

The Clover Connection

Polk
County
4-H



January
2022

Attention!

If you have not done so, please re-enroll by the end of January. This will be your last newsletter if you have not yet re-enrolled.

VIP TRAINING-REQUIRED FOR NEW 4-H VOLUNTEERS

If you have adults who are interested in becoming certified 4-H volunteers they are required to take the Volunteer in Preparation Training (VIP). Completion of a VIP Training is one of the requirements to becoming a certified 4-H volunteer. All VIP Trainings will be held both in person and virtually this fall. These trainings take 1—1 1/2 hours to complete. Below you will find a list of dates and RSVP deadlines. These RSVP deadlines are firm in order to mail you the training packet ahead of time. For more information contact Heather heather.vierling@wisc.edu

**January 10 @ 5:00pm (RSVP By:
December 31)**



**January 13 @ 7:30pm (RSVP By:
December 31)
February 22 @ 9:30am (RSVP By:
February 11)
February 22 @ 5:30pm (RSVP By:
February 11)**

TO REGISTER FOR A TRAINING GO
TO <https://forms.gle/nJbsSJM6fHbbb7ht6>
[Steps to Bec](#)

WISCONSIN- FLAVORED

SCIENCE AT "WEDNESDAY

NITE @ THE LAB" BY ZOOM



4-H SCIENCE

4-H youth & adult volunteers: tune in to the "Wednesday Nite @ The Lab" Zoom at 7pm to learn from UW-Madison researchers.

- December 15 – Randy Jackson from Agronomy speaks on "Grassland 2.0: Restoring People & Prairie to Agriculture"
- January 5 – Jenyne Loarca from Horticulture shares her experiences in using genomics in breeding carrots.
- January 12 – John Berry from Chemistry shows us how to "Harness Energy from Ammonia"

See <https://science.wisc.edu/wednesday-nite-at-the-lab/>.

Zoom at go.wisc.edu/240r59.

CLUB REPRESENTED

WHEN THE MONEY

GETS SPENT? The Polk



County 4-H Leaders Federation Board of Directors is an Important Group for the Polk County 4-H Program. This Board Oversees the Program and Makes Important Decisions About How and Where the Financial Resources of the Program Are Spent. They Also Provide Direction for The Educational Programs. Each Club Can Send One Adult and One Youth Member as Representatives to The Board. Youth Have an Equal Voice at The Table. The Board Meets Six Times a Year.

JANUARY 24, 2022 7PM T.B.D

MARCH 28, 2022 7PM T.B.D

MAY 23, 2022 7PM T.B.D

4-H AMERICAN SPIRIT EXPERIENCE!

Experience history & heritage by immersing in a 10-day bus journey to the East Coast.—Youth-led content throughout the experience—Increase knowledge of American history while experiencing where it occurred—Dynamic exposure to diverse cultural experiences and perspectives of our nations foundation.

Highlighted Locations

- Maumee, Ohio
- Philadelphia, Pennsylvania
- New York City, New York
- Boston, Massachusetts
- Lexington/Concord, Massachusetts
- Gloucester, Massachusetts
- Niagara Falls, New York

Participant Eligibility

All youth grades 8-10 (youth in 11th-12th grade eligible for 2022 dates ONLY)

Pre-Registration in 4-H Online 2.0 open January 3-14, 2022. Youth and their parent/guardian must complete the online registration together; it includes several questions for the youth participant to answer.

Each experience is limited to 44 youth, decisions about who is selected to travel are based on the following factors: first-come first serve registrants, # of youth per experience, full rooms by identified gender, ages of youth traveling together, eligibility to participate in future years.

Estimated Cost of Experience—\$1650



YQCA TRAININGS ARE NOW BEING OFFERED IN ST. CROIX AND PIERCE COUNTY.

December 12th, 2pm at the Ellsworth High School

January 3rd, 6pm at the St. Croix County Extension Office

January 15th, 9am at the Ellsworth High School

February 21st, 5:30pm at the Ellsworth High School

February 22nd, 7pm at the St. Croix County Extension Office

March 5th, 9am at the St. Croix County Extension Office

All Youth MUST register and pay through the YQCA website.

ATTENTION VOLUNTEERS!!

Please remember to complete the background check. Without it, you cannot re-enroll as a volunteer in 4-H. It will be emailed to you under the name HireRight.

WHAT'S UP WITH YOUR CLUB?

Would you like your Club featured in the next Clover Newsletter? It's simple! Write up a short article telling us just how fun your club's event was and make sure to include a picture with the names of the members featured. Let us and other clubs know the good work you are doing in the community! To share your clubs story please email Kerry at: kerry.hill2@wisc.edu



STATE ARTS TEAMS!

Applications are available for the 2022 Wisconsin 4-H State Teams! Do you love to sing, dance, act, write, speak, or draw? This may be for you!

Youth in grades 9-13 can apply to join the State Drama Company and State Arts Team for 2022. Teams help to lead WI 4-H & Youth Conference, perform at State Fair, help conduct the State Art Show, and much more! You can find out more information at the [State Arts Teams website](#).

Applications are open in 4HOnline and close on February 15, 2022. Review the application pages for full information on what is required to apply. We hope to have you join us on one of our State Teams!

Statewide Educational Programs Update for 2022

As we look forward to fall and winter, we'd like to share some educational program plans and updates.

Considerations included: staff vacancies, changing COVID situation, and overall program priorities.

4-H ARTS (YOUTH GRADES 9-13)

State Art Teams (Arts and Drama) –Applications for the Drama Company and Art Team will be available mid-October through 4H Online. Think about young leaders you work with who may be interested in furthering their leadership and artistic skills as members of our State Teams. **Polk Co. 4-H:** when you register online Please send an email to kerry.hill2@wisc.edu with your name & what you are applying for & contact information for you so we can plan for any possible financial assistance for you.

State Arts Camp and ArtBEAT! – Unfortunately, we will not be able to offer a State Arts Camp in October. With the COVID Restrictions at Upham Woods at the end of the summer and our current state staff situation, the timeline for training counselors and planning for camp made it prohibitive for 2021.

STATE & NATIONAL EDUCATIONAL EXPERIENCES

Youth Conference (Tentative 2022) (Youth grades 7–10)

For the past several years, there has been a lot of discussion around WI 4-H & Youth Conference. A team of staff members, youth leaders and volunteers will develop new goals for an educational experience built around youth sparks and connected to Post-Secondary Pathways.

We are hopeful that in 2022 we will be able to offer a youth conference back on the UW-Madison Campus with a renewed focus and direction. **Polk Co. 4-H:** when you register online Please send an email to kerry.hill2@wisc.edu with

Statewide Educational Programs Update for 2022 Continued

your name & what you are applying for & contact information for you so we can plan for any possible financial assistance for you.

National 4-H Congress (*In-Person November 2021*) (Youth grades 10-12)

We are excited youth leaders will travel to Atlanta, GA in November. We will learn from this in person overnight experience as we plan for 2022. **Polk Co. 4-H:** when you register online Please send an email to kerry.hill2@wisc.edu with your name & what you are applying for & contact information for you so we can plan for any possible financial assistance for you.

National 4-H Conference (*Spring 2022*) (Youth grades 10-12)

National 4-H Conference will happen in the spring of 2022; we do not have details. Applications for National 4-H Conference will be available soon through 4H Online, with selection in early 2022. Youth in grades 10-12 can apply. **Polk Co. 4-H:** when you register online Please send an email to kerry.hill2@wisc.edu with your name & what you are applying for & contact information for you so we can plan for any possible financial assistance for you.

American Spirit (*Tentative 2022*) (Youth grades 8-10)

The American Spirit experience is an educational experience largely planned and facilitated by a group of volunteers and staff. State staff will be meeting with the American Spirit Planning Committee to review options.

Information regarding American Spirit 2022 should be ready by late October. of our State Teams. **Polk Co. 4-H:** when you register online Please send an email to kerry.hill2@wisc.edu with your name & what you are applying for & contact information for you so we can plan for any possible financial assistance for you.

Space Camp (*Not Offered in 2022*) (Youth grades 6-8)

WI 4-H will not be offering Space Camp in 2022. We evaluated the educational impacts on many levels, and although the program meets a variety of youth development needs and engages middle school youth in meaningful and powerful ways, we are looking at how and if it fits with our overall STEM programming goals and objectives.

Citizenship Washington Focus (CWF) (*In Person Summer 2022*) (Youth grades 10-12)

National 4-H Council plans to hold a Citizenship Washington Focus (CWF) in Washington DC next summer.

WI STATE FAIR YOUTH EXPO EXHIBITS

There have been many questions about the process for nominating and selecting exhibits for WI State Fair. Youth Expo is run by the WI State Fair. We understand participating in the Youth Expo has provided recognition and acknowledgement of outstanding 4-H project work statewide.

If you are interested in being part of a team of youth leaders, adult volunteers and staff to meet with WI State Fair Staff e-mail Amber Rehberg at amber.rehberg@wisc.edu.

We believe ALL of these educational programs are valuable and make a difference in the lives of the participants and the WI 4-H Program. Unfortunately, our current situation does not allow us to offer some of them in 2022. As new state staff are hired, programs will be re-evaluated based on program direction, priorities, and staff capacity.

Many young people were selected to represent Wisconsin 4-H during COVID. We want to honor commitments and we need to be sensitive to specific program goals and objectives. As programs are planned, we will be clear with age and participation plans.

"Operation Mayfield"



The recent tornados that went through the middle of our country were devastating! The South Milltown 4-H has determined that we are going to conduct Operation Mayfield! Mayfield, Kentucky was drastically effected by the tornados. Mayfield is located in Graves County where their Extension office is located.

We wanted them to realize that we care, through 4-H.

Therefore we hope to collect some things to send to their 4-H office to be distributed to 4-H families and those in need. It will take years for them to recover from this devastation, so we thought for now we can show that we care.



We invite your 4-H Club to participate with us, the gift would be from Polk County 4-H to Graves County 4-H. Please consider helping reach our mission of helping them out.

4-H Pledge	Things to help Graves County 4-H
I pledge my head to clearer thinking,	hats
My heart to greater loyalty,	socks - (covering them from head to toe with hats and socks)
My hands to larger service,	gloves or mittens
And my health to better living,	toothpaste, tooth brushes, small bars of soap - nothing liquid
For my club, my community, my country, and my world.	homemade cards of hope to be distributed in Graves County

Your donation can be brought to the Polk County Extension office by January 14th. We will package everything and send it out by January 18th. Questions call Jeanne at 715-553-2488 or email jeannealling77@gmail.com

Thank you for your consideration!



*Members of the
South Milltown 4-H*



WHAT'S UP WITH YOUR CLUB??

The West Sweden 4-H Club rang the bell for the Salvation Army at the Frederic Holiday, and collected gifts for the Community Referral Agency!

Pictured Are: Wyatt Murphy,
Mason Knauber, Seneca Hengst,
Aidan Ovik, Natalie Schommer,



Pleasant Lake, has been busy. We had our meeting on Sunday, Dec 5th and we tied blankets that we donated to Operation Christmas. We were also busy on Saturday, Dec 4th volunteering for Operation Christmas. We met at the VFW in Balsam Lake and we helped stock and sort shelves for the program.





**Wisconsin 4-H
Community
Clubs**

WELCOMING NEW MEMBERS & FAMILIES

Fall is a time of transitions for many 4-H Clubs. Some members graduate and some families may choose to try a new club or new experience. Other families have just learned about 4-H and have chosen your club for their 4-H involvement. Ensuring that these new families and members are welcomed into our clubs is everyone's responsibility. J

Most of us probably remember being new to a group. We probably felt excited to experience new things and meet new people. Often, we felt nervous and worried because we didn't completely understand what was going on. Sometimes, we feel this way for quite a while. We're going to focus on how we can welcome new members and their families by getting better acquainted and sharing information on how 4-H works. Here is an activity to try to welcome new members-

Activity: Across the Line

(Direct club members to stand on one side of the line. If there is enough space, include parents and volunteers. As an option you could have participants stand up and sit down instead of crossing a line.)

This is a get-to-know-you-better game. (Add or change questions to better fit the club). When I make a statement that applies to you, step over the line. Look around to see who has stepped across the line and who hasn't. After we're done with the statement, you will step back across the line before the next one. Step across the line . . .

1. If you like summer
2. If you're wearing red
3. If you ate breakfast this morning
4. If you've been in the 4-H club three or more years
5. If you like winter
6. If you have blue eyes
7. If you've been to 4-H camp
8. If you like mushrooms on pizza
9. If you're in the 4-H Foods project (or substitute a popular club project)
10. If you have a brother
11. If you are a dog person
12. If you play a sport
13. If you've given a talk in 4-H
14. If you've ever been to Washington, D.C.
15. If you've taken a project to the county fair
16. If you're in the 4-H Photography project (or another popular club project)

Did anyone learn something new about someone? How about something new about someone that you've known for a while?

All of us were new to 4-H at one time. We know that it seems like a lot to learn and it can be a bit overwhelming. Our goal is to have fun while learning new skills. It is not our goal to frustrate new people. So, experience 4-H one season at a time. Ask questions. We're glad to have new members and families in our group! You make our club more fun and interesting!

Adapted from "Creating a Welcoming Environment" 4H99903

Wildlife WHEP Wisconsin 4-H Wisconsin 4-H Forestry



Website <https://4h.extension.wisc.edu/opportunities/projects/outdoor-education/>

Email: wi4hwildlifeforestry@gmail.com

“TRACKS” - December 2021



Participation in wildlife & forestry activities are open to all Wisconsin 4-H club members. You can be enrolled in any 4-H project and participate in the activities.

Wildlife WHEP & Forestry 4-H Friends,

Astronomy is one of the oldest natural sciences. Humans have been using the stars and planets to navigate, establish calendars and understand natural phenomenon. One of the oldest and most recognizable constellations is the Big Dipper. The Big Dipper is a clipped version of the constellation Ursa Major the Greater Bear, with the Big Dipper stars outlining the Bear's tail and hindquarters. In the lore of the Mi'kmaq nation in northern Canada, the Big Dipper is a Celestial Bear, and the three stars of the handle are hunters chasing the Bear. In autumn, the hunters finally catch up with the Bear and it's said that the blood from the Bear colors the landscape. When the Celestial Bear is seen on the northern horizon in late fall and early winter evenings, it's a sign that the hibernation season is upon us. The Big Dipper moves about 4 minutes per day - arriving in its same spot one year later. How can you tell stars from planets and satellites? The planets follow about the same path as the sun. During the day, pay attention to where the sun travels across the sky. After dark, look along the same path for the planets. Planets reflect a steady light. With binoculars, a star is a point of light while a planet looks round. The best time to spot a satellite is about one hour after sunset. Since satellites don't have flashing lights like airplanes you will only see them when they are in sunlight. After sunset, it is dark on earth, but satellites are so high that the sun is still shining on them. Most satellites move from west to east.

2022 Wildlife & Woods Virtual Classes – Coming Soon! More Wildlife and Woods Virtual Sessions. Wildlife and Woods is Wisconsin 4-H's statewide natural sciences, wildlife, and forestry virtual event.

Outdoor enthusiasts get to connect with other 4-H youth grades 3-13 from around the state. Together, we explore the natural world with a special focus on wildlife, wildlife habitats, and forests. Participants learn about wild places across the United States following the 4-H Wildlife Habitat Education Program (WHEP) and the 4-H Forestry Program. Each month focuses on a different habitat, some of its plants and critters. Materials are designed for all ages and knowledge levels, so everyone can benefit. Since the sessions are co-led by youth and adult leaders, the youth leadership opportunities are plentiful.

Youth leaders can research about wildlife, trees, management concepts and management practices; prepare slides; lead activities; present topics from slides; record videos; or read announcements. Youth leaders also meet virtually the week before for prep and practice. Being a part of this team is great preparation for WHEP and Forestry competitions. For more information or to join the Wildlife & Woods Leader Team, contact: Shannon Stege: wi4hwildlifeforestry@gmail.com

To register for the virtual sessions, watch your e-mail for a message from 4-H online. The registration link will also be in the January TRACKS Newsletter. Mark your 2022 calendars for the third Wednesdays, 7- 8 pm. Jan 19 - Wonderful Wetlands; Feb 16 - Hot Desert; Mar 16 - City Wildlife; Apr 20 - Great Lakes

WHEP & Forestry Contest – April 1st & 2nd, 2022. It's time to start preparing for the upcoming contest. Most of the contest questions come out of the following manuals. The “Wildlife Management Concepts & Terms” is the best place to start learning the wildlife basics. The National WHEP (Wildlife Habitat Education Program) Manual www.whep.org/ and the National Forestry Manual www.4hforestryinvitational.org/ are nationally accredited resources. It's also available at <https://4h.extension.wisc.edu/opportunities/projects/outdoor-education/> or email us anytime. Please email us and we will let you know which animals will be covered in the contest.

Wildlife WHEP Wisconsin 4-H Wisconsin 4-H Forestry

“TRACKS” - December 2021

Participation in wildlife & forestry activities are open to all Wisconsin 4-H club members. You can be enrolled in any 4-H project and participate in the activities.

Wildlife WHEP & Forestry 4-H Art Contest – April 1st & 2nd, 2022. It's time to start taking pictures and getting ideas for entries in the upcoming contest. There are 18 categories & 4 groups: K-5 -2nd grade, 3-6th grade, 7-9th grade, & 10-13th grade.

Do you need wildlife & forestry activities to do in your county? Wildlife WHEP WI 4-H & Wisconsin 4-H Forestry committee members and youth leaders can do age specific hands-on activities in your county. We'll train your youth and adult leaders at the same time. Parents, youth, and adult leaders are encouraged to participate to find out how easy it is to lead these hands-on activities. Contact us anytime and reserve your program dates.

We have topic suggestions for you on the “Backyard & Back 40” Wildlife & Forestry Activities – Just let us know and we'll email you: Wildlife/Forestry Activities - Anytime or Anywhere, along with Wildlife WHEP and Forestry Class Topics. There are topics for every interest and age group in the listings and we have more topics if needed. 1.) Raising Beetles to control Invasive Purple Loosestrife, 2.) Building Bat Houses, 3.) Improving Habitat for Pollinators, 4.) Building Butterfly/Rain Gardens & Project Milkweed, 5.) Improving Habitat for Migrating Land Birds & Bird Watching, 6.) Improving Upland Bird Habitats, 7.) Water & Riparian Areas Improvements, 8.) Forestry Fundamentals & Management Practices, 9.) Trees for Wildlife, Recreation, & A Renewable Resource, 10.) Maps, Topography, Compass, & GPS, 11.) Viewing Wildlife & Camera Hunting, 12.) And more.

Kerri, “TRACKS” Editor

Special Thanks are extended to the following for making the “Wildlife WHEP Wisconsin 4-H” & “Wisconsin 4-H Forestry” programs possible: Northern Kettle Moraine Chapter of Whitetails Unlimited, Wildlife WHEP Wisconsin 4-H & Forestry – Washington County; Safari Club International (SCI) Wisconsin Chapter; Wisconsin Chapter of National Wild Turkey Federation; Wildlife WHEP Wisconsin 4-H & Wisconsin 4-H Forestry Friends & State Committee Members. Wildlife WHEP Wisconsin 4-H & Wisconsin 4-H Forestry Advisor: Carlea Liermann, Calumet Co. 4-H Program Educator





UW-MADISON EXTENSION

Clover College

Saturday, February 26, 2022
Glenwood City High School (850 Maple St., Glenwood City)

Session Descriptions

Woodworking

Jerry & Melanie Donoth

Use your carpentry skills to build a beautiful woodworking project to take to the county fair.

Class Limit: 12

Fun with Chemistry

Rob Brown

See how to make tooth paste for an elephant and gummy bears dance amongst other fun experiments through chemistry.

Class Limit: 12

Get Electrified!

Ben Meyer

Want to learn more about electricity? Here is your chance to learn about electrical currents, batteries, circuits and more!

Class Limit: 10

Scratch Off Art

Marci Meyer

Do you like to draw? Do you like to paint? Well, how about scratch art? Join us for a fun new way to create awesome pieces of art work.

Class Limit: 10

Paper Quilling

Marci Meyer

Paper quilling is the art of cutting paper into long strips, rolling them up and shaping them into designs. Learn how to make your designs POP.

Class Limit: 10

Fairy Gardens

Elizabeth Hesselink

Youth will plant succulents into various containers creating one of a kind fairy gardens.

Class Limit: 12

Spring Time in the Woods

Mike Lindley

Are you interested in turkey hunting, shed deer antler hunting, and moral mushroom picking? Join us for a fun filled adventure in the woods.

Class Limit: 12

Nature Painting

Becky Olson

Learn the art of painting. Create your own nature masterpiece with acrylic paints on canvas.

Class Limit: 12

Leathercraft

Heidi Wagner

Experience the art of leathercraft. Learn new skills and create one of a kind pieces.

Class Limit: 10

Sugars & Fats

Heather Vierling

How much is too much? Learn about the science behind sugars and fats in our everyday foods.

Class Limit: 15

Mini Fold Up Photo Albums

Mari Omann

Make a mini photo album from folded squares of cardstock. Youth are encouraged to bring a few small photos to add during the workshop.

Class Limit: 12

Candle Holders

Carole Schurtz

Make a beautiful candle holder with decoupage, tissue paper and a clear container.

Class Limit: 12

Snow Candles

Carole Schurtz

Making candles in the snow. These will be a one of kind creation.

Grades 3-5, Class Limit: 10

Sewing 101

Debbie Stevens

Join us for a simple sewing project. All supplies will be provided.

Grades 3-5, Class Limit: 8

MARS Landing

Bridget Lentz

Learn about the surface of mars and it's environment. Use you engineering skills to land a rover on top of Mars.

Class Limit: 10

On a Scale of One to T-REX

AJ Lentz

Love to perform in plays, skits, or dramas? Learn to become an actor with warmups, movement and play.

Class Limit: 8

Arm Knitting

Catherine Schurtz

Try out a new method of knitting...arm knitting. This is a fun way to learn to knit using your hands and nothing else.

Class Limit: 10

Lefsa

John Johnson

Learn how to make a soft Norwegian bread from potatoes and flour.

Class limit: 10

Hula Hoop Rugs

Jennie & Kaylee Bazille

Join the fun! Learn to make a small rug using a hula hoop and old t-shirts.

Class limit: 10

Blast Off

Heather Vierling

Learn about basic rocketry. Design and build rockets to blast off.

Class Limit: 15



UW-MADISON EXTENSION

Clover College

Saturday, February 26, 2022
Glenwood City High School
Open to all youth grades K-5th
Registration at 8:30am / Will start at 9:00am
Registration Fee: \$15.00 / youth

2022 Clover College Participant Registration

Name (s) _____ Email _____

Address _____ Telephone _____

Grade (s) _____ Parent (s) name _____

Gender _____ Race _____

Emergency contact name _____ Emergency contact telephone _____

I am currently a 4-H member: ☐ Yes ☐ No Club Name _____

Health Concerns: (allergies, etc.) _____

I require an accommodation for a disability to participate in this program: ☐ Yes ☐ No

Amount enclosed: _____ (\$15.00 / youth) Ck# _____ Cash _____

ALL YOUTH WILL NEED TO BRING A SACK LUNCH TO THE EVENT.

Registration Deadline: **Feb. 11, 2022** No refund for cancellations will be issued after the deadline.
Make check payable to: **St. Croix County 4-H Leaders Association**
Return to: 1960 8th Ave, Suite 140, Baldwin WI 54002

Please rank your TOP TEN choices (1 highest to 10 lowest). First-come / first-serve for session choices. All youth will attend 3-5 sessions. Limited participants in each session.

- | | |
|----------------------------------|-------------------------------|
| _____ Fun with Chemistry | _____ Get Electrified! |
| _____ Woodworking | _____ Springtime in the Woods |
| _____ Scratch Off Art | _____ Paper Quilling |
| _____ Fairy Gardens | _____ Nature Painting |
| _____ Mini Fold Up Photo Albums | _____ Leathercraft |
| _____ Candle Holders | _____ Snow Candles |
| _____ MARS Landing | _____ Arm Knitting |
| _____ On A Scale of One to T-REX | _____ Lefsa |
| _____ Hula Hoop Rugs | _____ Sewing 101 |
| _____ Blast Off | _____ Sugars & Fats |

Yes ☐ No ☐ I am available to help with sessions at Clover College on February 26, 2022:

Name: _____

University of Wisconsin - Extension
Polk County Office
100 Polk Plaza, Suite 190
Balsam Lake, WI 54810
Phone: (715) 485-8600

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Extension

UNIVERSITY OF WISCONSIN-MADISON
POLK COUNTY

The University of Wisconsin-Extension provides Title IX requirements, which include affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status, arrest or conviction record or veteran status.
Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of the program or activity for which it is needed. Please do so as early as possible prior to the program or activity so that proper arrangements can be made. Requests are confidential (ADA requirements).