



Extension

UNIVERSITY OF WISCONSIN-MADISON
FOND DU LAC COUNTY

August 21, 2019

Dear General Leader,

A **nomination form for special leader or business recognition** was in your July mailing and is on the website at <https://fonddulac.extension.wisc.edu/4h/awards-scholarships/> (scroll down to volunteer awards). Please ask your 4-H families to consider nominating a person or business that has made a difference to them. We have many people and businesses that support 4-H. This is one way to show our appreciation. Forms are due Sept. 15.

Achievement Night is Monday, Oct. 21, at UW FdL in the Prairie Theatre.

The **annual meeting of the Fond du Lac County 4-H Leader's Association, Inc.** will be Tuesday, October 22, from 7 to 8:30 p.m. at UW FdL, room AE-205/206. This will include election of two directors, business and learning. Clubs scheduled to provide refreshments are Hands of Friendship, Springvalley, and Brandon Tanagers. Please mark your calendar and invite other volunteers from your club to attend.

4-H Enrollment and Policy Guides and the steps to complete on-line 4-H enrollment are available to be picked up at the Extension Office. Enrollments may begin Sept 5. The booklet contains information that will be helpful to families all year long, not just for enrollment. Please look through the guide and share with new families.

Background checks on new volunteers will be done by the state office this year. The state will run checks every two weeks. When a new volunteer from our county enrolls, they will get an e-mail from HireRight. Please inform volunteers to watch for an e-mail from HireRight.

Adult Volunteer Leaders must re-enroll annually. Individuals are not considered volunteers until they complete the in person Volunteer in Preparation (VIP) Training and the online Mandated Reporter Training, and their background checks has been completed. You can go to your club's 4hOnline account and find the names of volunteers who have been approved. An approved adult must be present at every 4-H function to have that activity covered by insurance.

First 4-H Open House to be Held September 30! We are inviting all clubs to welcome new members at our open house on Monday, September 30 from 5:30-7:30pm at UW- Fond du Lac. The goal is to have each club have a table display and an engaging activity at the open house! Please notify the office as to the club representatives and what activity you will be doing, so we know how many to set up the room for! We encourage you to spread the word about the open house in your community and to possible new members in your clubs.

Record Books and award nominations are due to the Extension Office Sept. 3. Electronic forms were e-mailed to leaders for you to complete and e-mail back. One form is for your nominations for project, career and Kiwanis awards and the other form is for gold, silver, bronze, and honor. The e-mails came from Pam Bartoli. The attachments are Excel documents. Reading of record books will be on Saturday, September 7, starting at 8:30 a.m. in Room 205/206 AE Building, UW FDL. Each club is expected to have at least one representative. Larger clubs should have more. If the person cannot be there by 8:30 a.m. ask them to come as soon as possible. This person may be a parent or registered leader. If an individual can only attend part of the day, please get another club representative for the remainder of the day. Explanation of the record book review process will be done that day. Prior experience is not needed. Because lunch will be provided, we need a count of how many people will be there for lunch. Call in the names of your club volunteers to the Extension Office by September 6.

In last month's mailing you received forms to distribute to youth for trip and key awards. They are due Sept. 15. Encourage your teen members to apply. Often it is the one-to-one encouragement that gives youth the confidence to apply. In order to select the recipients for the trips, **volunteers are needed to read the trip forms and/or interview the applicants.** Interviews will be Tuesday, Sept 24, starting at 6:30 pm and Saturday, Sept 28, starting at 9 am. Please ask volunteers from your club to read the forms and others to do the interviewing. It does not have to be the same volunteer doing the interviews on both days. Interviews will be done in groups, so volunteers will not be working alone. Information on interviewing and types of questions to ask will be provided for the volunteer. Please call the office by Sept. 15 with names of volunteers from your club who would like to help with this. We will need to mail them materials ahead of time.

Interview and Resume Workshops- Ron Jakubisin, Positive Youth Development Educator, is going to lead some workshops to prepare area youth for interviews and resume building. This is great preparation and practice for Educational Experience Funding and Award interviews.

Interview and Application Writing Workshop 5th-8th graders

Sept. 16, 6 pm-7:30 pm

Description: Applying for an award, scholarship, volunteer position or a job? This interactive fun workshop will give youth tips and practice in preparing an application that stands out! This workshop will also cover how to interview and effectively talk in front of people about your skills and talents.

Interview and Application Writing Workshop for 9th-13th graders

Sept. 17, 6 pm-8 pm

Description: This workshop is designed for high school age youth that need to develop a cover letter, complete a written application and interview for awards, scholarships, jobs or volunteer opportunities. This interactive and fun workshop will review types of applications; strategies and resources to create a strong cover letter; and do's and don'ts to make your application awesome! Workshop will cover interview techniques to compliment your application. Youth can register by calling the office at 920-929-3170 or filling out this google form: <https://forms.gle/GnbpArf43jkgdVZ8>.

Annual 4-H Club Charter Renewals - The Club Charter document is located at <https://fyi.extension.wisc.edu/wi4hvolunteers/clubs-and-groups/charters/>. The form is dated February 2018. When you go to the site, select the document for annual renewal. If you do not have internet access, let us know and we will mail you a copy. This annual 4-H club charter renewal form is required to be completed by each club in order to maintain its 4-H charter. If you have questions about completing it, please give us a call. **They are due Nov. 1** to the Extension office. A charter completion guide is enclosed for your reference. A charter training is also available at <https://www.youtube.com/watch?v=frdV-fhMOJE>. Please feel free to contact me for any assistance you

need for completing your charters. I am more than happy to meet with clubs and help with goals or filling out the financial records!

Timeline summary for clubs:

- June 30, 2019** Close out your club or committee financial records. Complete pages 4-5 of the charter documents. Get the July 1, 2018 to June 30, 2019 financial records audited. These may be turned in as soon as completed.
- July 1, 2019** Start a new fiscal year.
- August – October** Elect club officers, develop the 2019-20 club plan, complete the club charter, edit bylaws and update inventory.
NEW: Non-discrimination letter signed by a representative of where your meetings are held.
- By November 1** Deliver the completed club charter, June bank statement for all accounts, and bylaws to the Extension office.

Once again, each club/group is being asked to write one or two club S.M.A.R.T. goals that focus on reaching out to youth and families who are underrepresented in their 4-H club/group. Highlight how these goals will be met in the club yearly calendar.

S.M.A.R.T. goals are Specific, Measurable, Achievable, Results-focused, and Time bound.

Below are several topic areas that you can use to brainstorm with the youth members to help them think about how they can expand access and learn more about others.

- *What steps will you take to help underrepresented youth join your club?*
- *How will the club or group make specific efforts to learn about other cultures?*
- *How can club members get to know youth from other cultures? Is there a community center that your club could partner with on an event; family activity or community service project?*
- *What welcoming activities will the club do to ensure youth and families feel included?*

A few reminders regarding the charter:

- Calendar - You can fill out the included template or attach a separate document. Either way, it **needs to include all three parts of a meeting:**
 - **Business Items**
 - **Education/Program (this should be the longest part of the meeting)**
 - **Welcoming Activity/Recreation**
- Financial Report – Fruit Sale income and expenses should be categorized as Fund Raising Income and Expenses rather than Pass Through Funds.

Part of the annual club charter renewal process is a **required leadership training** where at least one representative from each club must be present. More individuals, both adults and teens, are welcome and encouraged to participate. For 2019-20, the training will be announced at a later day. Please watch for more information.

National 4-H Week is October 6-12 - National 4-H Week and the months of September and October are great times for 4-H members to recruit new youth. Set aside time at your September meetings to plan how your club will reach out to new people. Personal contact, displays at area schools or the library, or a club open house are the best ways to get new faces at your next meeting. Find more information in the September edition of the 4-H newsletter "Family Times".

4-H Clubs are asked to Present Flags at County Board Meetings - Fond du Lac County 4-H clubs have the opportunity to participate in the flag presentation at the beginning of a county board meeting. Ledgers 4-H has been participating at each June meeting for the past few years. The County Board would like to see more 4-H clubs involved in this. The meetings are generally held on a Tuesday. The meetings begin at 6:00 pm. One member would carry in the American flag, another the WI flag, and possibly another the 4-H flag. You would lead the pledge of allegiance. You can stay for the county board meeting or leave after the pledge. If any of the clubs are interested in the flag presentation, please contact Rhoda Hinz at rhoda.hinz@fdlco.wi.gov by November 25. Send her the months that would work for your club. You will know in January what month you will be a presenter. Because Fond du Lac County is a strong supporter of 4-H, it would be fitting to have 4-H present at the board meetings. Please seriously consider responding to this request. It takes just 2 youth, and more are welcome to walk in together.

Club Leadership for 2019-20 - Will you continue as a club leader this year? Will you have a new person(s) helping you? If there will be changes, please call or e-mail those to Pam or Tracy. It will help us communicate more effectively.

Officers are being elected for the 2019-2020 4-H year. Please send a list of the names and officer positions to the Extension Office. I would like to reach out and support the officers and will need to know their contact information from each club. County-wide officer training and leadership summit will be in November.

POSITIVE QUOTE OF THE DAY

Find a purpose in life so big it will challenge every capacity to be at your best.

- David O. McKay -

Sincerely,



Tracy Keifenheim
4-H Program Coordinator