



## Extension

UNIVERSITY OF WISCONSIN-MADISON  
FOND DU LAC COUNTY

July 8, 2020

Dear General Leader,

### *4-H Graduation*

The **4-H graduation and recognition ceremony** will not be taking place at the fair, instead, it will be held virtually. We will be reaching out to youth who are graduating to send out a survey to find a new date and time. Key award winners and scholarship recipients will be presented at the virtual ceremony.

Members who are in grades 12 and 13 were mailed and emailed a letter regarding the ceremony asking their intentions on participating in it. For those in grade 12, we asked that they inform us if they intend to graduate. If we do not hear from them, it is assumed that they are remaining in 4-H one more year. Please remind your 12<sup>th</sup> graders to contact the office, if they have not yet done so. They can notify the office by completing this short survey <https://forms.gle/iNSW16Pt4SkeCaGu8>. Next month you will receive a list of members who are graduating in 2020.

### *4-H Food Stands*

“Due to the health concerns, 4-H volunteers and 4-H members are encouraged to avoid large gatherings of any kind and to attend only events that are following Extension guidelines, including distancing and face coverings. However, 4-H will not prevent people from volunteering individually. Volunteers and members choosing to participate on their own will not be covered by 4-H liability insurance during their participation and 4-H assumes no responsibility should they become sick as a consequence of their participation.”

There **will not** be an adult leader’s food stand this year at the fair, as it would not meet all the guidelines extension is following with Covid-19. **ONLY the Agribusiness council** will run the Teen Leaders/Agribusiness council food stand this year. **Clubs will not be working any food stand shifts.**

For more information, go to <https://4h.extension.wisc.edu/extension-fair-faq/>.

### *July 4-H Programming*

The University of Wisconsin-Madison, Division of Extension is now entering into the Small Groups phase of programming. The preferred method of program delivery is still “virtual/online.” Please review our [tips for safe online programming](#).

While virtual/online is still preferred, clubs and groups can start thinking about holding small group gatherings (10 total people or less-including volunteers, 4-H members, parents, siblings, etc.). *There is an approval process for meetings, though – a process that I need to follow, and one that YOU will need to follow if you want to do anything with club or group members.* The process is below.

1. Call or email me (Tracy). We will talk about the activity. I will share the form with you and what we may have available to help you. I will also provide you with a training document.
2. Fill out the form. You can fill it out and send it to me, or we can work together. The form asks questions about the activity, personal protection equipment, distancing, facility, food, etc.

3. I submit the form and it is electronically sent to a series of people to approve (or not) the proposed meeting/event. There are four levels of approval: area director, institute director, dean, and me.
4. After the form is approved, you can move forward with the meeting/event/activity. Follow all of the guidelines. If things change, and you no longer wish to do the activity, let me know.
5. After the event, you will need to complete a follow-up form, which includes a list of everyone who attended and submit it to me.

Questions? Please email me at [tracy.keifenheim@wisc.edu](mailto:tracy.keifenheim@wisc.edu). More information is available on Wisconsin 4-H's website: <https://4h.extension.wisc.edu/4-h-faqs-related-to-covid-19/>.

## 2020-2021 Charters

It's almost charter time! Click [here](#) to get the Downloadable Fillable PDF. This year there are a few changes. **Clubs will be emailed a copy of last year's charter and the updated charter.**

1. Each club/group must have two goals: one on program quality and one on expanding access.
2. There is a goal template. This is designed to help leaders and officers set SMART goals. Please review this additional SMART Goal resource. <https://fyi.extension.wisc.edu/wi4hvolunteers/files/2020/06/SMART-Goals-Supplement.pdf>
3. Financial documents are due to the Fond du Lac County Extension Office by September 1st.
4. Additional financial information is required than has been in the past (a checklist and checkbook registry).

The items below in blue with a \* are newly required documents.

### Charter Documents Due Sept 1st:

- Pages 5-6 of the Wisconsin 4-H Charter Application
- [\\*Audit C checklist](#)
- [\\*Copy of Checkbook Registry \(If a charter has a savings account a registry is required for the savings account as well.\)](#)
  - Note: An Excel/Google Sheets document with dates and income/expense amounts, just like a registry, is also acceptable in place of copies of the checkbook registry.
  - The ending balance listed on the charter needs to match the registry (or Excel document). If there are outstanding checks, the ending balance on the charter may not necessarily match the final bank statement.
- June or July Ending Bank Statement

### Charter Documents Due October 15th:

- Charter Annual Renewal Form (pages 1, 2, and 3)
- Annual 4-H Club or 4-H Group calendar covering October 1 – September 30 (page 4)
- [\\*Current 4-H Club or 4-H Group Bylaws \(now need to be included with the charter each year\)](#)
  - This is a great chance to update them!\*

## 2019-2020 Record Books

As this has been far from a normal 4-H year, we completely understand and are providing youth some options for records books. The Achievement and Recognition committee decided to give the youth options. Youth can choose to complete a traditional record book which would be turned in at the club level. Another option would be a revised 4-H Story for youth to complete this year which would be turned in at the club level. Instead of completing the typical project pages and record book pages this year, youth are invited to reflect on their 4-H year by answering a series of prompts that are most meaningful to them. There will be writing prompts to help the youth, but are not limited to the prompts. They would write what makes the most sense for them. There will be more information posted on the [Record Book page](#). **Books will not be read at a county level at this time.** It will be up to the individual clubs on how they want to read books. Please know that a form must be filled out for meeting in person as stated above under July programming. If the club isn't comfortable reading

in person, the stories would be a great option as they can be submitted electronically. Please reach out to Tracy Keifenheim if you have more questions.

### *Verify New Member Nameplates by July 24th*

Since **member nameplates** and the green metal signs that they are mounted on are a custom item and we need a large quantity of them, they need to be ordered soon. Any new member that is in good standing in your club, including Cloverbuds or any individual who hasn't received one in the past, is eligible to receive a plate. As a general leader, you need to make that decision based upon your club and the county guidelines on membership and achievement. Enclosed is a list of members from your club who the office intends to order nameplates for. Nameplates and engraving are at a cost of approximately \$2.75 each, so we want the order to be as accurate as possible.

Please check the following:

1. That all of your qualifying members are listed.
2. That all of the names are spelled correctly.
3. That anyone who has dropped from your club or for any reason should not receive a plaque and nameplate is crossed out on the list.
4. That you add members who transferred into Fond du Lac County 4-H during the year.

Please call or email Tina Engelhardt **by July 24** with any additions, deletions, or corrections ([tina.engelhardt@wisc.edu](mailto:tina.engelhardt@wisc.edu); 920-929-3171). If we do not hear from you, it will be assumed that all information is accurate and complete.

## UPCOMING EVENTS

### *August All Leader Meeting (open to youth & adults)*

**This year's August Leader meeting will be virtual.** *This meeting is open to both adult enrolled leaders and youth. Please join us on **August 12<sup>th</sup> at 6:30 pm**. Please [click here](#) to register and get connection information.* There will be discussion about fall 4-H programming as well as some educational pieces. Adults and youth are encouraged to register by August 10<sup>th</sup> for the meeting and submit any questions they might have.

### *Wisconsin 4-H Town Hall*

Mark your calendars for the next 4-H Town Hall on **Tuesday, July 14th from 7:00 p.m. to 8:00 p.m.** The quarterly Town Hall meetings are an opportunity for volunteers and staff to hear updates from the State Leadership Team and learn about things going on in the program. The Town Halls are hosted via Zoom. Connection information will be emailed out to all currently enrolled 4-H volunteers and will be posted on the [WI 4-H website](#) once it is available.

### *2021 educational travel experiences and Key Award*

**The application process for 2021 educational travel experiences and Key Award** are explained in the August newsletter. At a club meeting, explain what the opportunities are, or have a past participant talk about their experience. You are encouraged to specifically ask the youth of appropriate age to consider filling this out. Quite often, it is the one-on-one encouragement that a member receives from an adult that directs them to new opportunities. Youth who have participated in these travel experiences have always come back with great stories, excitement, and new ideas. We have been notified that in the past some members did not apply for travel experiences because they could not afford even ½ of the cost. Please do not let the cost of educational travel experiences prevent youth from applying. Additional financial support beyond what is listed may be available.

**Interviews** will be held as part of the educational travel experience and Key Award selection process. Through interviews, the youth can show their interest in the travel experience or award. It helps those applying who may

not have as strong writing skills. Interviewing in the friendly 4-H environment can be a positive learning experience. The youth will be sent interviewing tips and will receive feedback on their interview.

To select the recipients for the funding of travel experiences, **volunteers are needed to read the forms and/or interview the applicants.** Interviews will be Tuesday, September 22, starting at 6 pm and Saturday, September 26, starting at 9 am. This interviews may take place virtually instead of in person. We ask that you please be patient, as we plan for future events and activities. More details will come, as we get closer to the dates. 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. Volunteers who will do interviews or read applications should contact the Extension Office by September 14th.

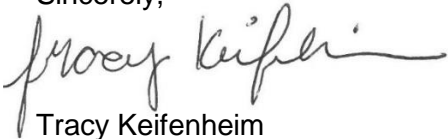
**Thanks** for sharing the topics listed in this letter with your 4-H families. Your leadership in organizing the club and helping members to be aware of the many opportunities is invaluable.

POSITIVE QUOTE OF THE DAY

“In every day, there are 1,440 minutes. That means we have 1,440 daily opportunities to make a positive impact.”

— *Les Brown*

Sincerely,



Tracy Keifenheim  
4-H Program Educator

**Fond du Lac County**

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