

ESPARTO- CAPAY VALLEY 4-H CLUB INFORMATION

Meetings

The Esparto 4-H Club meets on the second Monday of each month, September through June. Meetings are held in the Countryside Community Church Social Hall, Esparto. Meetings begin at 6:30 p.m. and last about one to one and one-half hours with the last 15 minutes given to the individual project leaders. Following each meeting, we try to have refreshments and sometimes a holiday event. We ask that each member do their part to help put away, clean up their area and replace their chairs after each meeting.

Attendance

The club needs each of you! To be a member of our club, you will need to attend most meetings. If you cannot attend, you will need to call the current club Secretary prior to the meeting. "Un-excused absence" means, not calling to explain why, or poor excuses. Excused absences are sick, out of town, school commitments, church, etc. When you don't attend, it's hard to stay informed about the clubs activities. To have a great club, we need you!

Record Books

A project is not complete without the record keeping. Although we do not require it, we strongly encourage all members to complete a record book and submit it to the 4-H Office at the end of the year for judging. The Club usually holds one or two record book workshops near the end of the 4-H year to assist members in completing their books.

1. Record Book forms for a primary member will include; 4-H Personal Development Report. The Development Report is not judged due to the age factor of the member. These books are checked for completeness by the Record Book coordinator. The project leader and the community leader then sign them.
2. Record Book forms for a Junior, Intermediate and Senior Member will include; The Annual 4-H Project Report and the 4-H Personal Development Report. These books are checked for completeness by the Record Book coordinator, signed by the project leaders, the community leader and then forwarded to the County Office for judging.

Spring Show

Spring Show is the culmination of the entire 4-H year. The show is held during the first weekend of May each year. Entries are usually due April 1st to the County Office.

I believe in the training of my Heart for the nobleness it will give me to become helpful, useful and skillful.

I believe in the training of my Health for the strength it will give me to enjoy life, to resist disease and to work efficiently.

I believe in my community, my country, my state and in my responsibility for their development.

In all these things I believe and I am willing to dedicate my efforts to their fulfillment.

THE 4-H UNIFORM

A 4-H uniform is not required for membership or participation in 4-H. One may be required for showing livestock at some fairs. A uniform is highly recommended whenever your representing 4-H. Uniforms may be available at some local stores. The uniform is as follows;

1. White shirt (both boys and girls)
2. White pants (both boys and girls)
3. Green 4-H scarf for the girls
4. Green 4-H tie for the boys
5. Green 4-H hat (both boys and girls) through the 8th grade
6. White 4-H hat (both boys and girls) 9th grade and above

4-H Awards

The stars are sewn on the front of the hat on the opposite side as the 4-H emblem. The most recent star is the only one worn. Year strips are worn underneath the year pin. A yellow strip will indicate a Junior Leader. The pin designating the age bracket your in, is centered above the strips on those years. All other awards are worn on the back of the hat, on the other side from the year pin and strips.

Club T-Shirts

The Club also has T-Shirts with the Esparto-Capay Club logo if you wish to purchase one.

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year. Project members benefit most when meetings are dispersed throughout the year rather than attending a flurry of meetings just prior to Spring Show. The main objective of a project is to teach the member a new skill, increase their knowledge, etc. Postponing meetings until the end of the year and then racing to complete the project in the days before Spring Show is not an ideal situation.

The project leader may require that a certain percentage of project meeting be attended in order for the member to remain in the project.

4. What will it Cost?

The leader may provide a written list of supplies and/or equipment needed for the described project. Leaders are allowed to charge reasonable materials fees to project members. These anticipated costs should be clearly explained by the project leader to members and parents prior to beginning the project.

Livestock project members will need to purchase their own animals and pay for all costs associated with the raising and showing of the animal.

5. Parental Involvement in Projects.

Project Leaders should make their expectations clear to the parents. If a project leader needs additional assistance or help with certain meetings, parents need to be willing to help out. Many projects have more meaning if parents are included.

6. How Do I Sign Up for a Project?

Early in the 4-H year, project leaders are recruited. Project sign-ups are generally conducted at the second meeting of the year (October). The number of projects offered by the Club is dependent on how many leaders were successfully recruited.

If you are interested in a particular project but the Club does not offer it, speak with the Community Leader. Many projects not offered by the Esparto-Capay Club, *are* offered by neighboring clubs and Esparto members can usually sign up for these projects. The process is called "Cross Clubbing".

When signing up for projects, 4-H members and their parents should keep the following in mind:

- Is the project something that the member is truly interested in? It is important that

**ESPARTO-CAPAY VALLEY 4-H CLUB EVENTS
2002/2003**

The following is a list of events that the Club may choose to participate in during the upcoming year. A description of each event follows.

1. Petting Zoos
 - Almond Festival (February)
 - Gibson Mansion (May)
 - UC Davis Picnic Days (May)
2. Holiday Food Drive (November and December)
3. Christmas Party (December)
4. Christmas Caroling (December)
5. Duck Days (February)
6. Potluck Dinner/Cake Auction (March)
7. Horse Project Trail Ride (Spring)
8. 4-H Volunteer Recognition Ice Cream Social (April)
9. Spring Show Hot Dog Booth (May)
10. Record Book Workshop/End of Year Party (June)
11. Community Service Projects (ongoing)

3. CHRISTMAS PARTY (December)

The Club traditionally has a Christmas party following the regular December monthly meeting. Club members decorate the room, put up a Christmas tree, provide snacks and/or desserts, and participate in a gift exchange.

TO DO LIST:

- Assign a committee Chairman in November
- Assign a committee in November (the party committee is responsible for decorating the room, obtaining the tree, securing the music, and signing up members to bring food)
- Do follow up phone calling just prior to the event
- All Club members will help with clean up

4. CHRISTMAS CAROLING (December)

During past years, the Club has been able to go Christmas caroling in the town of Esparto either in a horse drawn wagon or on a flatbed truck. This is a fun event for members, parents and the community residents. The event culminates back at Countryside Community Church with hot chocolate, cider, coffee and desserts.

TO DO LIST:

- Assign a committee chairperson in November
- Arrange for the services of either a wagon or a flatbed truck
- Assign committee members to select songs and copy them, map out a route for caroling, arrange for hot drinks at the end of the ride, and sign up people to bring desserts.
- All members will help clean up

5. DUCK DAYS LUNCH BOOTH (February)

This generally is the Club's largest Fundraiser. During the past few years, the Esparto Club has been asked by the Duck Days organizers to run the "brown bag" lunch booth during the 3-day event. The club purchases sandwich supplies, fruit, chips, cookies, drinks and paper goods. The preparation work is done in Esparto the day before the Duck Days event begins. The bags are filled and sold all three days of the event.

8. 4-H VOLUNTEER RECOGNITION ICE CREAM SOCIAL (April)

If done, this will be a new event for the Club. The purpose of the event is to recognize the contributions of project leaders, community leaders, and parents who volunteer their time and talents for the Club. The event will be an "Ice Cream Social" with ice cream, sundae fixings, and drinks provided. The social will be followed by a short awards ceremony where volunteers will stand and be recognized for their efforts. Certificates, or small gifts may be appropriate for this event.

TO DO LIST:

- Assign a committee chairperson
- Assign a committee. The committee will be responsible for decorating the room, buying ice cream, sundae accompaniments, paper products, and drinks
- Print certificates of appreciation or purchase gifts for the recipients.
- Obtain an "Emcee" for the event

9. SPRING SHOW HOT DOG BOOTH (May)

This is a fund raising event for the Club during Spring Show. The Club operates a hot dog booth at the Fairgrounds.

TO DO LIST:

- Take sign ups to work shifts in the booth (be sure that your time does not conflict with your livestock showing times)
- Buy hot dogs, buns, condiments, paper products, and drinks

10. RECORD BOOK WORKSHOP/ END OF YEAR PARTY

In June, Club members are invited to attend a record book workshop to work on and finish their record books. A party usually follows the workshop. This event is typically held at a member/leader's home.

TO DO LIST:

- Set a date and location for the workshop
- Sign up people to bring potluck items for the party
- Assign a committee to decorate? Do games? etc.
- All attendees help clean up

Farm Bureau 4-H Student of the Month

4-H'er's Name _____ Phone _____

Parent's Name _____
Address _____

School Attended _____ GPA _____

4-H Club _____ Year in 4-H _____

Current Projects

Past Projects

Leadership Roles (limited to past 2 years, i.e. offices held, major committee chaired etc.)

**Esparto-Capay Valley 4-H Club
Officer Application**

Name:

Grade Level:

Years in 4-H:

1. Offices Preferred : Circle one or more...

President - Vice-President - Secretary - Treasurer - Reporter - Sergeant-of-Arms -
Refreshment Chair - Parliamentarian

2. Why do you want to be considered for one of these offices?

3. What are your qualifications?

4. List your current 4- H projects

5. How many of the last 8 club meetings have you attended?

5. List your six most important club activities : (i.e., offices, committees served on,
Community service, etc.)

6. What would you like to see the Club accomplish this year?

Parent or Project Leader Signature _____ Date _____

**Esparto –Capay Valley 4-H Club
Meeting Agenda**

BEGIN MEETING (date, time & location) -

FLAG SALUTE-

4-H PLEDGE-

APPROVAL OF MINUTES-

ANNOUNCEMENTS:

TREASURER'S REPORT-

CORRESPONDENCE-

OFFICER REPORTS-

President:

Vice-President:

Secretary:

Club Reporter:

(MEETING AGENDA, cont'd)

4-H COUNCIL REPORT-

COMMITTEE REPORTS-

OLD BUSINESS:

1.

2.

3.

4.

5.

(MEETING AGENDA, cont'd)

NEW BUSINESS:

- 1.
- 2.
- 3.
- 4.
- 5.

PROGRAM/PRESENTATIONS:

- 1.
- 2.
- 3.

NEXT MEETING DATE-

MEETING ADJOUNED-

Meetings to be followed by:

- Refreshments
- Recreation
- Project leaders meet with members

Date:

Signed:

**Esparto Capay Valley 4-H Club
Livestock Agreement**

The goal of the Esparto 4-H Club is to provide a fun and positive 4-H experience for *all* participants, both livestock and non-livestock project members. As a livestock member, you are expected to join fully in Club projects, activities, fund-raisers and events. This includes both livestock meetings/activities and non-livestock meetings/activities.

Please remember, it is your responsibility to attempt to secure a buyer for your animal prior to Spring Show. Throughout the 4-H year, you should be trying to find a buyer or asking for donations to the Esparto 4-H Livestock Fund by sending letters or making personal contacts with prospective buyer/donors. Letters sent and contacts made need to be recorded on the Livestock Tracking Form. When considering whether or not to buy your animal (assuming it does not sell at Spring Show), the Club will consider the effort you put into finding a buyer or donor prior to the auction.

All livestock members shall read and agree to the following terms:

1. The Esparto 4-H Club is under no obligation to purchase any member's project animal.
2. The Esparto 4-H Club, Livestock Tracking Form, must be completed prior to Spring Show and delivered to a Community Leader. This information will be forwarded to the Club's buyer at Spring Show with instructions pertaining to that individual member should a bid be necessary. If you do not submit a Livestock Tracking Form, the Club will not purchase or supplement the price of your animal.
3. Since many of the proceeds from Club fund-raisers are used to augment the Livestock Fund, your participation in approximately 50% of the Club fundraisers is expected.
4. You will be expected to be an active member in good standing throughout the 4-H year, completing all club requirements.

I have read and agreed to the above terms:

Member _____ **Date** _____

Parent _____ **Date** _____

Project Leader _____ **Date** _____

Community Leader _____ **Date** _____

ESPARTO-CAPAY VALLEY 4-H CLUB
Livestock Buyer's Tracking Form

4-H Member's Name: _____

The following form will be used by all livestock project members to record buyer's names and monetary pledges you receive for your project animals. List all contacts you make with the name, date of contact and amount pledged toward the purchase of your animal. Please list all contacts regardless of whether or not a pledge is made. It is your responsibility to try to secure a buyer or monetary pledges for your animal. This form is for Club use only and will be collected prior to Spring Show.

NAME	DATE CONTACTED	AMOUNT PLEDGED
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Parliamentary Procedures

Parliamentary decision-making is governed by a set of rules and procedures called Robert's Rules of order. These rules provide for courtesy and respect for each member and bring order to the meeting. The following are some common rules of order.

Bringing up Business :

Before a member can bring any business (item for discussion) before the club, it is necessary to get permission to speak to the group, (obtain the floor.) To do this, the member should seek the president's attention by standing and saying, "Mr. President" or "Madame President." The president will allow (recognize) one member at a time to speak to the group.

Passing a Motion :

- * To propose an action (make a motion) to the group, a member must first obtain the floor. Then, the member states the motion and says, "I move that..."
- * A motion cannot be discussed or voted upon unless another member confirms (seconds) that it should be discussed. It is not necessary to obtain the floor to second a motion, a member can simply say, "I second the motion."
- * The president generally repeats a motion that has been seconded and asks if there is any "discussion." During the discussion time, the members may wish to change the motion. The member making the motion with the agreement of the member seconding the motion, must concur with the proposed change and incorporate it into the motion.
- * After a reasonable length of time for discussion, the president calls for the vote. The president repeats the motion.
- * The president asks the members to vote yes or no by saying, "All in favor, say 'aye, all opposed, say 'nay.'" The president then indicates whether the motion has been passed (carried) or defeated.

Amending a Motion :

When members decide to add more information to the original motion, they will need to amend the motion as follows;

- * Make the original motion and second it

UNIT BYLAWS

ARTICLE I

Election of Officers: The officers shall be elected by ballot at the *ESPARTO/CAPAY VALLEY 4-H CLUB* meeting each year.

ARTICLE II

Duties of Officers: The President shall preside at all meetings and have in mind at all times the best interests of the 4-H members. The President may call special meetings with the consent of the organization leader(s).

The Vice President shall perform the duties of the President in the absence of the President. The Vice President shall serve as chairperson of the yearly program committee.

The Secretary shall keep minutes of all 4-H meetings, act as the group's correspondent, and keep a correct roll of 4-H members. At the end of the 4-H year the Secretary and organization leader(s) will submit a final report to the County Extension Office.

The Treasurer shall receive and keep all money belonging to the group and shall pay it out only upon order of the President, after the 4-H members approve. The Treasurer shall keep an accurate record of all money received and paid out and keep a report up to date in the 4-H Secretary's Handbook.

The Reporter shall write a news report of each 4-H meeting and event for the local newspaper.

ARTICLE III

Committees: Committees, standing and special, will be appointed by the President. Standing committees will be program and membership. Suggested standing committees, such as finance, community service, and recreation, may be appointed. Special committees will be appointed as needed.

ARTICLE IV

Meetings: The regular meeting of the group shall take place on **ONE NIGHT** (at agreement each year by the club officers) of each month. Special meetings may be called by the President with the consent of the organization leader.

ARTICLE V

Quorum: A quorum shall consist of a majority of the 4-H membership present.

ARTICLE VI

Revenue: All funds collected for the club shall be in compliance with the policy of the California Cooperative Extension, federal, state, and local laws and regulations.

ARTICLE VII

Program of Work: A written plan of work for the year shall be adopted not later than the third meeting of the 4-H year.

ARTICLE VIII

Amendments: These bylaws may be amended by a majority vote of the 4-H members present at any regular meeting.

The constitution and bylaws were adopted September 1997. Carry forward the original date from year to year as the constitution and bylaws must indicate the article number amended and date the amendment was made.

UNIT CONSTITUTION

ARTICLE I

Name: The name of this group shall be *ESPARTO/CAPAY VALLEY 4-H CLUB*.

ARTICLE II

Purpose: The purpose of this club (unit) is to provide educational and youth development opportunities for its 4-H members through project work, meetings, demonstrations, judging, community service events.

ARTICLE III

Relationship: The 4-H club (unit) is responsible to the County 4-H Council (VMO). 4-H VMO's are accountable to the University and obligated to follow policies and procedures established by Cooperative Extension.

ARTICLE IV

Membership: Any boy or girl may enroll in 4-H clubs (units) upon entering kindergarten or reaching 5 years old and may continue to be members until the end of the year in which they graduate from high school.

The university of California does not discriminate in any of its policies, procedures, or practices on the basis of race, religion, color, national origin, sex, marital status, sexual orientation, age, veteran status, medical condition or disability.

The *ESPARTO/CAPAY VALLEY* 4-H club (unit) of *YOLO* County affirms and complies with this University of California policy.

ARTICLE V

Officers: The officers of this club (group) shall be President, Vice President, Secretary (or secretary/treasurer), reporter, and other positions as deemed appropriate. Youth leadership, as it relates to officers of the club, is normally selected from the oldest experienced members.

ARTICLE VI

Meetings: There shall be at least eight 4-H meetings each year. Attendance and participation can be promoted through Incentives and Awards programs. Youth under nine may elect not to participate in monthly meetings. If they elect to participate, meetings should be adjourned as early in the evening as possible.

ARTICLE VII

Organization Leaders: Adult leaders may be present at all meetings where youth under 18 are in attendance. The Community Leader and Assistant Community Leader must be in attendance unless they arrange for an adult substitute.

ARTICLE VIII

Parents/guardians: Parents/guardians with youth under 18 should wait until a responsible adult is present before leaving their child(ren) at a meeting. They must arrive to pick up their children 15 minutes before the scheduled meeting adjournment.

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