

Colorado State University

E-mail: coopext_custer@mail.colostate.edu Website: www.custercountygov.com/ext

CUSTER COUNTY 4-H IS ON FACEBOOK!

https://www.facebook.com/CusterCountyCO4H



As most of you have Facebook, we are becoming more interactive on our local Facebook page. Like this page and share it with other Custer County 4-H members and watch it for important updates, events and reminders.

🖇 **WATCH YOUR EMAIL FOR NEWS ABOUT THE NEW 4-H GROWS CAMPAIGN** 🎇

2017 Custer County Courthouse closures:

The 4-H Office will be closed the first week of April (3rd – 7th) for Staff Training. The Courthouse will be closed on May 29th for Memorial Day. The Courthouse will be closed on Tuesday July 4th for Independence Day.

4-H Project Manuals & Record Books – ALL LITERATURE IS IN! If you have not yet picked up your project record books please come to the 4-H (Extension) Office and do so. Also, if you have not paid your 4-H dues and/or literature fees yet be prepared to do so when you pick up your record books. If you have any record book or literature questions, please stop by the Extension Office or give us a call.

CALLING ALL DOG SHOWMEN: **Look for upcoming DOG SHOWS at the end of this newsletter**

The Fremont County Dog Leader has graciously invited our dog project members to join her classes on Wednesday evenings. The Leader is Margie McNew and her phone number is 719-429-5573 or you can email her at <u>mmmcnew64@gmail.com</u>. Margie's classes are EVERY WEDNESDAY NIGHT. Beginner dogs or kids class starts at 6:30 P.M. and the Advanced class meets at 7:30 P.M. Classes are held at the Fremont County Fairgrounds. If you choose to join one of Margie's classes, please remember that we are invited guests to her classes. You need to be on-time and prepared. You will need to have a Show Lead, Training Treats and any other necessary supplies or equipment when you arrive. We recommend that you contact Margie if you have any questions about the proper equipment or supplies needed <u>before your first class</u>.

Local Resource Leader Katlyn Freeburg has also offered to help dog project kids as well. If you would like contact information for Katlyn, Please call extension. Katlyn's set dog practice schedule is 1:00-3:00 p.m. at the Saddle Club Building on the following dates: March 12th & 26th, April 9th & 23rd, May 14th & 28th, June 11th, July 2nd & 9th.

CLUB NEWS: WHAT'S HAPPENING IN YOUR CLUB?

TRIPLE C CLOVERS

LEADER: Sara Shields

TELEPHONE: 719-783-9798

MEETING TIME & PLACE: All Regular Meetings will be the 1st Sunday of each month at 1:00 P.M. at the Ranchers Roost Meeting Room.

- OFFICERS:
- <u>President-</u> Lindsey Gillmore
- Vice President- Kaya Huffman
- <u>Secretary-</u> Makynna Reiff
- Treasurer- Keli Smith
- <u>Historians-</u> Shelby Murphey, Kyleigh Martin, Ronja Sutinen

SILVER SPURS

LEADER: Janet Freeburg CO-LEADER: Marci Wommack CO-LEADER: Erin Saraceno

TELEPHONE: Janet: 719-783-2136 Marci: 719-371-1508 Erin: 719-783-0966

MEETING TIME & PLACE: Regular Meetings will be the 2nd Tuesday of each month at 4:15 P.M. in the Annex Building

There will be NO February Meeting. The March Meeting date will also change. The new date is TBD.

- OFFICERS:
- President-Grace Watkins
- <u>Secretary-</u>Scott Freeburg
- <u>Treasurer-</u> Justice Saraceno
- Vice President Candidates- Hannah Kennedy and Dalton Wommack

TRAILBLAZERS

LEADER: Alisha Shy

TELEPHONE: 719-783-2399

MEETING TIME & PLACE: All Regular Meetings will be the 1st Sunday of each Month at 1:00 p.m. at the Courthouse. MEET AT THE BACK DOOR. Please be on time, doors will lock at 1:10 p.m.

- OFFICERS:
- President-Cameron Penkoff
- Vice President-Ben Penkoff
- Secretary-Emma Rusk
- <u>Treasurer-</u>Brylee Shy

CLOVERBUDS:

Leader: Brianna Evert 719-371-4839

NOTES TO LEADERS: Please have your designated club officers contact the Extension Office with any club information that needs to be in the upcoming newsletters. Please have that information into the Extension Office no later than the 25th of the month.

Custer County Important Event Dates:

MANDATORY SMALL ANIMAL LIVESTOCK WEIGH IN: APRIL 30TH: DETAILS ARE LISTED IN THE LIVESTOCK SECTION OF THIS NEWSLETTER!!

SHOOTING SPORTS FIREARMS MEETING REQUIREMENTS: You will be <u>required</u> to attend 10 of your 15 scheduled practices in order to qualify to compete at the County or State Shoot. Practices will be held at the SDC Shooting Sports Range.

.22 RIFLE SHOOTING SPORTS PRACTICE: Practices start on March 31st at 9:00 a.m. and will go until noon at the SDC Shooting Sports Range. Practices will be every Friday following first practice.

HUNTER'S EDUCATION CLASS: A youth class was tentatively scheduled for the first weekend of April for those of you who are between the ages of 8-12 and still need your card. However, there have been some scheduling conflicts with that date and we will be re-scheduling. I will let you know a new date as soon as possible. We will make sure that you get a class option in plenty of time for the county competition shoot.

HUNTER'S EDUCATION IS MANDATORY FOR ALL 4-H ARCHERY AND FIREARMS PARTICIPANTS

ARCHERY SHOOTING SPORTS: MESSAGE FROM LEADER GREG WATKINS: Practices are every Saturday. The practices in April and May will be optional because of what we endured last year with wind and snow and school. After that I will kick it up a notch and have practices twice a week every Wednesday at 5:00 PM and ending at 6:00 PM and every Saturday beginning at 8:00 AM and ending at 9:00 AM. Thanks for the inspiration.

<u>CUSTER COUNTY 4-H CAMP</u>: Unfortunately this year we will have to cancel the county 4-H camp that was tentatively planned. It is my hope that we will be able to re-organize and have this camp in 2018. I know, it's a bummer but that will give us time to plan an awesome camp for all of you!!



4-H CARNIVAL

This Year's Carnival was March 14th and we had an awesome turnout!!! **THANK YOU** to all of the hard working club members and leaders for hosting a successful carnival this year!



ALL THINGS LIVESTOCK: BREEDING AND MARKET

Look for information on livestock camps and clinics in the Upcoming Events & Camps section of this newsletter.

Are you interested in a 4-H market livestock project, but need some financial assistance? At this time, the only Micro-Loan available is for Market Beef. Once mandatory state changes have been made the small animal micro-loans will be available once again (2018). Beef are funded under the Custer County Cattlewomen Micro-Loan and any 4-H or FFA Member can apply for the beef micro-loan. Please ask the Extension Office for more information or fill out an application today! Applications for the Small Animal Livestock Foundation micro-loan are due March 15th.

Meat Quality Assurance: The local MQA was on FEBRUARY 19^{TH} @ 1:00 P.M. AT THE SADDLE CLUB BLDG. If you did not attend this meeting you need to enroll and attend a class in another county to be able to show and sell at the 2017 Custer County Fair. If you need MQA class information for other counties, call the 4-H office!!

Yearly MQA is MANDATORY For ALL 4-H & FFA Market Livestock Members!!

(The previous rule was that first-year members attend the class and they were to attend again when they turned 14). Please note that ALL 4-H & FFA Market Livestock participants will be required to attend a MQA CLASS EVERY YEAR that they are enrolled in a market livestock project from 2017 forward!

BREEDING BEEF: Would you be interested in a Breeding Prospect Heifer class at our County Fair? If so, contact us at the Extension Office and let us know that you are interested. Remember, the deadline to Add this project is May 1st, 2017, However, you will want your heifer before this date.

MARKET BEEF EXHIBITORS: There will be an OPTIONAL weigh-in for you on April 30st from 12:00 – 1:00 p.m. (before the small animal weigh-in). This is a good opportunity to get a marker weight on your steers and to expose them to the fairgrounds before you have to bring them to county fair.

MARKET & BREEDING SMALL LIVESTOCK (LAMB, SWINE, GOATS): HAVE YOU BOUGHT YOUR

ANIMALS FOR COUNTY AND STATE FAIR YET? If not your time is running out!!! Are you new to livestock showing? Have you contacted a breeder to purchase your Lambs, Pigs or Goats? Many breeders for these species have a waiting list and it's first come first serve. If you have not contacted a breeder yet, you need to. If you NEED names and contact information for breeder's you can call us at the 4-H Office for a list of breeders for your species. <u>DO NOT WAIT UNTIL</u> <u>THE LAST MINUTE OR YOU WILL MISS OUT!</u> These species SELL OUT FAST at reputable breeding farms. SMALL ANIMAL MARKET LIVESTOCK WEIGH-IN : MANDATORY FOR ALL SMALL ANIMAL MARKET PROJECTS. Weigh Date is set for April 30st from 1:00 – 3:00 p.m. PIGS DO NOT WEIGHT BUT YOU STILL NEED TO BE THERE WITH YOUR REQUIRED PAPERWORK. All other animals need to weigh and you will need to have your required paperwork as well. MANDATORY PAPERWORK HAS BEEN SENT OUT IN AN EMAIL AND IT WAS PROVIDED AT THE MQA CLASS AS WELL. If you somehow missed getting this you need to contact the 4-H office or come in so that I can get it to you.

*****IMPORTANT***** IF YOU HAVE AN UNAVOIDABLE CONFLICT WITH THIS WEIGH DATE YOU NEED TO CONTACT DIANE ROSE ON THE FAIR BOARD (OR ANOTHER FAIR BOARD MEMBER) TO ASK FOR AN EXCEPTION & AN ALTERNATE DATE TO WEIGH-IN. DO NOT WAIT UNTIL THE LAST MINUTE TO DO THIS!!!! YOU NEED TO GIVE PRIOR NOTICE OF CONFLICT AND ASK FOR AN ALTERNATE DATE BEFORE APRIL 31ST. IF YOU DON'T AND YOU DO NOT SHOW UP TO THE WEIGH-IN, YOU WILL NOT BE ALLOWED TO SHOW.

STATE FAIR LIVESTOCK EXHIBITORS: RETINAL SCANS

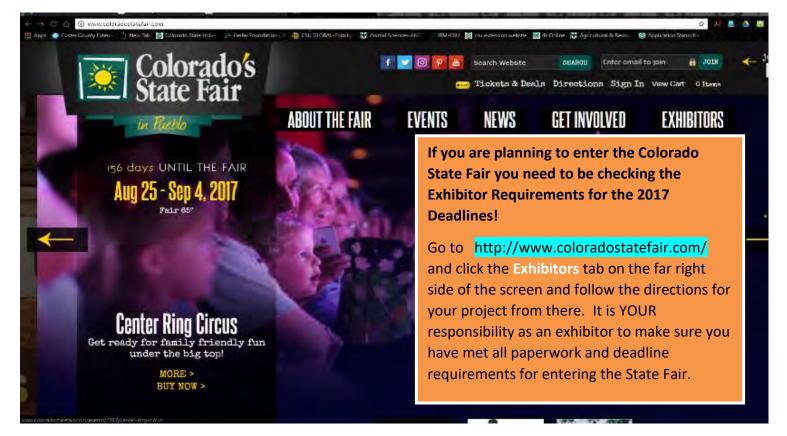
If you have animals that will require retinal scans you will need to take them to **<u>Fremont County</u>** this year. **<u>RETINAL SCAN INFORMATION:</u></u> Cost is \$5.00 per scan**.

LOCATION: Exament Co.

LOCATION: Fremont County Fairgrounds

<u>Sheep</u> – Saturday, **May 13** beginning at 9:00 a.m. **Goats** – Saturday, **May 13** beginning at 9:30 a.m.

STATE FAIR LIVESTOCK EXHIBITORS: GENERAL ENTRY & LIVESTOCK NOMINATIONS



HORSE MEETINGS:

Remaining Practices will be Outdoor practices and will start at 10:00 a.m.: Location COWBOY CHURCH

Saturday April 22nd Saturday May 6th Saturday May 20th Saturday June 3rd Saturday June 17th Saturday July 1st

Your leaders this year are Casey McNew Lead, Margie McNew Co-Lead, Marci Wommack Co-Lead and Lisa Behrman Co-Lead. If you have any conflicts with these dates contact Casey McNew as he is the one who sets the schedule. Casey's phone is 719-429-2953 and his email is k-ccattleco@live.com.

2017 TRUCK RAFFLE

We have received notice that the Rocky Mountain Local Ford Stores are donating a 2017 Ford F-150 truck to the 4-H Foundation for our annual raffle. This is the 10th truck they have provided. The 2016 raffle grossed \$155,000. Let's set a goal of raising \$200,000 in 2017.

Custer County Leaders, Parents and 4-H Members: RAFFLE TICKETS ARE FINALLY AVAILABLE AND HAVE BEEN ORDERED. I'LL LET YOUR LEADERS KNOW WHEN THEY WILL BE IN AND READY FOR PICK-UP!!



Congratulations to Grace Watkins on being selected through an interview process to be one of the seven **Colorado State Delegates** who will attended the <u>National 4-H Conference in March 2017</u>. This is a HUGE accomplishment for Grace and for Custer County. We are excited that Grace will be representing us and the State of Colorado at the National Level!!

SOUTH CENTRAL DISTRICT RETREAT

Custer County had four members attend SCDR this year. Grace Watkins, Keli Smith, Jessie Smith and Ashley Gillum represented our County with Ashely and Keli being our county delegates who were allowed to vote on the 2017-2018 District 13 Officers. Grace Watkins ran for District 13 President and she WON!! Congratulations Grace, you worked hard on your campaign board and gave a wonderful campaign speech that was delivered from the heart and it paid off!! We are looking forward to the leadership that you provide to District 13 throughout the next 4-H Year!!

Congratulations to the CCHS Choir for scoring the HIGHEST marks possible across the board at their recent CHSAA Competition in Pueblo West!! Good Job Guys!!

DO YOU HAVE SOME SPOTLIGHT NEWS TO SHARE? LET US KNOW SO WE CAN INCLUDE YOU IN THE **NEXT** SPOTLIGHT!!

Upcoming Events and Camps:

For a list of <u>ALL</u>upcoming Colorado 4-H Events go to the link below: <u>http://www.colorado4h.org/events_opportunities/index.php</u>

CHECK THE END OF THIS SECTION FOR DOG SHOW FLYERS AND ENTRY FORMS..A GREAT OPPORTUNITY TO EXPOSE YOUR DOGS AND GET PRACTICE!!

THERE IS A MULTI-SPECIES LIVESTOCK SHOW COMING UP JUST DOWN THE ROAD FROM US IN TRINIDAD, HOSTED BY THE BRANSON FFA CHAPTER. THIS WOULD BE A GOOD ONE TO HIT FOR YOU LIVESTOCK KIDS WANTING SOME PRACTICE AND EXPERIENCE!! FLYER AND ENTRY FORM BELOW.

36 4-H GROWS HERE

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DATE	COUNTY	PLACE	CONTACT	E-MAIL	PHONE
4/29/2017	Arapahoe	Arapahoe County Fairgrounds	Katy Vincent	katydidkly@hotmail.com	303-913-7314
5/13/2017	Pueblo	Colorado State Fairgrounds - Ag Palace	Carol Kuhns	kuhns@co.pueblo.co.us	719-583-6576
5/13/2017	Douglas County Fairgrounds - Multipurpos /13/2017 Douglas Barn - Castle Rock		Mary Parenti	excalibur981@msn.com	303-681-3152
5/13/2017	Weld	Island Grove Park-Weld County Extension	Kim Sterkel	ksterkel@co.weld.co.us	970-304-6535
6/10/2017	Fremont	Rudd ParkCanon City	Gina Shumate	ginalshumate@gmail.com	719-784-1380
6/17/2017	Pueblo	Craver Middle School - Colorado City	Carol Kuhns	kuhns@co.pueblo.co.us	719-583-6576
6/17/2017	Douglas County Fairgrounds - Multipurpose 7/2017 Douglas Barn - Castle Rock		Mary Parenti	excalibur981@msn.com	303-681-3152
7/1/2017	2017 Fremont Rudd ParkCanon City		Gina Shumate	ginalshumate@gmail.com	719-784-1380
6/4/2016	16 El Paso Back to back shows - must pre register		Shannon Chase	epc4hdog@gmail.com	no phone
6/5/2014	El Paso	Back to back shows - must pre register	Yvette Thompson	yvettethompsoncvt@gmail.com	719-573-2743
	Routt	No open dog shows	· · · · · · · · · · · · · · · · · · ·		

2017 ELBERT COUNTY DOG FUN MATCH

ALL COUNTIES WELCOME - CONCESSIONS AVAILABLE LIMITED SPACE – PRE-REGISTRATION REQUIRED!



Elbert County Fairgrounds – Agriculture Building 95 Ute Avenue, Kiowa Kiowa Bennett Road

Please bring current vaccine records.

April 22, 2017 Limited Space Check In 8-9 a.m. Show to start no later 10:00 a.m.

ALL SHOWMANSHIP, OBEDIENCE AND RALLY WILL BE OFFERED.

Dogs in heat may not be shown. Current shot records required. Entry fee (\$6; \$1 for rally and additional dogs) Pre-registration is REQUIRED prior to April 19th) As there is limited space – ONLY TAKING PRE-REGISTRATIONS Make checks payable to: Elbert County Extension Fund.

Elbert County Extension Contact Information: Mailing: PO Box 189 Kiowa, CO 80117 Phone: 303-621-3162 Fax: 303-621-3161 E-mail: Lore.denson@colostate.edu

Show Superintendent: Tess Allen, cell: 303-594-7280, e-mail: tessallen6@hotmail.com

April 22, 2017 ELBERT COUNTY 4-H DOG SHOW ENTRY FORM You may use different dogs for obedience, rally and showmanship as long as you have separate records for all dogs. ENTRY FEE - \$6 per dog; \$1 additional dog; \$1 rally

rmband #	TOTAL PAID	CHECK#	CASH		
lame:	Club or County:				
	31/16: Years in 4-H Dog:			S.	
afety statement - dog	gs considered unmanageable or with health	problems may be excused	based on superintendent	s' or judge's discretion.	
	ARE REQUIRED TO BE CURRENT ON ALL SE		the second s		
CHECK	SHOWMANSH		BREED	DOG'S NAME	
	500 - JUNIOR NOVICE				
	501 - JUNIOR OPEN			-	
	502 - INTERMEDIATE NOVICE	2			
	503 - INTERMEDIATE OPEN				
	504 - INTERMEDIATE ADVANC	JEU		-	
	505 - SENIOR NOVICE				
	506 - SENIOR OPEN				
	507 – SENIOR ADVANCED 508 – BEST OF SHOW				
			00550	DOOID MANE	
	OBEDIENCE	<u>.</u>	BREED	DOG'S NAME	
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	511 - BEGINNER NOVICE B				
	512 – BEGINNER NOVICE C-1 513 – BEGINNER NOVICE C-2			-	
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	514 - NOVICE A			1	
	515 - NOVICE B	and courses (and hard)			
	516-VETERAN'S CLASS (divid	ed upon entry)			
	517 - PRE GRAD NOVICE A				
	518 - PRE GRAD NOVICE B	FDANIO			
	519 - PRE GRAD NOVICE VET	ERANS			
	520 - GRAD NOVICE A				
	521 - GRAD NOVICE B	TEDANO			
	522 – GRADUATE NOVICE VE	TERANS			
	523 – OPEN A				
	524 – OPEN B				
A: 1 1	525 - OPEN VETERANS				
Circle class	526/529 - GRAD OPEN A OR U				
Numbers	527/530 - GRAD OPEN B OR L				
	528 - GRADUATE OPEN VETE	RAINS			
	531 - UTILITY VETERANS		00550	DOO'S NAME	
	RALLY		BREED	DOG'S NAME	
	531 - RALLY NOVICE A				
_	532 – RALLY NOVICE B 533 – RALLY ADVANCED A			-	
				-	
	534 - RALLY ADVANCED B			4	
	535 - RALLY EXCELLENT A				
	536 - RALLY EXCELLENT B				
	537 - RALLY ADV. EXCELLEN				
	538 - RALLY ADV. EXCELLEN	TB I			

Signed_



Arapahoe County 4-H Spring Dog Fun Match



Saturday April 29, 2017 - Arapahoe County Fairgrounds Check in 8:30am Judging Begins at 9:00am

> Sponsored by the Arapahoe County 4H Companion Animal Committee

Showmanship, Obedience, Rally Costume Class, Adult Showmanship and "Best Trick" fun classes too!

Showmanship, Rally, Obed. Flat Fee: \$10, additional dog \$2 Fun Classes \$1 each <u>Pre-registerants by April 16 receive a gift at the show!</u> Day of show entries accepted.

All dogs must be current on shots Bring proof of rabies immunization Bitches in heat may not be shown 1-6th Place Ribbons Aggressive dogs may be asked to leave

There will be a silent auction too!!! We are looking for donation items so please let us know if you have something to bring!

Please mail entries, payment and 4H Dog ID forms to: Arapahoe County 4H CAC c/o Katy Vincent 55928 East County Rd 46 Strasburg, CO 80136 kate

Questions? katydidklv@hotmail.com or 303-913-7314

Arapahoe County 4H Spring Dog Fun Match - April 29, 2017 Registration

Name	Count	у		
4H Age(As of Dec 31, 201	16Jr	int	Sr_	
Phone	Address			
City	Zip			
Email				
#Ye	ears in Dog Project			
Dog(s) Names		Age		
Breed(s)	Height			
Rabies#		Date		
Showmanship Class:Jr NoviceInt NoviceSr NoviceJr OpenInt OpenInt OpenSr OpenInt AdvancedSr AdvancedPuppy ClassAdult	Obedience Class:Beg Novice ABeg Nov BBeg Novice C-1Beg Novice C-2Novice ANovice BPre Grad Nov APre Grad Nov BGrad Nov A or BOpen A or BUtility	Excellent B Adv/Exc A Adv/Exc B	A 3	
Best Trick A	Mail completed form, payment an copy of Dog ID Form to: Arapahoe County 4H CAC c/o Katy Vincent 5928 East County Rd 46 Gtrasburg, CO 80136	d OFFICE USE ON Check#Tot Arm Band #		

The Branson FFA is proudly hosting... HEATING UP THE PLAINS LIVESTOCK JACKPOT SHOW CASH AND BELT BUCKLES

Market Beef **Market Swine Market Sheep** Market Goat Showmanship

ALL PROCEEDS WILL GO DIRECTLY BACK TO BRANSON FFA

Where: Trinidad, Colorado Indoor Arena When: June 24th 2017 (start time 9:00 am.) Who: ANY FFA or 4-H member Price: \$10 per animal

\$10 showmanship entry

EARLY ENTRIES POSTMARKED BY JUNE 1st WILL BE **\$2 OFF EACH ANIMAL!** FOR AN ENTRY FORM PRIOR TO THE SHOW AND FOR ANY FURTHER QUESTIONS PLEASE CALL: Mrs. Howell (719) 680- 7059 or check out our FACEBOOK PAGE - Heating Up the Plains Livestock **Jackpot Show**

We will accept cash, check or PayPal for entries

Heating Up the Plains Livestock Jackpot Show

June 24th 2017 at the Trinidad, CO Fairgrounds

Weigh in starts at 9:00 a.m. Show will follow once weights are posted.

		0	ffice Use Only		
e			Paid		
-		E	Showmanship		
Street Address City Zip					
one Email rticipant's Birth Date Age as of January 1, 2017					
Age as o	of January 1, 2017				
Weight Ex: 1000 lbs	Animal ID# (county than number) Ex: Las Animas County 48	Fee \$10 per animal	Total Amount		
			1		
		1			
			1		
	Zip Email Age as o Weight	Zip Email Age as of January 1, 2017 Weight Ex: 1000 lbs (county than number) Ex: Las Animas	e Zip [Email Age as of January 1, 2017 [Weight Animal ID# Fee (county than number) S10 per animal Ex: Las Animas \$10 per animal S10 per animal		

Goats must have a scrapie's tag. All other animals must have a form of identification.

Circle the SPECIES	Beef	Sheep	Goat	Swine	Fee \$10 per entry
and AGE division	Junior 8-11	Junior 8-11	Junior 8-11	Junior 8-11	
	Intermediate 11-13	Intermediate 11-13	Intermediate 11-13	Intermediate 11-13	
	Senior 14-18	Senior 14-18	Senior 14-18	Senior 14-18	

If you have read the rules and regulations please check the box below.

 I have read the rules and regulations and agree to them for the 2017 Heating Up the Plains Livestock Jackpot Show.
Participant Signature

Parent Signature

Payment Options: Check, Cash or PayPal

- Please make all checks to Branson FFA.
- PayPal account name: Branson School District. *There is a 3% charge fee when using PayPal.*
- \$2.00 Discount on each animal for all entries post marked by June 1st
- Mail all entry forms to: Heating Up the Plains Jackpot Show 16450 County Road 75 Trinidad, CO

A concession stand will be open during the show and all profits will go to Branson FFA Any questions call 719-680-7059

PAST CAMP RECOUNTS & EXPERIENCES:

2017 SOUTH CENTRAL DISTRICT RETREAT (SCDR):

The theme this year was "Color Your Story"! We had some great workshop sessions with Public Speaking experts who not only told stories of personal achievement but they taught our members some exceptional skills on public speaking and how to improve their own delivery method and engage the audience in which they are speaking to. As always the camp dance was a hit and this year we tie-dyed our camp t-shirts. Other workshops and activities included a photo scavenger hunt, a personality trait class, mini golf and a rock climbing wall. This year SCDR was held at the Golden Bell Camp and Conference Center in Divide Colorado.



Thank You All for being a part of our Curter County 4-H family!!!

Colorado State University, U. S. Department of Agriculture and Colorado counties cooperating. Extension programs are available to all without discrimination.

Individuals requiring special accommodations to participate in any activity, program or service should notify the program coordinator at least 5 business days prior to the scheduled event.