

Oconto County 4-H Friday Notes

July 14, 2017

Inside This Issue

2017-2018 Club Charters	P. 1, 5-19
Farm Sitter Opportunity	P. 2
Food Stand Schedule	P. 3
Food Stand Extra Duty List	P. 3
Food Stand Funds	P. 4
Oconto County 4-H Budget	P. 4, 12-13
Youth Directors Needed	P. 4
Food Stand Job Descriptions	P. 14-19

Events

Oconto County Fair Community Service Scrapbook Contest	P. 1, 10-11
Beginner Sewing Group Forming	P. 2

Conferences, Meetings, Trainings

Food Stand Committee Meeting	P. 1
Board of Director Meeting	P. 1
Horse Project Clinics & Practices	P. 2
Rabbit Educational Clinic	P. 2
Poultry Educational Clinic	P. 2
Sheep Educational Clinic	P. 2
Youth Tractor Training	P. 5, 20
MAQA Training in Dodge County	P. 5

Other Links

[Club Charters](#)

[Fair Community Service Scrapbook](#)

[Horse Handbook](#)

Food Stand Committee Meeting, July 15th

If you are interested in serving on the Food Stand Committee for this year's fair, a meeting will be held on July 15th, 9:00am at the Gillett Fairgrounds. Being on this committee counts as your club's extra duty.

Board of Director's Meeting, July 16th

The next Board of Director's meeting will be held on Sunday, July 16th at 2:00pm at St Clare's Hospital in Oconto Falls. Everyone is welcome.

2017-2018 Club Charters

Each year clubs are required to fill out a charter in order to maintain the 4-H clover status. I am including the charter now so there is enough time to complete it (see pages 5-9). Since our fiscal year has ended, now would be a good time to have the Treasurers complete the Annual Financial Report, arrange to have the records audited and make a copy of that June 30th bank statement that needs to be included with the charter.

I will be sending out a copy of last year's charter and a paper copy of the charter also, to club Advisors. You may mail in your charter or use the link below or under Other Links to the left to access a fill-able form which you can email to me. Feel free to contact me with any questions. Arvilla

[Club Charters](#)

Fair Community Service Scrapbook Contest

This contest has been a best kept secret at the Oconto County Fair for many years. While it has been held every year, not everyone knows the contest exists and what you need to do to participate. In order to compete, you must compile a scrapbook that illustrates, in pictures and words, the community service project(s) your club did this year. The book belongs to whole club, not just one person and can be created by a youth or committee of youths designated by the club. A cash prize of \$25 will be awarded to the winning club.

I know this is late notice but I hope your club will consider putting something together. The complete rules and judging criteria are located on pages 10-11 or at <http://ocontocountyfair.org/media/596558fc02ce7.pdf>.

Happy scrapbooking! Arvilla



301 Washington Street
Oconto WI 54153
(920) 834-6845
4h@co.oconto.wi.us
Relay: 711 for Wisconsin

To submit an article or information contact
Arvilla Rusnak by noon on Thursdays.
(920) 834-6846; arvilla.rusnak@co.oconto.wi.us

Club Articles

Club articles must be submitted by Thursday noon in order to appear in that week's Friday Notes. All articles should be edited for proper grammar and spelling, cover the, who, what, where, when, how and why of the event, include the reporter's name and the club involved. If a headshot of the reporter is submitted, that will be placed alongside the article but is not a requirement.

No Club Articles this week

Oconto County Events

Horse Project Important Dates

All events will be held at the Oconto County Fairgrounds

Showmanship and Show Prep Clinics

July 9th clinic with Dawn Brandow (details coming soon)

Practices

July 17th, 6pm – Open Ride

July 24th, 6pm – Open Ride

August 7th, 6pm – Open Ride

Again - for ALL events, please RSVP to Danna according to the instructions in the Horse Project emails. Bring your original coggins and a copy to leave at every event. Helmets are required while mounted along with appropriate long pants and boots/footwear.

<http://oconto.uwex.edu/files/2017/04/HANDBOOK-2017.pdf>

Rabbit Educational Clinic, July 15th

Saturday, July 15th at 4:00pm

Oconto County Fairgrounds, Gillett

For more information, contact Stacie Pienta, stacie.pienta@gmail.com.



Poultry Educational Clinic, July 15th

Saturday, July 15th at 5:00pm

Oconto County Fairgrounds, Gillett

For more information, contact Keith Schardt, (920) 590-0397 or keith.schardt@gmail.com.

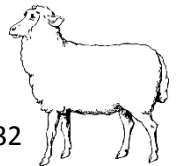
Sheep Educational Clinic, July 22

Saturday, July 22nd at 11:00am

Sweet Grass Farm, 8742 Red Bank Rd

Suring, WI 54174

For more information call (920) 590-0432



Beginner Sewing Group Forming

We are forming a sewing group in Oconto Falls for youth interested in learning how to sew. The class will cover a variety of sewing projects taught by experienced adults interested in teaching others this skill. Classes will be held at the Oconto Falls Library. Dates and times will depend on what works for the group. Several sewing machines will be available or you may bring your own. If you are interested in joining contact Arvilla Rusnak at 920-834-6846 or 4h@co.oconto.wi.us.



Farm Sitter Opportunity, Tom and Jamie Sobush, Pensaukee

The Sobush's are looking for a high school member to farm sit Oct. 18-19 and Dec. 26-31. Responsibilities include visiting the farm once a day for about an hour to feed and water 40 rabbits, 25 ducks, 25 chickens, 2 barn cats and collect eggs. Payment would be \$30 a day. Interested members can contact Tom and Jamie Sobush at 920-664-4470 or jlsobush@gmail.com.



Food Stand Preparations, August 17-20

The Food Stand Committee is gearing up for a great fair this year. We are in the process of price checking, verifying vendors, and establishing a menu and prices. A new menu item this year will be deep-fried cheese curds. Delicious!! Watch Friday Notes for copies of this year's order pads and other information like the shift schedule listed below. This list is not official as the clubs in white have not verified their shifts yet. If your club has issues with your shift, please contact Arvilla so we can get you a shift that works or find help during the shift you have now.

2017 Fair Food Stand Schedule

Shift	Thursday	Friday	Saturday	Sunday
10:45am-1:30pm	Little Seedlings	Northern Riders	Little River	Hintz
1:15pm - 4:00pm	Christy Brook	4-H C.L.O.V.E.R.S. Wilderness	Brazeau Eagles	Southern Line
3:45pm - 6:30pm	Willing Workers	Pasture Pirates	Lena Rocketeers	Southern Line (3:45p-7:00p)
6:15pm - 9:00pm	Team Green	Morgan Badgers	Bayshore Teen Court	

Food Stand Extra Duty Schedule

As part of making this year's food stand fundraiser a complete success, each club is responsible for signing up for a duty in addition to their club shift. This list below reflects what shifts are open yet. If your club has not signed up for an extra duty yet, please contact Arvilla so we can make sure we have everything covered. Please see pages 14-19 for a description of each of the extra duties.

Food Stand Extra Duty List

After Hours Clean-up	Thursday	8:45-10:00pm	6 people	Team Green
After Hours Clean-up	Friday	8:45-10:00pm	6 people	Morgan Badgers
After Hours Clean-up	Saturday	8:45-10:00pm	6 people	Wilderness
After Hours Clean-up	Sunday	8:45-10:00pm	6 people	
Soda Stockers	Thursday	2pm, 6pm, 9pm	1 person	Willing Workers
Soda Stockers	Friday	2pm, 6pm, 9pm	1 person	Pasture Pirates
Soda Stockers	Saturday	2pm, 6pm, 9pm	1 person	Northern Riders
Soda Stockers	Sunday	2pm, 7pm	1-2 person*	Little Seedlings
Day Supervisor	Thursday	10am-10pm	1-2 people	
Day Supervisor	Friday	10am-10pm	1-2 people	
Day Supervisor	Saturday	10am-10pm	1-2 people	
Day Supervisor	Sunday	10am-8pm	1-2 people	Jo Hipke
Clean-up before Fair	best if within one week before fair		6-8 people	Team Green
Food Prep	Wed. before fair	?	8-10 people	Brazeau Eagles
After Fair Clean-up	Best if week after fair	?	8-10 people	Little River

What Happens to the Funds Raised at the Food Stand?

The funds raised by each club's hard work at the food stand each year is held by the Oconto County 4-H Leader's Association which is governed by a 12 youth and adult member Board of Directors. The money goes towards numerous 4-H events and activities, Summer Camp, awards and pins and travel experiences, conferences and workshops for our youth and adult 4-H members.

This year Oconto County 4-H held three free project events that were attended by over 100 members. We trained 14 camp counselors. 40 youth went to Summer Camp at half-price. Seven members attended ArtBeat at a 75% discount. Four youth went to 4-H & Youth Conference, three to Winter Leadership camp and one to STEM camp free of charge. This money also goes towards all 4-H project, volunteer and leadership pins, awards, trophies, sweatshirts and money for the graduates. And don't forget the iPad give away every year!

2017-2018 Oconto County 4-H Budget

Speaking of money...at their meeting on June 8th, the Oconto County 4-H Leader's Association approved their budget for 2017-2018 fiscal year. It can be seen on pages 12-13. If you have any questions regarding the budget contact Arvilla Rusnak, Board of Director's Treasurer, at 920-671-4803 or arvilla.rusnak@co.oconto.wi.us.

Youth Needed for Board of Directors

The Board of Directors is in need of one more older youth to serve as a Director. The Board meets eight times a year and is in charge of making decisions that impact the whole Oconto County 4-H program. If you are interested in leadership or governance, this is the place to be. Not to mention, it looks great on college applications. Contact Kim Kamke at kim@frgf.com if you are interested.



State-Wide Events

2017 Youth Tractor and Machinery Safety Training, July 17-26th

Pound Town Hall – Coleman, WI

Mondays & Wednesdays, July 17, 19, 24, and 26, 9:00a.m. to 3:15p.m. each day

Makeup days will be scheduled if needed.

Cost: \$35/person

Who Needs To Attend the Training? Any 12 to 15-year old who may need to drive any type of farm machinery on a public road in Wisconsin. Others are welcome to attend the course, but only those older than 12 will receive certification. Those 16 years old and older without a valid driver's license can also utilize this training to be legal to drive farm machinery on public roads.

See page 20 for more information and registration details.



MAQA Training Session in Dodge County, July 25th

If you still need your MAQA certification for the fair, here is another chance.

Dodge county is hosting a training on Tuesday, July 25th from 10 a.m. -noon. Call 920-386-3790 to register. Location: Administration Building, 127 E. Oak Street, Juneau, WI.





EXISTING 4-H CLUBS AND GROUPS

WISCONSIN 4-H CHARTER ANNUAL RENEWAL

4-H Youth Development

February 2017

To be authorized to use the 4-H Name and Emblem, all 4-H Clubs and Groups must complete and return this packet to the County UW-Extension Office.

County Due Date: _____

County: _____ Today's date (mm/dd/yy): _____

Name of 4-H Club or Group: _____

☐ 4-H Club

☐ 4-H Group

Name of Primary 4-H Club/Group Contact: _____

E-mail: _____

Primary Phone: _____

4-H CLUB OR GROUP MEETING INFORMATION FOR RENEWAL YEAR

Regular 4-H Club or Group meeting time: Day of month: _____

Time: _____

Location where 4-H Club or Group meeting normally will be held:

Is the meeting site handicap accessible? ☐ Yes ☐ No

Does the 4-H Club or Group have a *Facebook or other social media site*?

Yes ☐ No ☐ If yes, address of site: _____

Wisconsin 4-H Policies state that every 4-H Club or Group must have written operating guidelines or bylaws approved by the members to govern the club or group. **Attach one copy of the 4-H Club's or Group's written operating guidelines or bylaws** to this form, *if they have changed since your last submission.*

Date of last update: _____

Chartered Club or Group Requirements

Wisconsin 4-H chartered Clubs and Groups must meet the following requirements. Please check Yes if your club or group meets the requirement, check No if they do not.		Yes	No
1.	Five or more youth from at least three families.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Approved adult leadership who has completed the UW-Extension Volunteer in Preparation (VIP) Youth Protection process.	<input type="checkbox"/>	<input type="checkbox"/>
3.	One or more leader(s) attended the Annual Volunteer Leader Team Training. (This training is required for charter renewal and is not the VIP orientation.)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Meet on a continuing basis.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, and marital or parental status.	<input type="checkbox"/>	<input type="checkbox"/>
Including the Essential Elements of Positive Youth Development (Mastery, Generosity, Independence, and Belonging) into your club or group creates an environment where youth experience positive growth and development.			
6.	<i>Mastery:</i> Educational plan involving business, community service, education, and recreation/socialization, which meets the purposes of the 4-H program	<input type="checkbox"/>	<input type="checkbox"/>
7.	<i>Generosity:</i> Youth have opportunities to contribute through community service.	<input type="checkbox"/>	<input type="checkbox"/>
8.	<i>Independence:</i> Youth involvement in leadership and decision-making.	<input type="checkbox"/>	<input type="checkbox"/>
Example of opportunities you have created:			
9.	<i>Belonging:</i> Youth and adults create a welcoming environment for all members and families.	<input type="checkbox"/>	<input type="checkbox"/>
Example of strategies you are using:			

By signing below, your club or group indicates it is in compliance with all of the 4-H charter requirements checked above, (1-9).

If your club or group is not in compliance with any of the requirements on page one (1), a plan for being in compliance will need to be submitted to your 4-H Youth Development Educator and a provisional charter will be issued for this charter renewal year.

<hr/> Print 4-H Adult Volunteer Leader Name	<hr/> 4-H Adult Volunteer Leader Signature	<hr/> Date
<hr/> 4-H Youth Leader Name (Club President or Group Youth Leader)	<hr/> 4-H Youth Leader Signature (Club President or Group Youth Leader)	<hr/> Date

Club or Group Smart Goals

Our goals are S.M.A.R.T. goals that stand for Specific, Measurable, Achievable, Results-focused, and Time bound. For example: *We will offer educational programs at five of our club meetings this year. We will determine if there are any community needs we can meet with an additional community service project by our April meeting. We will recruit three new families as members of our club by March 1 of this year.*

- ✓ Please share the educational goals your club or group set last year and indicate progress your club or group made on these goals:

- ✓ Share a minimum of three (3) SMART goals your club or group has set for this club year:

4-H CLUB OR GROUP CALENDAR PLANNER

Please provide meeting dates, planned business topics and educational programming for each meeting. The three parts of *effective* 4-H meetings are business, education and recreation.

Attach 4-H Club or Group Annual Calendar. Calendars should include the month, meeting logistics (date, time, location for each month's meeting), meeting, event, activity. A suggested format follows:

Month	Meeting Logistics	Meeting, Event, Activity
SAMPLE	September 12, 7:00 p.m. Clover Center Town Hall	<u>Business Items:</u> Election of Officers, Community Service idea for fall, form Holiday Party Committee <u>Education/Program:</u> Guest speaker, Clover Center Police Officer <u>Recreation/Refreshments:</u> Smith Family

4-H CLUB OR GROUP ANNUAL FINANCIAL REPORT

Name of 4-H Club or Group: _____ Today's Date (mm/dd/yy): _____

Federal regulations governing 4-H clubs and 4-H groups authorized to use the 4-H Name and Emblem require funds raised in the name of 4-H must be publicly accountable and must be used for 4-H educational purposes. In addition, all 4-H Clubs and Groups that handle money must have an Employer Identification Number (EIN) number and annually submit a report which includes a record of their finances and verification of a financial review. Failure to annually submit the financial report could result in loss of approval to use the 4-H Name and Emblem and the 4-H Charter.

EIN (Employer Identification Number, also known as the Federal Tax ID Number) _____

Wisconsin or Tribal Sales Tax Exempt Number (if the 4-H Club or Group has one) _____

Complete the following information based on the previous 4-H fiscal year, July 1 through June 30.
For your report to be complete and accepted the ending balance (D) must be equal to the total funds listed under (A) Beginning Balance plus (B) Total Funds Received minus (C) Total Funds Disbursed $A+B-C=D$

DO NOT LEAVE ANY BOXES BLANK – Enter zero or the dollar amount

Annual Accounting Form

	Beginning Balance (July 1)	Ending Balance (June 30)
Checking Account	\$ 0.00	\$ 0.00
Savings Account (combine all savings, money market, CD's, etc.)	\$ 0.00	\$ 0.00
Total Funds	(A) \$ 0.00	(D) \$ 0.00

4-H Clubs and Groups must use the categories as listed below as identified. Suggested additional categories for **Funds Disbursed** include: Dues Paid to County, Educational Supplies, Community Service Expenses, Recreation, etc.

Funds Received		Funds Disbursed	
Fund Raising (do not subtract expenses)	\$ 0.00	Fund Raising Expenses	\$ 0.00
Member Dues	\$ 0.00	(list category)	\$ 0.00
Donations ¹	\$ 0.00	(list category)	\$ 0.00
Investment Income ²	\$ 0.00	(list category)	\$ 0.00
Income from Youth Development Services ³	\$ 0.00	(list category)	\$ 0.00
Other/ Pass Through Funds ⁴	\$ 0.00	Other/ Pass Through Funds	\$ 0.00
Total Funds Received	(B) \$ 0.00	Total Funds Disbursed	(C) \$ 0.00

¹ Occasionally, the 4-H Youth Development Educator may need to access a record of individual donations during the last fiscal year. In that instance, the 4-H Youth Development Educator will contact you.

² Investment income includes interest earned in a bank account or trust fund, or income from land or other property.

³ Income from providing youth development services only includes fees charged directly to participants for the ability to participate in programs, such as 4-H camps. However, it does not include membership dues.

⁴ Other/Pass Through Funds includes fees collected for educational programs carried out by other groups. This money is collected from the member/family and then paid directly to the other group/organization.

Accounts Information

Attach a copy of the bank statement ending June 30 or July 1 for each account held by the 4-H Club or Group that reflects the account balances for the end of the fiscal year.

Checking Account Information

Account Name (exactly as it appears on the bank statement) _____

Bank Name and Address _____ Account Number _____

Other Account Information, i.e. savings (if applicable) (add pages to this document if needed)

Account Name (as it appears on the bank statement) _____

Bank Name and Address _____ Account Number _____

Account Authorization: Please print the names of people authorized on any club/group accounts. It is strongly recommended that each account have two or three unrelated people authorized on all accounts. One youth and one adult are recommended.

Does the 4-H Club or Group have:

Assets in excess of projected expenditures for two years or \$1,000, whichever is greater? ☐ Yes ☐ No

Own land or buildings? ☐ Yes ☐ No

Own other property or project equipment with value over \$500 ☐ Yes ☐ No

Please attach an inventory of any land, buildings, property or project equipment with a value of over \$500; indicating value and where stored.

Financial Report Completed By:

Print 4-H Club or Group Treasurer Name

4-H Club or Group Treasurer Signature

Date

Print 4-H Adult Volunteer Leader Name
(if treasurer is under age 18)

4-H Adult Volunteer Leader Signature
(if treasurer is under age 18)

Date

Upon dissolution, 4-H Clubs and Groups with assets must turn over all 4-H funds to a recognized 4-H Club or Group with approval of a County UW-Extension staff member responsible for oversight of the 4-H Youth Development program.

Financial Review: All 4-H Chartered Clubs and Groups must have an annual financial review to review and verify all the financial accounts and activities and this Annual Financial Report. The financial review must be completed by an adult unrelated to the person who completed the report and who is not directly involved with the club or group finances. It is suggested that two people review the financial accounts, of which one can be a youth. At least, one adult financial reviewer signature is required. [Audit resources and tools](#) are available to assist volunteers.

"By signing below, I attest that I have reviewed the pertinent records relating to the above financial accounts, verified the information and believe that the balances shown are correct and I attest that am not related to the individual on the account(s) I have reviewed."

Print Reviewer Name

Signature of Reviewer

Date

Print Reviewer Name

Signature of Reviewer

Date

An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements. © 2017 by the Board of Regents of the University of Wisconsin System. Developed by the Wisconsin 4-H Office, 436 Lowell Hall, 610 Langdon St., Madison, WI 53703. The 4-H name and emblem are federally protected under Title 18 US Code 707.

Community Service Scrapbook Rules

The Community Service Scrapbook should tell the story of a club or organization's service activities within their community. The scrapbook will be judged during the fair.

Scrapbooks are due to the fair office by 8:00pm on the Thursday of the fair. Scrapbooks need to be picked up during Expo Hal exhibit checkout on the Sunday of the fair. The fair board is not responsible for scrapbooks that are left at fair office after the fair is over.

- Scrapbooks should be contained in a three ring binder.
- It is best to use sheet protectors or lamination to protect the pages from damage and fingerprints (optional)
- Only activities during the current club or organization year should be included
- Scrapbook cover should be creative and incorporate club or organization name.
- First page of scrapbook should include a title for scrapbook, the year and the names of any individuals involved in its creation. This can be creative also.
- Scrapbook can focus on one or many community service activities. (Judging focuses on the presentation, not on the number of activities.)
- Be creative, neat, complete and organized when creating the story of the community service activities.
- Each scrapbook story about a particular community service project should include:
 - Why did your club or organization do this community service project? How did you come up with the idea?
 - Who were the intended audience for the project?
 - Who was involved in planning and executing the project? Include youth and adults
 - Where and when was this activity held?
 - How did you let people know about it?
 - What was the result or impact of the project?
 - Was this project educational for the public?
- Some things to try to include when answering the questions above: photos, drawings, newspaper or newsletter articles, interviews with participants, description of activity, the steps involved in planning and your results.
- Be sure to include captions for all photos and drawings and give credit to photographers, interviewers and authors of newspaper and newsletter articles.

Judging Score Sheet for Community Scrapbooks

1. Scrapbook		15 Points
Three-ringed binder used	(3 points)	_____
Contents for current year	(1 point)	_____
Cover includes club or organization name	(1 point)	_____
Creativity of scrapbook cover	(0 - 10 points)	_____
	Total Scrapbook Points	_____

Judges comments: _____

2. Story of Community Service Activities		45 Points
Description of the project	10 points	_____
Intended audience, purpose and goals identified	8 points	_____
Description of planning (who, what, when)	5 points	_____
Description of how project was promoted	5 points	_____
What were the results of the project	5 points	_____
How did the project impact the public	7 points	_____
Grammar and spelling	5 points	_____
	Total Story Points	_____

Judges comments: _____

3. Story Presentation		30 Points
Captions describing photos and drawings	5 points	_____
Involved youth and adults credited	5 points	_____
Photos (composition, focused, relevant)	5 points	_____
News/media articles relevant	5 points	_____
Narratives (correct spelling, grammar)	5 points	_____
Creativity in presenting the story	5 points	_____
	Total Story Presentation Points	_____

Judges comments: _____

4. Overall Presentation		10 Points
Neatness	2 points	_____
Completeness	4 points	_____
Organization	2 points	_____
Originality	2 points	_____
	Total Overall Creative Presentation Points	_____

Judges Comments: _____

Total Scrapbook Points _____

2017-2018 Budget				
INCOME	2016 Actual	2017 Proposed	2017 Actual	2018 Proposed
1. 4-H Fair Food Stand	\$ 24,803.10	\$ 24,000.00	\$ 22,984.71	\$ 23,000.00
2. Oconto County Fair Board	\$ 200.00	\$ 200.00	\$ 259.00	\$ 250.00
3. WPS	\$ 330.00	\$ 300.00	\$ 355.00	\$ 300.00
4. Oconto Cty Dairy Promotions	\$ 228.00	\$ 200.00		\$ 200.00
TOTALS	\$ 25,561.10	\$ 24,700.00	\$ 23,598.71	\$ 23,750.00
SUMMARY OF EXPENSES	2016 Actual	2017 Proposed	2017 Actual	2018 Proposed
A. Program Support	\$ 2,949.87	\$ 3,380.00	\$ 3,480.92	\$ 2,425.00
B. Youth Leadership	\$ 2,630.00	\$ 3,250.00	\$ 1,173.75	\$ 3,175.00
C. Project Support	\$ 1,485.40	\$ 2,470.00	\$ 449.09	\$ 1,900.00
D. Activity Support	\$ 12,511.16	\$ 13,200.00	\$ 15,031.21	\$ 13,250.00
E. County Camp Programs	\$ 2,100.00	\$ 2,250.00	\$ 3,150.00	\$ 3,000.00
TOTALS	\$ 21,676.43	\$ 24,550.00	\$ 23,284.97	\$ 23,750.00
EXPENSES				
A. Program Support	2016 Actual	2017 Proposed	2017 Actual	2018 Proposed
2. Awards & Recognition	\$ 2,288.32	\$ 2,200.00	\$ 2,466.05	\$ 1,900.00
Awards	\$ 1,795.62	\$ 1,700.00	\$ 1,868.93	\$ 1,500.00
Achievement Program	\$ 492.70	\$ 500.00	\$ 597.12	\$ 400.00
3. Promotion/Expansion				
Cloverbud Program		\$ 100.00		
4. Background Checks	\$ 113.55	\$ 200.00		
5. County Expenses			\$ 979.00	
WI 4-H Foundation		\$ 280.00	\$ 471.00	
Insurance	\$ 548.00	\$ 600.00	\$ 508.00	\$ 525.00
Computer				
6. Board of Directors			\$ 35.87	
TOTALS	\$ 2,949.87	\$ 3,380.00	\$ 3,480.92	\$ 2,425.00
B. Youth Leadership	2016 Actual	2017 Proposed	2017 Actual	2018 Proposed
1. Travel Experiences		\$ 3,250.00	\$ 973.75	\$ 3,175.00
National 4-H Congress				
Winter Leadership	\$ 140.00		\$ 210.00	
Space Camp				
American Spirit	\$ 1,200.00		\$ (240.00)	
STEM Camp			\$ 70.00	
Youth Conference	\$ 1,290.00		\$ 755.00	
Art Beat			\$ 178.75	
2. Ambassador			\$ 200.00	
3. Youth Officer Training				
TOTAL	\$ 2,630.00	\$ 3,250.00	\$ 1,173.75	\$ 3,175.00

2017-2018 Budget Continued

C. Project Support	2016 Actual	2017 Proposed	2017 Actual	2018 Proposed
1. WI State Fair (dorm)		\$ 100.00	\$ 300.00	\$ 100.00
2. Project Events	\$ 760.26	\$ 800.00	\$ 149.09	\$ 400.00
Fall Kick-off				
January Thaw			\$ 149.09	
Spring Fling				
3. Animal Science	\$ -	\$ 570.00	\$ -	\$ 100.00
Small Animal (dogs)		\$ 150.00		
Horse Animal				\$ 200.00
Livestock Animal		\$ 250.00		
Dairy Animal				
Area Animal Science Day		\$ 170.00		\$ 100.00
Educational				
4. STEM	\$ 725.14	\$ 1,000.00	\$ -	\$ 250.00
Vex	\$ 725.14	\$ 500.00		\$ 500.00
VEX IQ		\$ 500.00		\$ 250.00
5. Natural Resources				
Shooting Sports				
TOTALS	\$ 1,485.40	\$ 2,470.00	\$ 449.09	\$ 1,900.00
D. Activity Support	2016 Actual	2017 Proposed	2017 Actual	2018 Proposed
1. Fair Food Stand				
Water/Sewer	\$ 315.55	\$ 300.00	\$ 289.56	\$ 300.00
Electric	\$ 462.56	\$ 500.00	\$ 415.29	\$ 450.00
Insurance/Inspections	\$ 885.00	\$ 1,000.00	\$ 999.00	\$ 1,000.00
Frontage	\$ 1,376.40	\$ 1,400.00	\$ 1,454.24	\$ 1,500.00
Improvements	\$ 225.06			
Food/Supplies	\$ 9,246.59	\$ 10,000.00	\$ 11,873.12	\$ 10,000.00
Other				
TOTALS	\$ 12,511.16	\$ 13,200.00	\$ 15,031.21	\$ 13,250.00
E. County Camp Program	2016 Actual	2017 Proposed	2017 Actual	2018 Proposed
1. Camp Bird	\$ 2,100.00	\$ 2,100.00	\$ 3,150.00	\$ 3,000.00
2. Camp Counselor Training		\$ 150.00		
3. Adventure Camp				
TOTALS	\$ 2,100.00	\$ 2,250.00	\$ 3,150.00	\$ 3,000.00

1-2 weeks before the fair

6-8 people (app. 2 hours)

Picnic Area

Grease the gates

Sweep Picnic Area

Set up/wipe down picnic tables

Line garbage cans/set outside

Wipe down outside counter areas

Scrub kick boards under counters

Wipe down benches

Clean overhead picnic area lights

Replace burnt lightbulbs

Front Area

Sweep floors/cobwebs

Wipe down front area counters

Wipe down any tables/chairs

Line garbage cans/put in place

Wash floor

Clean overhead lights

Replace burnt lightbulbs

Kitchen Area

Sweep floors/cobwebs

Clean outside exhaust fans

Wipe down walls where needed

Clean grill (if needed)

Wipe down freezer/cooler

Clean overhead lights

Replace burnt lightbulbs

Wash floors

Wipe down tables/counters

After Hours Clean-up Crew
Thursday, Friday, Saturday, 8:45pm-10:00pm (approx..)
Sunday, 6:45pm-8:00pm
(6 people)

Picnic Area

Empty garbage cans
Pick up any trash
Wipe down picnic tables
Wipe down outside counters
Sweep picnic area
Close and lock gates (Sunday)

Front Area

Wipe down counters
Wipe down condiments/put in cooler
Put napkins, salt/pepper inside front area
Empty garbage cans
Collect trays/clean/stack in kitchen
Sweep
Mop floor if needed

Kitchen

Wash dishes
Clean grill
Wipe down fryers
Wipe down cheese machine
Wipe down tables/counters
Sweep/mop if necessary
Empty garbage cans
Empty grease traps on grill

Any other tasks that might not be listed.

Soda Stockers

Thursday & Friday; Saturday

2pm, 6pm, 9pm

1-2 people; (15-30min)

Restock all soda coolers with soda, water, & milk.

Sunday

2pm (15-30min)

Restock all soda coolers with soda, water, & milk.

7pm (1 hour)

Unload soda from coolers and place in trailer.

Transfer milk to food stand cooler.

Remove water and leave in food stand.

Pre-fair Food Prep

Wednesday before the fair

5:00-8:00pm (?)

8-10 people

Wash, rinse, sanitize all food equipment to be used

Wipe down any cobwebs

Brown hamburger 25#

Make 5 batches chili

Separate cheese slices (about 1500)

Chop 45 cups onions. Slice the rest.

Chop celery

Chop green peppers (eliminate if not doing barbeque)

Clean fryers

Wash fryer oil bins & baskets

Fill fryers with oil (1 person who can lift 35 lbs. above waist)

Stock soda coolers with soda, milk & water

Lay down mats in kitchen area

Put plastic garbage cans out in picnic area inside gates

Fill spoon container

Fill cracker container

Make sure food trays are clean

Make sure all utensils for Nacho & Dessert station are washed and ready

Prepare Nacho station (directions given that day)

Prepare Dessert station (directions given that day)

Prepare Grill station (directions given that day)

Prepare Steam Table station (directions given that day)

Prepare Fryer station (directions given that day)

Prepare Front (directions given that day)

Put 4-H flag and pole up on outside of building

Make sure menu boards are filled out with correct items and prices

Sweep picnic area

Get portion info for nachos, desserts, chicken tenders & fries ready

Post-fair Clean-u p

Monday after the fair is best but can be done any time after the fair.

10-12 people (4 hours)

Picnic Area

Empty/wash out garbage cans (do not reline)/stack in Front area

Wipe down outside counters

Wash down picnic tables (do not put away)

Wash down benches/stack under front counter

Wash down kick boards under counters

Sweep picnic area

Close/lock gates

Front Area

Wipe down counters/tables

Wipe/take down menus and all signs

Empty/wash out/stack garbage cans (do not reline)

Move everything/sweep

Wipe down walls

Mop floors

Wipe down all doors & screens

Wash both sides of screens between front and kitchen area

Wipe down walls under counters

Kitchen Area

Clean outside exhaust fans

Clean exhaust hood & screens

Clean grill

Wash both grease trays

Wipe down all electrical cords & outlets (turn off breaker first)

Empty oil/clean fryers

Wipe down all tables/counters

Clean stove, stove burners, & table underneath

Collect/wash thoroughly all food trays

Move everything possible/sweep/mop floors

Wash down walls
Spot wipe cooler/freezer
Wipe refrigerator inside and out

Food Stand Supervisors

Thursday, Friday, Saturday, 10:00am-10:00pm

Sunday, 10:00am-8:00pm

1-2 people for each day

This person does not need to have all the answers. They just need to be available, responsible, able to multi-task, and dependable.

Be knowledgeable about who is coming in to do what during your shift

Assist with shift changes

Get change if needed

Delegate jobs as needed (please go to Pat's Market and get onions)

Help field questions

Be responsible for the key to the soda trailer

Assist in customer issues (if any)

Find extra help/chip in when a club is short during their shift

Contact fair board members/Arvilla as needed

Prepare more food items (chili, noodles etc.) as needed

Begin to close front windows at 8:45pm. (Close one window on each side of food stand until just one window in the middle is open. Close last window at 9:00pm.

On Sunday close all windows at 7:00pm.)

Turn off fans and lights.

Lock front and back doors.

Other miscellaneous tasks as needed

2017 Youth Tractor and Machinery Safety Training

Pound Town Hall – Coleman, WI

Mondays & Wednesdays, July 17, 19, 24, and 26

Makeup days will be scheduled if needed.

Cost: \$35/person

9 a.m. to 3:15 p.m. each day

UW
Extension
Cooperative Extension



*Your county
extension office*

Who Needs To Attend the Training? Any 12 to 15-year old who may need to drive any type of farm machinery on a public road in Wisconsin. Others are welcome to attend the course, but only those older than 12 will receive certification. Those 16 years old and older without a valid driver's license can also utilize this training to be legal to drive farm machinery on public roads.

Legal Review: In Wisconsin, 14 and 15 year-olds who have successfully passed the Wisconsin Safe Operation of Tractor and Farm Machinery Course can legally drive farm machinery on public roads for their parents or grandparents' farms AND can work for other farms and do the same. 12 and 13-year olds who have completed the course can legally drive farm machinery on public roads only when working for their parents or grandparents' farms. If you employ persons under 15 years or who do not have a driver's license, it is highly recommended that you have them attend the training, whether they drive on public roads or not, as this is a good all-around safety training (and you should be collecting a copy of their federal permit from them). You may want to talk to your insurance agent to double-check about requirements based on your insurance policy.

Some Logistics:

- State law mandates 24 hours of training for this program. If participants are not going to be able to attend one of the scheduled days, we will figure out an acceptable make-up day that matches our schedule to allow them to complete the course. **Wednesday, July 26 is testing day and all participants MUST be in attendance.**
- Participants need to bring their own lunches, a refrigerator will be available for storage. Families are welcome to provide snacks, Scott will have water and/or lemonade and/or milk available.
- The course will emphasize hands-on and skill-building exercises, including first aid and fire safety from local emergency response personnel. We will be analyzing machinery for safety aspects, conducting on-farm safety assessments, and dozens of other activities, along with videos and course material review.

Call Scott or Gina at the Marinette County UWEX office, at either 715-732-7510 or toll-free 1-877-884-4408 if you have any questions, or you can e-mail to scott.reuss@ces.uwex.edu

Registration Form - Tractor & Machinery Safety Training- please print

Name(s): _____ Age(s): _____

Mailing Address: _____
City: _____ Zipcode: _____

Emergency Contact Telephone Number: _____

Please complete this form and mail to the following address by July 13, with a check for \$35 per participant and made payable to UW-Extension. OR contact Scott with the above information by then!

Marinette County UW-Extension
1926 Hall Avenue
Marinette, WI 54143