Dear 4-H Community,

What does “member in good standing” mean to you as a 4-H member? What about “project completion”? These and other terms are common in 4-H but there are different requirements across clubs and counties. To help make the 4-H experience fair for every member regardless of which club or county they participate in, the 4-H Policy Advisory Committee which includes 4-H members, adult volunteers, and 4-H YDP staff, undertook the task of not only defining these terms but also documenting the Steps to Success in 4-H.

This document outlines:

- What member in good standing means,
- What is required for project completion,
- How members earn a year stripe and pin,
- Club participation standards,
- Requirements to exhibit at fair,
- Participation in 4-H events,
- And, ways to earn recognition in 4-H.

As a statewide program delivered locally, we set out to standardize some key aspects of the program while allowing some flexibility at the local level. For example, six hours of project instruction is required but project leaders may require more based on the project and goals. Please review this document for more information so you know the steps to your success in 4-H. The new Steps to Success in 4-H and associated policy changes are effective July 1. We hope you find the Steps to Success in 4-H help make your 4-H experience the best it can be.

Warmly,

Shannon Horrillo

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Did you Know?

A Member in Good Standing completes the enrollment process, is enrolled in at least one project and complies with the 4-H Member Code of Conduct (new 4-H policy effective, July 1, 2015)

Steps to Success in 4-H

#California4H
4-H youth are 1.9 times more likely to get better grades in school.

**Stories from the Field**

**Color Me Green 5K Runs**

This spring, Color Me Green 5K runs took place in various parts of California. Butte, Mendocino, Monterey, El Dorado, Sutter-Yuba, Santa Clara, Fresno, and Kings counties’ youth leaders took to showering a total of about 1000 runners and walkers alike with green while raising awareness of healthy living choices for both youth and adults. In all the runs, much fun was had and many became green for the day but each county has a very unique story alongside their event.

Butte County had the largest turnout with a total of 350 runners showing up for the event. During the run, 250 pounds of green powder was rained down on participants by youth partners from Girl Scouts and The Heartshine Foundation at color stations. Besides the color, Butte CMG committee worked hard with various sponsors to provide free health snacks to participants and volunteers; the health snacks table including fresh fruits, rice chips, almonds and water. They also had educational displays from CSU Chico, the Cooperative Extension Nutritional Educational Program, and 4-H Youth Development. After months of preparation, Butte County Color Me Green Committee pulled off what they call the “largest community service ever put on by Butte County 4-H” and hope that Color Me Green 5K run will be held again next year!

Mendocino County’s 5K run took place in the 5,300 acres of woodland at Hopland Research and Extension Center. 4-H leaders and members worked together to provide a safe and fun route through the woodlands. The 150 participants got to experience the stunning route with information about the species of plants and trees that could be encountered along the way, while either running or walking the 5K and being colored in green. Youth leaders taught safe warm-up stretches before the run and provided water and healthy snacks at the end. They also worked together with local sponsors to provide free water bottles, sunglasses, t-shirts and snacks to participants!

Monterey County’s 5K run took place at the Monterey County Fair and Event Center was organized and coordinated by four youth delegates for the Citizenship Washington Focus Leadership, Travis Violini, Emily Violini, Megan Wasson, and Trent Baldwin. 4-H members from thirteen different local clubs as well as local residents from the area participated in the event to make up about 150 participants! At each station, runners and walkers were showered with green dye either by hand or by the “dye canon”. Participants received color packets of their own to share with each other, were provided with water stands along the course and a fresh strawberry cool down area. For many 4-H members, this was the first organized run/walk they had participated in and they enjoyed it so much that plans are already underway for next year’s run!
Stories from the Field

Color Me Green 5K Runs Continued...

Kings County’s CMG5K run was organized by the youth of Kings County All Stars who applied for and received a service learning grant to coordinate a run. As this was the first time they were preparing for an organized run, they set their goal of getting 50 participants but were blown away when more than 200 people signed up for the event! Besides the grant, they also recruited sponsors to help purchase healthy breakfast items to serve to runners after the run and to fill in pot holes at the fairgrounds to form a safer route for the runners. They received overwhelming positive feedback and hope to make this event an annual affair!

The first year of Color Me Green 5K run has so far been a success with the runs taking place counties across California. We can’t wait to see all the counties participating again next year!

Find more Color Me Green photos by searching the following hashtags in social media: #colormegreen#cmg5k

More information: [http://4h.ucanr.edu/Programs/Projects/HealthyLiving/Color_Me_Green_5K_Run/](http://4h.ucanr.edu/Programs/Projects/HealthyLiving/Color_Me_Green_5K_Run/)

Member Tip of the Month:

Although it’s not required for membership, the 4-H program has a long history of record keeping. Record books encourage members to set goals, pursue strategies to meet those goals, and to shift gears in the face of challenges and obstacles. Also, by completing your record book you could be eligible to receive 4-H participation awards (such as star ranking, medals or pins based on 4-H Record Book achievements). Did you know you can fill out your record book online through ORB? More information: [http://4h.ucanr.edu/Resources/Members/RecordBook/](http://4h.ucanr.edu/Resources/Members/RecordBook/)

State Leaders’ Forum 2015

It’s all about YOU - California Leaders! Enjoy a weekend at the beautiful Crowne Plaza – Mission Valley in San Diego. **Save the date! SLF 2015 – Nov. 6-8, 2015.** Visit the State Leaders Forum Website and watch the video: [http://4h.ucanr.edu/4-H_Events/SLF/](http://4h.ucanr.edu/4-H_Events/SLF/) Lots of opportunities to listen to speakers, attend a wide selection of workshops, and even enjoy a night on your own in Old Town San Diego! There will be activities to fit the needs and interest of every 4-H leader, staff or parent, including friendly competition at the Silent Auction.

#California4H
State 4-H Field Day Corner

May 30, 2015 8am-6pm
UC Davis Campus-Wellmann Hall

The event is open to all 4-H members, volunteers, staff, and parents. Between 1,000 and 1,400 people attend the event. The event has a “picnic” feel as people bring chairs and socialize for the day on the Quad. More info: http://4h.ucanr.edu/4-H_Events/SFD/

Exhibits and Booths Sought for the Field Day
Register at https://ucanr.edu/survey/survey.cfm?surveynumber=15096
Exhibits and booths are a great opportunity to share knowledge, interact with youth and adults, and engage people in new activities. 4-H clubs, projects, countywide groups, and others are invited to setup an exhibit, which could include hands-on activities, community service crafts, informative booths, etc.

Evaluators being sought for the State 4-H Presentation Day
May 30, 2015, 8:30am-4:00pm at UC Davis
http://ucanr.edu/survey/survey.cfm?surveynumber=13510
Evaluators are vital to the functioning of 4-H presentation days. They give presenters feedback on their performance using a standard evaluation rubric. Evaluators may be youth and adults (older than 16 years of age) from 4-H or other organizations with experience in public speaking.

State Presentation Day
Location: Wellman, Olson, Hart, and Social Sciences Halls
May 30, Time: 9:00 AM - 6:00 PM (Presenters must register by May 19, 2015 at 11:59pm)
http://4h.ucanr.edu/4-H_Events/SFD/PD/

State Fashion Revue: "Through the Looking Glass"
May 30, Olson Hall, UC Davis (Deadline to Register May 16)
Registration is open for youth who qualify to represent their counties. Selection occurs at County Fashion Revue or a comparable event. If you also qualify for State Presentation Day, you must register for both and list the dual entry. SFR check-in is 7:15-8:30 AM in Olson Hall, with judging and activities throughout the morning including Skillathon, Make it take it crafts, and Silent Auction and sale tables for fabric and crafts/ sewing supplies and books. Please bring any contributions for the SFR service projects to Olson Hall: pillowcases and fleece hats. Everyone is invited to watch the fashion show at 1:45 PM on the Quad lawn, followed by awards. Complete information is at http://4h.ucanr.edu/4-H_Events/SFD/SFR/

2015 State 4-H Interview Contest - REINSTATED!
May 30, Location: Wellman Hall (to coincide with presentations) Register here—The Interview Contest is a Public Speaking contest that gives members an opportunity to practice the real-life skill of applying for a job.

#California4H
Happening Soon

State 4-H Field Day Corner Continued...

State 4-H Film Festival
May 30, Wellman Hall 119, UC Davis
Video is a media that is both an art and a science. Join the members of the 4-H Technology Leadership Team at the State 4-H Field Day on May 30 by participating in the 4-H Film Festival! Videos must be submitted by May 8, 2015, 11:59 pm (pst) via the online form: http://4h.ucanr.edu/4-H_Events/SFD/State_4-H_Film_Festival

State 4-H Plant Science Contest
Location: Hart Hall Lobby, 1128, and 1130
May 30, Time: 10:00 AM - 1:30 PM
No preregistration necessary. Increase your knowledge of horticultural plants, and horticultural/plant science techniques and knowledge. More info.

MyPlate Challenge
On May 30 at State Field Day, all 4-H member aged 9-19 are invited to send in a photo of a meal (breakfast, lunch or dinner) that they have prepared that shows how they can build a healthy plate using the USDA’s MyPlate recommendations for the 2015 State Field Day. Just send in a photo of the meal with a maximum of one page description about your plate to the 4-H Healthy Living State Office by May 15, 2015. For eligibility and registration information go to: http://4h.ucanr.edu/4-H_Events/SFD/4-H_MyPlate_Challenge/

Photography Contest
May 30, Hart Hall (Photograph Drop Off: 8:00-9:30 AM; Photograph Pick Up: 4:00-5:00 PM)
Showcase your best photographs taken over the past 4-H year - No prior requirements necessary! Pre-register and submit your work no later than May 8:
http://4h.ucanr.edu/4-H_Events/SFD/Photo/

Photo Credit: 2014 Best of Division, Senior: “The End”, by Matthew Smith, Santa Clara County

State Field Day Logo Contest
Who Can Participate: 4-H Members and Volunteers
Competition Location: Outside Hart Hall
Time: Submit design from 8:00am - 11:30 am; Judging from 12:00pm - 3:00pm
Please limit your design to three colors. The design must include the 4-H clover and the text “California” and “2016 State 4-H Field Day.” The selected logo will be displayed on the 2016 website and other materials for the 2016 event. More info.

#California4H
# California 4-H Calendar of Events

## April
- **4/30/2015**  
  Deadline: State Leadership Conference Registration

## May
- **5/1/2015**  
  Deadline: 4-H Animal Science Symposium Registration
- **5/8/2015**  
  Deadline: Film Festival Submissions due
- **5/8/2015**  
  Deadline: Photography Contest
- **5/15/2015**  
  Deadline: MyPlate Photo Submissions
- **5/16/2015**  
  South Central Section Leaders Meeting
- **5/16/2015**  
  South Section Presentation Day
- **5/16/2015**  
  Deadline: State Fashion Revue Registration
- **5/19/2015**  
  Deadline: State Presentation Day Registration
- **5/27-29/2015**  
  4-H Animal Science Symposium
- **5/30/2015**  
  State 4-H Field Day
- **5/30/2015**  
  State 4-H Fashion Revue
- **5/30/2015**  
  MyPlate Challenge
- **5/31/2015**  
  Deadline: Statewide 4-H Advisory Committee Applications

## June
- **6/1/2015**  
  Deadline: Higher Education Scholarships
- **6/16/2015**  
  Annual State Archery Match—Deadline for returning entries
- **6/19-23/2015**  
  California Focus
- **6/28-7/7**  
  Citizenship Washington Focus
- **6/24-28/2015**  
  2015 Horse Classic
- **6/30/2015**  
  Deadline: Intent to Submit Record Book Form due to County 4-H Office
- **6/30/2015**  
  Deadline: Complete Record Book Quick Start Course

## July
- **7/14-18/2015**  
  Leadership Washington Focus
- **7/15/2015**  
  CA 4-H Throwdown (Senior Teams)
- **7/22/2015**  
  CA 4-H Throwdown (Junior Teams)
- **7/23-26/2015**  
  State Leadership Conference

## November
- **11/6-8/2015**  
  Mindfulness Retreat
- **11/6-8/2015**  
  State Record Book Judging

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Don’t miss it! - Registration ends May 1

Registration has opened for the Animal Science Bio-Security Symposium!

May 27-29, 2015 | School of Veterinary Medicine, UC Davis

The Animal Science Symposium is a train-the-trainer professional development approach for 4-H staff, key 4-H volunteers, and FFA supervisors/teachers on important topics and skills related to bio-security and animal health.

Adult Volunteers Contact your local County if you would like to participate!

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Serve on a Statewide Advisory Committee

Open Recruitment: Statewide 4-H Advisory Committees 2015-16

Recruitment is open for the 2015-2016 Statewide 4-H Advisory Committees. These advisory committees offer insight, review, and input for the operation and management of the statewide 4-H Youth Development Program, and are comprised of 4-H youth members, volunteers and staff. Apply today! Deadline to apply is 11:59 am, May 31, 2015.

[http://4h.ucanr.edu/Get_Involved/Advisory_Committees/](http://4h.ucanr.edu/Get_Involved/Advisory_Committees/)
The Ambassadors have been very busy since the last time we checked in. We had our meeting at the beginning of March and got everyone headed in a productive direction for SLC this year. We also solidified the rest of our calendar year and planned out our attendance at certain events.

The following week was Ag Day at the Capitol, Lyle and Justina were in attendance representing the Ambassador team and California 4-H. They had a great time and found the whole experience to be really cool and unique!

That next weekend of March 21st was interviews for 2015-2016 State Ambassadors. It was a bit of a weird experience for the current team, seeing as it feels like they just went through it themselves, but it was a lot of fun and they are confident in the choices and collaborations that were made.

In the month of April we participated in Take Your Kids to Work Day in Oakland. It was a really cool experience through the office of the President of the UC’s. The team got a great opportunity for exposure and outreach. Everyone has also been extremely busy getting ready for SLC in order to make it fun and memorable for the members who attend. The team has had a lot of fun participating in everything they have, and they’ve had some really cool experiences these last couple months. And make sure to look for them at State Field Day in May!

Sincerely,

2014-15 State Ambassadors
Scholarships, Awards & Grants

Higher Education Scholarships:
The 2015 call for scholarship applications are released and due by June 1st.
http://4h.ucanr.edu/Resources/Members/Scholarships/

Golden Clover Awards:
The 2015 call for nominations are released and due by June 1st.
http://4h.ucanr.edu/Resources/Members/GoldenClover/

The Paradigm Challenge
Deadline: May 1
More info.

Teens Teach Tech
Deadline: May 15
More info.

VolunTEEN Nation International Service Project Grants Deadline: Rolling
More info.

Karma for Cara Foundation Micro-grants
Deadline: Rolling
More info.

Check out more grant & award opportunities on the Youth Services America website:
http://www.ysa.org

Please note: Any 4-H members or volunteers interested in applying for grants must work with their 4-H Youth Development Advisor or County Director. University policy requires an Advisor or County Director to submit all grant applications and fulfill the requirements of UC ANR Contracts & Grants.

What are California 4-H Scholarships for Higher Education?
The California 4-H Youth Development Program is committed to promoting higher education, in part, through offering financial assistance in the form of scholarships. With help from donors, statewide scholarships are available for graduating high school seniors and college-attending students. Candidates must have been 4-H members in high school and may now apply for funds to cover educational expenses such as tuition, books, and room and board.

What types of scholarships are available?
The available scholarships vary each year. Visit the scholarships categories page to get a complete list and description of this year’s 4-H scholarships. Find additional scholarship opportunities here.

Applications must be submitted no later than June 1, 2015, 11:59 p.m. All required information must be included with the application to be considered.
APPLY NOW
Program Updates

SCIENCE, ENGINEERING & TECHNOLOGY (SET)

For those in the San Francisco Bay Area:
Maker Faire—http://makerfaire.com/
May 16-17, 2015 at the San Mateo Event Center
Maker Faire is the Greatest Show (and Tell) on Earth—a family-friendly festival of invention, creativity and resourcefulness, and a celebration of the Maker movement. Part science fair, part county fair, and part something entirely new, Maker Faire is an all-ages gathering of tech enthusiasts, crafters, educators, tinkerers, hobbyists, engineers, science clubs, authors, artists, students, and

California Drought Resources
• From UC Davis: http://drought.ucdavis.edu/
• From the California Institute for Water Resources: http://ciwr.ucanr.edu/California_Drought_Expertise/Drought_information/
• From the California Department of Water Resources: http://www.water.ca.gov/waterconditions/
• Educational curriculum from ProjecWET: http://www.projectwet.org/
• 4-H curriculum There’s No New Water! at http://www.4-h.org/resource-library/curriculum/4-h-theres-no-new-water/

Understanding Science
http://www.understandingscience.org
Visit this website for a great source of science curricula for all ages that includes such topics as galaxy classification, weather and erosion. The curricula involve forming a hypothesis, researching, data collection and analyses.

National Youth Science Day
This year’s 4-H National Youth Science Day will be held on October 7. Kits will be available via the 4-H Mall this summer, and we encourage you to host a local 4-H NYSD event for your youth. You can receive updates on 4-H National Youth Science Day here (link to: http://www.4-h.org/4-h-national-youth-science-day/)

MILITARY

4-H Military Program
Another camp opportunity for Military Youth! Information was released last week through the Extension Military High Adventure Camp initiative. This camping opportunity is similar to the Air Force Reserve/Air National Guard Teen Leadership Summits in that it is national in scope, yet is open to all branches in the reserve component. We hope that you will share it with others. Note that most expenses, including airfare from the closest major airport, are covered for selected youth. We also appreciate you continuing to support these Teen Leadership Summits. The program is also seeking qualified and interested adult leaders. Please feel free to email milcamps@uga.edu with any questions.

#California4H
HEALTHY LIVING

Save-the-date: 4-H Mindfulness Retreat
November 6-8, 2015
Youth ages 14-19 are welcome to spend the weekend at beautiful Camp Ocean Pines developing their health and well-being. Teens will not only increase their personal skills in leading a healthy lifestyle but will also gain skills needed to be health advocate in their community.

For more information and registration go to: http://ucanr.edu/survey/survey.cfm?surveynumber=15030

4-H Throwdown at the CA State Fair
This July at the California State Fair, all 4-H members are invited to take part in the 4-H ThrowDown. The event is divided by age and themes. Each event will consist of three youth members who will be given 15 minutes to prep and then an hour to cook a three course meal. A panel of judges will taste all prepared courses and this year the winning senior team is eligible to attend the National 4-H Food Challenge at the Texas State Fair!
For more information about age divisions, themes and registration link go to: http://ucanr.edu/survey/survey.cfm?surveynumber=14801

Healthy Living
This April, Contra Costa County 4-H youth engaged with several local businesses to hold a healthy living fundraiser. Youth set up a "Zumbathon" activity at a local skating rink. It was a fun event!

Has your county held a healthy living fundraiser recently? Share your story and inspire others to #livehealthy.
Send us a note and some photos!
Email: ca4h@ucanr.edu

#California4H
CITIZENSHIP/LEADERSHIP

State Leadership Conference
2015 UC Irvine July 23-26
Registration Deadline April 30
http://4h.ucanr.edu/4-H_Events/SLC/

Registration Options with Fees:
Legends and Lore: Thursday, July 23 - Sunday, July 26, $499
Thursday arrival begins with an orientation, dinner and a trip to Disneyland! Friday is tour day! Register for one or more Legends and Lore Tours (some at an additional fee). Most tours will be back in time to join in on the fun lawn games and activities the Recreation Committee has planned! The traditional SLC schedule begins Friday late afternoon and continues through Sunday.
Fairytales and Fables: Friday, July 24 - Sunday, July 26, $419
Friday arrival begins with fun and games provided by the Recreation Committee! The opening keynote is Friday evening to kick off the traditional SLC schedule and educational events.

Introducing Citizenship & Leadership Gift Certificate Program
This program allows family members and friends of 4-H members to provide a specific 4-H member with financial support for attending Statewide and National 4-H Citizenship and Leadership Conferences. Gifts may be used on registration costs of the following conferences and events: Citizen Washington Focus, Leadership Washington Focus, California Focus

Order a gift certificate today!
For questions please contact Jenna Colburn, jcolburn@ucanr.edu

POSITIVE YOUTH DEVELOPMENT

Thrive updates:
Did you lead an iGrow or iThrive project this year? Tell us how it went! Click on the link to take a short survey and give us some feedback!

More info: http://ucanr.edu/year4thrivepl

#California4H
POSITIVE YOUTH DEVELOPMENT CONTINUED...

2015 State Record Book Competition:
The requirements, process, guidelines and forms to enter the 2015 State Record Book Competition are posted at [http://4h.ucanr.edu/Resources/Members/RecordBook/RBCompetition/](http://4h.ucanr.edu/Resources/Members/RecordBook/RBCompetition/)
Updated county judging evaluation forms are also posted on that page.
Please note that dates for State Competition have changed since the mid-March posting.

Planning to Submit a Record Book to State Competition?
Be sure to complete an Intent to Submit form to your county UCCE 4-H Office and complete the Record Book Quick Start Course by June 30th.

See the alternate to the Junior/Teen Leadership Development Report Form being piloted this year: Leadership Development Report (LDR) and an example of Summary of Project Work template.

NEW! County Record Book Evaluators Orientation Webinars
The State Incentives and Recognition Committee will be hosting professional development webinars for county Record Book evaluators (judges). Each webinar will cover the goals and purpose of Record Book evaluation, the evaluation process, practice evaluation calibration and writing comments. Webinar dates and registration information is posted on the State Website at [http://4h.ucanr.edu/Resources/Members/RecordBook/RBCompetition/](http://4h.ucanr.edu/Resources/Members/RecordBook/RBCompetition/)

Spark Score Surveys are open! Surveys open May 1st and close July 31st!
Ever wonder why we ask you to take surveys once or twice a year? It’s so that we can make statements like these and share with everyone the thing that 4-H does for you, and what you do for our communities!
You are constantly growing and changing, and you may not answer questions the same from one point in time to the next. By doing the surveys once or twice a year, we can see how youth in 4-H are developing and changing. These surveys are our way to find out about you and how the California 4-H Youth Development Program is doing overall!
Thank you to everyone who has completed their surveys so far. A list of previous survey winners can be found [here](#california4h).
Program Updates

ANIMAL SCIENCE

Hosting a Qualifying Horse Show?
Register your show here: http://ucanr.edu/qualifying-shows for it to be considered a qualifying show for the 2015 California Horse Classic.
Please submit results on this form: Classic Qualifying Show Results Sheet
Looking for a Qualifying Horse show for the 2015 California 4-H Horse Classic?
Visit http://ucanr.edu/classic-qualifiers to find a Horse Show near you!

Register for the 2015 State 4-H Horse Classic
June 24-28, 2015, Brookside Equestrian Center, Elk Grove
Horse Show: early-bird registration ends May 26; registration is due June 8
Educational Contests: registration is due June 8
More information:
http://4h.ucanr.edu/4-H_Events/Horse_Classic/
The state championship horse show and educational contests provides the opportunity for 4-H riders to compete at a level beyond local events.

MORE UPDATES

Feedback Sought on the Revised 4-H Presentation Manual
Respond by June 10, 2015 at http://ucanr.edu/survey/survey.cfm?surveynumber=15252
This fourth edition 4-H Presentation Manual was adapted by a Task Force of staff, volunteers, and youth.
The Task Force requests your feedback on the newly revised manual. They will meet in June to review your feedback and made additional modifications to the manual before being released live on July 1, 2015.

Western Region Leaders’ Forum
Consider an adventure in the far north, sharing your knowledge and skills... The Western Region 4-H Volunteer Leaders Forum (WRLF) 2016 Education Committee is now accepting proposals for the 2016 conference, in the golden heart city of Fairbanks, Alaska, March 2-4. Submissions are accepted through June 1. For more information and to submit your proposal, visit: http://www.alaska2016.com. Like us on FB for one stop information on what’s happening, airfare deals, and much more, https://www.facebook.com/alaskawrflf2016

#California4H
Every day I use what I learned and practiced in 4-H. It was the best activity of my youth and life!

-4-H Member

**Staff Updates**

- **State Fashion Revue Updates for Counties**
  State Fashion Revue information for counties: County offices please send a list of members who have qualified for SFR to the SFR Registrar at 2mooresmlo@gate.com. SFR delegate registration will be confirmed by email when the entry is complete and corresponds to the county list. Each county is expected to send one adult Fashion Revue judge per every five delegates. Judge and Room Monitor registration is at [http://ucanr.edu/sfr2015judges](http://ucanr.edu/sfr2015judges).

- **Vendor Payments for conferences, camps, events, etc.**
  University procedure has recently changed in regards to how vendors are paid (e.g., conference and camp facilities), so now when a vendor accepts credit cards, the vendor must be paid using a credit card, and the University will no longer cut a check. Typically, this procedure is quicker in paying final invoices and a staff member can use their corporate card. However, some vendors charge a credit card processing fee on top of the final invoice. 4-H units, VMOs and groups will be responsible for these fees; for example, if the final invoice for the conference is $2,500 and the vendor accepts credit cards and charges a $75 processing fee, the final charge to the Council would be $2,575. Please alert your committees and groups, as they are searching for facilities, to check with vendors about whether they accept credit cards and whether they charge a processing fee. Also, if the vendor uses third party credit card processors who will be paid direct, make sure to check with them also.

- **2015 National Extension Conference on Volunteerism: May 4-7, 2015, Portland, ME**
  What does it take to involve and engage volunteers from diverse communities in Cooperative Extension programming? Come to the 2015 National Extension Conference on Volunteerism to hear from a variety of current Cooperative Extension volunteers who represent these communities. The conference is May 4-7, 2015 in Portland, ME. Learn more at [http://extension.umaine.edu/programs/ncv/](http://extension.umaine.edu/programs/ncv/).
  Registration opens January 18, 2015. Early bird registration fee (January 18 – March 6): $250
  Regular registration fee (March 7 – April 15): $300
  One day registration - $150

- **2015-2016 4-H Enrollment Forms are available**
  The 2015-2016 4-H Enrollment Forms, in English and Spanish, have been finalized and posted on the [staff-only 4hOnline enrollment page](http://4h.ucanr.edu/Resources/Forms_Manuals_Templates/) for you to download and access. These forms will be posted on the public 4-H pages and replace the existing 2014-2015 enrollment forms currently posted at [http://4h.ucanr.edu/Resources/Forms_Manuals_Templates/](http://4h.ucanr.edu/Resources/Forms_Manuals_Templates/) on July 1, 2015. As you update your county websites, please make sure to only use the links to the enrollment forms posted on the State 4-H website, as this will ensure the most current forms for the program year are being accessed and used. Each year the enrollment packets are reviewed and updated as needed. Please review, as the following forms contain new and/or updated language: Treatment Authorization, Health History, Code of Conduct and the CA 4-H Project List. Please contact Whitney Bell, [webell@ucanr.edu](mailto:webell@ucanr.edu) for questions.

- **New California 4-H Dress Code**
  Check out the new California 4-H Dress Code Guidelines: [http://4h.ucanr.edu/files/210170.pdf](http://4h.ucanr.edu/files/210170.pdf). Please share this information broadly with your 4-H families. The new guidelines are also part of the 4-H Member, Adult Volunteer, and Parent, Guardian, or Adult Participant Code of Conduct documents. These guidelines are effective July 1, 2015.

**Continued →**
• **Quick 4hOnline tip**
  The “Years in 4-H” field in 4hOnline is programmed to default to a value of 1 when a new profile is created. However, the system currently doesn’t prevent a user from manually entering a value of 0 in this profile field. Entering 0 is incorrect, as the first year a member enrolls should be counted as 1. The State 4-H Office has created a custom report called “years in 4-H” that has been shared with county and club level logins, so staff and clubs can run the report. Running the report will allow staff to quickly see which profiles in the county have the Years in 4-H incorrectly showing a value of 0. It is important to note that when you login to a profile, the system will default the Years in 4-H field to show 1 again, but unless the user saves that value by clicking Continue at the bottom of the Personal Information screen, the field will continue to show the incorrect 0 value. Profiles can be fixed by the family, club leader, county VEC2 or county staff logging into the profile and clicking the Continue button at the bottom of the Personal Information screen.

The shared report is filtering for Active profiles, however you can always copy the report and edit it to also pull other profiles that are other enrollment statuses, e.g., Pending, Incomplete. Currently there are several hundred profiles in several counties that are impacted by this. Please take a moment to run this report and see if any profiles in your county are showing the 0 value. When the program year rolls over, the Years in 4-H profile will auto-increment by 1 when the profile is re-enrolled. Correcting any current errors will also help with the accuracy of these fields when profiles re-enroll next program year as well. If you have any questions about this report or encounter any errors in fixing profiles, please submit those via the [4hOnline survey request tool](#).

• **Quick tip on setting up county 4-H websites**
  Some websites currently contain links to outdated forms that are no longer valid or authorized for use by the State 4-H Office. Any links that are provided on the website should be linked using the State 4-H Office website links. When a pdf or word file is saved and then reposted as a separate file in the county’s Sitebuilder file library, these links will become outdated when the document is revised by the State 4-H Office and reposted on the state site. The best way to keep the links always updated would be to use the direct links from the state website, as our adopted practice is to always replace the same file # with a new document, so the link remains valid for users who have listed this in various other documents as a hyperlink.