



**Extension**

UNIVERSITY OF WISCONSIN-MADISON

**Fond du Lac County UW-Extension**  
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August 28, 2024

Dear 4-H Leader,

- **Officers** are being elected for the **2024-2025** 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. I will need to know their contact information, so I can personally invite them to the county-wide officer training. ***Please be sure that club secretaries are sending a copy of the minutes to the office each month!***
- **Club Leadership for 2024-2025** - Will you continue as a club leader this year? Will you have a new person(s) helping you? Please also notify the office if your club meeting place, date, or meeting time has changed. If there will be changes, please call or e-mail Tracy at [tracy.keifenheim@wisc.edu](mailto:tracy.keifenheim@wisc.edu). It will help us communicate more effectively. Many of you have informed me of these changes already. Thank you!
- **Celebrate National 4-H Week at the annual 4-H Fall Kick-Off!** Join us in planning out the new 4-H year! Clubs will get a chance to plan out the year, get new ideas, share with other clubs, collaborate, play games and fun activities, and win some prizes! All clubs participating in the event will receive a club takeaway! We will also be providing refreshments.

**When:** TBD 6:30-8:30 pm

**Where:** TBD

**Who:** New 4-H Members, Youth Leaders, and Club General Leaders

**What to Bring:** Bring your ideas, a laptop, Chromebook, or tablet, notebook, and pen/pencil.

**RSVP by September 29 by completing the Google Form:** <https://forms.gle/c4hWv3Hh4uxiSdfM8>

**If anyone has more questions or needs more information, please have them contact Tracy Keifenheim at [tracy.keifenheim@wisc.edu](mailto:tracy.keifenheim@wisc.edu) or 920-896-3360.**

- We welcome your **submissions** for the 4-H Friday **newsletter**!! Please send your articles and photos at <https://forms.gle/VpPoNvt9JQZwb2Ae7>.
- **2024-2025 4-H Enrollment** - There will not be a shutdown with [4HOnline](#) this year. As soon as the system performs year-end and rolls over our data to the new year, families can go in and start re-enrolling. The system processing shouldn't take much time at all, so starting after Sept 1, the system will be ready to start accepting re-enrollments.
- **Charter Application** - The 2024-2025 4-H Charter Application is now available on the Wisconsin 4-H Charter Application website: <https://4h.extension.wisc.edu/resources/volunteer-resources/administrative/charter/>. Clubs will have the opportunity to work on the new charter at the 4-H Fall Kick-off. This new version of the 4-H Charter Application has been converted into an online format, making the process easier. With just a few clicks and no signatures needed, you can complete the online form in less than 15 minutes! Ask your club or group leader how you can work together to plan

for the 4-H year. Wisconsin 4-H Clubs and Groups Charter Applications are submitted online and **due by November 1, 2024**. If you have questions, please contact Tracy Keifenheim.

• **Annual Financial Report: Checking or Savings Accounts for 4-H Clubs and Groups\***

All 4-H Clubs and Groups that have a checking and/or savings account must complete the Articles of Organization and have an Employee Identification Number before any accounts can be opened.

In addition, 4-H Clubs and Groups that have a checking and/or savings account must annually complete and submit the following documents to the 4-H Program Educator by **September 1**:

1. Wisconsin 4-H Clubs & Groups [Annual Financial Report](#)
2. Wisconsin 4-H Clubs & Groups [Audit Checklist](#)
3. A copy of the checkbook and/or savings registry covering July 1 – June 30
4. A copy of the bank statement ending June 30 or July 1 for each account. Any differences between the bank statement(s) and the ending balance reported must be reconciled and the reconciliation must be uploaded with the Annual Financial Report.
5. A current [inventory](#) of land, buildings, property, or project equipment with individual values of \$1,000 or greater.
6. Monthly Treasurer's Reports for 4-H Clubs or Groups with annual income greater or equal to \$20,000.

This process allows the 4-H Club or Group to qualify for federal tax-exempt status under the University of Wisconsin Board of Regents General Exemption Number (GEN) for Wisconsin 4-H Clubs and Groups. *Failure to submit a completed Wisconsin 4-H Clubs & Groups Annual Financial Report and supporting documents by the due date could result in loss of tax-exempt status and forfeiture of all financial assets.*

*Thanks to the following clubs for submitting their AFRs already. **If you have not, please submit by Sept 1.***

- *Adult Leaders*
- *Armstrong*
- *Busy Bees*
- *Calumet*
- *Green Valley*
- *Rosendale*
- *South Byron*

• On occasion, we have received requests for a **certificate of insurance**. This often happens because 4-H is using someone else's facilities (i.e. school, church) and the facility wants proof there is insurance coverage. Contact Tracy and provide the following information:

- What is the event
- The date of the event
- Location/address of the event
- The name, address, and e-mail of the person to send the certificate to

We will send this information to the UW-Madison risk manager. They will send the certificate to me. You need to allow plenty of time for this chain to be followed when asking for a certificate. We suggest a

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**minimum of three weeks for process time.** Separate certificates are needed for each location of an event.

• Youth and adult volunteers are welcome and essential to the 4-H program! Are you interested in becoming a project leader? Not sure what a project leader is or would like to learn more about what they do? 4-H youth and adults are welcome from all three counties to attend a project leader training. **Project Leader Training-** We invite youth and adults interested in becoming project leaders to come learn more at this training. Current youth and adult leaders encouraged to attend. The training will include hands-on activities and resources available for project leaders. If you have any questions, please contact your local 4-H educator.

- **Thursday, September 26**, 6-8 pm, Washington County, Public Agency Center, 333 E Washington St #1200, West Bend, WI 53095 Room 3224
- **Tuesday, November 12**, 6-8 pm, Ozaukee County, Auditorium, *Admin Building*, 121 W Main St Port Washington, WI 53074
- **Saturday, February 22**, 1-3 pm, Fond du Lac County, Location: to be determined

This training will be held virtually in person in all three locations (choose the location best for you, doesn't have to be in your respective county). A minimum of 10 participants will be required for the training to be held. Registration is required three days before the date of the session. If the minimum is not reached, you will be notified two days before the training. Here is the registration link: <https://forms.gle/qGMzBFfVu5tX1S8cA>

• The **County Achievement Program** is Sunday, November 3, at the Fond du Lac County Fairgrounds EXPO Center at 12 pm. More details to come, please save the date.

• **Record Books** and award nominations are due to the Extension Office by Sept. 3. Electronic forms are e-mailed to leaders for you to complete and e-mail back. One form is for nominations for project, career, and Kiwanis awards. The other form is for gold, silver, bronze, and honor. **Reading of record books** will be on **Saturday, September 7**, starting at 8:30 am in room 205/206 of Admin/Extension Building at Fond du Lac County Campus (FCC). Each club is expected to have at least one representative. Larger clubs should have more. If the person cannot be there by 8:30 am, ask them to come as soon as possible. This person may be a parent or registered leader. An explanation of the record book review process will be done that day. Prior experience is not needed. Lunch will be provided, so it would be greatly appreciated if you would let the **office know by Tuesday, September 3** how many people will be present from your club.

• **Community Service Awards for Clubs and Individuals** - Service to the community is a fundamental principle of 4-H. We will recognize individual youth and clubs who have taken leadership in 4-H community service efforts. Up to two youth in grades 5 - 8 and up to two youth in grades 9 - 12 (grades are based on the grade the child was in at the start of the 4-H year, October 1, 2023) will be recognized at the Annual 4-H Achievement Program. Top placing clubs submitting applications will be recognized. Recognition will be given in two categories: large and small clubs. Top placing clubs will have funds donated by the Fond du Lac County 4-H Leader Association in their club's name, to the agency for which the club did community service. Applications are due to the Extension Office **by September 3**.

**Citizenship, Leadership, & 4-H Growth Achievement Awards** - Citizenship, Leadership, and 4-H Growth Achievement awards may be earned by members who have completed ninth grade or above. **Members may either be self-nominated or nominated by their leader.** It is a short application and needs two recommendations. Applications are due to the Extension Office **by September 15**. Recipients will be announced at the county achievement program. Forms are available from the

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Extension Office, your club general leader, or on the web at <https://fonddulac.extension.wisc.edu/4h/awards-scholarships/> **\*\*\*The applicants will interview in addition to the application.\*\*\***

**Apply for the 2024 4-H Key Award** - The Key Award is the highest state 4-H award earned by members who have shown consistent growth in their 4-H involvement, developed and applied their leadership skills, and actively participated in their 4-H club and community. Youth in grades 11-13 are eligible to apply. Up to five recipients from Fond du Lac County can be selected. To be eligible for an award, you must turn in a completed **application by September 15** and interview. You can find the application at <https://fonddulac.extension.wisc.edu/4h/travel-experiences-a/>. Details on other opportunities can also be found on the website listed above.

**Nominate 4-H Volunteers and Supporting Businesses for Recognition** - Each year at the annual banquet, 4-H volunteers, alumni, and businesses that support 4-H are recognized for their contributions. A nomination form is [found online here](#) or at the Extension Office. Simply list the nominee and provide brief information about why you are nominating them. Past recipients for each of these awards are found on the 4-H website at <https://fonddulac.extension.wisc.edu/4h/awards-scholarships/#volunteer> under 4-H Volunteer Awards. A committee reviews and makes the final selections. Any 4-H member, parent, or leader may make nominations. **Forms are due Sept 15**. This is a special way to thank the volunteer who has made a difference.

• **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 member the WI flag, and possibly another for the 4-H flag. You would lead the pledge of allegiance, and you can stay for the county board meeting or leave after the pledge. If any clubs are interested in the flag presentation, please contact Josh Boyenga at [Joshua.Boyenga@fdlco.wi.gov](mailto:Joshua.Boyenga@fdlco.wi.gov) by November 25. Send him 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 two youth, but more are welcome to walk in together.

• **Promote your Club Opportunities:**

If you need promotional materials, please reach out to the office. Items like coloring pages, flyers, and handouts can be printed. There is a small amount of stickers, pencils, and other giveaways also available. Clubs can also purchase similar items at <https://shop4-h.org/> There are other items that clubs can borrow from the office as well if needed to promote their club. Some ideas of where you might promote your club are:

- **Back to School Night/Open Houses**
- **National Night Out**
- **Community Events**
  - Picnics
  - Corn Roasts
  - Library events
  - Parades

• **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

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library, or a club open house are the best ways to get new faces at your next meeting. Find more information in future editions of the 4-H newsletter.

### **2024 National 4-H Week: Make and Deliver Service Project**

**For more information:** <https://4h.extension.wisc.edu/2024/07/23/national-4-h-week-statewide-service-project/>. Since National 4-H Week is October 6-12, we would like to showcase that week in Wisconsin by encouraging 4-H clubs to participate in a service project around that time. The Wisconsin 4-H Leadership Council is excited to announce this year's service project theme: "Make and Deliver." As part of this statewide project, you and your club are encouraged to create meaningful service projects to benefit your community. We want to encourage your club to make a unique impact on your community with a broad spectrum of community service acts, such as:

### **Join Our Statewide Service Project!**

Once your club has selected a project, please register it at this link: <https://go.wisc.edu/n8v617>

- Cards
- Blankets and pillows
- Meal kits
- Knitted items
- Plant trees
- Nursing home visits & games
- Dog toys & treats
- Birthday party kits (supplies for party, cake mix kit)
- First aid kits
- Dinner/snacks (deliver to another organization)
- Repurposed wreaths
- Free Library
- And any other local projects that your club chooses

### **Calendar of Events**

#### **September**

- 1 Club Annual Financial Record (AFR) due to office**
- 3 Community Service Awards due to office
- 3 Record Books due to Office
- 3 Deadline to RSVP for Recordbook Review Day**
- 6 Market Livestock Project Records due to PO BOX 1466, FDL or [fdlmarketlivestock@gmail.com](mailto:fdlmarketlivestock@gmail.com)**
- 7 Recordbook Review Day, 8:30 am- 3:00 pm, (FCC) Room 205/206
- 15 Key Award and Funding for Educational Experiences due to the Extension Office
- 15 Applications for Citizenship, Leadership, 4-H Growth are due to the Extension Office
- 15 Volunteer Nominations are due to the Extension Office
- 23 Teen Leader's Association Meeting, 7:00 pm at Rolling Meadows Meeting Room
- 23 Funding for 4-H Educational Experiences and Award Interviews 5:00 pm - 7:00 pm, (FCC)
- 24 LEGO Club Meeting, 6:30 pm, Fond du Lac County Campus (FCC)
- 24 Funding for 4-H Educational Experiences and Award Interviews 6:00 pm - 8:30 pm, (FCC)

- 26 Project Leader Training, 6:00- 8:00 pm, Washington County Extension Office
- 29 **Deadline to RSVP for 4-H Fall Kick-Off**

**October**

**TBD 4-H Fall Kick-Off**

- 5-6 4-H Arts Camp, Camp Upham Woods, Register through 4-H online
- 6-12 National 4-H Week
- 19 Cloverbud Pumpkin Contest, Fond du Lac County Campus, (FCC), 400 University Dr., FDL
- 23 Teen Leader's Association Meeting, 7:00 pm at Rolling Meadows Meeting Room
- 24 LEGO Club Meeting, 6:30 pm, Fond du Lac County Campus (FCC)

**November**

- TBD Adult Leaders Association Meeting, FCC
- TBD Officer Training, FCC
- 1 **Club Charter due to office**
- 2-3 Fall Forum, Stevens Point, Register through 4-H Online
- 3 4-H Achievement Program (youth & adult), 12 pm, FDL Co Fairgrounds EXPO Center
- 12 Project Leader Training, 6:00- 8:00 pm, Ozaukee County Admin Building
- 25 Teen Leader Association Meeting, 7:00 pm at Rolling Meadows Meeting Room & via Zoom
- 26 Lego Club Meeting, 6:30 pm at UWO Fond du Lac Campus
- 29-12/3 National 4-H Congress, Register through 4-H Online

Sincerely,



Tracy Keifenheim  
4-H Program Educator  
UW-Madison Division of Extension, Fond du Lac County  
cc: Executive Board, TLA Advisor, Horse Project President  
enc: Award applications & charter application