



University of Idaho  
Extension



HEAD



HEART



HANDS



HEALTH

May 2022

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# LATAH COUNTY 4-H NEWSLETTER

“To Make the Best Better”

## LATAH COUNTY 4-H OFFICE

As school winds down and excitement for summer picks up, it is fun hearing from 4-H members what new goals they have set out to achieve and the new skills they want to focus on developing through their 4-H projects. Keep up the great work!

Here at the Latah County Extension office we have some changes in the coming weeks. Many of you have heard that I have accepted a new opportunity and will be leaving Latah County Extension in early June. My next chapter is taking me to Montana State University Extension, where I will be in much closer proximity to family.

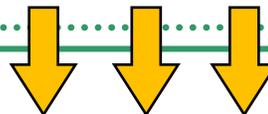
While change can be difficult, transitions are also an opportunity for growth. No matter the circumstances, 4-H always continues to move forward in a positive direction because of the dedication of 4-H leaders and countless other program volunteers. I am deeply grateful for my time here and have many wonderful memories to carry with me as I move forward. I am helping our office make a smooth transition in the coming weeks and am confident the program will be in good hands in the interim.

With another school year wrapping up, please join me in congratulating the Class of 2022! Be proud of the work you have accomplished, your service to 4-H, and best of luck. Your future is bright!

**Sara Fluer**  
 Associate Extension Educator  
 UI Extension, Latah County

4-H families and leaders, don't forget to review these important documents at the beginning and throughout the 4-H year. Many questions and concerns can be answered by referring to these resources.

This information will be posted in every 4-H newsletter and can be found online on the [UI Extension, 4-H Youth Development website](http://www.uidaho.edu/extension/4h/documents-records).



### IMPORTANT 4-H RESOURCES

All 4-H families and leaders should be aware of the following guiding documents for 4-H operations in Latah County and across all Idaho 4-H programs.

Bookmark 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 sign the Code of Conduct each year during enrollment.
- [Idaho 4-H Project Requirements Handbook](#)—Not sure what is required of your 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](#)—This document pertains to county policies for all animal projects, including breeding, market, pet, and small animals. These are county-specific policies that are not already published in the Policies & Procedures and the Project Requirements Handbook. Families and Leaders, please make yourself aware of its contents and keep a copy nearby.

## REGISTER FOR STAC

Idaho 4-H State Teen Association Convention (STAC) registration is open!

Youth who are completing 8–12 grade are eligible to attend the 4-day event in Moscow, June 20-23.

Youth will have the opportunity to participate in a variety of workshops and tours while experiencing life on the University of Idaho campus. A variety of hands-on and interactive workshops are planned, with topics in arts, diversity, natural resources, engineering, animal science, medical science, nutrition, business, marketing, biology, leadership and more. A complete list of workshops will be available at the time of registration.

Log into [ZSuite](#) today to register for this event!

Visit the STAC webpage for more: <https://www.uidaho.edu/extension/4h/events/stac>

- Early bird registration (April 12–May 15) **\$270.**
- Regular registration (May 16–June 6) **\$295.**



IDAHO 4-H STATE TEEN ASSOCIATION CONVENTION (STAC) IS A PRICELESS OPPORTUNITY FOR YOUTH GRADES 8–12 TO EXPERIENCE COLLEGE LIFE, EXPLORE CAREER OPPORTUNITIES, AND PREPARE FOR A LIFETIME OF SUCCESS WITH OTHER IDAHO TEENS.

SCHOLARSHIPS AVAILABLE

PATHWAY TO POSSIBILITIES  
moscow 2022  
IDAHO STATE TEEN ASSOCIATION CONVENTION

University of Idaho Extension

STAC JUNE 20-23, 2022

SAVE THE DATE!

## CLOTHING & TEXTILES DATES/DEADLINES

Mark your calendars with these important dates. A mailer will be going out in the next month with to all enrolled clothing & textiles members, so keep an eye on your mailboxes!



- **Thursday, August 25** – Clothing members are invited to attend an orientation at the Latah County Fairgrounds at **6:00 pm**. This is to prepare members for what to expect at the judged Fashion Review event on August 31. You will learn about modeling for the judges and we will answer any questions you have. Clothing commentaries will be due at this orientation meeting. At this meeting, members will receive an appointment time to model for the judges.
- **Wednesday, August 31** – Fashion Review judging. Please plan to arrive at the Latah County Fairgrounds in the Middle Room at least 15 minutes prior to your assigned modeling time.

- **Tuesday, September 6** – All Clothing & Textile projects are due in the Extension office by 5:00 pm. ***This includes Clothing, Knitting, Crochet, Quilting projects AND your Record Books!*** These projects are judged prior to fair to allow adequate time for evaluation.
- **Thursday, September 15** – The date for the Style Review during the fair. This is the event where ribbons will be awarded based on the results from the event on August 31. The show will begin at **5:30 pm**, but participants should arrive by 5:00 pm. Style Review will be held under the Main Stage, outdoors, at the Latah County Fairgrounds.

**Reminder:** To be considered for a Style Review County medal you must participate in both the judged event on August 31 and the Style Review on September 15 at the Latah County Fair.



## 4-H CAMP

Camp is just a couple short months around the corner! 4-H Camp is a regional 4-H event that includes Clearwater, Lewis, Latah, Nez Perce Counties (CL2N Camp).

Camp is open to participants who are 8 years old as of January 1, but once youth reach the 8th grade, they may only attend camp as a teen leader.

- Location: Camp Sanders, located just outside Tensed, ID
- Dates: July 15-18

Registration packets have been mailed to families with age-eligible youth. Space is limited to **20 campers** and is **first-come, first-serve!**

### Teen Leadership Opportunity!

Teens, we will need your help as Group Leaders and Cabin Leaders at camp. Teen leaders must be in the 8th grade or older and must plan to attend the Teen Leader Training in Lewiston on June 29, 2022.

Teens will be selected to serve as either a Group Leader or Cabin Leader. Applications have been mailed to enrolled teens 8th grade and up.

Apply by June 1. This is a great regional leadership opportunity!



## RECORD BOOK HOW-TO



As you start your projects, make sure you are keeping up with your Record Book and Involvement Report along the way. Check out page 10 for a quick how-to on starting these important 4-H documents in ZSuite.

## SMALL ANIMAL CLINIC

Latah and Whitman County 4-H leaders are collaborating to help youth develop their showmanship skills & teach you more about handling your small animal. Cloverbuds and youth from neighboring 4-H programs are welcome.

Everyone will get hands-on experience with different species. This is a great way to prepare for Round Robin!

- Sunday, May 15
- 1:00pm–5:00pm
- UI Livestock Pavilion <<< **make note of the location!**

Register by May 11 at: <https://tinyurl.com/4hclinic> and check out the flyer at the end of this newsletter for a detailed schedule!

## 4-H DAIRY CATTLE PROJECT

If you are interested in the Dairy Cattle project and plan to lease a heifer through the UI Dairy Center, please enroll in the project ASAP.

Barbara Ray (Dairy Cattle Leader) will be getting meetings started out at the Dairy Center in early May.

## CAT SHOW & DOG SHOW

Mark your calendars, Cat Project and Dog Project members. Don't forget to invite friends and family, the shows are open to the public!

- Cat Show—Thursday, August 4 @ 6:00 pm
- Dog Show—Wednesday, August 17 @ 5:30 pm

Both events will be held at the Latah County Fairgrounds.

## CHIP GILLIAM MEMORIAL PROGRAM

In need of 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 March 31, but applications are reviewed on an ongoing basis as funds are available—when in doubt, apply!

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.

## ANIMAL OWNERSHIP

Reminder that as you select animal projects for the year that *all animal projects*, large livestock and small animals, require ownership and/or providing primary care for a specific number of days.

Plan ahead and make sure you are enrolled, dues paid, **and** have your animals secured well in advance.

Days of possession are set at the state level. Refer to the [Idaho Project Requirements Handbook](#) for more information.

- 150 days—Market Beef
- 100 days—Market Swine
- 70 days – Market Goat and Market Sheep
- 90 days—Llama/Alpaca, Breeding Beef, Pullets/Laying Hens, Family Flock, Cat, Cavy, Dairy Cattle, Dog, Breeding meat Goat, Dairy Goat, Pack Goat, Pet Goat, Horse, Breeding Rabbit, Pet Rabbit, Breeding Sheep.
- 60 days—Pocket Pet
- 8 weeks—Market Broiler and Market Rabbit

## ANIMAL IMPORT REQUIREMENTS

As you confirm plans to purchase your project animals, remember that Idaho State Dept. of Agriculture has import requirements for all livestock entering the state.

This is not new—these rules apply to anyone, including 4-H & FFA youth, who are bringing livestock into the state. An essential part of being a responsible livestock producer is understanding and following these rules. Please review the [ISDA Quick Reference on page 8](#), for species-specific information.

## AREA LIVESTOCK FEED PROGRAMS

Remember that many businesses in the area offer programs that support youth livestock members. Ask for details next time you visit these businesses:

- SPENCE HARDWARE—enroll in the market project program to be eligible for discounts and gift certificates. Inquire now so you don't miss account setup deadlines.
- INTERMOUNTAIN FEED—receive 1 free bag of starter feed for your market project when you sign up for their Market Project Program.
- NORTH 40 OUTFITTERS—Youth members are eligible for 10% off regular priced feed and show supplements through the Junior Livestock Feed Program.
- CHS PRIMELAND—ask about their Rate of Gain program.

## MARKET LIVESTOCK TAGGING/WEIGH-IN



Mark your calendars now! Tagging dates for Latah County market animal projects can be found below:

- **Swine**—Friday, June 3, 2022, Latah County Fairgrounds, 2:00 pm—7:00 pm.

**YES, we are *weighing and tagging market swine* this year. Why? To fulfill the requirement of providing a uniform feeding period for market species, minimize liability to leaders, and to provide a valuable educational opportunity for youth. This decision was reached based on input and support from swine and livestock leaders, ISDA, and guidance from State 4-H office leadership.**

**Just as it is expected for all beef, goat, and sheep members, this is not optional for 4-H swine members. You are expected to have your animals tagged at this event if you wish to participate in the Latah County Fair. Reminder postcards will be sent regularly.**

- **Sheep & Goat**—Wednesday, July 6, 2022, Latah County Fairgrounds, 4:00 pm—6:30 pm.

**4-H members must have paid annual enrollment dues and be 'Active' in ZSuite 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.

# HORSE NEWS

## HORSE PROJECT

Thanks to those who turned in your horse identification papers in April. We are excited you are participating!

In addition to the horse show in July, you are required to participate in at least one county-wide horse activity in order to be eligible for year-end awards.

Remaining opportunities to fulfill this requirement include:

- **Live Horse Judging, Lewiston—May 14 @ 9:00 am at the Nez Perce County Fairgrounds.**

NOTE: This is the **County-Qualifying Contest** for judging at the State Horse Contest July 8-9 in Nampa! To register, contact Melinda Cross (Latah & Nez Perce County Horse Leader) at 530-334-0973. Latah County Extension is covering the registration fee for Latah County 4-H youth who register for this event.



## REMINDERS

**Safety Reminder!** 4-H members participating in any 4-H equestrian activity must wear an approved helmet whenever they are mounted on an equine or are in a vehicle (cart, wagon, buggy, etc.) being pulled by an equine. An approved helmet meets the minimum performance standards imposed by the American Society for Testing Materials (ASTM) F1163 and includes certification and labeling required by the Safety Equipment Institute.

**PNW 4-H Horse Contest Guide**—Idaho uses the PNW 4-H Horse Contest Guide. It is a good idea to review this guide every year so you are familiar with the rules and expectations of participating in 4-H Horse Contests. Hard copies are available at Latah County Extension or you can access it on UI Extension's [website](#).

**Horse Project Resources**—check out UI Extension's website for horse project resources, including project requirements, permanent identification and health record, project manual, and more! <https://www.uidaho.edu/extension/4h/projects/horse>.

## IDAHO 4-H MEMBERS INVITED



Idaho 4-H members have been invited to participate in the UI CDE Invitational! The event will be June 7-10 in Moscow on the UI campus.

For registration packet, rules, and more information, visit <https://www.uidaho.edu/cals/agricultural-education-leadership-and-communications/news/cde>

Please contact Sarah Swenson by phone or email at 208-885-6358 or [sswenson@uidaho.edu](mailto:sswenson@uidaho.edu) with questions. Register by May 21.

**University of Idaho**  
Department of Agricultural Education,  
Leadership and Communications

**JUNE**  
7TH - 10TH  
2022

**UNIVERSITY OF IDAHO CDE INVITATIONAL**

Idaho  
Washington  
Montana  
Oregon  
FFA Chapters  
& 4-H Clubs Invited

**CDE Categories**

We are excited to offer this opportunity for youth to gain more experience in competing and to create new connections!

Information Packet will be released on April 13th

<https://forms.gle/bFbzzJtHDf5dMefP7>  
Registration closes May 21, 2022

- Plant Science**
  - Agronomy
  - Nursery/Landscape
  - Entomology
- Natural Resources**
  - Env. & Natural Resources
  - Forestry
- Animal Science**
  - Dairy Cattle Evaluation
  - Milk Quality & Products
  - Livestock Evaluation
  - Veterinary Science
- Agribusiness**
  - Ag Communications
  - Marketing Plan
- Food Science**
  - Milk Quality & Products
  - Food Science & Tech

## LEADER TRAINING OPPORTUNITIES

To maintain leader certification, we recommend 4-H leaders complete 2 hours of continuing education related to 4-H, youth development, or your project area. Check out some of the opportunities below:

- Once you are enrolled in ZSuite, check out the *Clover Academy* (left side of your screen in the black navigation bar). Here you can participate in two online courses:
  1. **Idaho 4-H Volunteer Orientation Modules**—a great course required for brand new volunteers, and is available to seasoned volunteers interested in a refresher.
  2. **Idaho 4-H Protecting Minors Training**—a short video required of all new volunteers, and every three years for returning volunteers.
- **QPR (Question, Persuade, Refer) Suicide Prevention**—Idaho 4-H & Idaho Dept. of Health and Welfare have partnered to provide QPR Gatekeeper training to 4-H Volunteers. QPR is designed to teach others the warnings signs of a suicide crisis and how to respond. This is a no-cost, 1-hour online training that could help save a life. Register at: <http://bit.ly/Idaho4HQPR>. Send your completion certificate to [sfluer@uidaho.edu](mailto:sfluer@uidaho.edu) for your leader file.
- **Stewards of Children**—offered through Gritman Medical Center. Extension will fully reimburse you the cost of the class with proof of attendance.
- If you are taking a training through your employer or other volunteer commitment (such as CPR/First Aid) that you think might apply to your work as a 4-H volunteer, please contact our office about applying it as your annual 4-H training.

## MEETING ATTENDANCE

This time of year, our office receives a lot of questions from leaders about club and project meeting attendance. Page 10 of [Idaho 4-H Policies and Procedures](#) specifies that members are expected to attend the *majority* of scheduled club and project meetings.

- Establish your meeting schedule well in advance so members can put dates on their calendars.
- Knowing the total number of meetings in advance helps families plan ahead and assists you as a leader in holding members accountable for their attendance.

Per Policies and Procedures, regular 4-H *clubs* should meet 6 or more times per year. For *project* meetings, project leaders can determine the total number of meetings they wish to schedule.

### Upcoming meetings for Horse Leaders, Animal Project Leaders, & Leader's Council:

- May 23
- July 25
- September 26
- November 28

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



## MAY

- 14—Horse Judging at NPC Fairgrounds, Lewiston—COUNTY QUALIFIER FOR STATE!
- 15—Small Animal Clinic—UI Livestock Pavilion, Moscow campus
- 23—Latah County Leader’s Council Meetings

## JUNE

- 1—Teen Leader Applications due for 4-H Camp
- 3—4-H & FFA Market Swine Weigh-In, Latah County Fairgrounds
- 10-11—Idaho State Shooting Sports, Boise
- 13—4-H Camp Registrations are due
- 15—Dairy Cattle Project Leases due to Extension
- 20-23—Idaho State Teen Association Convention (STAC), Moscow, UI Campus
- 29—Teen Leader Training for Camp—Lewiston

## JULY

- 6—4-H & FFA Market Sheep/Goat Weigh-In, Latah County Fairgrounds
- 8-9—Idaho State Horse Contest, Nampa, ID
- 15-18—CL2N 4-H Camp, Camp Sanders
- TBA—Latah County Family Horse Camp
- 23—Latah County 4-H Horse Show
- 25—Latah County Leader’s Council Meetings

## AUGUST

- 1—Latah County Fair Animal Exhibitor & Camper Registrations Due
- 4—Cat Show
- 17—Dog Show
- 25—Fashion Review Orientation
- 31—Fashion Review Judging
- 26—Non-Market Animal Record Books Due. *Includes Breeding Beef, Dairy Cattle, Cat, Cavy, Dog, Goat (Breeding Meat Goat, Dairy, Pack, and Pet), Horse, Pocket Pets, Poultry, Rabbit, Breeding Sheep.*

## SEPTEMBER

- 6—All Clothing & Textile projects ***plus*** record books due to Extension by 5:00 pm
- 15-18—Latah County Fair
- 26—Latah County Leader’s Council Meetings

## OCTOBER

- 1—Start of the 2022-2023 4-H year

## NOVEMBER

- 1—Club Annual Financial Audits due to the Extension office
- 13—Latah County 4-H Awards Night
- 28—Latah County Leader’s Council Meetings

**This calendar evolves throughout the year.**

**Stay tuned for additional dates TBA for 2022!**



## 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



University of Idaho  
Extension

# SMALL ANIMAL SHOWMANSHIP CLINIC



Sunday, May 15 ■ 1:00 pm – 5:00 pm

Livestock Pavilion, University of Idaho campus (west end of 6<sup>th</sup> St.)  
Moscow, ID

Latah and Whitman County 4-H leaders are here to help you develop your showmanship skills & teach you more about handling your small animal. Cloverbuds and youth from neighboring 4-H programs are welcome.

Everyone will get hands-on experience with different species. This is a great way to prepare for Round Robin!

## **Schedule**

*(subject to change based on participation for each species. Join us for the whole event so you don't miss out.)*

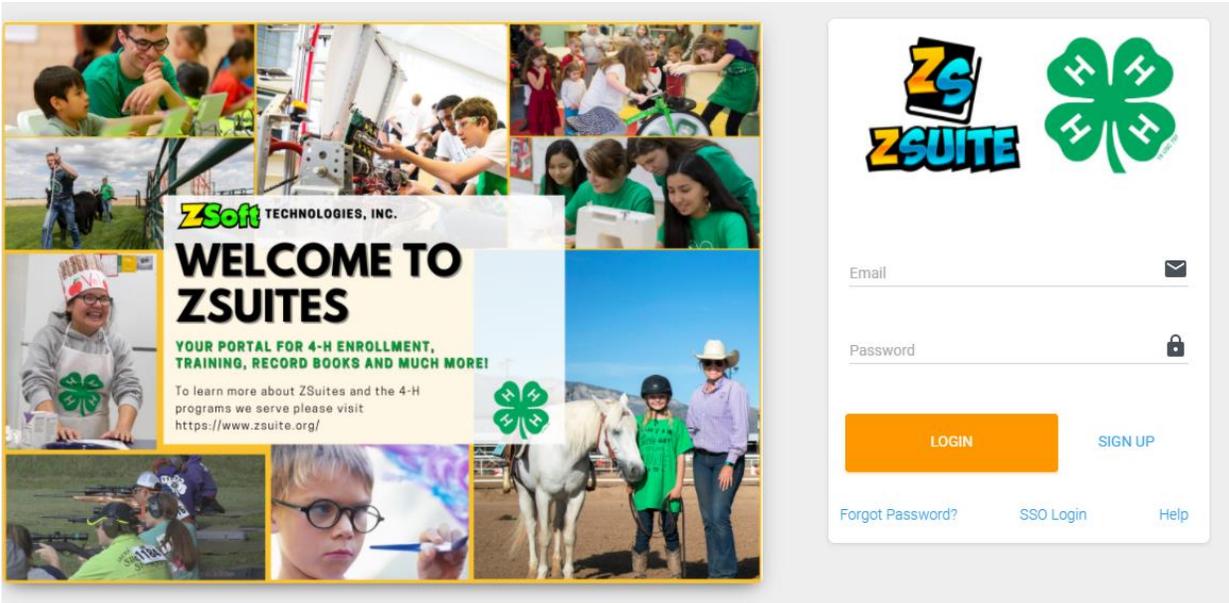
- |         |  |
|---------|--|
| 1:00 pm | RABBIT & CAVY - bring a carpet mat & your animal in a carrier. |
| 2:00 pm | POCKET PET - bring a carpet mat & your animal in a carrier.    |
| 2:30 pm | POULTRY - bring your animal in a carrier.                      |
| 3:15 pm | CAT - bring your animal in a carrier & on a leash.             |
| 3:45 pm | DOG - bring your animal on a leash.                            |
| 4:30 pm | PET GOAT - bring your animal on a lead.                        |

Please RSVP by May 11 using this link: <https://tinyurl.com/4hclinic>

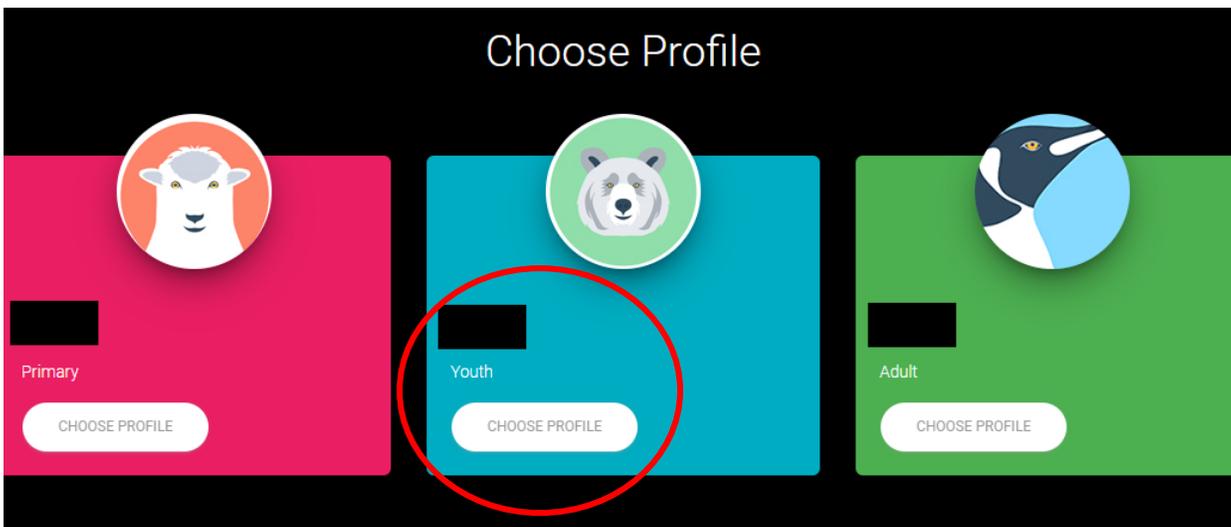
For more information, contact Latah County Extension: 208-883-2267 or [sfluer@uidaho.edu](mailto:sfluer@uidaho.edu)

It is U of I policy to prohibit and eliminate discrimination on the basis of race, color, national origin, religion, sex, sexual orientation and gender identity/expression, age, disability, or status as a Vietnam-era veteran. This policy applies to all programs, services, and facilities, and includes, but is not limited to, applications, admissions, access to programs and services, and employment.

## How to Start/Edit a Record Book and Involvement Report in ZSuite

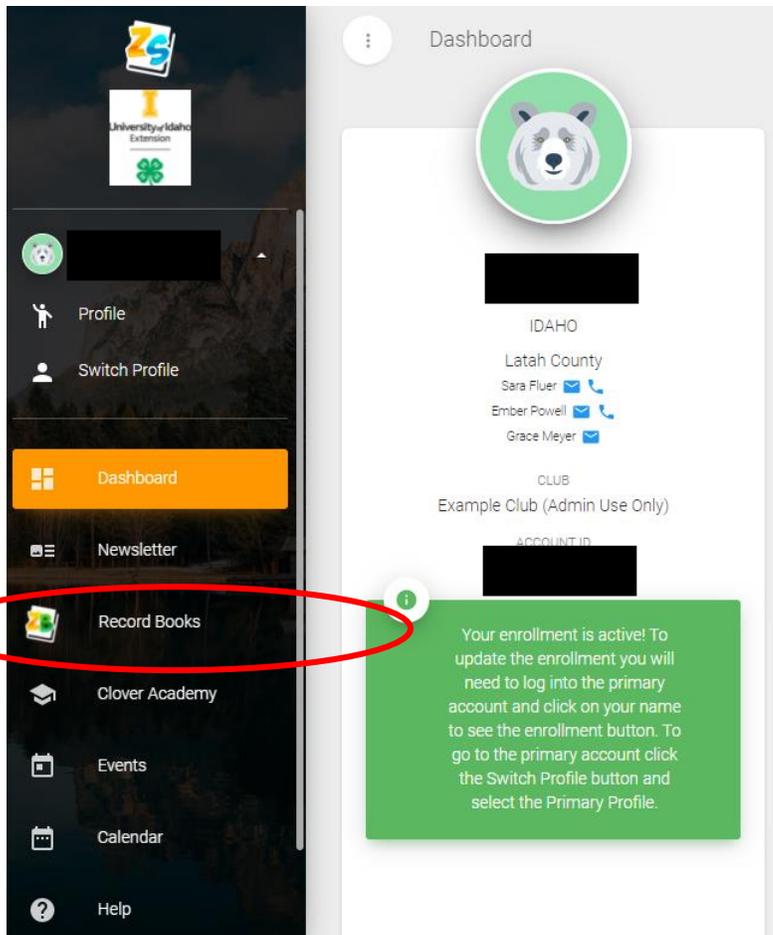


Step 1: Log into your family account on ZSuite at <https://4h.zsuite.org/>

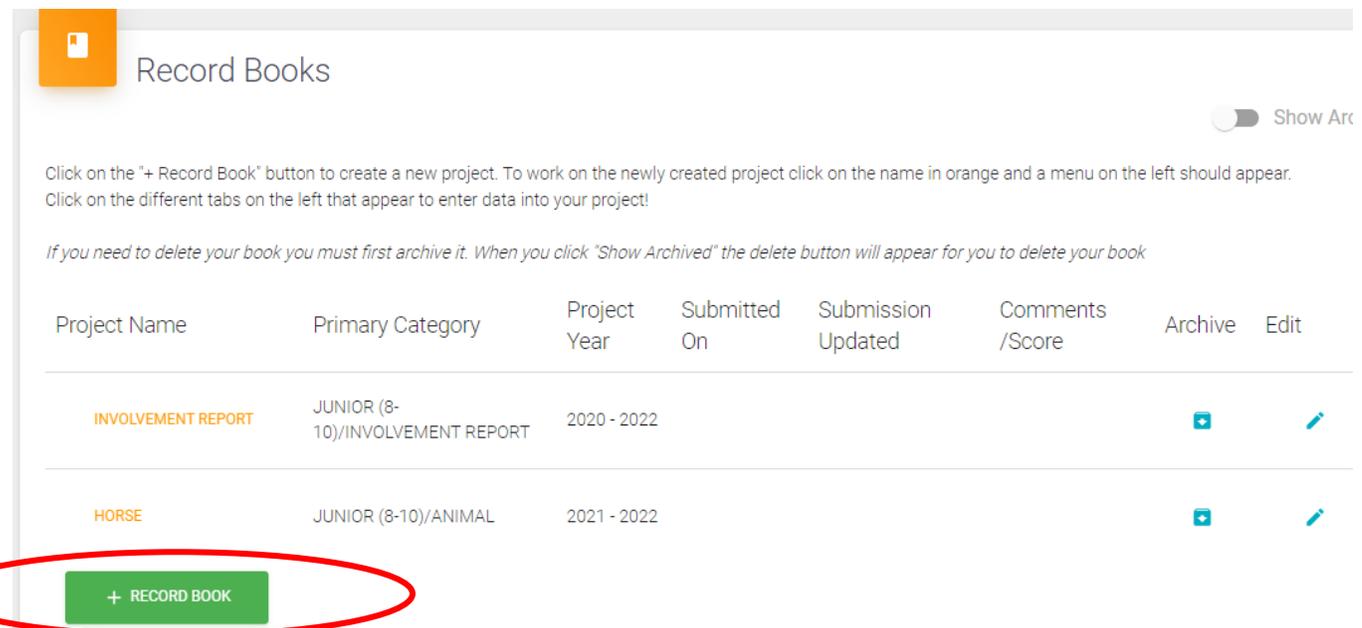


Step 2: Select appropriate youth profile.

## How to Start/Edit a Record Book and Involvement Report in ZSuite



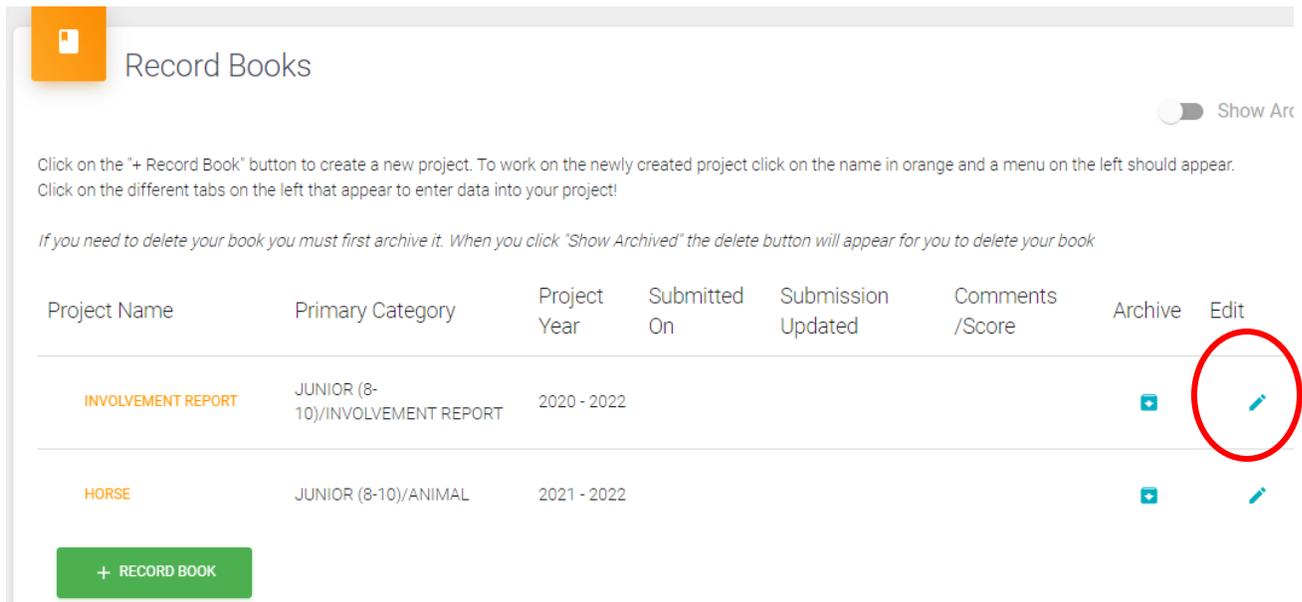
Step 3: From youth profile Dashboard, select 'Record Books' on left side of screen in black navigation bar.



Step 4: To start a new Record Book, select the green button '+Record Book'. Complete the requested information to create your new record book. Don't forget to select 'SAVE' so your new record book shows up on your list.

## How to Start/Edit a Record Book and Involvement Report in ZSuite

# HOW TO CREATE INVOLVEMENT REPORTS



**Record Books**

Click on the "+ Record Book" button to create a new project. To work on the newly created project click on the name in orange and a menu on the left should appear. Click on the different tabs on the left that appear to enter data into your project!

*If you need to delete your book you must first archive it. When you click "Show Archived" the delete button will appear for you to delete your book*

Project Name	Primary Category	Project Year	Submitted On	Submission Updated	Comments /Score	Archive	Edit
INVOLVEMENT REPORT	JUNIOR (8-10)/INVOLVEMENT REPORT	2020 - 2022					
HORSE	JUNIOR (8-10)/ANIMAL	2021 - 2022					

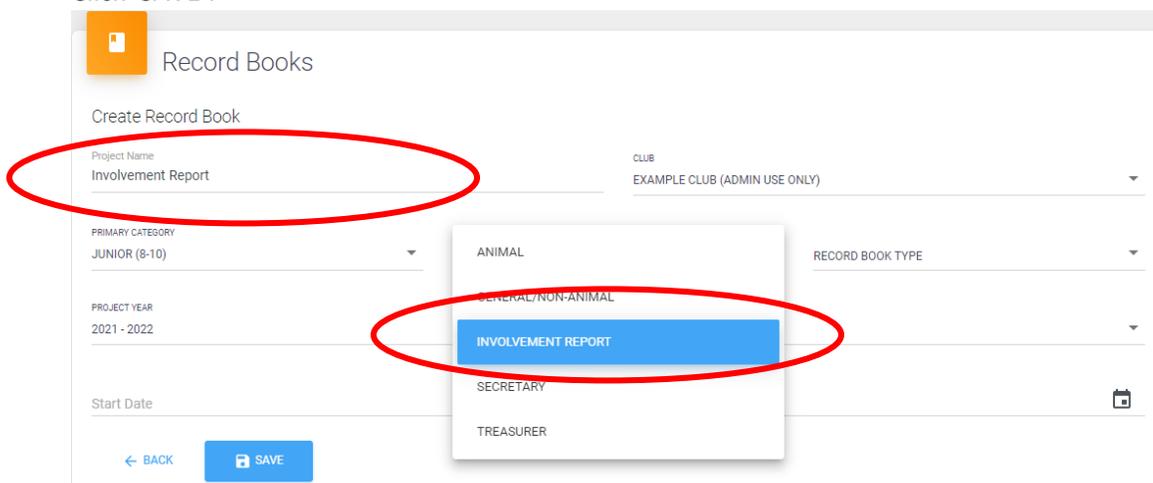
[+ RECORD BOOK](#)

### Returning Members with Involvement Reports in ZSuite:

- You DO NOT need to create a new Involvement Report in ZSuite every year. Remember, this document follows you for the duration of your 4-H career.
- Edit the date of your existing Involvement Report by selecting the pencil under the Edit column.
- Revise your 'Project End Year' to reflect the current 4-H year.

### New Members Who Need to Create an Involvement Report:

- Repeat steps 1-4 at the beginning of this how-to guide.
- When you get to the entry for project name, enter the words 'Involvement Report' into the field. Complete the rest of the required information. When you get to the subcategory dropdown, select 'Involvement Report'. Click 'SAVE'.



**Record Books**

Create Record Book

Project Name: Involvement Report

CLUB: EXAMPLE CLUB (ADMIN USE ONLY)

PRIMARY CATEGORY: JUNIOR (8-10)

PROJECT YEAR: 2021 - 2022

Start Date:

RECORD BOOK TYPE: INVOLVEMENT REPORT

[← BACK](#) [SAVE](#)

## How to Start/Edit a Record Book and Involvement Report in ZSuite

# HOW TO EDIT YOUR RECORD BOOK/INVOLVEMENT REPORT

From your list of record books, select the one you want to edit. It will highlight in orange when you select it.

Project Name	Primary Category	Project Year	Submitted On	Submission Updated	Comments /Score	Archive	Edit
INVOLVEMENT REPORT	JUNIOR (8-10)/INVOLVEMENT REPORT	2020 - 2022					
HORSE	JUNIOR (8-10)/ANIMAL	2021 - 2022					

Once your record book is selected, you can move to different sections to complete the information using the black navigation bar on the left side of the screen. See below.

You can also view what your record book or Involvement Report looks like by selecting 'Record Book' in the black navigation bar. You cannot edit from this point, it is view only.

To **print**, select the blue "Download" button and a PDF will generate for printing.

Do NOT use the orange submit button. It does not go anywhere, and all youth turn in hard copies of their record book, including the Involvement Report, for judging.