

# Oconto County 4-H Friday Notes



July 28, 2017

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

#### 4-H Adult Volunteer Orientation, July 31st

If you are a new adult volunteer, the 4-H program requires that you attend a Volunteer Orientation training session before you are able to work with youth in the 4-H program. The next training will be held on July 31st at the Gillett Community Center, 6:30-8:30pm. Please RSVP Arvilla at 920-671-4803 or <a href="mailto:arvilla.rusnak@co.oconto.wi.us">arvilla.rusnak@co.oconto.wi.us</a> if you are able to attend. Individuals requiring the training were sent an email on July 24th and text messages went to those receiving texts on July 25th.

#### **Food Stand Committee Needs Your Help**

The Saturday night shift at the food stand, 6:15-9:00pm, will not be covered this year so we will need volunteers to help. This is usually a busy shift during the fair so we will need a least 8 adult and 10 youth volunteers to cover the shift. If we don't get enough volunteers we may need to close the food stand early that night so please consider helping out. Contact Arvilla if you are available.



## Arts Camp, October 7-8th

If you're in grades 6-8, you won't want to miss 4-H Arts Camp! Where else can you learn about music, drama, visual arts, photography and communications, all in one place!

You'll rotate through the different Arts tracks each day, participate in a group Arts experience Saturday evening, and close with a ceremony for parents and families, celebrating the results of your group Arts Camp experiences. You'll also meet new friends, participate in camp games, and enjoy the great natural setting of Upham Woods on the Wisconsin River near Wisconsin Dells.

The program is planned and led by a talented group of 4-H high school youth, assisted by UW-Extension specialists, 4-H staff and key adult volunteers. You'll learn lots of creative ideas to take home to share with your club.

If you haven't been a part of the Arts Camp experience, come and see what you've been missing! Space is limited. Watch Friday Notes for more information.

## 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.



#### Morgan Badgers Fun Night at Bay Beach Submitted by Amber Seitz, Reporter

On July 10, Morgan Badgers 4-H members met for a fun filled night at Bay Beach in Green Bay. Members got to enjoy rides like the Bumper Cars, Tilt-A-Whirl, Scrambler, Bay Beast and the newest ride Falling Star







#### **Little River Holds Hamburger & Brat Fry**

On July 21 the Little River Club sponsored a hamburger and brat cook out at Thompson's County Market in Oconto. Nine of our members were helped by five leaders to make this event a success. A good time was had by all.

We wish to thank all our supporters who made this project a success.







## Northern Riders Tour Green Valley Farms Submitted by Harlee Wolf, Reporter

At their June club meeting, Northern Riders 4-H had a farm tour located at Green Valley Dairy directed by Craig Gerndt and Brian Wolf. The club had a great time touring the farm and seeing the cows.

Thank you Green Valley Dairy!



Left to right, front row: Brian Wolf, Bunny Cramer, Birdee Cramer, Mackenzie Bailey, Megan Wagner, Cameron Wagner, Clark Schroeder, Chloe Schroeder, Georgia Gerndt, Parker Zahn, Victoria Hull, and Craig Gerndt. 2nd row: Harlee Wolf, Meadow Hahn, Holly Brock, Hope Hahn. 3rd row: Maddie Vandevelde, Ryann Wagner, Emma Anderson, Macie Reed, Claire Anderson. Last row (behind rock): Michal Bailey.

# Oconto County Events

#### **Horse Project Important Dates**

All events will be held at the Oconto County Fairgrounds **Practices** 

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. <a href="http://oconto.uwex.edu/files/2017/04/HANDBOOK-2017.pdf">http://oconto.uwex.edu/files/2017/04/HANDBOOK-2017.pdf</a>

# 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.

#### Dog Show Obedience Etiquette Clinic, August 8th

Dog Show Obedience Etiquette Clinic with Kay Detampel

Exhibition Building - Zipple Park 150 N McKenzie St, Gillett, WI 54124

#### Poultry & Rabbit Cage Count, Aug 1st

An email has been sent out to all Poultry and Rabbit exhibitors requesting your cage count for the Oconto County Fair. See page 7 or use the link on page 1 for more information and who to contact with your numbers.

#### Dairy Exhibitor Stall Count, August 1st

An email has been sent to all dairy exhibitors requesting your stall count for the Oconto County Fair. See page 8 or use the link on page 1 for more information and who to contact with your numbers.

#### Sheep & Swine Pen Count, Aug. 10th

An email has been sent to all sheep and swine exhibitors requesting your pen count for the Oconto County Fair. See page 18 or use the link on page 9 for more information and who to contact with your numbers.



On **August 8<sup>th</sup>**, **2017 at 6:00p.m** we will be hosting a Dog Show Obedience Etiquette Clinic where you will learn the rules and proper show handling at the Exhibition Building in Gillett. We have 4-H Dog Judge, Kay Detampel, coming to demonstrate and discuss the 4-H dog levels of Pre-Novice, Novice, Graduate Novice, and Pre-Open classes. This is a clinic you won't want to miss!

For the youth, that has signed up to compete in the levels of **Graduate Novice** and **Pre-Open** at this year's dog show, please bring your dog on either a well fitted flat collar or choke chain with either a 6 foot leather or nylon leash. Kay will be working one-on-one with you and your dog in these higher levels. Please RSVP to Andrea by text or email by **July 25th**, if you will be attending with your dog so that we can be sure to have adequate time.

For the youth, that has signed up to compete in the levels of **Pre-Novice** and **Novice** at this year's dog show, please keep your dog at home. Kay will be demonstrating these levels and doing shadow-walk throughs with the youth.

For questions please contact:

Andrea Lesczykowski - # (636)692-8557 - k9claritytraining@gmail.com Cheryl Schinker - # (715)850-0039 - cheryl.schinker@yahoo.com Jamie Lesczykowski - # (715)889-1513 - Text & Email unavailable



#### 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		

#### 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 July 14 Friday Notes for job descriptions.

#### **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	Hintz
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	Arvilla Rusnak
Day Supervisor	Friday	10am-10pm	1-2 people	Arvilla Rusnak
Day Supervisor	Saturday	10am-10pm	1-2 people	Patti/Katelyn Volk
Day Supervisor	Sunday	10am-8pm	1-2 people	Jo Hipke
Clean-up before Fair	best if within one we	eek 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 Christy Brook

# 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!

#### **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.

#### Oconto County Diary Promotions Contest, August 15<sup>th</sup>

The Oconto County Dairy Promotions Committee is announcing a competition to promote the dairy industry through still photos, PowerPoint or action videos. Entries will be judged on creativity, effectiveness in telling the story and the technical principles of composition, lighting, focus and framing. See page 12 for more information on how to enter.

DIRECTOR

#### 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.

#### Food Stand Committee Meeting, August 13<sup>th</sup>

The next meeting of the Food Stand Committee will be held on August 13th, 9:00am at the Gillett Fairgrounds.

#### Board of Director's Meeting, August 13th

The next Board of Director's meeting will be held on Sunday, July 13<sup>th</sup> at 1:00pm at St Clare's Hospital in Oconto Falls. Everyone is welcome.

#### 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 follow the link on page 1.

Happy scrapbooking! Arvilla

#### Did You Know?

You can access Friday Notes online at <a href="https://www.4honline.com">www.4honline.com</a>. Just log in to your family profile and 3 weeks of previous newsletters are available or go to <a href="https://www.co.oconto.wi.us">www.co.oconto.wi.us</a>, click on UW-Extension, 4-H and Youth Development, Friday Notes for past editions.

#### Club Charter Instructions (page 1), September 1st

Now that we have the Annual Financial Report portion of the charter rolling, we can begin at the beginning, Page 1 (see page 13 for a blank copy). It is ideal that this charter be completed with the participation of the club officers, if possible. Some club officers may be young but they can still complete basic information about the club. Try to meet with your officers at a separate time or before or after a club meeting to involve them.

- ✓ The county due date this year is September 1<sup>st</sup>. This is earlier than previous years, but don't panic. This date gives us a lot of room for issues and delays, so do your best to meet that date but don't lose any sleep over it.
- ✓ Our county is Oconto and you can fill in the date you are completing the charter.
- ✓ Fill in the name of your 4-H club
- ✓ The 4-H club contact information is very important. Please don't put an email down that you don't check regularly. I promise we won't send you anything that doesn't pertain to the 4-H program and we try to keep those emails to a minimum.
- ✓ Complete your 4-H Club meeting information. Keep in mind that it is important, in order to accommodate all our members, that your club meets in a place that is accessible and comfortable for everyone. It may not be comfortable for individuals to meet at someone else's home. Keep in mind also that we should be meeting in locations that are handicap accessible.
- ✓ If your club has a Facebook or other social media site, check the appropriate box and enter the site address.
- ✓ Have you gone over your bylaws with members this year? Your club should review its bylaws once a year, especially if you have new members. Consider handing out your bylaws when new members attend a meeting so they know what your club is all about. This would be a great job for a Vice-President.
  Now might be a good time to discuss reviewing the bylaws with your officers and have them place that item on the agenda for the post meeting. Even if you don't get to it before this year's charter deadling, you will have it done for

agenda for the next meeting. Even if you don't get to it before this year's charter deadline, you will have it done for next year. This would also be a good item to add to your club calendar (we'll talk more about the calendar in another Friday Notes). Go ahead and fill in the date of the last update to your bylaws.

That's the end of page one. Great Job! I'll discuss page two in next week's edition of Friday Notes. In the meantime, feel free to contact me with any questions. Arvilla

#### **Trips Committee Renamed**

The Oconto County 4-H Trips Committee has been renamed The Travel Experiences Committee. This committee met recently to discuss the budget assigned to them by the Leader's Association for the upcoming 4-H year and how those funds will be distributed. Upon approval by the Leader's Association Board of Director's, the committee will be announcing the line-up of travel experiences they will be promoting this year. Watch Friday Notes for further details.

#### **4-H Travel Experiences Committee Members:**

Pam Jackson, Adult Leader, Pasture Pirates Kenzie Jackson, Youth Leader, Pasture Pirates Jo Hipke, Adult Leader, Lena Rocketeers Ros Kramer, Youth Leader, Lena Rocketeers Ash Thiele, Youth Leader, Bayshore Staci Athey, Adult leader, Southernline Victoria Athey, Youth Leader, Southern Line Ryann Wagner, Youth Leader, Northern Riders



If you are interested in being a member of the Travel Experiences Committee contact Arvilla at the UW-Extension Office or attend the next meeting on August 7th, 7:00pm at St. Clare's Hospital in Oconto Falls.

CLUB/CHAPTER						
NAME (FIRST & LAST)	CHICKENS	DUCKS	GEESE	TURKEYS	PIGEONS	RABBIT
This form can be done by family of Return completed form to keith.schardt@gmail.com. Form mus Monday, August 1	o Keith Schardt, at be received by	2250 Eastman August 1st, in	Ave, Apt #6, G order to have	reen Bay, WI 50 cages ready for	4302 or email t r the fair. Cage	:0
CLUB/CHAPTER						
NAME (FIRST & LAST)	CHICKENS	DUCKS	GEESE	TURKEYS	PIGEONS	RABBIT

This form can be done by family or club/chapter. The club/chapter and name of individual MUST appear on the form.

Return completed form to Keith Schardt, 2250 Eastman Ave, Apt #6, Green Bay, WI 54302 or email to keith.schardt@gmail.com. Form must be received by August 1st, in order to have cages ready for the fair. Cage setup will be Monday, August 14th at 6 pm. Everyone is expected to assist with the setup of the barn.













Cooperative Extension University of Wisconsin-Extension Oconto County

301 Washington Street
Oconto, WI 54153-1699
(920) 834-6845
FAX (920) 834-6853
TDD No Voice Service (920) 834-7045
(Please indicate the message is for UW-Extension)

July 14, 2017

Dear Dairy Exhibitor,

It's almost county fair time! This letter is being sent to all dairy exhibitors regarding the number of animals being brought to the fair. Knowing how many animals will be exhibited ahead of time will help us determine housing arrangements for your animals in the barn. Please take a minute to let us know how many dairy animals you will be showing this year.

You will need to give a count for dairy animals in each of the following categories: cows, yearlings and calves. Please call (920-598-0710), text (920-598-0710), or email (ehbuhrandt711@yahoo.com) Dairy Superintendent Erin Buhrandt or call (920-598-0771) Dairy Superintendent Kay Naparalla by **August 1, 2017** with your animal information. <u>Any information given after August 1, will not guarantee the appropriate stall dimensions for your animals brought to the fair.</u>

If you have any questions, please contact either Dairy Superintendent Erin Buhrandt (920-598-0710) or Kay Naparalla (920-589-0771).

See you all in a few weeks!



Cooperative Extension University of Wisconsin-Extension Oconto County

301 Washington Street Oconto, WI 54153-1699 (920) 834-6845 FAX (920) 834-6853 TDD No Voice Service (920) 834-7045 (Please indicate the message is for UW-Extension)

July 14, 2017

Dear Sheep and Swine Exhibitors,

It's almost county fair time! This letter is being sent to all sheep and swine exhibitors regarding the number of animals being brought to the fair. Knowing how many animals will be exhibited ahead of time will help us assign pens for you in the barn.

Please take a minute to let us know how many sheep and/or swine you will be showing this year. Detach this form, fill it out, and send it to Sheep and Swine Superintendent Bobbie Windus by August 10, 2017. You may also text the information if you would like, but please be considerate during the hours you text. If you do not return this letter, you will not be assigned any pens for the fair. If you have any questions, please contact Bobbie Windus, Sheep and Swine Superintendent, at 920-604-1687.

see you all in a few weeks!		
Oconto Count	y Fair 2017 Pen Assignments	
Name of Exhibitor:		
Club/Chapter:		
I will be bringing the following anin	nals to the Oconto County Fair:	
Number of Market Sheep: Number of Ewes:	Number of Gilts:	
Number of Rams:	Number of Boars: Number of Feeder Pigs:	
TOTAL Number of Sheep:	TOTAL Number of Swine:	

Please mail this form to: **Bobbie Windus** 304 E Main Street Lena, WI 54139

DUE: August 10, 2017 Thank you!

An AA/EEO employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title VI, Title IX and ADA requirements.

#### 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 Hallexhibit 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)	151 011163
	Contents for current year	(1 point)	
	Cover includes club or organization name	(1 point)	
	Creativity of scrapbook cover	(0 - 10 points)	
		Total Scrapbook Points	
Indae	s comments:	Townserappook Formes	
	- Commencia.		
2.	Story of Community Service Activities		45 Points
	Description of the project	10 points	
	Intended audience, purpose and goals identifi	ed 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	
Judge	s 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	
	- · ·	ory Presentation Points	
Judge	s comments:		
	Overall Presentation		10 Points
4•	Neatness	a points	10 FOILIG
	Completeness	2 points	
	•	4 points	
	Organization	2 points	
	Originality	2 points reati <b>v</b> e Presentation Points	
Judge	s Comments:	reative Presentation Points	
		Total Scrapbook Points	

#### Oconto County Dairy Promotions Video Contest

Oconto County Dairy Promotions, Inc. is offering a competition to promote the dairy industry through creation of video programs. Oconto County youth ages 8 through 19 are invited to develop and submit a 3 to 5 minute video program that tells the positive story of an aspect of the dairy industry or dairy products.

Programs may be word-narrated still photos (Power Point) or action videos. Entries will be judged on creativity, effectiveness in telling the story; and the technical principles of composition, lighting, focus, and framing. Dairy product and farm promoting concepts as well as youth safely working with and around animals (feeding, cleaning, handling, milking, fitting, etc.) or machinery (greasing, adjusting, calibrating, fixing, etc.) on farm might be the easiest topics to get started. While a Peterson Brothers--style parody would be a great intention, a keep-it-simple entry that actually gets submitted would probably be more practical. But you decide.

Cash prizes will be awarded to the winning individual entries in the following youth age groups:

8–11 years

12-15 γears

16–19 years

There will also be group prizes for organizations (clubs and chapters) that submit a team project.

1st place - \$40

2nd place - \$30

3rd place - \$20

All videos and power points entered will be played continuously throughout the Oconto County Fair.

Videos will be played on Microsoft Windows-based equipment but can be submitted in any video format and the NWTC Media crew will do their best to convert. Google platforms will need to be converted to a pc compatible format. Entries need to be uploaded to USB jump drive or emailed to mark.alden@nwtc.edu by Tuesday, August 15, 2017 along with the individual or group name, hometown, and age of the author.



# 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. <b>Attach one copy of the 4-H Club's or Group's writte operating guidelines or bylaws</b> to this form, <i>if they have changed since your last submission</i> .
Date of last update: