



# The Harbinger

Newsletter for Ozaukee County 4-H

November/December 2019



Extension

UNIVERSITY OF WISCONSIN-MADISON



## Cover Story: Gratitude!

During the month of November it seems an appropriate month to express gratitude. It is important to be grateful on a daily basis, but during this month it seems natural to tell others how you appreciate them.

I would like to start the month of November by thanking the Ozaukee County 4-H volunteers. The strength of the Ozaukee County 4-H program is its people - especially its outstanding volunteers who we rely on to plan and implement a wide variety of programs, activities, events, fundraisers, and projects. The breadth of life experience, passion, and knowledge of our volunteers make the Ozaukee County 4-H Program outstanding and sustainable.

We couldn't do it without you!

*Jayna*

Ozaukee County 4-H Program Coordinator



Thank  
You



**Jayna Hintz**  
4-H Program Coordinator  
[jayna.hintz@wisc.edu](mailto:jayna.hintz@wisc.edu)

**Office Hours:**

Monday - Friday, 8:00am-4:30pm.  
phone: 262-284-8288

**Extension - Ozaukee County**  
121 W. Main St.  
Port Washington, WI 53074

# NEWSLETTER TABLE OF CONTENTS

**Hi!** The Table of Contents is interactive!  
Click on topic and it will take you directly  
to the article.

## [Cover Story: Gratitude](#)

### [Countywide Program News](#)

[Volunteers - Did You Know?](#)  
[Add/Drop Dates: REMINDER for 2019-2020 4-H Year](#)  
[Premium Check REMINDER](#)  
[Countywide Project Web Pages](#)  
[Become a Volunteer! 4-H Needs You!!](#)  
[New Volunteer Orientation Dates](#)  
[Ozaukee County 4-H Older Youth Crew \(OYC\)](#)  
[Communication Festival](#)  
[Photography Contest](#)  
[Current Events in Need of Volunteers](#)  
[Pinewood Derby: Save the Dates](#)  
[4-H Dance: Save the Date](#)  
[Variety Show Information](#)  
[4-H Educational Travel Experiences](#)  
[Resume Writing & Interview Workshops Scheduled](#)  
[4-H Merchandise Available](#)  
[State Art Lab 2020 Returns!](#)

### [Past Countywide Events](#)

[National 4-H Week](#)  
[Open Houses Recap](#)  
[Adult and Youth Leaders Banquets Review](#)  
[Jack-o-Lantern Jamboree 2019 Recap](#)  
[The Haunt 2019 Recap](#)  
[Officer Training Recap](#)  
[Plat Book Photo Submission Results](#)

### [Ozaukee County 4-H Foundation News](#)

[Foundation Bowl-A-Thon News](#)  
[Giving to 4-H Foundation](#)

### [Office news, calendar, miscellaneous](#)

[Taking Care of Business at the Extension Office](#)  
[Countywide 4-H Calendar](#)

## COUNTYWIDE PROGRAM NEWS

### Volunteers - Did You Know?

Did you know that the Ozaukee County 4-H programs, events, and fundraisers listed below would not happen without the dedication and leadership of the volunteers? When reading the upcoming and past events note the name of the person submitting the write-up and express your gratitude to them and their crew of volunteers.

- Key Award presentation
- Business Sponsored Awards
- Historical /Alumni display and gathering
- 4-H Board Exchange
- North and South Open Houses
- Youth and Adult Leaders Banquets
- Lemonade Stands
- Brat Fry
- Jack-O-Lantern Jamboree
- The Haunt
- Countywide Projects
- Communications Festival
- 4-H Dance
- Variety Show
- Bunny Breakfast
- Clothing Revue
- Foods Revue
- Older Youth Crew
- Pinewood Derby
- Photography Contest
- 4-H Summer Camp



### Add/Drop Dates: REMINDER for 2019-2020 4-H Year

Important dates regarding ALL 4-H Projects including Livestock:

- **ADD Project deadline: November 1st, 2019**
- **DROP Project deadline: February 1, 2020**

Any changes to your project information, should be made through your [4HOnline](#) account by the dates listed above. Remember to hit the "CONTINUE" button at the bottom of the 4H Online page to save any changes.



### Premium Check REMINDER

The Ozaukee County Fair Board would like to remind 4-H youth that Fair Premium checks have been distributed to 4-H General Leaders. Please be aware that all checks must be redeemed within 90 days of issuance. Also, any discrepancies must be brought to the attention of the Fair Board within 90 days of issuance. If you have any questions, please contact the Fair Board at [fairdirectors@ozaukeecountyfair.com](mailto:fairdirectors@ozaukeecountyfair.com). Thank you!



## Countywide Project Web Pages

Did you know that there is a web page dedicated to each Countywide 4-H project? These pages have been developed to provide information specific to the project- like meeting times, locations, fees, leader contact info and much more! These Countywide project pages can be found on the website: <https://ozaukee.extension.wisc.edu/4-h-youth-development/countywideprojects/>.

Project leaders have been contacted to update their specific page. If you are a Countywide Project Leader and have yet to provide updated information for this year, please do so soon! Information can be emailed to Jayna at [jayna.hintz@wisc.edu](mailto:jayna.hintz@wisc.edu) Be sure to check them out!

## Become a Volunteer! 4-H Needs You!!

A wide-range of volunteer opportunities exist, from helping with a fundraiser event or community service project to leading a specific project or coordinating an event or program.



Share the need for 4-H volunteers with your friends, family, neighbors and acquaintances! Contact Ozaukee County's 4-H Program Coordinator, Jayna Hintz (262-284-8288; [jayna.hintz@wisc.edu](mailto:jayna.hintz@wisc.edu)) if you or someone you know is interested in becoming a 4-H Volunteer!

## New Volunteer Orientation Dates

We welcome new adult volunteers and thank you for your willingness to serve in this capacity. 4-H takes steps to ensure a safe and healthy environment for youth and encourages safeguards for adult leaders. Each new volunteer is required to attend one session of new volunteer orientation. Volunteers who have not enrolled in the last five years must also be retrained. New volunteer process includes the following:

- Complete the online enrollment form which includes a Volunteer Behavior Agreement (4H Online)
- Participate in a New Volunteer Orientation (in person session)
- Authorize a background check (4H Online)
- Complete Mandated Reporter Training (online session)

Upcoming New Volunteer Orientations are scheduled for a variety of dates and times as we wish to be as accommodating as possible. However, we ask that you **MUST** register **ONE DAY** in advance of the meeting to ensure materials are ready. Sessions with no registrants, will be cancelled. Register with Barb at the Extension office via email ([barbara.steinmetz@wisc.edu](mailto:barbara.steinmetz@wisc.edu)) or call the office at 262-284-8288 a minimum **ONE DAY** prior to the meeting.

- **Monday, November 25: 9:30-11:30am OR 2:30-4:30pm OR 6:30-8:30pm**
- **Wednesday, December 11: 9:30-11:30am OR 2:30-4:30pm OR 6:30-8:30pm**
- **Wednesday, January 22: 9:30-11:30am OR 2:30-4:30pm OR 6:30-8:30pm**
- **All orientations are held at the Ozaukee County Administration Building in Port Washington.**

## Ozaukee County 4-H Older Youth Crew (OYC)

Announcing that the Ozaukee Older Youth Crew (OYC) moved from being a chartered group to a committee under the Ozaukee County Leader's Association.

What is the OYC? A group of 4-H youth in grades 8-13 that meet to plan and carry out recreational events, social events, and educational programs for the older youth in the Ozaukee

County 4-H program. OYC provides opportunities for Older Youth from across Ozaukee County to meet and socialize.

The commitment is based on how many events the group plans. Attend the first planning meeting and the group will determine the number and type of events planned for the 2019-2020 4-H year.

How do you join? Any youth in grades 8-13 can join by calling the Ozaukee County Extension office 262-284-8288 or by signing up at this link <https://forms.gle/9VS6QnkCTUBQsh6B6>

Sign up by **November 15** to be part of the first planning meeting. Lisa Spangler, the OYC adult volunteer coordinator, will send out a doodle poll to determine the first OYC meeting date with those that register!

## Communication Festival

4-H has held a countywide Communication Festival in years past where 4-H youth could hone public speaking skills- including speeches, demonstrations, teaching and powerpoint categories. Typically the festival is held during the winter months.



## Photography Contest

4-H has held a countywide Photography Contest each year that coincides with the Pinewood Derby in February. This countywide event allowed 4-H youth to take photos, submit them and receive professional feedback about learning how to improve their skills and photo “eye”.



## Current Events in Need of Volunteers

Currently the 4-H program needs a **Communications Festival Committee** Chair and **Photography Contest Committee** Chair. If you are interested in being a committee chair or working on either of these committees, please contact the Extension office (262-284-8288). If there are enough volunteers to go forward, a meeting will be scheduled to let everyone help decide what tasks they will do and update the timeline, etc. If there is not enough interest, the event may need to take a year off.

## Pinewood Derby: Save the Dates

It's not too early to start planning for the annual Pinewood Derby competition! This countywide event is open to youth (K-13) and adults. Mark your calendar for the following dates:

- **February 1, 2020: Derby Build Day** - don't have the tools? We do! Power tools will be available to help you cut and drill your way to a winning derby car.
- **February 15, 2020: Derby Physics Day** - learn about aerodynamics, friction, gravity, and more secrets to building a *fast* derby car.
- **February 16, 2020: Pinewood Derby Race Day** - race your derby car!



All events will be held at the Fairgrounds, Pavilion. If you are interested in starting your car design early or want to purchase a kit for Christmas, you can do that! Car kits will be available at the Extension office between 8am-4:30pm. during the week, Foundation Bowl-a-Thon, and Derby Build Day. \$5 per kit, limit one per entrant.

More information about Build Day, Physics Day, and Race Day will be available in the January/February Harbinger newsletter.

## 4-H Dance: Save the Date

The annual 4-H Dance is planned for **Saturday, February 22, 2020**. Mark your calendar now for this “groovy” family-friendly evening. DJ Dan Bichler will be back to entertain all ages! The event is open to the public - so invite those friends and family members who like to dance too. For more information, please see the poster of the [FORMS](#) page of the website. Hope to see you there!



## Variety Show Information

Calling all 4-H Club performers!

The dates for the 2020 4-H Variety Show have been set. It's time to start planning your entries! Clubs, groups and/or individuals are welcome to submit an act. Dancers, magicians, actors, musicians, poets, comedians and more are wanted; it wouldn't be a Variety Show without variety!



- **Location: Northern Ozaukee School - Assembly Hall**
- **Audition Date: Saturday, March 7, 2020 - starting at 9:00am.**
- **Show Date: Sunday, March 15, 2020 - starting at 2:30pm.**

Deadline to register is **February 14, 2020**. More information including show guidelines and application, will be uploaded to the [FORMS](#) page of the website. Registrations must be mailed to the address on the application. If you have questions, please contact Jamie Nevins, event coordinator, at [jamie.nevins@gmail.com](mailto:jamie.nevins@gmail.com)

## 4-H Educational Travel Experiences

The 2020 State and National 4-H Educational Travel Experiences information has been published. These travel opportunities are open to youth in grades 6th and above. To read more about the opportunities, please visit the website: <https://fyi.extension.wisc.edu/wi4hedopp/> If you are interested in applying for educational travel funding support provided by the Ozaukee County 4-H Leaders Association and Ozaukee County Foundation, youth must apply through the county application process. The process involves completing a cover letter, resume, essay, and letter of recommendation as well as participate in an interview.

Spring 2020 opportunities are Key Award, National Youth Congress, and Wisconsin 4-H Youth Conference.

- Application materials are due to the Extension office on **February 1, 2020**
- Interviews are scheduled for **February 18, 2020**

## Resume Writing & Interview Workshops Scheduled

If you are interested in learning more about the great life skills of resume writing and interviewing or you are interested in applying for educational travel funding support provided by the Ozaukee County 4-H Leaders Association and Ozaukee County 4-H Foundation, workshops will be offered this winter to support 4-H youth! The workshops are hands-on, interactive sessions intended to help members prepare materials and practice interviewing skills.

For more information on travel opportunities and awards, please see the packet on the website: <https://ozaukee.extension.wisc.edu/files/2019/09/Older-Youth-Awards-Opportunities-App-Packet-19-20-rev.pdf>

SPRING WORKSHOPS

Resume Workshop	January 7, 2020 @ 6:00-7:30pm.	Ozaukee County Admin Building, Auditorium	RSVP by January 6:  <a href="https://forms.gle/LFyvHsjqywSSSRQKA">https://forms.gle/LFyvHsjqywSSSRQKA</a>
Interview Workshop	January 4, 2020 @ 6:00-7:30pm.	Ozaukee County Admin Building, Auditorium	RSVP by February 3:  <a href="https://forms.gle/GiG5xgDPwzXQqLYW9">https://forms.gle/GiG5xgDPwzXQqLYW9</a>

## 4-H Merchandise Available

Do you need a great birthday or holiday gift for that 4-H'er in your life? Maybe you love to sport all things 4-H? Club leaders are looking for 4-H gifts for the club members? Whatever the reason, a variety of 4-H merchandise is available for purchase at the Extension office while supplies last. Cash or checks made out to Ozaukee County 4-H Leaders Association will be accepted. Please call the office in advance before stopping in to pick out merchandise.



## State Art Lab 2020 Returns!

Art Lab is a statewide arts program for youth in high school. This art intense weekend has been on hiatus but is back this coming year - **January 15-17, 2020!** More information will be released in the next few months but keep an eye on the Art Lab website for more info if you're interested:

<https://fyi.extension.wisc.edu/wi4harts/art-lab-2/>



## PAST COUNTYWIDE EVENTS

### National 4-H Week

October 6-12, 2019 marked the annual National 4-H Week. This year the national theme was #InspireKidstodo. Millions of youth, parents, volunteers and alumni across the country are asked to celebrate everything 4-H. Here in Ozaukee County 4-H, we celebrated all month long! The Extension office celebrated National 4-H month by highlighting the Key Award recipients from last year on the [Ozaukee County 4-H Facebook page](#). Key Award is the highest award bestowed by the Wisconsin 4-H Program. The youth recipients experiences showcase the incredible opportunities that 4-H offers young people and highlight the remarkable 4-H youth in our community.

In addition, five local libraries showcased projects from 4-H youth for the month of October. Display cases at the Cedarburg Public Library, Frank L. Weyenberg Library in Mequon, USS Liberty Memorial Public Library in Grafton, Oscar Grady Public Library in Saukville and WJ Niederkorn Library in Port Washington, showcased a wide variety of 4-H projects and highlighted the learning opportunities available to youth in the 4-H program. Thank you to those libraries for supporting [Ozaukee County WI. 4-H!](#) Photos of the displays can be found on the



[Ozaukee County 4-H Facebook page](#). Also, a big shout out THANK YOU to Cindy Brey and the Poull family for setting up the library displays this year!

## Open Houses Recap

September marked two 4-H Open Houses that aim to connect with potential families that are interested in joining Ozaukee County 4-H. WELCOME to all new members who joined Ozaukee County 4-H and are reading the Harbinger for the first time! Thank you to all members and leaders who helped make both the South and North Open Houses happen! It was a very successful year with 85 youth attending both open houses and 33 of those 85 youth joining a club this year! I am so glad that all of you could help promote 4-H and hope you had a great time.



If you have any suggestions for next year that could spread more awareness or make the Open House experience better, please contact Maria and Deanna Lee at [d\\_r\\_lee@yahoo.com](mailto:d_r_lee@yahoo.com). Thank you again and I hope that you can help out at next year's Open House!

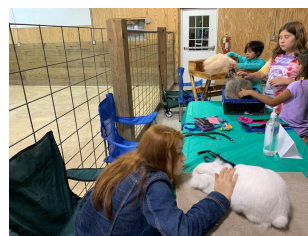
Note: if you took an "Ask Me About 4-H" pin home with you after the open house, please return it to your next club general meeting or drop it off at the Extension office. We were missing quite a few afterwards. Thank you!

- Submitted by Maria L., Open House South Youth Coordinator

NORTH OPEN HOUSE: I would like to thank all 4-H youth, adult leaders and parents for helping at the 4-H Recruitment Fair North. Thank you Mr. & Miss Ozaukee (Taylor and Emilee) for attending and helping out. We had a variety of projects displayed and all had a great time promoting 4-H to other families interested in 4-H. Always keep promoting 4-H all year!

- Submitted by Marie Paulus, Open House North Coordinator

THANK YOU goes out to Maria L. and Deanna L. for coordinating the South Open House, Rebecca D. for designing the Open House poster, Diane H. and Marie P. for coordinating the North Open House and of course all the 4-H youth members and adult leaders who "manned" the project tables! Without you, these recruitment events would not be possible!



## Adult and Youth Leaders Banquets Review

Appreciation banquets, hosted by the Ozaukee County Leaders Association, were held in September for both adult leaders and youth leaders throughout Ozaukee County 4-H. The leaders as well as their guests enjoyed an afternoon or evening of recognition for the past year of volunteer service to Ozaukee County 4-H.



The Youth Banquet was held on Saturday, September 7, at Circle B Recreation. For lunch we enjoyed pizza, lasagna and garlic bread from John's Pizzeria. Youth leaders were recognized and had lots of fun bowling with our friends! Thank you, youth leaders, for sharing your energy, enthusiasm, and knowledge with the youth members!

The Adult Leader's Banquet was held on September 15 at the Columbia St. Mary's Building with 105 people in attendance. The banquet was a nice time to socialize and honor 4-H leaders and

award recipients from our community who have supported Ozaukee County 4-H in a variety of ways over the years. Thank you, adult leaders, for taking on leadership roles and serving the youth in 4-H. You make the program strong and allow youth to make the best, better!

- The 2019 Friend of 4-H Award was presented to the Ozaukee County Sheriff's Department and Mike Krummey. Thank you!
- The 2019 4-H Leadership Recognition Award was awarded to Christie Dieringer and Steve and Jackie Rathke for their many years of dedication to the Ozaukee County 4-H program. Thank you!

To read more about the award recipients, please see the [Award Recipients page](#) of the website.

Thank you to the 4-H members who designed and made the table decorations and candy and thank you to the planning committee for putting these events together!

- Submitted by Sue Karolczek, Chairperson of the Banquet Committee

## Jack-o-Lantern Jamboree 2019 Recap

The Jamboree was a huge success! It was a beautiful fall day that brought in about 150 children from the area communities. Thank you to all the wonderful volunteers and sponsors; we could not have run this event without you. The youth seemed to have a blast. Some of the highlights from the afternoon included interacting with the Sheriff's Department, Cedarburg Police Department and Grafton Police Department. The youth who attended were able to climb all over a Cedarburg fire truck. They also had fun running through a box maze, playing games, face painting, cookie decorating, pumpkin painting and riding the barrel train (sometimes 2 or 3 times!), touring the Haunt with the lights on, and making fun crafts.



We are looking forward to doing this event again in 2020. If you have any suggestions on how to make this event better next year or if you're interested in volunteering, please send an email to Amy at [Amy.Jadogzinski@dentaquest.com](mailto:Amy.Jadogzinski@dentaquest.com).

- Submitted by Amy Jagodzinski, Jamboree Chairperson

## The Haunt 2019 Recap

CONGRATULATIONS to everyone who helped with The Haunt!  
Together we did it again!

DRUM ROLL PLEASE... We scared 2,729 people and had 243 Double Dares for 2,972 Total Haunt Entries! That's an increase from 2018 by 142 first thru & 128 Double Dares!

Total Income was \$43,632 less expenses of approximately \$14,632 = Roughly \$29,000 profit!  
That is over \$4,000 more than last year.



As Mike Krummey, the Audio and Special Effects specialist, and 2019 Friend of 4-H Award winner for all his work the past 13 years with The Haunt said at a closing meeting – We can build The Haunt and put amazing special effects in place, but without YOU; the 4-H youth and adults; each evening of the event – it is just a building! You should be very proud to have offered this entertainment to the surrounding communities while enjoying time with your fellow 4-H friends and fundraising to keep our Ozaukee County 4-H programs strong!

SPECIAL THANKS to The Haunt Committee who works year round to collaborate and coordinate this amazing fundraiser for the 4-H program!

Youth: Philip P, Zach R, Abby G, Sarah M, Alyssa W, Anna W, Maria L, Jacob C, Kayla B, Rebecca D and Emilee T.

Adults: Dan Paulus, Clara Paulus, Alycia, Michelle & Terry Kringel, Gary Paulus, Jan Dommer, Deanna & Rick Lee, Fritz & Sue Dowe, Lisa & Mark Burger, Matt Petrovic, Melissa Korinek, Mike Krummey, Carol Boehlke, Dan & Rachelle Cehanovich, Diane Omdahl, Wendy Hart, Sheri & Rick Ortiz, Sue Karolczek, DeAnn Thiede, Wendy Porterfield, Denise Depies, Michael Wielebski, Melinda Kneprath, Lennie & Karena Ainsworth, John Stewart.

Also – extra shout outs for all the people that helped build, meal & snack providers, concessions teams, ghoulies and ghoulie masters, corral coordinators, Nurse Ratched Diane, ticket sales teams, etc, etc – everyone who had any part of making this happen – THANK YOU!!!

IT'S NOT OVER YET – Still want to help this year? Please join us for take down – happening now. Watch the [4-H at The Haunt](#) Extension webpage link for calendar updates. We work Monday through Wednesdays 6-8:30pm, Thursdays & Fridays 4-8pm, Saturdays 10am-4pm and Sundays 1-4pm. Also, consider joining the Haunt Committee next year. Email Deanna Lee at [d\\_r\\_lee@yahoo.com](mailto:d_r_lee@yahoo.com) if you are interested. More information will be provided in the January Harbinger regarding Haunt meeting dates and upcoming pre-build and air brush make-up sessions being coordinated by Dan Cehanovich.

- Submitted by Deanna Lee, The Haunt Committee Chair



## Officer Training Recap

Thank you for the outstanding attendance at the 2019-2020 Officer Training!! We had 42 4-H youth and adult leaders attend the training. During the training, Ozaukee County 4-H youth demonstrated many leadership strengths. Leading the training allowed me to experience the youth's listening, social, and strategic-thinking skills, teamwork, confidence and creativity in action. One of my favorite 4-H slogans "4-H is Growing True Leaders" kept running through my mind throughout the training.

The experienced officers and adults that attended and led the break-out discussion sessions played a large role in encouraging and guiding the new club officers. I am grateful for the time you gave in advance to preview the materials and add your own experiences to the training.

Each club will provide opportunities for the new club officers to develop their leadership strengths through hands-on experiences that will help them to continue to build confidence and grow as leaders.

Handouts from the training were mailed to the General Leaders to share with their club officers unable to attend the training.

- Submitted by Jayna Hintz, 4-H Program Coordinator



## Plat Book Photo Submission Results

Congratulations to Drake F. of Knellsville 4-H Club, David K. Knellsville 4-H Club, Maria L. from Lindenwood 4-H Club! Your stunning photos were selected to be printed in the 2020 version of the Ozaukee County 4-H Plat book being developed by the Leader's Association.

David's beautiful photo of the Cedarburg's Historic Flour Mill will be featured as the plat book's cover.

We appreciate and are grateful for all of the photo submissions! New Plat Books come out in 2020!

## Foundation Bowl-A-Thon News

Mark your calendars for the 2020 annual Foundation Bowl-A-Thon. All 4-H'ers welcome!



- **When: Sunday, January 26th, 2020**
- **Where: Circle B Recreation Center**
- **Sign-up for your time and lane:**  
<https://www.signupgenius.com/go/60b094da9ab2aa4fc1-adult>
- **Pledge sheet link:**  
<https://ozaukee.extension.wisc.edu/files/2013/09/Bowl-A-Thon-Pledge-Sheet.pdf>

Adult Alumni Bowling also returns again this year! Do you know a 4-H alum or have adults in your club that want to bowl? Baby sitting available upon request. For sign-up or more info, please see info page on website. Sign up for a lane here:

<https://www.signupgenius.com/go/60b094da9ab2aa4fc1-adult> (use the 2:30 time slot)

For more Bowl-a-Thon information, please see the *Countywide Activities* section of the [FORMS](#) page of the website. Plan to come and support the mission of the Ozaukee County 4-H Foundation at this annual fundraiser!

The Ozaukee County 4-H Foundation was established in 1982 to help fund education and leadership opportunities for 4-H youth and adult programs. Since its inception the 4-H Foundation has provided financial support for:

- **CONTINUING EDUCATION:** Annual scholarships for high school seniors
- **LEARNING EXPERIENCES:** Sponsorship of state, national, and international educational experiences
- **LIFE SKILLS OPPORTUNITIES:** Camp counseling opportunities as well as regional workshops and conferences
- **RECOGNITION:** of outstanding youth through the 4-H programs highest award, the "Key Award"

## Giving to 4-H Foundation

Thank you for your continued support of Ozaukee County 4-H activities and the Ozaukee County 4-H Foundation! To contribute, checks may be made payable to the Ozaukee County 4-H Foundation and sent to:



Memorials have been received for:

- John Zarling from the Ozaukee County 4-H Leaders Association
- Judy Zarling from the Ozaukee County 4-H Leaders Association

## OFFICE NEWS, CALENDAR & MISCELLANEOUS

### Taking Care of Business at the Extension Office

As the Extension office continues to strive to be as effective and efficient as possible, there are some updates to pass along regarding [taking care of business](#) at the Extension Ozaukee County office.

We like to hear from you! Here's a few tips to help us communicate and assist you more effectively:



#### E-mail

- Type the name of the club, project, or program that you are communicating about in the subject line of your e-mail.

#### Phone

- Call Extension at 262-284-8288.
- With caller ID being so common, you may have the direct number to an educator. Because educators are often at meetings or programs, your question may be answered faster if you call the main office number.
- We have voicemail, so messages may be left in the evenings, weekends, or when a particular staff member isn't available. We will get back to you as soon as possible.

#### In Person

- Schedule an appointment if you would like to talk to a specific person to ensure that we can properly assist you.
- Extension Ozaukee County is located at 121 W Main St, Port Washington, in the Administration Building, lower level (take the elevators to 'G' or ground level).
- Office hours are Monday-Friday, 8 am to 4:30 pm.
- If you are stopping by during office hours to pick up items, please let staff know ahead of time so that we can gather materials for you.

#### Contacting Extension for Supplies:

- Extension Ozaukee County is home to many programs, including 4-H, that serve residents of Ozaukee County and some office equipment and supplies are shared with other program areas.
- Please give us at least 3 business days' notice if you need supplies, equipment, or prints/copies. This allows us time to adequately prepare the materials you need without disrupting regularly scheduled programming.

#### Copy/Print Requests:

- Please give us at least 3 business days notice if you need prints/copies. In addition, a [print/copy request form](#) will need to be filled out. This form (in a fillable format) can be found online on the [FORMS](#) page of the website or can be filled out in the office if you stop by. A limit of a maximum of 100 copies has been implemented (excludes 4-H

literature & record book page requests). Orders in excess of that limit will need to be taken to a local office supply/copy store for printing. Keep this in mind when budgeting for the activity/event. Please see form on website for more information.

Thank you in advance for your understanding!

## Countywide 4-H Calendar

Reminder that the online 4-H calendar is the best way to stay on top of the many countywide activities going on throughout the 4-H year. [Bookmark it here!](#)

To submit county or state 4-H events, please email event information to [Claudia](#) or [Jayna](#) at the Extension Ozaukee County office. Fairgrounds reservations must be made through the Marketing Coordinator, Mary Sheffield, 262-366-4736 or [msheffield@co.ozaukee.wi.us](mailto:msheffield@co.ozaukee.wi.us). Dates, times, and locations will be added to the online calendar as they are received.



The next Harbinger newsletter will be published January 2, 2020. Information must be submitted by December 15, 2019 to be included.