

# CLOVER CATCH-UP



An informal newsletter for Jackson County 4-H volunteers and parents of At-Large Members

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**Don't forget to read the member newsletter for upcoming events and activities. Here's a look ahead:**

- February 14th**– Fed Cattle Show and Sale and Livestock Judging Contest
- February 18th**– Junior Congress
- February 24th**– Livestock Judging Contest in Chipley
- February 27th**– District Council Meeting, 6PM (Jackson County is hosting– we need all club officers to attend!)
- March 1-2**– West Florida Livestock Show and Sale
- March 6th** – Volunteer Meeting
- March 11th**– Summer Camp counselor Training
- March 17-19**– 3rd Executive Board Meeting @ Camp Ocala
- March 20th**– Beginner Sewing Day Camp
- March 22nd**– ATV Safety Day Camp
- March 31st**– State Land Judging Contest

## 4-H GUIDELINES FOR HANDLING CLUB FUNDS

Handling club funds can be a bit intimidating, but the 4-H office is here to help. The first step is for your club to be chartered. We will review the chartering process at the March 6th Volunteer Meeting, and help fill out the paperwork (it's not as difficult as it sounds). Your club must be chartered in order to use the 4-H name and emblem and to open an account.

Once your club is chartered, you have 2 options: Your club can create a sub-account under the Jackson County 4H Foundation. Each month, the club leader and club treasurer will receive a balance statement for their club.

The second option is for the club to create their own account at the local bank of their choice.

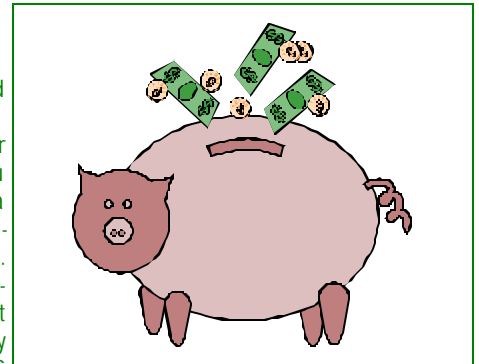
If your club chooses to set up a separate account, the following steps must be taken:

1. Apply for an Employee Identification Number from the IRS. **Your personal social security number should not be on a club account.**

2. If your club would like to receive tax exempt status for purchases, then you need to apply for a Consumers Certificate of Exemption. Along with the application, you must enclose a Primary Purpose Form (IRS Letter). You will also need to include your club's constitution, by-laws, and most current 4H Club Annual Audit Form.

**General Guidelines for Handling Club Funds:**

- A 4-H club that plans to keep at least \$25.00 in funds needs to establish an account (either through the county foundation or as a club).
- All bank accounts need to be established with an EIN number (never a club leader or member's name or social security number).
- Account names must include the name and "4-H Club."



- Any fundraising should be for a specific purpose and the club needs to notify the 4-H office in advance of any fundraising efforts.
- The treasurer should give an account update at every 4-H club business meeting.
- At the end of the 4-H year, the money in the account should not be excessive. In other words, we should not be raising money for the sake of accumulating funds– every penny should go back to support club projects and work.
- Each club should submit the treasurer's book for an annual audit.

## FLORIDA 4-H VOLUNTEER LEADERS' FORUM APRIL 7-9, 2006

The annual Florida 4-H Volunteer Leader's Forum will be April 7-9 at 4-H Camp Ocala. This weekend retreat is a wonderful way for new and experienced volunteers to share ideas and learn how to make their clubs even stronger. Some of the work-

shops are: 4-H 101, project learning in clubs, WINGS (a butterfly project), public speaking, outdoor cooking, and first aid/CPR certification.

Jackson County 4-H will provide full scholarships for the registration fee for all 1st

time attendees. This event fills up very quickly, so be sure to register early! Registration packets will be available in late February– just let us know if you are interested, and we will mail you one.

## CLUB LEADER MEETING SCHEDULE

I personally hate meeting for the sake of meeting, so I promise to make each and every meeting effective and filled with timely information. Hopefully, these sessions will help us improve communication, coordination, and planning. ***I also promise that we will be done by or before 7PM!***

If you are unable to make a meeting, feel free to send another parent or volunteer from your club.

**Because there currently is no official leader for the Sharp Shooters or Livestock Club at this time, we will need 1 or 2 parents from that club to attend the meetings until an official club leader is recruited and screened.**

For your convenience, we plan to offer a light meal at each meeting, and if you need childcare, please let us know in advance so that we can make arrangements.

**March 6<sup>th</sup>, 5:30PM**  
Leader Meeting followed by: *Starting and MAINTAINING 4 H Clubs* (this session also includes how to get your club chartered!)

**May 8<sup>th</sup>, 5:30PM**  
Leader Meeting followed by: *Making the Most of Your Club Meetings*

**July 31<sup>st</sup>, 5:30PM**  
Leader Meeting (This informational meeting is a must! We will distribute calendars for

the new 4H year, as well as enrollment forms, etc.) Followed by: *Planning the Club Calendar*

**September 11<sup>th</sup>, 5:30PM**  
Leader Meeting followed by: *4-H Project Books and Record Books*

**November 13<sup>th</sup>, 5:30PM**  
Leader Meeting followed by: *4-H Fundraising and Managing Club Funds*



*Do you have an idea for our newsletter or a topic you would like for us to address in a meeting?*

*Let us know!*

*482-9620 or  
hckent@ifas.ufl.edu.*

## CLUB WORKSHOPS

Need some help getting your 4Hers ready for county events, training officers, or filling out record books? The 4-H office can help!

Here are the workshops we currently offer (if you don't see what you need— give us a call so we can work something out!)

**County Events**— this is an overview of county events opportunities and how to get started.

**Officer training**— this workshop explains the order of a meeting and who does what.

**Record books**— the ins and outs of record books, why we

do them, and how to make it easier!

**4-H Performance Standards**— This workshop helps sort out the new Florida 4H Awards and Recognition Program.

Contact us anytime to schedule a workshop (482-9620 or hckent@ifas.ufl.edu)

## MAKING THE MOST OF CLUB MEETINGS

4-H meetings require creativity, flexibility, and fun in order to keep the members involved. To make your club more fun (and effective), there are three keys to remember: fun, business, and learning.

The "fun" can involve recreation, fellowship, refreshments, or games. This portion usually lasts 15-30 minutes. Most clubs have recreation at the end, because if you do it at the beginning or middle,

it's hard to bring everyone back for the business.

The business portion should be the shortest part of the meeting (unless it is an organizational meeting). It is not necessary at every meeting— only when you have business to discuss. This portion of the meeting helps youth develop leadership skills, make de-

isions, and how to use parliamentary procedure. Youth should run the business portion of the meeting.

The learning portion can take many forms: guest speakers, field trips, project work, demonstrations or talks, videos, etc. The learning portion is the heart of the meeting and usually is the longest portion.



## CLUB FUNDRAISING OPPORTUNITY

Does your club need funds for supplies or camp scholarships? 4-H has been invited to partner with the "Fine Swine and Dine," which is a cultural arts and history festival.

2006 will be the 3rd year of this festival, which will be held Friday, April 7th through Saturday, April 8th at the Citizen's Lodge Park.

4-H clubs can have a booth during this festival to sell or raise money for their club. All they ask in return is for you to donate back at least 10% of what you earned. This money will go towards the fund for the Jackson County Art and History Museum.

If your club does not want to have their own booth, please consider helping out with one of our county booths. 4-H will have a 4H history exhibit, with photos of Jackson County 4Hers from the 20th through the 21st centuries. There will also be a place for 4H alumni to sign up for 4-H news and info. 4-H will also sponsor a booth for youth to make a craft.

If you are your club is interested in either having a booth, or helping out with another booth, please let the 4-H office know (482-9620) or [hckent@ifas.ufl.edu](mailto:hckent@ifas.ufl.edu).



Any teens volunteering at a booth will be eligible for volunteer hours. For more information about this festival, visit their website at [mariannaarts-festival.com](http://mariannaarts-festival.com).

## NEW 4-H AGE DIVISIONS— EFFECTIVE SEPTEMBER 1ST, 2006!

As most of you already know, Florida 4-H has adopted new age divisions that will become effective September 1st, 2006. We need your help getting the word out and preparing youth and their parents for this change.

Cloverbuds will still be youth ages 5 to 7 years old.

Juniors will be youth ages 8-10 years old. The new age division is called "intermediates" and will include youth ages 11-13 years old. Seniors will be youth ages 14-18.

We want the Jackson County 4H program to provide opportunities for learning and fun for all four of these

age groups. We would love to hear your ideas. Our 4-H advisory committee will be making recommendations for implementing these new age divisions, and for making sure that each age group is served by Jackson County 4-H.

If you have an idea, please contact the 4H office (482-9620) or [hckent@ifas.ufl.edu](mailto:hckent@ifas.ufl.edu).

*"New Florida 4-H Age Divisions will take effect September 1st, 2006."*

## JACKSON COUNTY FAIR UPDATE

The Jackson County Fair Committees held their first 2006 meeting on January 31st. The 4-H office appreciates every club leader that has provided input for our fair!

These committees (and the fair) are in a re-organization stage, and we definitely need your help, as well as help from your 4-Hers and parents!

The Extension office is cur-

rently working on a nomination process for committees. We would like to have 4-H, youth, and FFA representation on each committee. These guidelines will be coming out soon.

We've asked each committee to have their rules and awards lists updated by **April 1st**, so that the Fair Board can approve them and get copies distributed before school is out for the summer.



*Thank you for your patience during this organizational period— we feel the end result will make our fair even better for our youth!*

## Jackson County 4-H

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*Making the Best Better*



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**FLORIDA**  
IFAS EXTENSION

*This month, club leaders should receive a club packet for county events. This info is also available on our website.*

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## TAX DEDUCTIONS FOR 4-H VOLUNTEERS

With tax season approaching, the 4-H office thought it might be nice to review the guidelines for tax deductions for 4-H volunteers.

As a 4H leader, you can claim deductions for income tax purposes for out-of-pocket expenses when those costs represent a direct contribution to the 4-H program. However, you may not deduct your volunteered *SERVICES* for their dollar values.

The taxpayer and their spouse (if joint filing) may claim as a charitable contribution, out of pocket expenses in connection with their service to 4H. This generally includes any meals, lodging, cost of transportation (when not reimbursed by the 4-H office or club). Unfortunately, leaders are not eligible to de-



duct the cost of hiring a babysitter or for child care during 4-H activities.

If you plan on using any 4-H related expenses on your tax return, you need to have documentation such as receipts or cancelled checks, just as you would when you itemize any other deductions. Your records should show the

date, nature of the cost, and the amount.

Where mileage is involved, you should show the number of miles traveled. If privately owned vehicles are used for transportation, then a mileage fee (not to exceed the maximum fee allowed) is deductible. Currently, the maximum mileage fee as of September 30th was 40.5 cents per mile.

From October 1st, 2005-December 31st, the mileage rate was 48.5 cents per mile.

Eligibility for tax deductions and all other questions relating to taxation are decided by the Internal Revenue Service. Answers to specific eligibility questions should be directed to your local IRS office.