



Texas Association of Extension 4-H Agents

PIPELINE



January 2000



FROM THE DESK OF OUR PRESIDENT

Todd K. Williams,
Rockwall County,
CEA - AG

Well, we all know that since you are reading this that the world did not end as some predictions made. Although many sights and sounds were almost out of this world during the new year's festivities across the globe, the fact remains that as we come down off of the high of changing 4 digits life as we know it continues to be an opportunity for growth and development on many different levels.

It is true, we are living in an electrifying time period with the ever changing face of business. However, the absolutes that made the difference before will continue to be the absolutes that will be the distinctions of the future. The difference is people who are willing to go out and make an impact, a positive impact on the world. Who knows you may just be working with the young person that will make the discovery to change everyone's life for the better. It **could be** the cure for cancer, the antidote for Alzheimer, the creation of realtime life in space or a humanitarian to bring us all closer to ourselves and the discovery of true compassion and selflessness. Whomever it is that we encounter, we may never know the great impact made on their life.

It has been said that Life is a journey. It is not simply a destination but a process. As we think about the theme of this issue, Three, two, one, blast off . . . , don't let your entire focus be so tunnel visioned on the blast off or even what many of us think is coming (Houston, we have a problem). Live every moment in itself and by itself. Live it with no regrets.

We have a one such great opportunity to make a difference by bidding on the 2004 NAE4-HA Conference. We have outstanding programming here in Texas and a wealth of talented people to work with. I am excited about this possibility to showcase our Lone Star State with its diversity and all-inclusive atmosphere. We need your support as we proceed in this venture and demonstrate that the sum of all the parts is greater than the whole through true teamwork. As you read this, the executive board members are generating a letter of intent to bid which will be sent to the National Board and reviewed at the February Board meeting.

Pipeline Trivia

Q. Which popular soft drink was invented at "The Old Corner Drug Store" in Waco, Texas? (email your answers to b-wymore@tamu.edu)

Enforcing Deadlines

Toby L. Lepley

Extension Program Specialist - 4-H Events & Activities, College Station

Deadline: **1:** a line drawn within or around a prison that a prisoner passes at the risk of being shot **2 a:** a date or time before which something must be done **b:** the time after which copy is not accepted for a particular issue of a publication. (Webster's Collegiate Dictionary, 10th Edition)

Many of us here in the State 4-H Office have looked at the above definition and got a laugh or two, however, have you ever thought that you were going to be shot if you didn't have something to the district office on time, or better yet, that you were going to shoot one of your leaders or parents if they didn't have the information to you on time? Many of us have thought about this regardless if we admit it or not.

Deadlines tend to be the one thing that I have noticed make a reputation for a person. Regardless if you are an extension employee or a parent/leader, we tend to talk politely about a person who always has the requested information to us on time and the one's that don't, well think about it, they are the one's that have the bad reputation!

"Deadlines tend to be the one thing that I have noticed make a reputation for a person."



Deadlines are set for a reason, to allow ample time for the processing of information and to be forwarded to the next person in the chain of command.

When one of these persons falls behind in their responsibility the whole system gets out of a line. In setting registration deadlines, you have to remember one thing; **Is it a fair deadline?** When I say fair I mean; 1) Was the date advertised to everyone in time that they had ample opportunity to reply, 2) Was the date advertised to everyone (i.e. county 4-H newsletter and not just to a select few club managers), 3) does the deadline provide ample time for you to forward the information to the next level without jeopardizing penalty to you or the persons involved, and 4) don't assume that everyone knows the deadline. The last statement is the most important of all. Many of us in 4-H work have annual deadlines regardless of what we are doing, (i.e. monthly reports due the 5th working day of the month, livestock show entries due the third Friday of July), however we cannot overlook the "new people" to our program. So many times we assume everyone knows these deadlines, but if one is new and don't know what to ask, why do we expect them to know. So, advertise deadlines in anything you publish.

Now that a basis for setting a deadline has been established, how do you handle the situation of someone never meeting a deadline. This is a hard questions for anyone that works with youth, after all who are you penalizing for the tardiness, a club manager, a parent, or a 4-H member? Ninety-five percent of the time you are penalizing a 4-H member that did not have control over the situation. On a personal case of trial and error, I would allow one deadline miss (only on non-competitive items) by a family, club or 4-H member, with a explanation back to the individuals, of why deadlines are important, the second time, the information would not be accepted. Fortunately, the families, club manager, or 4-H member accepted the fact that they had not followed through. In some cases, I know it doesn't work that way and families create total distress for the agents. These are the situations, that usually end up with your District Extension Directors or Administration involved in.

In any case, deadlines are part of life. We are all responsible for meeting them, however if you are going to enforce them, you have to have character and integrity. Below are five steps to help us maintain the integrity of your 4-H program.

1. Advertise the deadlines: advertise it in every thing you publish and as soon as the event is announced.
2. Competitive deadlines are for everyone. Don't allow one 4-H member to miss a deadline and then reject another 4-H members information because they missed the same deadline.
3. Make sure that your total staff is in accordance with setting deadlines and enforcing them. If a secretary or another agent allows deadlines to be missed, it puts the whole program in question.
4. Let your clientele know the penalty for missing a deadline. For some deadlines, you could have additional monetary penalties, or not accepting information at all.

5. Make it a practice of following deadlines yourself, after all it is easier to enforce something that you believe in.

“Houston. . . We Have A Problem”: Chaperones and Risk Management

Cheryl Newberry

Extension Program Specialist—4-H Programs & Marketing, Texas 4-H Center

The 4-H program could not survive without the adults who assist in managing our program, especially where chaperoning is concerned. These individuals are valuable to us, but we must be sure that we do not put ourselves, our county, or TAEX at risk when we utilize adults in these roles. But where do we find guidelines for this protection and how do we know who to trust and who not to trust?

“All chaperones need to be mature enough to handle the responsibility.”

The Texas 4-H County Management Guide is a good starting place. There is a section entitled “Risk Management” which provides information on a number of topics. One in particular pertains to the Code of Conduct and Medical Release

forms for youth participants. A good rule of thumb would be to enforce these same rules with any adult chaperones who are participating in your programs. If we expect the 4-H members to uphold the Code of Conduct, there should be the same expectations for adult chaperones. This includes observing curfews, abiding by rules including “no tobacco, alcohol, or fire arms”, appropriate dress, and setting a positive example for others. Make sure all adults complete a health history form so that the health professionals will know how to treat them should an accident occur.

Another good tool is to utilize the information requested on the back of the volunteer leader enrollment form. Make sure volunteers have a current driver’s license, especially if leaders are needed to provide transportation. Review the forms to see if the volunteers disclose any other information that could be a red flag and evaluate what skills could be utilized. Spend time recruiting volunteers who are known and trusted in the community. These volunteers don’t necessarily have to have children involved in the 4-H program! Use the resources available!

The first item on the 4-H Center Code of Conduct reads: “You are expected to attend **all sessions** that are a part of the planned program.” If adult chaperones are not involved with the youth, they are missing out on important time available to build relationships with the kids from their county and other counties across the state. Youth will respect adults

Teaching Character Is a Team Effort

Michael Josephson, Founder of the Josephson Institute for Ethics

“Ethics. What’s that? We live in a fast-paced, survival-of-the-fittest working zoo, where the fast-on-their-feet survive, and the ethical perish. Successful people in any profession make the necessary steps, moves and decisions to get the job done. . . . You must do the same.” So begins a “How To” book on cheating written by a college junior.

In a world so full of cynicism, bad examples and negative messages, what can we do to help young people develop good character? That, of course, is the central question driving the CHARACTER COUNTS! movement and the goal of instilling commitment to the “Six Pillars of Character” — trustworthiness, respect, responsibility, fairness, caring, and citizenship.

The CHARACTER COUNTS! strategy is built on the word, “TEAM.” Character education works best as a team effort with the home as the center aided by schools, youth organizations and faith communities. TEAM is also an acronym. The T stands for “teach,” E for “enforce,” A for “advocate,” and M for “model.”

First, we must teach young people about the nature and importance of good character. We should be specific, concrete and repetitive in defining, illustrating and demanding the traits embodied in the “Six Pillars.” Next, we have to enforce the principles by establishing clear rules of behavior and consistently imposing positive and negative consequences that demonstrate our own commitment to ethical conduct. Third, we must boldly advocate adherence to moral principles, constantly exhorting, encouraging, and inspiring a belief in the desirability of good character. Finally, and most importantly, we have to model ethical behavior in all we say and do. Everything we do sends a message that will either bolster or undermine our attempts to build character in others.

more when they participate with them. Adults can have fun, too, even if we are “old!”

Another consideration to remember is the ratio of youth to adult chaperones. The American Camping Association guidelines for youth are 8 youth of the same gender to one adult chaperone. As counties plan and implement overnight programs, keep this in mind along with the type of lodging that will be selected. Hotel rooms may require an adult in each room which would be a much smaller ratio of youth to adults. Cabins might only need one adult in each cabin, depending on the number of beds available.

Next, conduct an adult orientation prior to the event to review duties of chaperones. At the orientation, have a one page hand-out of what is expected of chaperones. Also provide them with the Code of Conduct that youth must abide by so adults know what to model and rules which need to be supported and enforced. Give them a responsibility to make them feel needed. In other words, delegate! Jobs such as “bush patrol” rotation (checking dorms, grounds to be sure everyone is in the designated place), KP leaders, flag ceremony coordinators, dance monitors, setting up rooms for sessions, and much more can be assigned or chaperones may be asked to sign up for the duty of their choice.

Other issues to consider addressing in orientation include:

- * Review policy for dealing with youth in a discipline situation. No adult chaperone should deal with youth one-on-one without a witness. Identify a program coordinator through which all discipline matters should be handled. The program coordinator should always have a witness to assist them with discipline matters. This is for protection from accusations by the child and/or parents for inappropriate behavior with a child.

- * Teach chaperones how to identify signs and symptoms of child abuse. If an extended trip is planned, this will be important. The more time a child spends with an adult, the more comfortable they become in sharing personal stories, some of which may be about this topic. By law, if child abuse is suspected, we are required to report it. If this needs to be addressed, a local Child Protective Services Case Worker can assist you.

- * The Texas 4-H Center has a policy that chaperones must be at least 21 years of age. This is a good policy that provides adequate age difference between participants and chaperones. All chaperones need to be mature enough to handle the responsibility. It is up to Extension staff to determine the minimum age of chaperones for events conducted in individual counties. If adequate training is provided for chaperones, the age may not be an issue.

Finally, any training conducted in risk management should be documented just as affirmative action efforts are documented. This is an easy task to overlook. Add it to the checklist on the “to do” list so that every possible step is taken to safeguard individuals, the county and TAEX from potential conflict.

The considerations for ensuring the safety of youth and adults during 4-H events should be the number one priority. It does take time to make sure all of the bases are covered, but if the time is spent, Extension staff are less likely to find themselves calling College Station to say. . “Dr. Fehlis, we have a problem!” Be proactive when it comes to risk management. In the long run, you’ll be glad you did!

District 80 State Representative, Gary Walker, Speaks to District 2 TAE4-HA

JoBeth Cromer

Yoakum County, CEA-FCS

State Representative, Gary Walker, spoke to the District 2 Association of Extension 4-H Agents at their January meeting. Representative Walker resides in Yoakum County, serves in the Texas House of Representative for District 80, and is currently chairman for the Committee on Land and Resource Management. Representative Walker’s speech consisted of informing agents about the items that were of the highest priority in the last legislative session. Walker also stressed the fact that the top priority in the next session will be redistricting. Redistricting of the state will dilute the voting strength of rural West Texas representatives, and leave more power in the hands of urban legislatures. He stressed the fact that the legislatures in rural areas are very aware of the positive impact Extension programs are making on the people of Texas. However, a majority of the power in the Legislature lies with the representatives from urban areas who’s knowledge concerning programs offered through

You Have to Live in Somebody Else's Country to Understand by Noy Chou

What is it like to be an outsider?
What is it like to sit in the class where everyone has blond hair and you have black hair?
What is it like when the teacher says, "Whoever wasn't born here raise your hand."
And you are the only one.
Then when you raise your hand, everybody looks at you and makes fun of you.
You have to live in somebody else's country to understand.
What is it like when the teacher treats you like you've been here all your life?
What is it like when the teacher speaks too fast and you are the only one who can't understand what he or she is saying, and you try to tell him or her to slow down.
Then when you do, everybody says, "If you don't understand, go to a lower class or get lost."
You have to live in somebody else's country to understand.
What is it like when you are an opposite?
When you wear the clothes of your country and they think you are crazy to wear these clothes and you think they are pretty.
You have to live in somebody else's country to understand.
What is it like when you are always a loser?
What is it like when somebody bothers you when you do nothing to them?
You tell them to stop but they tell you that they didn't do anything to you.
Then, when they keep doing it until you can't stand it any longer, you go up to the teacher and tell him or her to tell them to stop bothering you.
They say that they didn't do anything to bother you.
Then the teacher asks the person sitting next to you.
He says, "Yes she didn't do anything to her" and you have no witness to turn to.
So the teacher thinks you are a liar.
You have to live in somebody else's country to understand.
They laugh at you but you don't know that they are laughing at you, and you start to laugh with them.
They say, Are you crazy, laughing at yourself? Go get lost, girl."
You have to live in somebody else's country with a language to understand.
What is it like when you walk in the street and everybody turns around to look at you and you don't know that they are looking at you.
Then, when you find out, you want to hide your face but you don't know where to hide because they are everywhere.
You have to live in somebody else's country to feel it.

Poem Submitted by Kim Vanderbeek, Denton County CEA-FCS,
Diversity Committee Chairman

the Extension service is very limited. Therefore, it is very important to keep urban legislatures informed of the positive Extension programs that exist in their district. Walker commended District 2 agents on the excellent job they are doing as they work with the youth of West Texas, and he encouraged them to keep up the great work as they enter the new millennium.

Membership Report

Paul Weiser, Vice President
Knox County, CEA-AG

I would like to thank everyone for such a good job at getting the district summaries and all membership forms to me in such a timely manner.

As of today January 10th TAE4-HA has:

134 - Renewals 28 - New
1 - New Life 23 - Lifetime

Thanks again for all of the help and support with this year's membership drive. Anyone receiving late membership forms should forward them to me as quickly as possible so that they can be sent on to national. Please send all money to Kevin Chilek with a copy of the check sent me along with the forms.

Bits from Barbie:

I hope that everyone had a safe and happy holiday season. The deadline for the April issue of the *Pipeline* is March 1. If you have anything that you would like to include in the *Pipeline* please let me know. The theme for the issue is "I Want to Know What it Means in English". This will be dealing with finances, benefits, and fundraising.

I have included Pipeline Trivia in this issue. If you know the answer, email me as soon as possible, you are competing for prizes.

WANTED:

Texas Association of Extension 4-H Agents Leaders

Cheryl Newberry
Past President, TAE4-HA

TAE4-HA is looking for a few men or women to rise to the challenge of accepting leadership positions in our Association. I know. . . you have all been saying, "I'll do it later." Well, later is NOW and we need YOU to make a commitment to TAE4-HA during this brand new millennium. As Past-President, I am responsible for working with three District Directors to identify, recruit and present nominees for the offices to be elected at our Annual Conference. Working with me on the Nominating Committee are Jodi Haegelin (District 3), Barbie Wymore (District 12) and Michelle Warren (District 9). The offices to be filled for 2000-2001 are listed below and nominees must have previously (or currently) served on the TAE4-HA Board.

President-Elect: Serves as an ex-officio member of all standing committees and shall serve as advisor to the annual conference committee. Assumes role of President following one year tenure as President-Elect. President shall preside at the State meeting of the Association, at the Board of Director and Executive Committee meetings and shall be responsible for all administrative functions of the Association during the tenure of office.

Secretary: Serves as administrator of records for all proceedings of meetings and sends copies of minutes to the Association membership and Board members. The secretary shall receive and file all communications and correspondence as directed by the President. This is a two year term to be elected in even number years.

Here's how you can help the Nominating Committee:

District Association Directors – Please survey your District membership and help us to identify members who would be good candidates for these positions. Please e-mail any names to the Nominating Committee at any time and we will follow up with personal phone contacts to potential nominees.

Member Recognition Packets



Member Recognition packets have been emailed to all 2000 TAE4-HA members. Deadline for submitting entries is March 15, 2000. If you have any questions, call Toby Lepley, Member Recognition Chair, at 409-845-1212. Packets can also be downloaded from the TAE4-HA website at: texas4-h.tamu.edu/tae4-ha/index.htm

Any individual who is interested in these offices are encouraged to contact any of the Nominating Committee members so that we can have your information.

The nomination form and other information will be included in the next issue of the Pipeline.

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printed version
distributed land mail***

4-H Funnies

Submitted by Jodi Haeglin
Wichita County, CEA-4-H

You know you're in Extension when....

- ✓ you have more training manuals than the Library of Congress.
- ✓ you know a little bit about everything and not a lot about anything.
- ✓ a caller says "you probably don't know the answer to this.... but I will ask you anyway."
- ✓ you have only been home from 4-H camp for 6 days when a 4-H'er wants to find out when and where next year's camp is.
- ✓ you're asked to come up with a theme for your child's school pageant and you suggest "To Make the Best Better!"
- ✓ you camp out overnight in a hotel hallway to police a Teen Retreat.
- ✓ a 4-H'er calls you on Mother's Day.
- ✓ a volunteer's smile and hug from a child is your raise...again.
- ✓ for overnight travel, you don't understand the concept of single rates because we always have to share rooms.

(Excerpts taken from the book, You Know You're in Extension When..., from North Carolina Cooperative Extension)