

# 4-H NEWS

June 2024

## REQUIRED REPORTS

### ***Annual 4-H Financial Statement and Club Inventory Report***

**DUE to the Extension office no later than 4:00 PM on September 13**

All 4-H clubs and 4-H committees **must complete the 4-H Financial Statement form and inventory report** even if you have no income and/or are not planning to have a group for the upcoming 4-H year.

- Reporting period is July 1, 2023 – June 30, 2024.
- Required forms included in this newsletter

### **Exhibitor Handbook Correction**

(aka “premium book”)

### **RE: Mastershowmanship**

(aka “Round Robin”)

The process in the Exhibitors’ Handbook is apparently not how it’s been done most recently. The Overall Grand and Reserve Grand Champion of each species is eligible, and expected, to exhibit in the Mastershowmanship Contest. Not the champion and reserve champion of each **division** (Jr., Int., Sr.) of each species, as the handbook reads.

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**Phone: 541-881-1417**

**Facebook:  
@MalheurCounty4H**

**Website:  
<https://extension.oregonstate.edu/malheur>**



# Updates

## IMPORTANT – ENTRY FORM INFORMATION

- Entry forms are due to your club leader July 9<sup>th</sup>
- Entry form can be found at <https://extension.oregonstate.edu/4h/malheur/malheur-county-fair>
- Entry forms are also available at the Extension office or in the 2024 fair book
- Class Numbers can be found in the fair book for animal science projects.
- Class numbers for static projects can be found online at <https://extension.oregonstate.edu/4h/malheur/malheur-county-fair>
- If you are unable to locate a class number, please call the Extension Office and we will assist you.
- Please write in the correct class description that coincides with the class number.
  - EXAMPLE – Class Number 781300000
  - Class Description Market Hog
- NOTE: All stalls will accommodate 2 animals. Tack stalls will be given to clubs only if space is available.

## IMPORTANT!!

**Novice members** - Novice is to be defined as a beginner participating in their first year (4-H year) showing a particular species. **Novice will not be eligible for Champion or “return” classes; novice classes will be blue, red, and white ONLY. No “special awards” will be provided for any novice classes.** Novice participants will not be eligible for state fair. Novice or “First year” members have the option to participate in their age division. Only under special circumstances, would a member be allowed to participate in novice more than one year in any species.

## 4-H Award Sponsors Needed

The success of the 4-H awards program relies on continued support of our supporters and sponsors. How can your club support the 4-H awards program?

1. Do a fundraising activity to support awards
2. Donate from your club funds
3. Ask family, friends, local businesses to donate

**Please make checks payable to:**

MC4-H Awards

**Please return the donations you collect to:**

Malheur County 4-H Awards  
at the OSU Extension Office  
710 SW 5<sup>th</sup>, Ontario 97914

This donation is tax deductible!  
The committee will mail a receipt to all donors.

# Record Books

## **Important Change in Record Books For 2024 ONLY!**

At the association meeting in April we decided to “lighten the load” for staff and volunteers a bit by not requiring record book interviews. Members, don’t confuse this with not having to do your record books. You still have to do them, have them up to date as of July 1 and let your leader review them so they can attest that they indeed are up to date, then they will turn a form into the office by July 11<sup>th</sup> stating that your records are up to date.

If you don’t make arrangements with your leader to get your record books checked, it could significantly impact your fair experience. So make it happen. It’s also important to recognize this is only for this year, next year it’s back to the usual expectations. And...

**If you are applying for ANY special fair awards or a county medal**, you still have to do an interview, call and schedule those with Bobbi before July 1. No interview, no special award. Record books should be up to date for your interview, they do not have to be closed out because your year will not be complete. Do your story, update your project records, feed and growth and resume. Any questions, don’t hesitate to reach out.

# Record Books

## Why Record Books?

4-H Record Books provide opportunities for 4-H members to:

- ❖ Set goals, pursue strategies to meet those goals, and shift gears in the face of challenges and obstacles.
- ❖ Reflect on their yearly work by documenting their skill development, learning experiences, and growth in 4-H.
- ❖ Build skills, knowledge, and develop mastery through creating their 4-H records.
- ❖ Help youth grow through continued exposure to positive experiences that support their development of the **6 Cs**: competence, confidence, character, caring, connection, and contribution.

## Tips for writing your 4-H story.....

**Writing a story may be hard. You may use the following questions to get started, but feel free to add other information about YOUR 4-H year! REVIEW and follow page requirement on next page!**

Goals – What did you want to accomplish/learn this year?

What did you do and learn about your project(s)?

What challenges did you face?

How did you overcome these challenges?

How might you apply what you learned to the coming year?

What skills have you gained from being a 4-H member? How will you use these skills in the coming year?

Share about your leadership in your 4-H club.

Tell me about your 4-H community service project?

What was your favorite part about being in 4-H?

## OSU – Malheur County 4-H Record Book Portfolio Checklist



Use this check sheet to help you organize and assemble your record book.

	Check the box as each item is completed.
	<b>A Green 4-H Portfolio cover:</b> Contains your Name, Club Name, and County on front
	<b>Title Page:</b> The title page should contain your name, your age, and your 4-H Club Name (s)
	<b>Tabbed, Labeled Dividers:</b> Put corresponding paperwork behind each tab. Use a separate divider for each set of project records, as well as past year records.
	<b>Table of Contents:</b> List the major sections of your portfolio in order: Table of Contents, My 4-H Resume, My 4-H Story, Project Records, Advancement Records (optional), Photos/Newspaper Clippings and Past Years Records (2 YEARS if applicable).
	<b>My 4-H Resume:</b> Tabbed divider, then your resume filled out completely for all years in 4-H. Make sure you list ALL 4-H activities for the year. This is an on-going document and will be used every year.
	<b>My 4-H Story:</b> The story should include information about your overall experience in 4-H this year. Story can be handwritten or typed. Single spaced, 1" margins and 12 pt font. <b>Minimum Requirement</b> – Juniors – 1 full page, Intermediates and Seniors – 2 full pages. For your story, one full page in one side. <b>Do not</b> use the note page, this is only to be used for your rough draft.
	<b>Project Records:</b> You must have project records for each of your project areas. If you have a <b>market animal project</b> , (Jr., Int., or Sr.) you must include a “feed and Growth Record for Market Animals” sheet, record #700-04R on the OSU website. <b>DO NOT</b> include a daily feed record. Place your main project first, with a divider for each project area. Make sure all sections are complete. Write “N/A” or “NONE” if you have no entry for the section. You must have your approved leaders’ signatures for record to be complete. Leaders cannot sign your records unless they are complete. Parents cannot sign records unless they are registered club leaders.
	<b>Advancement Records:</b> These are optional but include if you are working on them. It might be good to put a sticky marker/note by new things completed.
	<b>Photos/News Clippings &amp;/or Newspaper Articles:</b> Photos must be labeled. Three pages maximum. One page equals front and back. Photos/News clippings &/or newspaper articles should be about you or your club activities in which you participated. Please do not include a lot of scrapbooking or extra embellishments, as you want a professional-looking portfolio.
	<b>Past Project Records:</b> Include My 4-H story, Project Records (including feed records), and Photos for each two years, divided with labeled, tabbed dividers. A resume is an on-going record, listing all four years activities in 4-H and should not be included in this section; only at the beginning of your portfolio. Make sure you have closed out your record from the previous year with income and inventory.
	<b>DO NOT INCLUDE:</b> Any paperwork you will need to turn in at fair, letters, ribbons, certificates, receipts (including bill of sale), health records, brand inspection, past year’s judging evaluation, project manuals, workbooks, worksheets, handouts, ect.
	<b>Members may use pencil, ink, or computer format.</b>
	<b>Plastic/protective sheets may be use on photos only.</b>
	<b>The entire portfolio must be prepared by the member only.</b> If the child is on an IEP, as recorded in their registration, exceptions may apply.

4-H Record Book material can be found at: <https://extension.oregonstate.edu/4h/record-books>

## County Medals

County Medals are available to recognize 4-H members in project or activity areas who have demonstrated advanced accomplishments in a 4-H project, as well as in leadership and citizenship activities.

**Ask your 4-H Leader to complete the second page of the application found at:**

<https://extension.oregonstate.edu/sites/default/files/documents/8426/countymedalapplicationform.pdf>

Find a list of medal areas at -<https://extension.oregonstate.edu/4h/malheur/record-books>

### Eligibility

- Members must be in the 7th through 12th grades
- Members may receive only one project medal per year
- Members may also receive a Fashion Revue Medal or an Achievement Medal in the same year they receive a project medal.
- If merited by outstanding accomplishment, members may receive the same medal once as an Intermediate and once as a Senior. (Exception: Fashion Revue and Achievement Medals may only be awarded once to any member).

### Selection Procedure

1. Schedule a County Medal Interview when you register for your 4-H Record Book Interview
2. Complete and turn in the County Medal Application
3. Participate in interview

### Guidelines for Evaluating County Medal Applications

#### Experiences in 4-H Projects and Activities - 50%

##### As shown by:

- New knowledge, attitudes and skills learned
- Scope and characteristics of projects and activities
- Project and activity participation experiences

#### Experiences in 4-H Leadership - 25%

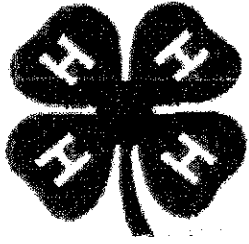
##### As shown by:

- Leadership participation
- Offices held and committee assignments

#### Experiences in Citizenship and Community Service - 25%

##### As shown by:

- Development of positive attitudes toward service to others
- Participation in citizenship and community service activities



## Oregon State 4-H Program

### County Medal Application Form

*A separate application must be submitted for each medal*

Project or Activity Area \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Previous County Medals Received (list project area and year) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**What are the major things you have learned in this project or activity?**

#### **4-H Citizenship, Community Service and Community Pride:**

Please list the most important things you have done to help others. Be sure to include those things your club has done.

#### **Leadership**

Please list your most important leadership responsibilities in 4-H. Specifically describe your involvement in each activity.

Give your leader this form, your 4-H Permanent Record and the previous year's 4-H Project Records in the areas for which you are applying. Applicants in Achievement, Citizenship, and Public Speaking must include records of all projects carried in previous year.



**4-H ANNUAL FINANCIAL STATEMENT**  
4-H Clubs and 4-H Committees

**4-H Annual Financial Statement**

**COMPLETE BOTH SIDES**

All 4-H clubs and 4-H committees must complete this form even if you have no income and/or are not planning to have a group for the upcoming 4-H year. Contact County 4-H Staff at the Extension Office if your group is disbanding this year. (Report income/expenses from July 1 to June 30)

**DUE: September 13, 2024**

Date: \_\_\_\_\_

Return to:

OSU Extension Office, Malheur County  
Address: 710 SW 5<sup>th</sup> Avenue  
Ontario, OR, Zip 97914

4-H Club or Committee Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street City State Zip

Beginning account balance as of July 1, \_\_\_\_\_ \$ \_\_\_\_\_ (A)  
(Amount should be the ending balance from your previous year's report)

Income and Expenses from July 1, 2023 to June 30, 2024

Income

Registration, Entry & Project Fees paid to the group and deposited in group's account/treasury. \$ \_\_\_\_\_

Monetary donations \$ \_\_\_\_\_

Fundraising activities \$ \_\_\_\_\_

Interest from bank accounts \$ \_\_\_\_\_

Club dues \$ \_\_\_\_\_

Grants \$ \_\_\_\_\_

Club dues \$ \_\_\_\_\_

Other (Specify) \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Income (B) \$ \_\_\_\_\_

Expenses

Member benefits paid from the account/treasury (i.e. project & entry fees, club activities, field trips, etc.) \$ \_\_\_\_\_

Supplies & Equipment \$ \_\_\_\_\_

Fundraising expenses \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

Printing \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Bank fees \$ \_\_\_\_\_

Scholarships \$ \_\_\_\_\_

Equipment purchased \_\_\_\_\_ \$ \_\_\_\_\_

Other (Specify) \_\_\_\_\_ \$ \_\_\_\_\_

Total Expenses (C) \$ \_\_\_\_\_

Ending account balance on June 30, \_\_\_\_\_ \$ \_\_\_\_\_ (D) *Note: (A) + (B) - (C) = (D)* Please check math!

Must match June 30th bank statement

*We, the undersigned, do hereby swear that the information contained herein is true and correct to the best of our knowledge.*

Signed \_\_\_\_\_  
(Treasurer or Secretary)

Date \_\_\_\_\_  
(Club Leader or Committee Chair)

Signed \_\_\_\_\_ Date \_\_\_\_\_







**4-H ANNUAL FINANCIAL STATEMENT**  
4-H Clubs and 4-H Committees

**4-H Account Activity Record**

All clubs and committees should be using the County 4-H Association Tax ID Number. The financial institution MUST be provided the Federal EIN (tax ID) number to be used for the account.

Does your group have:

NO FUNDS

Checking Account Bank Name \_\_\_\_\_ Acct No. \_\_\_\_\_

Savings Account Bank Name \_\_\_\_\_ Acct No. \_\_\_\_\_

The group's bank account is with:

Bank Name \_\_\_\_\_ Acct Number \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

The authorized signer(s) on the account include:

\_\_\_\_\_  
Name Phone \_\_\_\_\_

\_\_\_\_\_  
Name Phone \_\_\_\_\_

Is your account using the County 4-H Association tax ID number?  Yes  No

Do you conduct a yearly review?  Yes  No

Have you ever conducted an account audit?  Yes  No

Does your group own materials, equipment, property or other assets that have been purchased with funds you raised in the name of 4-H? (i.e. fair decorations, show equipment, parade tack, etc.)

Yes  No

If "yes" please fill out the "4-H Clubs and Committees Materials and Equipment Inventory" form.

*We, the undersigned, do hereby swear that the information contained herein is true and correct to the best of our knowledge.*

**Review** - A review provides limited assurance on an organization's financial statements. During a review, inquiries and analytical procedures present a reasonable basis for expressing limited assurance that no material modifications to the financial statements are necessary; they are in conformity with generally accepted accounting principles. This "does it make sense" analysis is useful when the organization needs some assurance about their financial statements, but not the higher level of assurance provided by an audit.

**Audit** - An audit provides the highest level of assurance on an organization's financial statements. An audit provides assurance that an organization's financial statements are free of material misstatement and are based on the application of generally accepted accounting principles.

\_\_\_\_\_  
Signature: (club leader) Date \_\_\_\_\_

\_\_\_\_\_  
Signature: (club treasurer) Date \_\_\_\_\_

Return by September 13 to the OSU Extension Office

Developed by J. Williams & W. Hein, Adapted by J. Baggott & M. Lesmeister, June 2016

Reviewed 10/2022





**4-H ANNUAL MATERIALS AND EQUIPMENT INVENTORY**  
4-H Clubs and 4-H Committees 2023-2024

### 4-H Annual Materials and Equipment Inventory

Club or Committee Name: \_\_\_\_\_

Volunteer or Member Name Completing the Form: \_\_\_\_\_

Club or Committee President/Chair: \_\_\_\_\_ Reporting Year: \_\_\_\_\_

As the 4-H Club or 4-H Committee acquires materials, equipment, property, or other assets, keep an inventory by completing this form each year and return to the Extension Office.

Date Acquired	Description of Item	Location of Item	Cost or Value
<b>Total Inventory Value</b>			<b>\$</b>

Developed by S. Busler & H. Bowen. Adapted by M. Lesmeister & J. Baggott June 2016



# 4-H At-A-Glance

<b>May</b>	
<b>29</b>	<b>IMPORTANT PLEASE ATTEND – Leaders meeting reviewing record books requirements</b>
<b>June</b>	
<b>3</b>	<b>Malheur County Senior Scholarships Applications due by 5:00 pm to the Extension Office</b>
<b>3</b>	<b>Ownership Deadline- All lease agreements must be on file to the Extension Office by 4:00pm</b>
<b>19</b>	OSU Extension Office Closed – Juneteenth Day
<b>24</b>	<b>TENTATIVE 4-H Association meeting 6:00pm at the Extension Office</b>
<b>27</b>	<b>Chicken &amp; Rabbit Weigh-in Paperwork &amp; Pictures due</b> <a href="https://www.malheurcountylivestocksale.org/paperwork-important-livestock-information">https://www.malheurcountylivestocksale.org/paperwork-important-livestock-information</a>
<b>July</b>	
<b>1</b>	<b>4-H Special Awards Interviews must be scheduled</b>
<b>4</b>	OSU Extension Office Closed – Independence Day
<b>9-10</b>	<b>4-H Special Awards, County Medals’, and Linda Leininger Interviews</b>
<b>18</b>	<b>4-H Superintendent meeting 6:00pm at Malheur Couty Extension Office</b> <b>Candi Bothum is conducting this meeting – Attendance requested for Superintendents</b>
<b>20</b>	Malheur County fair Clean-up Day Carnival Passes will be available at the Fair Office: <b>Day passes \$35, Week Passes \$90 per person</b>
<b>23</b>	<b>TENTATIVE 4-H Association meeting 6:00pm at the Extension Office</b>
<b>30-August 3</b>	<b>Malheur County Fair – Theme: “Foot loose at The Fair” Colors: Red, White, and Blue</b>
<b>August</b>	
<b>13</b>	<b>REQUIRED – Club Financial Reports and Inventory reports due to the Extension Office</b>
<b>27</b>	<b>4-H After Fair Meeting – 6:00pm Extension Office</b>
<b>23-Sept.2</b>	Oregon State Fair



**Oregon State  
University**

Extension Service, Malheur County  
710 SW 5<sup>th</sup> Avenue  
Ontario, Oregon 97914  
**Return Service Requested**

Non-Profit Org.  
U.S. Postage  
PAID  
Permit #124  
Ontario, OR 97914



**LEADERS – PLEASE ATTEND THE MAY 29, LEADERS MEETING 6:PM  
AT THE EXTENSION OFFICE**

**July 2024**

- **01- County Medal and Linda Leininger Interviews Scheduled Deadline**
- **09-10 – County Medals, & Linda Leininger Interviews**
- **09 – Fair entry forms due to club leaders**
- **11 – Leaders need to turn in entry forms and up to date record book confirmation forms to MCE office**

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