

# JEFFERSON COUNTY 4-H

## Family Guidebook

2025-2026



### The 4-H Pledge

I pledge my HEAD to clearer thinking,  
my HEART to Greater loyalty,  
my HANDS to larger service,  
my HEALTH to better living,  
for my club, my community, my country, and my world.

WSU Extension programs, employment, and volunteer service are available to all without discrimination (See WSU Executive Policy #15).

Concerns regarding potential discrimination may be reported through your local WSU Extension office or directly to the WSU Compliance and Civil Rights (CCR) office, web: <https://ccr.wsu.edu>, email: [ccr@wsu.edu](mailto:ccr@wsu.edu), phone: 509-335-8288.

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## CODE OF CONDUCT

As a 4-H youth participant/member you have the responsibility of representing all 4-H members to the public. Therefore, you are expected to conduct yourself in a manner that respects individual rights, safety, and property of others, and reflects favorably on your state, county/tribal program, and club, as well as yourself. You are expected to observe the following guidelines as a participant/member of 4-H.

1. The possession and use of alcoholic beverages, marijuana, and/or drugs other than prescribed medication is prohibited. The use of tobacco products (including vapor products) by youth members is prohibited.
2. Obscene and discriminatory language, roughhousing, and insubordination will not be tolerated.
3. Members and leaders must demonstrate respect for each other and the public.
4. Members are to refrain from public displays of affection or sexual activities at all 4-H functions.
5. Provide an environment that is free of any form of harassment toward other 4-H participants/members, volunteers, or staff.
6. Damage to, or destruction of, property belonging to others is prohibited.
7. Animal abuse of any kind is prohibited.
8. Display of unsportsmanlike conduct is prohibited.
9. Be an example of how to accept what life has to offer – good and bad – and how to live with the outcome of exhibiting your project.
10. Wear neat, clean, and appropriate attire; including shoes, boots, or appropriate footwear at all times.
11. Report any infractions to the superintendent/club leader/event coordinator.

Penalties for infractions(s) may include any or all of the following:

- Placing the member on probation for involvement in further 4-H events and/or termination of 4-H membership.
- Assessing the member the cost of damages and repairs in the event of damage or destruction of property.
- Releasing the member to the nearest law enforcement agency and/or the proper authorities.

- Withholding premiums and/or sending the member home from 4-H activities or events.

All penalties for infractions will be determined by the local Extension 4-H Office. The local 4-H Extension staff/faculty will notify parents/guardians if penalties are necessary.

**For youth & parent/guardians:** We understand this agreement is to ensure the safety of the 4-H youth member and ensure conduct and behavior that will result in each participant receiving the full benefit of enjoyment and educational experience from this 4-H affiliation/event. It is not intended to place undue restrictions upon participants.

**For youth members:** I have read the Code of Conduct and agree to abide by its rules. I understand that infractions of this code will result in any or all of the penalties listed above.

**For parents/guardians:** I have read the code of conduct and understand that I am responsible for my child's behavior. I give permission to the staff in charge to administer the code.

I understand that the local WSU Extension 4-H program may have policies that are more restrictive than the state policies, but not less restrictive. In the event that the 4-H program has additional agreements required for enrollment, a hard copy form will be provided for signature.

## ENROLLMENT CONSENTS

### PHOTO RELEASE:

I understand that, unless noted below, WSU Extension and Washington State 4-H may use photos, video, or audio recordings made of me or my enrolled child at 4-H events to promote the 4-H Youth Development Program without compensation. I understand that WSU Extension or Washington State 4-H may reveal my or my child's name in descriptive text or commentary.

Participation in meaningful youth development programs as a volunteer or member has a positive impact on youth by helping build leadership skills, social/emotional development, and resilience in every facet of their lives. In order to take advantage of these benefits, I and/or my child wish(es) to take part in the WSU 4-H Youth Development Program (Program) associated with Washington State University (WSU) as a youth member and/or volunteer.

## ASSUMPTION OF RISK:

I understand and agree that there are risks associated with the Program, including risks that the Program and WSU cannot predict or foresee. I understand and agree that my/my child's affiliation with the Program may involve participation in a wide variety of activities such as, but not limited to: club meetings, shows, clinics, working with animals, physical education activities, shooting or archery, water-sports, food preparation, woodworking, crafts, and travel. Risks associated with the Program and its activities include, but are not limited to: temporary or permanent muscle soreness, sprains, strains, cuts, abrasions, bruises, ligament and/or cartilage damage, orthopedic damage, head, neck, or spinal injuries, loss of use of arms and/or legs, eye damage, disfigurement, burns, drowning or death. I also recognize that there are both foreseeable and unforeseeable risks of injury or death that may occur as a result of participating in or traveling to or from, Program activities that cannot be specifically listed. Further, I recognize that the actions of other participants in the activity may cause harm or loss to my child, self, or property.

In consideration for and as a condition of being allowed/allowing my child to participate in this voluntary activity, I voluntarily agree to take full responsibility for any and all risks that exist, including the risk of death or injury to my child or self or loss or damage to my property. I understand that there may be risks that the Program and WSU cannot predict or foresee, and I also assume full responsibility for those risks. I understand that the Program and WSU cannot ensure, and is not responsible to ensure, my/my child's safety during my/my child's activities with the Program or travel associated therewith.

I, my heirs and assigns, hereby release, the state of Washington, the Regents of WSU, WSU, any subdivision or unit of WSU, the Program, their officers, employees/volunteers, and agents, from any and all liability, claims, costs, expenses, injuries and/or losses to person or property, which I and/or my child may sustain as a result of, or in connection with, the Program.

If any part or portion of this Assumption of Risk, Release of Liability is determined to be invalid or unenforceable, the remaining parts or portions shall be enforceable. This release and all matters related to my/my child's activities involving the Program and WSU shall be governed by and interpreted in accordance with Washington law. I have carefully read this document, understand its contents, and am fully informed about the Program and circumstances. I am aware that this document is a contract with the Program and WSU and the Program sponsors. I enter this contract freely and voluntarily.

## EVALUATION:

As a participant in the 4-H Program, you or your child may be asked to help with the evaluation of the program to tell us how well the program is working. You or your child may be asked to complete a written survey about what you/your child learned from participating in the program.

Participating in the evaluation is not required. If you or your child decide not to participate, it will not affect participation in this or future WSU Extension programs. The survey responses will be anonymous, and participant responses will not be identified in any way.

If you do not want to participate in the evaluation of the 4-H Program or you have questions about any evaluation, please contact your local WSU Extension Office.

The above information about the 4-H code of conduct, and consents is being provided for your records. When you enroll at 4-H online you agree to these terms.

## ENROLLMENT & REINROLLMENT

- Contact a club leader and attend a club meeting to confirm enrollment at the club level.
- Visit 4-H Online to create your family account and submit your enrollments.
- Visit our Join 4-H page for enrollment instructions, fee payment, and financial assistance information.
- Bookmark our Club Members and Families page for resources and information.
- Check the 4-H News, Events & Registrations page for our calendar and newsletters!
- Find us on Facebook.
- Find us on Instagram.

## AGE DIVISIONS

- Clover buds: 5 to 7 years of age
- Junior: 8 to 10 years of age
- Intermediate: 11 to 13 years of age
- Senior: 14 to less than 19 years of age

*Youth must be Juniors or above to participate in Shooting Sports projects, large animal projects, and the Junior Livestock Auction - Age is decided based on age on October 1 of the current 4-H year.*

## ALL 4-H PROJECTS

4- H Community Club members choose a project or multiple project areas to enroll in for the year. Clubs can determine which projects the club is able to provide based on available Volunteer support. Depending on the club and project, members may attend project meetings or work independently. New project leader volunteers are always welcome to apply. 4-H Curriculum is available. Contact the 4-H office for more information.

All clubs that wish to continue to the next 4-H year must complete a 'continuing club form' in September.

## ANIMAL PROJECTS

All animal projects are required to submit an animal care certificate by **May 1<sup>st</sup>**. **If you are working with the same animal as last year, and had submitted a certificate you do not need to complete a certificate for this year, but you will need to add the animal to your 4honline profile.** Certificates can be found on the WSU Publication Website for Horse, Dairy Goat, Dairy, Market Goat, Market Lamb, Dairy Heifer, Market Beef and Market Swine. For all other animals a generic certificate is posted on the Jefferson County 4-H Resource Page.

Pacific Northwest Junior Livestock Auction Committee: Clallam County 4-H partners with the PNWJLA for market beef, swine, sheep, goat, rabbit and poultry projects. Jefferson County Clubs are welcome to participate - but must get approval on a case by case basis. Please contact your County Coordinator to be connected with leadership of this organization.

Horse Council: Historically a Horse Project and/or Livestock Council have formed to provide support and local rules for large animal projects. In 2020 the committee was absorbed by the Leaders Council - and decision making for large animal project's are made by this group. A Horse Committee was formed in March 2025 – to meet before Leaders Council meetings on the 2<sup>nd</sup> Monday of every month.

## RESOURCES

Visit the County Extension Website for 4-H resources including specific project information. [Click here for a link to this page \(will open in a new tab\)](#)

These resources include:

- Planning Calendar
- Animal management and care dates
- Required and Recommended vaccinations
- Showing attire
- Fair entry requirements
- Additional activities in the specific project areas.

In addition to digital resources the 4-H Coordinator's office contains a library of peer reviewed curriculum and resources for projects. You may check out items or make copies by appointment with your County Coordinator.

## CLUB & COUNCIL FINANCIAL REQUIREMENTS

- All clubs wishing to fundraise must get approval from the Leaders Council and/or County Coordinator.
- All clubs with individual EIN's must complete annual financial reporting and it is recommended that a WSU staff member be a signer on any bank accounts.
- Clubs are not able to hold raffles or any other type of gambling game without a gambling license from the state of Washington and approval from County Extension Office.
- Fundraising involving food sales must comply with all local health regulations – coordinate with your County staff.

## CLUB LEADERSHIP & MEETINGS

Attendance at club meetings is a critical part of 4-H participation. Youth are elected to officer roles. Resources are available to assist youth in learning their leadership role. Youth learn the Order of a Meeting and Parliamentary Procedure. All 4-H meetings must be registered with your County Coordinator in compliance with WSU guidelines.

## YOUTH LEADERSHIP

There are many leadership opportunities for Intermediate (11-13yrs) and Senior (14-18yrs.). There are county leadership programs, teen rallies (typically in November), such as WA State 4-H Know Your Government (Presidents Day Weekend – February) and state-

wide teen conferences (typically in June). Sign up for Tuesday News alerts from WA State 4-H for notifications about these events and other statewide news. Your local monthly 4-H newsletter will also include this information if available.

Youth are encouraged to attend and contribute to Leaders Council Meetings – your voice is critical to the success of our program!

## VOLUNTEERS

All volunteers must enroll in 4-H Online every year before working with any 4-H youth. This includes club leaders, project leaders, assistants, and any adults who are working with youth in an official capacity.

Volunteers should renew background checks promptly when asked. Background checks are renewed every other year through Sterling Volunteers. Enrollments will not be approved until the background check comes back clear.

All volunteers must complete required training before being authorized

Volunteers who do not have an active enrollment in 4-H online for two straight years will need to re-apply as a new volunteer.

Volunteers must report their monthly hours to the county coordinator to comply with Labor and Industry rules. Enter hours at this link [Givepulse Link \(will open in new tab\)](#)

## COUNTY LEADER'S COUNCIL

The Leaders Council helps facilitate 4-H promotion, recommends 4-H program direction within Jefferson County, and much more. Meetings are the 2nd Monday of each month at 6:30pm at the WSU Jefferson County Extension Classroom at 97 Oak Bay Rd. Port Hadlock WA and online via zoom. The Council fund raises for a Scholarship program for our graduating seniors – participation in these fundraising activities may be a requirement for end of year awards.

## COUNCIL SCHOLARSHIPS FOR GRADUATING SENIORS

The council provides a scholarship program for 4-H youth who meet qualifications. See 4-H Awards and Scholarship Page for Council Scholarship Program Application and

Requirements. Scholarship committee will annually review the scholarship program information and make updates as needed.

## RECORD BOOKS

Turn in complete and up-to-date 4-H record book to their club leader BEFORE

- August 1<sup>st</sup> - to compete or exhibit in 4-H Fair events.
- September 30<sup>t</sup> - to complete the 4-H year, earn a year pin and qualify for scholarships, year-end awards, or county fair medals.

4-Hers have the choice between the Standard or County Record Book to meet the Record Book requirements. Both options are available from the County Extension Website - Check with your club leader to see which option your club has chosen.

Note: Cloverbud 4-H members (5-7) are not required to turn in record books and their books cannot be judged competitively. Cloverbud members are encouraged to practice record keeping along with older club members.

Members requesting accommodation should notify their club leader or the Extension office.

## PUBLIC PRESENTATIONS (DEMONSTRATIONS)

4-Hers may choose to do a team Presentation with another member.

Youth are encouraged to practice their demonstration multiple times throughout the year, particularly in front of a public group. In addition to the club level, youth can also do a County, and State level demonstration.

Dates for County level demonstrations will be announced in the spring. Typically the end of March.

Recommended Time Limits for Illustrated Talks and Demonstrations

- Minimum 3 minutes
- Maximum 20 minutes, with the following guidelines:
  - Juniors 3–8 minutes - Intermediates 5–15 minutes - Seniors 8–20 minutes

## EDUCATIONAL POSTERS

4-H members who exhibit their animal or still life projects at the County Fair are encouraged to create Educational Posters to be displayed in the barn at fair. Posters must be turned in to your club leader before August 1st. Leaders must turn club posters in by 4:00pm to the Extension office on August 1st. Poster judging is completed prior to fair. Posters must be done by the 4-H member in their current project area(s).

## COUNTY FAIR

To compete in 4-H contests in the County Fair, 4-H members must meet specific County 4-H requirements – which may include turning in an up-to-date 4-H record book, completing a club level demonstration, and pre-fair requirements of JCFA departments.

All fairground and judges rules, requirements, and decisions are final. Look for the County Fair Exhibitor's Guide in Spring.

Be sure to read your projects section in order to meet any project specific requirements and entry requirements for each barn at the County Fair. Most animal entry forms are due to the Fair Office mid July. Entry forms are available through the Extension office, the fair office, or from your club or project leader. Talk to your club/project leader for assistance with completing entry forms.

Fair Camping: The fair camping registration form is available on the County Fair website and on the inside back cover of the Exhibitor Guide. Campsites are secured on a first-come, first served basis. If you plan to camp, make sure you turn your form in to the fair office as soon as possible when the form is available.

Note: 4-H Members completing all requirements will earn a Fair Exhibitor pass. Watch for instructions about member and parent passes. All 4-H fair entry passes will be distributed prior to Fair at orientation – if you miss this event you must either schedule an individual orientation, or pay the gate fee for admittance.

## WASHINGTON STATE 4-H FAIR

Qualified Junior, Intermediate, and Senior members may be able to compete in their project area at the WA State 4-H fair held each September in Puyallup. Visit their website for links to the exhibitor's guide and exhibitor information. The Leaders Council meeting in

August will be an opportunity to get guidance on entering in state fair, and other logistics for this event.

## CELEBRATE 4-H COUNTY ACHIEVEMENT AWARDS

Awards and Year-end pins are presented annually at our County Achievement program in November.

Additional Awards may include:

- Best Record Book - Junior, Intermediate, or Senior
- "Spirit of 4-H" - Juniors, Intermediates, Seniors
- Best Secretary's Book Club or Council Secretaries
- Best Media Coordinator Club or Council Media Coordinator
- Best Treasurer's Book Club Treasurer
- Senior Achievement Award Graduating Seniors (12 grade)
- Know Your Government Award
- Horse Achievement Medals - Junior, Intermediate, or Senior
- Livestock Achievement - Junior, Intermediate, or Senior
- Small Animal Achievement - Junior, Intermediate, or Senior
- Shooting Sports Achievement Award - Junior, Int., or Senior
- Veterinary Science Award - Seniors in Veterinary Science
- WSU State 4-H Scholarships - Graduating Seniors (grade 12)
- Citizenship Awards - Junior, Intermediate, or Senior
- Leader of the Year: For Adults

Awarded At Fair:

- Poster Award – awarded to the department with the most poster entries
- Presentation Award – awarded to the department with the most presentations
- County Ambassador Leadership Award – one is selected per age group by members.
- Herdsmanship Award – awarded to the club with the best herdsmanship - Determined by Judges

## GREIVANCES

If you have a concern related to the 4-H council rules or procedures, believe that a 4-H council rule or procedure has been incorrectly applied or interpreted, or you feel that you were somehow treated unjustly, please follow these steps:

1. 4-H club or project leaders can answer most questions. Talk to your 4-H Club or project leader as your first action. If talking to your club or project leader is not appropriate, go to step 2.
2. If your concern cannot be resolved by your club or project leader, complete the Care to Share Form and turn it in to the 4-H office and/or 4-H Council Executive Committee member. The issue will be decided by a grievance committee including 4-H staff and the Council Executive Committee. This form is available at the County Extension Office.
3. For concerns or grievances of a more serious or personal nature please contact the extension office directly or complete and send the Care to Share form to the 4-H Coordinator or Extension Director.

## ADDITIONAL RESOURCES

Jefferson County 4-H Website: [Jefferson County 4-H Website \(link opens in new tab\)](#)

Washington State 4-H Website: [Link to Washington State 4-H webpage \(opens in new tab\)](#)

National 4-H Council Website: [National 4-H Website \(link opens in new tab\)](#)

### 4-H Important Dates:

October:

- Enrollment Begins – Oct. 1<sup>st</sup>
- Annual Awards Celebration

November:

- Teen Rally (Island County)
- Holiday Fair – Volunteer opportunity at JeffCo Fairgrounds

December:

- Financial Audits Due
- Solstice Celebration at Fairgrounds - Volunteer opportunity at JeffCo Fairgrounds

January:

- Enrollment Deadline for returning members – January 1st

February:

- Know Your Government Conference

March:

- Connectivity Summit – Community Outreach Opportunity
- Community Garage Sale - Volunteer opportunity at JeffCo Fairgrounds
- Super Sunday – Poster and Presentations Workshop

April:

- Public Presentation Day
- Spring Break Camps
- Campground Cleanup - Volunteer opportunity at JeffCo Fairgrounds

May:

- Fair Premium Book Typically Published
- Garden Work Party - Volunteer opportunity at JeffCo Fairgrounds

June:

- Animal Certificates Due

July:

- Enrollment Deadline – July 1st
- Fair Entry Forms Due
- Pre-Fair 4-H Building Set Up
- Pre-Fair Horse Show

August:

- Jefferson County Fair – 2<sup>nd</sup> Weekend
- Clallam Livestock Auction

September:

- Washington State 4-H Fair
- National Day of Service
- Record Books Due – September 30th
- Club Renewal Forms Due – September 30th

## Helpful Tips for First Year 4-H Members and Families:

- Read the E-mail Newsletter for important notices of events and deadlines! They are emailed to all enrolled members on the 15<sup>th</sup> of each month and are available on our website.
- Find out how your club leader communicates with club members. E-mail and texting are very common methods of communicating important news. Help your club leader out by making sure to read any notices and respond quickly.
- Bookmark the resources available on our County Extension Website – including the calendar of events: [Calendar of Events \(link opens in new tab\)](#)
- Write down important dates and deadlines on all your calendars!
- Get involved! 4-H is ALL run by volunteers who care about our kids just like you! Your club and county program can use help in many ways. Plan to help out and attend as many events and meetings as you are able.
- Find a mentor family. Ask a family who has been in 4-H before, particularly in your projects, to be your mentor family.
- Attend your general club meetings and project meetings. These meetings are where 4-H happens.
- Attend a practice show! If you are an animal project member, plan to attend one or more practice shows. Our county 4-H clubs host horse shows, cat shows and more!
- Pick up a Jefferson County Fair Exhibitor Guide in May to get ready for fair. Animal Entry forms are due in July! Forms are available through your project leader or at the Fair office and WSU Extension office.
- Read up on publications-find WSU and National 4-H publications that help you learn about your project:  
[Washington State University Publications \(link opens in new tab\)](#)

[National 4-H Council Shop \(link opens in new tab\)](#)

- Avoid procrastination! Start your record book early and fill it in as you go through the year – it is far easier to do this work as you go than to wait until the end of the year and summarize frantically!

- Attend 4-H Council meetings. Your Jefferson County 4-H Council plans county-wide events and makes our programs great. Council meetings are the 2nd Monday at 6:30pm at the WSU Jefferson County Extension Classroom – 97 Oak Bay Rd. Port Hadlock WA – and online via zoom.

## 4-H Basics

4-H's - HEAD HEART HANDS HEALTH

4-H SYMBOL - A green 4 leaf clover with a white "H" on each of it's leaves.

COLORS - Green and White Green represents Springtime White represents Innocence

SLOGAN "Learn by Doing" - 4-H uses an experiential learning model, which means we "learn by doing" through hands-on experiences, whether it's learning to build a robot, care for a horse, or do great photography.

MOTTO "To Make the Best Better"

SPORTSMANSHIP MOTTO "Keep your head when you win and your heart when you lose."

MISSION - to empower youth to reach their full potential through positive youth development, fostering leadership, and developing life skills, with a focus on citizenship, healthy living, and science

**VISION** - A world in which youth and adults learn, grown and work together as catalysts for positive change.

Washington State University 4-H Youth Development is developing young people to become productive citizens who are engaged in positive change, meeting the needs of a diverse and changing society.

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