



Welcome to

4-H!

New Member

Guide

880 Bogue St, Fairplay, CO

719-836-4296



PARK COUNTY
COLORADO STATE UNIVERSITY
EXTENSION

Welcome to 4-H! We're pleased you joined 4-H. Youth ages 5 – 18 participate in the 4-H program through club involvement providing youth with positive learning experiences that help build character, while developing knowledge and skills that prepare them for the future. This guide is for new 4-H club members and their parents. 4-H is a family affair that includes learning and fun.

What a New 4-H Member Needs to Know

What is a 4-H Project?

A topic that a member chooses to work on in a 4-H club. Different clubs offer different kinds of projects, such as rocketry, food and nutrition, gardening, and dog obedience. A 4-H project is something a member learns to do with the help of leaders and parents.

Some facts about 4-H

4-H Emblem - A green four-leaf clover, with a white 'H' on each leaflet

4-H Colors - Green and White; Green symbolizes nature's most common color and represents life, springtime, and youth. White symbolizes purity and bright ideas.

4-H Pledge (Members say it while saluting the 4-H flag)

I Pledge My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
and My Health to better living,
For my club, my community, my country, and
my world.

4-H Motto - To Make the Best Better 4-H

Slogan - Learn by Doing

4-H is worldwide with about 10 million members!

My club name is:

It meets:

My club leaders are:

Phone: _____

Email: _____

Phone: _____

Email: _____

Extension Office:

Barbie Garnett - Director

bgarnett@parkco.us

Jennifer Adams - 4-H Coordinator

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Park County Extension Office

880 Bogue St, Fairplay CO 80440

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<https://park.extension.colostate.edu/>

Welcome!

First and foremost, 4-H is a family program – a place where parents and their children can learn and grow together. In 4-H you, as the parent or guardian, are very important. You are always invited and encouraged to participate in all 4-H club activities. We recognize every family's schedule is different and you may not be able to attend every club function, but there are many different ways that you can contribute to your child's 4-H group.

Your 4-H club leader (s) will want to know about your interests and talents, and how you would like to support your child's 4-H group. Because 4-H has so many diverse experiences, we have discovered that every adult can find a parent volunteer role that matches their interests and the club's needs. Some possible helping roles include providing refreshments, supplies, or other resources for a club meeting, helping members with their projects, organizing a club service project, sponsorships, or volunteering your time at club and county events or fundraisers. Your club leader may have other suggestions.

As a parent or guardian, these are the following roles you need to fulfill to help your child be successful:

- Provide transportation for your child to and from 4-H events.
- Help your child learn to recite the Pledge of Allegiance and the 4-H pledge.
- Attend 4-H club functions with your child whenever possible. Children 5-8 should always have a parent or guardian attend meetings with them. Horse and Shooting Sports program members, regardless of age, should always have a parent at each practice and event/show.
- Guide your child as he or she selects a 4-H project and help develop goals that are challenging, but also realistic. Encourage project work by making it a family learning experience.
- If your child serves in a leadership role within the club, help him or her fulfill the duties of the office.
- If you have online access, visit the county 4-H Web site for the latest information and resources at:
<https://park.extension.colostate.edu/>
- The CSU Extension Office and 4-H Leaders will provide county wide training on projects, demonstrations, and other important 4-H learning experiences. Participate in these classes and workshops, many trainings and workshops will be mandatory in order to complete projects. By understanding more about our various 4-H programs, you can help your child excel and take advantage of all that 4-H has to offer.
- Attend the 4-H Awards Banquet (the county wide awards program) as a family. Recognition always means more to children when their family is there to share it with them.

Want to know how you can do more? Get involved! Become a project or resource leader in your county!



**4-H IS MORE THAN
JUST A CLUB.
WE'RE A FAMILY.**

WHAT DO YOU DO IN 4-H?

In 4-H, youth learn by doing. Youth learn useful skills, teamwork and how to serve your community and country. Here are examples of activities:

- ◇ Project work: Choose at least one project or area of interest per year. Each project has a record book that is completed by the member.
- ◇ Demonstrations: Learn to share what you have learned with others.
- ◇ Recreation: Play games and make new friends.
- ◇ Community service: Improve your community.
- ◇ Contests: Enter contests and compete against other members at the County Fair for a chance to continue on to compete at the State Fair.
- ◇ Exhibits: Show your best project work at the county fair.
- ◇ Events: Participate in a day camp, or overnight camp, or conferences throughout the district or state.
- ◇ Exchanges: Learn about the life of other 4-H members from across the state and across the country.
- ◇ State and National Events: Strengthen your leadership and citizenship skills while making friends from across the state and nation.

INTRODUCTION TO 4-H

WHAT DO THE 4 H'S STAND FOR?

HEAD - Through exciting hands-on learning experiences, 4-Her's learn about new project areas, try new skills and participate in various activities. 4-Her's have fun learning from volunteer adults and older youth, who are interested in sharing their knowledge and experience.

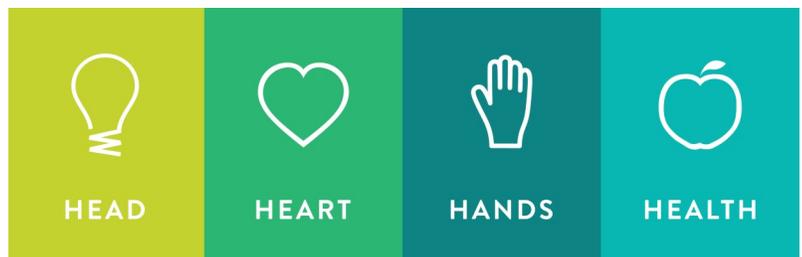
HEART - Throughout club, county, district and state events and activities, participants are continually developing their sense of identity, particular project skills and characteristics that result in a statement of "who I am and what I stand for". 4-Her's make many new friends including caring adults and a positive peer group.

HANDS - A goal is for 4-H members to arrive at a tentative occupational choice. Two essential factors are:

- 1) learning about oneself
- 2) learning about work and occupational opportunities

4-H members are also involved with their clubs in a wide variety of service projects. They reach out to help others throughout our community.

HEALTH - 4-H continually strives to teach 4-H members to accept responsibility for their lifestyle choices and to create a personal environment which encourages choices with positive impact on their well being



Choose the club that is right for you!

Park County 4-H has a variety of clubs available for youth to join. Refer to the Park County Extension website for a listing of 4-H clubs in your area and when they meet.

4-H Clubs

A 4-H club is a group of young people and adults who meet regularly throughout the year for fun and learning. Most clubs hold monthly meetings which are planned and led by youth officers with guidance of the club leaders. They offer activities which include demonstrations, project work, community service, fundraising and social events for the youth members. Meetings are generally held the same time each month.

What are 4-H Club Meetings?

4-H club meetings are typically held once a month at the same location and time. 4-H members are expected to attend their club meetings and parents are encouraged to attend as well. General club meetings include business, project updates, and demonstrations. 4-H members are given the opportunity to learn to talk in front of a group and practice decision making skills. Each 4-H club normally elects officers at the beginning of the 4-H year (October/November). These club officers are responsible for leading meetings, making sure all 4-H members have the opportunity to speak and help plan and carry out club activities. As a 4-H club member, you have the opportunity to meet new people, make new friends, learn about projects, participate in club trips, activities and more. Each club is unique, as you determine the focus of your own club.

Fees:

Enrollment Fee: The annual fee for members 5-18 years of age enrolling in 4-H is \$40.00 **plus any 4-H project costs.**

There is no fee for leaders. Breakdown of fees are as follows:

- \$16.00 Local Program Support
- \$15.00 State Participation Fee
- \$2.00 Colorado 4-H Foundation
- \$2.00 Member Medical Insurance
- \$5.00 Annual Banquet Support

We firmly believe that ANY youth who wants to join 4-H should have the opportunity to do so. Full or partial scholarships are available. These scholarships may be obtained by contacting the Extension Office.

Project Fee: Most of the time, each child or parent is responsible for acquiring the materials needed to carry out project activities. Additional fees may be included for some projects, depending on the needs. Some project groups will fundraise to help lower the costs for everyone involved in that particular project. We recommend that families review these costs with club and project leaders before signing up for a particular project.

Events: Most county-level events are free; some may have participation fees. Costs of overnight conferences or camps cover the costs of putting on the event. Each participant is responsible for paying their event fees. Scholarships are available to be applied for to cover the full or partial costs of events put on by the district, state, or national offices. Contact the Extension Office to learn more about what events and scholarships are available.

Age Groups

There are **four** 4-H age divisions:

Cloverbuds – Ages 5 - 7. They are encouraged to participate in most events, but there is no competition in Cloverbuds. Parents are heavily involved.

Juniors – Ages 8 - 10 (must be 8 on or before December 31st of the previous year). If intermediates are combined into this age division, then juniors are between the ages of 8 and 13.

Intermediates – Ages 11 - 13 (must be 11 on or before December 31st of the previous year). The Intermediate age division is some-times combined into the Junior division. Some projects will break them out into their own age division.

Senior – Ages 14 - 18 (must be 14 on or before December 31st of the previous year). Anyone turning 19 on or before December 31st of the previous year has aged out of the 4-H program and is encouraged to continue as an adult 4-H volunteer leader.



4-H Projects and Project Selection

Project work is an important part of 4-H. A 4-H project is simply a topic that the member chooses to explore during the year. Some youth may take an entire year to work on a project record. Others may complete a project record within a few months.

Project work is self-paced and individual. The project the child chooses should reflect his or her interests. Keep in mind that the topic a child chooses isn't the most important part of project work. It is the process of completing a project record that helps youth develop skills in:

- setting and completing goals
- keeping records
- creative writing
- organization
- leadership
- citizenship
- community service
- development of skills and knowledge in project area

Project work is a process with several parts including: project selection, setting goals, accomplishing goals and keeping records of accomplishments, then summarizing the accomplishments into the final, written project record. There are different project record forms for each of the following age groups: Junior(8-10), Intermediate (11-13) Senior (14-18) County staff has copies of these forms, or you can find them online at colorado4h.org

How to select a 4-H project?

4-H members are able to pick their own projects based on their interests. A list of project areas available can be found at: <http://co4h.colostate.edu/resources/projectlist.pdf>

A member may choose to explore the same topic for many years, gaining a real, in-depth knowledge of the project. Another member may prefer to explore a wide variety of projects during his/her years in 4-H. There is not a limit to the number of projects a member can select; however parents and leaders should help guide members in setting realistic, but challenging goals. It is always better to complete fewer projects that reflect quality workmanship than to do a "rush job" and complete a poorer quality project. Project work is at the heart of 4-H. As youth work to complete a 4-H project, a lot more is happening than "just" learning new skills. In fact, project work encompasses all four "H's" - head, heart, hands and health.

For most projects we follow the State Fair Contest and Exhibit Requirements so members that qualify for State Fair are able to easily transition from County to State. Project leaders can help guide members through project requirements.

What is a 4-H project manual?

Project manuals are able to be purchased to guide a particular 4-H project. Some projects require the use of the manual and for others it is not required. Your project or club leader will be able to tell you if your chosen project requires a manual. You can acquire project manuals by letting your club leader know what projects you are planning on signing up for. A large group order will then be turned into the Extension Office. If you would like to look at a manual for a project before you enroll you may ask your leaders if they have a sample, ask other members who have participated in that project make arrangements with the Extension Office to borrow their office copy. Manuals range in price from free online downloads to \$25.00.

How is project work conducted?

Project work is conducted through various events such as:

- Project meetings – in the local club or county wide ☐ Regular club meetings – by giving demonstrations, project talks
- Tours – visit projects of members or experts
- Field Trips offered by project leaders or CSU Extension
- Family activities at home
- Exhibiting projects – Each member is eligible to exhibit a completed project from their 4-H project at the county fair.
- Record Keeping

Record Books

In 4-H, members record what they have worked on during the year in a project record book and **every 4-H Project** has a record book that must be turned in to the Extension Office by its designated due date. If a record book is not completed the project is not complete and the member can not enroll in that project again for at least a year. Members in animal projects who do not show at fair, have an animal who dies, or does not make weight must still complete their record book for that animal project.



Keeping accurate records is one of the most valuable skills a young person can learn in 4-H. Compiling a detailed record of what was planned, accomplished, and learned in each project is an excellent way to learn record keeping. Many find the record books to be a daunting and overwhelming task especially when they wait until the last minute to start. The key is to treat them as a journal that you work on as you go through the project, this also allows for better record keeping.

Record books are found at <http://co4h.colostate.edu/program-areas/>

Record books can be downloaded and filled out on the computer and printed out or printed to be filled out by hand.

Often times record book scores determine the winners in many of the Special Contests. Money is often donated by a generous sponsor to award the top 6 Record Books a cash prize.

Parts of the Record Book

1 – Personal Page: This is completed yearly by the 4-H'er. The 4-H member will write basic information about themselves for the current year (i.e. project enrollment for the year).

2 – Activity Record: This is a single page document which consists of four sections. Members can list project experiences, offices held, committee work, school activities, community activities, recognitions and other information about their year. The member adds on information to this document each year.

3 – Project Records: Each 4-H'er is encouraged to keep records of their projects and to record the learning activities they have participated in. These records are for the 4-H member's personal use in recording skills gained and may include learning to keep financial records such as profit or losses.

4 – 4-H Story: The 4-H story is an important part of their records. It conveys how their total 4-H year impacted them and their family. This story should include an introduction, the major project information, project, leadership and citizenship and information about the 4-Hers personal satisfaction and future goals

Project Record Book sections may vary slightly based on the project chosen.

Setting Goals

When children receive their project manual, they should sit down with their parent/ guardian and/or club or project leader to establish goals for what they want to learn and do in 4-H for the year. The project manual will have suggested activities and age-appropriate learning experiences for the member. These are suggestions to help guide the child's project involvement – not requirements.

The member's goals should include all the 4-H activities and contests in which they want to participate during the year. Make sure you have a copy of the current Park County 4-H Calendar of Events and a copy of your club's calendar from your 4-H club leader to know what opportunities are available. In addition, members should set specific goals for what they want to learn and what they want to do for EACH project they select. Their goals should be as specific as possible. For example, many children may think to write a general goal like, —I want to learn about sewing. A better goal would be more specific such as, —I want to learn how to thread a sewing machine, —I want to learn the names of 10 sewing tools, or —I want to visit a textile manufacturing company to see how fabrics are made. When children make specific goals, they can easily see their accomplishments as they complete their goals!

For younger youth, it is common to see three – five goals for each project. Older children often have more goals and, as they gain more experience in their project area, more challenging goals.

Children will record their goals in their record books. If a child submits two or more projects, they can include their goals in the My 4-H Story section in all of the project records. Children should try to develop their goals early in the year (or soon after they join a 4-H club) to serve as a guide for their 4-H involvement. Downloading and saving the record books on a computer will help in creating project records.

Presentations/Demonstrations

A club presentation is a simple talk about a topic of interest to the member – usually something related to a project they have been exploring. Depending on the child’s age and previous experience, the talk may be very, very short or last for five minutes or so. The time isn’t important. The important thing is that club members begin to feel comfortable speaking in front of a group in a supportive, non-competitive environment.

As the child gains experience and confidence, he or she will want to give a more thorough club presentation that includes all three components of a speech. – an introduction, the body, and a summary. Children will want to use posters or other props to help them share their information. It is always more interesting to see, rather than just listen to a presentation.

Enrolling

Enrollment is done on
4honline.com

How to Use 4-H Online

- **Logging In** : Log in to 4-H Online
www.4honline.com,
then click on Colorado.



If you are a **NEW 4-H Family**, you do not have an account in 4-H Online and you will need to create one. Go to the website above, click on Colorado and then scroll down and select, "**I need to set up a profile.**" Enter profile (family) information - use the email address of the person who will manage your 4-H Online account. Click "**Create login.**" Enter more family information as requested and then click "**Continue.**"

Enrolling New Members

1. Log in to 4-H Online (see instructions above)
2. Select “Add a new Family Member” drop down menu. Choose either Adult or Youth as appropriate. Then click “Add Member”
3. Fill in the member or leaders information:
 - You can change the email address to the youth’s email, especially if the youth is a senior 4-H member. This will ensure the youth also receives our Newsletter. You may leave it as the parents email if you wish.
 - Primary phone is whatever phone number you would like us to call when we have a question or need to contact the parent.
 - Cell phone is the YOUTH’S cell phone number (Only enter if you would like us to have it. This is very helpful to leaders and staff, especially if the member is participating in different activities and events.)
 - Enter parent’s information.
 - If there is a second household, (this is designed for split families) fill that out as well, or just skip it.
 - Please fill out the emergency contact section.
 - Be sure to fill out Ethnicity, Military Service, School and Grade information correctly.
 - For New Leader’s – click “yes” you are a volunteer.

- Click “Continue”

4. Additional Information. This page has all of the forms that are to be signed electronically. **AN ELECTRONIC SIGNATURE IS TYPING THE FIRST AND LAST NAME OF THE INDIVIDUAL.**

- The first section is the Code of Conduct. You will need to check the box and the member and parent/guardian will need to sign this section.
- The next section is the Permission for Youth to Participate and Acknowledgment of Responsibility and Release. You will need to check the box and the member and parent/guardian will need to sign this section.
- The next section is Photo Denial. You will need to select the radio button you wish in regards to the photos and the parent/guardian will need to sign this section.
- The next section is the Medical Care Authorization. You will need to radio button you wish in regards to the medical authorization and the parent/guardian will need to sign this section.
- The next section you will see is the Animal Care and Housing form. You will need to check the box, member and parent/guardian need to sign this section if your animal project will be housed and cared for at your home. If your animals will be house at another location, please click on <http://www.colorado4h.org/enroll/AnimalCareForm.pdf>, fill out and sign the form. You will need your landlord’s signature as well. Turn this form into your Organizational Leader.
- The last section is Additional comments – add information such as disabilities, allergies, anything you want us to be aware of. This is only visible to the leader and 4-H staff.
- Click “Continue”

5. The Health Form is **optional** for you to fill out. You are more than welcome to fill this out. When the member decides to go to a camp or a conference, all you will need to do is login to your account and print the filled out form.

6. Edit the club and project information:

- Select your club then click “Add club” then click “Continue”
- Select as many projects as you would like, then click “Add Project”, then click “Continue”
- For the Group section, click “Continue”
- Click “Submit Enrollment”
- **Turn in enrollment fees and Animal Care and Housing form (if needed) to your Organizational Leader.**
- If you are taking Horse or Dog project for the first time, you will need to fill out the Horse or Dog ID Form through 4-H Online. You will need to click on the animal tab at the top of the page to get started. Please see the step-by-step instructions to help guide you. Once you have returned to the family section, continue to enroll other family members who will be joining 4-H.

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Enrolling Volunteers

If you are a **new volunteer but your family is already in the system**, please add yourself as a new member by selecting

Adult. Please fill out the enrollment and application online. If you have any questions, please contact the Park County Extension Office at 719-836-4296. If you are a new volunteer and your family is NOT in the system, please create a new account and add yourself as a new member by selecting Adult. Please fill out the enrollment and application online. If you have any questions, please contact the Park County Extension Office at 719-836-4296



County Fair

One of the highlights of the year for 4-H members is being able to exhibit their completed projects in the Park County Fair, and then hopefully to have their exhibits selected for Colorado State Fair competition!

When is the fair? The Park County Fair is held the third full weekend of July each year at the Fairgrounds in Fairplay. The County Shoot portion is held the weekend before. As part of the fair, members have an opportunity to compete in horse, livestock and small animal shows, as well as enter completed projects for general projects and shooting sports.

Who can enter the fair? Any Park County 4-H member in good standing who meets the enrollment, attendance and tagging/weigh in deadlines can participate in the fair.

What projects can we enter in the fair? The Park County Fair Board will print and distribute the fairbook in May, listing all the 4-H and open classes that can be entered. One fairbook per family will be printed and distributed. If you need more copies, it is also posted on the county fair web site at www.parkcofair.com and can be printed from there. Generally, classes and schedule do not change a lot from year to year, so you can look at previous fairbooks to get ideas for projects to enter in the fair.

How do we enter? Individuals will enter online through fairentry and list each project your child will be entering in the fair. Fair entry is due by June 1 (*horse exception for levels testing*). Entries received after June 1 will be charged a late fee of \$25.00. Entries received after June 15 will be turned away with an incomplete project.

Any member with an incomplete project will not be allowed to participate in that project for at least a year.

General projects, shooting sports and Cloverbuds will bring their project and record book to the Fairgrounds on the Tuesday of Fair for interviews at a prescheduled time. All exhibits must be picked up the last Sunday of Fair or the following Monday. Any exhibits/projects left become the property of Park County Fair.

Livestock and small animal projects will report to the Fair for vet checks, weigh in and stalling on the Wednesday of Fair. Please see the fairbook for specific times of vet check, weigh-in, and shows.

Market Animal Projects

4-H members are limited to selling three (3) small animals or pens (rabbit, poultry) per exhibitor with a maximum of two (2) large animal species (beef, yak, sheep, swine and goat.) However, all Grand Champions, Reserve Grand Champions and "Catch A" animals must sell. Therefore, a 4-H member could theoretically sell 10 large animals if they were all Grand Champions and Reserve Grand Champions. If they had a Grand Champion and a Reserve Grand Champion and one other animal, they could only sell the Grand and Reserve Grand Champion. There are deadlines for weighing and enrolling market animals that will be sold at the Junior Livestock Auction. Please make a careful note of the weigh in and enrollment deadlines for each species. They will be listed in the 4-H member guide. These events are required.

Thank your notes: All members that sell an animal at the Junior Livestock Auction are expected to write their

buyer(s) a thank you note. You may have the note ready and give it to your buyer at the livestock sale or send it to them.

Market animal payments: You must pick your check up from your Club leader. Club leaders are notified when they are available. Checks are not provided until record books have been turned into your leader. Checks are typically available in August.

Promotion & Marketing: The Livestock Committee asks that market animal owners contact **at least 2** potential buyers prior to the fair and that they help promote the Junior Livestock Auction which occurs on Saturday afternoon of Fair.

Meat Quality Assurance (MQA): This training helps ensure that you are providing a high quality product to consumers. All 4-H livestock market, breeding and all rabbit and poultry project members must complete this training at least 45 days prior to Fair, the first year they participate in a market or breeding or poultry or rabbit project and then again when they move age levels. Requirements for MQA are subject to change at CSU's recommendation.

Show Animal Breeders: The Extension Office cannot recommend any breeders specifically for 4-H members. Resources that are available to learn about breeders include:

- Livestock Project Leaders and fellow livestock project members
- Park County Livestock Committee
- Park County Fair Board
- Colorado Cattlemen's Association
- Colorado Pork Producers Council
- Websites such as showsteers.com, theshowtimesmagazine.com, thepigplanet.com

Horse Project Levels Advancement

The Advancement Levels program is a logical step-by-step guide to teach youth horsemanship and horse care. The Advancement Level chapter in the 4-H Horse Member's Manual serves as a leader's and member's guide. This chapter explains the basics of the Level's program.

Safety and proper basics are stressed throughout the Levels program. The skills learned in the beginning levels are reflected in properly mastering the more advanced levels. A solid and consistent foundation is extremely important.

It should be recognized that not every youth will want to master all levels. However, it should be realized that the first two levels teach the basics of horse safety, care and riding for general pleasure and performance. It is therefore encouraged that all members participate in at least Levels I and II. Level III is for the serious horse person and Level IV is for the youth that is interested in a career in the equine industry or is very serious about his/her riding and training.

The Advancement Level program is a teaching guide which combines many aspects of horsemanship and horse care. The 4-H levels program is designed to apply to Western, Working Ranch Horse and all disciplines within the English division (Hunter Seat, Saddle Seat and Dressage Seat).

Every member must begin with Level I in any discipline. In other words, a member cannot begin at Level III western even though they "ride really, really good". Members may progress through all disciplines if so desired, however, a member cannot laterally move across the levels. For example- A member completes English I & II, Hunter Seat III, and then wants to test for Dressage Seat IV. In order to test for Dressage Seat IV, the rider must have completed English I & II, and then Dressage Seat III before they can test for Dressage Seat IV.



Let's Get Introduced to 4-H

"4-H encourages kids to explore and find their passion. I think that's important because that - having passion - is what creates a great leader."

~ Jennifer Nettles, Sugarland

"4-H represents unchanging American values in a changing world - values like learning from doing.. caring for a community, leadership.. Integrity. Those things don't change. And they're kept alive by young people who are not burdened down with doubt, but have a fresh hope for the future."

~ President Jimmy Carter

4-H Club's 50th Anniversary Conference

April 17, 1980

Please ask a 4-H member or volunteer: Why are you involved in 4-H?

New 4-H Member Checklist

In order to have a successful first year in 4-H, please follow this checklist:

- Choose a 4-H club and call or email the leader
- Fill out the enrollment form online and pay the fee by the deadline (some clubs may have club registration forms as well)
- Choose 4-H project(s), meet with Project Leader(s)
- Purchase 4-H manual(s) through your Club Organizational Leader(s)
- ID animals by the deadline, if applicable
- Attend 4-H club and project meetings regularly (be sure to meet any attendance requirements as listed in the fair book or club by-laws)
- Parent involvement in the club
- Work on 4-H projects and take advantage of county or state workshops and contests
- Complete fair entry by deadline to exhibit at Park County Fair
- Read the 4-H newsletter and visit the Extension website or 4-H Facebook page frequently to keep up to date with happenings