



Extension

UNIVERSITY OF WISCONSIN-MADISON

Fond du Lac County UW-Extension
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July 30, 2024

Dear 4-H Leader,

- **Thanks** to you and your club (members, leaders, and parents) for volunteering at the adult leader and teen leader food stands, silent auction, raffle ticket sales, fair takedown, and other areas. Because of your help or that of others you recruited, it provided opportunities for fundraising for the 4-H program, positive 4-H promotions, and skill development in our members. It would not have happened without your teamwork! **A special thanks to the following clubs for helping in the Adult Leaders Food Stand: Ledgers, Mountain Movers, Rosendale, South Byron, Campbellsport, Welcome, Hands of Friendship, Busy Bees, Armstrong, Brandon Tanagers, Alto All Stars, Helping Hands, Calumet and Green Valley.**
- We welcome your **submissions** for the 4-H Friday **newsletter**!! Please send your articles and photos at <https://forms.gle/VpPoNvt9JQZwB2Ae7>.
- **Adult Leader's Raffle** - Please return tickets and money collected **by August 12**. Please **bring in one check from the club** for the raffle tickets. The raffle drawing will be Wednesday, August 21, 2024 at the Adult Leaders Association Meeting. Thanks to those who have already turned their tickets in.
- **Adult Volunteer's Meeting - August 21, 2024**. All parents, adult, and youth leaders, whether you are a project, club, special event, or county leader are invited on August 21 for the Adult Leader's Association Meeting. Prior to this meeting, at 6:30 pm, will be open conversation on junior fair ideas. A fair board rep will be present to hear your feedback on strengths of the fair and suggestions for changes. This meeting is open to anyone. After the fair suggestions, the Adult Leaders Meeting will follow. Both meetings will take place at Extension Fond du Lac County, room AE-205/206. The Adult Leader's Association meets 3 times per year – March, August, and October. This is your opportunity to hear, learn, share, and have input. Mark your calendar for August 21. **All clubs are encouraged to have a representative present.**
- **Thank You from the 4-H Teen Leaders Association**
Thank you for volunteering at the 4-H Teen Leader food stand during the Fond du Lac County Fair! The money raised goes toward scholarships, supporting 4-H teens at leadership conferences, promotional efforts, and other events. Your time and effort are greatly appreciated! Several clubs didn't sign up to help with the Teen Leaders Stand this year, which left a lot of empty shifts to be covered by the Teen Leaders and Agri-business Council. Shifts need 2-4 people. Please consider helping with this stand next year as this is the sole fundraiser for the Teen Leaders Association. This money provides \$1500 of scholarships and funds other things other than TLA such as officer recognition, and promotional supplies.
- **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 and 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

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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 Wednesday, September 4** how many people will be present from your club.

• **Members may graduate** from 4-H either when they graduate from high school or the next year. We contacted those in 12th grade and asked about their intentions. Recognition was held at the county fair for those who said they would graduate. For your information, a graduation program is enclosed.

• 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 **minimum of 3 weeks for process time**. Separate certificates are needed for each location of an event.

• **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 give aways 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**
 - o Brandon-Rosendale registration day- August 1
 - o Campbellsport Open House - August 28
 - o North FDL Back to School night - August 21
 - o Oakfield District Open House - August 28, 4-6 pm
 - o Ripon - Aug.26 RMS/RHS Open House 4-6pm
 - o Ripon - Aug.27 BPJ/MPQ Open House 4-6pm
- **National Night Out**
 - o Fond du Lac Fairgrounds Park - August 6, 4-7 pm
- **Community Events**
 - o Picnics
 - o Corn Roasts
 - o Library events
 - o Parades

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

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](#)

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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.

**Please note that 4-H Clubs and Groups are not required to have a checking and/or savings account.*

SHOUT OUT TO ROSENDALE 4-H Club for submitting their AFR already! AWESOME JOB!

AFR Resources

- [Audit Instructions](#) provide general guidance on how to conduct an audit.
- [How to Save a Fillable PDF Form](#)

• **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 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.*****

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 2 categories: large and small clubs. Top placing clubs will have funds donated by the Fond du Lac County 4-H Leader's Association in their club's name, to the agency for which the club did community service. Applications are due to the Extension Office **by the Tuesday after Labor Day (September 3)**.

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 4 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.

• **Celebrate 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. We are looking for helping on the planning committee.

If you would like to join the planning committee, please email Tracy at tracy.keifenheim@wisc.edu

When: TBD - More information will be coming soon. We are looking into what spaces will be available to accommodate our group at the Fond du Lac County Campus (FCC), 400 University Drive, FDL.

Where: TBD

Who: Youth leaders, Club Volunteers, and General Leaders

RSVP by September 23 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 or 920-896-3360 or 920-906-4625.

• **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 future editions of the 4-H Friday 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

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- And any other local projects that your club chooses

Calendar of Events

August

- 1-11 WI State Fair
 - 5-7 Art Camp, 9 am - 3 pm at Fond du Lac County Campus (FCC), 400 University Dr., FDL
 - 6 National Night Out, 4-7 pm Fond du Lac Fair Park
 - 7-8 Alto Fair
 - 14 Cloverbud Day Camp (Teddy Bear Adventures), 9 am - 3 pm at FDL County Campus (FCC)
 - 20-22 Cardboard Camp, 9:00 am -12:30 pm. Registration is found under events in [4H Online](#)
 - 20-22 LEGO Camp, 1 pm - 4:30 pm. Registration is found under events in [4H Online](#)
 - 21 August Adult Leader's Association Meeting, 6:30 pm at Fond du Lac County Campus (FCC)
 - 26 Teen Leader's Association Meeting, 7:00 pm at Rolling Meadows Meeting Room
- *** NO LEGO Club this month

September

- 1 **Club Charter Financials (AFR) due to office**
- 3 Community Service Awards due to office
- 3 Record Books due to Office
- 6 **Market Livestock Project Records due to PO BOX 1466, FDL or fdlmarketlivestock@gmail.com**
- 15 Award and Funding for Educational Experiences 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)

October

- 6-12 National 4-H Week
- 19 Cloverbud Pumpkin Contest, Fond du Lac County Campus, (FCC), 400 University Dr., FDL

Sincerely,



Tracy Keifenheim

4-H Program Educator

UW-Madison Division of Extension, Fond du Lac County

cc: Executive Board, TLA Advisors, Horse Project President

enc: Graduation program, Prefilled Annual Financial Report, 2023 completed Annual Financial Report, Annual Financial Report, Audit Checklist, Inventory, Award & Funding Applications