



Extension

UNIVERSITY OF WISCONSIN-MADISON



Fond du Lac County UW-Extension

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August 28, 2025

Dear 4-H Leader,

Officers are being elected for the **2025-2026** 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 2025-2026: 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 email Tracy at tracy.keifenheim@wisc.edu. It will help us communicate more effectively. Thank you!

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 help on the planning committee - please email Tracy at tracy.keifenheim@wisc.edu if interested.

When: TBD - More information will be coming soon

Where: Fond du Lac County Campus (FCC), 400 University Drive, FDL

Who: Youth leaders, Club Volunteers, and General Leaders

RSVP by September 24 by completing the Google Form: <https://forms.gle/rSwB6MV3WG8UJ63w8>

4-H Friday Newsletter Submissions - We want to hear from your clubs! Please submit your articles and photos at go.wisc.edu/2665ok

2025-2026 4-H Youth Enrollment - [4HOnline](#) will be closed to new enrollments from August 31 - September 3. Families can start enrolling on September 4. The Wisconsin 4-H Project Guide has been updated, so please take a look at projects before re-enrolling and contact the office with any questions about the new project guide.

4-H Leader Enrollment - New This Year: All returning volunteers must re-enroll online by November 1, 2025 for the 2025-2026 program year, regardless of when you volunteer during the year. All required trainings and background checks must be completed by December 1, 2025. Returning volunteers who do not meet those deadlines must enroll as a NEW volunteer and complete all applicable new volunteer trainings. New volunteers may enroll at any time during the year.

This year, training is conveniently built into your 4-H Online profile, with paper versions available upon request from your local Extension office. Background checks are required every two years and will be prompted during re-enrollment if you're due—watch for an email from HireRight to complete the process.

****IMPORTANT:** A submitted application/enrollment form does not mean that an individual is an approved volunteer. Adults who are not approved 4-H volunteers cannot be in custodial care of youth.**

We truly appreciate your commitment to creating safe, positive spaces for our youth. Getting your re-enrollment done early helps make sure all our programs are supported by approved, ready-to-go volunteers like you!

Charter Application - The 2025-2026 4-H Charter Application will be available after Sept 1st on the Wisconsin 4-H Charter Application website: 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, 2025**. 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.

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.*

*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
- Ledgers
- Rosendale
- South Byron

Certificate of Insurance Policy Change: UW–Madison’s Risk Management office will no longer provide Certificates of Insurance for 4-H Clubs or Groups. If a club or group needs proof of insurance, they’ll need to get their own coverage from a licensed insurance company. Extension staff cannot request insurance certificates for 4-H Clubs, Groups, or any outside organizations listed in contracts. 4-H Clubs & Groups can now sign on their own behalf. Our internal “contract portal” for 4-H clubs & groups has been retired.

The Adult Leaders Association is working on getting a plan in place if you need to request a certificate for meetings or events in the future.

Project Leader Training - 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? Current 4-H youth and adults are encouraged to attend. This Tri-County training will include hands-on activities and resources available for project leaders. If you have any questions, please contact your local 4-H educator.

- **Monday, September 29, 6:00 - 8:00 pm, Fond du Lac County Campus (FCC)**
 - o Deadline to Register Sept 25

A minimum of 8 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/qGMzBFvU5tX1S8cA>

The **County Achievement Program** is Sunday, October 19 at 12 pm at Holy Family Church in Fond du Lac. More details to come, please save the date.

Record Books and award nominations are due to the Extension Office by Sept. 2. Electronic forms were 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 6**, 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 **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, 2024) 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 2**.

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.*****

Apply for the 2025 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 fonddulac.extension.wisc.edu/4h/travel-experiences/. Other opportunities can also be found on the website.

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-recognition>. A committee reviews and makes the final selections. Any 4-H member, parent, or leader may make nominations. **Forms are due the Tuesday after Labor Day.** This is a special way to thank the volunteer who has made a difference.

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 Tuesdays 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 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** including picnics, corn roasts, library events, parades and more!

National 4-H Week is October 5-11 - 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 newsletter.

Calendar of Events

September

- 1 Club Annual Financial Record (AFR) due to 4-H Educator**
- 2 Community Service Awards due to office
- 2 Record Books due to Office
 - 2 Volunteer Nominations are due to the Extension Office
- 3 Deadline to RSVP for Recordbook Review Day**
- 5 **Market Livestock Project Records due to PO BOX 1466, FDL or fdlmarketlivestock@gmail.com**
- 6 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
- 20 Teen Leader's Association Recreation Outing, 10:00 am, Fondy Sports Park
- 22 Teen Leader's Association Meeting, 6:45 pm, Rolling Meadows Meeting Room
- 22 Funding for 4-H Educational Experiences and Award Interviews 5:00 pm - 7:00 pm, (FCC)
- 23 LEGO Club Meeting, 6:30 pm, Fond du Lac County Campus (FCC)
- 23 Funding for 4-H Educational Experiences and Award Interviews 6:00 pm - 8:30 pm, (FCC)
- 24 Deadline to RSVP for 4-H Fall Kick-Off**
- 29 Project Leader Training, 6:00- 8:00 pm, Fond du Lac County Campus, (FCC)

October

TBD 4-H Fall Kick-Off

- 4-5 4-H Arts Camp, Camp Upham Woods, Register through 4-H online by August 29
- 5-11 National 4-H Week
- 18 Cloverbud Pumpkin Contest, Fond du Lac County Campus, (FCC), 400 University Dr., FDL
- 19 Fond du Lac County 4-H Awards Recognition Program,
- 21 Executive Board Meeting, 6:30pm, Fond du Lac County Campus
- 27 Teen Leader's Association Meeting, 6:45 pm, Rolling Meadows Meeting Room
- 28 LEGO Club Meeting, 6:30 pm, Fond du Lac County Campus (FCC)

November

Oct 31-Nov 2 Fall Forum, Green Lake, Register through 4-H Online

TBD Officer Training, FCC

1 Returning volunteers must re-enroll online by this date

1 Club Charter due to office

- 6 General Leaders Meeting, 6:30pm, Fond du Lac County Campus
 - 24 Teen Leader Association Meeting, 6:45 pm, Rolling Meadows Meeting Room & via Zoom
 - 25 Lego Club Meeting, 6:30 pm, Fond du Lac County Campus, (FCC)
- Nov 28- Dec 2 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