



July 21, 2022

Leaders Association Educator Report

July 7, 2022, 4-H Groups Insurance Questions Meeting Follow up

Officers for chartered project group within Ozaukee County were invited to a meeting on July 7th to meet with insurance agent Tracy Oestreich and discuss current insurance coverage. The Ozaukee County 4-H Leaders Association has general liability for their events, property coverage, and crime coverage. Representation from the following groups attended, Ozaukee County 4-H Leaders Association, Ozaukee County 4-H Dog project, Shooting Sports leaders, Ozaukee County 4-H Livestock Association, Blue Ribbon Small Animal Group, Ozaukee County Horse and Pony Project Group. Only the 4-H Dairy Project Group did not attend. All the groups agreed to email lists of their yearly events, property owned, and the location/address of where the property is stored to Jayna by **July 22**. Jayna will forward all the information to Tracy, the Leaders Association insurance representative.

August 17th - 4-H Board Exchange Reminder

We would like representatives from each 4-H Club, group, and travel participants to attend. However, any 4-H member is invited to participate. Scholarship recipients who received funding support from the Leaders Association should plan to attend and sign-up. Currently Knellsville, Waubeka, Lindenwood 4-H Clubs each have one representative registered and Cloverleaf 4-H Club has two registered. Invites and reminders have gone out to those that participated in educational travel experiences.

4-H and County Board Exchange Details

- **When:** August 17, 2022, from 7:45 -10:00 am.
- **Where:** County Administration Building, Port Washington
- **Who:** All current 4-H youth are welcome to participate!
- **Sign-up by August 1st** using the link provided in the Harbinger or call the office.
- This exchange is an effort to help the County Board understand the 4-H program and the educational opportunities available to youth. Bring record books, projects, travel opportunity tabletop posters, laptop with PowerPoint/google slides etc.
- Each club and group should have representation at the Exchange.

Call the 4-H office if you plan to attend 262-284-8293 or sign up at the link provided in the Harbinger

2022-2023 4-H Calendar- Room Reservation Update

- Make your room reservation at the Fairgrounds by contacting Jason Dzwinel at jdzwinel@co.ozaukee.wi.us. This is an interim fix until the position is filled.
- Make room reservations at the Port Washington Administration Center by contacting Joseph Larsen/ 262.284.8295/ joseph.larsen@wisc.edu



County-Wide Project Leaders

County-wide Project leaders have been asked to provide 2022-2023 4-H project dates, times, location, webpage updates, and a deadline for 4-H members to add the project for the 2022-2023 4-H year. Please enter your information by August 15th in the form found at this link <https://forms.gle/38rLLHPGWzwUux4f9> or call the office at 262-284-8288.

Charters/Annual Financial Reviews (AFR) Deadlines

Annual Financial Reviews (AFR) are due **September 1st**, and the Charter application is due **November 1st**. **If you have questions about Annual Financial Reviews (AFR) and the Charter application process, plan to attend the August 17th Conversation Corner** we will discuss the annual requirements for the AFR and Charter applications.

The Annual Financial Report for all 4-H Clubs/Groups with a checking and/or savings account is due on **September 1, 2022**. The Charter financial year ends June 30. Here is a link to the charter website: <https://4h.extension.wisc.edu/resources/volunteer-resources/administrative/charter/>

The following Six Charter Components are Due September 1 to the Ozaukee County Extension Office/Jayna Hintz

1. Wisconsin 4-H Clubs & Groups Annual Financial Report
2. 4-H Club or 4-H Group Audit Checklist
3. Copy of the checkbook and/or savings registry covering July 1 – June 30
4. Copy of the bank statement ending June 30 or July 1 for each account. Any differences between the bank statement(s) and the ending balance reported must be reconciled and the reconciliation must be uploaded with the Annual Financial Report.
5. Current inventory of land, buildings, property, or project equipment with individual values of \$1,000 or greater.
6. Monthly Treasurer's Reports for 4-H Clubs or Groups with annual income greater or equal to \$20,000

This process allows the 4-H Club or Group to qualify for federal tax-exempt status under the University of Wisconsin Board of Regents General Exemption Number (GEN) for Wisconsin 4-H Clubs and Groups. Failure to submit a completed Wisconsin 4-H Clubs & Groups Annual Financial Report and support documents by the due date could result in loss of tax-exempt status and forfeiture of all financial assets.

Charter/Financial questions Conversation Corner



Register to attend the August 17 Conversation Corner 6:00-7:00pm at the Port Washington Administration building. Topic- Annual Financial Review and Charters - Any 4-H Chartered Clubs, Groups, or Projects are invited to attend this informative session about the AFR and Charters! Register at this link: <https://forms.gle/TQ6H6Zp4bdLokZSK7> or call office 262-284-8288 to register.

Club Policies/Bylaws

Clubs may vote on and determine a deadline to add or drop projects for their members and add this to their club policies. This is the choice of the club members and is not a state or county policy.

As the 4-H Educator for Ozaukee County I need to review and approve by-laws, policies, and handbooks for all 4-H Clubs, 4-H Groups, and 4-H Associations before they are voted on.

Bylaws and policies should be reviewed annually by club members and all changes or additions voted on. New members should be given copies and expectations shared when joining a Club, Group, or Association.

If you have questions about bylaws, policies, or handbooks for your Club, Group, or Association plan to attend the September 29th Conversation Corner. Register at this link: <https://forms.gle/ALgAwhS1mqXdPP4S6> or call office 262-284-8288 to register.

Youth Advisory Council - NEW

I am starting a 4-H Youth Advisory Council for 2022-2023 year and calling for each chartered 4-H Club and 4-H Group has a youth representative at each Youth Advisory Council Meeting. This is an opportunity for me to check in with the youth leaders and hear what they feel is going well and hear how I can help or areas that may need support. We will meet three times during the 4-H year. Each club or group may elect someone to this position or ask for volunteers to sign up to attend the council meetings and be their club representative. The club or group may send the same representative or a different representative for each advisory council meeting.

Meetings are scheduled to take place from 6-7pm at the Port Washington Administrative Center on

- October 6 – Youth Advisory Meeting
- December 1- Youth Advisory Meeting
- February 2- Youth Advisory Meeting

I will be sending out additional information to the 4-H Club and group leaders the second week of August.



Ozaukee County Project Days- Three Days- Three Themes: NEW INITIATIVE!

I am planning Ozaukee County Project Days for the 2022-2023 4-H Year. Starting in November of 2022 and ending in March of 2023. The purpose of the project days is to promote 4-H to the community. 4-H members and youth from the community will be invited to participate. Project Days will be promoted in the schools and community.

The following dates and themes are in the planning process.

- November 12 – Art held at the Port Washington Administrative Center
- January 14 – Shooting Sports and Wildlife held at the fairgrounds.
- March 11- Pollinators, Horticulture, and Foods TBD

I need youth and adult volunteers to help with the Project Days!! Interested, please contact me by phone 262-284-8293 or email jayna.hintz@wisc.edu if you are available to teach a project or willing to serve on a planning committee for one or more of the project days.

More information coming soon on the following. Watch the Harbinger and your inbox!

- October 27- 6pm Officer/Leadership Training
- November 30 – 6pm New Member Orientation
- December New 4-H Project Leader Orientation
- January Annual Leader Training/Book Read SPARK