



University of Idaho Extension



HEAD



HEART



HANDS



HEALTH

May/June 2020

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LATAH COUNTY 4-H NEWSLETTER

“To Make the Best Better”

LATAH COUNTY 4-H OFFICE

The COVID-19 pandemic has challenged each and every one of us the past few weeks with new routines, adjusting to school and work from home, and has left us with many unanswered questions. Despite the challenges, we have seen incredible stories of community effort to support those who have been impacted. We have learned to adjust and find creative solutions we may have never previously thought possible. 4-H members and families are among the most creative and resilient when pushed outside your comfort zone, and I commend you for your understanding and patience during this time.

This is an important newsletter, please be sure to read it in its entirety, as there are specifics about what project meetings and club meetings will look like in the coming weeks as we continue to follow Idaho’s plan for recovery. Specific protocols must be met to keep participants safe. We have also had to make tough choices to cancel some large-scale regional and statewide summer events. Read on to find the specifics on face-to-face meetings and updates on events.

Thank you all for doing your part to keep your friends, families, and communities safe by following Governor Little’s stay-at-home order through April 30. We are all eager to get back into 4-H, but understand that doing so will require cooperation and understanding on everyone’s part.

We want to make this transition together. However, please be mindful that 4-H reaches all populations, including those most vulnerable. We each have our own level of comfort as we begin to engage in 4-H again, please be respectful, supportive, and inclusive – and do your part to continue keeping your fellow 4-H’ers and their families safe and healthy.

Lastly, to all those who achieved milestones over the past few weeks, but perhaps did not get to celebrate as planned, congratulations to you! To all our 2020 graduates and their families, we are proud of you! What you have accomplished is no small task. As the school year comes to a close, do your best to finish the year strong. You’ve got this!

Sara Fluor
 Associate Extension Educator
 UI Extension, Latah County

EXTENSION OFFICE IS OPEN BY APPOINTMENT

Access to Latah County Extension, and all Latah County offices, remains restricted at this time, accessible only by appointment.

Please complete any business you have with us over the phone or by email if possible. If your business requires you to visit us in person, please call to make an appointment.

Our building will remain locked until the end of May, so an appointment will be needed to ensure you are able to be seen. To keep our staff and the public safe, visitors will be screened, we will only be allowing one person inside at a time, and we ask that you wear a face mask and follow social distancing guidelines.

Please use caution when visiting us or other local businesses. If you have symptoms or have had contact with someone suspected of having COVID-19, please stay home.

COVID-19 & THE 4-H PROGRAM

All Idaho 4-H programs, including Latah County 4-H, will be following the Governor's four-phase plan, [Idaho Rebounds](#), and all associated protocols. Below you can find a **tentative** plan for how 4-H will ease back into things. These stages are **best-case-scenario**, and the dates are **estimated targets**. Should cases of COVID-19 increase, that particular stage will be held in place or rolled back.

STAGE 1 – (May 1 – May 15)

Stage 1 successfully completed! Idaho will move to stage 2 starting on May 16.

STAGE 2 – (May 16 – May 29)

Gatherings, both public and private, of less than 10 people, where appropriate physical distancing and precautionary measures are observed can occur. 4-H activities, 4-H Club, and Project Meetings may resume **only** if protocol below can be met.

Protocol:

- Group size limited to 10 or fewer people.
- Disinfect the meeting space, especially high touch surfaces.
- Masks or face coverings for youth, volunteers, and staff are highly encouraged.
- Maintain social distance of 6' or more. We recommend meeting outdoors if possible.
- Handwashing stations and/or hand sanitizer should be made available.

STAGE 3 – (tentatively May 30 – June 12)

Gatherings, both public and private, of 10-50 people, where appropriate physical distancing and precautionary measures are observed can occur. 4-H activities may resume **only** if protocols can be met.

Protocol:

- Group size limited to 10-50 people.
- Disinfect the meeting space, especially high touch surfaces.
- Masks or face coverings for youth, volunteers and staff are highly encouraged.
- Maintain social distance of 6' or more. We recommend meeting outdoors if possible.
- Handwashing stations and hand sanitizer should be made available.

STAGE 4 – (tentatively June 13-June 26)

Gatherings, both public and private, of more than 50 people, where appropriate physical distancing and precautionary measures are observed can occur. 4-H Events may resume **only** if meeting protocols can be met.

Protocol:

- Group size 50+
- Disinfect the meeting space, especially high touch surfaces.
- Masks or face coverings for youth, volunteers and staff are highly encouraged.

- Maintain social distance of 6' or more. We recommend meeting outdoors if possible.
- Handwashing stations and hand sanitizer will be made available to all participants.

Overnight events such as camps, may occur starting July, provided there is containment of COVID-19. Protocols will be followed regarding disinfection of spaces, and handwashing stations and hand sanitizer will be made available. You can follow daily updates on the Governor's webpage <https://rebound.idaho.gov/stages-of-reopening/>.

LATAH COUNTY FAIR 2020

"Lights, Camera... Agriculture" | September 17-20, 2020

Press Release—May 7, 2020

The Latah County Fair Board, Latah County Fair Office, and the Board of Latah County Commissioners are currently planning to offer the annual Latah County Fair as a celebration of the special and amazing qualities of life in Latah County. The 2020 Latah County Fair "Lights, Camera... Agriculture", will feature entertainment, great food, unique exhibits, education, and fun for the whole family.

The Fair Board is developing multiple contingency plans, should they be needed, to comply with any governmental orders that may be in place at the time of the Fair. Public health of our community is a priority focus for this event. Please be aware that modifications may be made through the coming months to address any requirements and concerns.

Even in this time of uncertainty, we are working hard to support our 4-H and FFA youth programs, event partners, vendors, and community participants.

LARGE-SCALE 4-H EVENT CANCELLATIONS

The current circumstances surrounding COVID-19 have required 4-H professionals to make difficult decisions about large-scale regional and statewide events that are set to occur this summer. We know many youth eagerly await these events each year, but safety must remain our highest priority. The nature of these events present challenges with regard to ensuring physical distancing and adhering to any additional precautionary measures that might be in place.

The following large-scale events have been cancelled:

- Idaho State Shooting Sports in Boise, ID 6/12-6/13
- CL2N 4-H Camp at Camp Wooten in Pomeroy, WA 7/10-7/13

We are truly sorry to have to cancel these events this year, but we are already looking ahead to planning for 2021 and cannot wait to see you then! If you have questions about these cancellations, please do not hesitate to contact our office.

4-H PROGRAM UPDATES & EVENTS

STAC IS GOING VIRTUAL!

STAC will be going virtual this year! The Steering Committee and State Officers have worked diligently to provide a format that will provide a high-quality, interactive opportunity that fits the mission and goals of STAC. STAC will be held June 22-25, 2020.



- [Virtual STAC Save the Date Flyer \(PDF\)](#)
- **Registration opens May 15** in 4-H Online
- Early Bird Registration—May 15-June 8 (free STAC shirt for the first 300 youth who register during this time!)
- **Regular Registration** — June 9-June 15
- Information packet including election process and timeline, workshop, service options and daily schedule will be available May 15
- Open to teens grades 8-12, currently enrolled in 4-H for the 2019-20 4-H year
- **FREE!** There is no cost to attend
- Kent Julian, keynote speaker — <https://motivationalyouthspeaker.com/speaking/videos/>

Daily schedule includes 90 minute morning sessions led by youth leadership teens and 60 minute afternoon workshop or service learning opportunity.

Clover Connection Celebration

If we are at stage 4 of the Idaho Rebounds guidelines by June 25 we hope to have youth gather for a face-to-face celebration at a common place (district/county/multi-county groups) to watch the online closing ceremonies, play games and enjoy a pizza lunch. Details TBA.

ZSUITE—IDAHO'S NEW RECORD BOOKS



Idaho 4-H has transitioned statewide to online record books this year. The completed record book will look very similar to our existing record books, however, ZSuite allows club leaders and parents to monitor record book progress

and work in and track multiple projects simultaneously. For a handwritten option, a blank

record book can be printed. Create your account by visiting <https://4h.zsuite.org/> and check out the **Tip Sheet** at the end of this newsletter for step by step instructions.

Don't wait to get started. What you complete in your record book now will save you time later!

LEARNING GRANTS

Latah County Leader's Council offers learning grants to help defray costs to 4-H members and/or leaders who participate in county, district, state, regional, national, or international 4-H events and activities.

Applicants must complete the application, have it signed, and turned in to the Extension office prior to departing for their event. Funds are dispersed upon successful completion of the event and/or exhibit of their project, most often following fair. Find the application on the [Latah County Extension website](#).

SAFE SITTER

Safe Sitter training is designed to prepare youth in grades 6-8 to safely babysit or watch younger siblings. Interested in becoming a Safe Sitter? If you would like to participate, please contact Latah County Extension to RSVP. The next Safe Sitter training is scheduled for May 30th from 9:00 am—3:30 pm, provided the Fairgrounds is able to hold events in-person by this date. No cost to 4-H members. Limit 8 participants. Next date offered: August 29.

4-H INTERNATIONAL EXCHANGE SUMMER PEN PAL PROGRAM

State's 4-H International Exchange program invites 4-H members continue to know their World! Connect, share and make friends around the world through our Summer Pen Pal

Program. Sign up by June 1 to be matched with a youth of similar age and gender from one of our partnering countries. If you have questions or need additional information please contact Natasha Tienhaara at ntienhaara@uidaho.edu.

- [States 4-H Summer Pen Pal Program Flyer \(PDF\)](#)
- Program runs from June to August 2020
- Connect with 4-H youth from around the globe!



MARKET LIVESTOCK TAGGING/WEIGH-IN

4-H and FFA members, mark your 2020 calendars! Tagging dates for Latah County market animal projects can be found below:

- **Beef**—Rescheduled for Saturday, June 6, UI Monson Barn (Moscow), 7:00 AM—10:00 AM. Members will be notified by postcard and email of the new date.
- **Swine**—Ownership by Monday, June 1. Leaders must have animals tagged and records submitted to Extension office no later than June 7.
- **Sheep & Goat**—Monday, July 6, Latah County Fairgrounds, 3:00 PM—7:00 PM.

4-H members must have paid annual enrollment dues and be 'Active' in 4-H Online by their respective species tagging/weigh-in date.

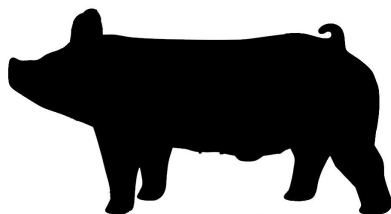
To ensure consistency between programs, members should be prepared to designate their primary project animal and floater as either 4-H or FFA at designated county tagging/weigh-in events and deadlines. Postcards will be sent out closer to each tagging date with specific costs of vaccines.

Per the [2019-2020 Idaho Project Requirements Handbook](#), the following minimum ownership and feed periods apply for 4-H market animal projects:

Species	Minimum Ownership	Minimum Feed Period
4-H Market Goat	70 days	60 days
4-H Market Lamb	70 days	60 days
4-H Market Swine	100 days	80 days
4-H Market Beef	150 days	130 days

SWINE OWNERSHIP & TAGS

The deadline for Market Swine ownership is June 1. Swine leaders, tags are available at the Extension office. Contact Sara Fluor at sfluor@uidaho.edu or 208-883-2289 to request tags and we will coordinate a way to get them to you. Leaders must turn in all member tagging records into the Extension office no later than June 7.



MARKET ANIMAL FLOATER POLICY

This is a good time of year to be reminded of the Latah Market Animal Sale (LMAS) Committee's floater policy for all market animals. It is recommended members obtain a second animal, or a 'floater', in the event your primary project animal becomes sick, injured, or is otherwise not fit for show. [Read the full policy on our website](#). Here are the important takeaways:

- A member can weigh/identify two animals, one of which is designated as a floater. For swine, this will be accomplished when your leader is tagging. For other species, this happens at county weigh-in. Plan ahead by knowing exactly which animal you want to be your primary animal and which shall be your floater. These records will be kept with the Extension office.
- Floaters may be shared among family members who live at the same address, but **must** be designated as a **family floater**. Under no circumstances can a youth exhibit or sell their sibling's floater.
- Multiple families at different addresses, who pen together at a central location, cannot share floaters.

LIVESTOCK IMPORT RULES

Please keep in mind that **all** import rules for livestock apply to animals brought into Idaho that will be used as 4-H and FFA market and breeding animals. On page 7, you will find a quick reference guide for each species. For a complete listing of import requirements, please go to the ISDA website at: <https://agri.idaho.gov/main/animals/>

CHIP GILLIAM MEMORIAL PROGRAM

Need financial assistance for your market project? The Chip Gilliam Memorial Fund is a loan program through the Latah County Fair Office. Since 1997, the loan program has been available to help Latah County youth with financial assistance for their 4-H and FFA market animal projects.

Loan applications are due to the Fair Office by March 31, but applications are reviewed on an ongoing basis as funds are available—so when in doubt, apply! Applications may only be submitted by Latah County 4-H or FFA members, with approval of their 4-H leader or FFA Advisor.

Applications are found on the [Latah County Fair & Events Center website](#). Questions can be directed to the Latah County Fair Office at 208-883-5722 .

NORTH 40 DISCOUNT PROGRAM

North 40 Outfitters has made the decision to narrow their discount program to junior livestock feed and show supplements only. This program will be known as "Junior Livestock Program." This change will allow them to consider other opportunities to support youth during the year as business allows. This change was effective March 1, 2020. Any active accounts that have been used in the past were closed on February 29, and the store will require a 4-H Membership card to receive the discount going forward. These cards will expire December 31, 2020.

HORSE EVENTS

Horse events will remain scheduled as planned unless otherwise specified.

- Horse Judging & Presentations—TBA
- State Horse Contest—July 6-7 (Lewiston)
- Horse Camp—July 15-19 (Deary)
- 4-H & Open Horse Show—July 25 (Princeton)

CONGRATULATIONS CLASS OF 2020!

Hats off to our graduating high school seniors! While this may be a challenging year to hold traditional celebrations, what you have accomplished is a crowning achievement.

Thank you for your service to 4-H, for mentoring younger members, and for setting a standard of excellence. We have no doubt you will continue to accomplish great things and will always set forth 'to make the best better'.

- James Craig, Jr.
- Hailey Knott
- Kevin Lassiter
- Tristan Yocum

Did we miss anyone? Class of 2020 4-H list is based on current enrollment in 4-H Online. Contact our office to verify your enrollment if you are a high school senior participating in Latah County 4-H in the 2019-2020 year.



CONGRATULATIONS!

LEADER'S CORNER

LEADER TRAINING

Returning leaders, to maintain your certification for the 2019-2020 4-H year, you must:

- Enroll in the new 4-H year in 4-H Online.
- Complete the Protecting Minors Training— it can be done in 4-H Online during enrollment. It takes 20 minutes and automatically records the date completed.
- Complete a minimum of **2 hours training** related to 4-H, youth development, or your project area. Some ideas:
 - * CALS Speaker Series—[Temple Grandin](#) lecture. Found on UI website.
 - * [Stewards of Children](#)—offered through Gritman Medical Center. We will reimburse you the cost of the \$15 class if you provide proof of attendance!
 - * If you have Extension conduct a ZSuite training at your club meeting, any certified leaders present will receive up to 1 hour toward their annual training requirement.
 - * Have you done training with your employer, such as Q.P.R. Suicide Prevention Training or CPR/First Aid? We'll count it—send us a copy of your certificate for your leader file.

BACKGROUND CHECKS

The majority of leaders in Idaho will be due for their 3-year renewal on their background check at some point this year, including many Latah County leaders. You must be enrolled in 4-H Online before a background check renewal can be sent, as you give permission for a background check during the enrollment process. A renewal invitation from Sterling Volunteers will be sent after you enroll in 4-H Online. Questions about the status of your background check or the renewal process can be directed to Latah County Extension.

Horse Leaders, Livestock Leaders, & Leaders Council Meeting Dates 2020*

- July 27
- September 28
- November 23

*Postcards will be mailed prior to each meeting. 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

2020 CALENDAR

MAY

- 18—Leader's Council Meeting
- 25—Holiday—Memorial Day, Latah County Extension Closed
- 30—Safe Sitter Training—Latah County Fairgrounds

JUNE

- 1—Swine Ownership/Tagging Deadline
- 6—Market Beef Weigh-in & Tagging
- ~~12-13—State Shooting Sports, Boise—~~**CANCELED**
- 22-25—Idaho State Teen Association Conference (STAC), Moscow, ID—**OFFERED VIRTUALLY**
- ~~30—CL2N 4-H Camp Teen Leader Training, Nez Perce County Fairgrounds—~~**CANCELED**

JULY

- 4—Latah County Extension closed—Independence Day
- 6—Market Sheep & Goat Weigh-in & Tagging
- 6-7—Idaho State 4-H Horse Contest (Lewiston)
- ~~10-13—CL2N 4-H Camp~~ **CANCELED**
- 15-19—Latah County Family Horse Camp
- 19—Small Animal Clinic
- 25—Latah County 4-H and Open Horse Show
- 27—Leader's Council Meeting

AUGUST

- 20—Fashion Review Judging
- 22—4-H Cat Show and Cat Expo in partnership with Humane Society of the Palouse
- 28—Non-market animal record books due
- 29—Safe Sitter Training—Latah County Fairgrounds

SEPTEMBER

- 7—Latah County Extension closed—Labor Day
- 17-20—Latah County Fair—"Lights, Camera...Agriculture"
- 28—Leader's Council Meeting
- 30—End of 2019-2020 4-H year

OCTOBER

- 1—Start of 2020-2021 4-H year

NOVEMBER

- 1—Club Financial Audits Due
- TBA—Enrollment Night at Latah County Extension
- 15—County Awards Night
- 23—Leader's Council Meeting



Livestock Import Rules Apply to 4-H and FFA Animals

As you begin selecting animals for your 4-H & FFA projects for the upcoming fair season, please keep in mind that all import rules for livestock apply to animals brought into Idaho that will be used as 4-H and FFA market and breeding animals. Below is a quick reference (as of 2/6/2019) for each species. For a complete listing of import requirements, please go to the ISDA website at:

<https://agri.idaho.gov/main/animals/>

➤ Cattle:

- > Castrated male cattle (steers) must have a Certificate of Veterinary Inspection (CVI) from a licensed veterinarian with a full physical address of the origin and destination.
- > Intact female beef cattle must have a CVI with the full physical address of the origin and destination. Female cattle 4 months and older require vaccination for Brucellosis with their legible tattoo recorded on the CVI. Female cattle 18 months and older require individual, official identification listed on the CVI. Female calves accompanying their dam may enter without vaccination.
- > All intact dairy cattle must have a CVI with the full physical address of the origin and destination and an entry permit. Female cattle 4 months and older require vaccination for Brucellosis with their legible tattoo recorded on the CVI. All dairy females 6 months of age and older are required to have a negative Tuberculosis test within 60 days before entering Idaho. Individual, official identification must also be listed on the CVI.
- > Brand Inspections required on all cattle (even if unbranded.) For information on Brand Inspections please call the Idaho State Brand Department Lewiston District Office at 208-799-5019.

➤ Horses:

- > CVI with full physical address of the origin and destination. Six month equine passports are accepted from states participating in Global Vetlink's EECVI program. Negative EIA (Coggins) test required within 12 months prior to entering Idaho.
- > Brand Inspections required on all horses (even if unbranded.) For information on Brand Inspections please call the Idaho State Brand Department Lewiston District Office at 208-799-5019.

➤ Sheep and Goats:

- > Castrated male sheep and goats (wethers) CVI with full physical address of the origin and destination and an entry permit from the Idaho Sheep and Goat Health Board (contact: Brandy Kay at 208-803-5084).
- > Intact female sheep and goats must have a CVI with full physical address of the origin and destination and an entry permit from the Idaho Sheep and Goat Health Board (contact: Brandy Kay at 208-803-5084). Scrapies tag, tattoo (if recorded on Breed Registry papers), or other official, individual identification recorded on CVI.
- > Intact male sheep and goats must have a CVI with full physical address of the origin and destination and an entry permit from the Idaho Sheep and Goat Health Board (contact: Brandy Kay at 208-803-5084). Scrapies tag, tattoo (if recorded on Breed Registry papers), or other official, individual identification recorded on CVI.
- > All dairy type goats over 6 months of age need a negative Brucellosis test within 30 days before entering Idaho.
- > All intact male sheep over 6 months of age must have a negative Brucella ovis test within 30 days before entering Idaho.
- > All sheep and goat CVI's must also state that listed animals are free from Scrapie (known to have not been exposed for at least 72 months prior to date of inspection), Scabies (known to not have been exposed for at least 6 months immediately prior to date of inspection), Foot Rot, Brucella and do not have any symptoms of any communicable diseases (known to have not been exposed to any communicable disease for at least 30 days immediately prior to date of inspection.)

➤ Hogs:

- > All swine entering Idaho require a CVI with the full physical address of the origin and destination and an entry permit. Individual, official identification must be listed on the CVI. The following statements must also be on the CVI; Raw Garbage Statement, PRV Statement and a PEDv Statement.
- > All breeding swine not originating from a Brucellosis free herd or a Brucellosis free state must have a negative Brucellosis test within 30 days of movement into Idaho.

For more information please contact the Boise ISDA Office at 208-332-8540, or for the Northern Region (Boundary, Bonner, Kootenai, Benewah, Shoshone, Latah, Nez Perce, Lewis, Clearwater and Idaho Counties) contact:

Dr. Scott Barnes, DVM, Veterinary Medical Officer
Moscow Field Office, 208-790-3139

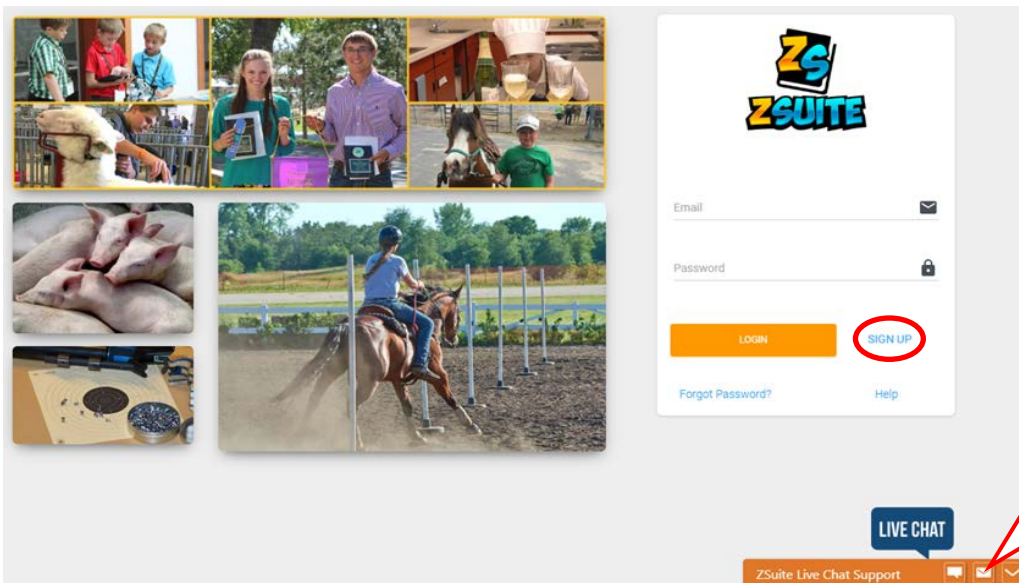
or

Kerry Sanford, Sr. Livestock Investigator
Lewiston Field Office, 208-790-8210

TIP SHEET FOR IDAHO 4-H FAMILIES

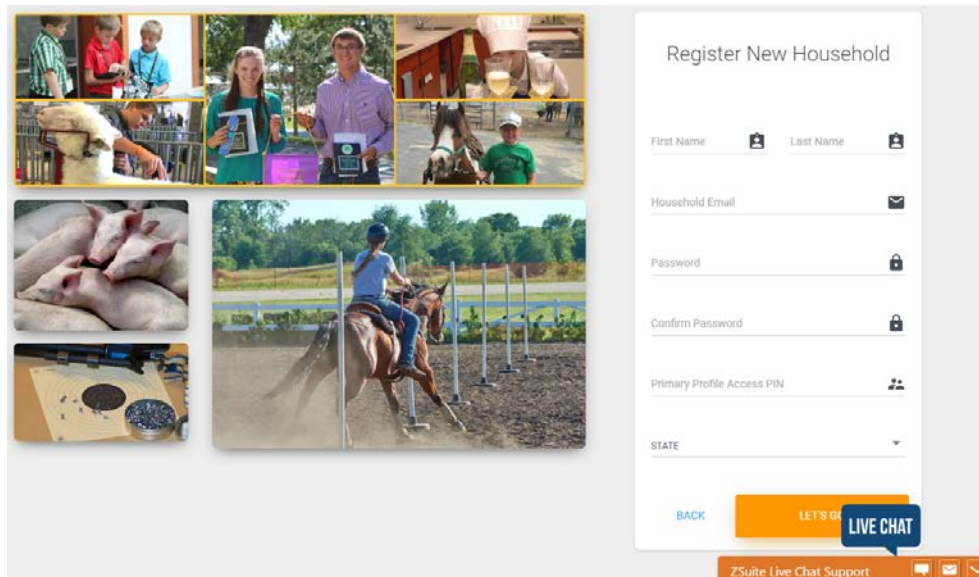
STEP 1: visit: <https://4h.zsuite.org/> *If you are a new ZSuite user: A parent or guardian must create your family account!* Follow steps 1 – 3 to do this. If you are a returning Zsuite user, please skip to **Step 4**.

STEP 2: Click the blue “Sign up” button

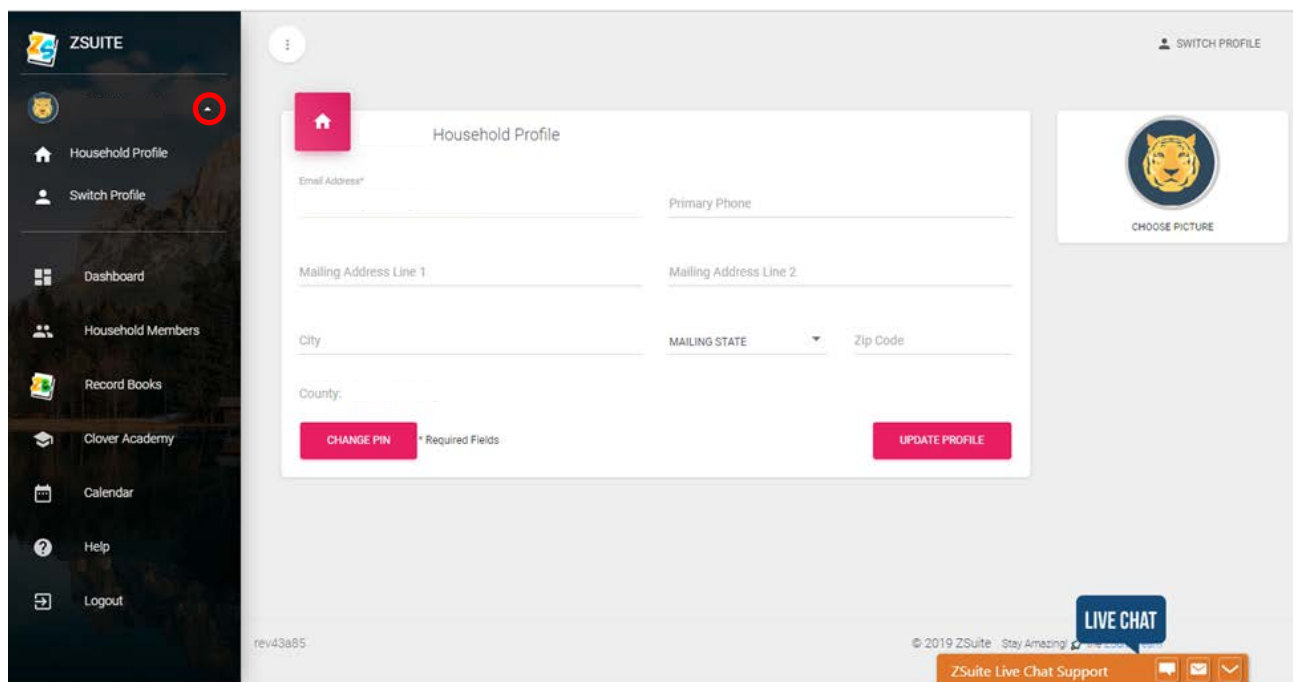


PRO TIP: Any time you have a question, click the orange “ZSuite Live Chat Support” to chat with a ZSuite Customer Service Representative!

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.



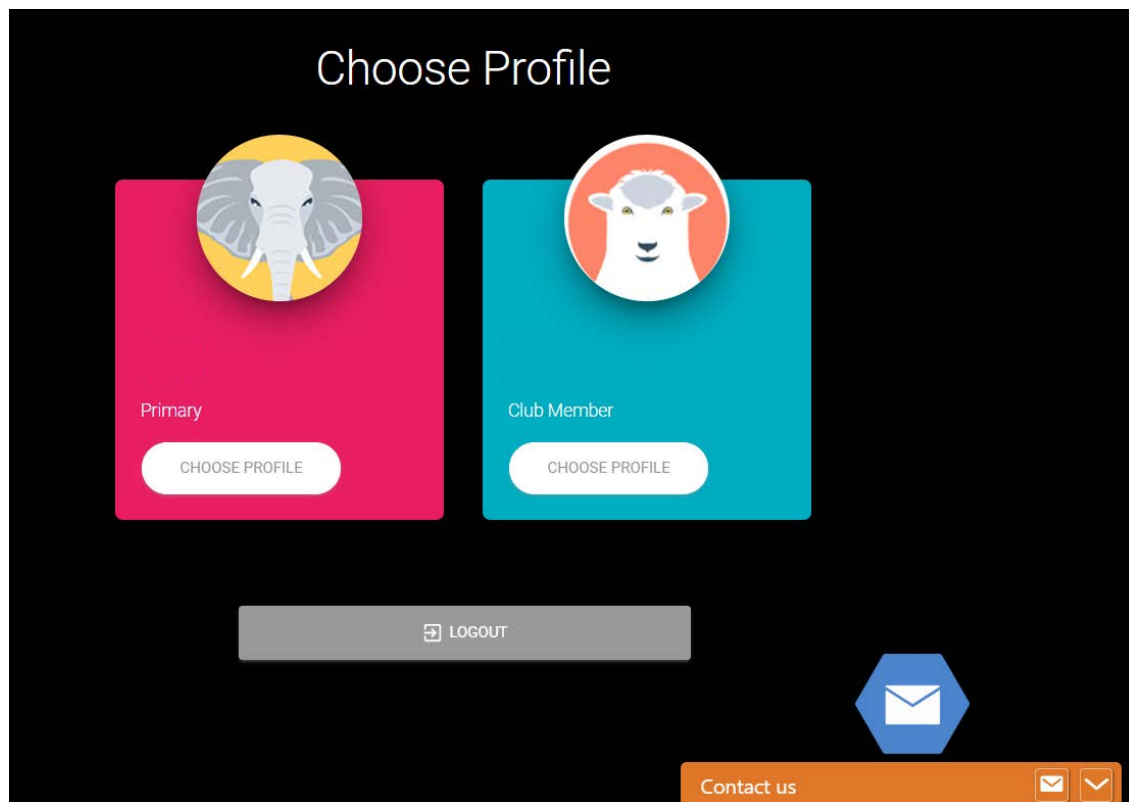
STEP 4: You are now at your family dashboard.



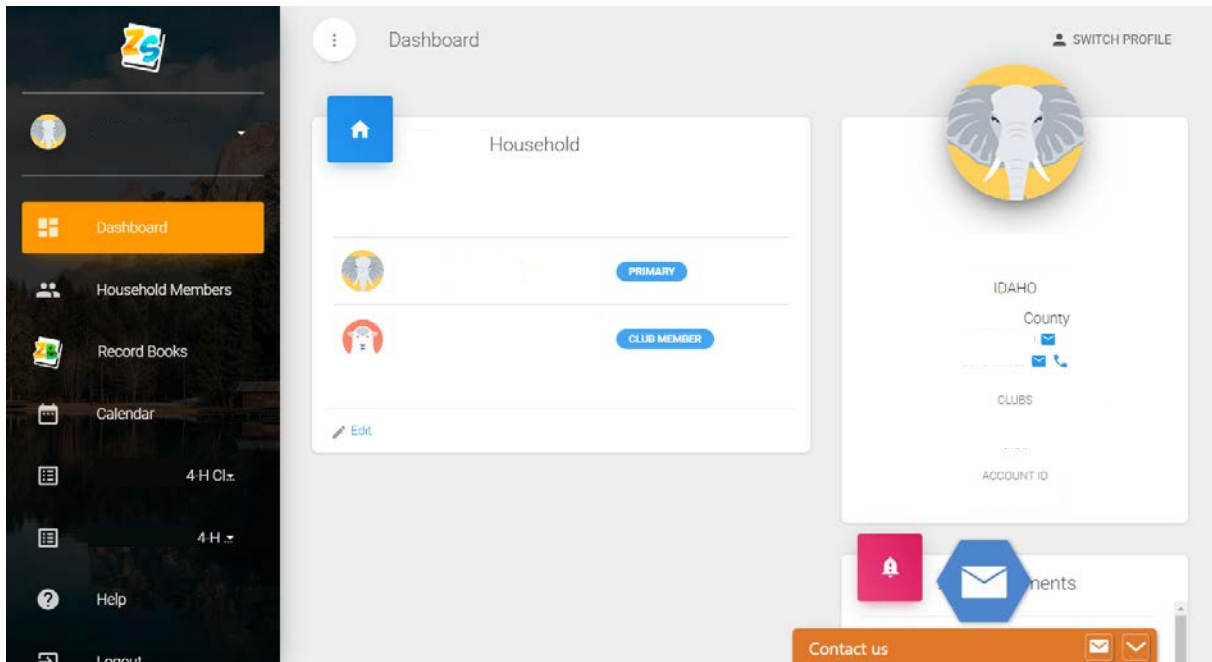
This is where you will access profiles:

- 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.

Once you select “Switch Profile”, you will see this screen. Choose the profile you wish to access.



This is your primary household member dashboard:



On this screen you will be able to see:

- Your clubs (after you have joined them in ZSuites)
- 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

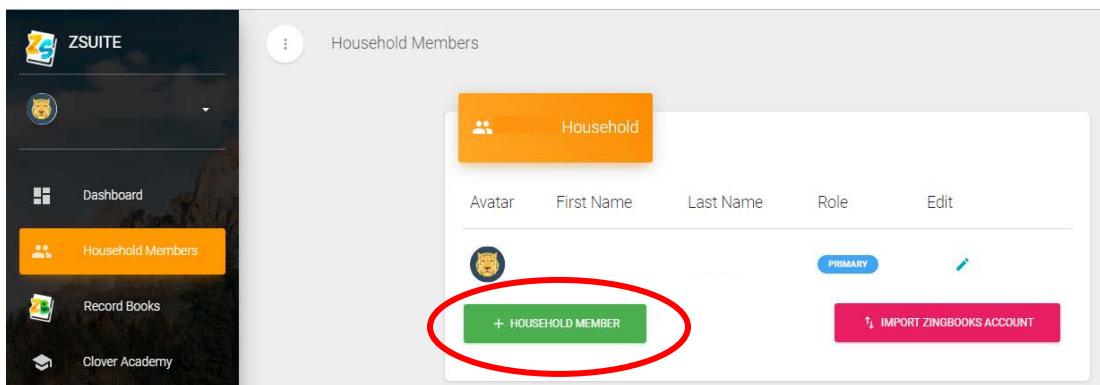
From this screen you will access all other features of your new ZSuite Account.

- 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 ZSuites 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 ZSuites.
- Logout: Log all of your family profiles out of the system.

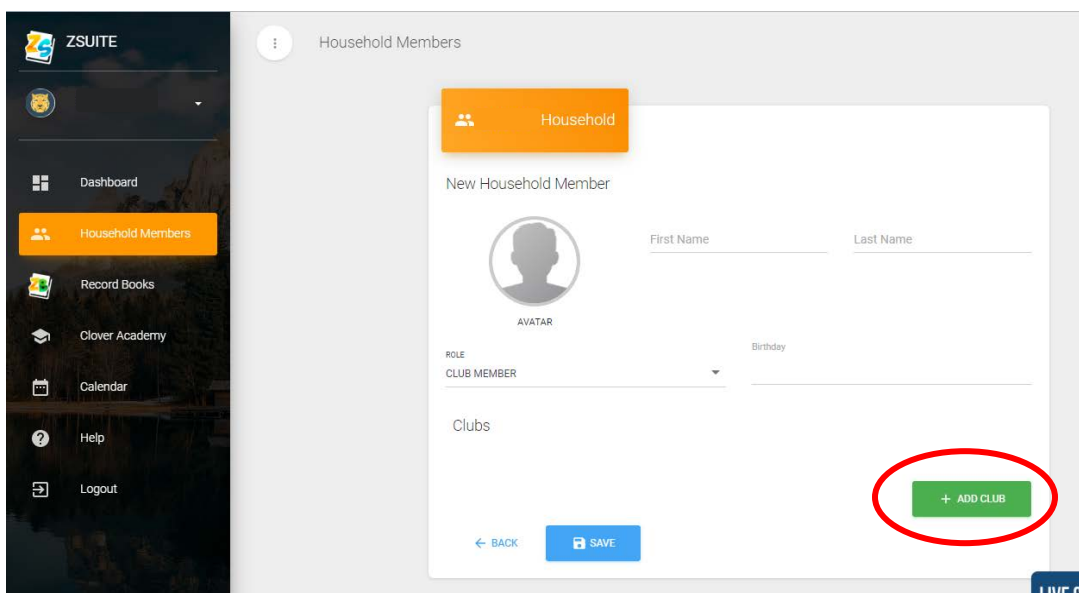
To access your child's profile from this screen. Click the drop down arrow next to your family name at the top, click "switch profile" and then select the profile you want to access.

STEP 5: Create your child(s) accounts.

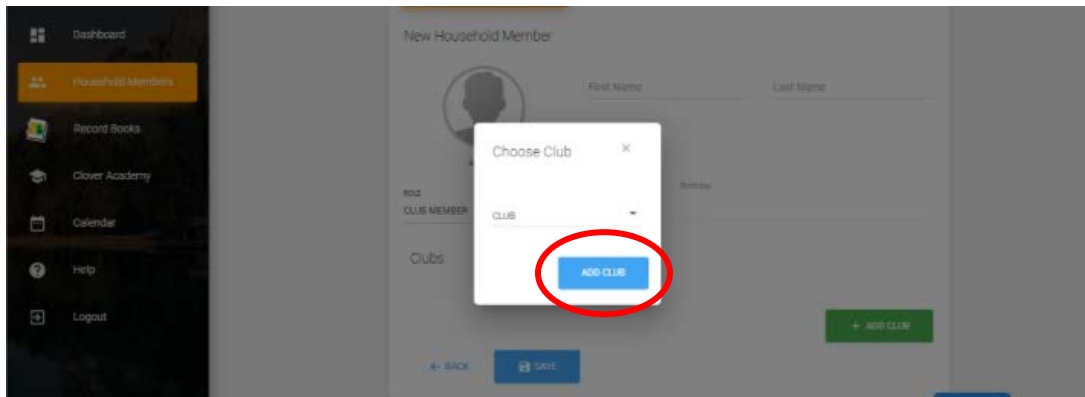
- From the Dashboard, click Household Members
 - Click the green “+ Household Member” button



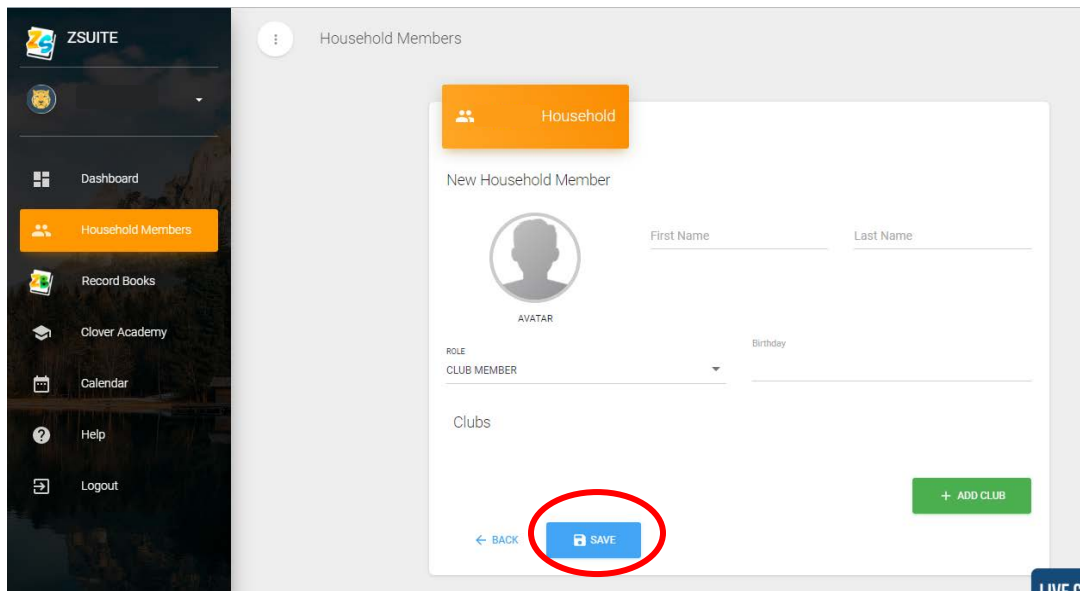
- Fill in first name, last name, mark Role as “Club Member”, add birthdate. Then click the green “+ADD CLUB” button. *(after you click save, you can go back in and erase the birthdate and save again to leave that space blank)*



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

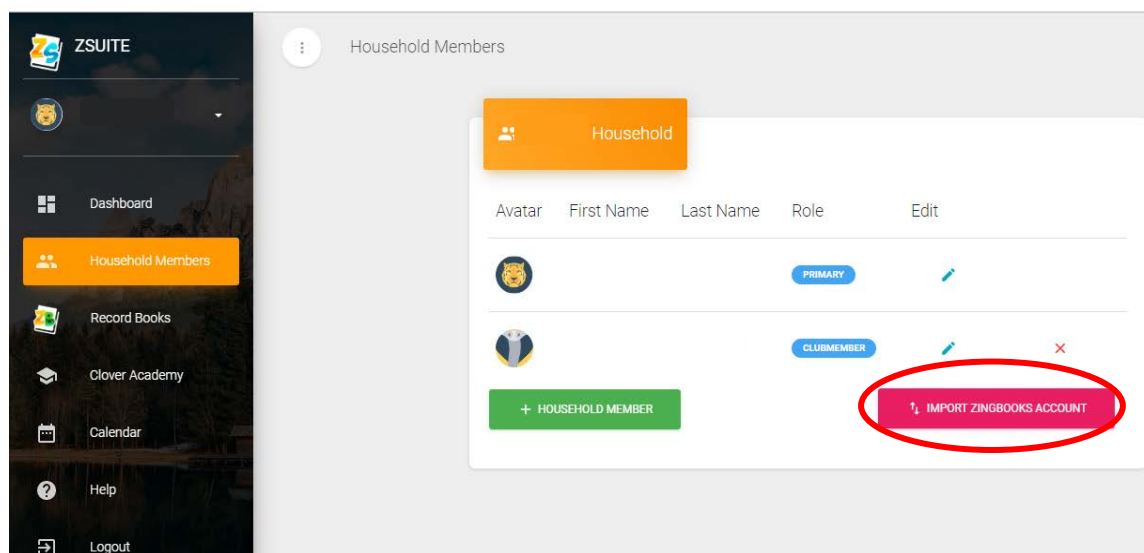


- If your child is active in multiple clubs, click the green “+ADD CLUB” button and repeat this step as many times as necessary to add all clubs to their profile.
- Once all clubs have been added to this child’s profile. Click the blue “SAVE” button on the New Household Member Screen.

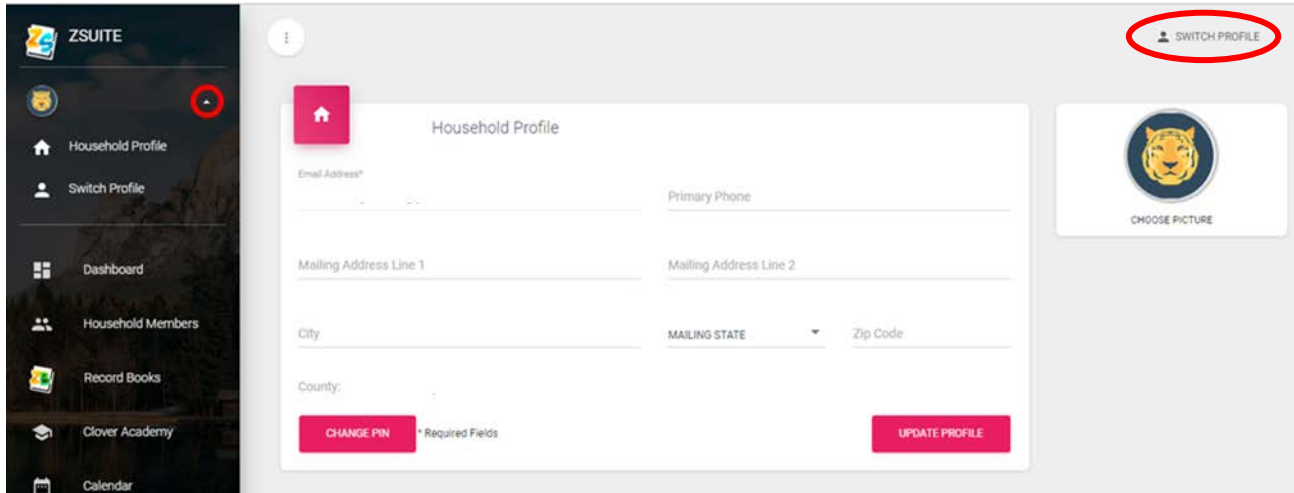


STEP 6: Repeat all of **STEP 5** until all children and adult club volunteers have been added to the Household Members Screen.

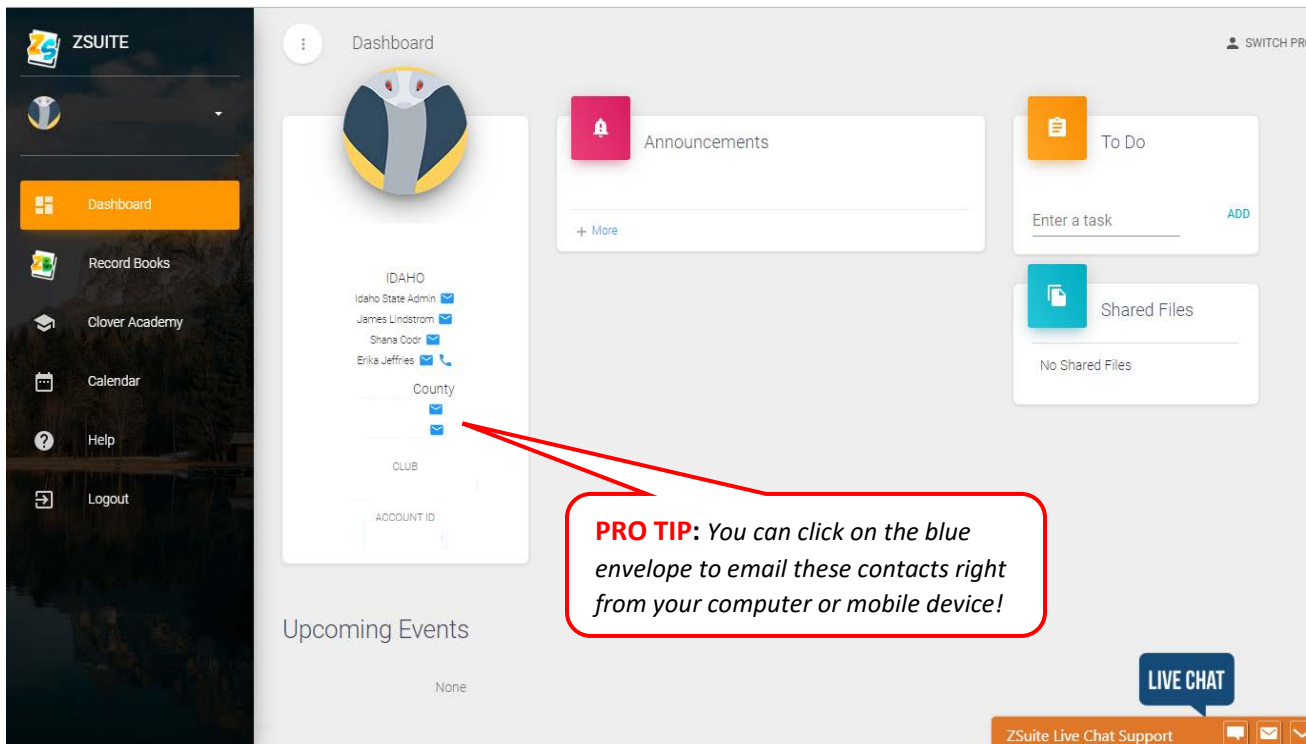
PRO TIP: If you were part of a pilot county in Idaho, you can import your 2019 records by clicking the pink “IMPORT ZINGBOOKS ACCOUNT” button here.



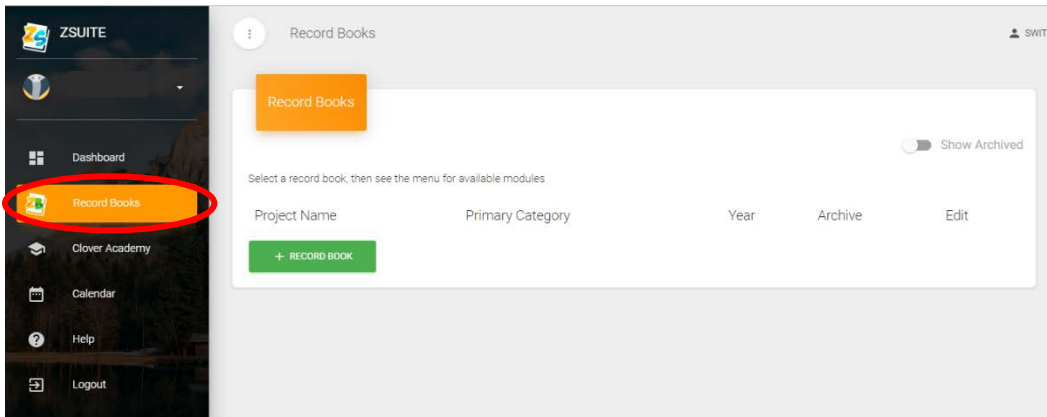
STEP 7: Switch profiles for your child to access their records. You can switch profiles by clicking the drop-down arrow next to your family name in the left side menu or click the [Switch Profile](#) link on the top right side of the screen.



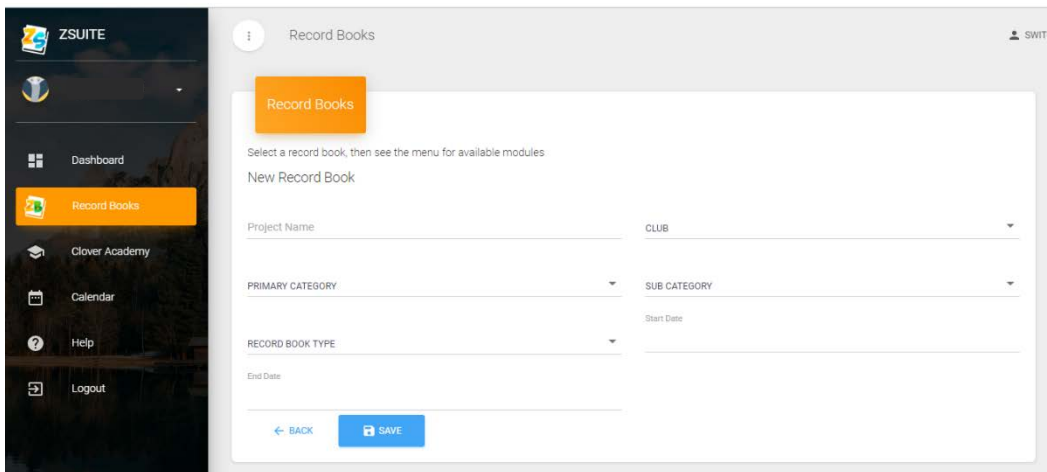
STEP 8: You are now at the [Youth Dashboard](#). Youth members can access this page to see their clubs, announcements, shared files upcoming events and build their to-do list just like on the [Family Dashboard](#).



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



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



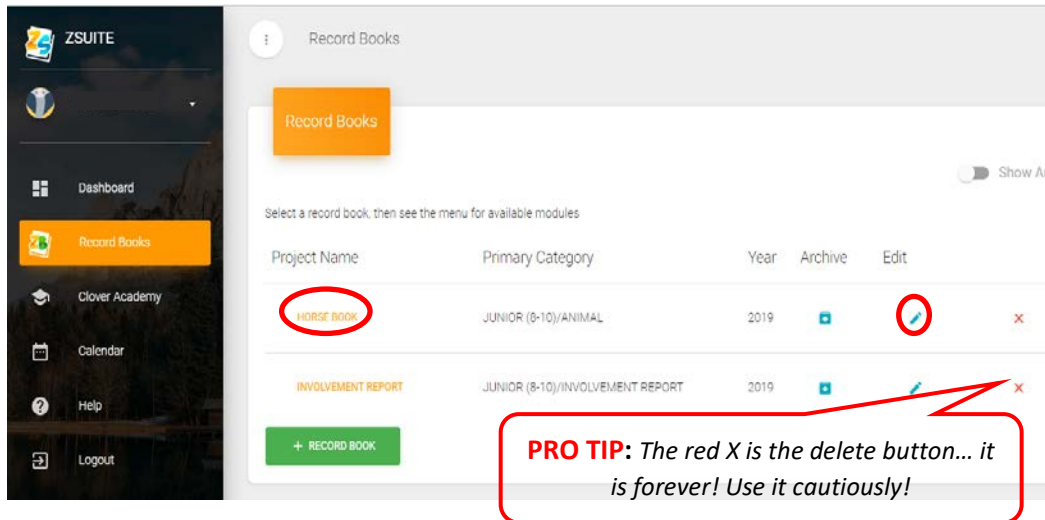
- **Project Name:** Use a name relevant to the project such as “Market Swine” or “Cake Decorating”.
- **Club:** Choose the club that you will be completing this project in.
- **Primary Category:** Select your age division, based on your age as of January 1, 2020.
- **Sub-Category:** Choose the book you 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.

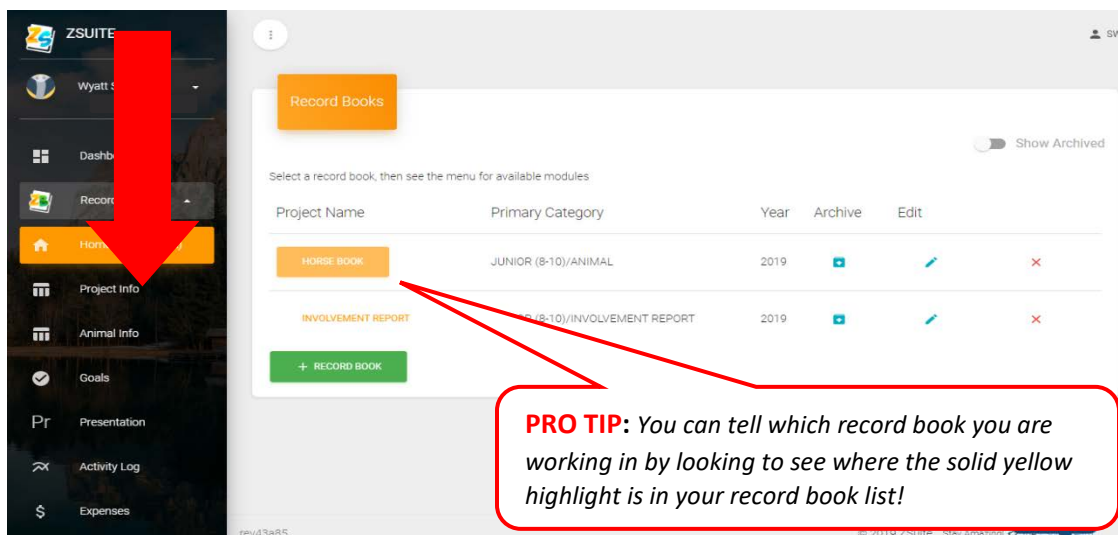
STEP 11: Click the blue “SAVE” button.

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.



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



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.

