Summer Greetings!

We hope that you are enjoying the many opportunities that summer brings for learning and growing through 4-H Youth Development! As 4-H Youth are taking part in the events that they have worked so hard for, we hope that they are able to meet the goals that have been set. Events and experiences allow 4-H Youth in Cayuga County to grow!

Before we know it, the end of the 4-H year will be here, and the important deadlines associated with that. Adhering to these deadlines will help you to end the year on a positive note and start next year off smoothly.

Some dates to remember (a checklist):

- **Prior to September 18** contact the office to schedule an award/trip interview (315) 255-1183.
- **By October 1** be sure to turn in:
  - completed youth project and progress books to CCE Cayuga County
  - completed Youth Development Award Applications to CCE Cayuga
  - nomination letters for special awards (Most Supportive Parent, Volunteer of the Year, Excellence Award, Outstanding 4-H Member, Dairy Care Award) - full list is on page 4.
  - all club reports (financial, project, etc.) This is mandatory for ALL Clubs.

All that we do is for positive youth development, remembering that #4HGROWSHERE and that 4-H grows #TRUELEADERS. Best wishes to all 4-H Youth in their evaluations and shows.

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**STATE FAIR INFORMATION & DATES**

The **2016 New York State Fair** is Thursday, August 25th thru Monday, September 5th, with Cayuga County occupying the Youth Building Thursday, August 25th thru Sunday, August 28th. As we prepare, please be aware of the following dates and deadlines:

- **August 18th**...... ALL Youth Building **non-perishable** New York State Fair projects are due with completed information to CCE Cayuga. Hours of acceptance are 8:30 a.m.—4:00 p.m. for **non-perishable** projects.
- **August 20th**...... NYS 4-H Dog Show at the NYS Fairgrounds. This is **BEFORE THE FAIR OPENS** and is a ONE DAY (long) dog show, in the coliseum. This will be a BIG CHANGE in the coming year and will come with more questions than answers. If you need any forms or have questions, please refer to: [http://4h.ansci.cornell.edu/events-2/nys-fair/forms-information](http://4h.ansci.cornell.edu/events-2/nys-fair/forms-information).
- **August 24th**...... Move in to New York State Fair Youth Building. **Perishable projects due:** 9 a.m.—2 p.m. to CCE Cayuga Education Center, 248 Grant Avenue OR 4 p.m.—6 p.m. at the New York State Fair Youth Building.
- **August 25th**...... Cayuga County’s rotation in the New York State Fair Youth Building begins. Rotation ends on August 28th.

**The only Exhibitor you should try to be Better than...**

**Is the Exhibitor You were Yesterday**

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Cornell University
Cooperative Extension
Cayuga County

4-H Youth Development
Education Center
258 Grant Avenue
Auburn, NY 13021-1495
Telephone: 315-255-1183
Email: cayuga@cornell.edu
http://blogs.cornell.edu/ccecayuga
IT’S INTERVIEW TIME!

Enrolled Junior and Senior 4-H members interested in applying for trip, camp and/or event scholarships should register to attend the 4-H Award Interviews. Senior members will also need to interview to receive up to (3) project achievement medals. Junior members have the option to interview or submit a written essay for (1) project achievement medal.

4-H Award Interviews are on Sunday, September 18th, 2016, starting at 12:45 p.m. Time slots will be filled in the order in which they are received, so sign up and arrive early. The Interviews will be held at the CCE Cayuga County Education Center, 248 Grant Avenue, Auburn. To register for an interview time, contact Dorothy by Email at dld83@cornell.edu or Phone: 315-255-1183, ext 232 to register for an interview time.

Requirements for eligibility to participate in 4-H Interviews:

- Turn in record book/progress report by October 1st of the current year.
- Must have been re-enrolled by January 5th for current members and enrolled by April 1st for new members.
- Members must have participated in at least one presentation event.
- Members must have participated in at least 2 Community Service events (please submit proof to the office).
- Participation in fundraising events or equivalent donation of $25.00 must be completed per member.

Interview Checklist:

- Has the youth met the requirements to be eligible to interview? (see list)
- Is the youth an enrolled Junior or Senior 4-H member for the current (2015-16) project year?
- Youth must be dressed appropriately and be well-groomed for their interview. Clothing should be clean and neat—preferably “dress clothes”.
- Youth should be prepared to speak to 1-2 judges about their 4-H experiences, focusing on their involvement for the current (2015-16) project year.
- Youth applicants will bring a completed (IN ADVANCE) award application to their interview appointment.
- While not necessary, it is highly suggested youth bring their most recent project/progress record book(s) with them to their interview appointment.

NOTE: If you are unprepared for your interview (meaning not having a completed interview application in hand), you will be subject to the loss of an interview appointment. Please be respectful of our volunteer interviewers!

For a complete list and description of project medals/medallions as well as other award opportunities, please visit “Welcome to Cayuga County 4-H” awards packet posted on our website: http://blogs.cornell.edu/ccecayuga/ under “4-H Forms”. Still have questions? Please contact Dorothy or Melissa. Thank you!

CAYUGA COUNTY 4-H INTERVIEW & AWARD APPLICATION INFORMATION

Sunday, September 18th, 2016 starting at 12:45 p.m.

As in the past, youth will be taken for an interview on a first come, first serve basis. If you have a specific need, please let 4-H staff know. All awards (including trips and medals) are subject to funds, and will vary year to year.

Interviews are for enrolled Junior and Senior members. There are other award opportunities for Cloverbud youth.

**4-H Trip/Camp/Event/Senior County Medal Applications are due on your Interview Day. Please bring COMPLETED APPLICATIONS with you to your appointment!** Nominations, other award applications and Junior medal letters are due by October 1st. Please check out “Welcome to Cayuga County” awards packet for complete details! Questions, please ask!

Senior Members (age 13 and older by January 1st) will need to participate in 4-H Interviews if they are interested in applying for a trip/camp/event scholarship, and/or earn senior county medal(s) at the Achievement Night Ceremony.

Junior Members (fully-enrolled members ages 8 through 12 by January 1st) will need to participate in 4-H interviews if they are interested in applying for a trip/camp/event scholarship. Each trip/camp/event may possess different requirements in relation to youth’s age, experiences, etc. Please be sure to review the trip/camp/event descriptions before making a selection to be interviewed for.

Junior members who wish to apply for a county medal only, do not need to attend interviews; however, they will need to write a small essay to apply for a medal. Please see description on Page 3.

All senior and junior youth who are interested in applying for awards must have completed all of the requirements (listed below) in order to be eligible to apply for an award trip/camp/event scholarship and/or county medal(s). If you have questions on eligibility requirements, please ask!!

Requirements for eligibility:

- Turn in record book/progress report by October 1st of the current year.
- Have been re-enrolled by December 31st for current members and enrolled by April 1st for new members.
- Presentations: members must have participated in at least one presentation event
- Community Service-participation in at least 2 service events (please submit something to the office as proof)
- Fundraisers-participation in fundraising events or equivalent donation of $25.00 per member.

Continued...
Senior County Medals: Senior County Medals are awarded to Senior 4-H members for excellence in a particular project or skill. Members must have completed all their requirements to be eligible to interview for County Medals. You will need to bring your project record book (if you have one) and completed progress report to the interview, where you will be questioned about your involvement in 4-H projects and activities. From the choices listed below, choose up to three senior county medals you would like to be considered for this year. Include your choices on the interview application, and bring this completed application with you to your interview.


Junior County Medals: (essays are due October 1st, no interview required) Junior County Medals are awarded to Junior 4-H members for excellence in a particular project or skill. Members must have completed all their requirements to be eligible to interview for County Medals. To apply for one of the Junior County Medals, choose 1 project area (listed below) and write an essay (minimum of 100 words) explaining what you have learned about and done with that project area during your 4-H experience. An adult may help you, but this essay must be your own work and submitted in your own handwriting*. Include your name, age, and the number of years you have been in 4-H (including Cloverbud years) in the heading of the essay. Also submit your completed progress report and relevant project record books with the essay. *If you have a special need in which the essay cannot be handwritten, please let the 4-H office know.


Possible 4-H Trips/Events (subject to change)

Career Explorations: A 3-day event for youth taking place in late June/early July on the Cornell University campus. The purpose of this program is to provide youth with exposure to academic fields and career exploration, to develop leadership skills, to provide hands-on experience in a college setting. The event is made up of 2 grade specific tracts: University U for youth entering grades 8-9, and Focus for Teens for youth entering grades 10-12.

STARR (State Teen Action Representative Retreat): Is a 3-day event taking place at the New York State Fairgrounds, Syracuse, NY in mid-April. 4-H teens participate in a variety of workshops and activities meant to challenge, excite and further develop life skills. Planned by teens and adults serving on the youth/adult STARR planning committee and open to all NYS 4-H Teens age 13 and older.

Agribusiness Career Conference: Is a 2-day program aimed at developing an awareness of the great diversity of careers related to agriculture. Examples include: food industry, animal science, and marketing available in New York State. Taking place at SUNY Cobleskill College, 4-H members must be at least 14 years or older to attend. Agribusiness Career Conference typically takes place in the beginning of October.

Capital Days: 4-H Capital Days gives youth an opportunity to meet and interact with legislators and creates an awareness of career opportunities in New York State government. It gives a better understanding of state government, and the opportunity to network with delegates from other counties. Delegates are chosen by their county 4-H program. Up to two 4-H members, 14 years or older, preferably at least a sophomore in high school will be selected to attend this 2-day trip to Albany in March.

Animal Crackers: 4-H animal science project members (suggested age range 9-12) are strongly encouraged to attend (with their parents or chaperones). However, all youth 9 and up are welcome. Participants will get to meet Cornell faculty and students, learn about different aspects of animal care, interact and exchange information with professional producers, industry experts, and more! Participants have the opportunity to experience hands-on activities in a university setting, explore career options in animal science, and expand their knowledge through scientific inquiry. This Saturday workshop is held every May on campus (Morrison Hall) with emphasis on different species groupings and activities varying annually.

March Dog Madness: Is an annual conference for adult and teenage 4-H volunteer leaders, typically held in March on the first Saturday “Spring Break” at Cornell University. Workshops engage participants in science based information on dog training. Current animal health, animal behavior, industry trends and youth development issues are addressed. This program helps community leaders understand and practice principles they can take back and share with 4-H members at the local level. Participants gain networking skills, exchange ideas and have an opportunity to work together in a university setting.

NYS 4-H Forestry Weekend: Youth from across the state gather for an end of May weekend at 4-H Camp Shankitunk in Delaware County. This 3-day forestry event includes: tree identification, tree measurements, compass usage, map reading, insects and diseases, geocaching, nature games, night hikes and is for youth ages 10 and up (and for staff and volunteers) interested in learning more about forests. The selection of the NYS team that will go to the National 4-H Forestry Invitational (must be age 14-19 for the national event) also takes place during NYS 4-H Forestry Weekend.

Continued...
Possible 4-H Camp Opportunities (subject to change)

4-H Camp Owahta: A 128 acre facility located 10 miles east of Cortland, this camp operates six one-week long residential sessions open to youth ages 8 to 15. The facility includes: five miles of woodland nature trails, large pond, recreational field, certified low ropes challenge course, recreation/dining lodge, a large open pavilion, activity buildings, basketball and hockey courts, a sand volleyball court, an infirmary, and bathhouses. Sessions emphasize a special theme day with 2 and 3-day trips offered that include canoeing, biking, fishing, horseback riding, whitewater rafting and backpacking. Residential camper fees are approximately $250 per camper with discounts available. Additional fees apply when choosing “special daily activities”

Camp Bristol Hills: Eleven miles south of Canandaigua and including 126 acres of woods, this camp operates six one-week long residential camp sessions. Program options include Day Camp for 5-10 year olds, 3-day Sprout Camp for 6-8 year olds, 6-day Residential Camp for 8-15 year olds, 5-day Teen Challenge Camp for 11-15 year olds, and a backpacking trip. Activities include swimming, environmental education, horseback riding, outdoor living skills, crafts, sports, fishing, backpacking trips, challenge ropes course, and a 3-level counselor-in-training (CIT) program. Fees are approximately $335 per camper with discounts available. Additional fees apply for the CIT and horseback riding programs.

Hidden Valley 4-H Camp: Located at the south entrance to Watkins Glen State Park and with 50 acres in the Watkins Glen Gorge, this camp is open to all ages 8 through 17. Program includes canoeing, horse programs, swimming, clowning, woodworking, hiking, science fun, and a 2-level CIT program. Special out of camp trips include science camps, horse, canoe and bike programs. Residential camper fees are approximately $300 per camper with discounts available for early birds and siblings. Some additional fees may apply.

4-H Camp Wabasso: Located within Jefferson County, Camp Wabasso is 177 acres including a sandy shoreline on Millsite Lake. This camp is a secluded treasure that allows kids, ages 6-15, to enjoy the natural environment. There are nature trails, educational activities, recreation fields, and challenges provided by both low and high ropes courses. Residential camper fees are approximately $360 per camper with discounts available for early birds. Additional fees may apply.

4-H Camp Wyomoco: Located in Varysburg (about 20 minutes south of Batavia) this camp has 280 acres of woods and meadows with a 3 acre pond. Program features include horseback riding, CIT training, canoeing, swimming, crafts, performing arts, photography, rockery, outdoor living, woodworking, fishing and animal care. For youth ages 8-16. Special camp weeks including horse and dairy. Residential camper fees were approximately $300. Some additional fees may apply. Discounts are available for early birds.

Other 4-H Sponsored Awards

For complete criterion & descriptions, please see the “Welcome to Cayuga County 4-H” Awards Packet. Many of these awards listed below require at least 1-2 letters of recommendation from a non-family member. Youth do not need to interview for the following awards.

Banner Club: A Banner Club has a well-balanced, year-round program and meets given deadlines. Its club enrollment sheet is submitted on time each year, as are monthly secretary reports. The club completes a club story and a minimum of one club community service project. Each member of the club participates in at least one county event and completes at least one project. The club project completion sheet is then turned in to the 4-H Office.

Dairy Care Award: Award recognizes a dairy cattle exhibitor selected by his/her peers as the exhibitor that gives the best care for animals and fellow exhibitors, has the best attitude, is the most reliable, and is the most enthusiastic show person. Nominations must be submitted by youth dairy exhibitors. Award is available to fully enrolled youth only (no cloverbuds please).

Youth Development Award: Any 4-Her who earns the appropriate number of points, and turns in their progress report, as well as their point sheet, will be considered for a Youth Development Award by the 4-H Youth Advisory Committee. Selected 4-H members will show positive development of key life skills and be a representative of everything 4-H can be. Applications are reviewed by the current 4-H Youth Advisory Committee. Cloverbuds and fully enrolled youth are encouraged to apply.

Most Supportive Parent Award: Given in memory of Norm Trendowski and presented to a parent(s) who have demonstrated extraordinary support to their child(ren) during their 4-H years. Requires a letter of nomination from the child(ren).

Outstanding 4-H Her Award: Awarded to members, at least 16 years of age, with at least four years of 4-H experience who demonstrate good citizenship, participate in county projects, represent 4-H as a positive role model, show leadership, and willingly volunteer. Requires 2-3 letters of nomination per individual, cannot be awarded more than once to any individual.

Volunteer of the Year Award: Recognizes an adult volunteer who has gone above and beyond to support Cayuga County 4-H. Volunteer is a never-ending supply of enthusiasm and support for the program and provides caring guidance for its members throughout the year. Requires 1 to 2 letters of recommendation per individual.

4-H Excellence Award: Award recognizes active members, with one to four years of 4-H experience, who demonstrate a desire to help their community, participate in public presentations, show willingness to help, and are enthusiastic. Requires at least 2 letters of recommendation per individual.

Honor Secretary Award: Honor secretaries submit all of their club’s monthly reports, October through September by the 15th of the following month (Ex: April report is due by May 15th). NYS 4-H rules state this award is available to fully enrolled youth only. (no cloverbuds please)

News Reporters Recognition Award: Members should submit a small paragraph on what responsibilities they held while being the club’s news reporter for the current 4-H year. Two newspaper clippings from outside agencies showing their submitted articles written by the club news reporters, must be attached in order to be considered for this award. Outside agency examples include: The Citizen, The Post Standard, School Newsletters, Country Folks, Focus on Farming, etc. NYS 4-H rules state this award is available to fully enrolled youth only. (no cloverbuds please)

Window Displays: Displays are judged on how well they attract attention, hold the viewers’ interest, promote 4-H, convey a message, offer ways to learn more information about the 4-H program, overall appearance, workmanship, and give credit to their creators. Put up during the National 4H week (October 2-8, 2016) throughout the county, Displays should be put in high traffic areas, be well organized and positively promote 4-H using the current year's theme.
### Project Participation

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<th>Area</th>
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<td>Citizenship</td>
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<td>Home Environment</td>
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<td>Dairy</td>
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<td>Cultural Education</td>
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<td>Environment</td>
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<td>Community Service</td>
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<td>Food and Nutrition</td>
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<td>Horse</td>
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<td>Communication Arts</td>
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<td>Leadership</td>
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<td>Rabbits</td>
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<td>Performing Arts</td>
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<td>Beef</td>
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<td>Visual Arts</td>
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<td>Poultry</td>
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<td>Swine</td>
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<td>Child Care</td>
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<td>Flowers</td>
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<td>Clothing &amp; Textiles</td>
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<td>Dogs</td>
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<td>House Plants</td>
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<td>Heritage Arts</td>
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<td>Tractor</td>
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<td>Compost/recycle</td>
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<td>Gardening</td>
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<td>Record Book</td>
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<td>Woodworking</td>
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<td>Science</td>
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<td>Entomology</td>
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<td>Outdoor Recreation</td>
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<td>Electronics</td>
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<td>Crafts</td>
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<td>Bicycle Safety</td>
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### Event Participation

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<tr>
<td>Public Presentation</td>
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<td>Bowl-A-Thon</td>
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<td>Old Fashion Halloween</td>
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<td>Produced In NY</td>
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<td>Clothing Revue</td>
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<td>Youth Fair</td>
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<td>Spring Fling</td>
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<td>Animal Crackers</td>
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<td>State Fair</td>
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<td>Window Displays</td>
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<td>Parades (please specify)</td>
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<td>Animal Bowl Contests</td>
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<td>Dog Obedience Program</td>
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<td>Pancake Fundraiser</td>
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<td>Other 4-H Events</td>
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Please list offices held in local, county, or state 4-H organization.

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<tr>
<th>4-H Organization</th>
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Of last year’s projects, which did you enjoy most and why?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Tell us about yourself-hobbies, family, favorite things, etc.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Why would you like to participate in this trip or Why do you think you deserve this medal?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

I have personally completed this application and believe it to be true.

__________________________________________  Date

4-H Member

I have read this application and believe it to be correct.

__________________________________________  Date

Parent/Guardian
4-H ENROLLMENT NEWS

The information below contains some basic details about the process (re)enrollment process for the 2016-17 4-H Year. 

About Enrollment Forms: Enrollment paperwork is a critical part of the 4-H Program. It not only allows the 4-H office to keep accurate records of youth involved in the programs we offer, it also provides liability coverage; any youth participating in a 4-H event, meeting, etc. must be enrolled or they are not covered. Enrollment in 4-H is not optional; it is required for participation. Youth and volunteers may choose to enroll as they did last year, join a different club, add an additional club, form a new club or become an independent member. Those enrolled in more than one club should inform the 4-H office of your interest in continuing with each club. Scholarship applications are available for those with financial need. Contact the Cayuga County 4-H office for an application.

Re-enrollments (paperwork and fees) are due December 1st, 2016. Re-enrollments received between December 2nd—January 5th will be accepted with an additional late fee of $5 per youth. The additional $5/youth fee is not covered under the enrollment scholarship form. Re-enrollments received after January 5th are ineligible for fair activities. Re-enrollment refers to youth (and/or adults) returning to participate in the program who’ve been previously enrolled in the current year. If you have questions about re-enrollment or new enrollment, please contact the office.

2016-2017 Enrollment Rates:

- Cloverbuds ................................................................. $15
  (age 5—age 7 as of January 1, 2017)
- 4-H Members ............................................................. $25
  (Age 8 through age 18 as of January 1, 2017)
- Family Rate ............................................................. $50
  (three or more members residing at the same address)

Opt-Out Fundraising: Cayuga County 4-H relies heavily on fundraising to help with programming, awards, trips and providing opportunities to all youth. We are continuing to allow parents and youth the choice of Opt-Out Fundraising, by making a $25 donation/youth, with a maximum family rate of $75. If you would prefer to fundraise, please note that each 4-H member should fundraise at least $50 to cover the costs associated with fundraising. One guaranteed opportunity to fundraise will take place with the fall 2016 pancake mix sale (Order Form is coming soon). Keep in Mind: Remember the Big 6 donations and fundraising do not count toward 4-H fundraising.

PROJECT & PROGRESS RECORD BOOKS DUE!

All 4-H project and progress record books are due to the CCE Cayuga Office on/by October 1st! Submitting a project and/or progress record book can serve as a positive youth development skill-building activity, as well as earn you an award at our annual 4-H Achievement Night Ceremony!

Where to find project/progress record books? The most current record books are all posted on our website: http://blogs.cornell.edu/ccecayuga/children-youth-and-families/4-h-forms/. If there is an area that you would like to submit for, but are unable to locate an appropriate project record book; be sure to ask 4-H staff. We would be happy to assist you.

Project Books are not judged on “prettiness” or “creative art”; rather they are judged on content that is complete and legible. Project books should be used to keep accurate records of associated activities. If you are looking to insert photos and/or scrapbooking materials—this would be something you would want to do as a 4-H exhibit and enter into the 4-H youth fair (which takes place in July) as an Achievement Notebook. For further information, please ask 4-H staff.

LEADER & PARENT TRAINING MEETING
FRIDAY, SEPTEMBER 23RD
6:30 P.M.

Please Bring: * Laptop or device to access internet/ Facebook.
  * A success story of your club from last year.

6:15…… Refreshments/Social time
6:30….. Around the table – hearing from our Leaders
7:00….. Facebook & Social Media for 4-H
  * Best practices & policy to be aware of
    ⇒ Photo release
    ⇒ Social media do’s and don’ts
  * Getting the word out internally & externally – what works for you? – round robin of practices.

4-H Grows Campaign & Social Media
  * What is 4-H Grows & How can clubs can use it
    ⇒ Review what it is & look at council’s page
    ⇒ End with new 4-H webpage – which will likely have all of these details

7:45…… What might work for us…
  (gather a collection of ideas to walk away with)

Parting package – Youth & Volunteer – paperwork, changes and updates.

Please register by Friday, September 16th online at http:// blogs.cornell.edu/ccecayuga or call Peggy at (315) 255-1183 ext. 238.
Building Strong and Vibrant New York Communities
Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with disabilities and provides equal program and employment opportunities.

OLD FASHIONED HALLOWEEN
Saturday, October 29th
12 Noon until 3:30 p.m.
At the Ward O’Hara Agricultural Museum
6880 East Lake Road
Auburn, NY

The annual “Old Fashioned Halloween” event will be returning on Saturday, October 29th from Noon-3:30 p.m. to be held at the Ward O’Hara Agricultural Museum & Dr. Joseph F. Karpinski Education Center, 6880 East Lake Road (Rte. 38A), Auburn.

Activities will include: face painting, pumpkin painting, pumpkin carving, applesauce demonstration, popcorn, coloring activity station, trick-or-treating, costume parade and contest and much more.

All youth are encouraged to wear a 4-H appropriate costume (nothing that will scare the younger children). We will be looking for clubs/members to volunteer for various activities and stations.

If you have an idea of additional stations that are not listed above or if you are interested in helping with the event, please contact our office. We are looking forward to the event. Please help spread the word!

All activities at the Old Fashioned Halloween are FREE and OPEN to the PUBLIC!

4-H ACHIEVEMENT NIGHT
Friday, November 4th
7 p.m.
At the Cayuga-Onondaga BOCES
1879 W. Genesee Street Road, Auburn, NY

Our annual 4-H Achievement Night Awards Banquet is tentatively scheduled for Friday, November 4th at 7:00 p.m. to take place at the Cayuga-Onondaga BOCES Center, 1879 West Genesee Street Road, Auburn, NY 13021. We will again be looking for teens and other youth members to assist with the program. If you are interested, please contact our office. If you need directions, please let us know. Plugging the address into a GPS system, may put you on a seasonal/restricted road.

In honor of our 4-H award recipients, we are asking that families please bring a dish to pass to the event. We are limited on heating/cooking elements, so please bring an item that is ready to serve. Electrical outlets are available for plugging in crock-pots, etc. Please let us know if you have a special accommodation request.