

Bits n Pieces 4H Club

<http://www.bitsnpiecesclub.org>

<https://www.facebook.com/pages/Bits-N-Pieces-4H-Club>

Club Leader: Leisa Carson, LAZYRQUARTERHORS@aol.com, 970.581.8558

Welcome to the Bits N Pieces 4H Club. 4H is a wonderful opportunity for children to work together, help the community, learn new things, and have a lot of fun! We've put together this document to help you navigate through the 4H Club and year. As always, if you have questions, please ask, we are here to help.

Club Meetings:

Bits N Pieces 4H Club meets once per month throughout the year except for August. Generally Club Meetings are on Sunday afternoons from 1:30-3:30pm at the McKee Building at The Ranch.

In addition to Club Meetings, information is conveyed via the Club website and Facebook page. Please check these regularly for updates. It is not often possible to email, phone, or text information to everyone in the Club so please, *please*, check the Club website.

Please make attendance at Club Meetings a priority. Meetings are for information exchange and event planning. If you miss a Club Meeting, it is your responsibility to obtain information which was conveyed during the meeting.

Meetings are not for working on 4H projects or record books. There may be additional Project meetings outside of Club Meetings.

After meetings at The Ranch, the meeting room will need to be reset to its previous state with chairs and tables moved back to their correct positions, trash picked up, etc. It is everyone's responsibility to make this happen

Meeting Layout

- Arrive and set up room, if necessary.
- President calls meeting to order
- Pledges, US and 4H
- Secretary's Report
- Treasurer's Report
- Old Business
- New Business
- Other
- Demonstrations
- Close of formal meeting
- Parties, work on community service, etc

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4H Month by Month:

Month	Club	Other
September	Fair Recap	State Fair (in Pueblo)
October	Officer Elections	n/a
November	Club Awards and Potluck	4H Achievement Night Banquet, generally a Friday evening in early November
December	Plan Field Trips and Community Service Projects,	Secret Santas party following meeting, Community Service
January	Discuss Projects and e-Records, Demonstration Example, Carnival Planning, T-Shirt Orders	Field trip on MLK day, Register for Livestock Field Day, Register for Fiber Fun Fest, Registration deadline for returning members & leaders (Jan 15 th), Teddy Bear Community Service
February	Carnival Planning, Final Project Changes Due	Field trip on President's Day, Fiber Fun Fest, Teddy Bear Community Service
March	Start Demonstrations, Finalize Carnival	4H Carnival, Livestock Field Day, Registration deadline for new members and add/drop/changes/transfers (March 1st)
April	Demonstrations, Carnival Recap, Project Questions	n/a
May	Plan Summer Meetings, Demonstrations	n/a
June	Fair Entries Due, Demonstrations	County Performing Arts Competition, Demonstration Contest
July	Demonstrations	Work on float for Fair Parade, Fashion Revue, Fair registration deadline, Camp Tobin (State Fair dorm) registration deadline, Fair Interviews
August	No meeting in August	County Fair, State Fair, Fair Interviews

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Dues:

Bits N Pieces 4H Club dues are \$10 per year per child for returning members, \$12.50 for new members. Dance Team has additional dues; see your Dance Team paperwork for details. In addition, there is a \$50 fee per year per child paid to the county in order to participate in 4H. Scholarships are available for county dues; see the county website for information.

T-shirts are \$12.50 and ordered by mid-February

In addition to dues, there will be other costs associated with the 4H Club such as providing baked goods for 4H Carnival.

Please note, Club Dues cover awards, field trips, and other Club-related expenses such as County Fair Parade Float. They do not pay for instruction, room rental, or time input. All of these are provided by volunteers and Larimer County 4H.

Costs associated with your projects are not included in 4H dues. For instance, if you enrolled in Knitting, you would need to pay for your own yarn, knitting needles and accessories as well as transportation to and from Fair, a binder and supplies for your record book, etc. If you are interested in what a project may cost, speak to someone who has enrolled in the project previously. They should be able to give you some general guidelines, though every project, and every year, is different.

Adult Volunteers:

Bits N Pieces needs adults to assist and coordinate various events throughout the year. Without adult assistance, these events cannot take place. You are free to team up with another parent to co-ordinate an event or find an assistant among the club parents. Everyone, Club member and parent, needs to plan on taking on an active role in the Club to ensure its success.

Community Service

Community service is one of the 4 H's of 4-H (Hands to Larger Service) and is an integral part of helping children connect to the greater community in a positive manner. See the website for past Community Service projects.

The person or persons who takes on this volunteer position is responsible for contacting the group or groups the children choose for the community service project to facilitate and coordinate the project.

For example, in the past, the Club has chosen to decorate bears to deliver to nursing homes. The Community Service Volunteer would contact nursing homes to find one or more who would be open to the Club members delivering bears. They would also coordinate the date/time of the exchange. In addition, they would be sure materials to decorate the bears is available at the Club-decided decorating time.

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An additional duty of this position is to write up an end of year report to be submitted to the county for Community Service Awards.

The Community Service Volunteer need not do all this his/herself. They enlist the Club members and parents to assist them.

Parade Float

Bits N Pieces always has a float in the Fair Parade. The Parade Float Volunteer is responsible for submitting the form and check to the county for Fair Parade participation. They must also purchase materials for decorating the float (for which they are reimbursed) and have those available at the Club-decided decorating time. They must also obtain signed releases from each parade participant to be submitted to the Fair Parade if requested.

Field Trip & Guest Speaker

Bits N Pieces has two field trips and 1-2 guest speakers per year. Field trips and speaker topics are decided upon by the Club. The Field Trip & Guest Speaker Volunteer is then responsible for contacting the organization and coordinating the field trip and/or speaker. If there is a cost for the field trip, the Field Trip Volunteer would collect money and pay the field trip organization.

Carnival

The 4-H Carnival is Bits N Pieces main source of income and is the reason there are not multiple fundraisers throughout the year. Several volunteers are needed for carnival. See the website for past Carnival booths and how much we earned for our Club.

Carnival Volunteer Coordinator – Creates online sign-up sheets which the club webmaster will link from the Club Website. Monitors the sign-up sheets and sends reminders to Club members as needed. Reserves our Carnival booths with the county 4H office. Oversees and assists as needed leading up to Carnival and at the Carnival.

Carnival Booth – One volunteer is needed per carnival booth. Generally Bits N Pieces runs 3-5 Carnival Booths. Each Carnival Booth Volunteer would need to make sure they have all the materials to set up and run their booth, including game pieces, E-Z up, signs to advertise game, prizes, etc. The Club has many of these materials, but the Carnival Booth Volunteer needs to make sure they are all present and in working order.

On the day of carnival, the Carnival Booth Volunteer needs to coordinate booth set-up, game running, and clean-up or arrange for another volunteer to do so.

Carnival Tickets – The Carnival Ticket Volunteer is responsible for receiving the Carnival Tickets from the county and distributing them to Club members. They also receive money for the tickets from Club members as tickets are sold. Detailed and precise records must be kept. These records, money, and unsold tickets must be returned to the county no later than the day of the Carnival.

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End of Year Awards

The End of Year Awards Volunteer creates online sign-up sheets which the club webmaster will link from the Club Website, monitors the sign-up sheets and sends reminders to Club members as needed, assists in obtaining and organizing awards for Club Awards, and coordinates with Club Archivist to prepare slide show of previous year's events. They will also obtain decorations and assist with set-up on the day of the awards.

Project Leader

Project Leaders will coordinate several meetings each year for the Club members enrolled in their project and assist Club members in completing their project according to 4-H guidelines. Leader books are available for most projects to assist in this task.

T-Shirts

T-Shirt Volunteer is responsible for taking t-shirt orders, collecting t-shirt payments, coordinating with vendor to have t-shirts printed, and distributing t-shirts to Club members. Detailed and precise records must be kept.

Fair Entries

Assist Club Leader organizing and double checking all Member Fair Entry forms before submission to county 4H.

Internet Presence

Update Club website with current Club information and post current Club information to Club FaceBook page. Maintain website and submit website payment to keep site current. Assist in responding to requests for information about Club that come through the Club website.

Record Books:

Every project will have a record book to complete. **All projects** require an e-record. Some projects have additional record book material and/or supplements. It is each person's responsibility to find out the requirements for their projects. This information is available on the Colorado 4H website at http://www.colorado4h.org/project_resources/index.php .

There are 3 general classes of 4H Projects:

Livestock Projects
Other Animal Projects
All Other Projects

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Record book hints:

- Start early
- Take pictures
- Fill in everything. If it does not apply, you must write in "n/a" so they know you didn't simply forget to fill something in.
- Be neat. It can be hand written or typed. Parents can type what their children write or take dictation.
- Use proper grammar, spelling, etc. Parents can and should proof read and make suggestions. You are your child's editor.
- Check and double check that you have every page you need – e-records, photos, supplements
- Add your information sticker
(http://www.colorado4h.org/project_resources/DisplayHintsAndTips.pdf)

Projects:

<http://www.colostate.edu/Depts/CoopExt/LARIMER/4h/4h.shtml>

Different projects have very different requirements. It is the responsibility of each member to research and complete requirements. If you have questions, please ask or call the 4H office. We are here to help you. There is also information available online at

http://www.colorado4h.org/project_resources/index.php . As you click on each project, you will see the record book and exhibit requirements.

All non-animal projects will have an Interview. Interviews are conducted in the weeks leading up to the fair. Members will bring their project and record book to check-in at this time. By completing your record book and writing your Story, you will be prepared for your interview!

Also, numbers of meetings and instruction for each project varies greatly. Some projects have a leader and many meetings. Some projects have no leader or meetings. In addition, some leaders may only be able to accommodate a certain number of participants. 4H members are always welcome to participate in a project on their own or ask the Club leader or County for assistance in locating a mentor.

In order for you to achieve Project Completion, you must do the following:

Complete record book (one per project)
Exhibit completed project (one or more per project)
Participate in Club community service project (one or more per year)
Give a demonstration at a Club meeting or participate in a county judging activity (one or more per year)

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Projects traditionally led within our Club (In no way is this list all inclusive or a guarantee of being involved with a certain leader.)

Dairy Cow
Dog
Vet Science

Projects with large County involvement (check County Clover Connections Newsletter and Calendar <http://www.colostate.edu/Depts/CoopExt/LARIMER/news.shtml#clov> for information on workshops. In addition, the County 4H office emails information regarding project workshops)

Cake Decorating	Knitting
Chicken	Rabbit
Clothing	Robotics
Decorate Your Duds	Rocketry
Dog	Shooting Sports
Horse	

Other 4H Opportunities

Creative Cooks Contest*
Demonstration Contest*
Exchange Student Program
Fashion Review*
Horse Bowl
Horse Demonstration/Public Speaking Contest
Performing Arts*
Summer Family Camp
Youth Fest

*Denotes activities in which our Club has traditionally been involved

Always check the Clover Connections newsletter for information as to availability, dates, times, workshops, etc. <http://www.colostate.edu/Depts/CoopExt/LARIMER/news.shtml#clov>