K-State Research & Extension

Greenwood County 4-H News

4-H is an organization of young people who are learning leadership, citizenship and life skills for their community, their country and their world.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service  ●  September 2020

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**4-H Calendar**

**September**

21 4-H Council meeting 7:00 p.m. WVGG’s & UFRJ hosting
21 Leaders Meeting 6 p.m.

**October**

1 Record books, Pin apps and officer books due in the Extension office
1 4HOnline opens for reenrollment/enrollment for 2020-21
1 Ambassador Application Due
1 Youth Council application deadline
2-4 Jr. Livestock Show
4-10 National 4-H Week
10-11 48 hours of 4-H
15 KYLF & KVF early bird registration deadline
19-20 Kansas 4-H Dog Conference and Quiz Bowl

**November**

1 KYLF Registration deadline
1 2019-2020 Club goals met form and financial reports due to the extension office
20 2020-2021 Organizational reports, and club goals due to the extension office
21-22 Virtual KYLF

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**4-H Online**

4-H online will be down to all members during September for annual maintenance in order to begin the new 4-H year. It will be back up for enrollment/reenrollment October 1.

**Club Boxes**

Please drop your club boxes off at the Extension Office. If you want to drop them off early this month, I will try to have them ready to pick up at the leaders meeting Thank you.

**Virtual Kansas Youth Leadership Forum November 21 and 22**

Watch your email and Facebook for more details and registration.

**4-H Club Corner**

The State 4-H Youth and Development has new resource for club leaders called 4-H Club Corner. You can find them on our web-site [https://www.greenwood.k-state.edu/4-h/4-hclubleadersresources/index.html](https://www.greenwood.k-state.edu/4-h/4-hclubleadersresources/index.html)

Check them out and see if there is anything for you and your club as you begin and plan for the new year.

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**COVID-19 4-H Meeting Guidelines**

Below is a link from K-State with guideline’s for holding 4-H meetings to help keep all our members and volunteers healthy and safe. The document is at the end of this newsletter.

[https://www.kansas4-h.org/docs/COVID-4H-Meeting-Guidelines.pdf](https://www.kansas4-h.org/docs/COVID-4H-Meeting-Guidelines.pdf)

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Thank You! Thank You!

Thank you to all parents, family members and county patrons who supported the Greenwood County 4-H program before, during and after the Greenwood County Fair in a multitude of ways! Your hard work is recognized and appreciated!

Thank you!
48 Hours of 4-H

Join us this fall in seeing just how much we can give back to our communities! The weekend after National 4-H Week, is the perfect opportunity to setup a service project. Invite your friends, clubs, adult volunteers and 4-H Alums too! Find all the information here and start planning your projects. Please register your projects and then follow up with a report so we know about all the great things that happened across the state. 48 Hours of 4-H is the perfect compliment to #InspireKidstoDo

When: October 10-11, 2020
Who: 4-H Members, 4-H Clubs, Friends, Adult Volunteers, Parents, 4-H Alumni, Partnerships, Community Organizations, Potential 4-H Families

Go to the website for helpful information. https://www.kansas4-h.org/events-activities/conferences-events/48-hours-of-4-h/index.html

Registration will open soon.

4-H Ambassador Application Process

If you are interested in helping develop a dynamic program to promote, grow and be the face of our county 4-H program in our communities, we encourage you to apply! Applications and position description may be found at http://www.greenwood.k-state.edu/4-h/ambassadorprogram/ or may be picked up at the Extension office. Completed application along with two recommendation forms are due back to the extension office by October 1st. Ambassadors will be announced at the achievement banquet. If you have any question regarding the ambassador program, application process or responsibilities, please don’t hesitate to contact the extension office.

Talk to one of your Ambassador’s Reese Greenwood or Marlea Harlan to find out more information.

Record Books & Award Applications

Record books and Pin applications are due in the Extension Office Thursday, October 1. Check with your leaders for the date you need to have your books/applications to them. A Kansas Award Portfolio (KAP) is to be created by the 4-H member in each project in which he or she wishes to complete. Instructions are given on the forms.

Here is some information regarding KAPs. This is the evaluation process of your project to showcase what you learned. They are not as difficult as they may seem, we encourage you to fill these out.

Membership Pin Applications are available through your club leaders, the website http://www.greenwood.k-state.edu/4-h/achievementpin/index.html, or the office. Permanent Records are required in some clubs. Others are strongly encouraged. KAP Forms available through your club leaders, the website https://www.greenwood.k-state.edu/4-h/achievementpin/index.html or at the office.

4-H Council Corner

Items on the September 21 meeting
* Achievement Banquet Dates
* Officer Training Dates and options Virtual or In person
Leaders Notes

1. We will be having a leaders meeting on Monday, September 21 at 6 p.m., prior to 4-H Council. Please let Debi know if you'd like anything on the agenda.

2. Bring your leaders boxes for new 2020-2021 material. (if you haven’t already dropped them off)

3. Turn in 2019-2020 club goals met form and financial reports by November 2, 2020. 2020-2021 Club organizational reports and club goals are due November 20th 2020

4. If you would like to look at Historian, Secretary, or Reporters officer book score sheet, contact the office or go to our website
   https://www.greenwood.k-state.edu/4-h/achievementpin/index.html

5. We will be judging another counties record books October 5th, 8-4:30 come and go, you don’t have to stay the whole time or come everyday. We will continue through the week until all record books are judged. Any leader and or volunteer would like to help judge please call or email Debi by September 28th.
COVID-19 4-H Meeting Guidelines

Volunteers and professionals need to consider the needs of their audience and make reasonable adjustments to the program to best engage the needs of learners with these guidelines in mind. For example, streaming a meeting or providing virtual engagement between meeting dates.

The health and safety of all 4-H members, volunteers, parents, guests, and staff is the top priority of Kansas 4-H. To help reduce the risks associated with the spread of COVID-19, the following guidelines from the Kansas Department of Health & Environment and the Centers for Disease Control (CDC) should be followed to protect yourself and others during 4-H Club meetings and other 4-H programs:

1. Stay home when sick and avoid contact with other people unless you need medical attention.
2. Follow common-sense steps such as washing your hands often and well; covering your coughs and sneezes; and cleaning and disinfecting.
3. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
4. Avoid touching your eyes, nose, and mouth with unwashed hands.
5. Avoid close contact with people by staying at least 6 feet apart.
6. Wear cloth face coverings in public settings where social distancing is difficult to maintain.
7. Wipe down all common surfaces as recommended by the Center for Disease Control (CDC). Common surfaces include tables, counters, doorknobs, light switches, countertops, handles, phones, keyboards, toilets, faucets, chairs, etc.

To help safeguard the health and safety of our members and volunteers, the following guidelines should be followed for all 4-H meetings.

BEFORE YOUR 4-H MEETING

☐ Can the program be offered using a virtual platform? OR Are there participation options for families interested in participating but concerned about the health/safety of their family? If NOT then...

☐ I know the recommended number of attendees in the space I plan to use.
- Ensure that no more than _____ people are in attendance. This number should follow the guidance of the current local Directive Health Measures.
- The number needs to include everyone (volunteers, parents, members, siblings, guest speakers, etc.)

☐ I have encouraged participants to stay home if they are exhibiting COVID-19 symptoms, have had contact with someone with COVID-19 positive test or symptoms or are at risk of exposure
- This includes:
  o Considered at high risk themselves or if they live or work with individuals at high risk. (age 65+, are immunocompromised, or have other health factors identified by the CDC that increase risk if being exposed)
  o Exhibiting COVID-19 symptoms, which include fever, cough, and shortness of breath
  o Have had known contact with anyone with COVID-19 symptoms in the 14 days prior to the meeting

☐ I have provided signage to educate those at my meetings
- Create and prepare any signs or documents that will be used at the event communicating procedures like, checking in, information for parents, expected times, reminders to wash hands/sanitize, etc.
- Contact your local extension office for signage.
PREPARING FACILITIES FOR A 4-H MEETING

☐ I have ensured the size of the room or facility is large enough to allow for the number of expected attendees and to allow for social distancing.
  • This should be in accordance with current guidelines of the local Health and Human Services Department.
  • Keep in mind what would be developmentally appropriate for the ages in your club. For instance, younger age level youth may have more of a challenge understanding distancing and sanitizing.
  • Space tables, chairs, shooting points, etc. farther apart to ensure social distancing (at least 6 ft. apart).

☐ I have properly sanitized the space and all areas we plan to use.
  • Wipe down all common surfaces as recommended by the Center for Disease Control (CDC). See number 7 in the previous guidelines.

WHEN EVERYONE ARRIVES

☐ I reminded participants of meeting expectations like maintaining appropriate distancing and reducing the items in the room they touch.
  • Have a "check-in" process in place and follow it - include providing hand-washing location, hand sanitizer, and directions for where to wait until activity starts to ensure practicing social distancing, etc.

☐ To support safety practices, I collected information and I did not ask participants to pass papers and share pens.
  • Take attendance. Be sure to write down the names of EVERYONE that attended and the date. File this, and any meeting attendance list, in an easy to find location.

DURING THE 4-H MEETING

☐ The meeting was planned and formatted to allow for social distancing and limiting potential exposure.
  • Maintain social distancing (6 feet) throughout the meeting or activity by households. You may need to be creative with different ice-breaker activities, roll-calls, etc.
  • Ensure a protocol is in place and followed for use of any type of equipment. This may require planning of sanitizing equipment between uses. This is especially important for shared equipment like sewing machines, firearms, clippers, pencils, crayons, etc.

AFTER THE 4-H MEETING

☐ I have a plan in place for youth who have not yet left the space.
  • Provide activities for individual youth to do while awaiting their pick-up. These could be handouts, games, etc. that do not involve contact with each other.

☐ I have properly disinfected the entire space utilized and properly prepared it to be used again.
  • Think about the additional spaces that may have been used such as bathrooms, walkways, trashcans, any panels/additional buildings or equipment, etc. and ensure all are cleaned and disinfected properly.
  • Wipe down all common surfaces with a disinfectant as recommended by the Center for Disease Control (CDC). See number 7 in the previous guidelines.

SHOULD YOU HAVE FOOD AT YOUR MEETING?

At this time we recommend food or snacks not be provided as part of 4-H meetings.

SUMMARY

As a volunteer, your health and that of our youth members is of utmost importance and as such some engagement may be minimized at the request of a Kansas 4-H staff and/or volunteers based on a health concerns associated with COVID-19.

By following the above best practices, we hope to offer more opportunities for youth to interact face-to-face, within parameters provided by county health officials. If you have any questions, please contact your local extension office.

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Document created from COVID-19 Meeting Guidelines produced by Nebraska 4-H.

June 2020