



SAVE THE DATE

King Co 4-H Super Saturday

Saturday, November 16th

**Canyon Ridge Middle School
11000 SE 264th St
Kent, 98030**



- **Classes for 4-H Youth and Adults**

Questions? Need a workshop proposal form? Contact us at:
kingcounty.4h@wsu.edu or
kandi@dodrill.net



WSU EXTENSION
King County

UPCOMING EVENTS:

- October 25 - **Teen Rally Workshop Proposal forms due**
- October 30th - **KYG Open House**
- November 1 - **Club Financial forms due (New deadline!)**
- Nov 6, 13 & 20 - **New Leaders Training** 630 pm- 8:30 Zoom
- November 22-24 - **Teen Rally - PNW** at Camp Casey
- November 14th - **4-H Association Meeting** 7 pm - Zoom
- November 16th - **Super Saturday (Kent - Canyon Ridge Middle School)**
- January/February - **KYG Pre-Conference Workshops - "Pursue Justice - Be the Jury"**
- February 15-17 - **Know Your Government Olympia**

REGISTER NOW FOR THE 2024 YOUTH SUMMIT

Join in on the fun! Don't miss out on the 2024 Youth Summit at historic Camp Casey, on Whidbey Island. Youth can arrive starting at 4 pm on Friday, November 22, and can be picked up at 9:30 am on Sunday, November 24. The summit is open to 11-18 year-olds and brings together 4-H youth from across WA to meet new friends, develop leadership skills, and have fun. The Summit experience includes workshops, games, s'mores, and lots of good food! Do you want to offer a workshop at the summit? Submit your workshop proposal by Oct 25. Check out the Youth Summit website for convenient links: <https://extension.wsu.edu/island/youth/events-and-activities/youth-summit/>



Youth and Chaperones please signup using 4-H Online.
Early Bird Registration \$35/youth.
After Oct 31st \$50/youth Registration.

Registration closes on Nov. 15.
Scholarships are available.

Not already a 4-H member or have additional questions? No problem! Email us at island.4h@wsu.edu



WSU EXTENSION
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4-H ENROLLMENT

It is time to register for new and returning members and volunteers in 4-H Online.

Please make sure to add any projects for youth members and volunteers. We will be using Fair Entry next year and this will save you time later on if you will be participating in County Fair.

Log in at: <https://4honline.com/>

Family enrollment handbook for 4-H Online:

https://s3.wp.wsu.edu/uploads/sites/2050/2022/02/2021-WA-4-H-Enrollment-Guide_09.27.21.pdf

Enrollment video how to enroll for new families: <https://www.youtube.com/watch?v=5IFbWGFzWUo&feature=youtu.be>

Youth members - membership fee \$30 per child from October 1, 2024-September 30 2025. If you are a Wellpoint member or need a financial waiver, please contact our office nbaskett@wsu.edu

Projects available in 4-H: <https://extension.wsu.edu/4h/join-4-h/> and click on Projects in left column

Club and Project leaders - please remember to sign up for any new projects in your 4-H Online profile

New WSU 4-H Policy and Procedures Handbook:

https://s3.wp.wsu.edu/uploads/sites/2050/2024/09/EM0758_4H-Policies-and-Procedures_FINAL_10.01.2024.pdf

Reasonable Accommodations - need to request for your child? Download the form and return to our office two weeks prior to event or activity:

<https://s3.wp.wsu.edu/uploads/sites/2050/2019/09/4-H-Reasonable-Accommodation-Policy-Revised-2017-05-05.pdf>

Diversity and Inclusion Resources:

<https://extension.wsu.edu/4h/for-volunteers/volunteer-training/diversity-and-inclusion-resources/>

CONTACT US:

**Nancy Baskett - 4-H Program
Coordinator**

425-738-0104 nbaskett@wsu.edu

Michelle Green - 4-H STEM Coordinator
425-738-0105 michelle.green@wsu.edu

**Alyssa Bowers - 4-H Faculty/King
County Director**
425-738-0110 alyssa.bowers1@wsu.edu



WSU Extension programs and employment are available to all without discrimination. Evidence of non-compliance may be reported through your local Extension office or to the WSU Center for Human Rights.

Message from Alyssa Bowers, County Director for Volunteers and Club leaders:

Below are a few reminders and updates for the new 4-H year. There is a lot of important information in this email, so be sure to save it for reference.

Enrolling in 4-H Online

Don't forget to enroll on 4-H online ASAP! Youth and volunteers need to be enrolled in order to be covered by insurance. I've also attached a liability waiver for families that bring siblings to meetings, if you would like to use that in your clubs.

State Fair Still Life Pick Up

If you would like to pick up state or county fair still life, please email me at alysa.bowers1@wsu.edu to set up a time to come by the office.

Youth Project and Record Books

Please email me if you would like to order 4-H project books for your youth. I will order one per enrolled member. I'm also happy to print any record books. See attached infographic for more information. Thanks to everyone that turned these in for last year! I am excited to see what everyone worked on!

Club Officer Handbooks

If you did not receive a set of printed copies of the club officer handbooks at the kickoff, and would like a set, please email Alyssa at alysa.bowers1@wsu.edu. These should be used annually for the elected officers. The secretary and treasurer's manuals are particularly important. Attendance and minutes should be taken at every meeting. We will be requesting that the secretary and treasurer's manuals be turned in starting in 2026 with the financial summaries. Clubs with everything turned in on time and correctly will be considered for the club of the year awards and officers that complete their manuals will be in consideration for teen and youth awards. 😊

Reminder for 4-H Volunteers: End-of-Year Financial Statements Due November 1

End-of-year financial statements are due to the county office by November 1. The Financial Summary Form and Property Inventory forms can be found in the chart below. Please also include the most recent bank statement (September) for EVERY account that your club has, including PayPal, Venmo, etc. with your financial summary and inventory list. If you used a treasurer's manual last year, please include this as well. This is required for ALL clubs with bank accounts as well as project groups with bank accounts. Please make sure to gather all necessary documentation and submit your financial statements on time, either by email (kingcounty.4h@wsu.edu), mail, or dropping it off at the Renton office. A random sample of programs will be selected for a full audit and notified. Audit documents will be due December 1.

EP14 Training Requirements

- Must Complete Training by JUNE 1, 2025 to volunteer with 4-H
- Training is completed on eLearning Platform
- ENROLLMENT Key: King4H GROUP: EP14KI4H
- Send kingcounty.4h@wsu.edu your completion certificate
- First 25 volunteers to complete it will earn 4-H swag! All others that complete before deadline will be entered in drawing.

Full EP14 Policy

EP14 Training

New 4-H WSU 4-H Policies and Procedures:

https://s3.wp.wsu.edu/uploads/sites/2050/2024/09/EM0758_4H-Policies-and-Procedures_FINAL_10.01.2024.pdf

CLUB LEADER UPDATES

Club updates/we need your info

To prepare for the next 4-H year the King Co 4-H Office needs to add projects to your club list and make changes to the club information to the King County 4-h website. Club leaders need to have all projects their club is doing on their 4-H Online profile, as well. Are you taking out or adding projects? Please contact Nancy.

The main club leader needs to send the following information to Nbaskett@wsu.edu

- Club name:
- Leader's name
- Club projects
- Best way for the public to contact the club:
- Club location:
- Meeting day and time.
- Are you accepting new members?

Sterling Volunteers - background checks

Sterling Volunteers handles our background checks for new and continuing volunteers. This is done once every three years - if you are due to receive an updated check, Nancy will send you an email with the link. If you have any email or address changes, please let us know.

New leaders of clubs

New leaders of clubs - please contact Nancy Baskett at nbaskett@wsu.edu or 253-224-2884 if you are taking over the leadership of a club to verify all requirements have been met. Please let me know if you are interested in an in-person training on a Saturday or on Zoom in the evenings.

Give Pulse hours fair etc

Have you claimed your GivePulse account? Do you need to be added to the system? If you need assistance getting started with GivePulse our volunteer hours reporting system, please contact Michelle at michelle.green@wsu.edu

This is a critical piece in volunteering that we need to do to stay compliant with WSU policies for volunteers.

Reasonable Accommodations

Reasonable accommodations are available for participants, members, volunteers, and those attending 4-H sponsored events with a documented disability. If an individual has a disability and needs reasonable accommodations to fully participate in a 4-H program, the individual should contact the WSU King Co Extension office. All accommodations MUST be reported to the State 4-H office.

To request a reasonable accommodation for a 4-H participant, please follow these instructions.

1. Completely fill out the form on page 2 of this document titled "Washington State University 4-H Youth Development Program Reasonable Accommodation Request Form."
2. Return your completed document to the King Co 4-H Office or email to Nbaskett@wsu.edu
3. Please read and understand the additional information following the form that outlines definitions and other information regarding the Reasonable Accommodation process. Washington State University 4-H Youth Development Program Reasonable Accommodation Request Form is available: <http://bit.ly/3CAfioj>