



Contra Costa County Glossary

Community Club is a group of members who meet regularly to conduct business, learn through projects, take part in community service events and enjoy recreation. Clubs have elected officers, a constitution, by-laws, and a treasury maintained by fund-raising efforts. Most 4-H community clubs meet monthly. Members plan a yearly program of meetings and events.

Membership is open to all youth 5-19 years of age. Youth are eligible to participate in 4-H as follows:

- **Primary 5-9 yrs.** Must be 5 years old or in kindergarten by December 31st of the program year. Primary members **may not** enroll in large animal projects. They may not be in judged competitions, receive fair premiums or participate in awards program or large animal projects. Not all clubs have projects for primary members.

Youth enrolling or turning nine **after December 31st must participate as a Primary Member until the end of the program year.*

- **Junior, Intermediate and Senior Members** Must be 9 years old or in the 4th grade by December 31st of the program year and may continue in the program until the end of the calendar you in which they become 19 years of age.
- **Homeschooled Members** – Children are to enroll based on their chronological age as of December 31st.
- **Eligibility** Youth may stay in 4-H until the end of the year they turn 19.

4-H Pledge is the promise recited at the beginning of all community club meetings, ceremonies and official 4-H events.

“I pledge my head to clearer thinking, my heart to greater loyalty, my hands to larger service, my health to better living for my club, my community, my country and my world.”

Glossary of Terms

Achievement Night, usually held in the Fall, recognizes the achievement of members and leaders in the areas of record books, leader tenure and club participation, graduating seniors and those attaining star ranks. Some clubs have a club level recognition ceremony.

Achievement Pins are awarded to youth who complete a project as determined by their Project Leaders.

Ad Hoc Committee is a group which meets to study a special issue. Usually the committee studies an issue, makes recommendations and/or plans of action and then disbands. Committee members are neutral teen and adult members invited by the Council Executive Board to serve.

Advisor (4-HYDA) is an academic employee of the University of California who is responsible for providing guidance to the County Youth Development Program and ensuring that the educational objectives and University policies are adhered to in all programs and activities. 4-YDA's specific responsibilities include developing research-based, innovative programs to meet youth needs; ensuring that programs are available to all youth, particularly under-represented groups; training and supporting volunteers; developing cooperative programs with other youth-serving agencies.

All Star is the highest attainable rank on the county level. It is an honor to be selected as a 4-H All Star with an opportunity to further develop leadership by assuming certain responsibilities within the Contra Costa County 4-H Youth Development Program. To be eligible, members must be at least 15 years of age, completed one year in 4-H, currently enrolled and in good standing. Approved adult advisors, selected by All Stars, provide guidance.

Affirmative Action is a positive plan of outreach designed to increase participation and involvement of minorities who have not had full access to the program and to eliminate any existing discriminatory practices. All members, leaders and staff are responsible for carrying out the plan.

Borges Ranch is a historic City of Walnut Creek property that has a yearly renewed Memorandum of Understanding (MOU) with CCC 4-H YDP. Limited use of the facility may be arranged through the ranger on duty. Any event held there must be approved by the 4-H Office staff.

C.A.L. (Create a Leader) Conference is a three day training/conference for youth 7th grade and older. Its purpose is to renew youth's interest in 4-H while enhancing leadership skills. Sessions are taught by teens. It is usually held at Walker Creek Ranch in Sonoma County.

California 4-H Foundation is the non-profit foundation established to support the 4-H Youth Development Program in California. The Board of Trustees, comprised of industry representatives, 4-H volunteers, 4-H youth and Cooperative Extension Staff, raises funds which are used to fund specific programs, leader training and awards.

California State Fair is a statewide exposition held in Sacramento at the end of summer. It is an opportunity for members to show project work that has not been exhibited at a previous state fair. It is NOT a 4-H sponsored event.

- **CA State Fair Task Force** is an opportunity for members, 16 years of age or older, from throughout California to plan, prepare and conduct 4-H activities at the State Fair. Task Force committees meet periodically during the months prior to Fair.

• **CA Youth Fair** is a week long fair traditionally held in July during which 4-H, FFA and Grange members can showcase their year's work, test skills and have fun. It is NOT a 4-H sponsored event.

Camp is a six-day overnight summer camp for youth ages 9 and older held at Las Posadas 4-H Camp, three miles east of Angwin in Napa County. Activities include educational programs, swimming, field sports, campfire programs, crafts, hiking, nature study and leadership development.

- **Camp Youth Staff** is comprised of high school- aged youth who are trained and selected to serve as camp directors, deans, activity counselors, and “tribe” leaders. Completion of Camp Leadership Project is required before a youth can be selected for camp staff.
- **Adult Staff** provide safety and guidance for the youth staff. Approved adult volunteers serve as chaperones, and on site camp operations.

CLR (Community Leadership Retreat) *formerly known as CCCLDD (Contra Costa County Leadership Demonstration Day)* is an annual event facilitated by youth leadership members. The program includes a keynote speaker and other hands-on activities to experience additional leadership skills of the 4-H Youth Development Program. It is open to all members and adult volunteer leaders.

Chaperones are adults who attend and supervise youth at all 4-H events, activities and programs. As a general rule, there must be one currently enrolled, approved adult chaperone for every ten members. Chaperones must be 25 years or older and be an approved 4-H volunteer in good standing.

Charter is the certificate given by the University to each club authorizing it to use the 4-H name, emblem and function as an organized unit of the California 4-H Youth Development Program.

Citizenship projects are opportunities for youth to learn more about government at the local, state, national and/or international level. Specific in-depth opportunities include:

- **Regional Citizenship Conference:** A three-day conference to broaden members' knowledge of citizenship programs and travel opportunities and to enhance public speaking and leadership skills. It is open to youth 7th grade and above and is usually held in Saratoga.
- **Citizenship California Focus:** A four day citizenship educational program usually held in Sacramento in mid-June and open to youth 7th grade and above to study the historic, economic, cultural and political aspects of our state.
- **Citizenship Washington Focus:** week long educational program where youth ages 14-19, learn about our nation's capital, governmental processes and history. Held in Washington, D.C. in July, the program includes field trips, workshops, and briefings.

Cloverleaf is the countywide newsletter highlighting members and events from local, regional and state 4-H. It is posted on the county 4-H website and limited hard copies are printed for members who do not have a computer or printer. Members may subscribe on line to automatically receive a copy.

Club Officer's Training is held early in the club year to provide training for elected youth Club Officers in their specific duties and leadership roles prior to the new 4H program year.

Code of Conduct outlines the standards of behavior required of all members, adults and staff at any 4-H sponsored program or activity. Members and parents must sign the code at the beginning of each year. Clubs keep a signed copy on file for each member. Action steps should non-compliance occur, are stated on form and are enforced by Community /Project Leaders, and Exec Board.

Community Pride is a community awareness project. Youth learn about their community, determine a community need and develop goals, objectives and plan of action.

Community Service is usually performed by clubs or groups to benefit individuals, groups, neighborhood or community. Examples are visiting convalescent homes, beautifying parks, helping with Special Olympics, and working with senior citizens.

Contra Costa County Fair is a California State Fair sanctioned exposition held each Spring at the district fairgrounds in Antioch. 4-H members display projects they made during the previous program year and youth (9 years and over) may be awarded ribbons, trophies and/or premium monies. It is an opportunity for youth to learn about project standards, demonstrate, show and exhibit before the general public. IT IS NOT A 4-H SPONSORED EVENT.

Cooperative Extension is an organization established by the Smith-Lever Act of 1914 for the purpose of providing citizens with useful and practical information on subjects relating to agriculture and home economics. This educational program is a cooperative effort between three levels of government: the United States Department of Agriculture at the federal level; the University of California at the state level; and the county Board of Supervisors at the local level. 4-H is administered by Cooperative Extension.

Cow Palace (Grand National Junior Livestock Exposition) is an annual livestock show held at the Cow Palace in South San Francisco, usually in the fall. All members enrolled in large livestock projects are eligible to participate. IT IS NOT A 4-H SPONSORED EVENT.

County Orientation and Background Checks is mandatory for all adults who volunteer as a driver, chaperone, project leader/assistant or event coordinator. The orientation is led by the 4-HYD staff at monthly county council meetings, and includes display of sample project materials, a video on policies and procedures, discussion and training on age appropriate behavior and youth development. After review of video, adults must take and pass a review quiz at the meeting. All adults must have their fingerprints taken via live scan (state policy as of 7/1/05) and approved by California Department of Justice. The necessary forms for Live Scan will be generated upon passing the review quiz. Should a parent not completed this requirement, they may not assist the club or members in any way. However, they may drive their own child to and from meetings and events.

Curricula are planned UC research based learning experiences that integrate subject matter and life skills supported by written, audio, video, or computer instructional guidance. Samples are available to view by appointment at the 4-H Office and can be

ordered via internet or US mail. It is highly recommended these materials be used in 4-H projects for accuracy and consistency of 4-H YDP.

Delivery Mode is a way of carrying out the youth development education program and includes camps, clubs, special interest groups, short term programs, after school and groups.

Demonstrations are talks planned by youth present at project or local club meetings, events, service organizations, school, or the countywide Presentation Day usually held in late winter. Demonstrations are a requirement of bronze, silver or gold star awards.

Developmentally appropriate refers to educational experiences that have been determined to match the cognitive abilities, psychomotor skills level, and developmental needs of youth of different age groups.

Disclaimer is the required, non-discrimination paragraph that must appear on all 4-H publications including flyers and brochures:

The University of California prohibits discrimination or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (covered veterans are special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized) in any of its programs or activities. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Staff Personnel Services Director, University of California, Agriculture and Natural Resources, 300 Lakeside Drive, 6th Floor, Oakland, CA 94612-3550, (510) 987-0096.

Diversity refers to differences among people with respect to age, ethnicity, gender, physical and mental ability, race, sexual orientation, spiritual practice, and other human differences.

Dues (a group fee or charge) cannot be charged to members as a condition of membership in a 4-H club or group. Members **may** be assessed for the costs of maintaining the club organization, such as for mailings and incidental meeting expenses and/or project supplies. The University requires that members and leaders pay an annual illness and accident insurance premium that supplements their own personal coverage.

FSNEP (Food Stamp Nutrition Education Program) is a federally funded nutrition education program targeted for low-income youth. The program is conducted as part of the 4-HYD Program.

Elkus 4-H Ranch is a Cooperative Extension owned ranch in San Mateo County. Programs involve participant in ranch chores, construction and agriculture projects, recreational and social activities and group living experiences. In addition, counties may develop their own overnight or week-long programs for leadership development, project training, etc.

Emblem is a green four-leaf clover on a white background which is used as a symbol to identify the 4-H Program. *Its use is controlled by federal law* and the county 4-H office must approve its use on all publications, T-shirts, and fundraising.

Expansion and Review Committee, a required element of every county's affirmative action program, is the mechanism by which the needs, interests, and desires of residents are received and addressed when making program decisions. Committee members must represent the various communities and ethnic groups in the county and one third must be youth. Contra Costa County Council assigns this duty.

Facility Use Permit is a form that accompanies the Hold Harmless clause when ever a facility is being rented or borrowed for a 4-H function. The facility issuing the permit sends it to the 4-H Office to be completed and signed. Adult volunteers and/or youth members are *never* to sign any permit or agreement.

Fashion Revue is a spring event at which youth model and are judged in garments they made, purchased or recycled during the program year. Family, friends and the general public may attend the fashion show portion of the event. The county winner may then participate in regional and/or state Fashion Revues.

Field Days are events held during the year in many of the 4-H livestock and home economics areas to involve members and leaders in hands on educational sessions that may include, judging activities and showmanship. County 4-H Field Day provides an opportunity for members to learn about a variety of projects through "firsthand" judging experiences educate project standards and through hands-on activities and judging.

Food Fiesta is an event, open to all youth, at which each participant makes a favorite nutritious food, plans a menu, and presents his/her entry to a judge. Participants should be able to answer questions about their food entries and give nutritional information. Learning activities related to nutrition and physical fitness are included in this event. Food Fiesta many times is held at the same place and date as Presentation Day.

Fundraising by clubs or projects are to be approved by the 4-H Office. Forms are available to print from the county website. All monies collected are to be placed in a sub account for that specific project within the club account for educational purposes or equipment to benefit all. Accurate accounting for all fundraisers is turned into the club treasurer in a timely manner.

All fundraising must adhere to UC guidelines and be approved in advance. All money collected must be housed in a 4-H recognized banking account.

Hi 4-H is an organization for youth 7th grade through 12th grade. In addition to planning and enjoying social and recreation activities, Hi 4-Hr's assist with the various aspects of the county 4-H Youth Development Programs as needed.

Hold Harmless Clause is the legal term for a phrase absolving schools and others of liability during the use of their facilities or rental equipment. It is included in most applications for use of buildings or meeting facilities. The University of California **prohibits** the signing of applications containing such a clause. Instead, the 4-H Office will supply the organization with a University approved statement. **Volunteers never sign applications for use of facilities or use of equipment.**

Incentives & Awards Program honors youth for outstanding achievements. Recognition may consist of certificates, medals, pins, stipends and/or scholarships. Outstanding adult leaders may also be recognized. Two methods of judging youths' accomplishments are used in 4-H:

- **American Judging System:** All entries are placed in a ranked order, 1st, 2nd, 3rd, etc, according to quality.
- **Danish Judging System:** All entries are judged against a standard. All those meeting the requirements for a given standard may receive the same award.

Insurance

The insurance program does not cover personal property or workers' compensation.

- **Accident and Illness Insurance** is a supplementary, secondary insurance to your own insurance and covers medical expenses for injuries or illness sustained on the way to and from or at any official 4-H activity or during travel a. It is mandatory for all enrolled youth and adult volunteers.
- **Liability Insurance** protects staff and adult volunteers against suit or claim in the event of injury to persons or damage to property during the conduct of official 4-H business. It is provided free of charge to all approved 4-H adult volunteers who are enrolled, have paid for insurance, completed orientation and passed the background check.

International Programs are opportunities to learn about other cultures.

- **IFYE** (International Four-H Youth Exchange) Adults : 4-H alumni 19 to 30 years old who spend 3-6 months living with families in other countries.
- **IFYE Ambassadors:** Youth 15-19 year old who spend 4-6 weeks during the summer living and working with host families in such countries as Australia, Switzerland, Thailand, Costa Rica, Denmark, Germany, Luxembourg, Netherlands, Spain or the United Kingdom.
- **IFYE Host Families** provide food, lodging and exposure to as much of the local community as possible to visitors from other countries during their. 2 to 4 visit weeks (between April and August).
- **Japan/4-H Exchange** is an opportunity for 4-H'ers 12 -17, who have been enrolled in 4-H for at least a year, to travel and live in Japan for one month during the summer in even numbered years. In alternating years Japanese youth are hosted in California 4-H homes.

Junior/Teen Leader roles are open to older 4-H youth which provide opportunities to develop leadership skills within their county council, clubs or groups. Yearly activities are recorded by youth.

- **Junior Leaders** are 4-H youth in 6th, 7th and 8th grade who are enrolled in the 4-H Leadership Development project and carry out planned leadership responsibilities under the supervision of a project leader.

- **Teen Leaders** are 4-H youth 9th grade and above who are enrolled in the 4-H Leadership Development project. They carry out planned leadership responsibilities similar to those of a volunteer adult.

Land-Grant University: In 1853, Congress provided land, or funds for land, to states for teaching institutions. The University of California is one of these “land-grant colleges” The Smith-Lever and Hatch Acts provides funds to these institutions for practical “learn by doing” education. A three-part system consisting of teaching, research, and extension (outreach education) has developed. One part of the system is Cooperative Extension and the 4-H Youth Development Program is one of the programs offered. Colleges that receive designated federal funds for practical, public education are a land grant university.

Leaders are enrolled, annually reviewed and approved, appointed volunteer adults that have completed required UC/4-H policy orientation, quiz and live scan fingerprint clearance.

- **Community Leader and/or Co-Community Leader:** Approved Appointed Volunteer (s) who handles the administrative and organizational responsibilities for a community club and assists the club officers, members and project leaders in carrying out their duties.
- **Project Leader:** Approved Appointed Volunteer who helps members acquire knowledge, skills, and attitudes through learn-by-doing experiences in specific projects.
- **Resource Leader:** Approved Appointed Volunteer with expertise in a specific project area who support project leaders. VP reviews Resource Leader applications annually.
- **Other Approved Appointed Volunteers** are enrolled adults within the club who help with transportation, committees, events, phone trees or other assistance needed within the club.

Leaders’ Councils

- **County Council:** Organization of all enrolled, youth representatives and approved appointed adult volunteers. The Council plans, implements and evaluates countywide events. It has a constitution and by-laws approved the University of California. Council *usually* meets the 1st Monday of each month, September-June at 7:00 PM in the 4-H office conference room. Revised dates and meeting places are announced via e-mail, and club flyers.
- **Executive Board:** Council officers, teen members and 4-H staff who handle routine business, plans council meeting agendas, mediates conflicts and appoints ad hoc committees as needed.
- **Regional Leader’s Council:** A body of representatives comprised of adult and youth leaders from each county in this region. They meet quarterly to plan regional events and share ideas.
- **State 4-H Leaders’ Council:** A body of representatives from the four Regional Leaders’ Council who provide input into policies and programs in order to expand and improve 4-H throughout the State.

Make it Safe, Keep it Safe is an annual, training workshop, usually held in the fall, which focuses on updated safe handling, preparation and serving of food. Each club is required to send adults and youth *annually*. There must be a currently trained food safety person at each function where food is being served.

Medical Treatment Form is a form to be completed yearly by all youth and adults detailing their medical history and health status. It is the parents' responsibility to keep all information current throughout the year, and must be on site at each 4-H event/meeting.

National 4-H Center is located outside Washington, D.C and is headquarters for Washington Focus and numerous other programs and conferences. 4-H individuals and families can rent rooms for very reasonable rates.

National 4H Week is the first full week of October during which 4-H publicizes programs to the public.

Personal Development Report (PDR) is the form used by youth to record their entire year's activities, project work, attendance at events, etc. It is kept in the member's record book.

Premium Books are publications produced by county, state and youth fairs listing the requirements for entry, the competition area and the premiums or awards available. They include entry forms.

Presentation Day is a countywide event which youth gain experience in public speaking by giving a demonstration or a public speech. Youth receiving "gold" or top awards as determined by their scores (based on the Danish judging system) at the event may compete in Regional Presentation Day and/or CA State Fair.

Project is a planned unit of work using the "learn-by-doing" concept in a specific skill or interest area carried out by a youth or group of youths with the supervision and guidance of an adult volunteer and/or teen leader. Projects must be made up of a minimum of 6 meetings per year or 3 meetings that total at least 8 hours. They must be summarized by some form of record keeping. Members may develop a self-determined project if they have an interest area other than the projects already listed on the back of the annual registration form. Proposals for the self-determined project must be submitted to the 4-H Office for approval prior to beginning the project.

Project Report is a record that is handed out at the beginning of the project for all participants to log in meeting dates/times - what was learned or worked on. Included is a record for any expenses incurred to be noted. If the 4-H member wishes to participate in the fair. **It is a CA State 4-H requirement to complete a current project report for each project.** Project reports can be kept in annually completed Record Books.

Record Books are a compilation of various forms that can be downloaded off the county and state websites with hard copies available from Club Community Leaders, which 4-H Members detail their activities of the program year. Each year's records are added to the

records of previous years in one book. The books are turned into the club for review by a committee. If the book is judged to be of sufficient quality, the member may submit the book for county judging, and if available, regional and state programs. Clubs hold Record Book workshops for their membership. **Record books are not mandatory. Project reports are.**

Russell Reservation in Lafayette, is a gated research station for the University of California available for UC affiliated groups to use for training workshops, appropriate countywide projects, camp/cookouts and meetings. 50 acres are occupied by research plantations. Approval and reservations must be made in advance. Contact the 4-H Office for details of the meeting room, picnic site and camping area.

Scholarships are monetary awards made to 4-H youth and/or former members to help pay for their education beyond high school. County Council also provides a limited number of scholarships for youth to attend regional and statewide functions and conferences. CA State 4-H has additional scholarships available. <http://ca4h.org>

Showmanship Clinic is held prior to the county and youth fairs to give youth an opportunity to observe and practice showmanship skills on different species by peers and professionals from the community.

Star Ranks are awards made for progressive achievement in projects and participation in events, activities and leadership opportunities. (*Shown in alphabetical order*)

- **All Star** is the highest honor attainable at the county level. To be eligible, members must be at least 15 years of age, completed one year in 4-H, currently enrolled and in good standing. Approved adult advisors, selected by All Stars, provide guidance.
- **Ambassador** is a state program open to outstanding members. Youth must be a 4-H member in good standing and at least 16 years of age or in the last three years of high school. Approved adult advisors must be at least 25 years of age and have attended training during the last five years.
- **Bronze, Silver, and Gold Stars** are awarded at the county level when members meet the minimum requirements shown on the Personal Development Report.
- **Emerald Star** is a county award presented to youth completing an in-depth project such as staging an event, developing educational resources, etc. It is not part of the California Star Rank program.
- **Purple Star** is a county award (not part of the California Star Rank system). This star rank may be pursued by primary members. This star is based on attendance and record book completion, but not competition.
- **Ruby Star** is a county award (not part of the California Star Rank system). This star rank is a progression of the bronze, silver, gold and sapphire star ranks. Completion of the sapphire rank is necessary in order to apply for the ruby star. There are 20 areas of participation to be completed.
- **Sapphire Star** programs are developed to further leadership skills and to put them into practical use. It will require both individual and team effort to obtain. There are 18 areas of participation to be completed.

Statewide Leadership Conference (SLC) is an educational issue-based conference for youth leaders from across California who are of high school age. Workshops provide training and skills in leadership development including special sessions for county All Stars. It is held on a UC campus. Youth may attend as many times as they wish.

Uniforms are NOT required as a condition for membership, nor are they required for participation in any 4-H sponsored event, activity, meeting or occasion. For some programs sponsored by other organizations, such as fairs, participant may be required to wear some attire that depicts 4-H for showmanship and competitions. Many clubs have designed an approved club T-shirt that incorporates the 4-H registered logo.

Volunteers are adults from the community, or parents/guardians of a 4-H youth member who have completed all required UC/4-H policy orientation, quiz and live scan fingerprinting. Applications and re-enrollments are reviewed and approved by the UCCE County Director. The County Director has the authority to accept or not accept any volunteer.

Waivers protect the 4-H program and its resources from frivolous lawsuits. In addition, there is liability insurance which the university pays for on the members behalf that provides a defense for them when acting in the course and scope of the role as a 4-H volunteer, under university direction.

Website accessible to all county members for updated forms, newsletters, and announcements can be found by typing: <http://groups.ucanr.org/ccc4h/>

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