



Menominee County/Nation  
Nicianak 4-H Club  
New Member Hand Book

2023-2024

*The Nicianak 4-H Club is a community of young people and caring adults who are learning leadership, cultural teachings & life skills.*

A Note from the 4-H Educator:

Welcome to the Nicianak 4-H program! I appreciate your willingness to want to take part and lead in the Nicianak 4-H Club. You are now a part of an amazing organization and we are looking forward to working with you.

Each year, the program will work together to organize club projects, activities and meetings for our members. Just this year in 2024, we had 64 youth enrolled in our club, amazing! We also have 17 certified volunteers to help lead our programs.

As the 4-H Educator, it is my goal to:

- Provide leadership & support for club activities & events
- Serve as the link to the WI 4-H program and UW-Madison Division of Extension
- Provide helpful tips & resources for club program planning and trainings
- Teach youth development content to volunteers and club officers
- Provide policy oversight for the club including annual financial reporting
- Recruit, welcome and maintain new members including award celebrations & inaugurations of officers
- Provide resources for positive youth development programming
- Be the cheerleader for ALL 4-H club members in the Nicianak 4-H program!

*Waewaenen,  
Sofie Teller*

# WI 4-H Code of Conduct for Members and Participants

The opportunity to participate in 4-H programs is a privilege. Everyone who participates in any 4-H programs are expected to follow these standards. This Code of Conduct applies to all 4-H activities (i.e. in-person, social media, virtual meetings, etc.).

**Participate** - I will do my best to participate in 4-H programs as my abilities allow. I will do my best to meet new friends, try new things, and explore new opportunities and have fun!

**Create a Welcoming Environment for All** - I will help create a safe, inclusive space for learning, sharing and cooperating. I will welcome people from diverse backgrounds, cultures, and perspectives.

**Bring Your Best Self** - I will conduct myself in a manner that reflects honesty, integrity, awareness and self-control. I will accept responsibility for my decisions and actions. I will be open to new ideas, suggestions, and opinions. I will use appropriate language, exhibit good sportsmanship and have empathy for others.

**Follow the Rules** - I will obey federal, state and local laws. I will follow the policies, guidelines and procedures of the University of Wisconsin Division of Extension. I will not possess, offer to others, or use alcohol, illicit drugs, nicotine or any vaping products during any 4-H program. I will not attend 4-H activities under the influence of alcohol or illegal substances. Possession or use of a weapon or look-alike or other item that might cause bodily harm is not allowed unless it is authorized as part of the educational program.

**Honor Diversity – Mine and Others’**. I respect and uphold the rights and dignity of all persons who participate in 4-H programs. I recognize that all people have skills and talents to contribute.

**Create a Safe Environment** - I will keep myself and others safe from harm (verbal, mental, physical, or emotional). I will be kind, considerate and courteous of all persons and their property. I will not insult, harass, or bully others or engage in other hostile behaviors. I will not engage in romantic displays or sexual activities during 4-H activities.

**Be a Team Player** - I will work cooperatively with all individuals involved in 4-H activities. I will accept appropriate guidance from staff and volunteers. I will respect the integrity of the group and the group’s decisions. I will be aware that my words and actions have an impact on others. Though I may not always agree with others, I will disagree respectfully and seek mutual understanding. An AA/EEO employer, Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX and ADA requirements.

**Treat Animals Humanely** - Treat animals humanely and provide appropriate animal care.

**Follow the Dress Code** - I will wear clothing that promotes safety and inclusion for all. I will wear clothing that is practical for the activity occurring. I will wear clothing that is free of promoting violence, obscenity, illegal activities, discrimination, or intimidation. When participating in 4-H, I recognize I am representing myself and the organization. Individual programs may have more specific requirements.

**Be a Positive Role Model** - I will act in a mature, responsible manner, recognizing I am a role model for others and am representing both myself and the Wisconsin 4-H Program. I will be responsible for my behavior, use positive and supportive language, and work to Make the Best, Better!

*Violations of the code of conduct may lead to a restorative process focused on repairing the harm done and rebuilding relationships in the community. This process may also include temporary or permanent limits to participation in 4-H.*

# What is 4-H?

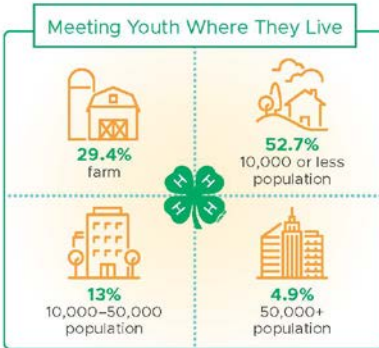
When you join 4-H, you're a part of something big! 4-H is the nation's largest youth development organization, with more than six million members and over 90,000 clubs.

The four H's are **head, heart, hands, and health**. That means we are committed to providing opportunities for youth to learn life skills like decision-making, problem solving, caring for others, generosity, making healthy choices, and more. 4-H is the nation's largest youth development and empowerment organization. In Wisconsin, more than 22,000 youth are involved in 4-H and over 7,000 Extension volunteers! Wisconsin 4-H is committed to providing youth development opportunities and promoting positive change for young people.

## Wisconsin 4-H

### BY THE NUMBERS

#### Meeting Youth Where They Live



8.2% increase

in membership from the previous year



1,108

4-H clubs and groups



5,654

enrolled adult volunteer leaders

#### Top 10 Enrolled 4-H Projects

PROJECT	MEMBERS
Art	6,492
Photography	6,366
Cloverbuds (early elementary exploratory project)	5,292
Foods and Nutrition	4,271
Woodworking	4,128
Swine	3,931
Poultry	3,491
Drawing and Painting	3,351
Beef	3,192
Archery	2,959

# Menominee County/Nation Office

Amanda Dornfeld,  
Area 8 – Area Extension Director

Lori Schuettpehlz,  
FoodWise Coordinator,  
Menominee County/Nation

Miranda Bailey,  
Community Health Worker



Kim Beaumier,  
CDC Grant Program  
Manager

**Extension**

UNIVERSITY OF WISCONSIN-MADISON

Dawn Doperalski,  
Health & Well-Being  
Educator

Vacant,  
Community  
Development  
Educator

Sofe Teller,  
Positive Youth  
Development  
Extension Educator

# The Menominee 4-H Youth Officers

## Duties of Officers

**President** – The president shall run the meetings.

**Vice President** – In the absence of the president, the vice-president shall preside and help plan meetings and programs.

**Secretary** – The secretary shall keep a record of all proceedings of the club.

**Treasurer** – The treasurer shall receive and take care of all money belonging to the club and shall pay it out upon order of the Menominee 4-H youth officer members and 4-H Youth Development Educator keeping an accurate record of all money received and paid.

**Historian** – The historian shall keep a record of photos and newspaper clipping to share at the end of the program year.

## Qualifications of Officers

1. Must be an active youth enrolled club member for at least year in the Menominee 4-H program
2. Must be 8 years old or in 3rd grade to 1-year passed high school

## Election of Officers

1. At the annual officer election meeting, nominations will be open of qualified club members following a final vote with majority rules.
2. The officers shall be elected by ballot if needed, at a regular meeting designated for the purpose of newly elected officers to run for one program year.
3. All Menominee 4-H club youth members are eligible to vote.
4. Ties for election of office are to be broken by current sitting officers of the Nicianak 4-H Club.
5. If an officer cannot fulfill their duties for any reason as an elected officer, the Menominee 4-H youth officers can nominate and appoint a qualified person within the Menominee 4-H program.

## The Menominee 4-H Adult Advisory Board

**Adult Advisors** – The Menominee 4-H adult advisors shall be under the direction of the Positive Youth Development Extension Educator working in partnership with youth club members.

**General Responsibilities** – Be present at officer meetings serving as an advisor for decision making. Attend as many events as possible supporting youth in the Nicianak 4-H Club promoting and engaging with young people.

### **Other Responsibilities** –

- Supervise at club meetings
- Participate in leader trainings, if requested
- Attend and assist in 4-H large scale events, such as the awards banquet, promotion events, and community service events
- Attend and actively participate in youth officer board meetings
- Review and be knowledgeable in by-laws and goals every year
- Attend the annual advisory board meeting providing helpful feedback for expanding access to club members
- Assist with completing Charter renewal and Annual Financial Report

### **The 2023-2024 Nicianak 4-H Club Adult Advisory Board Members:**

Tayah Reiter  
Courtney Windorski  
Shaunda Penass  
Charlee Tourtillott  
Rose Wayka  
Carol Sanapaw  
Flora Madosh

## PURPOSE & GOALS OF THE NICIANAK 4-H CLUB

- Help raise funds and manage a budget to support the Menominee Nicianak 4-H program as needed
- Support meaningful recognition for 4-H members, leaders, volunteers and supporting organizations
- Represent and advocate for the 4-H program to the community in a positive manner
- Vote on decisions overseeing Menominee 4-H club projects and activities
- Provide planning and recommendations for club meetings, projects and events
- Explore and support new 4-H opportunities based on needs and interests
- Work closely with 4-H Staff on decision making
- Integrate Menominee teachings, culture and traditions into the 4-H program



# HOW TO BECOME A YOUTH CLUB MEMBER

Section 1.01 of by-laws states:

A 4-H club member must be in 5-year-old Kindergarten and may continue in the 4-H Club through the next 4-H year following their graduation from high school not to extend beyond the age of 19 as of December 31 of the enrollment year.

Section 2.01 of by-laws states:

Open to any youth within grade parameter – regardless of that person’s race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

## STEPS TO ENROLL IN THE NICIANAK 4-H CLUB

1. Fill out an enrollment form each program year starting September 1<sup>st</sup> of each 4-H year
2. You only need to enroll 1x a year
3. You will still need to register for special projects and events when requested
4. You may also enroll using the online website:  
<https://wi.4honline.com/#/user/sign-in>
5. Each year, you may re-enroll and or add a new member

# HOW TO BECOME AN ADULT VOLUNTEER

## Volunteers help make 4-H possible!

To volunteer, you don't need to have previous experience working with youth. Must be 18 years or older. The most important qualifications are:

- A desire to work with young people to help them learn new things and gain life skills; and
- Wanting to provide youth with positive experiences in a safe and welcoming environment.

In 4-H there are many ways to volunteer. All volunteers work with youth and adult volunteers in offering a positive youth development experience for young people. Check out specific volunteer opportunities below:

- **Activity/Event Volunteer** - Provide leadership/organization for an activity or event and/or participate as a committee member
- **Adult Advisor/Chaperone** - Work with a team of adult advisors and PYD staff to ensure youth have a safe and positive educational experience.
- **Club Enrollment Coordinator** - Provide leadership for members and adult volunteers who are enrolling in the club or group organization
- **Club Leader** - Provide leadership to the club or group organization
- **Committee Volunteer** - Provide leadership for a committee and/or participate as a member of a committee, creating educational experiences for all youth engaged in the program
- **Project Leader** - Provide leadership and organization to the project group who is learning about a specific topic.



### Volunteers Make It Possible

Wisconsin 4-H is a youth-led, volunteer-supported community-based program. Without adults who willingly contribute their time, talent, energy, and effort to youth throughout Wisconsin, 4-H would not exist! We are thankful for all of the 4-H volunteers who continue to support 4-H programs throughout the state, pass on their knowledge and passion, and help 4-H clubs grow to serve today's youth and communities.



**5,654**  
enrolled WI 4-H  
volunteers in 2022-23



**225,000**  
hours contributed by WI  
4-H volunteers each year

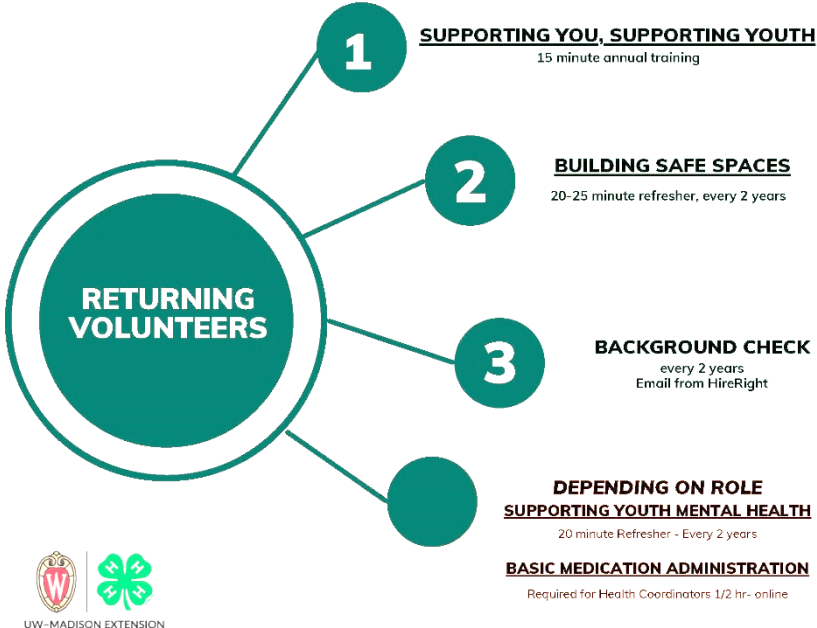
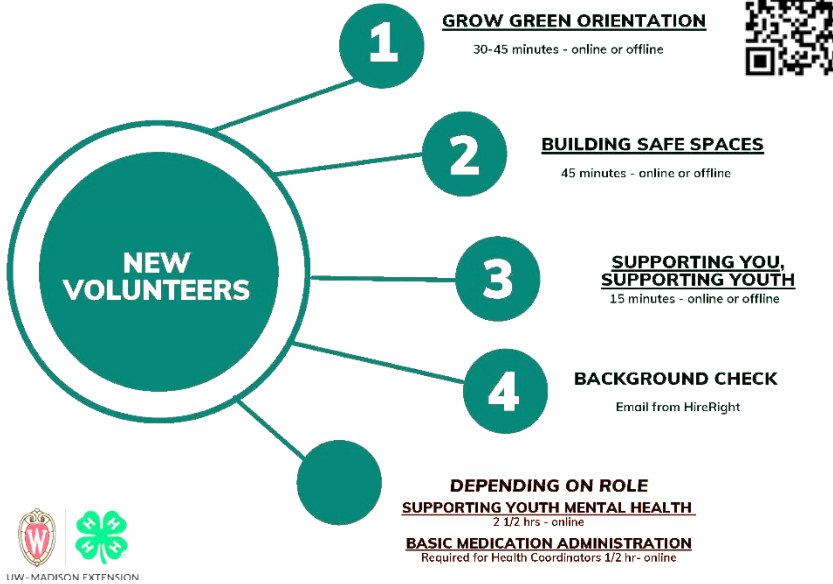


**\$6,743,250**  
value\* of WI 4-H volunteer  
time contributions in 2022-23

# STEPS TO BECOME A CERTIFIED VOLUNTEER

All trainings can be done online on your phone at your own pace OR in-person trainings can be scheduled with Sofie. Please connect with her to get started.

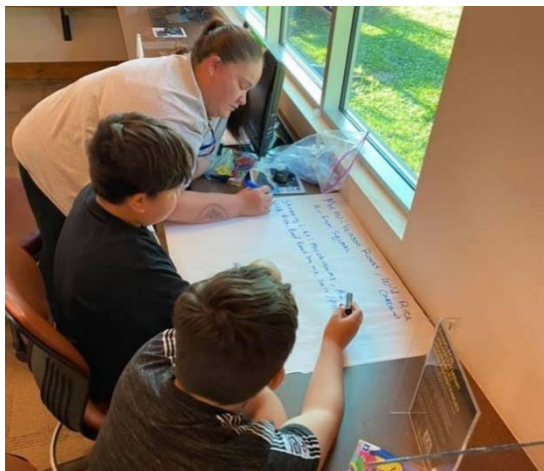
Use the QR code for a direct link to trainings.



## 4-H Essential Elements in Action

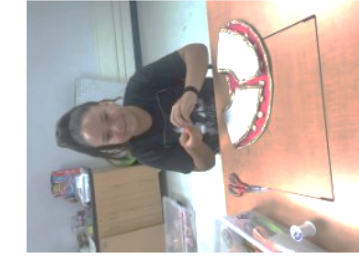
What do we do in Nicianak 4-H?

- GOAL SETTING
- GET ACQUAINTED ACTIVITIES
- PROJECT MEETINGS
- DEMONSTRATIONS
- COMMUNITY SERVICE EXPERIENCES
- OFFICER ROLE & OTHER LEADERSHIP ROLES
- ADULT MENTORS
- MENOMINEE CULTURAL TEACHINGS



## Spotlight on...Menominee 4-H Regalia Making

Youth in the Menominee area have been learning more about the art and culture of regalia making. The Menominee 4-H Regalia Making project has taken place the last three summers. About 13 youth and eight adult leaders participate. The Menominee Indian Tribal community is one of several reservations in the state of Wisconsin. They are unique in aspects of natural resources and deep rooted cultural connectedness. This community represents one of the 4-H clubs in the state of Wisconsin that is located on a reservation and run primarily by Native American youth and adults.

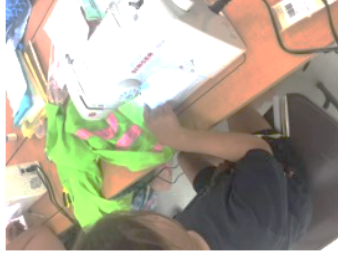


The goal of the project is to provide resources and instruction to make regalia. This includes cultural teaching from elders and community regalia makers who help with technique and design. An instructor guides youth through making their regalia from start to finish. But together, youth and adults work to create the regalia pieces.

The art of making regalia is a perfect example of mastery. Youth master sewing, craftsmanship, measuring, fabric selection and pattern cutting. Learning to sew is a great life skill that youth can use in other projects. While making regalia, youth also discover techniques like beading, painting and designing. Over the course of the project, youth and their families participate in interviewing local regalia makers, cultural events, hands-on learning and online research to document what they've completed in their project guidebook.

This project allows youth to explore cultural history and traditions. Each participant has individuality when it comes to their tribal affiliation, name and regalia style they choose. "Most participants are beginners, but some come with an understanding of how to make regalia all while learning together," says Sofie Teller, Extension Educator, Extension Menominee County/Nation.

At the end of the project, youth help plan a regalia revue. Families and elders speak at the review and wish the youth well and encourage them to continue to improve their sewing and regalia making skills.



# What does a Project meeting look like?



UW-MADISON EXTENSION

## 4-H Project Meeting Plan

Updated 2024

**Project Area & Meeting Title:** \_\_\_\_\_

**Date, Time & Place of Meeting:** \_\_\_\_\_  
(When and where? Do parents/guardians know? Is the location accessible?)

**Learning Objectives:** \_\_\_\_\_  
(What life skills or project skills will youth learn at the project meeting?)

### Meeting Outline:

(Plan hands-on activities using the experiential learning process. Who will lead each activity—youth leader, project leader, guest speaker, etc.?)

Interest Getter: \_\_\_\_\_

Skill Session: \_\_\_\_\_

Demonstration: \_\_\_\_\_

Record Keeping: \_\_\_\_\_

Summary & Assignments: \_\_\_\_\_

Refreshments & Recreation: \_\_\_\_\_

**Equipment, Supplies Needed:** \_\_\_\_\_  
(What will you provide? What materials could members bring or help pay for?)

**Safety:** \_\_\_\_\_  
(What risks are possible? What risk management procedures should be considered?)

**Written handouts or instructions to take home:** \_\_\_\_\_  
\_\_\_\_\_

### At the Meeting:

- Talk with members about the purpose of the meeting, what we hope to learn, and how this relates to the overall project area.
- Review safety procedures related to the project.
- Connect what they are learning to life skills.
- Show, demonstrate, and give clear instructions about how to do activities.
- Let them do, make, and try activities themselves.
- Use reflection questions: What did you learn? How might you do this differently? Who could you share what you learned with? What did you learn through this activity? How does what you learned relate to other areas of your life? How can you use these skills in different situations?

**Things to Do at Home:** \_\_\_\_\_  
(How could youth share what they learned? What could they try on their own?)

**Our Next Meeting:** \_\_\_\_\_  
(Note date, time, place, topic, supplies/cost. Invite parents/guardians to attend. Encourage youth to be involved in teaching and leading.)

# Financial Policies in 4-H

## ***4-H Clubs and Groups – Public Funds***

All funds raised using the 4-H Name and Emblem are publicly accountable. They must be used to support:

- Educational programs
- Activities
- Workshops
- Supplies

Funds raised using the 4-H Name and Emblem become the property of 4-H. They are not the property of individuals who helped raise the funds. In addition, funds are not to be raised in the name of a particular individual (member or leader). No individuals may use them for personal financial gain.

### **Funds may not be raised for:**

- Pocket money
- Personal items/expenses
- Souvenirs

**Exception:** Funds may be used to provide scholarship and memorial funds for 4-H members and volunteers. Use a selection process with criteria approved by the 4-H Program Educator.

## ***B. Duties of the Club or Group Leadership***

4-H Club or Group Leaders and Treasurer must maintain accurate financial records. Use these tools to keep accurate financial records:

- Receipt book
- Checkbook
- Check register
- Payment vouchers
- Bank statements

Follow procedures consistently throughout the year. Not following them can lead to financial issues. Club Leaders and Treasurers should work together to handle Club and Group finances carefully, responsibly, and accurately. This minimizes exposure to risk.

How a Leader Can Help:

- Leaders support and advise the 4-H Treasurer.
- Leaders know the financial issues that affect the 4-H Club or Group.

## 4-H PLEDGE

I pledge my **HEAD** to clearer thinking,  
my **HEART** to greater loyalty,  
my **HANDS** to larger service,  
and my **HEALTH** to better living,  
for my club, my community,  
my country, and my world.



*Head* = Nēs

*Heart* = Netāēh

*Hands* = Nenāēhkon

*Health* = Nepēmatesem

### The 4-H Office Location:

N172 State Hwy 47/55, Keshena, WI  
College of Menominee Nation – CTC Building  
2<sup>nd</sup> floor of the Job Center Room 205

This Booklet was Developed by:

Sofie Teller, Positive Youth Development Extension Educator

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