



LATAH COUNTY 4-H NEWSLETTER

“To Make the Best Better”

University of Idaho
Extension



HEAD



HEART



HANDS



HEALTH

September 2021

INSIDE THIS ISSUE:

Record Books.....	2-3
Fair News	3-5
Tips for a Successful Fair	5
General 4-H News.....	6
Leader's Corner.....	7
Calendar	7
ZSuite Tip Guide	8



FAIR EDITION!

Be sure to read this issue of the newsletter
for important details about fair!

**Latah County Extension will be closed on Monday,
September 6 to observe Labor Day.**

We will reopen during regular business hours on Tuesday, September 7.

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RECORD BOOKS

RECORD BOOKS

ZSuite is Idaho's statewide 4-H record book system.

If you are a new 4-H family, or did not complete any projects last year using ZSuite, please set up a family account by visiting <https://4h.zsuite.org/>.

- Record books may be handwritten or typed.
- Record books must be signed to be considered complete.
- All project record books include an Involvement Report.
- Write N/A in any fields that do not apply.

SIGNATURES

- *Member Signature*—confirms the member has completed all project requirements, including activities, oral presentation, record book, story and exhibit to the best of their abilities.
- *Parent/Guardian Signature*—confirms they were aware of their child's work and endorse that their child met all the project requirements.
- *Leader Signature*—certifies to the judge and Extension staff that all project requirements were completed and an Involvement Report was filled out.
- Should the member, leader, or parent choose **not** to sign the record book cover page, please make note of that by writing '*signature withheld*'.

4-H STORY

The 4-H Story is a chance to put those creative writing skills to use!

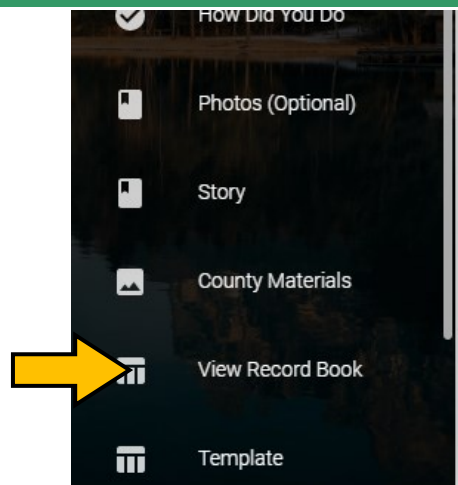
Latah County uses a *total experience story*, so members may write one story to cover all projects for the year. Include a copy in each record book.



READY TO PRINT THE FINAL PRODUCT?

Follow the steps below to print your record book:

1. While logged in to ZSuite, open the record book you wish to print.
2. From the black navigation bar on the left side of your screen, select 'View Record Book'.



3. Once your record book is open, look for the blue 'Download' button near the top of the page.
4. Click 'Download'. Your record book will download into a PDF that can be printed. **DO NOT** submit your record book online.
5. Repeat the steps to print your Involvement Report.



RECORD BOOK FAQ:

- *How do I present my record book?* We recommend presenting your record book in a pocket folder.
- *Are we submitting record books online through ZSuite?* No. Print and turn in a hard copy.
- *Where do I find the Involvement Report?* Navigate to the place where you would create a new Record Book. In the project name section, type the words 'Involvement Report'. Make your club and age division selections from the dropdowns. When prompted to select the record book type in the next dropdown, look for Involvement Report. It is included in the list where you select your type of record book.
- *I have been in 4-H for several years already, do I need to start over on my Involvement Report in ZSuite?* No. Keep building on the document you have in progress. Members who are new to 4-H from 2019 forward should use ZSuite to build their Involvement Report.
- **Don't forget** to include a copy of your Involvement Report in EACH project record book, plus any project specific checklists.

[More on Record Books on the next page...](#)

RECORD BOOKS (continued)



QUICK TIP

It is your responsibility to...

- ✓ Print your Record Book and Involvement Report and make sure it has all 3 signatures.
- ✓ Include all required pages and inserts (i.e. Animal Science Skills Checklist).
- ✓ What you turn in is what you will be judged on.

Market Animal Members

Tips for Completing your Record Book & Involvement Report:

- Whether you choose to *handwrite* or *type*, complete as much as possible **PRIOR** to fair.
- Plan ahead! Print what you have done *before* departing for fair. Any remaining details from fair can be written into your record book while on site at the Fairgrounds.

Record Book Due Dates

- Clothing & Textiles—record books are due with your exhibits: **Tuesday, September 7, by 5:00 pm** at the Extension office.
- General Projects—record books are due with your exhibits at check-in: **Wednesday, September 15, 3:00 pm—7:00 pm**. This includes **Cloverbud** projects. Projects/record books will be turned in at the **Events Center** at the Latah County Fairgrounds. The Ice Rink is not in use this year during the fair.
- Market Animal Record Books: Due **Sunday, September 19, 2:00 pm—4:00 pm** at the Extension mobile office near the Sale Barn. This applies to all market animal species.



FAIR NEWS

GENERAL 4-H PROJECT CHECK-IN

All general 4-H projects, with the exception of Clothing & Textiles (due Sept. 7), will be due on Wednesday, September 15, from 3:00 pm—7:00 pm at the Latah County Fairgrounds. Drop your exhibits and record books off at the East facing door of the Events Center. The Ice Rink will not be in use during the fair this year.

GENERAL 4-H PROJECT PICK-UP

Please return to the 4-H exhibit area to pick up your exhibits on Sunday, September 19, from 5:00 pm—7:00 pm.

CLOTHING & TEXTILES PROJECTS

Please put these important dates and deadlines on your calendars now if you have a sewing and/or textiles project:

- All **SEWING** and **TEXTILES** projects will be due to the Extension office on Tuesday, September 7, by 5:00 pm. This includes all clothing, quilting, crochet, knitting **PLUS** your record books.
- **Style Review**—Thursday, September 16, at the Latah County Fair at 5:30 pm. Exhibitors—please report to the storage area in the Events Center by the 4-H exhibits at 5:00 pm so you can change into your outfit for Style Review. We will award ribbons based on the results from Fashion Review judging on 8/17, as well as the results from construction judging for **all** Clothing & Textiles projects.



FAIR NEWS

BARN CLEANING/DECORATING

4-H clubs can come to the barns starting on Saturday, September 11 to clean and decorate. Decorating may also be completed at any point up to fair time. Battery operated LED lights are acceptable. If you would like access to the barns prior to September 11, please contact the Fair Office at 208-883-5722.

Request from Fairground management - Please clean up your area prior to decorating your stall!

ANIMAL CARE

The fair is the culmination of all your hard work! Please remember that the expectation to care properly for your animals continues once you arrive at fair.

- Animals must be fed and watered at least 2x per day.
- All animals' food and water **must** remain until **5:00 pm on Sunday**.
- Animal pens and stalls must be kept clean.
- Animals NOT PROPERLY cared for may be sent home and premiums forfeited.
- Exhibitors NOT PROPERLY caring for their animals may not be allowed to enter future livestock projects.

EXHIBITOR MEETING

Please plan on attending an all-animal exhibitor meeting on **Wednesday, September 15, at 7:00 pm** in the sale barn area. Please plan to attend this meeting to catch important information about fair, expectations in the barns, and more!

EVENING STALLING REMINDER

All animals must be stalled inside each evening of Fair by 6:30 pm, unless being exercised or washed so they can be viewed by the public.

BEEF NECK ROPES

All cattle projects are required to have a neck rope on while stalled or in tie-outs at the fair. Chains **are not allowed**. One rope must be tied to the rail and one to the cable for safety reasons. If you have any questions about using a neck rope, please contact your Beef or Dairy Leader.

FAQ: SWINE WEIGH-IN

Below are answers to many frequently asked questions about final swine weigh-in and record books.

Q: Can I bring my floaters to the fair to be weighed?

A: Yes, floaters can be weighed, but may not stay at fair.

Q: What should I bring to final weigh-in?

A: Be prepared with documentation to show proof of ownership/bill of sale.

Q: What happens to underweight animals? Can I still sell?

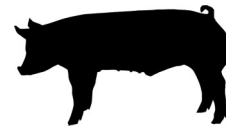
A: Yes, 'for sale' signs for underweight animals can be posted on stalls **AFTER** the livestock auction is completed.

Q: What number do I use for initial weight for my animal?

A: Initial weight for animals may be established by breeder weight, taping, bathroom scale or the default placeholder weight of **76 lbs**.

Q: How many days on feed for swine projects?

A: 106 days. This uses the initial date of possession of the animal of June 1st.



SWINE SHOW DIVISIONS—NEW THIS YEAR!

For the purpose of safety and efficiency, the swine show will be organized into divisions this year. This will result in far fewer animals in the show ring during the final drive.

No additional premiums or awards will be given out—this is strictly for organization purposes— but please be listening for callbacks from the show clerk. You may be called back into the ring one, or more, times to show in the Division Callback classes and Final Drive!

LIVESTOCK JUDGING CONTEST

Please keep in mind that your animal may be chosen to participate in the judging contest. You should be excited that your animal has been chosen for the contest! Ask your Barn Superintendent if you have specific questions.

Reminder—livestock 4-H members are **required** to participate in the Livestock Judging Contest in order to be eligible for County Medals. It is optional for Cloverbuds, but is a good way to get experience and practice. It is expected that 4-H members will dress in show attire.

The contest will be held on Sunday, September 19 at 9:00 am. Registration begins at 8:00 am.

New this year! Latah County Leader's Council will provide **donuts** to all youth and **cash prizes** will be awarded to the 1st & 2nd place 4-H Junior, Intermediate and Senior for judging. Cash will be awarded at Awards Night, Nov. 14.

• **1st Place Junior, Int., Senior = \$50**

• **2nd Place Junior, Int., Senior = \$25**

FAIR NEWS (continued)

FINAL WEIGH-IN SCHEDULE

Wednesday, Sept. 15

- Swine: 6:00 am– 11:00 am
- Market Beef: 11:00 am– 1:00 p.m.*
- Market Lamb/Goat: 1:00 pm– 2:00p.m.*

***Beef Members must bring BRAND INSPECTION & TRAVEL PERMIT!**

*Beef & Sheep/Goat can be unloaded and stalled in their barns prior to their assigned weigh-in. All large animals must be on the Fairgrounds and checked in by 6:30 pm on Wednesday.

LIVESTOCK DAYS ON FEED: end date Sept. 15, 2021

- Market Beef: 151 (Possession 4/17/21)
- Market Swine: 106 (Possession 6/1/21)
- Market Lamb/Goat: 79 (Weighed 6/28/21)

MIN/MAX WEIGHTS

- Market Beef: 1050-1500 lbs.
- Market Swine: 230-290 lbs.
- Market Lamb: 110-150 lbs.
- Meat Goat: 70-120 lbs.

IMPORTANT 4-H RESOURCES

Check out the UI Extension 4-H Youth Development website for access to all sorts of 4-H resources!
<https://www.uidaho.edu/extension/4h/documents-records>

[Idaho 4-H Policies & Procedures](#)

It is the responsibility of all members, leaders, and parents/guardians to follow 4-H policies and procedures, which includes the 4-H Code of Conduct. You are asked to review and consent to this each year during enrollment in 4-H Online.

[Idaho 4-H Project Requirements Handbook](#)

Not sure what is required of your specific project? Need some project specific resources to get started? Use the project requirement handbook throughout the year to answer your questions!

[Latah County Animal Project Policies](#)

A committee formed under Latah County Leader's Council has updated the document of county-specific policies related to all animal projects, including breeding, market, pet, and small animals.

It outlines policies specific to Latah County that are not already published in the Policies & Procedures and the Project Requirements Handbook.

All members enrolled in an animal project were mailed a hard copy of this document in late June. Please keep a copy for your records.

TIPS FOR A SUCCESSFUL FAIR

SHOW RING ATTIRE

Per Latah County Animal Project Policies:

In the interest of safety while in the show ring, it is advised all animal project exhibitors wear long sleeved snap/button-down shirts, long pants and hard soled boots or tie shoes. Tank tops, T-shirts or sleeveless shirts are not acceptable show ring attire. Shorts, cut-offs, and sandals are not permitted. Attire should fit properly and reflect a modest and professional presentation.

When showing dairy cattle and dairy goats, the traditional white shirt and white pants are to be worn. Shoes or boots, ties and belts should be white, brown or black. Green ties or scarves in honor of 4-H are permissible. Jump suits with long sleeves or worn with long sleeve shirts may be substituted.

At the discretion of the judge, in the interest of safety, an exhibitor may be asked to leave the ring.

PARENT ROLE AT FAIR

Parents and family members are our biggest fans at fair and play an important role in supporting and guiding youth 4-H members. However, parents should be mindful and note that they are not to be taking care of or leading animals for their 4-H'ers. If a 4-H'er needs help, encourage them ask an older youth to lend a hand. Peer-to-peer learning is a great opportunity to refine leadership skills and make new friends!

HAVE FUN!

Fair requires a lot of hours of hard work, but don't forget to set aside time for fun! You have an amazing opportunity each year at the fair to showcase your accomplishments, educate the public about your exhibit or animal, and share what being in 4-H means to you. Be sure to check out other exhibits at the fair, visit the carnival and vendors, and don't hesitate to introduce yourself to other 4-H and FFA members to make new friends!

GENERAL 4-H NEWS

SAVE THE DATE!



Idaho 4-H Ambassadors are youth leaders who promote 4-H using their skills, knowledge and leadership abilities. They serve to strengthen the 4-H program through education, recruitment and public relations.

- Registration Opens 8/30
- Early Bird Rate 8/30 to 9/17
- Registration Closes 9/27
- Location: YMCA Camp at Horsethief
- Ages - Youth 14+
- Cost - \$125 (including transportation)
- Scholarships available

For more information, please contact SheilAnne Smith:
sheilannes@uidaho.edu
208-885-7700

Add to your 4-H Leadership Now! Toolbox. Combine all of the 4-H elements to learn how to become a more engaging, effective youth leader. Share your skills with your club, community and your world!



AMBASSADOR SUMMIT

The Idaho 4-H Ambassador Summit will be held October 22-24 at the YMCA Camp at Horsethief, Cascade, ID. Idaho 4-H Ambassadors are youth leaders who promote 4-H using their skills, knowledge and leadership abilities. They serve to strengthen the 4-H program through education, recruitment and public relations.

- Registration Opens August 30
- Early Bird Rate: August 30–September 17
- Registration Closes September 27
- Location: YMCA Camp at Horsethief
- Ages - Youth 14+
- Cost - \$125 (incl. transportation)
- Scholarships available

For more information, please contact SheilAnne Smith at sheilannes@uidaho.edu

CALS DAYS!

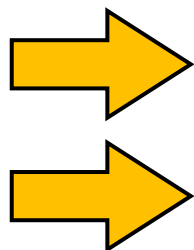
- September 25—University of Idaho, Moscow, ID
- CALS would like to invite you to campus for a **free**, one-day event that will include campus tours, a boxed lunch, opportunities to engage with student clubs and explore degree options across campus while also participating in various contests like livestock and dairy judging as well as FCCLA skill development events.
- For more information and to register, visit <https://www.uidaho.edu/cals/cals-days>.



FALL ENROLLMENT ANNOUNCEMENT!

The new 4-H year starts on October 1. We will **not** be using 4-H Online after September 30 this year. Effective October 1, all enrollments will be managed through ZSuite, the same system you currently use for your record books.

Be on the lookout for information coming soon on the enrollment process for fall 2021.



LEADER/VOLUNTEER HELP NEEDED AT FAIR!

Sunday, Sept. 19th, 8:00 am–10:00 am for the Livestock Judging Contest.

We need 15-20 adults to be group leaders to help youth transition to the each judging station, and to score judging cards!

Please contact Sara Fluer at sfluer@uidaho.edu if you would like to help so she can connect with you at fair!

CLUB FINANCIAL AUDITS

All club leaders can expect to receive information in late September regarding annual club financial reports.

As a reminder, are always due by **November 1**. This is a process completed annually and is required if clubs are to remain in good standing and enroll members each year.

Club leaders can expect to complete the following documents:

1. Annual Financial Summary
2. Annual Financial Audit Committee Certification
3. Financial Audit Form Checklist
4. Civil Rights Engagement Report—new as of 2021, but easy to complete!

PLUS - a copy of your club's most recent bank statement.

Upcoming meetings for Horse Leaders, Livestock Leaders, & Leader's Council:

- September 27
- November 22
- January 24
- March 28
- May 23

Meetings will be held at the Latah County Fairgrounds unless otherwise noted. Groups meet as follows:

- Horse Leaders—5:30 pm
- Livestock Leaders—6:00 pm
- Leaders Council—6:30 pm

CALENDAR

SEPTEMBER

- 6—Holiday, Latah County Extension closed—Labor Day
- 7—All Sewing and Textiles projects and record books due to Extension by 5:00 pm
- 16-19—Latah County Fair
- 19—Market Animal Record Books Due

OCTOBER

- 1—Beginning of 2021-2022 4-H Year
- 22-24—Statewide Ambassador Summit—Camp Horsetheif, Cascade

NOVEMBER

- 1—Club Financial Summaries Due
- 14—Latah County Awards Night
- 22—Leader's Council Meeting





TIP SHEET FOR IDAHO 4-H FAMILIES

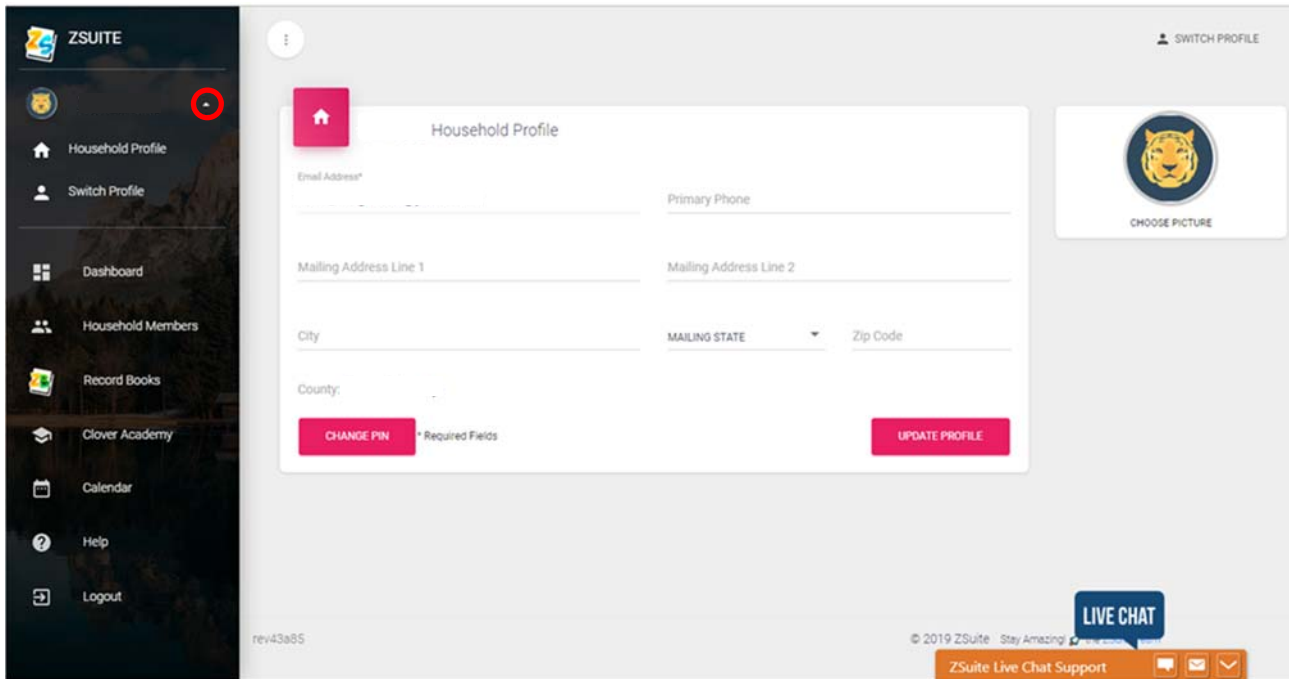
STEP 1: visit: <https://4h.zsuite.org> *If you are a new ZSuite user: A parent or guardian must create your family account!* Follow steps 1 – 3 to do this. If you are a returning Zsuite user, please skip to **Step 4**.

STEP 2: Click the blue “Sign up” button

PRO TIP: Any time you have a question, click the orange “ZSuite Live Chat Support” to chat with a ZSuite Customer Service Representative!

STEP 3: Enter the requested information, click STATE, choose IDAHO. A drop box for COUNTY will pop up, choose your county. Then click the yellow “LET’S GO” button.

STEP 4: If you have already created your ZSuite account this is the first screen you will see after you log in! You are now at your family dashboard.



In this screen you can see:

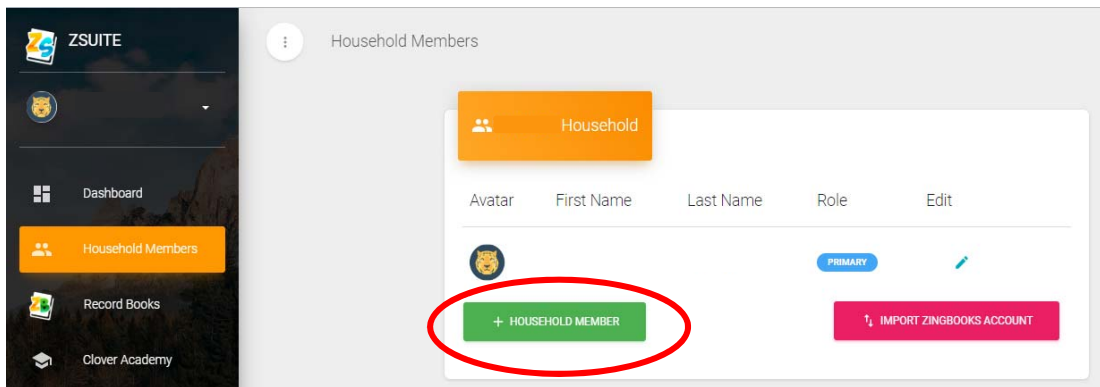
- Your clubs (after you have joined them in ZSuite)
- Build your To Do List (only your family members can see this)
- Announcements from your club, county, state and ZSuite
- Shared Files from your club, county, state and ZSuite
- Upcoming Events from your club, county, state and ZSuite

From this screen you will access all other features of your new ZSuite Account.

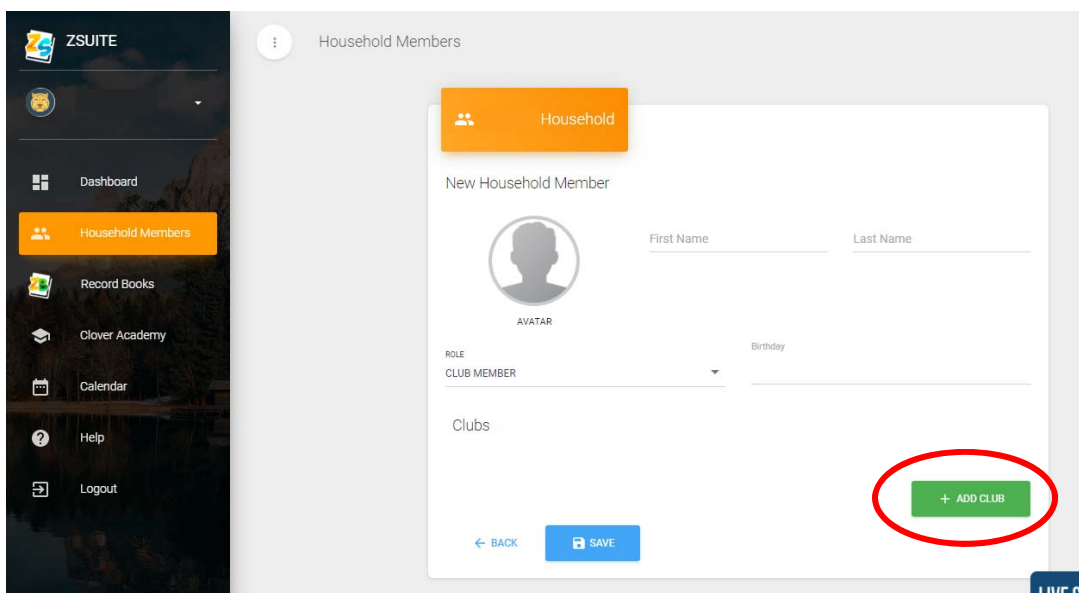
- Click the drop-down arrow next to your name (circled in red in the above screenshot)
 - Household Profile: Change your contact information and profile picture
 - Switch Profile: Once you have built your family member profiles, you can switch between them in this screen.
- Dashboard: will always take you back to your home screen
- Household Members: Where you manage your family member profiles.
- Record Books: As your child(ren) adds Record Books and Involvement Reports, you will be able to see them here.
- Clover Academy: This feature is not yet active, but as ZSuite adds training and classes to the program they will populate here.
- Calendar: As events are added to the upcoming events calendar, they will auto-populate here.
- Help: This is where you will find videos, tip sheets and other helpful information from ZSuite.
- Logout: Log all of your family profiles out of the system.

STEP 5: Create your child(s) accounts.

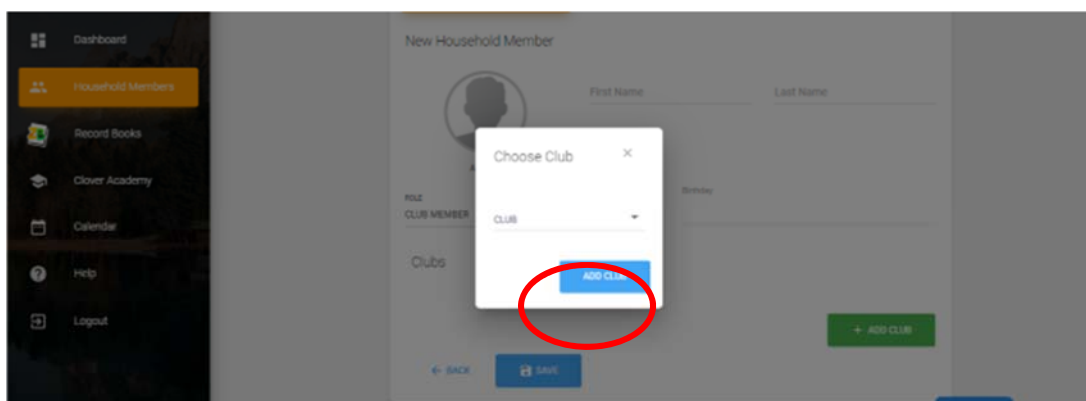
- From the Dashboard, click Household Members
 - Click the green “+ Household Member” button



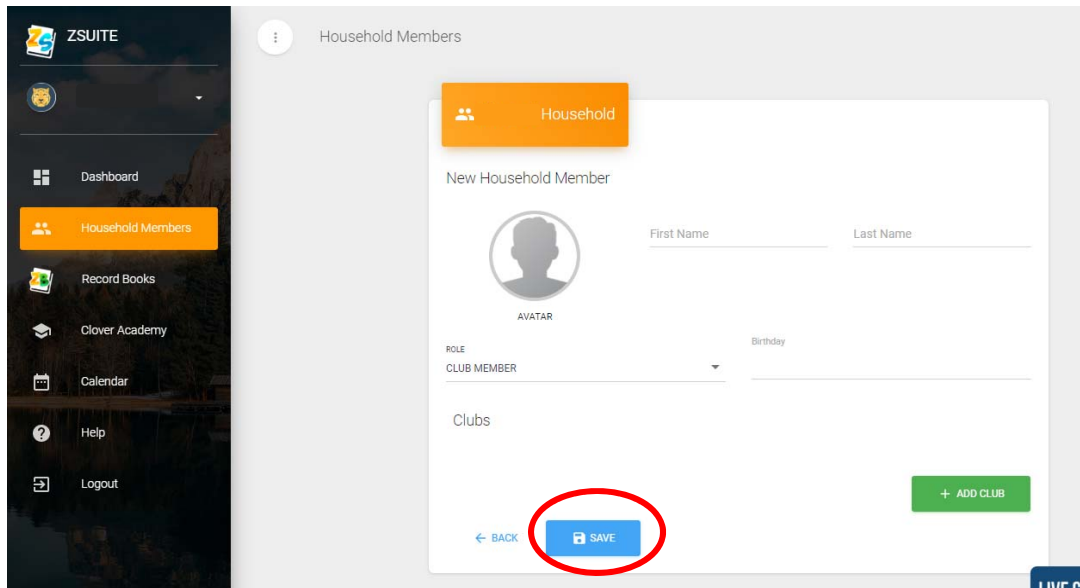
- Fill in first name, last name, mark Role as “Club Member”, add birthdate. Then click the green “+ADD CLUB” button.



- Choose your club from the drop-down menu, click the blue “ADD CLUB” Button

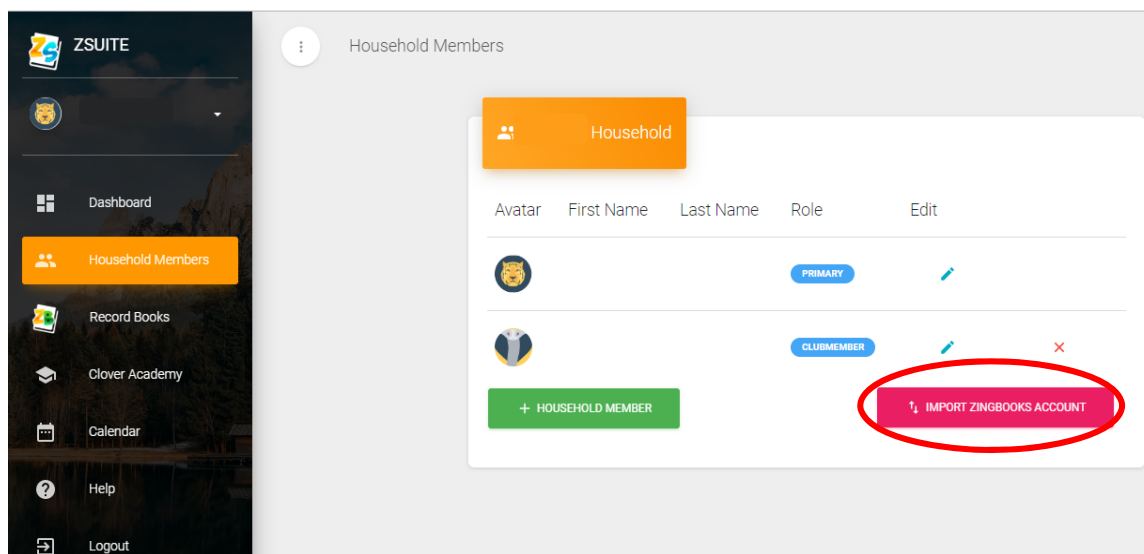


- If your child is active in multiple clubs, click the green “+ADD CLUB” button and repeat this step as many times as necessary to add all clubs to their profile.
- Once all clubs have been added to this child’s profile. Click the blue “SAVE” button on the New Household Member Screen.

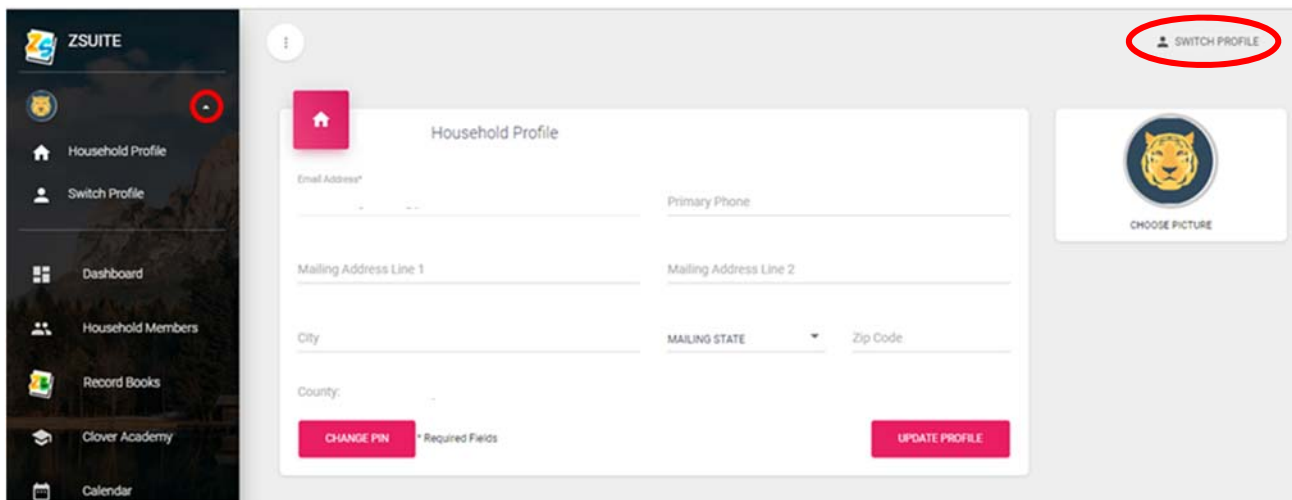


STEP 6: Repeat all of **STEP 5** until all children and adult club volunteers have been added to the Household Members Screen.

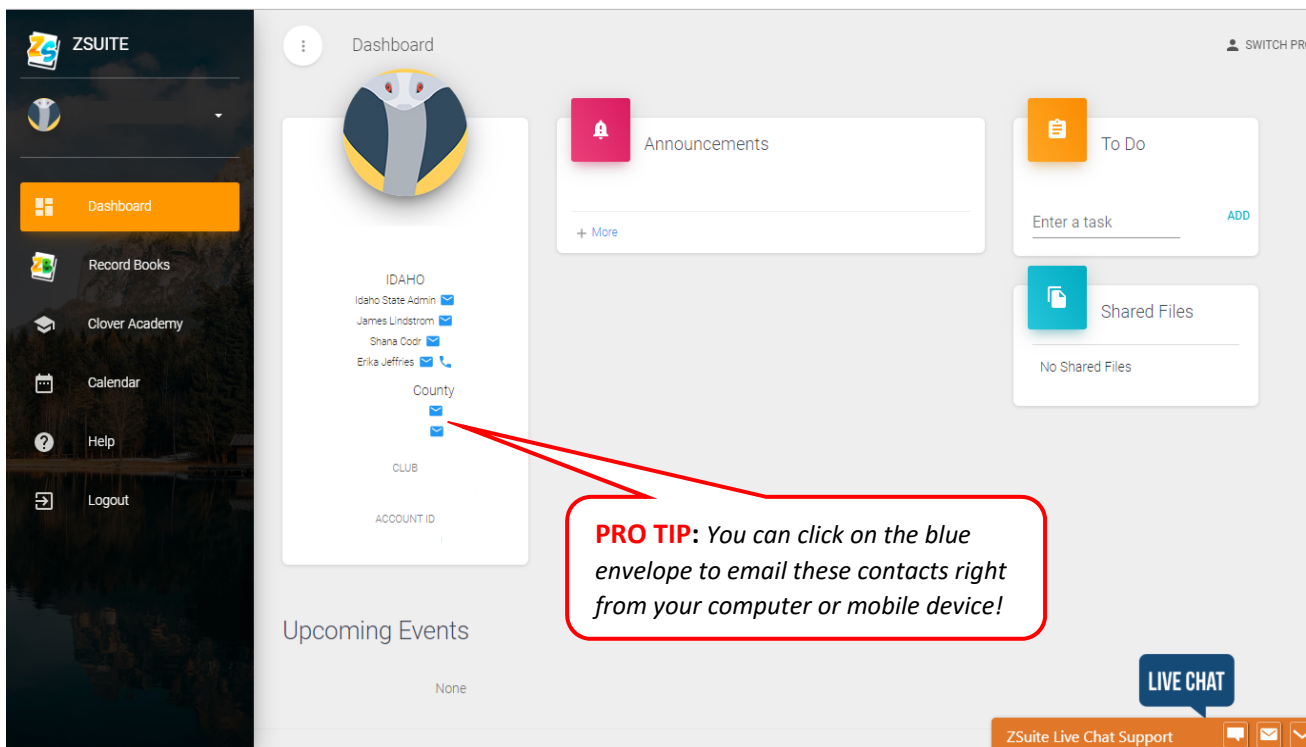
PRO TIP: If you were part of a pilot county in Idaho, you can import your 2019 records by clicking the pink “IMPORT ZINGBOOKS ACCOUNT” button here.



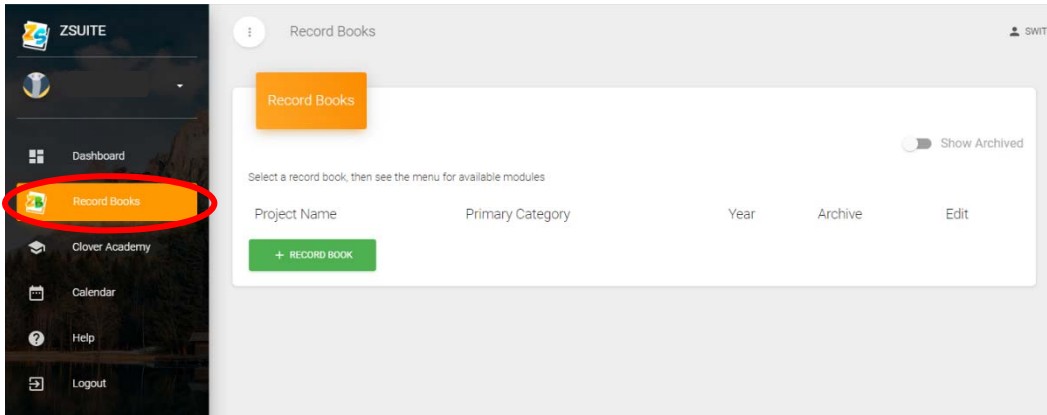
STEP 7: Switch profiles for your child to access their records. You can switch profiles by clicking the drop-down arrow next to your family name in the left side menu or click the [Switch Profile](#) link on the top right side of the screen.



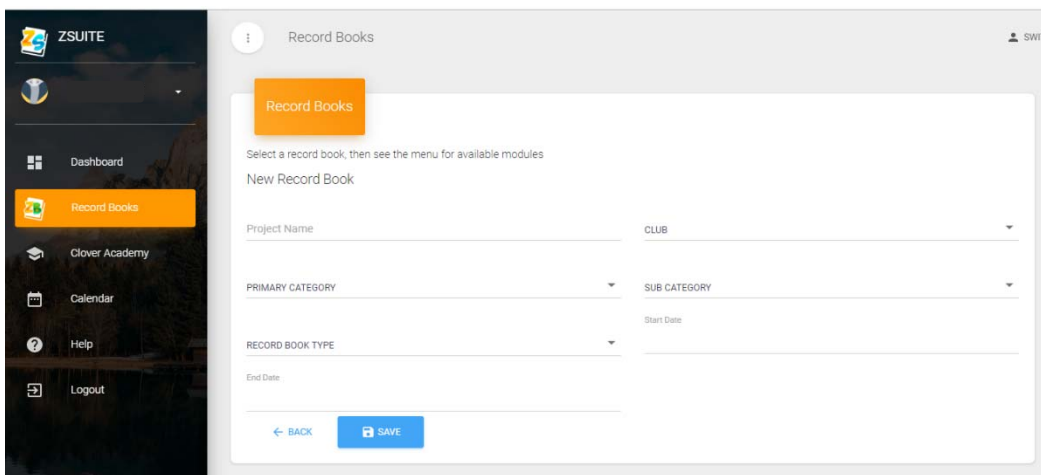
STEP 8: You are now at the [Youth Dashboard](#). Youth members can access this page to see their clubs, announcements, shared files upcoming events and build their to-do list just like on the [Family Dashboard](#).



STEP 9: Click Record Books on the left side menu.



STEP 10: Click the green “+ RECORD BOOK” button.



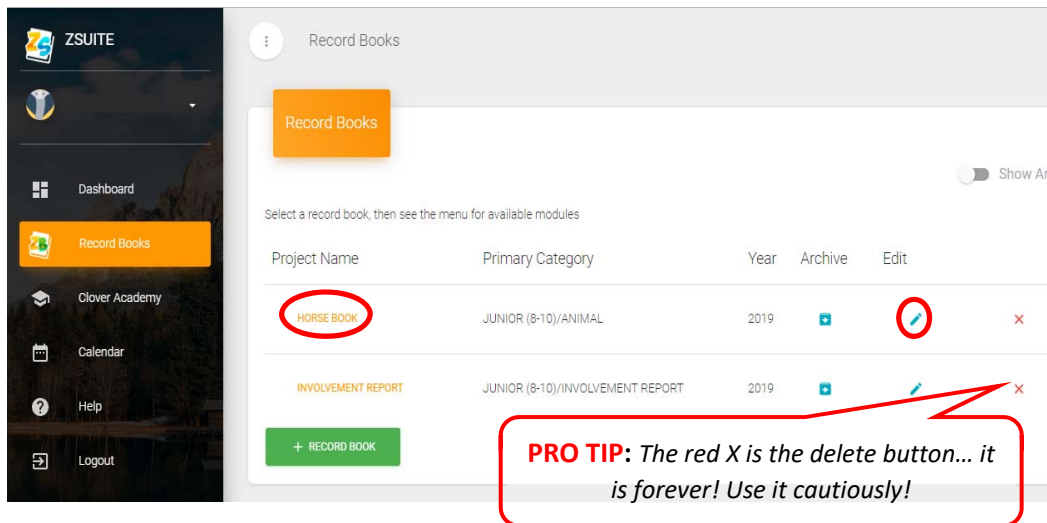
- **Project Name:** Use a name relevant to the project such as “Market Swine” or “Cake Decorating”.
- **Club:** Choose the club that you will be completing this project in.
- **Primary Category:** Select your age division, based on your age as of January 1, 2020.
- **Sub-Category:** Choose the book you need to complete for this project.
 - **Animal:** Any project that has a heartbeat uses this book.
 - **General/Non-Animal:** Any project that does not have a heartbeat.
 - **Involvement Report:** Your life-long 4-H record of activities and events.
 - **Secretary:** If you are a club secretary, use this record to keep track of your club meetings, attendance and events.
 - **Treasurer:** If you are a club treasurer, use this record to keep track of your club finances, auditing and reporting.
- **Record Book Type:** Only applies to Animal Record Books. Choose Breeding/Pet or Market Animal.
- **Start Date:** October 1 of each year.
- **End Date:** September 30 of each year.

PRO TIP: Per Idaho 4-H Requirement Handbook, every 4-H member in Idaho must maintain their *Involvement Report* for their entire 4-H experience.

STEP 11: Click the blue “SAVE” button.

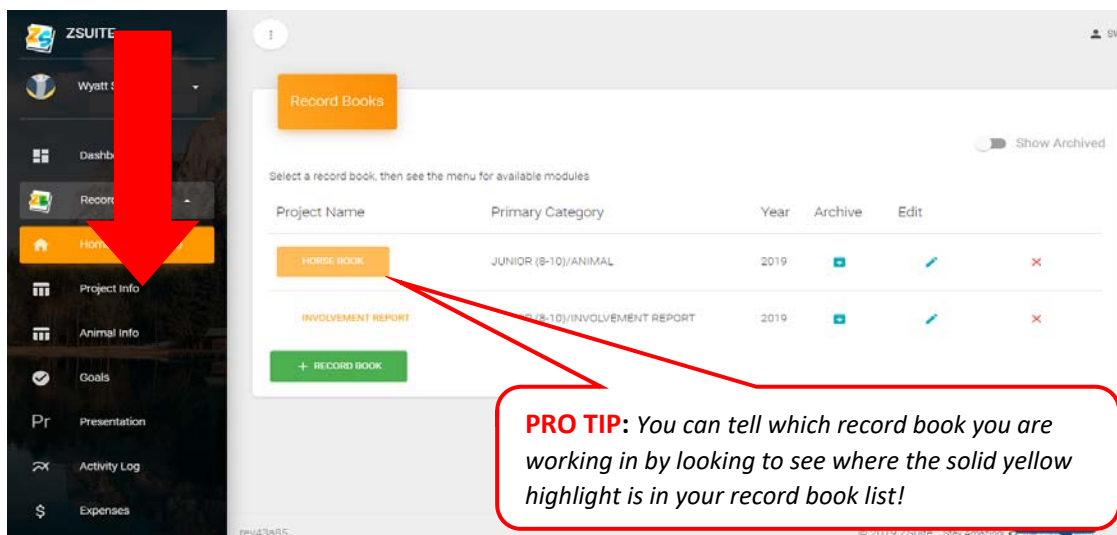
STEP 12: Repeat **STEP 10 and 11** as many times as necessary to add all record books and one (1) involvement report per child.

STEP 13: Click the yellow link under Project Name to access that record. Click the blue pencil under “Edit” if you wish to edit the name, type, or age division associated with that record.



PRO TIP: The red X is the delete button... it is forever! Use it cautiously!

STEP 14: You can now edit the tabs (pages) of your record book by clicking on the tabs located in the left menu.



PRO TIP: You can tell which record book you are working in by looking to see where the solid yellow highlight is in your record book list!

STEP 15: Once you have completed entering all of your data. Click the “Record Book” tab at the bottom of the left-hand menu to download for printing or to submit your completed record book.

PRO TIP: Save your record book after each update by clicking “Record Book” then choose “Download” and save to your computer or device as a backup.

