



Ohio State University Extension

Crawford County
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Bucyrus, OH 44820

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October 28, 2013

Dear 4-H Volunteer:

Here it is almost November. There are a few things you might want to know before the late November/Early December Newsletter. So, here they are:

TEEN OPPORTUNITIES

Teen Opportunity Booklets should be posted by November 1. Please encourage teens in your club to apply for various awards and opportunities. Camp Counselor and Jr. Fair Board are really more of an opportunity that they should feel honored if selected than an award. Please help them understand that. New this year, volunteers will be mailed the reference forms this year as applications come in. They will need to be completed by Dec. 21.

NOW TIME TO BEGIN NEW VOLUNTEER PROECSS: IT SOMETIMES TAKES 2-3 MONTHS TO COMPLETE

The new volunteer process is:

1. Complete and return application
2. References - Request sent and returned
3. Schedule Interview and complete interview
4. Get Fingerprints (us getting results sometimes takes 6 weeks -2 months)
5. Training Completed
6. Everything complete and Welcome letter sent by April 1

CHANGES IN VOLUNTEER STANDARDS OF BEHAVIOR MEAN EVERYONE RESIGNING AT ENROLLMENT

Enclosed you will find a copy of the new Volunteer Standards of Behavior received from Ohio 4-H marked with new changes. Please read it and ask questions you may have now. DO NOT SIGN. Your new form will be attached to your enrollment materials and will need to be completed and returned with enrollment. All volunteers will need to do one at that time.

WORKSHOP for YOUTH (Beginners) INTERESTED IN SEWING PROJECTS

Carol Miller and Renee Bell will be hosting a workshop for youth interested in Clothing projects on Martin Luther King Day January 20, 2014@ Bucyrus Community Library from 1:00-4:30 p.m.

Watch for details later. The workshop will be designed for a team to sew youth/adult. Talk to youth you think may be interested. It would also be a great opportunity for youth not currently in 4-H to learn more.

ALPACA MEETING FOR THOSE INTERESTED IN TAKING ALPACAS IN 2014

The Alpaca Department is having a meeting of interested youth the Evening of Martin Luther King Day, Monday, January 20, 2014 at 6:30 p.m. in the Lower Level Conference Room.

BEEF TAGGING/WEIGH-IN IN JANUARY

Members taking beef projects will want to know that tagging/nose printing/weigh-in is on Saturday, January 11, 2014.

DATES FOR VOLUNTEER EDUCATION – PLEASE MARK YOUR CALENDAR

As you know, as a minimum every three years, 4-H Volunteers are expected to participate additional training to strengthen their 4-H knowledge and skills. It is not required for you this year, but, many of you make an effort to keep updated in between (which is appreciated). Therefore, we wanted you to have the dates early so you can get them on your calendar. Recent events in the county lead me to further understanding of urgency of continued learning for 4-H volunteers. You can do this learning in a variety of ways:

Participate in local, EERA, state, regional training or even online. Dates of events beginning soon are below. ***Please let us know where you plan to participate.***

North Central Region E-Forums

Participate at your local site: Crawford County Court House, LL Conference Room in Bucyrus

Monday, November 18, 2013 - OMG! You've Got 4-H Parents! Now What??

“ An Ohio State Study of parents, 4-H advisors and sports coaches showed that members enjoyment is positively correlated with support from parents and volunteer advisors.”

The last day for Brenda to register us online is November 16, 2013. Call OSU Extension (419-562-8731) prior to that time.

Tuesday, December 3, 2013 - Engaging Teens & Older Youth

The 2011 Wisconsin 4-H Youth Development leadership study found that participation in leadership activities strengthens youth skills like public speaking and communication, teamwork and conflict resolution.”

The last day for Brenda to register us online is December 2, 2013. Call OSU Extension (419-562-8731 prior to that time.

Tuesday, January 14, 2014- Using Technology to Enhance Your 4-H Experience

“Research from the University of Minnesota found that youth in 4-H have a higher level of comfort with social media than adult 4-H volunteers. Social media can be a compelling method to communicate with 4-h members, but volunteers need the skills to use it effectively.”

The last day for Brenda to register us online is January 13, 2014. Call OSU Extension (419-562-8731) prior to that time.

Monday, February 3, 2014 - Exploring the Science of 4-H Projects

“National 4-H Research shows that youth who have positive experiences with STEM-related projects are more likely to pursue education and careers in math, science, and engineering.”

The last day for Brenda to register us online is February 3, 2014. Call OSU Extension (419-562-8731) prior to that time.

Crawford County

All Advisors welcome:

Club Volunteer Update, Monday, January 30, 2014, 7:00 -9:00 p.m., Court House, LL Conference Room

Current Volunteer Education - Wednesday, February 12, 2014, 7:00-9:00 p.m. in Court House, LL Conference Room. Topics to be Determined . Let me know if there is something you'd like to have covered.

Advisor Training at Officer Training, Monday, March 31, 2014 Location to be determined. Watch Newsletters for details.

Cloverbud Volunteers Only - Cloverbud Volunteer Training – Monday, March 3, 2014, 6:30-8:30 p.m. , Court House, LL Conference Room

For New Volunteers/ new Cloverbud Volunteers– ***New Volunteer Training*** – Tuesday, March 11, 2014, 7:00 -9:00 p.m., Court House, LL Conference Rm.

Ohio Volunteer Conference

Saturday, March 8, 2014 in Columbus @Convention Center. Registration packets posted in late December. Registration due early February. Cost around \$40. Advisory Committee pays part upon request.

Online OPTIONS

Talk to Brenda for Online Options call 419-562-8731 or email young.9@osu.edu. These will be done with a Quiz to complete or your folder. Please complete by April 1. Once you agree upon needs Brenda will email links and quiz.

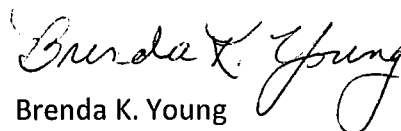
In order to save some paper, I am requesting that you let me know if you plan on being at a session. I will not have a lot of additional copies available.

FILING YOUR CLUB FINANCIAL REPORT – state required - **by January 31.**

You may use the hard copy to submit or use the link for the Club Financial Form if you'd like to complete it online. http://www.ohio4h.org/sites/d6-ohio4h.web/files/Ohio%204-H%20Club%20Financial%20Summary%20Form_re.pdf

Once complete save and attach and send it to us at Crawford4h@osu.edu

Sincerely,



Brenda K. Young
Extension Educator, 4-H Youth Development
OSU Extension, Erie Basin
Crawford County

Enclosures:

New Standards of Behavior Changes
Hard copy of Financial Report



Ohio State University Extension Volunteer Standards of Behavior



These Standards of Behavior are accepted by volunteers who commit to an Ohio State University Extension ("OSUE" or "Extension") program as a condition of their volunteer status. The Standards of Behavior shall guide volunteer's behavior during their involvement in Extension programs. Just as it is a privilege for Ohio State University to work with individuals who volunteer their time and energies to the organization, a volunteer's involvement with OSUE is a privilege and a responsibility, not a right.

OSUE provides quality educational programs accessible to all Ohio citizens. The primary purpose of this Standard of Behavior is to ensure the safety and well-being of all Extension program participants (i.e., members, their parents and families, professionals, and volunteers). Volunteers are expected to function within the guidelines of OSUE and the individual program area (4-H, Agricultural & Natural Resources, Family & Consumer Sciences, and Community Development). Extension volunteers shall act with personal integrity.

Ohio State University Extension volunteers will:

- Uphold volunteerism as an effective way to meet the needs of youth and adults.
- Uphold each individual's right to dignity, self-development, and self-direction.
- Accept supervision and support from professional Extension staff while involved in the program.
- Accept the responsibility to represent their individual county Extension program and The Ohio State University.
- Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship, and provide positive role models for all youth.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by their individual county Extension program and OSUE.
- Not engage in abusive behaviors that physically or verbally threaten or harm any Extension program participant, including youth.
- Not engage in any act prohibited by law.
- Comply with all civil rights laws and policies, including but not limited to OSUE equal opportunity, anti-discrimination laws, and program participant policy.
- Perform duties in a responsible and timely manner as outlined in the position description.
- Immediately report any threats to the volunteer's emotional or physical well-being to the county Extension professional.
- Accept the responsibility to promote and support Extension programs in order to develop an effective county, state, and national program.
- Handle animals and operate machinery, vehicles, and other equipment in a responsible manner.

Previously said felonious act

I understand and agree that as a volunteer:

- I will report any child abuse, sexual abuse, or neglect in accordance with university policy.
- I will not intentionally or purposefully place myself in a position alone with a member of a vulnerable population, in a one-on-one situation, including, but not limited to sleeping quarters with participants.
- I will not, under any circumstances, physically, verbally, or emotionally abuse or fail to provide the basic necessities of care, such as food or shelter to participants.
- I will endeavor to provide a safe and healthy program/camp experience for all participants.
- My volunteer status is subject to immediate suspension or termination based on any act or omission that Extension determines to be contrary to any portion of these standards or otherwise in conflict with the goals of OSUE.

Added b/c new university policy

I have read, understand, and agree to be bound by the Standards of Behavior outlined above.

Had been final sentence.
Repositioned for emphasis

Printed Name

Signature

Date



Ohio 4-H Club / Affiliate Yearly Financial Summary

Due January 31

Dear 4-H Volunteer,

Thank you for taking the time to complete this form to account for your club's yearly financials. Please *carefully* read the following information to assist you in filling out this form correctly. Additionally, the following information will provide guidance on how to submit the form to your county's 4-H office. Please note that this form must be completed for each calendar year's bank transactions for your club. This form must be completed by January 31 of the following year. (Example: if you are reporting on the financials of your club for calendar year 2012, this form is due no later than January 31, 2013).

COMPLETING THE FORM: MANDATORY FIELDS

Several fields on this form are MANDATORY. Several buttons ('Save As,' 'Print,' 'Hide account information,' and 'Email' buttons) are NOT visible on the form until all the mandatory fields are completed. The mandatory fields (indicated by a red asterisk, *, on the following pages) include the following fields:

Club / Affiliate Information

- Program Year
- Club / Affiliate Name
- (Club / Affiliate) County
- Name of person completing this 'Ohio 4-H Club / Affiliate Yearly Financial Summary Form' (i.e., YOU!)

Bank Information

- Bank Name
- EIN
- Account number
- Bank Address
- (Bank) State
- (Bank) Zip Code
- Account signer name(s)
[You MUST provide at least 1 name, but you SHOULD list all names that are designated signers for the account you are describing].
- Beginning account balance *[this should be the amount that was in your account as of January 1 of the program year on which you are reporting.]*

TABLES: ADDING AND DELETING ITEMS

Please note that the form has three tables -- one for account signer names, one for club / affiliate income, and one for club / affiliate expenses. Each of these tables can "grow" -- you may add more lines (as many as necessary) to the tables by clicking the "Add ..." buttons near the top left of each table. You are expected to list ALL transactions that appear on your bank statement for the calendar year. To remove the last row in a table, click the "Remove last ... from list" button. *****NOTE: once the "Remove" button has been clicked for a table, the last item will disappear. THIS IS NOT AN ACTION THAT CAN BE UNDONE!!! Please exercise caution when using this button.*****

VALIDATING THE FORM / CHECKING FOR COMPLETED MANDATORY FIELDS

Once you have completed ALL mandatory fields, and filled in the appropriate information on the form for your club / affiliate for the program year, click the "Validate" button (which will be at the end of the last page of this form). The form will verify that you have completed all mandatory fields. If you pass the verification, the "Print" button will appear, as well as fields and buttons to hide / show the EIN and account number fields.

You must HIDE the account number and EIN fields before you can email the form, to add extra security during electronic file transmission. In the "Enter password to lock account information" field, type the following password: HideAccount! (the field IS case sensitive. Please note the capital H and capital A). Click the "Lock account information" button. The account number and EIN fields will be invisible on the form. When the form is received by your county's 4-H professional, they have the password to unlock and display the EIN and account number fields. The email buttons will now appear next to the hide / show account info fields.

SAVING THE FILE / NAMING THE FILE

Before you can email the form, you will be prompted to "Save As." PLEASE use the following structure when naming your file in the "Save As" process (please note that this filename matches the filename that appears in the footer of the summary page(s)):

Ohio4-HYearlyFinancials_XXXXCounty_XXXX

(You should insert YOUR county name for the XXXX before County in the filename and YOUR club / affiliate name in the XXXX).

Also, please refer to the text below the "Validate" button, that shows how you should name your file.

SUBMITTING THE FORM ELECTRONICALLY (VIA EMAIL)

IF YOU ARE USING MICROSOFT OUTLOOK / EUDORA / MAIL (desktop-based email programs), click the "Email via DESKTOP APPLICATION (Outlook, Mail, Eudora. . .)" button, you will first be prompted to save your file. Please save it in a location on your hard drive (or desktop) where you can easily find it again. Next, select the top option from the pop-up window, "Desktop Email Application". A new email will be created in your desktop-based program, with the email address (TO), subject line, body, and attachment already completed. Click "Send" to finalize form transmission.

IF YOU ARE USING AN INTERNET-BASED EMAIL PROGRAM (Yahoo, Hotmail, Gmail, etc), click the "Email via INTERNET (Hotmail, Gmail, Yahoo, etc. . .)" button. You will be prompted to save your form. Be sure to choose a location on your computer that you can easily find when ready to attach to your email. Open the internet and login to your email account. Create an email to the appropriate county email address (see the list on page 2). For the subject line of your email, please type the following, "Ohio 4-H Club / Affiliate Yearly Financial Summary, XXXX County, XXXX Club " (where you will substitute YOUR county name and club name for the Xs). ***Don't forget to attach your saved copy of this file to the email!*** Send.

If submitting via INTERNET EMAIL (Gmail, Hotmail, Yahoo, etc) refer to the following email list to determine where your county's form should be sent:

County	Submit this form to the following email address:
Adams	Adams4h@osu.edu
Allen	Allen4h@osu.edu
Ashland	Ashland4h@osu.edu
Ashtabula	Ashtabula4h@osu.edu
Athens	Athens4h@osu.edu
Auglaize	Auglaize4h@osu.edu
Belmont	Belmont4h@osu.edu
Brown	Brown4h@osu.edu
Butler	Butler4h@osu.edu
Carroll	Carroll4h@osu.edu
Champaign	Champaign4h@osu.edu
Clark	Clark4h@osu.edu
Clermont	Clermont4h@osu.edu
Clinton	Clinton4h@osu.edu
Columbiana	Columbiana4h@osu.edu
Coshocton	Coshocton4h@osu.edu
Crawford	Crawford4h@osu.edu
Cuyahoga	Cuyahoga4h@osu.edu
Darke	Darke4h@osu.edu
Defiance	Defiance4h@osu.edu
Delaware	Delaware4h@osu.edu
Erie	Erie4h@osu.edu
Fairfield	Fairfield4h@osu.edu
Fayette	Fayette4h@osu.edu
Franklin	Franklin4h@osu.edu
Fulton	Fulton4h@osu.edu
Gallia	Gallia4h@osu.edu
Geauga	Geauga4h@osu.edu
Greene	Greene4h@osu.edu
Guernsey	Guernsey4h@osu.edu
Hamilton	Hamilton4h@osu.edu
Hancock	Hancock4h@osu.edu
Hardin	Hardin4h@osu.edu
Harrison	Harrison4h@osu.edu
Henry	Henry4h@osu.edu
Highland	Highland4h@osu.edu
Hocking	Hocking4h@osu.edu
Holmes	Holmes4h@osu.edu
Huron	Huron4h@osu.edu
Jackson	Jackson4h@osu.edu
Jefferson	Jefferson4h@osu.edu
Knox	Knox4h@osu.edu
Lake	Lake4h@osu.edu
Lawrence	Lawrence4h@osu.edu
Licking	Licking4h@osu.edu
Logan	Logan4h@osu.edu
Lorain	Lorain4h@osu.edu
Lucas	Lucas4h@osu.edu

County	Submit this form to the following email address:
Madison	Madison4h@osu.edu
Mahoning	Mahoning4h@osu.edu
Marion	Marion4h@osu.edu
Medina	Medina4h@osu.edu
Meigs	Meigs4h@osu.edu
Mercer	Mercer4h@osu.edu
Miami	Miami4h@osu.edu
Monroe	Monroe4h@osu.edu
Montgomery	Montgomery4h@osu.edu
Morgan	Morgan4h@osu.edu
Morrow	Morrow4h@osu.edu
Muskingum	Muskingum4h@osu.edu
Noble	Noble4h@osu.edu
Ottawa	Ottawa4h@osu.edu
Paulding	Paulding4h@osu.edu
Perry	Perry4h@osu.edu
Pickaway	Pickaway4h@osu.edu
Pike	Pike4h@osu.edu
Portage	Portage4h@osu.edu
Preble	Preble4h@osu.edu
Putnam	Putnam4h@osu.edu
Richland	Richland4h@osu.edu
Ross	Ross4h@osu.edu
Sandusky	Sandusky4h@osu.edu
Scioto	Scioto4h@osu.edu
Seneca	Seneca4h@osu.edu
Shelby	Shelby4h@osu.edu
Stark	Stark4h@osu.edu
Summit	Summit4h@osu.edu
Trumbull	Trumbull4h@osu.edu
Tuscarawas	Tuscarawas4h@osu.edu
Union	Union4h@osu.edu
Van Wert	VanWert4h@osu.edu
Vinton	Vinton4h@osu.edu
Warren	Warren4h@osu.edu
Washington	Washington4h@osu.edu
Wayne	Wayne4h@osu.edu
Williams	Williams4h@osu.edu
Wood	Wood4h@osu.edu
Wyandot	Wyandot4h@osu.edu



Ohio 4-H Club / Affiliate Yearly Financial Summary

Due January 31

*Program Year: *Club / Affiliate Name:

*County in which 4-H club is based:

Bank Information

*Bank name: *EIN: *Account #:

*Bank address:

*City (of bank): State: *Zip Code:

*Type of account: Checking Savings Other

Signer Name

****At least ONE name is required. List ALL names authorized as signers for the above account.**

<input type="text"/>	<input type="text"/>
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* Beginning account balance as of January 1, _____ (should match bank statement):

Club / Affiliate Income

Income Description (i.e., club dues, fund raisers, club premiums, etc.)

Income Amount

<u>Income Description (i.e., club dues, fund raisers, club premiums, etc.)</u>	<u>Income Amount</u>



Ohio 4-H Club / Affiliate
Yearly Financial Summary
Due January 31

Total Income:

Club / Affiliate Expenses

Expense Description (i.e., project books, member fees, booth supplies, awards, etc.)

Expense Amount



Ohio 4-H Club / Affiliate
Yearly Financial Summary
Due January 31

Club / Affiliate Expenses



Ohio 4-H Club / Affiliate Yearly Financial Summary

Due January 31

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Total Expenses:

Ending account balance as of December 31 (should match bank statement):

*Name of person completing this *Ohio 4-H Club / Affiliate Yearly Financial Summary Form*:

Save file as: