

FAMILY HANDBOOK







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MESSAGE FROM YOUR 4-H STAFF



JANAE MCNALLY
4-H YOUTH DEVELOPMENT AGENT

Welcome to the 4-H Program. We are excited that you have joined the Frontier District 4-H Program! We know you have lots of questions about this new beginning! We are here to help!

All of us involved with the Frontier District 4-H program feel we have much to offer our members (and potential members) and want to make your family's 4-H experience achievable and worthwhile.

"4-H is a Family Affair!" Every member of the family, youngsters and parents alike, can benefit from belonging to and participating in 4-H. Parents of a 4-H member are extremely important. Your children need your support, help and guidance to get the most out of any experience.

No one can influence or do as much for children as their own parents. The 4-H program is adults and youth, parents and children, working together to accomplish goals. 4-H provides an opportunity for youth to have other significant adults in their lives that have a positive impact on the development of their life skills.

The 4-H program, projects and activities offer many opportunities for parents to positively influence their children. Please join our 4-H program with the understanding that whole family involvement is the key to developing

youth and helping our 4-H program remain progressive and educational. 4-H is a family affair-- we are proud of the need for parents and children to work together.

This guide will be supported monthly with a newsletter from the Frontier District Extension Office. When questions arise, please feel free to contact us. We are here to help. Again, welcome! We are glad to have your interest in the Frontier District 4-H Program.



Katie Gilbreth
4-H Program Assistant
Garnett Office



Jessica Flory
4-H Program Assistant
Lyndon Office

A handwritten signature of Janae McNally in black ink.

Janae McNally

4-H Agent

A handwritten signature of Jessica Flory in black ink.

Jessica Flory
4-H Program
Assistant

A handwritten signature of Katie Gilbreth in black ink.

Katie Gilbreth
4-H Program
Assistant

LEADERSHIP

Leadership is the ability to influence and support others in a positive manner for a common goal. Leadership is a set of skills and attitudes that can be learned and developed that will help influence the actions of others. Youth, at any age, can begin to develop leadership skills. In 4-H, we provide a wide array of experiences to help youth develop leadership skills!

LIFE SKILLS

As a 4-H member, youth choose at least one project. Choose a project that fits into your family, community and the way you live. Projects provide the basis of the 4-H program by offering various education experiences. Carrying out a project will help the member "learn by doing" as well as learning why things happen the way they do. There are over 35 projects from which to choose.

CITIZENSHIP

4-H is designed to help youth contribute to the world around them and develop a life-long commitment to active citizenship. At the heart of 4-H is the project that the youth plan creates, changes, or improves something that is valuable to many people. Then they do it. This is what be an "active citizen" in a democracy is all about.



Leadership-
Leading

Life Skills-
Learning

Citizenship-
Sharing

4-H PROGRAM "WHAT IS IT ALL ABOUT?"

The 4-H Youth Development primary goal is to build mental strength, a good self-image, strong morals, and a supportive diverse, social world for all youth. Helping to develop more desirable citizens and leaders in today's world.

OUR MISSION IS TO TEACH THE FOLLOWING LIFE SKILLS TO YOUTH:

- Build a positive self-concept
- Develop an inquiring mind
- Build a concern for the community
- Build healthy, interpersonal relationships
- Develop sound decision making skills

HOW DO WE ACHIEVE THIS MISSION?

Members will participate in projects, events and other various activities. 4-H is intended to enhance the three primary educational institutions- school, home and church.

While all youth are different, they all have the same basic self needs. The following are the top five inner desires of children:

1. A sense of belonging
2. The need to achieve
3. To become independent
4. A sense of adventure
5. The need for affection

4-H strives to fulfill all these desires for your children. The wide variety of "learning by doing" projects, activities and events make up

the 4-H program and contribute to meeting those needs. Decision making, individual responsibility, achievement and recognition further help to make 4-H rewarding for your children and family.

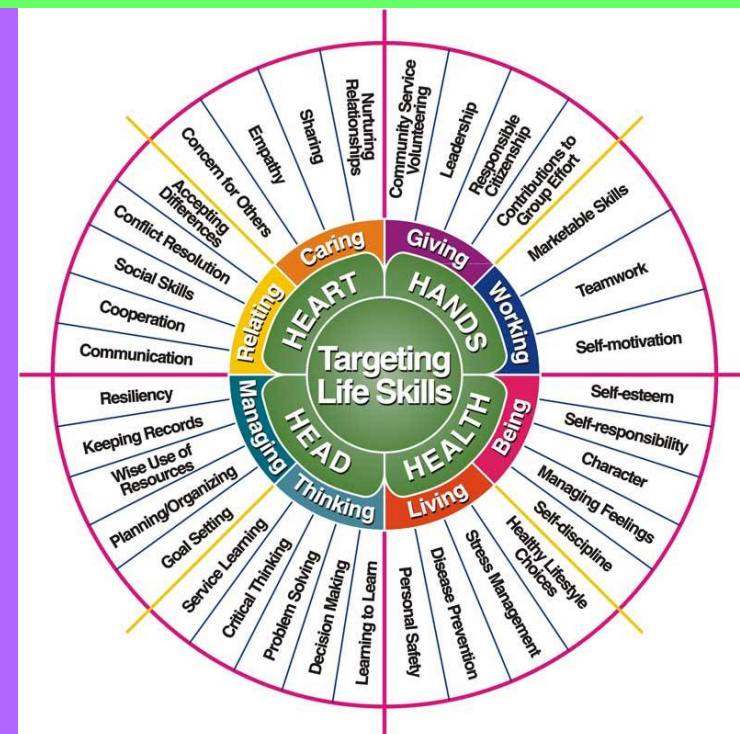
4-H PROJECTS

Each 4-H member must take at least one project per year. There are numerous projects in which to participate. In choosing a project, a member should consider the following...

1. Interests, needs and capabilities
2. Family situation
3. Suitability of the area in which the member lives
4. What season of the year most of the activity in the project occurs
5. The number of projects that can be successfully completed

WHO IS THERE TO HELP WITH PROJECTS?

You will have a Project Leader who will hold project meetings. A Project Leader is a volunteer who is an expert in the project area. If your club, county or district does not have a project leader in the project area, contact the Extension Office for more guidance.



I JOINED 4-H BECAUSE:

"LEARN BY DOING"



"Planting the Seeds for Greatness!" Learn how to get the most out of your 4-H experience. The Experiential Learning Model is a tool to help you navigate through projects and events. We have more information in the Extension Office.

Projects provide the basis of the 4-H Program by offering various educational experiences. Carrying out a project will help the member "Learn by Doing."

"LEARN BY DOING"

The 4-H program uses the "Experiential Learning Model" (bottom left) to teach projects and events.

1. Experience: The activity; perform, do it!
The hands-on action step.
 - a. Youth do their project before they are shown or told how to do it.
 - b. As parents, "do you sit on your hands enough?" DO NOT ROB your child of their DISCOVERIES.
2. Share: The reactions and observation publicly. Describe what was done.
 - a. What kinds of hopes and dreams did you have for your 4-H experience this year?
 - b. What did you do?
 - c. Where did you go?
3. Process: By discussing, looking at the experience, analyze, reflect. Identify common themes and discover what was most important (the life skill) about project work.

4. Generalize: To connect the experience to real-world examples. So what? Identify how to use what's been learned in real life. These questions transition the experience or "product" itself to the skill being practiced in "real" life. They explore the nature of the life skill, reflect on how the life skill has been developed through their work and set the stage for application of the life skill in new situations.
 - a. What key points have you learned?
 - b. What similar experiences have you had throughout this project/ activity?
 - c. How is this life skill important to you?
5. Apply: What was learned in a similar or different situation practice. What's next? These are questions we've been building towards. You can help your child by showing them the gained new knowledge and practice life skill.
 - a. What did the project mean to your everyday life?
 - b. What have you learned about yourself? Others?



FRONTIER DISTRICT BREAK DOWN (ANDERSON, FRANKLIN & OSAGE COUNTY)

FRONTIER DISTRICT EXTENSION COUNCIL

The Frontier District Extension Council is made up of forty-eight representatives who serve on one of four Program Development Committees (PDCs). Those PDCs are Agriculture, 4-H Youth Development, Family & Consumer Sciences and Economic Development. There are six citizens on each committee from each county. The PDC's purpose is to

1. Work with agents to plan educational Extension programming, and
2. Review and establish priorities of educational needs, issues and concerns for residents in Anderson, Franklin and Osage Counties.

DISTRICT BREAKDOWN ANDERSON COUNTY (CLUB NAME & MEETING TIME)

CHERRY MOUND

WESTPHALIA ELEMENTARY

Sunday before 2nd Wednesday
@ 6:00 p.m.

LUCKY 13

GLENLOCH COMMUNITY
BUILDING

3rd Monday @ 7:00 pm

STAR SHOOTING

COUNTY ANNEX IN GARNETT

1st Tuesday @ 7:00 pm

DYNAMITE

GREELEY FIRE STATION

3rd Sunday @ 6:00 pm

SEEKERS NOT SLACKERS

LONE ELM COMMUNITY
BUILDING

3rd Monday @ 7:00 pm

For more information, contact
Frontier Extension District-
Garnett Office:
(785) 448-6826

DISTRICT BREAKDOWN FRANKLIN COUNTY (CLUB NAME & MEETING TIME)

ACORN RUSTLERS

ACORN SCHOOL HOUSE

2nd Monday @ 7:00 pm

JUNIOR JUDGERS

RICHTER CHURCH

2nd Wednesday @ 7:00 pm

S.H.A.F.F.

WELLSVILLE BAPTIST CHURCH

1st Monday @ 6:30 pm

APPANOOSE TRAILBLAZERS

APPANOOSE MUSEUM

2nd Wednesday @ 6:30 pm

PRINCETON GOAL BUSTERS

PRINCETON METHODIST CHURCH

2nd Monday @ 7:00 pm

TOWN & COUNTRY

OTTAWA NORTH BAPTIST CHURCH

2nd Monday @ 7:00 pm

For more information contact

Frontier Extension District-

Ottawa Office :

(785) 229-3520

BURG GO GETTERS

WILLIAMSBURG COMMUNITY
BUILDING

2nd Sunday @ 7:00 pm

RAMBLING RANCHERS

OTTAWA GRACE COMMUNITY
FELLOWSHIP CHURCH

1st Monday @ 7:00 pm

GOLDEN ACHIEVERS

RICHMOND METHODIST
CHURCH

2nd Sunday @ 5:30 pm

ROWDY WRANGLERS

OTTAWA FIRST CHRISTIAN
CHURCH

2nd Monday @ 7:00 pm

OSAGE COUNTY

(CLUB NAME & MEETING TIME)

BURLINGAME

BURLINGAME MASONIC LODGE

1st Monday @ 7:00 pm

CLOVER WRANGLERS

**BURLINGAME COMMUNITY
BUILDING**

Usually meet on Sunday; ask for
information in the

Extension office

LYNDON LEADERS

LYNDON HIGH SCHOOL CAFETERIA

2nd Sunday @ 4:30 pm

MELVERN JR. HIGHLINE

MELVERN COMM. BUILDING

1st Sunday @ 5:00 pm

NORTH OSAGE

OVERBROOK LIBRARY

1st Monday @ 7:00 pm

VASSAR BLUE RIBBON

VASSAR COMMUNITY BUILDING

1st Monday @ 7:00 pm

WILLING WORKERS

**OSAGE CITY COMMUNITY
BUILDING**

2nd Wednesday @ 7:30 pm

For more information, contact

Frontier Extension District

Lyndon Office :

(785) 828-4438



HEAD



HEART



HANDS



HEALTH

NOTE TO PARENTS

You may help your children or other youth get more from their 4-H experience in several ways:

1. Counsel your 4-H member in the selection of suitable project(s). Show interest. Help guide, but don't do it for them. When something is started, see that it is completed.
2. Encourage your 4-H member to attend meetings regularly and attend with him/her so you'll be able to help the child know about and remember upcoming activities.
3. Offer your home occasionally for a club or project meeting.
4. Share your knowledge, special skills and hobbies with club members as a club leader or project leader.
5. Keep informed of 4-H information that comes to members of your family.

PARENTS CAN GET INVOLVED TOO!

Many adult volunteers are needed to help Extension staff to coordinate the 4-H program and ensure that programs are available to youth in the Frontier District. Many volunteers are needed.

- Club Leaders
- Project Leaders
 - Club P.L.
 - County P.L.
 - District P.L.
- Committee Work (Club, County, District Level)

To list a few... We are always looking for good volunteers. Contact the Extension Office if you are interested.



EVENTS (COUNTY, DISTRICT, STATE & NATIONAL)

CAMPS

Many 4-H members attend camps. They take part in educational and recreational experiences as they learn about nature and living with other people. Most importantly, 4-H members have fun at camp!

- **4-H Camp:**

This camp is held in June at Rock Springs 4-H Center. 4-H members must be 8-12 years of age to attend camp. Meanwhile, 4-H members, 14 years of age and older, may serve as counselors. Classes and activities are led by camp staff.

- **Discovery Days:**

This leadership conference is for teens 13 years of age and

older. It provides a chance to experience college life on the campus of Kansas State University. A wide range of classes are offered from swing dancing to leadership. Plenty of chances to meet teens from across the state are available at the tailgating party, dance, and ice cream social.

- **CIA (Citizenship in Action):**

Kansas youth will learn how the state legislative process works and how to be a voice and participate in the decision making process in local communities. It is usually held in February at the State Capitol in Topeka.

- **Campference:**

Usually held in June or July at Rock Springs 4-H Center, participants will experience the feel of a conference, while enjoying "camp" activities. Youth develop skills to become

better leaders and enjoy activities while learning healthy living skills and how to better interact with others.

- **General Camps:**

There are many other camping opportunities available to 4-H members. Day Camp, Photography Camp, Horse Camp, Space Camp and Outdoor Adventures, just to name a few. Make sure to pay attention to your monthly newsletter. If you are interested in other camping opportunities.

FAIRS

- **County Fairs:**

This is one of the MAIN EVENTS as a 4-H member. It is a chance to showcase your projects and have them evaluated by judges.

THESE ARE JUST A FEW OF THE WONDERFUL EVENTS IN THE 4-H PROGRAM. WE WILL ALWAYS KEEP YOU UPDATED ON EVENTS THROUGH THE 4-H NEWSLETTER, CLUB MEETINGS, FACEBOOK, & WEBSITE!

4-H Members may only participate in the 4-H division of their own county fairs.

- Anderson County Fair (late July- early August)
- Franklin County Fair (mid- July)
- Melvern Sunflower Days (Osage County - late June)
- Osage City Fair (Osage County - late June- early July)
- Overbrook Fair (Osage County- early August)

- **Kansas State Fair (KSF)**

The Kansas State Fair is held in Hutchinson, Kansas. It starts the second weekend in September and last two weeks. You must receive a purple at the county level to register for the State Fair. 4-H members compete against the best in the State!

- **Kansas Junior Livestock Show**

The Kansas Junior Livestock Show is held in Hutchinson in

late September or early October. 4-H youth of all ages are eligible to show goats, sheep, swine, and cattle.

LEADERSHIP CONFERENCES (13+ AGE)

- **Kansas Youth Leaders Forum (KYLf)**

A leadership conference where youth around the State to come together to listen to speakers, enjoy workshops, consulting groups, have fun, make new friends and hold elections for State 4-H Council. It is held in November at Rock Springs 4-H Center.

- **Citizenship Washington Focus (CWF)**

Every 4-H Member is encouraged to attend this trip! It's a once in a life time experience. This is a ten day trip to New York City and Washington D.C. for youth, 14-18 years of age. Youth will meet, learn, share and tour with others from around the United States. Youth will get a close-up look at the political process while visiting with legislators on Capitol Hill. This event is

held every even year in the summer for youth. Groups are formed two years in advance to help youth raise money and prepare for the trip.

REGIONAL/ DISTRICT/ & COUNTY EVENTS

- **Officer Training:**

This is held for current 4-H officer (elected every October) to provide job responsibilities, ideas and helpful hints.

- **Achievement Night:**

A time of recognition for 4-H members, clubs, and volunteers usually held in November. Each county within the district will hold Achievement Night

- **District & Regional Club Days:**

This is an opportunity for 4-H members to improve public speaking skills while giving talks and/or demonstrations, as well as performing other talents. Some clubs may choose to do a model meeting, perform a dance or do some other group

(OCT. 1, 2015-SEPT 30, 2016)

- Enroll in new 4-H year (we re-enroll each year)
- National 4-H Week- Usually the first full week in October.
- District 4-H Sunday- 4-H members come together to worship.
- 4-H KAP(s) from previous year are Judged

- County 4-H Achievement night
- District Achievement night
- Kansas Youth Leadership Forum (KYLEF)- held at Rock Springs for ages 13+
- Annual Extension Council Elections- people are elected to serve on the Agriculture, Family & Consumer Sciences, 4-H Youth Development and Economic Development Committees (PDC)

- Extension Annual Meeting
- Project Work- working on projects you will take to the fair. Learn by Doing!

- Project Work- working on projects you will take to the fair. Learn by Doing!
- Area & State KAP Judging/ Screening

- Citizenship in Action (CIA) Conference in Topeka for youth, ages 13+
- Beef Weigh-in (Anderson & Franklin)
- Project Work- working on projects you will take to the fair. Learn by Doing!
- District Club Days

- Beef Weigh-In/Tag (Osage County)
- Regional Club Day
- Project Work- working on projects you will take to the fair. Learn by Doing!

- April 1st -Last day to ADD and/or DROP projects.
- Swine, Sheep & Goat Weigh-in/ Tag
- Project Work- working on projects you will take to the fair. Learn by Doing!

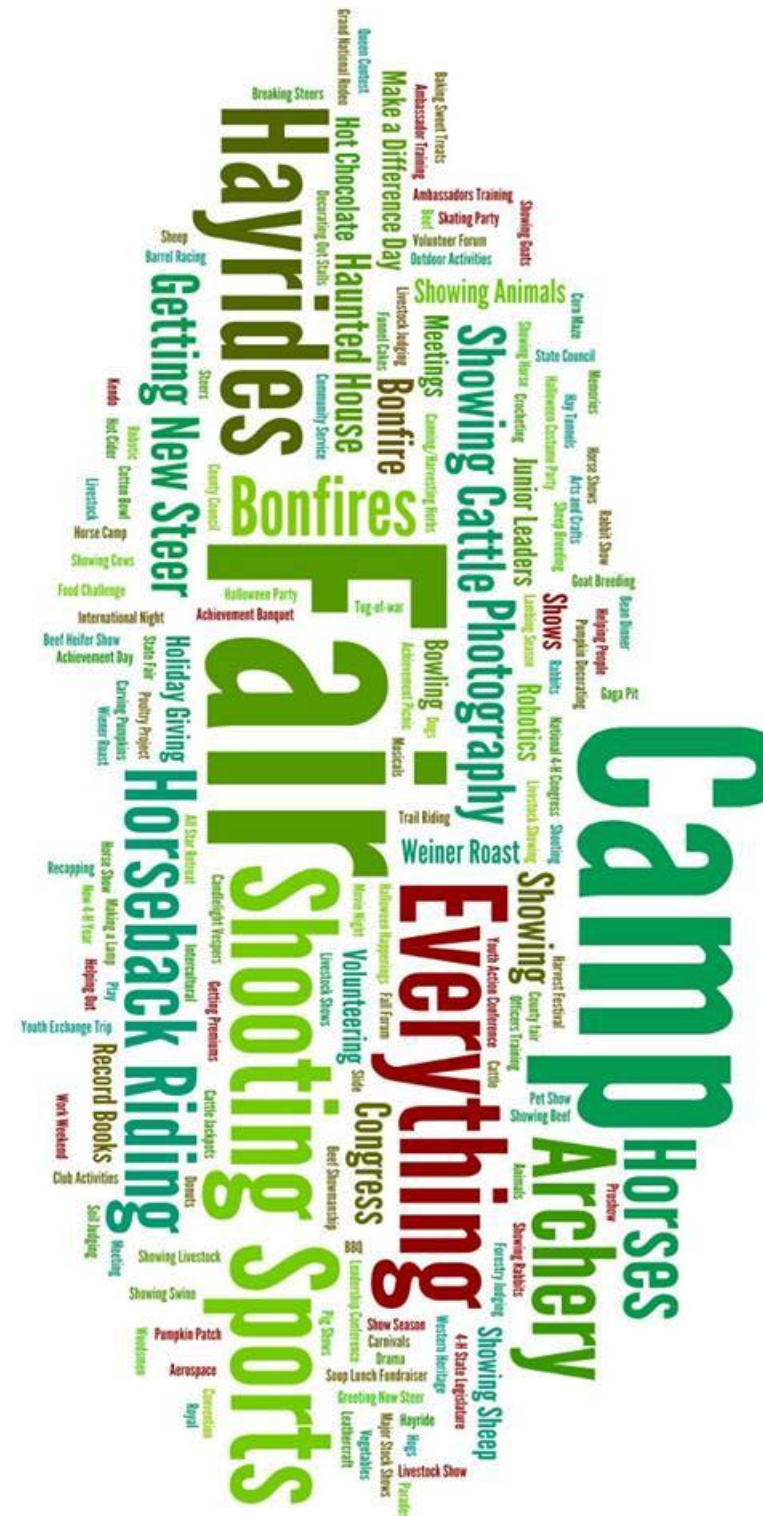
- Horse ID certificates DUE in Extension Office by MAY 1st
- Market Beef nominations for the Kansas State Fair & Kansas Junior Livestock Show Due MAY 1st
- Project Work- working on projects you will take to the fair. Learn by Doing!

- 4-H Discovery Days
- 4-H Camp
- Campfrence
- Market & Breeding nominations for Swine, Sheep, & Goats due for Kansas State Fair and Kansas Junior Livestock Show
- Melvern Sunflower Days
- Osage City (Osage County Fair)

- Richmond Fair (Free Fair)
- Franklin County Fair (Franklin County)

- Anderson County Fair (Anderson County)
- Lane Fair (Free Fair)
- Overbrook Fair (Osage County)
- State Fair entrees DUE

- KAPs DUE to Extension Office
- Pin Application Due
- Kansas State Fair, Hutchinson, Kansas



SPEAKING 4-H LANGUAGE

WE HAVE OUR OWN LANGO... HERE IS A CHEAT SHEET TO HELP YOU NAVIGATE THROUGH YOUR 4-H CAREER

4-H YEAR:

A 4-H year starts October 1st and ends September 30th of the following year.

example: October 1st 2015- September 31st 2016.

4-H CLUB:

A 4-H club is a group of youth organized with officers appropriate to the group and with one or more adult club leaders who are under the sponsorship of K-State Research and Extension Frontier District.

OFFICER:

President

Secretary

Vice President

Treasurer

4-H MOTTO

"To Make the Best Better"

4-H EMBLEM

The 4-H Emblem is the four-leaf clover with the letter "H" on each leaf. The "H's" stand for Head, Heart, Hands, and Health.

4-H COLORS

The 4-H colors are green and white. Green symbolizes nature's most common color and represents life, spring-time and youth. White symbolizes purity.

4-H PLEDGE

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 AGE

4-H membership is open to all youth who are 7-19 years of age by January 1st of the current 4-H Year. Some events have age limits. January 1st of the current 4-H year is the date by which "4-H age" is determined. All references to age in this handbook refer to 4-H

Age, unless otherwise stated.

DANISH SYSTEM

The Danish system of judging is a method of evaluation where a 4-H exhibit or process is evaluated against a set of standards and recognition is awarded on the degree to which the standard has been met by each 4-H member. The standards of excellence are often printed on a judge's scorecard and allows for the 4-H exhibit to be judged on one's own merit, and not in comparison with others in the class.

The following ribbons apply:

- White: Fair, denotes much improvements needed.
- Red: Good, some improvements needed.
- Blue: Excellent, minor improvements needed.
- Purple: Superior
- **RECORD BOOKS**

You will be encouraged to keep a record and a story for each area of project work. Keeping records help you keep track of what you are learning and helps you develop business sense.

A good record will reflect accomplishments and therefore serve as the basis for awards, trips, and other forms of recognition. A good record will teach a desirable habit! Modern day society demands that each and everyone, no matter what vocation, keep track of financial and business matters.

There are three different types of record forms which are combined to create a complete 4-H Record Book.

1. Personal Page:

Contains space for a picture of the member, listing of projects carried, and 4-H story. A new personal page is issued each year.

2. Permanent Record: A

summary of all projects, exhibits made, office held, events attended, and other participation for the entire year is made on the permanent record. Only one permanent record is necessary for all the years that a youth is a 4-H member.

3. KAP (Kansas Award Portfolio): is used for each project a 4-H'er is enrolled in. The KAP form provides space for goal setting, knowledge and skills learned, work accomplished including: expenses and receipts, leadership, photos and other information about the project. New KAP forms are issued each year for each project.

ACHIEVEMENT

Awards based on 4-H members overall achievement based on the current 4-H year. Each year 4-H members

strive for a higher achievement level.

Achievement Level Plan

1. Membership Pin
2. Bronze Pin
3. Clover Pin
4. Emerald Pin
5. Silver Pin
6. Silver Guard Pin
7. Leadership Pin
8. Gold Pin
9. Gold Pin Guard
10. Key Award

KEY AWARD

This is the highest award a 4-H member may receive and can be difficult to achieve. Members must be 16+ 4-H age of the current 4-H year, have completed four or more years of 4-H work, be enrolled in the leadership project for four or more years and meet at least nine other requirements from the application.

MAKE SURE TO ALWAYS ASK QUESTIONS IF YOU DON'T UNDERSTAND SOMETHING!

WHO'S WHO IN 4-H

HERE IS A RUN DOWN OF LEADERSHIP IN THE 4-H PROGRAM!

LOCAL CLUB LEVEL

4-H MEMBER:

Eligible youth who enroll and meet the requirements.

4-H PARENT(S):

Parent(s) are important to the success a child will have in the 4-H Program. Parent(s) should attend monthly meetings and project meetings with the 4-H member. All county-wide events are open to parent(s) and all are invited and encouraged to attend.

COMMUNITY LEADER:

An adult volunteer who is responsible for the organizational part of the 4-H club

PROJECT LEADER:

A volunteer who organizes project meetings for a specific project. This person is often a 4-H parent who

agrees to help with the project. It may also be a Junior Leader or a person from the community who has an interest in a particular subject matter area.

All project leaders must be screened through the state.

JUNIOR PROJECT LEADER:

A 4-H member who takes an active part in helping the project leader(s) in the club. By doing this, the junior leader will grow, mature and learn leadership skills.

CLUB OFFICERS:

Each club has offices filled by youth within the club. These offices include, but are not limited to, the following: president, vice president, secretary, treasurer, reporter, historian, 4-H council

representatives, recreation leader and song leader. Some clubs add other offices or elect Junior Officers to involve more youth.

PARENTS COMMITTEE (OPTIONAL):

Composed of 3-5 parents of members. Duties include giving input on club programs, recruiting, providing orientation to leaders and assisting club leaders, if needed.

COUNTY/DISTRICT LEVEL

4-H PROGRAM DEVELOPMENT COMMITTEE (PDC):

This group is an elected body of volunteers (elected at large). They are responsible for the program direction on a county wide basis. They implement and help carry out new policies and programs

and suggest improvements.

EXTENSION AGENTS:

They are the K-State Research and Extension professionals who are charged to implement and help carry out the 4-H PDC's objectives. There are three Extension Offices in the Frontier District:

Anderson County Office located in Garnett, Franklin County Office located in Ottawa and Osage County Office located in Lyndon.

PROGRAM ASSISTANTS:

District Staff that help assist the Extension Agents. The district has 4-H P.A. and FNP P.A.

4-H COUNCIL:

This group is made up of four youth and one

or two adult representatives from each of the 4-H clubs. They are responsible for making decisions regarding county wide activities and events. Each club is encouraged to provide a representative to be present at county council meetings.

STATE LEVEL

KANSAS STATE UNIVERSITY:

Kansas State is the land grant university that is responsible for taking education to the people of the state and the 4-H program is part of that directive.

STATE SPECIALISTS:

They are responsible for the 4-H program on a state wide basis. Each one has a specific responsibility in the 4-H program. They are all based on the KSU

campus and Area Extension Offices.

KANSAS 4-H FOUNDATION:

A non-profit organization that provides additional resources for the 4-H program. They sponsor scholarships, provide funding for programs and assist where needed.

ROCK SPRINGS 4-H CENTER:

Rock Springs 4-H Center is a 735-acre, year-round camp, conference and retreat center nestled in the scenic Kansas Flint Hills near Junction City. It is owned and operated by the Kansas 4-H Foundation. It is funded by fees and the contributions of generous donors.

RESOURCES

WEBSITES

www.frontierdistrict.ksu.edu

Frontier Extension District Website

(Look under the "4-H Youth Development" tab on the left)

ks.4honline.com

Enrollment 4-H Online

www.kansas4-h.org

Kansas 4-H Website

Frontier Extension District- Facebook

4-H Pintrest

<http://www.4-h.org/>

National 4-H Website

5 TIPS FOR HAVING A SUCCESSFUL 4-H EXPERIENCE...

1. **"You get out what you put in"**- This is the first rule of 4-H. There are many great opportunities within the 4-H Program. You have to be the one to take advantage of these opportunities.
2. **Attend 4-H Club Meetings:** This is important to keep updated on events and in staying motivated about your 4-H experiences.
3. **READ YOUR NEWSLETTER:** This is the way the office communicates with 4-H members. It will answer a lot of your questions.
4. **Ask Questions:** The extension staff is here to help! We want you to have an awesome experience and we want to help!
5. **Have Fun and embrace the 4-H ways!:** 4-H is a learning opportunity, but is also all about friends and family!

If you follow these five tips we promise you will have a successful 4-H experiences!

PHONE NUMBERS

Ottawa (785)229-3520

Lyndon (785)828-4438

Garnett (785) 448-6826



4-H



FRONTIER EXTENSION DISTRICT

[HTTP://WWW.FRONTIERDISTRICT.K-STATE.EDU/4-H/](http://www.frontierdistrict.k-state.edu/4-H/)

GARNETT OFFICE (785) 448-6826

LYNDON OFFICE(785) 828-4438

OTTAWA OFFICE (785) 229-3520