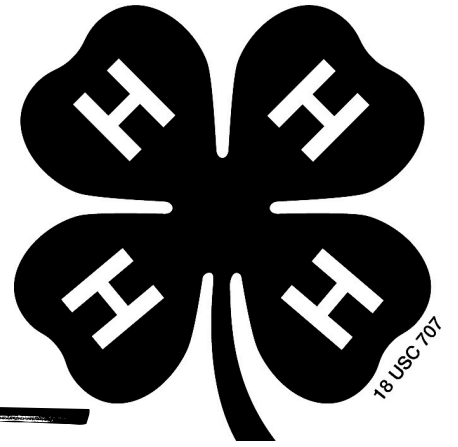


Welcome

to Chaves County 4-H



We are so excited to meet you!

We are so excited you have chosen to be a part of the 4-H program. 4-H has a lot to offer and can be overwhelming at first but we want to help you learn more about 4-H in Chaves County. This guide is filled with information to help your family understand the ins and outs of 4-H!

Enrollment Checklist:

- Pick a club that works with your schedule
- Choose as few or as many projects you are interested in
- Fill out & return enrollment form(s) to the extension office before March 31st
- Log into your Z-Suites account
- “Like” NMSU Chaves County 4-H on Facebook to stay up-to-date on 4-H events
- “Follow” Chaves County 4-H on Instagram
- Attend club meetings and county activities
- Have fun!

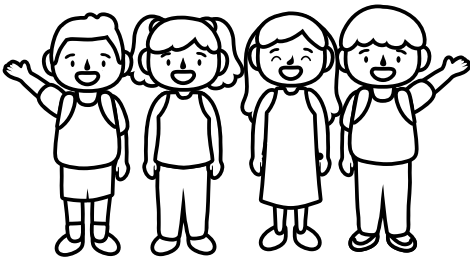
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Additional Documents

- Project “Short List”
- NM Education Project Book
- Enrollment Forms
- Monthly Newsletter

Joining 4-H



Who can join 4-H?

4-H is for all youth ages 5 - 18.

New members join by completing an enrollment packet and returning it to the extension office. Each year, a 4-H Member or Cloverbud needs to re-enroll via Z-suites prior to March 31st.

Youth whose enrollment forms are received after March 31st will still be considered members but will not be eligible to compete in ANY county, district, or state competition (this includes fairs).

Adults ages 19 and over are welcome to sign up as volunteers who work with youth to plan and conduct meetings, projects, and activities. See page 11, "Adult Roles in 4-H".

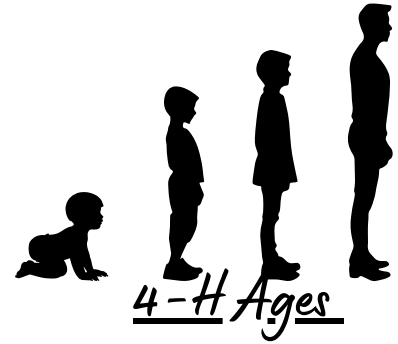


Cost of joining 4-H

4-H costs are minimal. Individual clubs may charge dues to cover expenses. The 4-H literature is paid for by the Chaves County Cooperative Extension Service.

When it comes to completing a project, there may be supply and equipment costs and some may be less than others.

We never want money to be the reason a child does not participate. If you are needing assistance paying dues or purchasing supplies, please let the extension office know.



Cloverbuds are ages 5 - 8 and meet once every other month during a club meeting. Be sure to check the "Cloverleaf" for other programs and activities.

Youth ages 9 (or 8 and in the 3rd grade) - 18 are considered traditionally enrolled members and are a part of one of the ten Chaves County 4-H clubs which meet once a month. Regular 4-H members are broken into three different groups based on age as of January 1 of the current 4-H year.

Novice: ages 9 (or 8 and in the 3rd grade) - 11,
Junior: ages 12 (or 11 and in the 6th grade) - 13, and
Senior: ages 14 (or 13 and in the 8th grade) - 18.

Contests and other events are often separated by age groups to best support the developmental needs of the youth.

Each monthly newsletter, "Cloverleaf" will contain specific information about age groups and age specific events. Youth will change age groups at the beginning of the new 4-H year.

What is 4-H

What are the 4 H's?

Each of the H's stand for a word in our pledge, but we also want the H's to be a part of everything we do in 4-H.

Head
Heart
Hands
Health

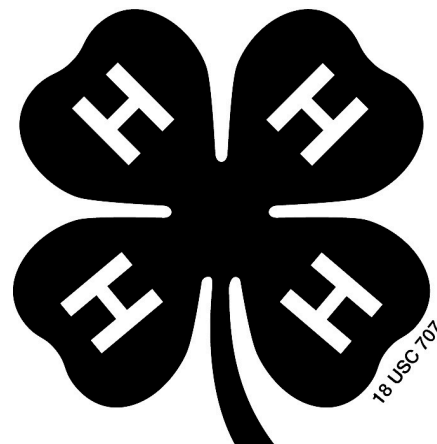
Some 4-H Fun Facts

4-H Colors: Green & White

4-H Emblem: Green four-leaf clover with a white "H" on each leaflet.

4-H Slogan: "Learn By Doing"

4-H Motto: "To Make the Best Better"



What is the 4 H pledge?

The 4-H Pledge is recited before each club, county, or state meeting along with the Pledge of Allegiance.

I Pledge



My head to clearer thinking,
(Point to forehead with right hand)

My heart to greater loyalty,
(Place right hand over heart)



My hands to larger service,
(Arms slightly bent with palms up)



And my health to better living,
(Arms placed behind back)



For my club, my community, my country, and my world.

Clubs & Club Meetings

When picking a 4-H Club, try to pick one which will fit into your schedule so you can attend on a regular basis. It is required by New Mexico 4-H that members attend at least 40% of all club meeting and activities within the 4-H year. Some clubs may require a higher attendance to be considered in good standing with the club. (See “Good Standing”, pg. 10) Make sure to arrive on time and plan to stay until the meeting ends. If you’re going to miss a meeting, let the club leader know in advance.

Why do we have club meetings?

- Make decisions about your club and projects
- Discuss new ideas
- Build your leadership and life skills
- Get to know other members
- Participate in community service projects
- Learn and have fun



How do I participate in club meetings? Making a Motion

When we host the business portion of a club meeting we use parliamentary procedure. Parliamentary procedure is a set of guidelines to help conduct a business meeting and gives each member a voice in their club.

When a member has an idea or suggestion for the club to consider, they will make a motion. There are 5 steps to motions:

#1-Make a Motion: Stand and ask to be recognized by saying, “Mr./Madame President”. When called on, say, “I move _____.” (Fill in the blank with what you want the club to do.)

#2-Second the Motion: When a motion is made, the president will ask for a second - a second is another member who agrees with the motion. The second person says, “I second the motion.” Or simply, “Second.”

#3-Discussion :The president restates the motion and asks the other club members for discussion. Discussion allows members to give their comments or thoughts about the motion that was made.

#4-Vote: Members vote on the motion. If they agree with the motion, the members say, “Aye.” If they don’t agree, or are opposed to the motion, they say, “Nay.”

#5-Results are Stated: The president announces the results of the vote. If the majority of members voted, “Aye,” the motion carries and the group will do what the motion stated. If the majority of members voted, “Nay,” the motion fails and the club does nothing with the motion. In the case of a tie, the president votes to break the tie.

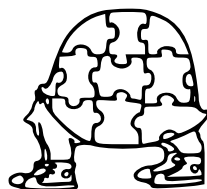
Clubs & Club Meetings

How do I participate in club meetings? Giving a Demonstration

Each member is required to be involved in at least one leadership experience during the 4-H year which includes giving a demonstration during a club meeting. A demonstration allows you to teach an audience a skill while explaining and demonstrating every step. Additionally, a demonstration allows you to develop your public speaking abilities in a friendly environment. A demonstration should have three parts: an introduction, a body, and a summary.



The **introduction** is like a turtle's head. This is small and looks ahead to see where it is going. Include who you are, what your demonstration is about and why it is important.



The **BODY**, like a turtle's body, is larger and takes small steps to keep it moving. Include all the ideas you want to share with your audience as you go through the steps to explain your topic.



The **SUMMARY**, like the turtle's tail, is short and to the point. "Wrap-up" to help your audience remember the most important points or steps and display a finished product if you have one. You will also make a closing statement so your audience will know you are finished.

How do I participate in club meetings? Leadership Roles

Each club elects various club officers each year to help run their meetings smoothly and effectively. You may decide you want to run for club or council offices. Here is a brief description of some officer positions you may consider:

President - Lead the monthly club (or council) meetings

Vice President - Leads in the president's absence

Secretary - Calls roll, keeps & reports the minutes of the meetings

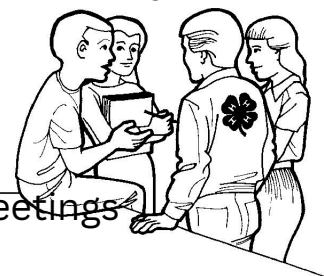
Treasurer - Delivers the treasure's report

Reporter - Writes a summary of the meeting for the monthly newsletter and/or newspapers, some even keep club scrapbooks!

Recreation Leader - Plans & leads games, songs, and activities

Parliamentarian - Ensures the meeting follows parliamentary procedure

Council Delegate - Attends County Council Meetings to share a club report and delivers a report of the County Council Meeting back to the club. More information regarding County Council on page 6.



Clubs & Club Meetings

Here is a list of the clubs in Chaves County 4-H. This list is also on the back of every monthly newsletter, "Cloverleaf".

BARN BUDDIES 4-H CLUB

Meets 4th Tuesday

Ext. Auditorium at 7 pm

**Audra Hobbs 626-7458
Janie Jones 840-4726**

SPURRING TO SUCCESS 4-H CLUB

Meets 1st Tuesday

Ext. Auditorium at 6:30 pm

**Georgia Bader
817-437-6755**

WILEY DRAW 4-H CLUB

Meets last Monday

**Berrendo Fire Station 1, 2004
E College Roswell, NM 88201**

**Onnie Rodgers
575-626-3255**

BERRENDO 4-H CLUB

Meets 2nd Thursday

Ext. Auditorium at 7 pm

Ginger Miller 830-522-0307

RUSTIC ARROWS 4-H CLUB

Meets 2nd Wednesday

Sierra Volunteer Fire Dept.

**603 S. Brown Rd. at 7 pm
Melissa Brink 910-6693**

LB/OC 4-H CLUB

(Little Britches & Old Cowpokes)

Meets 2nd Sunday

**Grace Community Church
Children's Bld at 2 pm**

**Kelly Trammell
575-626-8854**

DIAMOND H 4-H CLUB

Meets 1st Wednesday

Ext. Auditorium at 7 pm

**Christie Campbell 317-3370
Justin Campbell 626-0725**

SHEPHERD'S FLOCK 4-H CLUB

Meets 3rd Monday

Ext. Auditorium at 6:30 pm

Kate Yates 910-4900

KOUNTRY KIDS 4-H CLUB

Meets 1st Friday

Ext. Auditorium at 6:30pm

**D'Aun Pierce 626-0818
Laura Dennis 291-5599**

Chaves County 4-H Council

Meets 3rd Tuesday

Ext. Auditorium at 7 pm

VALLEY RASCALS 4-H CLUB

Meets 4th Monday

Hagerman Community Building

Hagerman, NM

Shelby Moss 575-637-5144

Katie Gray 575-636-3314

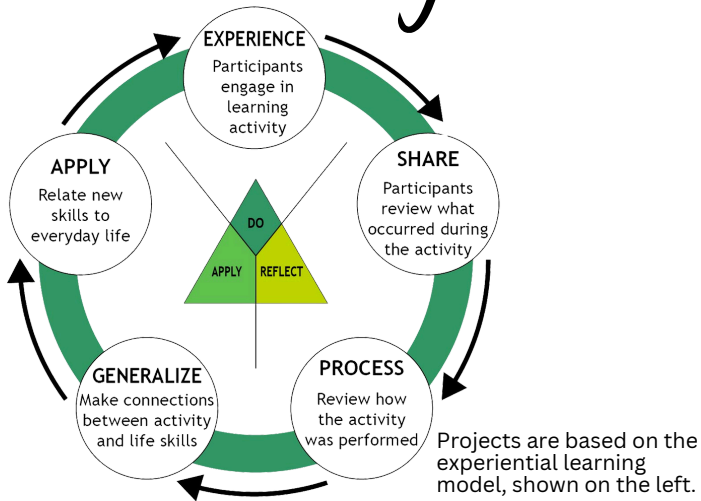
What is "County Council"?

The County Council is a group of elected youth from across the county 4-H program who regularly meet to make county wide decisions, participate in recreation activities, complete community service activities, and participate in educational programming. Each club may have up to 2 voting delegates/council representatives to represent their club at county council meetings, however all 4-H members are welcomed and encouraged to attend.

Can I try or change clubs?

Absolutely! We know that finding the best group for your family can be a challenge based on schedules, meeting times, and priorities. Try new clubs as you need. If something changes and you want to change clubs, that's okay! Let us know and we will adjust your enrollment.

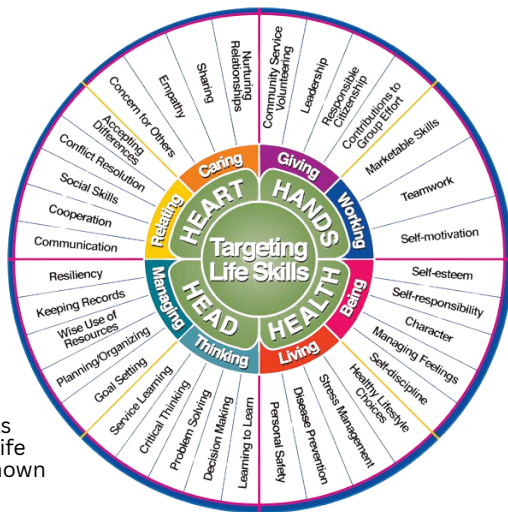
Projects & Record Keeping



What is a project?

Projects are a series of educational experiences and the foundation used by 4-H for helping youth develop life skills through “learn by doing” or the experiential learning model, in which youth both learn and apply these skills appropriately. Life skills are nothing more than the abilities and skills that youth can learn to help them be successful in living a productive and satisfying life. Projects can be offered at a club or group setting, or on your own outside of the club.

The majority of New Mexico 4-H project books are digital. Therefore, after enrollment forms are turned in and filled out completely, the Chaves County 4-H office prepares a one drive link with your selected project books. Your link will also have record sheets which can also be found on our website. Books which require being printed, will be ordered and set out at your club meeting for pick up.



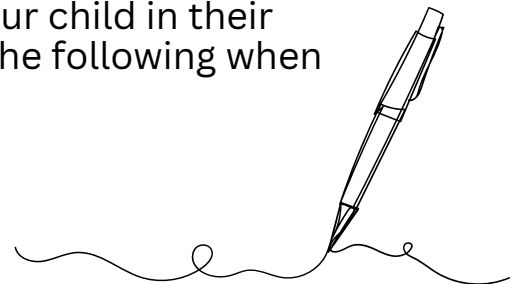
Youth learn a variety of skills shown in the life skills wheel shown to the right.

Signing up for projects:

4-H Members in Chaves County are required to be enrolled by March 31st each year to compete in various activities including contests and fairs. However, once enrolled, members may add projects up until May 1st. After the March 31st deadline, members must contact the office to add projects.

With over 200 projects to choose from, guiding your child in their selection can be an overwhelming task. Consider the following when selecting a project:

- Interests, needs, and capabilities.
- Opportunity for growth.
- Availability of equipment, space, funding.



Youth may select as many projects as they like. Some projects have different levels of difficulty. We ask that you start at level 1 and then add a level each year if needed. **Note: To exhibit at County Fair youth must be enrolled in the project they are exhibiting.**

Projects & Record Keeping

Completing Projects:

Youth are welcome to enroll in the same projects for multiple years to learn and explore all the project has to offer. As mentioned several projects have different levels of difficulty. This is indicated by the number on the project short list. For example, to the right are the projects available under cultural education. New Mexico Flavor would be considered the first project in this series. A project is considered finished, when two activities from the project are completed. In the example there are seven items that can be exhibited under New Mexico Flavor, so once two of them have been completed the youth may move on to Uniquely NM or may choose to continue with NM Flavor or both. Self Determined (SD) projects are for those areas that may not have project books yet or areas where youth have explored the projects and are wanting to do self study to continue learning. Youth may enroll in SD projects after completing the levels leading up to it and may stay enrolled in SD as long as they desire.

- 5501 New Mexico Flavor (N-18)**
- 5502 Uniquely New Mexico (N-18)**
- 5503 New Mexico Round Up (N-18)**
- 5509 Cultural Education SD**

Project Workshops:

Project workshops are offered for a variety of projects by the Extension Agents, Project Leaders, or Club Leaders. Project workshops may be offered at the county level or at the club level and are open to Novice, Junior, and Senior youth enrolled in the 4-H program. Workshops are offered to assist youth in completing their projects, expand learning with hands on activities, and provide opportunities for social learning with members throughout the county. Attendance at workshops are not required, youth may choose to complete their projects on their own.



There will often be special Cloverbud projects or activities so be sure to check the Cloverbud section of the Cloverleaf each month.

To be a project leader, the leader must enroll as a volunteer, complete all necessary paperwork, and pass the screening process. Then, they will work with the agents to plan dates, times, and activities to guide members through the project curriculum and assist them in developing their projects.

If you are interested in becoming a project leader for any of our over 200 projects please contact the extension office. We are happy to get you plugged in and grateful for help and volunteers. See page 11, "Adult Roles in 4-H".

Projects & Record Keeping ⁹

What is a Record Book?

A 4-H record book is a portfolio created annually by a 4-H member to record and present their work throughout the 4-H year including leadership, citizenship, events, and projects. Typically, a record book includes an awards area sheet, a county report form, a 4-H story, picture pages, and project record forms nicely organized with a cover page, table of contents, and labeled dividers.

Record Book Workshops

4-H Record Books can be very confusing or difficult to complete the first few times. Each year we offer multiple record book workshops to help youth (and their families) complete their record books.

Tips & Tricks

- Be Neat! Neatness is an eye catcher for the judge.
- Check all spelling, punctuation, & addition/subtraction.
- Clear page protectors can be used. This keeps pages clean & protects from being torn.
- Organize pages vertically, so your book does not have to be turned sideways.
- Keep records & take pictures all year long.
- Do not overlap photos & make sure each has a caption explaining the photo.
- Don't leave a section blank, write N/A or None.
- Don't do it all at once. This is a lot of work, break it up and work on one part at a time.

Why complete a record book?

4-H'ers Keep Records to:

- ✓ Measure progress in their project(s)
- ✓ Identify expenses and financial gains or losses of their project
- ✓ Document all 4-H activities and experiences year by year
- ✓ Evaluate project growth over the years
- ✓ Refer to when filling out applications for out-of-county educational events
- ✓ Serve as a guide when applying for local 4-H awards and scholarships
- ✓ Assist in completing employment and/or college application forms
- ✓ Help when writing resumes for college and/or employment



4-H'ers Learn to:

- ✓ Plan and organize their work
- ✓ Evaluate economic growth
- ✓ Budget their project and other financial needs
- ✓ Improve their written communication skills
- ✓ Pay attention to detail, follow instructions, and meet deadlines
- ✓ Make decisions and set priorities
- ✓ Appreciate the life skills they are developing
- ✓ Understand the value of keeping records.

"Good Standing"

What is "good standing"?

The New Mexico 4-H program requires all 4-H members to be in 'good standing' to participate in any county, district or state event or to hold any office at the club, county, or state level. 'Good standing' requirements at the state and county level are:

- Enrollment - a member must be enrolled in the 4-H program.
- Attendance- a member shall attend at least 40% of the Club's meetings and activities.
- Leadership- a member shall be involved in at least one leadership experience at the Club or County level such as demonstrations, a speech, serve on a committee, serve as an officer, or serve as a junior or teen leader.
- Citizenship- a member shall be involved in at least one citizenship activity.
- Record Keeping- a member shall complete and turn in to the Extension Office all project records for projects they wish to be considered "completed."

These membership completions are state-wide minimums as set forth in the New Mexico 4-H Policies and Procedures Handbook.

Leadership

To complete the leadership requirement members must do one of the following; hold a club or county office, present a demonstration (a short presentation of a project you participate in or related topic), serve on a committee (community service committee, snack & refreshment committee, clean up crew, etc.), serve as an officer, or serve as a junior or teen leader.

Citizenship

To complete the citizenship requirement members must participate in a citizenship activity at any level. In practice this may look like fair grounds clean up, participating in a supply or food drive, volunteering at a local shelter, writing cards for service members, etc. Our goal is to help youth connect meaningful community service experiences with learning about a social situation/subject and civic responsibility while undergoing personal growth.

Record Keeping

A project isn't truly "completed" until it has been recorded in a member's record book. Each fall the extension office hosts record book workshops to help members complete their record books. Record books are due to the extension office each November 1. They are judged by experts outside of the county then returned to the members. Record books are the key to earning many county level awards and can earn members a trip to National 4-H Congress. See "Projects & Record Keeping" on page 9.



Adult Roles in 4-H

What is a volunteer?

Volunteers are the heart of our program. They are a valued partner in providing hands-on, non-formal educational experiences to 4-H youth. Volunteers are defined as members who give time and expertise without receiving or expecting monetary compensation. The Chaves County 4-H program reaches over 3,600 youth with the help of over 100 leaders and volunteers who share their knowledge and experiences teaching life skills to help youth become better communicators, more effective leaders, enhance their organizational and management abilities, improve self-motivation and self-esteem, foster cooperation and teach responsibility to become productive members of society. Whether you want to be a club leader or work with youth on a short term project, **there's a role for YOU in Chaves County 4-H!**

The Chaves County 4-H Program believes in providing a safe environment for youth to learn and excel. To be enrolled as a volunteer, individuals must:

- Be at least 19 years of age by January 1 of the current 4-H year.
- Complete the 4-H volunteer screening including background check and enrollment.
- Complete Working with Minors training annually.
- Submit a new background check every 5 years and/or when requested by office staff.
- Be enrolled in county of residence.

What do volunteers do?

Volunteers can do so many different things based on their interest!

- Serve as a club leader
- Lead projects as a project leader
- Share special presentations or demonstrations
- Help at club, county, and even state events

How do I volunteer?

- Consider your interests, time, and resources.
- Decide where you feel you best fit into supporting the 4-H program.
- Contact the extension office to begin the volunteer vetting process.
- Complete paperwork including background checks, enrollment, and training.
- Upon approval, begin exploring the possibilities of 4-H and sharing your passions and skills with our youth.

Why should I volunteer?

- To share your passions and skills with others
- To develop new skills and knowledge
- Creating and joining new community groups
- Teach and empower the next generation of youth
- Mentor and inspire youth
- Give back to your community

Activities throughout the year

12

October

- New Enrollment Begins
- Eastern New Mexico State Fair
- Tractor Supply Fall Clover Sale
- Fall Formal

November

- Record Books Due
- NM4-H Adult Retreat
- Shooting Sports Practice Begins

December

- Chaves County 4-H Awards Program

January

- New Year's Dance
- Senior Leadership Retreat

February

- Sweetheart Dance
- Shooting Sports Leaders Certification Training

March

- State FCS School
- 4-H Enrollment Deadline
- County Senior Shooting Sports Competition

April

- Tractor Supply Spring Clover Sale
- Spring Dance
- Youth Get Away

May

- State 4-H Shooting Sports Championship
- County Contest

June

- State Horse School
- Summer Dance
- Regional Livestock Schools
- District Contest

July

- State 4-H Conference
- County Swim Party
- Chaves County 4-H & FFA Horse Show & Fair

August

September

- NM State Fair
- NM Food Challenge

Contact Information

Chaves County
Cooperative Extension Service
1610 SE Main Street
Roswell, NM 88203

Phone: 575-343-9075
Email: chaves@nmsu.edu
Website: chaves-extension.nmsu.edu



NMSU Chaves County 4-H



@nmsuchavescounty4h