



Orange County/University of Florida
IFAS Extension Education Center

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ORANGE COUNTY EXTENSION FACULTY & STAFF

Dr. Richard Tyson County Extension Director

4-H YOUTH DEVELOPMENT

Rebecca Harris	4-H Extension Faculty - 4-H Youth Development
Tim Pehlke	4-H Extension Faculty - 4-H Youth Development
Ruth Stokes	4-H Administrative Specialist

AGRICULTURE

Liz Felter	Extension Faculty	Environmental Horticulture
Tim Hurley	Program Assistant	Horticulture
Dennis Mudge	Extension Faculty	Livestock/Natural Resources
Lelan Parker	Extension Faculty	Commercial Nursery Program
Jennifer Ramos	Extension Faculty	Florida Yards and Neighborhoods
Ed Thralls	Extension Faculty	Residential Horticulture & Master Gardener Program
Celeste White	Extension Faculty	Commercial Horticulture
Fred Chamberlin	Specialist	Streetscape
John Rahberg	Specialist	Streetscape

FAMILY & CONSUMER SCIENCES

Mary Sue Kennington	Extension Faculty	Leadership Development/Housing
Grisel Negron	Extension Faculty	EFNEP (Expanded Food/Nutrition)
Shundra Collins-Smith	Program Assistant	EFNEP
Deborah Freeman	Program Assistant	EFNEP
Laura Valencia	Program Assistant	Food & Nutrition Program

ORANGE COUNTY 4-H YOUTH OFFICERS

President: Bethany Jensen, Orlando	Vice-President: Thomas Freeman, Orlando
Delegate: Dominique Meyer, Orlando	Alternate Delegate: Sam Charles, Orlando
Secretary: Callie Shaffer, Christmas	Treasurer: Sydney Feliciani, Orlando
Sergeant at Arms: Phillip Gowan, Orlando	Reporter: Emily Verheyden, Orlando
Parliamentarian 1: Clay Cravey, Apopka	Parliamentarian 2: Kelsea Peacock, Orlando
Historian: Lindsay Littell, Belle Isle	

AWARDS AND RECOGNITION



ORANGE COUNTY 4-H CLOVER AWARDS CLOVERBUD LEVEL



May 16, 2009 – May 15, 2010
Due by 5:00pm on May 15, 2010

CLOVERBUD 5-7 Year Olds	Performance Standards	Awards
<p>CLOVER Award</p>	<ul style="list-style-type: none"> • Complete a show and tell activity with your club • Attend at least six (2/3's) club meetings. Independent members must meet with mentor a minimum of three times during the program year. • Complete at least one cloverbud workbook or project book • WILDCARD: Participate in Share the Fun, County Events or the Central Florida Fair 	<p>Clover Certificate</p> <p>Name printed in the 4-H newsletter</p> <p>All Cloverbuds who submit Clover Awards will be invited to Cloverbud Fun Day</p>



ORANGE COUNTY 4-H CLOVER AWARDS JUNIOR LEVEL



**May 16, 2009 – May 15, 2010
Due by 5:00pm on May 15, 2010**

JUNIOR 8-10 Year Olds	Performance Standards	Awards
BRONZE Clover	<ul style="list-style-type: none"> Establish project plan and make report on project to leader (oral or written). Independent members must present completed Project Plan to 4-H staff. Attend at least six (2/3's) club meetings. Independent members must meet with mentor a minimum of three times during the program year. Participate in two 4-H activities Participate/lead one community service activity Complete one Junior 4-H Record Book WILDCARD Submit an entry to the Media Contest, Photo Contest, and/or Poster Contest at the Central Florida Fair. Please refer to the <i>Family Living Premium Book</i> for information on contest deadlines. 	<p>Clover Certificate BRONZE Level</p> <p>Name printed in the 4-H newsletter</p> <p>\$10 towards a 4-H trip or competition</p>
SILVER Clover	<ul style="list-style-type: none"> Establish project plan and make report on project to leader (oral or written). Independent members must present completed Project Plan to 4-H staff. Attend at least six (2/3's) club meetings. Independent members must meet with mentor a minimum of three times during the program year. Participate in two 4-H activities Participate/lead one community service activity Participate in one 4-H competition/exhibition Complete one Junior 4-H Record Book Teach one club level activity WILDCARD Submit an entry to the Media Contest, Photo Contest, and/or Poster Contest at the Central Florida Fair. Please refer to the <i>Family Living Premium Book</i> for information on contest deadlines. 	<p>Clover Certificate SILVER Level</p> <p>Name printed in the 4-H newsletter</p> <p>\$25 towards a 4-H trip or competition</p>



ORANGE COUNTY 4-H CLOVER AWARDS JUNIOR LEVEL



May 16, 2009 – May 15, 2010
Due by 5:00pm on May 15, 2010

(continued)

JUNIOR 8-10 Year Olds	Performance Standards	Awards
GOLD Clover	<ul style="list-style-type: none"> Establish project plans for 4-H projects and make report on project to leader (oral or written). Independent members must present completed Project Plan to 4-H staff. Attend at least six (2/3's) club meetings. Independent members must meet with mentor a minimum of three times during the program year. Participate in three different 4-H activities Participate/lead two community service activities Participate in three different 4-H competitions/exhibitions Complete two Junior 4-H Record Books Teach one club level activity WILDCARD Submit an entry to the Media Contest, Photo Contest, and/or Poster Contest at the Central Florida Fair. Please refer to the <i>Family Living Premium Book</i> for information on contest deadlines. 	<p>Clover Certificate GOLD Level</p> <p>Name printed in the 4-H newsletter</p> <p>\$50 towards a 4-H trip or competition</p>
EMERALD Clover	<ul style="list-style-type: none"> Establish project plans for 4-H projects and make report on project to leader (oral or written). Independent members must present completed Project Plan to 4-H staff. Attend at least six (2/3's) club meetings. Independent members must meet with mentor a minimum of three times during the program year. Participate in four different 4-H activities Participate/lead three community service activities Participate in four different 4-H competitions/exhibitions Complete three Junior 4-H Record Books <i>(Building My 4-H Portfolio can count as one Record Book)</i> Teach one club level activity WILDCARD Submit an entry to the Media Contest, Photo Contest, and/or Poster Contest at the Central Florida Fair. Please refer to the <i>Family Living Premium Book</i> for information on contest deadlines. 	<p>Clover Certificate EMERALD Level</p> <p>Name printed in the 4-H newsletter</p> <p>\$75 towards a 4-H trip or competition</p>



ORANGE COUNTY 4-H CLOVER AWARDS INTERMEDIATE LEVEL



May 16, 2009– May 15, 2010
Due by 5:00pm on May 15, 2010

Intermediate 11-13 Year Olds	Performance Standards	Awards
BRONZE Clover	<ul style="list-style-type: none"> • Establish project plan and make report on project to leader (oral or written). Independent members must present completed Project Plan to 4-H staff. • Attend at least six (2/3's) club meetings. Independent members must meet with mentor a minimum of three times during the program year. • Participate in two different 4-H activities • Participate/lead one community service project • Complete one Intermediate 4-H Record Book • WILDCARD Submit an entry to the Media Contest, Photo Contest, and/or Poster Contest at the Central Florida Fair. Please refer to the <i>Family Living Premium Book</i> for information on contest deadlines. 	<p style="text-align: center;">Clover Certificate BRONZE Level</p> <p style="text-align: center;">Name printed in the 4-H newsletter</p> <p style="text-align: center;">\$10 towards a 4-H trip or competition</p>
SILVER Clover	<ul style="list-style-type: none"> • Establish project plan and make report on project to leader (oral or written). Independent members must present completed Project Plan to 4-H staff. • Attend at least six (2/3's) club meetings. Independent members must meet with mentor a minimum of three times during the program year. • Participate in three different 4-H activities • Participate/lead one community service project • Participate in two 4-H competitions/exhibitions • Complete one Intermediate 4-H Record Book • WILDCARD Submit an entry to the Media Contest, Photo Contest, and/or Poster Contest at the Central Florida Fair. Please refer to the <i>Family Living Premium Book</i> for information on contest deadlines. 	<p style="text-align: center;">Clover Certificate SILVER Level</p> <p style="text-align: center;">Name printed in the 4-H newsletter</p> <p style="text-align: center;">\$25 towards a 4-H trip or competition</p>



ORANGE COUNTY 4-H CLOVER AWARDS INTERMEDIATE LEVEL



May 16, 2009 – May 15, 2010
Due by 5:00pm on May 15, 2009

(continued)

INTERMEDIATE 11-13 Year Olds	Performance Standards	Awards
GOLD Clover	<ul style="list-style-type: none"> Establish plans for 4-H projects and make report on project to leader (oral or written). Independent members must present completed Project Plans to 4-H staff. Attend at least six (2/3's) club meetings. Independent members must meet with mentor a minimum of three times during the program year. Serve on 4-H committee or hold an office. Participate in four different 4-H activities Participate/lead two different community service projects Participate in three different 4-H competitions/exhibitions Give a 4-H talk to a community group Teach one club level activity or workshop Attend one District level event Complete two Intermediate 4-H Record Books WILDCARD Submit an entry to the Media Contest, Photo Contest, and/or Poster Contest at the Central Florida Fair. Please refer to the <i>Family Living Premium Book</i> for information on contest deadlines. 	<p style="text-align: center;">Clover Certificate GOLD Level</p> <p style="text-align: center;">Name printed in the 4-H newsletter</p> <p style="text-align: center;">\$50 towards a 4-H trip or competition</p>
EMERALD Clover	<ul style="list-style-type: none"> Establish Plans for 4-H projects and make report on project to leader (oral or written). Independent members must present completed Project Plan to 4-H staff. Attend at least six (2/3's) club meetings. Independent members must meet with mentor a minimum of three times during the program year. Serve on 4-H committee or hold an office. Participate in five different 4-H activities Participate/lead three community service projects Participate in four different 4-H competitions/exhibitions Give a 4-H talk to a community group Teach one club level activity or workshop Teach one County level class or workshop Attend one District level event Complete three Intermediate 4-H Record Books <i>(Building My 4-H Portfolio can count as one Record Book)</i> WILDCARD Submit an entry to the Media Contest, Photo Contest, and/or Poster Contest at the Central Florida Fair. Please refer to the <i>Family Living Premium Book</i> for information on contest deadlines. 	<p style="text-align: center;">Clover Certificate EMERALD Level</p> <p style="text-align: center;">Name printed in the 4-H newsletter</p> <p style="text-align: center;">\$75 towards a 4-H trip or competition</p>

ORANGE COUNTY 4-H CLOVER AWARDS

SENIOR LEVEL



May 16, 2009 – May 15, 2010
Due by 5:00pm on May 15, 2010

SENIOR 14-18 Year Olds	Performance Standards	Awards
BRONZE Clover	<ul style="list-style-type: none"> • Establish project plan and make report on project to leader (oral or written). Independent members must present completed Project Plan to 4-H staff. • Attend at least six (2/3's) club meetings. Independent members must meet with mentor a minimum of three times during the program year. • Participate in two different 4-H activities • Participate/lead one club community service project • Participate in one 4-H competition/exhibition • Complete one Senior 4-H Record Book • WILDCARD Submit an entry to the Media Contest, Photo Contest, and/or Poster Contest at the Central Florida Fair. Please refer to the <i>Family Living Premium Book</i> for information on contest deadlines. 	<p>Clover Certificate BRONZE Level</p> <p>Name printed in the 4-H newsletter</p> <p>\$10 towards a 4-H trip or competition</p>
SILVER Clover	<ul style="list-style-type: none"> • Establish project plan and make report on project to leader (oral or written). Independent members must present completed Project Plan to 4-H staff. • Attend at least six (2/3's) club meetings. Independent members must meet with mentor a minimum of three times during the program year. • Serve on 4-H committee or hold an office. • Participate in two different 4-H activities • Participate or lead two different community service projects • Participate in two different 4-H competition/exhibition • Complete one Senior 4-H Record Book • WILDCARD Submit an entry to the Media Contest, Photo Contest, and/or Poster Contest at the Central Florida Fair. Please refer to the <i>Family Living Premium Book</i> for information on contest deadlines. 	<p>Clover Certificate SILVER Level</p> <p>Name printed in the 4-H newsletter</p> <p>\$25 towards a 4-H trip or competition</p>



ORANGE COUNTY 4-H CLOVER AWARDS SENIOR LEVEL



May 16, 2009 – May 15, 2010
Due by 5:00pm on May 15, 2010

(continued)

SENIOR 14-18 Year Olds	Performance Standards	Awards
GOLD Clover	<ul style="list-style-type: none"> • Establish project plans for 4-H projects and make report on projects to leader (oral or written). Independent members must present completed Project Plan to 4-H staff. • Attend at least six (2/3's) club meetings. Independent members must meet with mentor a minimum of three times during the program year. • Serve on 4-H committee or hold an office. • Participate in four different 4-H activities • Participate or lead three different community service projects. • Participate in three different 4-H competitions/exhibitions • Give a 4-H talk to a community group • Teach one club level activity or workshop • Teach one County level activity or workshop • Participate in one District level or higher event • Complete two Senior 4-H Record Books (<i>State Award/Scholarship Portfolio can count as one Record Book</i>) • WILDCARD Submit an entry to the Media Contest, Photo Contest, and/or Poster Contest at the Central Florida Fair. Please refer to the <i>Family Living Premium Book</i> for information on contest deadlines. 	<p style="text-align: center;">Clover Certificate GOLD Level</p> <p style="text-align: center;">Name printed the 4-H newsletter</p> <p style="text-align: center;">\$50 towards a 4-H trip or competition</p>
EMERALD Clover	<ul style="list-style-type: none"> • Establish project plans for 4-H projects and make report on projects to leader (oral or written). Independent members must present completed Project Plan to 4-H staff. • Attend at least six (2/3's) club meetings. Independent members must meet with mentor a minimum of three times during the program year. • Serve on 4-H committee or hold an office. • Participate in six different 4-H activities • Participate or lead three different community service projects • Give a 4-H talk to a community group • Teach two different club level classes or workshops • Teach two different county level classes or workshops • Participate in four different 4-H competitions/exhibitions • Participate in two different 4-H District or higher level events • Complete two Senior 4-H Record Books • Complete one State Award/Scholarship Portfolio • WILDCARD Submit an entry to the Media Contest, Photo Contest, and/or Poster Contest at the Central Florida Fair. Please refer to the <i>Family Living Premium Book</i> for information on contest deadlines. 	<p style="text-align: center;">Clover Certificate EMERALD Level</p> <p style="text-align: center;">Name printed in the 4-H newsletter</p> <p style="text-align: center;">\$75 towards a 4-H trip or competition</p>

Florida 4-H Online Family Instruction Guide

Florida 4-H is introducing 4-H Online member enrollment. This will address concerns of reduced staff support in many of our county offices and to modernize the capabilities of 4-H in providing quick response to our clientele.

4-H Online is designed to allow 4-H members and volunteers to enroll on-line. By the integration of 4-H Online, the club and county are not removed from the enrollment process, but instead, are provided the time saving process of not having to enter re-enrollment information every year. After the first year, re-enrollment can be renewed quickly online without paper forms.

As the utilization of this system increases, Florida 4-H will incorporate additional components into 4-H Online. In addition to ways of minimizing the amount of 4-H program management that is required on staff, we will also look at 4-H club management and events registration. Features of the new Florida 4-H enrollment include:

- ✿ All members (youth and volunteers) are issued a life-time membership identification number that staff can use for 4-H management procedures (enrollment, registration, etc).
- ✿ Members will have the opportunity to sign up for 4-H clubs. Approval of club membership and project participation will be provided by the club organizational leader and the county Extension office.
- ✿ Once a membership record has been established, re-enrollment will be done through a simple update at the start of the new 4-H year without having to complete a new enrollment form. In Florida the new 4-H year will always begin on September 1. On or after September 1, 4-H members and volunteers will have to update their information in order to re-enroll.

4-H Online will continue to be a vital part of the Florida 4-H Youth Development Program. Our society has changed greatly to become more reliant on the use of technology in common everyday actions. 4-H must continue an aggressive position in providing avenues of technology for our 4-H participants. The online enrollment system is secure. The only people who will have access to your family information are your club organizational leader, county 4-H extension staff and state faculty (Regional 4-H Agent and State Online Administrator).

The following instructions will help you successfully enroll your family and 4-Hers in your club and county and to renew your volunteer leader roles. We are grateful for your cooperation and support of these changes. We feel in future years you will see a significant savings in time and cost (less travel and postage). This will decrease your trips to the extension office in order to meet those many program deadlines.

Family Instructions Section

- I. **Logging onto 4-H Online:** open your web browser (Internet Explorer, Firefox, etc.).
 - a. Go to: <https://florida.4honline.com>
 - b. Select "I need to setup a profile" (This will be your family profile).
 - c. Click on the drop down menu and select the County that you are enrolling in.
 - d. Type in your family email address. Confirm email address by typing again.
 - e. Type the Parent/Guardian last name.

Password Options:

1. Select a password and confirm by retyping in the appropriate boxes. Your password must be 6 characters or more. Passwords are case sensitive. Make sure to write down your password. If you forget your password contact the county 4-H office by clicking on the "I forgot my password button. This will send the request to the county extension office. They will send you a new password. We encourage you change your password the next time you login. (You are the only one who knows your password.)
2. **Role:** Select "Family" from the drop down menu. **Click "Create Login".**
The next time you log in click on the button "I have a profile".

Personal Information – Family Profile Information

1. Email, Last Name and County self populate from login.
2. Type in your address, city, zip code and primary telephone number (if you have one). If you have no telephone enter 555-555-5555. Be sure to follow the examples for numerical data (phone numbers, zip codes, dates, etc.). Double check the county is the county in which you are enrolling into 4-H.

Password Management:

1. If you need to change your password, type in your current password and then type in your new password and confirm. If you do not have your current password, contact the county office and they will send you a new password to your email address. **Click “Continue”.**

II. Member List – Enroll Youth and Volunteers

If you need to update your family profile (i.e.: Phone, address, password, etc.), click on “Edit Family”. Otherwise you may now add a new member.

1. On the “add new family member” drop down menu, select either “youth” or “adult”.
2. Click “Add New Member”.
3. To edit a current member, in the member/volunteers list select the member and click on Edit.

III Youth Personal Information

1. Type in first and middle names. (Middle names are needed as we often have members with identical first and last names.) Email, last name, phone number and county self populate. If youth has a different email address they wish to use, please change accordingly.
2. Type in “preferred name”. Type in birth date following example: mm/dd/yyyy.
3. The cell phone should be the member’s cell phone, this field is not required.
4. Years in 4-H: This is the member’s total years in 4-H plus one. If this is your first year, enter the number 1.
5. Parent/Guardian: First and last name required. Continue completing all the applicable blanks.
6. 4-H County: This is the county in which you are a 4-H member. If a member in two counties, choose your county of residence instead.
7. Volunteer: this information is only for teen and adult volunteers, ages 14 and older as of September 1st.
8. Gender is a required field, please select male or female. Ethnicity and race is. You will need to respond to both Hispanic ethnicity and race. The information is used for mandatory USDA reports.
9. Military: For active service only. Florida 4-H has an active 4-H military support program and enables 4-H families and clubs to support our soldiers when they are on active duty.
10. School Grade is for the current 4-H year. Click “Continue” for next screen.
11. If any fields on the personal information page are highlighted in RED, you must fill in those blanks as they are required. Once finished, click continue. Do not click DELETE or you will delete the record.

IV. Additional Information

Additional information is voluntary, but quite helpful. If you require specific assistance due to a disability you are encouraged to provide this information to assist your county office.

1. Military Service: Summer camp financial assistance is available to children of deployed soldiers. This information will help your county keep you informed about services available to your child.
2. Member: Full name of school, not abbreviations. (Ex: Alachua Elementary, do not enter just Alachua.) Home school members should use Home School as the school title. If your child is home schooled but also is attached to an organization such as “New Century Academy,” we still need Home School specifically listed. Complete additional blanks for member.
3. Overnight Camps: (Will not appear for Cloverbuds.) This will facilitate your county’s ability to update you on this year’s camping programs.
4. **Official Authorizations:** REQUIRED. Adult volunteers, members and parent/guardians need to complete all applicable sections. **Please Note:** Each field will default to a YES response. You must manually change your response to No (if applicable).

5. **Florida 4-H Participation – Medical:** This information is the same you have provided in the past and is a requirement for all out of county travel. Having it online will facilitate your ability to keep it up to date with never having to submit a new form again. It will be accessible to your club organizational leader, your county office and the state online administrators. This is considered confidential information and all volunteer leaders and faculty are required to follow UF confidentiality policies.
 - a. Most health questions default to NO. If your child has any of these you need to change the response to Yes and provide a description.
 - b. Over-the-Counter medications default to YES. If you do not authorize some of these, you must change the response to No.
 - c. Health Form Completion Date: Change this date every time you make a revision. The statement “Considered a Parent/Guardian or Adult Participation Signature” is the same as your handwritten signature. This has been approved by the University of Florida legal department.
6. For a description of the projects and the materials available for each project, go to the Florida 4-H Curriculum website. The link to the State 4-H Curriculum Website is at the bottom of this page. At the State 4-H Website, click on Curriculum located on the left hand side column. On the next page click on Individual Project Categories. This will take you directly to the Project Selection Guide, where you can view information about the project and the project materials available.
7. Click “Continue”.

V. Add a Club

1. Click on the club drop down menu to select your club. Select your primary club first. Then click on “Add Club”. If the 4-H member is in more than one club, select additional club from the drop down menu and click “Add Club”. Then click on the Primary button. (NOTE: you cannot be in a club AND be an individual member at the same time.) If the youth is in more than one club, select the club that is primary by clicking on the bubble next to the club name. Do not click on Continue. Instead, after selecting your club, go to the TABS above and click on “Projects”. (NOTE: You are required to enroll in at least one project.) Select the projects for each club .
2. Project Selection: Click on the drop down menu. Select your project by clicking on it. Then select the project book you would like. If you do not need a book, click on none needed.
 - a. Not all counties will be able to offer all of the materials listed. If this is true in your county your agent will let you know.
 - b. Year in project is the current year plus one.
3. Click “Add Project” to save your selection.
4. When you have completed your project selections return to the Tabs at the top and click on Activities. Do not click on “Continue” as it will take you back to your Family Profile Page.
5. This is optional for your use in maintaining a record of each activity participated in and award won.
6. Return to the Tabs at the top and click on Groups. This is intended for you to indicate any of the groups listed that you are part of. You can make more than one selection. If none, just click on “Continue” after you have completed the Activity/Award section.
7. Click on the “Continue” button at the bottom. You should now be back at the Member List. Here you can add another youth member or an adult volunteer. Adding a volunteer is the same cycle as for adding a member. The only difference is that there is an additional section for the volunteer to complete.

Enrolling a Volunteer

- A. At the member list drop down menu click on add an adult.
- B. The Adult Personal Information screen is similar to the Youth Personal Information screen. The change occurs when you reach the Volunteer section. Volunteers ages 14 and up need to click on the “Yes” button. Then complete the rest of the screen and click “Continue” at the bottom.
- C. Additional Information Screen:
 1. The Additional Information section is voluntary. This information will assist the county 4-H office to better support 4-H volunteers and clubs.
 2. Complete the Member and Parent/4-H Supporter sections.

3. Current Volunteer: on drop down menu choose first year or returning .
4. Volunteer Role Description: choose the title that most describes your role.
5. Individual Member Advisor/Mentor. Youth enrolled as an Individual Member need to have an advisor/mentor. Give the name of the 4-H member you are mentoring.
6. Check the committees, boards, etc. you are a member of.
7. Check if you work directly with youth 3 or more times during the 4-H year.
8. Check any of the management roles you have in your club or in the county 4-H program.
9. Complete the rest of the page.

D. Official Authorizations.

1. Adult and Teen volunteers are required to complete the Code of Conduct and Medical forms. The same instructions apply as for youth members. Click “Continue” at the bottom.
2. Click on the Add Club tab at the top. Choose your club. If you are not associated with a club click on Independent Member.
3. Return to the top and click on the Projects tab. This is required if you are a project volunteer. Select the project(s) for which you are a leader. The select your project material needed and your role.
4. Return to the top and click on the Activities tab. Select the project you are a leader for or “Not Project Related”. You may skip the Awards.
5. Return to the top and click on the Groups tab. Select groups in which you are a member. Then click on your volunteer type within that group. When you are finished click on “Continue” and you will be returned to the Family Profile page.

Congratulations – your enrollment has now been submitted to your club organizational leader and the county 4-H office for approval. You will hear shortly from your 4-H office via your email address.

Last Name: _____ First Name: _____ 4-H County: _____

Florida 4-H Participation Form: Youth and Adults

Official Authorizations

Florida 4-H Events—Youth/Adult Code of Conduct: As a participant in Florida 4-H Events, I have the responsibility of representing Florida 4-H programs to the public. I am expected to conduct myself in a manner that will bring honor to me, my family and 4-H. To do that I must: 1) obey local, state and federal laws. Follow policies set for county, district, state or national 4-H youth programs. I am responsible to know the rules for the event. 2) Speak and act in a responsible, courteous and respectful way. 3) Act responsibly to maintain a safe environment for all participants. Report threats to the well being of a participant. 4) Know that the use or possession of tobacco, alcohol and illegal drugs is prohibited at all 4-H events. 5) Know that the possession or use of firearms is prohibited, except when part of an approved shooting sports educational program. 6) Respect all persons, facilities and vehicles. I will be responsible for any damage caused resulting from my behavior. Know that harassment of any type is illegal. 7) Help others have a pleasant experience by making every attempt to include all participants in activities. 8) Be in the assigned program areas (example—dorms, cabins, programs etc.) at all times. If I am unable to attend, I will tell the adult in charge. 9) Dress appropriately for each event. 10) Not use a cell phone during any scheduled events.

Participant: Yes No I have read the Florida 4-H Code of Conduct above and agree to live up to the expectations. I realize my failure to do so could result in a loss of privileges during the event and in the future.

Verification by Parent/Guardian or Adult Participant—

Yes No **I understand and agree to the Florida 4-H Events Youth/Adult Code of Conduct above—considered a Parent/Guardian or Adult Participant Signature.**

Medical Release: I understand participants will be supervised and that, if serious illness or injury develops, medical and/or hospital care will be given. I hereby give my permission to the attending physician to hospitalize, secure proper treatment for, and order injection, anesthesia, or surgery for my child, or myself and affirm that the information set forth in the Health History is true and correct to the best of my knowledge and belief. I realize the event's insurance will cover only a portion of the medical costs and I, or my personal insurance, may be responsible for the remaining expenses. *You must complete the medical information on the back of this sheet.*

Yes No **I understand & Agree to the Medical Release, considered a Parent/Guardian or Adult Participant Signature.**

General Release: I hereby release the Florida 4-H Foundation, local extension boards, the University of Florida, the State of Florida, and their agents, trustees, officers and employees, from all claims, demands and causes of actions of any kind, including the claims of negligence, which may arise from participation of myself or my minor child in any Florida 4-H sponsored activity, and this release is specifically granted in consideration of the services, programs and activities being provided by Florida 4-H.

Yes No **I understand and agree to the General Release—considered a Parent/Adult or Adult Participant Signature.**

If you, or your child, may not participate in any of the below items you must "No".

Publicity Release: I authorize UF IFAS Extension and the Florida 4-H Foundation or their assignees to record and photograph my image and/or voice (or that of my child if under 18) for use in research, educational and promotional programs. I also recognize that these audio, video and image recordings are the property of UF IFAS Extension and the Florida 4-H Foundation.

No, I do not authorize use of my—or my child's individual image or voice.

Survey & Evaluation Release: I hereby establish my willingness to participate as an adult (i.e. 4-H leader, other volunteer, parent/guardian, site manager, etc.) and give permission for my child (under 18 years of age) to complete surveys and evaluations that will be used to determine program effectiveness or to promote the program. I understand that participation in surveys and evaluations is voluntary and that my child and I may choose not to participate and may withdraw from surveys and evaluations without impact on my or my child's eligibility to participate in the 4-H program. I understand that my child or I may be asked for consent before competing a survey or an evaluation.

No, I am not willing to participate—or give permission for my child to participate—in any program evaluation.

Member Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

You must complete both sides.

Directions for Florida 4-H

Participation Form

This form is to be completed at least once per year for all 4-H members. Adults are required to use this form for state events and activities. All participants should review and update their form before each out-of-county event. Below are explanations for sections where questions are anticipated.

Date of Birth and Age: Optional for adults.

Primary Emergency Contact: Parent or Guardian of youth; Spouse, or other contact for adults.

County/District: Where participant is enrolled or registered for 4-H; not necessarily the county they live in.

Address: Participant's primary mailing address.

E-mail: for Individual youth is optional, but useful for activity coordinators.

A **Family E-mail** is required for access to online enrollment.

Alternate Emergency Contact: Someone other than the Primary Emergency Contact. Please include their phone number to the right of their name.

Family Doctor: If consultation is needed, please include the doctor's phone number to the right of their name.

Name of Insured: List the individual who the insurance is provided through. Relationship could be: self, father, mother, spouse, etc. Please note the event's insurance will only cover a portion of the individual's medical costs and you, or your personal insurance, may be responsible for additional expenses.

Health History: This section is important to help the activity coordinators and health care providers be aware of serious or special medical issues and diagnose problems. It is the parents' or participants' responsibility to keep this and other sections current. Please use the blank/lined section to provide details on any serious conditions that need explanation. Be sure to include any medications the participant is currently using.

Youth/Adult Code of Conduct: All participants (regardless of age) must read and sign this section. Adults are included in this section for the purpose of maintaining effective role models and chaperones.

Publicity Release: Only needs to be checked if the participant refuses to allow their voice or image to be recorded.

Survey and Evaluation Release: This permission only needs to be checked if the participant refuses to be involved in any program evaluation.

Verification: Must be signed by adult participants, parents, or guardians. Youth participants 18 years and older may sign, but a parent or guardian signature is preferred.

Florida 4-H Youth Development Enrollment Form



Family Profile Information

Club Name: _____ Secondary Club Name: _____

Family Last Name: _____ 4-H County: _____

Address: _____ City: _____ Zip: _____

Family Email Address: _____ Member Email: _____

Member Profile Information

First Name: _____ Middle Name: _____ Last Name: _____

Preferred Name: _____ Address: (if different) _____

City: _____ State: _____ Zip Code: _____ Birth Date: ____/____/____

4-H Age on September 1 (start of 4-H year): _____ Number of years as a member, including current year: _____

Home Telephone: (_____) _____ Cell Phone: (_____) _____

Community Club In-School Club Afterschool Club Military Club Individual Member

Parent/Guardian 1: First Name: _____ Last Name: _____

Work Phone: (_____) _____ Cell Phone: (_____) _____

Parent/Guardian 2: First Name: _____ Last Name: _____

Work Phone: (_____) _____ Cell Phone: (_____) _____

Adult Volunteer? No Organizational Leader Project Leader Activity Leader Resource Leader **for** Club **or** Group?

Are you a **Youth Volunteer?** No Junior Intermediate Senior * If Senior, additional application needs to be completed.
(4-H ages 8-10) (ages 11-13) (ages 14-18)

Gender: Male Female **Residence:** Farm Town Under 10,000 or rural non-farm Town/city 10,000-50,000
 Suburb of city more than 50,000 Central city more than 50,000

Ethnicity: Are you of Hispanic ethnicity? No Yes

Race: White Black Asian American Indian or Alaskan Native Hawaiian or Pacific Islander

A Family Member is in: Air Force Army Coast Guard Navy Marines National Guard Reserves

Grade: _____ **School:** _____ School is in my 4-H County? Yes No

In 4-H in a county different from the County I Live in. **County I Live In :** _____

In 4-H in 2 counties **My 2nd 4-H County:** _____ **Club** _____ **Project** _____ **Year** _____

Disability: Do you require accommodation for a disability to participate in 4-H programs? Yes No

Describe Disability/Need: _____

Project Title	Years in Project	Project Book Title Needed (go to http://www.florida4h.org/projects/index.shtml)

Program Fees if Applicable:
Club Fee/Dues Paid \$ _____
<input type="checkbox"/> Personal Insurance Fee of \$1 paid.
<input type="checkbox"/> Personal Insurance Fee of \$2 paid for Horse Project Members.
<input type="checkbox"/> Purchase of Project Books Due \$ _____ Paid \$ _____ (Bal. Due: \$ _____)
Total Amount Paid: \$ _____
Paid by Check <input type="checkbox"/> Check # _____
Paid by Cash <input type="checkbox"/>

Club Officer: President Vice President Secretary Treasurer Reporter
 Historian Parliamentarian Recreation Sergeant-at-Arms County Council Delegate Other _____



ORANGE COUNTY 4-H

August 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 New Leader Training 10 AM @ Extension Ctr.	7 SRTLC Registration due	8
9	10	11	12	13 District Council Officer Training 9:30 @ Extension Ctr.	14	15
16	17	18 New Advisory Committee Member Orientation 6 PM @ Extension Ctr.	19 Leader training @ Orange Co Utilities on Curry Ford 10 AM—Noon	20 New 4-H Leader Training @ MREC 6-8 PM	21	22
23	24	25 Leader Training @ MREC 6-8 PM District Council 6 PM @ OC Extension	26	27	28	29 4-H Kickoff Event 2-4 PM @ Barber Park
30	31					



ORANGE COUNTY 4-H

September 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 New 4-H Year Starts!	2	3	4	5
6	7 Labor Day Office Closed	8 Area D Mtg @ Seminole 7 PM	9 Leader Training @ Extension Ctr. 2-4 PM	10 Leader Training @ OC Ext Ctr 6 PM County Council 7 PM	11 First Executive Board @ Camp Cherry Lake	12 First Executive Board @ Camp Cherry Lake
13 First Executive Board @ Camp Cherry Lake	14 Advisory committee Mtg 6:30 PM	15	16	17 Expansion & Review Comm. 6:30 PM @ Extension Ctr.	18	19
20	21	22 Horse Advisory Committee Mtg 7 PM	23	24	25	26
27	28	29	30			



ORANGE COUNTY 4-H

October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Rock Eagle County Council/ Adult Meeting 7 PM Record Book training 8:00 PM	2 Rock Eagle	3 Rock Eagle Advisory Committee Retreat 10 AM-4 PM
4 Rock Eagle	5	6 District Council @ Seminole 6 PM	7	8 SRTLC	9 SRTLC	10 SRTLC
11 SRTLC	12	13	14	15	16	17
18	19	20	21	22	23	24 County Council Activity Day
25	26	27	28	29	30	31



ORANGE COUNTY 4-H

November 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 County Council 7 PM @ Extension Ctr.	6	7
8	9	10	11	12	13	14 Turkey Shoot @ Extension Ctr.
15	16	17	18	19	20	21
22	23	24	25	26 Thanksgiving Office Closed	27 Office Closed	28 National Congress
29 National Congress	30 National Congress					



ORANGE COUNTY 4-H

December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 National Congress District Council @ Orange Cty 6 PM	2	3 County Council/ Adult Meeting 7 PM	4 Second Ex Bd @ Camp Ocala	5 Second Ex Bd @ Camp Ocala
6 Second Ex Bd @ Camp Ocala	7 Advisory Committee 6:30 PM @ Extension Ctr.	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Office Closed	25 Office Closed Christmas	26
27	28	29	30	31		



ORANGE COUNTY 4-H

January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 New Year's Day Office Closed	2
3	4	5	6	7 County Council 7 PM	8 T . G. Lee Scholarships applica- tions due	9
10	11	12	13	14	15	16
17	18 Office Closed Holiday	19	20	21 Horse Advisory Committee Meeting 7 PM	22 Senior LAW @ Camp Ocala	23 Senior LAW @ Camp Ocala
24 Senior LAW @ Camp Ocala	25	26	27	28	29	30 4-H Extravaganza 9:00 AM
31						



ORANGE COUNTY 4-H

February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 District Council @ Seminole 6 PM T G Lee interviews	3	4 FL State Fair County Council Adult meeting	5 FL State Fair	6 FL State Fair
7 FL State Fair	8 FL State Fair	9 FL State Fair	10 FL State Fair	11 FL State Fair	12 FL State Fair Intermediate State	13 FL State Fair Intermediate State
14 FL State Fair Intermediate State	15 FL State Fair Central Florida Fair workshop Day	16	17	18	19	20 Central Florida Fair Booth set up 10 AM—2 PM
21	22 Central Florida Fair booth set up	23	24	25 Central Florida Fair	26 Central Florida Fair	27 Central Florida Fair 4-H Day at the Fair
28 Central Florida Fair						



ORANGE COUNTY 4-H

March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Central Florida Fair	2 Central Florida Fair	3 Central Florida Fair	4 Central Florida Fair	5 Central Florida Fair	6 Central Florida Fair
7 Central Florida Fair Booth take down 6-8 PM	8 Central Florida Fair Takedown Noon deadline	9	10	11 County Council 7 PM Portfolio training 8 PM	12 AQHA (tentative)	13 AQHA (tentative)
14 AQHA (tentative)	15	16	17	18	19 Third Ex Bd @ Cherry Lake	20 Third Ex Bd @ Cherry Lake National Conference
21 Third Ex Bd @ Cherry Lake National Conference	22 National Conference 4-H Advisory Committee 6:30 PM	23 National Conference	24 National Conference	25 National Conference	26	27
28	29	30	31			



ORANGE COUNTY 4-H

April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8 County Council/ Adult Meeting 7 PM	9	10 County Council Activity Day Orange Co Horse Show
11	12	13	14	15	16	17
18	19	20	21	22 4-H Day at Capitol	23 Volunteer Forum	24 Volunteer Forum
25 Volunteer Forum	26	27	28	29	30 Area D Horse Show	



ORANGE COUNTY 4-H

May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Area D Horse Show
2 Area D Horse Show	3 Portfolios, Project Books, Standards of Excellence due	4	5	6 County Council 7 PM (elections)	7	8 District Events ?
9	10	11 District Council @ Orange County 6 PM	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Memorial Day Office Closed					



ORANGE COUNTY 4-H

June 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5 4-H Awards Ceremony 2 PM
6	7 4-H Advisory Committee 6:30 PM	8	9	10	11	12
13	14	15	16	17	18	19
20	21 State Legislature	22 State Legislature	23 State Legislature	24 State Legislature	25 State Legislature	26
27	28	29	30			



ORANGE COUNTY 4-H

July 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Holiday Office Closed	6	7	8	9	10
11	12 Summer Camp	13 Summer Camp	14 Summer Camp	15 Summer Camp	16 Summer Camp	17
18	19	20	21	22	23	24
25	26 State Congress	27 State Congress	28 State Congress	29 State Congress	30 State Congress	31

4-H STAFF CONTACT INFO

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Orange County 4-H Website: <http://oc4h.ifas.ufl.edu>

Orange County Cooperative Extension Website: <http://ocextension.ifas.ufl.edu>