurs 4-H Club participate in this wonderful event. Camp enrollment for 4-Hers is usually during the month of March. Additional information is included in the 4-H newsletter (the Cloverleaf). You do not have to be in 4-H to attend. Priority is given to 4-Hers, but enrollment is open to Howard County residents after April 1st. Camp fills fast so it is important to send in your reservation as soon as it is announced. Enrollment forms can be accessed from the Howard County 4-H website.

HOWARD COUNTY FAIR

The Howard County Fair is held the second week in August at the Howard County Fairgrounds in West Friendship, Maryland. 4-H Clubs are able to exhibit most of their 4-H project areas. The Howard County Fair is the highlight of each 4-Her's year. Approximately 450 prizes are awarded by local county donors for the outstanding fair exhibits in various areas. These are in addition to the premium prize money won for placing in exhibit areas. Check the current year's Fair Catalog for the awards presented. Support of these donors is greatly appreciated. Thank-you notes are required.

Members of the Centaurs are able to show their horse or pony at the Howard County Fair Horse and Pony Show, which is held the first Saturday in August.

At the Horse and Pony Show, Club members can show how they have grown and what they have learned with their project horses. There is usually an Inspection Class, a Trail Class, English equitation classes, and Western classes. There is also a Pairs class each year.

In order to show your horse or pony at the Howard County Fair, you must have a Horse and Pony card on file for each of your project horses. A Horse Record sheet must be completed in your Record Book for each horse or pony that you have listed. The Horse and Pony card can be downloaded from the Howard County 4-H website at www.extension.umd.edu/local/Howard/4-HYouth/EventForms/index.cfm.

Rules and regulations for the Horse and Pony Show can be found in the electronic pamphlet called *Maryland 4-H Horse and Pony Rule Book*. The 4-H Horse Show series at Schooley Mill Park also follow a modified version of this rule book. You can access the latest version of the Horse and Pony Rule Book from the Centaurs website.

Class lists and registration forms can be found in the Fair Catalog and on the Centaurs 4-H Club website. A Fair catalog is provided to each 4-Her from the 4-H Office in June. All entries are due July 1st.

Many county-level judging contests are held at the Howard County Fair, also. The Centaurs usually submit a 4-H Club Booth, a Club Banner, and a Club Float for exhibition and judging. Each Club activity is coordinated by a Club committee comprised of Centaurs Club members.

The Parade of Floats is one of the main highlight of the Fair. All Club members are allowed to ride in the Club Float and participate in the parade. Afterwards, we usually have a fried chicken dinner.

Club members are asked to perform a Community Service at the Howard County Fair by participating in the 4-H Building Watch. Here, 4-Hers man the Information Booth in the 4-H pavilion, answering questions and helping the general public. Sign-up sheets are available at the June Club meeting for the Club Building Watch.

MARYLAND STATE FAIR

Club members can also participate in various ways at the Maryland State Fair which is held the last week in August at the State Fairgrounds in Timonium, Maryland. It is similar to the County Fair in the kinds of exhibits and events. Also featured is the Horse and Pony show at the Maryland State Fair. For further information, obtain a State Fair Catalog in June from the Howard County 4-H Office. Entries are due early July. Following is a link to the Maryland State Fair:

www.marylandstatefair.com

MARYLAND 4-H STATE HORSE JUDGING CONTEST

The Maryland 4-H State Horse Judging Contest tests the 4-Her's knowledge of horse conformation and way of going. The contest has a mixture of halter and under saddle (or in harness) classes with four horses to judge in each class. After placing the classes and enjoying a short lunch, contestants are required to defend their placings for classes by giving "oral reasons" to the judges. Awards are granted in the Senior, Intermediate, and Junior divisions to the top County 10 teams, Top 10 Overall Individuals, and Top 10 Individuals in Reasons. In addition, the Top 10 Senior



Individuals can compete for one of the four spots on the Maryland State Horse Judging Team that competes at the Eastern National 4-H Horse Roundup. Refer to the following site for more information on the State 4-H Horse Judging contest.

<http://www.4horse.umd.edu/activities/judging.html>

HIPPOLOGY CONTEST

Hippology, directly derived, means "the study of horses." The State Hippology Contest - usually held in conjunction with the State Horse Judging Contest - rigorously tests the 4Her's intimate knowledge of horses and horse-related items. At the junior and intermediate level, there are two parts: a written exam and an identification table. The senior level has a slide section added to the other two parts to emulate the National program. Awards are provided for individuals and teams, and the top four individuals qualify to compete at the Eastern National Horse Roundup. Refer to the following site for more information on the State Hippology contest:



<http://www.4horse.umd.edu/activities/hippology.html>

4-Hers that participate in Horse Judging get their first exposure to Hippology and what Hippology is all about. Talk to your 4-H Leader to find out where and when Howard County 4-H Hippology is offered.

STATE 4-H HORSE JUDGING CLINIC

In addition to the Horse Judging classes and competition, a State 4-H Horse Judging Clinic is also usually offered each year. The primary objective of the Maryland 4-H State Horse Judging Clinic is to provide an opportunity for Maryland 4-H youth, Maryland 4-H volunteers, and MCE Educators to acquire skills and knowledge about conformation and judging of horses. Individuals receive classroom instruction as well as participate in live horse judging of conformation and performance classes. Participants learn valuable information that they can use when showing their own horses, as well as in horse judging competitions. Adults interested in coaching judging teams are also encouraged to enroll. This clinic is usually offered each March. Talk to your 4-H Leader to find out where and when the Horse Judging Clinic is offered.



THE STATE 4-H HORSE PUBLIC SPEAKING CONTEST

The State 4-H Horse Public Speaking Contest is divided up into both age (as with all state contests) and presentation categories. The age categories are Junior (8-10 years) as of January 1 of the current year, Intermediate (11-13 years), and Senior (14-18 years). The presentation categories are Individual Speech, Individual Demonstration, and Team Demonstration. A team consists of two individuals in the same age category. This contest is usually held at the Maryland Horse Jamboree. The top senior competitor from each the speech, individual demo, and team demo qualify to compete at the Eastern National Horse Roundup. Talk to your 4-H Leader to find out where and when the 4-H Horse Public Speaking contest is offered.



HORSE BOWL

Horse Bowl can best be described as "It's Academic" with only horse-related questions. Teams of four face off in front of a panel of judges and a moderator. One to One questions are restricted to one player from each team, open questions can be answered by any member of the team, and in order to get the chance to answer, the competitor must ring the buzzer in front of them faster than the other players. Both teams and individuals compete for respective awards, and the top four individuals qualify to compete at the Eastern National 4-H Horse Roundup.



In Howard County, Horse Bowl practice generally begins after Thanksgiving. There are three coaches, one for each age division (Junior, Intermediate, and Senior). 4-Hers practice until February. In February, there is a County-level competition in which the top five members (four seats plus an alternate) are selected to represent Howard County at the State Horse Bowl competition. The State competition is usually held in March of each year. Howard County 4-H prides itself on its Horse Bowl program and how well its members of the Horse Bowl team perform. The following website provides more information about the State Horse Bowl competition:

<http://www.4horse.umd.edu/activities/horsebowl.html>

RESOURCES THAT YOUR 4-*Her* SHOULD HAVE FOR HORSE BOWL AND HIPPOLOGY

Following is a list of resources that your child will need if he participates in the Horse Bowl and Hippology programs. See your Club Leader or Horse Bowl and Hippology Team Coach for more information.

National 4-H Council Publications:

[Horse and Horsemanship](#)

[Horse Science](#)

[Horsing Around](#)

[Gallopig Ahead](#)

[Blazing Trails](#)

North Carolina 4-H Veterinary Science Publications:

[The Normal Animal](#)

[Animal Diseases](#)

Magazine Glossary:

[Equus Magazines](#)

Fleet Street Corporation

656 Quince Orchard Rd.

Gaithersburg, MD 20878

Books:

The Horse (2nd edition)-By Evans, Borton, Hintz, Van Vleck.

[W.H. Freeman and Company](#)

660 Market St., San Francisco

California, 94104.

(415) 391-5870

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Horse Industry Handbook

American Youth Horse Council

4093-A Iron Works Pike
Lexington, KY 40511-8434
(800) 638-0672

American Youth Horse Council Leader Manual

American Youth Horse Council

4093-A Iron Works Pike
Lexington, KY 40511-8434
(800) 638-0672

The Coloring Atlas of Horse Anatomy - By Robert A. Kainer & Thomas O. McCracken.

Alpine Publications, Inc.

P.O. Box 7027
Loveland, Colorado 80537
(970) 667-2017

Feeding and Care of the Horse (2nd edition)-By Lon D. Lewis

Lippincott, Williams and Wilkins

P.O. Box 1496
Baltimore, MD 21298-9724
(800) 638-0672

State Line Tack Catalog

HORSEMANSHIP STANDARDS TESTING

Purpose: The purpose of the Horsemanship Standards are to serve as a:

- Program guide for leaders
- Work plan for instructors
- Workbook for members
- Basis for recognition of achievement
- Established standard for evaluating proficiency and measuring progress.

The Horsemanship Standards serve as a framework for preparation of instructional materials, lesson plans, demonstrations, lectures, clinics, workshops, tests, shows, and trail rides. There are six levels that test the knowledge of the 4-Her in both mounted and unmounted horse related subjects. Riding activities were adapted to both English and western riding, but are not all-inclusive.

Each level is awarded after the successful completion of mounted and unmounted tests by designated inspectors. The tests are held in the club or county for Levels 1 and 2. Levels 3, 4, 5, and 6 are tested at the State level.

Progress and recognition are great incentives for improving performance. Leaders and members are urged to take these levels progressively, so that no level will appear too difficult. Progressive units of learning and teaching make advancement easy, measurable, and recognizable.

Fair competition is another powerful stimulus for excellence. Horsemanship levels offer each 4-H horse project member, instructor and leader the opportunity to compete against established standards. Members and horses can progress at their own rates, as their abilities and interests permit. Throughout the Horse and Pony Project, "horse" includes both horse and pony unless otherwise stated.

Please refer to the Centaurus 4-H Club website for details about the Horsemanship Standards testing.

MARYLAND 4-H STATE DRESSAGE SHOW AND COMBINED TEST

The Maryland 4-H State Dressage Show and Combined Test offers 4-H project members a great opportunity to compete on a statewide level in dressage. The purpose of the show is to encourage 4-H horse project members to develop basic balanced seat riding and training skills and to offer an activity different from the traditional horse show. Judges are encouraged to communicate with the contestants to help make this competition a learning experience. Notices of the Maryland 4-H State Dressage Show and Combined Test will be provided in the Cloverleaf and the Centaurs 4-H Club newsletter. The test is usually given in the September/October timeframe.

PURPOSE: To encourage 4-H members to develop basic training skills and to offer an activity different from the traditional horse show. Judges are encouraged to communicate with the contestants and help make this competition a learning experience. These tests may be used as riding requirements for Maryland 4-H Horsemanship Levels, providing an acceptable score of 60% or higher is achieved.

Contestants may enter dressage alone or dressage plus jumping (combined test). Dressage may be ridden either English or Western. There will be walk-trot divisions for riders 10 years of age and younger or for young horses (5 years of age and younger) that are not yet ready to perform at a canter.

ELIGIBILITY: This show is open to any Maryland 4-H member riding his or her project horse or pony. Since this is a state show, Horse and Pony Identification Cards or Horse Lease Agreement must have been on file in the County Extension Office.

DESCRIPTION OF TESTS OFFERED: The current U.S.D.F. Introductory Level and USA Equestrian Training and First Level tests are used. These tests were chosen to show a steady progression of skills achievable, with work, by the average rider and mount:

Walk-Trot – Test A – Requires working walk, posting trot, halt, circle 20 meters (width of arena) at a trot.

Walk-Trot – Test B – Requires working walk, free walk on a loose rein, posting trot, halt, circle 20 meters (width of arena) at a trot.

Training Level – Test 1 – Requires working walk, free walk on loose rein, working trot, working canter, halt, twenty-meter circles at the trot and canter. Training Level Test 1 is the basic pattern for Performance Level 3.

Training Level – Test 2 – Requires working walk, free walk on loose rein, working trot, working canter, and halt. Half circles at the trot and 20 meter circles at the canter will be done in the middle of the arena. There are 90-degree turns at the trot. Training Level Test 2 is the

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pattern riding requirement for a Performance Level 4.

Training Level – Test 4 - Requires medium walk, free walk with long or loose rein, working trot both rising and sitting, working canter, halt. Twenty-meter circles at both trot and canter. Allow horse freedom to extend head and neck at the working trot. Training Level Test 4 is the preliminary pattern requirement for Performance Level 5.

First Level – Test 1 – Requires medium walk, free walk, working trot both rising and sitting, lengthening stride at trot, working canter, halt. Allow horse freedom to extend head and neck at working trot. Serpentine at working trot. 10 meter half circles at the trot and 15 meter circles at the canter. This is the preliminary pattern for Performance Level 6.

Tests must be ridden in progression. You may ride Training Level Test 1 and Training Level Test 2; Training Level Test 2 and Training Level Test 4; Training Level Test 4 and First Level Test 1. You may not skip test levels with the same animal. It is possible that a very experienced rider could ride Training Level Test 1 with a very inexperienced horse and First Level Test 1 with a very experienced horse.

For more info: <http://www.4horse.umd.edu/activities/dressage.html#information>

COUNTY LEVEL PRESENTATIONS AND PUBLIC SPEAKING EVENTS



Healthy Lifestyles Day - A county contest called Healthy Lifestyles Day is usually held each March. Award winners have the opportunity to present their presentation at the Maryland State Fair. 4-Hers can do a Visual Presentation or Public Speaking.

Visual Presentations - 4-Hers can reinforce what they are learning in their projects by giving a visual presentation. Visual presentations are encouraged to be given in any project area at the local club, or on the county and State levels.

Public Speaking - 4-Hers can reinforce their projects and 4-H experiences by speaking about them. They also gain confidence in themselves by learning to speak before others. Public speaking by 4-Hers is encouraged at the local club level and in the community. The county contest is usually held in the Spring with Junior, Intermediate and Senior divisions. Division winners go on to Regional and State competition. The bulletin "4-H Presents . . ." can be a resource to 4-Hers and leaders in public speaking.

COUNTY ACHIEVEMENT NIGHT

In this county event, over 200 awards are presented to 4-Hers. It is usually held in the Fall. Most of the awards are based on the information a 4-Her submits in his Record Book plus participation on judging teams, public speaking, visual presentations, and other project related events.



AWARDS PROVIDED AT COUNTY ACHIEVEMENT NIGHT

A. Maryland 4-H Key Award - This award recognizes 4-H members who have displayed outstanding development in the four phases of the 4-H program, Head, Heart, Hands, and Health. 4-H members (15 years old, who have completed at least three years of 4-H work), may apply by filling out a score sheet of their accomplishments (project work, leadership activities, demonstrations, record books, community service, etc.). The award is based on a point system from the score on this application score sheet and is presented at County Achievement Night. Contact the 4-H Office for an application.

B. Farm Credit Award - The Farm Credit Association makes an award to one boy and one girl (in the 4-H program, with three (3) years or less of membership) who have prepared the best Record Books for their length of 4-H participation. Two runners-up for both boys and girls may also receive a recognition. Awards are presented at County Achievement Night.

C. Elsie Cavey Memorial Award - Four awards are provided for outstanding junior record keeping. Winners are selected from the junior record books submitted. The awards are sponsored by the Howard county 4-H All Stars and given in memory of former 4-H secretary, Mrs. Elsie Cavey.

D. Jenny Olson Memorial Award - Two winners are selected based on 4-H Record Books in the horse project. A senior and a junior winner are selected. The awards are sponsored by the Howard County 4-H All Stars and given in memory of 4-Her, Jenny Olson.

E. Jennifer Turner Memorial Award - Two winners are selected based on 4-H Record Books in the sheep project. A senior and a junior winner are selected. The awards are sponsored by the Howard County 4-H All Stars and given in memory of 4-Her, Jennifer Turner.

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F. National, State, and County Awards presented at Achievement Night - Various businesses, community groups, 4-H clubs, and industries provide awards to outstanding youth in each of 34 subject-matter, 4-H project areas, plus the areas of achievement, citizenship, and leadership. Awards are made in eight additional subject-matter areas, by additional business and industrial donors. Awards are based on Record Books submitted to the Howard County 4-H Office. Judging team members and their coaches are recognized with sponsored awards and certificates from the County 4-H office.

G. The 4-H Club Recognition Plan - 4-H clubs that achieve certain standards of accomplishment can be recognized. A club must apply by supplying the County 4-H Office with certain data. Ask for "The 4-H Club Recognition Plan" (4-H 419). The club must first meet the requirements for charter (e.g., organized year-round, with at least six monthly meetings; a definite educational program; all club members (at least 5) must know the 4-H pledge, etc.). After being chartered, there are four recognition seals a club may receive, the requirements for each becoming more and more stringent. Requirements are in the areas of percentage of member re-enrollment, number of members giving demonstration, turning in Record Books, participating in judging contest, community service projects, officers completing and submitting Secretary's and President's books, etc.

H. Outstanding 4-H Club Awards - Plaques are presented to the outstanding 4-H clubs in the State. This award is based on the 4-H club's program for the year -- its initial plans, in Program Planning Book, as well as what was actually accomplished, as described in the Club's Secretary book. A club may not win the plaque two years in succession.

4-H ALL STAR MEMBERSHIP

Outstanding 4-H members and adults who have displayed characteristics of service, leadership, and character in Howard County 4-H are invited to become members of the 4-H All Stars. These 4-Hers have maintained high ideals and have obtained the "four-fold life" through unselfish service on the part of 4-H club members through individual and cooperative efforts. With **service** as their motto, they stand ready to lend aid to the 4-H club programs. Members selected are inducted in the summer at the State 4-H All Star Meeting.



MARYLAND 4-H DIAMOND CLOVER AWARD

This new award is designed to encourage 4-H members to engage in a variety of projects and activities that will enable them to acquire the skills necessary to lead successful lives as competent, caring and contributing citizens. Introduced in 2003, the award consists of six levels that each require a 4-Her to plan and accomplish a broad range of age-appropriate tasks, acquiring valuable life skills as they progress. The tasks in each level are age appropriate and grow in quantity and difficulty as the 4-H member grows. The list of task have been created to enable any 4-H member, no matter how they are engaged in 4-H, to be successful. Participation is optional and is not designed to replace 4-H records or resumes. Information on the Diamond Clover Award can be accessed at www.howard4-h.org.

Following are the different levels that are available and the criteria for each level:

Level One – Amethyst

Complete at least **three** of the following tasks:

- Learn the 4-H Pledge, Motto and Colors
- Attend at least 60% of club meetings
- Attend at least one local 4-H unit* activity or event
- Host a meeting or provide refreshments or lead a game or give a report
- Complete at least one 4-H project

Level Two – Aquamarine

Complete at least **four** of the following tasks:

- Attend at least 60% of club meetings
- Compete in a local 4-H unit contest
- Attend at least two local 4-H unit* activities or workshops
- Help with a club or community service-learning project
- Help with a club or community fundraiser
- Attend a day or resident camp, conference or overnight experience representing 4-H
- Complete at least one 4-H project from a new project area

Level Three – Ruby

Complete at least **five** of the following tasks:

- Attend at least 60% of club meetings
- Help with a club or community service-learning project
- Help with a club or community fundraiser
- Participate in a 4-H Communications event.
- Attend at least two local 4-H unit* activities
- Attend a resident camp or overnight experience representing 4-H
- Attend at least one regional or state 4-H event
- Complete at least one 4-H project from a new project area

Level Four – Sapphire

Complete at least **six** of the following tasks:

- Attend at least 60% of club meetings
- Serve as a club/group officer or committee chair
- Provide leadership for a club or community service-learning project
- Provide leadership for a club or community fundraiser
- Participate in a 4-H Communications event.
- Attend at least three local 4-H unit* activities
- Attend at least one regional or state 4-H event
- Help a younger member with their project, demonstration or learning the pledge
- Attend a resident camp or overnight experience representing 4-H
- Complete at least one 4-H project from a new project area

Level Five – Emerald

Complete at least **seven** of the following tasks:

- Attend at least 60% of club meetings
- Serve as a club/group officer, committee chair or teen leader
- Provide leadership for a club or community service-learning project
- Provide leadership for a club or community fundraiser
- Provide leadership for a local 4-H unit* activity or event
- Participate in a 4-H Communications event.
- Attend at least one state 4-H event.
- Participate in a national or international event representing 4-H
- Help a younger member with a project exhibit or demonstration
- Attend a resident local 4-H unit, regional or state camp representing 4-H
- Participate in an Interstate Exchange
- Complete at least one 4-H project from a new project area

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Level Six – Diamond Clover

Complete at least **eight** of the tasks in Level Five **and** conduct a **major service-learning project**. This task is patterned after the Boy Scout Eagle Award and requires the 4-Her to complete a project that benefits his/her community. The 4-Her will submit a detailed plan that includes: Description of the project, justification for the project, who will be recruited to help, a budget and how funds will be obtained, a projected timeline and any necessary approval letters from landowners, city/local 4-H unit government, province, etc. The Diamond Clover Board (local 4-H unit committee to include at least five: 4-H Leaders, previous Diamond Clover winners, 4-H All Stars and a 4-H Educator, including at least one each: 4-H Leader, 4-H All Star and 4-H Educator) must approve the plan before any work is started. When the work is completed the 4-Her must submit a detailed report outlining what was accomplished with documentation (photographs, etc.) If the report is approved, the Diamond Clover Board will forward it to the State 4-H Leader (or designee) for final approval.

Project completion requirements:

1. Do work described in the project manual
2. Complete a project record, record book or resume
3. Present a visual presentation related to the project at a club meeting and 4. Exhibit something related to the project at a club or local 4-H unit fair. (*Note: Project completion requirements may vary by 4-H unit*). A new project area is one in which the 4-Her has not completed a project, not a different project in the same project area.

Notes:

1. The Diamond Clover will be the primary recognition for Maryland 4-H and will be supported with funds formerly used for project medals. 4-H Units may continue to award self-funded project medals. Sponsors and grants will be sought for additional funding.
2. The Diamond Clover Award is designed for a young person to begin at Level One and progress through six levels, one per year, acquiring valuable skills as he/she advances. Youth who are older when joining 4-H, may begin at a higher level (two through four) as is mutually agreeable to the participant and the club/group leader. The 4-H Unit educator must also be in agreement for a youth to start at levels five or six.
3. Youth meeting the requirements of levels one through four will be recognized at a 4-H Unit event. Youth meeting the requirements of levels five and six will be recognized at an appropriate state event.
4. Diamond Clover recognition is not automatic. A youth must apply for Diamond Clover recognition using the appropriate plan/report form in a timely manner.

COMMUNITY SERVICE PROJECTS

Centaurs 4-H Club members are encouraged to provide services to their community. Community conservation and/or beautification projects or projects to groups of disadvantaged people (such as nursing home patients, etc.) are encouraged. This is reported in the Club Program Planning Book and the Club Secretary's Book. In addition, community service is recognized in individual Club member's Record Books. In the past, Club members made gifts for seniors at a local nursing home on Valentines Day. We recently completed blankets for the Linus Project to help children that are sick and in need of a "cuddly". We have painted fences at a horse farm that had a horrendous fire, helped out at an equine rescue facility, made gift baskets for the Howard County Animal Shelter, and aided a therapeutic riding establishment recover from the devastation of a hurricane.

You will be notified of any upcoming Community Service projects in your monthly newsletter. Please join your fellow Club members in making this a better world!

FUNDRAISERS

Centaurs 4-H Club has a number of fund-raisers each year. Money raised at these events goes to cover the costs of our Annual Banquet, crafts, meals, and other Club activities. Please help out when asked by your Club leaders by participating in fund raising events. We need your support and we need your help!

CONDUCT CODE

4-H Expectations Package - Each of the following forms need to be signed and returned with your enrollment. These forms are also required to be on file for many 4-H events. An electronic link is provided for each form: www.extension.umd.edu/local/Howard/4-HYouth/Enrollment/index.cfm

Hardcopies are provided on the pages that follow.

- Behavior Expectations
- Maryland Code of Animal Science Ethics
- State Fair Release Form.

MARYLAND 4-H BEHAVIORAL EXPECTATIONS

A goal of the Maryland 4-H program is to provide opportunities for children and youth to build character. Maryland 4-H supports the **CHARACTER COUNTS! Six pillars of character: TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING, and CITIZENSHIP.** In order to assure that Maryland 4-H programs provide positive environments for all individuals to learn and grow, 4-H participants agree to abide by these expectations of behavior: (CHARACTER COUNTS! is a service mark of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics.)

I will be trustworthy. I will be worthy or trust, honor and confidence. I will be a model of integrity by doing the right thing even when the cost is high. I will be honest in all my activities. I will keep my commitments by attending all sessions of the planned event. If I am not feeling well or have a schedule conflict, I will inform my chaperone or a person in charge. I will be in the assigned area (e.g., club meeting room, building, dorm) at all times. Maryland 4-H does not permit dishonesty by lying, cheating, deception, or omission.

I will be respectful. I will show respect, courtesy, and consideration to everyone, including myself, other program participants, and those in authority. I will act and speak respectfully. I will treat program areas, lodging areas, and transportation vehicles with respect. I will not use vulgar or abusive language or cause physical harm. I will appreciate diversity in skill, gender, ethnicity, and ability. Maryland 4-H does not tolerate statements or acts of discrimination or prejudice.

I will be responsible. I will be responsible, accountable, and self-disciplined in the pursuit of excellence. I will live up to high expectations so I can be proud of my work and conduct. I will be on time to all program events. I will be accountable by accepting responsibility for my choices and actions. I will abide by the established program curfew. I will be responsible for any damage, theft, or misconduct in which I participate.

I will be fair. I will be just, fair, and open. I will participate in events fairly by following the rules, not taking advantage of others and not asking for special exceptions.

I will be caring. I will be caring in my relationships with others. I will be kind and show compassion for others. I will treat others the way I want to be treated. I will show appreciation for the efforts of others. I will help members in my group to have a good experience by striving to include all participants.

I will be a good citizen. I will be a contributing and law-abiding citizen. I will be respectful to the environment and contribute to the greater good. I will not use any illegal substances such as tobacco, alcohol, and drugs.

MARYLAND 4-H DISCIPLINARY POLICY AND PROCEDURES

Maryland 4-H expects youth participating in programs to behave in an acceptable manner in accordance with Maryland 4-H Behavioral Expectations.

Participants who engage in conduct, including the following behaviors, which may jeopardize the health or safety of participants or the integrity of 4-H will be dismissed immediately from the meeting, activity, event or other program (for example: remainder of the fair, camp, judging trip.) Parent or guardian will be responsible for picking up a child if dismissed.

Possession, use, or distribution of alcohol and/or illegal drugs.

Possession or use of weapons or dangerous materials.

Possession or use of tobacco products.

Misuse of prescription or nonprescription drugs.

Sexual activity.

Cheating or misrepresenting project work.

Unauthorized absence from program site.

Physical, verbal, emotional, or mental abuse of another person.

Theft, destruction, or abuse of property.

Following the program, the Extension educator in charge may take additional disciplinary action for unacceptable conduct. In such cases:

The 4-H participant and his/her parent or guardian will be notified in writing of the deviation from the Maryland 4-H Behavioral Expectations.

The 4-H youth participant will have an opportunity to be heard prior to the imposition of sanctions. A parent or guardian will be permitted to be present at such time.

The Extension educator in charge may convene a review board to investigate the charges and to hear the 4-H member.

Sanctions, up to and including suspension from one or more 4-H meetings, activities, events, and other programs for a period of up to 12 months, will be imposed based on the nature of misconduct.

The 4-H youth participant and his/her parent or guardian will be notified of the sanction in writing. Sanctions may be appealed in writing to the State 4-H Leader within seven (7) days after receiving notice of the sanction. The decision of the State 4-H Leader will be final.

"I HAVE READ THE MARYLAND 4-H BEHAVIORAL EXPECTATIONS AND THE MARYLAND DISCIPLINARY POLICY & PROCEDURES.

I AM AWARE THAT MY ACTIONS AND DECISIONS AFFECT ME AND OTHERS AND MAY RESULT IN LOSS OF PRIVILEGES DURING 4-H EVENTS, AND FOR FUTURE EVENTS. I WILL ACCEPT THE APPROPRIATE AND LOGICAL CONSEQUENCES OF MY ACTIONS, AS DETERMINED BY MARYLAND 4-H."

Member Signature _____

Date _____

"AS THE PARENT/GUARDIAN OF _____, I HAVE READ THE MARYLAND 4-H BEHAVIORAL EXPECTATIONS AND THE MARYLAND 4-H DISCIPLINARY POLICY & PROCEDURES AND WILL SUPPORT THE INDIVIDUAL IN CHARGE IN MAINTAINING APPROPRIATE BEHAVIOR. I AGREE TO ACCEPT THE APPROPRIATE AND LOGICAL CONSEQUENCES OF MY CHILD'S ACTIONS, AS DETERMINED BY MARYLAND 4-H."

Parent Signature _____

Date _____

Educating People To Help Themselves

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, University of Maryland at College Park, and local governments. Thomas A. Fretz, Director of Cooperative Extension Service, University of Maryland at College Park.

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Maryland 4-H Code of Animal Science Ethics

Exhibitors of animals (beef, dairy, goat, horse, poultry, rabbit, sheep, dog, and swine), at all livestock activities and events shall at all times conduct themselves with honesty and good sportsmanship. Their conduct shall always reflect the highest standards of honor and dignity to promote the advancement of agricultural education. This code applies to all 4-H'ers who participate in structured classes of competition and animal science activities and events in 4-H.

This code applies to all livestock offered in any animal science activity, event, or show.

All youth leaders working with 4-H exhibitors are under an affirmative responsibility to do more than avoid improper conduct or questionable acts.

Their moral values must be so certain and positive that those younger and more pliable will be influenced by their fine example. Owners who violate the code of animal science ethics will forfeit premiums, awards, and auction proceeds and may be prohibited from future participation. 4-H Exhibitors who violate this code of ethics demean the integrity of all livestock exhibitors.

Infractions will be reviewed by a 4-H Board of Review, on the local or state level, as appropriate to the event in question and may be subject to a fair oversight committee. In addition, some acts may be subject to review of the State 4-H Office based upon the 4-H Behavioral Expectations (4-H 418).

The following is a list of standards for all exhibitors and all livestock in competitive events and activities:

1. All exhibitors must present, upon request of fair and livestock officials, proof of ownership, length of ownership, and age of all animals owned.

Misrepresentation of ownership, age, or any facts relating thereto is prohibited.

2. Owners shall provide animal health certificates from licensed veterinarians upon request by fair or livestock officials.

3. 4-H exhibitors are expected to care for and groom their animals while at fairs or livestock activities and events.

4. Animals shall be presented to activities and events, where they will enter the food chain, free of drugs. The act of entering an animal in a livestock show, activity, or event is giving the consent by the owner for event management to obtain any specimens of urine, saliva, blood, or other substance from the animal to be used in testing. Animals entered shall not be administered drugs other than in accordance with applicable federal, state, and provincial statutes, regulations and rules. Livestock shall not be exhibited if the drugs administered in accordance with federal, state, and provincial statutes, regulations and rules affect the animal's performance or appearance at the event. If the laboratory report on the chemical analysis of saliva, urine, blood, or other sample, taken from livestock, indicates the presence of forbidden drugs or medication, this shall be prima facie evidence such substance has been administered to the animal either internally or externally. It is presumed that the sample of urine, saliva, blood or other substance tested by the approved laboratory to which it is sent is the one taken from the animal in question, its integrity is preserved, and all procedures of said collection and preservation, transfer to the laboratory and analysis of the sample are correct and accurate and the report received from the laboratory pertains to the sample taken from the animal in question and correctly reflects the condition of the animal at the time the sample was taken, with the burden on the owner to prove otherwise at any review in regard to the matter conducted by the fair or livestock event or 4-H. At any time after an animal arrives on the fair or livestock event premises, a licensed veterinarian shall administer all treatments involving the use of drugs and/or medications.

5. Any surgical procedure or injection of any foreign substance or drug or the external application of any substance (irritant, counter irritant, or similar substance) which could affect the animal's performance or alter its natural contour, conformation, or appearance, except external applications of substances to the hoofs or horns of animals which affect appearance only and except for surgical procedures performed by a duly licensed veterinarian for the sole purpose of protecting the health of the animal, is prohibited.

6. Using ice, ice packs, cold packs, or cold compresses, internally or externally, other than those prescribed to relieve heat stress or a medical condition as diagnosed by a duly licensed veterinarian for the sole purpose of protecting the health of the animal, is prohibited.

7. Hair removal, clipping or shaving of hair on hogs (Market and Breeding), or evidence thereof, besides ears, tails, and underline is prohibited.

8. The use of showing and/or handling devices such as striking animals to cause swelling, using electrical contrivance, or other similar practices, are not acceptable and are prohibited.

9. Direct criticism or interference with the judge, fair, or livestock show management, other exhibitors, breed representatives, or show officials before, during, or after the event is prohibited. In the furtherance of their official duty, all judges, fair and livestock management, or other event officials shall be treated with courtesy, cooperation, and respect and no person shall direct abusive or threatening conduct toward them or exhibitors participating in the activity. For disciplinary procedures, please refer to 4-H 418.

10. No owner shall violate this Code of Ethics or conspire with another person or persons to intentionally violate this code of ethics or knowingly contribute or cooperate with another person or persons either by affirmative action or inaction to violate this code of ethics. Violation of this rule shall subject such individual to disciplinary action.

11. The application of this code of ethics provides for absolute responsibility for an animal's condition to the owner whether or not he or she was actually instrumental in or had actual knowledge of the treatment of the animal in contravention of this code of ethics.

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Centaurus 4-H Club Parents Handbook
Rev C January 2010

12. The act of entering an animal is the giving of consent by the owner, parent, or guardian to have any disciplinary action taken by the fair or livestock event for violation of this Code of Animal Science Ethics and any other rules of competition of the fair or livestock event without recourse against the fair, livestock event, or 4-H. The act of entering an animal is the giving of consent that any proceedings or disciplinary action taken by the fair or livestock event may be published with the name of the violator or violators in any publication of the International Association of Fairs and Expositions, including Fairs and Expositions and any special notices to members.

13. The act of signing this form and/or entering of an animal in a fair or livestock event or activity is the giving of verification by the owner that he or she has read the **Maryland 4-H Code of Animal Science Ethics** and understands the consequences of and penalties provided for actions prohibited by the code. It is further consented that any action, which contravenes these rules, and is also in violation of federal, state, or provincial statutes, regulations, or rules may be released to appropriate law enforcement authorities with jurisdiction over such infractions.

Exhibitor Entry Statement

I have read, understood, and, in consideration of being able to exhibit, or participate in Maryland 4-H Animal Events, consent to and agree to abide by the Maryland 4-H Code of Animal Science Ethics. I understand this statement must be signed annually and will be on file in the local 4-H office and will apply to all 4-H livestock activities and events for that year. By not signing, one may not receive all associated materials and will not be eligible to exhibit in the current year.

4-H Member (Owner) Date

Guardian or Parent of the above Signatory Date

This Code of Ethics has been adapted from the IAFE Code of Show Ring Ethics; LMH; JWS; JWL 2001
Reviewed by attorney 3/01, Revised 9/2002

It is the policy of the University of Maryland, Agricultural Experiment Station and Maryland Cooperative Extension, that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability

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Equal Opportunity Programs
THE MARYLAND STATE FAIR AND AGRICULTURAL SOCIETY, INC.
P.O. Box 188, Timonium, MD 21094-0188
Maryland State Fair- 2003 4-H EXHIBITOR RELEASE FORM
DEADLINE: December 1, 2003

Attach this Release Form to 4-H enrollment package for 2004.

PRIVACY DISCLOSURE: Information provided on State Fair Entry Forms may be used and shared within the Maryland State Fair and Agricultural Society, Inc. (MSF), Maryland Cooperative Extension (MCE), the University of Maryland and the University System of Maryland and with outside entities as necessary or appropriate in accordance with applicable law and the mission, purpose and functions of MSF, MCE and the University. Because the University is a State educational institution, such information may also be subject to disclosure under the Maryland Access to Public Records Act. A person may inspect and/or correct his or her personal information as provided by the Maryland Access to Public Records Act and/or applicable University policy. It is the policy of Maryland Cooperative Extension that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability

ATTENTION EXHIBITOR: This form must be completed in order to exhibit at the Maryland State Fair.

Please read the following sections carefully, then complete and sign where indicated. Both sections I and II must be completed regardless of the age of the Exhibitor.

SECTION I - EXHIBITOR

I, the undersigned Exhibitor, have read, understand and agree to abide by all the Rules and Regulations published in the MSF 4-H and FFA Premium Catalog. I also have read, understand and agree to abide by the rules and guidelines presented in "Maryland 4-H Behavioral Expectations" and "Maryland 4-H Disciplinary Policy and Procedures". I understand that both of these documents are available upon request from my 4-H office or the State 4-H Office. If staying overnight, I also agree to abide by the Overnight Policy and Rules as published in the premium book. By signing below, I agree that I release and will not hold the University of Maryland, Maryland Cooperative Extension or the Maryland State Fair and Agricultural Society, Inc. and their agents, employees or volunteers liable for any accidents or injury or loss to me or my property which may occur while participating in the fair.

I hereby certify that I am participating as an active 4-H member:
4-H Age: 4-H County/City: **HOWARD**

Printed **LAST NAME** of Exhibitor Printed

FIRST NAME Signature

SECTION II - PARENT/LEGAL GUARDIAN

I, the undersigned Parent or Legal Guardian of the above named Exhibitor, hereby release and shall indemnify and hold harmless the University of Maryland, Maryland Cooperative Extension and the Maryland State Fair and Agricultural Society, Inc. and their agents, employees and volunteers for any accident or injury or loss to person or property which may occur while my child is participating in the Maryland State Fair. I also understand and agree that I am fully responsible for my child and her/his actions while at the Maryland State Fair. If my child, is staying overnight at the fair, I also understand and agree to the Overnight Policy and Rules as published in the MSF 4-H/FFA Premium Catalog.

Printed Name of Parent/Legal Guardian Signature Date

Completed form is due by December 1st to 4-H office with 2004 4-H enrollment package.
Only ONE Release Form per 4-H'er is required.

FAXED FORMS WILL NOT BE ACCEPTED. Questions regarding this form may be directed to 4-H Office at (410) 313-2707.

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CURRENT CONTACTS OR COACHES FOR 4-H ACTIVITIES

Howard County Horse Bowl Coaches - Daryl Ann Bushling (Senior Team) 301-854-2102; Al Starr (Intermediate Team and National Team) 410-442-5810; Jenna Starr (Junior Team) 443-878-3833

Howard County Horse Judging Coach - Diana Cullum 410-442-5849

Howard County Hippology Coach - Diana Cullum 410-442-5849

State Hippology Coach - Daryl Ann Bushling 301-854-2102

Howard County Drill Team - Joan Bosmans 410-531-2370

Maryland State Dressage Show and Test - Diana Cullum 410-442-5849

State Equine Contests and Activities – Kristen Wilson 301-596-9478

**DIRECTIONS AND CONTACT NUMBERS TO
COMMON 4-H PLACES**

Listed below are directions to some of the common places the Centaurs 4-H Club uses for activities:

Howard County 4-H Office:

The Howard County 4-H Office is located at:

Howard County Extension
3300 N Ridge Road
Suite 240
Ellicott City, MD 21043
410-313-2707

It is open Monday through Friday 8:00 am to 4:00 p.m.

Howard County Fairgrounds:

2210 Fairgrounds Road
West Friendship, MD
21794

Centaurs Monthly Club Meetings are usually held at the 4-H Building located at the Howard County Fairgrounds. **Mr. Dick Metee** is the interface for the Fairgrounds. He can be contacted at 410-442-1022.

Directions to the Howard County Fairgrounds:

From Interstate 70: Take Exit 80, Route 32 South. Turn right onto Route 144 West. Go ½ mile, turn right onto Fairgrounds Road.

From the South: Take 32 West (later a sign change into 32 North) to West Friendship. Turn left onto Route 144 West. Go ½ mile, turn right onto Fairgrounds Road.



Schooley Mill Park: www.co.ho.md.us/RAP/RAP_HoCoParksSchooleyMill.htm

Many of our horse shows and Club activities take place at Schooley Mill Park. It is located at:

Schooley Mill Park
12975 Hall Shop Road
Highland, Maryland

Directions to Schooley Mill Park: Route 108 West past Route 216 intersection (Highland) to first left onto Hall Shop Road. Follow Hall Shop Road to park entrance on right. OR Route 29 to Route 216 West. Follow Route 216 West to Hall Shop Rd. Turn left onto Hall Shop Rd. Follow to park entrance on left.

Link to a [Printable Map of Schooley Mill Park Trails](#): (you need Adobe Acrobat to view this)

University of Maryland 4-H Center:

Maryland 4-H Center
Maryland Cooperative Extension
University of Maryland
8020 Greenmead Drive
College Park, MD 20740-4000
301-314-9070
301-314-7146 (fax)

<http://www.maryland4h.org>

GLOSSARY OF 4-H TERMS

Listed below is a glossary of 4-H terms that might prove helpful in navigating the road to 4-H success:

Term	Definition
Activity Leader	A volunteer who is responsible for organizing and conducting county or Club special activities (such as Community Service).
Age in 4-H Years	The national 4-H age is 8 to 18 with the 4-H age determined by January 1 st of the current year. There is a Clover program for 5 to 7 year olds.
All Reasonable Efforts	4-H is a wonderful program for young people, all young people. Everyone in 4-H, including Educators (agents), program assistants, teen and adult volunteers and members, have an obligation to make "all reasonable efforts" to recruit and welcome new members <i>"without regard to race, color, nationality, religion, sex, age or disability"</i> .

Term	Definition
All Star	The highest honor a 4-H member or volunteer can receive is to be invited to join the Maryland 4-H All Stars. You may not apply to become an All Star, but must be nominated by your peers because of your outstanding service to 4-H. The County 4-H All Stars usually meet during the winter to consider those eligible (members must be at least 15 and have been in 4-H for at least two years, volunteers must have at least ten years of service). County recommendations are reviewed and voted on by a state committee.
Annual Club Plan	A written plan for the year that includes club goals, activities, meeting program topics with a time table, and a list of who is responsible for each task is an excellent method of ensuring the club's success. The annual plan will help the club have a good balance of programs and activities, allow for contacting special speakers well in advance, make it easier to schedule important activities such as demonstrations and public speaking and avoid the all too typical last minute panic when nothing has been planned for tonight's meeting. The Centaurus Annual Plan is determined at the Club Planning Meeting, which is typically held the first week in January.
Awards	Everyone likes to be recognized for a job well done, for perfect attendance, most improved performance, faithful service and many more good reasons. 4-H'ers and volunteers can be recognized at the club level, the county level and occasionally at the state or national level. 4-Hers are recognized on the county level at the annual 4-H Awards Program usually held in late fall. Most awards are based on a 4-H Record Book or Resume the member has completed that documents the work they've done throughout the year. A few very outstanding 4-Hers receive recognition on the state and national level in the form of trips and scholarships.

Term	Definition
Behavioral Expectations	Maryland 4-H Behavioral Expectations are based on the six pillars of CHARACTER COUNTS! SM Prior to participating in any 4-H activity or event, 4-H members and their parents must read the Behavioral Expectations and the Disciplinary Policy and Procedures and sign the form indicating they have read and understand both the Expectations and the Policy. The Policy lists prohibited activities including the possession/use of drugs, alcohol or tobacco products, endangering other participants, destruction of property, breaking curfews, etc. The Policy also includes the penalty for violating the Code of Conduct and the provisions for appeal. The Code of Conduct is good for one year and is renewed at the time of re-enrollment.
Camp	One of the best educational experiences 4-H provides is summer camp. All Maryland 4-H resident camping programs have been accredited by the American Camping Association (ACA) since 1996. Most resident camps are five days long (usually Monday - Friday) and are often conducted at 4-H owned, ACA approved campsites. Camp staff are teen and adult volunteers which makes 4-H camp very affordable. Scholarships are often available. The Howard County 4-H camp follows a theme. The program features a variety of activities including crafts, classes, organized games and sports and special evening programs that features a nightly campfire. Call the 4-H Office for more information about resident camp programs. There are also several State 4-H Camps offered including State Natural Resources Camp and Teen Focus. Call the Maryland State 4-H Center at 301-403-4248 for more information.
Clover	Any boy or girl between the ages of 5 to 7 who participates in a local 4-H group or Club.
Cloverleaf Newsletter	This monthly publication is sent to each 4-H member and provides information about county-wide 4-H meetings and activities for 4-Hers, parents, and leaders. For most events, this will be your only source of information.

Term	Definition
Club Financial Summary	4-H Clubs are required to submit an annual financial summary listing the beginning balance, major incomes, expenditures, and the ending balance. Signatures of youth and adult members of the audit committee are also required. This report is due in the County 4-H Office in February of each year.
Club Leaders	<p>Club Leaders are adult volunteers who are responsible for the organizational part of the Club. It takes a team of leaders for most 4-H clubs to be successful. The Centaurus has three Leaders: an Education Leader, an Administrative Leader, and a Social Leader. The Administrative Leader makes sure the club meets on a regular basis, helps keep members informed, and encourages participation in county and state events. The Administrative Leader helps the Education Leader in everyday administrative tasks such as interfacing with the County 4-H Office, handling enrollment, and purchasing Club project books. The Social Leader helps coordinate club meeting programs and social activities. They provide general support as required. Project Leaders are those teens and adults who have skills or knowledge in particular project areas such as foods, photography, woodworking, sewing, animals, etc. Project leaders work primarily with those members enrolled in projects in which they are "experts". Activity Leaders, as the name implies, are usually the folks who organize club activities including fund raisers, citizenship projects, family nights, club awards programs, trips, etc. Teen Leaders are valuable members of the club leadership team and are often responsible for one or more of the tasks described above. It is very important that all leaders working directly with young people must be MCE Volunteers (see description below).</p>

Term	Definition
Club Bylaws	A set of by laws is a good way to assure that everyone has the same understanding of the goals and rules of the club. Bylaws include the "open to all" statement found above in the Affirmation Action section. Bylaws are written so as not to exclude anyone or have unrealistic attendance or participation rules. Our Club Bylaws are posted on the Centaurus 4-H Club website.
Club Officers	Our club elects in November a President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, and Reporters. Officers serve for one year. The use of a nominating committee helps elect the right people for the right job, thus avoiding a popularity contest. Paper ballots are used. A county training meeting for club officers is usually held in early January. All Club Officers are required to attend.
Club Recognition	A 4-H Club can work toward recognition at one of five levels, based on the number of meetings held with a secretary's report for each meeting, have elected officers, be organized year 'round, have a written plan for programs, etc. The levels are: Charter, Standard, Achievement, Honor and Banner. For more information see: " <i>Maryland 4-H Club Recognition Program</i> ", 4H 419. A state level outstanding club award is available. The club's Annual Club Plan and the Secretary's Book are used for judging this award. Nominations may be sent to the State 4-H office.
Colors	The official colors of 4-H are green and white. Green was selected because it is nature's most common color and stands for life and growth. White represents purity and high ideals.

Term	Definition
Cooperative Extension Service	The Cooperative Extension Service (CES) became "official" in 1914 with the Smith/Lever Act. 4-H is one of CES's major programs along with agriculture and family and consumer science. Maryland Cooperative Extension is part of the College of Agriculture at the University of Maryland and the University of Maryland Eastern Shore. Funding for Cooperative Extension, including 4-H, is a cooperative effort from the United States Department of Agriculture (USDA), the University of Maryland, and the County Council. Actual percentages vary, but generally USDA and County Council each contribute about 1/4 of the budget with about half coming from the University of Maryland.
County Fair	The County Fair is an important part of being a Centaur 4-H Club member. The Howard County Fair is held the first full week in August at the fairgrounds. County Fairs provide 4-Hers with the opportunity to exhibit their project work. Ribbons are usually used to show how the 4-Her placed with blue indicating first, red; second and white; third. Exhibiting at the county fair is the 4-H equivalent of submitting a year end school report. Every 4-H member are encouraged to exhibit their project work at the County Fair.

Term	Definition
Demonstration	<p>A project demonstration is a great way to introduce 4-Hers to public speaking, a valuable life skill. Every 4-Her are encouraged to present at least one demonstration each year at a club meeting. A demonstration, also known as a Visual Presentation is somewhat like show and tell. The 4-Her should choose something they've learned in their project that they would like to share with the club, such as how to make cookies. A good demonstration has three parts: introduction, body and summary. Posters may be used to help explain something not easily seen or when a list of information is provided, such as a recipe. The annual Health Lifestyles Day County Demonstration Contest is organized with 4-Hers competing against others in their same age groups. For more information see publication: "<i>Know How, Show How, Tell How</i>", 4-H 41 or "<i>4-H Presents</i>", 4-H 416.</p>
Dues	<p>The Centaurus collect dues from their members each year. Howard County charges a small fee to cover the cost of insurance, mailing newsletters, etc. We try to keep our Club dues low and we give a discount when several members of the same family belong to the club.</p>
Emblem	<p>The official 4-H emblem is a green four leaf clover with a white capitol H on each leaf. This emblem is copy righted, as is the name 4-H, and may not be used without permission. USDA must approve any use of the name or logo at the national level; the State 4-H Leader must approve the use of the name and logo at the state level and the county 4-H Educator, at the county level. Clubs planning to use the clover or name on clothing, signs, banners, etc. should call the 4-H Office before placing an order. For more information see the publication: "<i>The 4-H Name and Emblem - Guidelines for Authorized Use</i>".</p>
Enrollment Forms	<p>These forms are completed annually by both members and leaders. Members indicate their projects for the year on these forms. The Club Administrative Leader handles the distribution and collection of Club enrollment forms.</p>

Term	Definition
Exchange	<p>This is a popular activity for older 4-Hers and adults. Throughout the fall and winter, counties interested in visiting our area usually contact the Maryland 4-H Office. Maryland counties who are interested in an exchange will respond and begin the process of planning dates, activities, etc. Maryland usually receives many requests for exchanges because of our proximity to Washington, DC, the Chesapeake Bay and Atlantic Ocean. A typical exchange involves 8 to 12 teens and two or more adults who visit another state one summer, staying in the homes of host 4-H families for about a week and then hosting the 4-Hers they stayed with the following summer. In some cases, both ends of the exchange take place the same summer. Call the 4-H Office if you'd like to know more about Interstate Exchanges.</p>
Extension Educators	<p>Professionals who guide, teach, and administer the 4-H program. They are faculty members of the University of Maryland.</p>
Extension Office	<p>The County Extension Office (also sometimes known by 4-Hers as the 4-H Office) is located in Ellicott City. Extension Educators, program assistants and secretaries are located there. Many 4-H materials and resources are available at the County Extension Office. Meeting space for 4-H clubs, volunteer groups, etc. is often available free of charge at the Extension Office. The County Extension Office is usually thought of as the headquarters for the County 4-H program.</p>

Term	Definition
Health Statement	All overnight 4-H events and many other events require both youth and adult participants to provide a current health statement that is valid for up to six weeks. The youth health form is 4H 420 and the adult form is 4H 498 . Both forms request typical health related information such as who to call in an emergency, the name of the family physician and dentist name and telephone numbers, vaccination dates, allergies, medications, etc. The youth form also requires written parental permission for activities such as swimming. A more detailed medical history for resident campers and staff is found on the back of the youth form. A physician's signature is required for resident camp. Both youth and adult forms are confidential and available only to the designated medical provider and event director.
Horse Bowl	4-H provides numerous opportunities for members to learn much about a subject while having fun competing on a bowl team. 4-H bowls are patterned after "College Bowl" and "It's Academic" television shows. Horse Bowl teams compete with others their same age. There are five members on a bowl team with four competing and one as an alternate. County winners advance to State contests and the top 10 State winners are able to try out for the National team.
Illustrated Talk	An Illustrated Talk is similar to a Demonstration/Visual Presentation except the talk is given using posters instead of actual items. If the talk is about the parts of a horse, it's much easier to use a drawing rather than bringing a live horse to the meeting. A good illustrated talk includes three parts: introduction, body and summary. For more information see the publication: " <i>Know How, Show How, Tell How</i> ", # 4-H 41 or " <i>4-H Presents</i> ", #4-H 416.

Term	Definition
Judging	<p>Judging is a very popular activity for many 4-Hers. State supported judging contests include: dairy cattle, livestock, horticulture, poultry, consumer, rabbit and automotive. Judging can be done as an individual and/or as a member of a team. The 4-Her is asked to rank four animals or items in a class using a variety of criteria. In many cases, the 4-H'er must explain his/her decisions by giving the judge Oral Reasons. Judging contests can be very competitive and provide a good opportunity for 4-Hers to learn a great deal of very useful information about their project. Many members of the Centaurus 4-H Club participate in the 4-H Horse Judging competition.</p>
Junior Leader	<p>A 4-H member who is 14 years old or older and is enrolled in the Junior Leadership Project. By taking an active part in helping younger members in the Club, these 4-Hers are growing, maturing, and developing their leadership skills.</p>
Life Skills	<p>Learning skills that will be valuable and useful for a lifetime is the real purpose of 4-H. Ideally, every 4-H activity helps 4-H members learn a life skill. The seven priority life skills of the Maryland 4-H Program are: Decision Making, Acquiring Knowledge, Taking Personal Responsibility, Creative Thinking, Communicating, Understanding Self and Getting Along With Others.</p>
Livestock Code of Ethics	<p>4-H members are required to use appropriate methods in the care and showing of their animals. The following practices or procedures are unacceptable: misrepresenting an animal's age; artificially altering an animal's appearance; using tranquilizers and other medications to alter an animal's behavior; surgery, injection or insertion of foreign objects to change animal's conformation; inhumane fitting/showing/handling practices; use of artificial hair/wool to alter conformation; and criticizing/interfering with judges, show management or other contestants. The above is an abbreviated version of the code of ethics a 4-H member and his/her parents agree to when registering an animal with the 4-H Office.</p>

Term	Definition
Maryland 4-H Center	The Center is located at the edge of the University of Maryland campus in College Park on Greenmead Drive. The State 4-H staff and the MD 4-H Foundation has offices at the Center. The Center also contains a large (seating for 50+) meeting room that can be divided into two rooms, a board room and a small library. Meals and refreshment breaks are available through University Catering. The Maryland 4-H Center hosts a wide range of faculty, staff and volunteer training meetings. Call 301 403-4248 for more information about the Maryland 4-H Center.
MCE	Maryland Cooperative Extension. This abbreviation is used sometimes to indicate program opportunities. Maryland Cooperative Extension is responsible for the administration of the 4-H program.
Member	Any boy or girl between the ages of 8 to 18 who participates in a local 4-H group or Club.
Membership Card	A membership card is provided to all 4-H members and volunteers. The member's card is 4H 59 and the volunteer card is 4H 273. These cards may be used for identification and sometimes for free or reduced admission to events such as the Maryland State Fair and for 4-H related purchases at some businesses. The card is good for one year and requires the 4-H Educator's signature.
Motto	The 4-H motto is: <i>"To Make The Best Better"</i> . The motto suggests that the boys and girls who are 4-H members represent the best young people in the nation and that 4-H will make them even better citizens.

Term	Definition
Multiple Club Memberships	<p>A 4-H member may belong to more than one 4-H club. Membership in a community club and one or more project clubs is not unusual. However, a 4-Her should not join more clubs than they can actively support. In some cases, a member may belong to 4-H clubs in more than one county, usually because a particular project or activity isn't offered in the member's home county. Members who belong to clubs in more than one county must declare a "home county" for the purposes of competition. For example, members are not usually allowed to compete in two county public speaking contests or represent two counties in a judging contest. Please call your 4-H Educator for details and clarification of multiple club membership, especially where membership in two counties is involved.</p>
National 4-H Center	<p>This modern conference center is operated by National 4-H Council and located at 7100 Connecticut Avenue in Chevy Chase, MD, just a few blocks from Washington, DC. A wide variety of 4-H educational programs and activities are offered at the 4-H Center, including National 4-H Conference, Citizenship Washington Focus and Wonders of Washington. 4-H Clubs and families are welcome to stay at the 4-H Center on a space available basis. The National 4-H Center is one of the safest places to stay in the city and its rates are among the most affordable. Call the National 4-H Center at 301 961-2840 for more information.</p>

Term	Definition
National 4-H Council	<p>This event is held at the National 4-H Center in the spring and is attended by some of the top 4-Hers in the nation. At the National 4-H Conference, teen delegates take the lead by serving on consulting groups to make recommendations for future directions for 4-H and by accepting responsibility on one of the operations committees to help conduct the events and functions of the Conference. Activities include a visit to Capitol Hill and a meeting with their senator or representative. Maryland sends a small delegation of teens to "Conference". Teens interested in this event must apply to the State 4-H office, submit a resume and have an interview. Being selected for either Conference or 4-H Congress is usually the highlight of their 4-H career. Most expenses for this event are provided by the MD 4-H Foundation. This event is sponsored and conducted by National 4-H Council.</p>
National 4-H Congress	<p>This is what most people consider the premier 4-H Event. Participants are usually selected because of their outstanding accomplishments in 4-H, especially related to leadership and citizenship. Teens interested in Congress must apply, submit a resume and have an interview. In recent years, Maryland has sent a delegation of 24 members. Most expenses for 4-H Congress are provided by the Maryland 4-H Foundation. The location for National 4-H Congress for many years was Chicago. In recent years the event has been held in Orlando, FL and Memphis, TN. This event is sponsored and conducted by the State 4-H Leaders from around the U.S.</p>

Term	Definition
National 4-H Week	National 4-H Week is celebrated the first full week in October. Over 6 million 4-Hers nationwide celebrate with special activities including window displays, community projects, attending a church service as a group, field trips, outings and more. National 4-H Council provides a packet of ideas for celebrating National 4-H Week that includes sample news releases, radio spots, clip art and more. Visit your 4-H Office and ask to see the 4-H Week packet that usually arrives in early summer.
Officers Handbook	The 4-H Officer's Handbook (4H 278) is available, upon request, for all club presidents, vice presidents, secretaries and treasurers, but is of greatest value to the president and VP. The handbook discusses what makes good officers and the role of each. A list of committees and their purpose, some great ideas for club meetings and a sample agenda is included. Handbooks are also available for the club secretary (4H53) and treasurer (4H 95).
Oral Reasons	Oral Reasons are usually associated with judging contests, especially livestock judging. Oral reasons are a good method of teaching public speaking, particularly extemporaneous speaking. After a 4-Her has determined the placing of the animals in the class, he/she verbally explains to the judge why the animals were placed in that order.
Pledge	The official National 4-H Pledge is: <i>"I pledge my head to clearer thinking, my heart to greater loyalty, my hands to larger service and my health to better living for my club, my community, my country and my world"</i> . To make the pledge the 4-Her stands and places their right hand to their head, followed by their right hand over their heart, then both hands with palms up held out at waist level and lastly with hands at their sides. The 4-H pledge is used at the beginning of every 4-H meeting and most 4-H activities. The original pledge was adopted in 1927. The words, "and my world" were added in the mid 1950's.

Term	Definition
Program Assistants	Para-professionals who assist the educators with the 4-H program.
Projects	<p>4-H member Project and Leader guides are developed and written by University of Maryland Specialists and 4-H Extension Educators and suggest learning experiences as a part of every project. Record sheets come with each project that serves as a way to list what has been accomplished in specific projects.</p> <p>Much of the important learning in 4-H happens as part of a project. Members of community clubs work on a variety of projects, usually at home under the supervision of a parent or older family member. Project club members (horses, livestock, sewing, shooting sports, etc.) all take the same project and do some of the work at club meetings. There are dozens of 4-H projects available on just about every topic of interest to a young person. Project manuals are available for most topics and may be ordered from the 4-H Office. Allow at least two weeks for delivery. Some project manuals are free while others cost a few dollars.</p>
Project Demonstrations	This part of Club work encourages 4-Hers to share what they have learned in 4-H with others. In order to complete a project, a demonstration should be given. Demonstrations may be given at Club meetings, PTAs, school groups, county events, at the Fair, etc.
Project Leaders	A volunteer who helps 4-H members as they learn, make, or do something. This person can be a 4-H parent who agrees to help with a project. It may also be a teen leader or a person from the community who has knowledge in a particular subject matter area.

Term	Definition
Project Record	<p>The Project Record, also known as a Record Book, is the method used for helping 4-Hers learn the important life skill of record keeping. A Project Record has two major parts. The first is the Jr. Members Summary Record (4-H 48). This is the section where general 4-H information is recorded, such as offices held, number of meetings attended, committee assignments, etc. This is a cumulative record with the work in subsequent years being added to the page. The second major section is the project report, which is different for each project. In this section the 4-Her reports what he/she wanted to learn, what was actually done and what skills were learned. The Record Book also has a section for a 100 word story and photos documenting project work. It's best to keep records as the work is done throughout the year, rather than trying to remember everything that was done just before the Record Book is due. Record books are due in January of each year. Most 4-H Awards are based on Record Books. Older members (14+), complete a resume as a part of their Record Book.</p>
Public Speaking	<p>One of the most important things a young person can learn in 4-H is public speaking. Many 4-Hers first experience in public speaking is when they are asked to give a report at a club meeting. Project demonstrations are great for helping expand public speaking skills. There are county and state contests for public speaking. There are three categories in public speaking contests including prepared speech, extemporaneous speech and radio spot. Contestants compete in one of the categories with others their same age. In addition, 4-Hers who are involved in the Horse Project are able to compete in a special Horse Communications Contest each year. See "<i>Know How, Show How, Tell How</i>", #4H 41 for more information about public speaking.</p>

Term	Definition
Resource Leader	A volunteer at the County level who is willing to answer project or activity questions for other volunteers or 4-H members and who help organize and coordinate county-wide workshops.
Resume	Senior 4-Hers submit an annual 4-H resume as a part of their Record Book. The 4-H Resume is similar in format to a resume used when seeking employment. Most out-of-state trips and scholarships are awarded based on the 4-Her's resume and an interview.
Slogan	The 4-H slogan is: " <i>Learn By Doing</i> ". The best way to really learn a new skill is by doing it, not reading about it, hearing about it or watching someone else do it. We call this "Experiential Learning" which is just a fancy way of saying what 4-H folks have known for over 90 years - learn by doing. In a 1951 publication titled: " <i>Guide Posts For Local 4-H Leaders</i> ", T.A. Erickson, former Minnesota State 4-H Leader and one of the founders of 4-H nationally, shares these additional 4-H slogans: " <i>To win without bragging, and to lose with squealing</i> ", " <i>Plan the work - work the plan</i> ", " <i>To beat my own best record</i> ", " <i>To be a willing follower or a worthy leader in my turn</i> " and " <i>To be your own best exhibit</i> ". These slogans may be old but their messages are timeless.
Smith Lever Act	This act, passed in 1914, created the Cooperative Extension Service (CES). The word cooperative in the agency's name is well chosen as CES is a somewhat unique organization with funding cooperatively provided by federal, state, and local partners. Authors of the act were Congressman A. Frank Smith of South Carolina and Senator Hoke Smith of Georgia.

Term	Definition
4-H Source Book	<p>This resource was formerly called the National 4-H Catalog which is a product of the National 4-H Supply Service, a division of the National 4-H Council. The 4-H Source Book offers hundreds of products including a wide range of 4-H clothing, jewelry, paper products, pens and pencils, awards, project materials and just about anything else you can think of - all with the 4-H logo. The Source Book can be used like any other catalog including placing orders by phone using a credit card. The Source Book is an excellent source of Christmas and birthday gifts for active 4-H members and volunteers. Call 301-961-2934 to request your free 4-H Source Book.</p>
State Fair	<p>The Maryland State Fair is held annually for the ten days immediately preceding Labor Day at the fairgrounds in Timonium (Baltimore County). A premium booklet is available in late spring that lists all of the classes and rules for exhibiting. State Fair exhibits must be pre-registered by a set date, usually in July. Exhibits are ranked in places from one to ten in most classes with cash premiums awarded. The State Fair is the largest 4-H Event of the year and includes many contests and activities, including judging, nutrition bowl, demonstrations, livestock, horse, poultry, rabbit and dog shows. Admission is free to 4-H members and volunteers with the presentation of their 4-H membership card.</p>
State Teen Council	<p>This group is responsible for helping plan statewide activities for teens with Teen Focus being their primary responsibility. Each county may nominate two teens to serve on State Teen Council for a two year term. There are usually four meetings per year held at the Maryland 4-H Center in College Park. State Teen Council officers are elected at Teen Focus for a one year term.</p>

Term	Definition
Tax-Exempt Status	4-H clubs are not required to pay income tax and do not have to file a tax statement unless an income of \$25,000 or more is normally received in a given year. Tax law is complicated and cannot be thoroughly covered here. Please call your 4-H Office for more complete tax-exemption information. See " <i>Tax-Exempt Status of 4-H Organizations Authorized to Use the 4-H Name and Emblem</i> ", USDA Program Aid Number 1282.
Teen Focus	This is a state event held on a college campus (UMCP in recent years) that provides a wonderful opportunity for teens from all over Maryland to interact with one another, improve their leadership skills, participate in citizenship related activities, learn about subjects of great interest to teens and generally just have fun in a safe and nurturing environment. Teen Focus also provides an opportunity for teens to get a "taste" of college life. See the Maryland 4-H Home Page for more information.
Transporting 4-Hers	There's obviously some risk in transporting 4-Hers, but it can be managed by using good judgment and common sense. Volunteers arranging for transportation must check to make sure all drivers have current licenses and safe driving records. <i>Drivers must be at least 21 years of age.</i> Before starting the vehicle, make sure everyone has their seat belt buckled. Never transport more passengers than you have seat belts for. Obey all traffic rules including the speed limit. Make sure the parents of those you are transporting know their child will be riding with you, the destination, and when you will return. Try to avoid transporting just one child. Have a plan for dealing with parents who are late to the pick-up site. <i>Never leave a 4-Her unattended!</i>
4-H Year	The Official 4-H Year in Maryland is January 1st through December 31st.