



Extension
UtahStateUniversity



4-H VOLUNTEERS

**SALT LAKE COUNTY
HANDBOOK**

Jan 2024 Edition

MAKE THE BEST BETTER

Empower youth to reach their full potential, working and learning in partnership with caring adults





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HELLO AND WELCOME!



Welcome to Salt Lake County's 4-H program!

We are thrilled to have you join our team of volunteers and hope you find community, purpose, and satisfaction while here.

The 4-H Program is an ever-growing National Institution with over 6.8 million youth involved throughout the States. 4-H continues to thrive as the most extensive out-of-school educational program in the United States, primarily attributed to its focus on positive youth development and experiential learning.

This organization's success is made possible by volunteers' work. People like you, who are willing to share their skills and knowledge, are the program's backbone. You are joining a place where your time, talents, and efforts are important, influential, and appreciated.

There is an excellent level of satisfaction of working with youth, and 4-H provides the necessary resources and support for successful experiences for youth and adults.

Margaret Mead wrote, "Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has."

As a small group of thoughtful, committed citizens, the Salt Lake County 4-H Program enjoys the responsibility of developing the future citizens and leaders of our community. As the 4-H staff, we are here to guide you through the process, but ultimately, it is up to you what kind of difference you make.

Sincerely,
Your Salt Lake County 4-H Staff





CONTACT INFORMATION

SALT LAKE COUNTY 4-H



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STEM





CONTACT INFORMATION

SALT LAKE COUNTY 4-H

SALT LAKE COUNTY 4-H CLUBHOUSE

Phone: 385.468.4822

Hours: Monday-Friday 9:30 am – 4:30 pm

Address: Salt Lake County 4-H Clubhouse
11161 2200 W, South Jordan, UT 84095

Who is located here?

County: Pam Van Wagoner, Sage Allen, Katie Wilder, Kelly Tippetts

State: Meggan Callister, Deborah Ivie

SALT LAKE COUNTY USU EXTENSION OFFICE

Phone: 385.468.4820

Hours: Monday-Friday 8:00a.m. – 5:00p.m.

Address: Government Center USU Extension
2001 South State Street, Suite S1-300 Salt Lake City, UT 84114-4575

Who is located here?

County: Josie Slade

State: Vernon Parent





WHAT IS 4-H?

As a part of the youth development program of Utah State University Cooperative Extension, 4-H is an informal, practice educational program for youth. In 4-H, we believe in the power of young people. We see that every child has valuable strengths and real influence to improve the world around us.

Cooperative Extension, a community of more than 100 public universities, delivers 4-H programs across the nation. These programs provide experiences for young people to learn by doing. For more than 100 years, 4-H has welcomed young people of all beliefs and backgrounds, giving kids a voice to express who they are and how they make their lives and communities better.

Through life-changing 4-H programs, nearly six million kids have taken on critical societal issues, such as addressing community health inequities, engaging in civil discourse, and advocating for equity and inclusion for all.

In 4-H, kids complete hands-on projects in health, science, agriculture, and civic engagement in a positive environment where they receive guidance from adult mentors and are encouraged to take on proactive leadership roles. 4-H opportunities are available in every county and parish in the country through in-school and after-school programs, school and community clubs, and 4-H camps.



————— I pledge —————

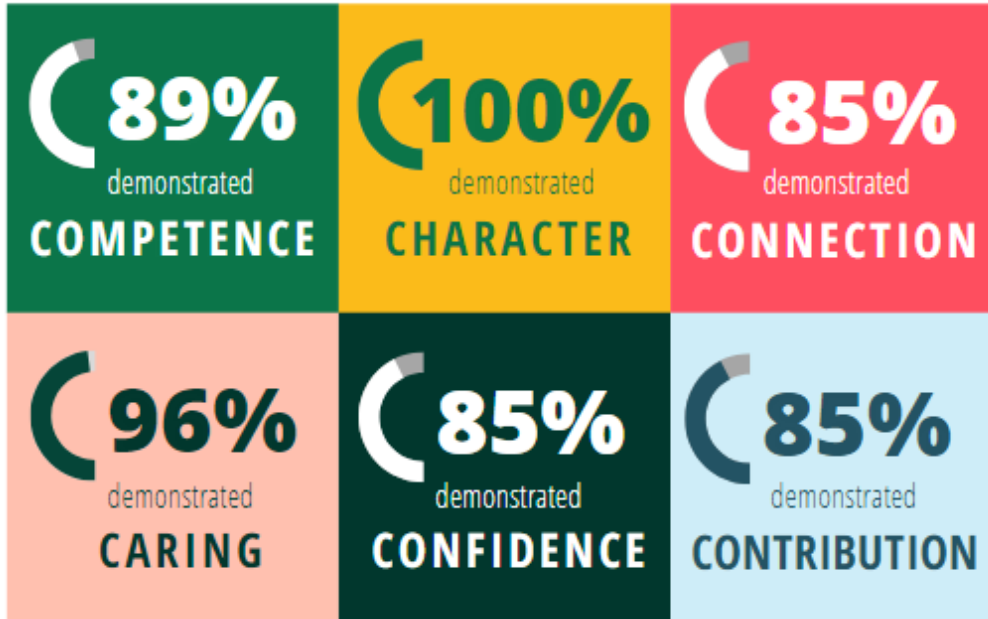
my *head* to clearer thinking,
 my *heart* to greater loyalty,
 my *hands* to larger service,
 my *health* to better living,
 for my club, my community,
 my county, and my world.





2024 SALT LAKE COUNTY IMPACT

Salt Lake County 4-H youth scored highly on the 6C's of Positive Youth Development*. The 2023 impact evaluation showed that Salt Lake County 4-H youth had the following competencies:



LIFE SKILLS

*n = 27 youth sampled during culminating 4-H events in Salt Lake County.

Approximately 891 youth are enrolled in Salt Lake County 4-H*. In Salt Lake County, youth had the following life skills:



93%

learned about having a

STRONG WORK ETHIC

93%

learned about

PROBLEM SOLVING SKILLS

93%

learned about

LEADERSHIP SKILLS

93%

learned how to

WORK IN A TEAM





OUR PURPOSE & GOALS

The purpose of Utah 4-H is

POSITIVE *youth* DEVELOPMENT

Mission Statement:

4-H *empowers* youth to reach their full *potential*,
working and *learning* in *partnership* with *caring adults*.

4-H Vision:

A world in which youth and adults learn, grow, and work together as catalysts for positive change.

The 4-Hs:

Head, Heart, Hands, and Health are the four H's in 4-H, and they are the four values members work on through fun and engaging programs.



HEAD

managing, thinking



HEART

relating, caring



HANDS

giving, working



HEALTH

being, living

Slogan:

Learn by doing

Motto:

To Make the Best Better





OUR PURPOSE & GOALS

The purposes and goals we have in Utah 4-H focus on the “Big M”. Your goals as a Volunteer Leader should be created with this model in mind.

“BIG M”

BELONGING

- POSITIVE RELATIONSHIP WITH A CARING ADULT
- A SAFE AND INCLUSIVE ENVIROMENT WHICH FOSTERS A SENSE OF BELONGING IN ALL MEMEBERS

MASTERY

- ENGAGEMENT IN LEARNING
- OPPORTUNITY FOR MASTERY BY BUILDING KNOWLEDGE, SKILLS, WISDOM, AND ATTITUDE, AND THEN DEMONSTRATING THEIR USE

INDEPENDENCE

- OPPORTUNITY TO SEE ONESELF AS AN ACTIVE PARTICIPANT IN THE FUTURE
- OPPORTUNITY TO DEVELOP A SENSE OF RESPONSIBILITY AND INFLUENCES OVER ONE’S CHOICES, AS WELL AS THE CONSEQUENCES OF THOSE CHOICES

GENEROSITY

- OPPORTUNITY TO VALUE AND PRACTICE SERVICE FOR OTHERS - FINDING ONESELF OFTEN BEGINS WITH LOSING ONESELF IN THE SERVICE OF OTHERS





OUR PURPOSE & GOALS

Learning-by-Doing

We Remember:

- 10% of what we read
- 20% of what we hear
- 30% of what we see
- 50% of what we see and hear
- 70% of what we see, hear and discuss
- 90% of what we see, hear, discuss and practice (experience)



Learning-by-doing, the key concept of experiential education, is central to 4-H. Experiential learning is more than just executing activities. It involves discussing the scenario, drawing conclusions from the activity, and applying them to real-world situations. The Skills Model, shown below, was developed by Iowa State University and has been widely adopted nationwide.

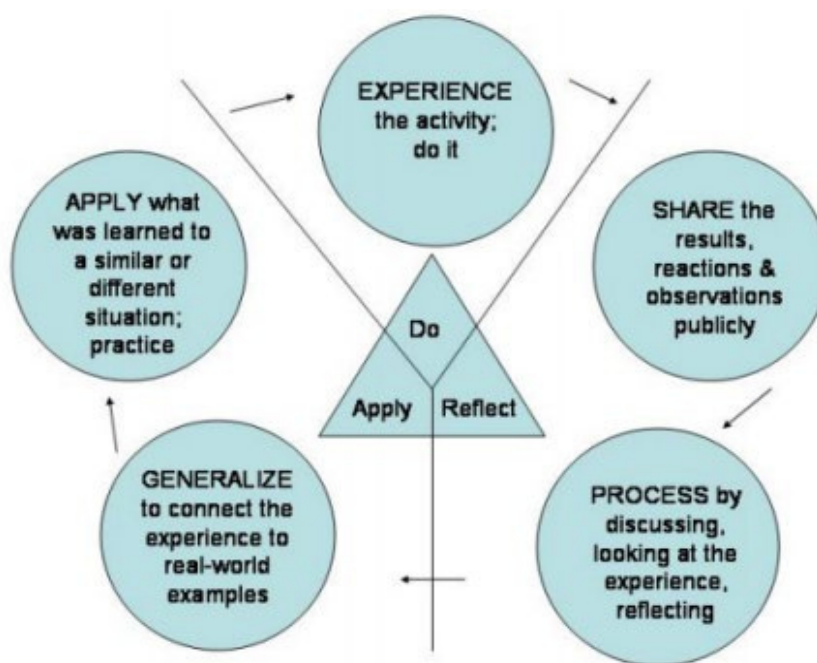




OUR PURPOSE & GOALS

Stages of Experiential Learning

Experiential learning puts the focus on the learner and enables them to process through several stages. The unique part of 4-H is the experiential learning process, or “learning- by-doing”. You can tell or show members how to do something, but the kinetic experience of self-participation and reflecting upon the experience is the best way to reinforce learning.



Do

Experience – is an individual or group activity. The hands-on application of what has been learned, results in enhanced understanding and greater retention. All 4-H learning experiences are designed to allow for members to practice what they have learned through their project materials. Once the participants have been given opportunity to practice their newly learned information, they may choose to adjust their goals, add to their knowledge base, practice more or progress to the stage of performance.

Reflect

Share – discuss what was experienced when doing the activity. Process- discuss what questions were created by doing the activity.

Apply

Generalize – find general trends/common lessons learned. How does the experience apply to the “real world?”

Apply – discuss how the new information can be applied to everyday situations or in the future.





OUR PURPOSE & GOALS

4-H Career Pathway

More youth than ever are graduating high school and enrolling in postsecondary education. Research shows these youth are credentialed on paper, but lack the critical skills to succeed in their careers. This is America's very real, and very critical, career readiness gap – resulting in only one in five college students saying they feel "very prepared" to join the workforce. National 4-H Council and Lockheed Martin are sharing a research-based career pathway model that nonprofits, corporations and schools across the nation will use to grow confident young people with the skills to thrive in STEM career opportunities.



EXPLORE

I MIGHT LIKE TO DO THIS



LEARN

I CAN DO THIS



PRACTICE

I'M INTERESTED IN THIS



EXPERIENCE

I WILL BE THIS

Taking youth back to skills

THE 4-H CAREER PATHWAY





VOLUNTEER RESPONSIBILITIES

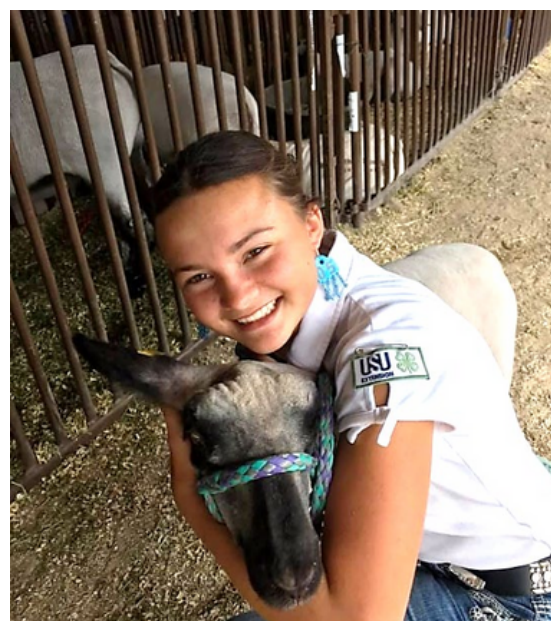
***Note:** Below are listed the volunteer roles available in the 4-H program. You will notice we do not use the title "Leader." This term has been misleading for some adult volunteers. The true "leaders" of the program should be the youth of the club. As a volunteer, you are a critical part of mentoring, training, and inspiring these youth. However, the youth are the program's focus and should be considered the leaders of their future.

Club Volunteer

Purpose: to ensure positive youth development by assisting members in selecting and completing specific 4-H projects of interest. The club volunteer keeps the club functioning.

Specific Duties:

- Relate project experiences to everyday life skills
- Host club meetings
- Handle registration and logistics of the club
- Recruit club members
- Assist in club voting in and organization of youth officers
- Recruit additional adult/older youth volunteers to assist in the project as needed
- Delegate to Project and Assistant leaders to assist members with project work, materials, and presentations
- Assist Project and Assistant leaders as needed
- Liaison with the 4-H Extension staff, members, parents, and other volunteers in carrying out the club's overall plans
- Attend necessary training and council meetings
- Provide quarterly reports to Salt Lake County Staff



Time Commitment: Average of 2 to 4 hours per week. Length of service could be anywhere from a short-term project of a few weeks or months to a longer-term commitment depending on the project.



Project Volunteer

Purpose: to ensure positive youth development by assisting members in selecting and completing specific 4-H projects of interest. The project volunteer works with youth as assigned by the club leader to establish and complete projects of interest.

Specific Duties:

- Relate project experiences to everyday life skills
- Attend club meetings and assist where needed
- Assist members with project work, materials, and presentations
- Liaison with the club leader in carrying out the club's overall plans
- Keep up to date in project subject matter

Time Commitment: An average of two-four hours per week depending on the project. Length of service could be anywhere from a short-term project of a few weeks or months to a longer-term commitment depending on the project.



Assistant Volunteer

Purpose: to ensure positive youth development by assisting members in selecting and completing specific 4-H projects of interest. The project volunteer works with youth as assigned by the club leader to establish and complete projects of interest.

Specific Duties:

- Relate project experiences to everyday life skills
- Attend club meetings as needed
- Assist members with project work, materials, and presentations as needed
- Liaison with the club leader in carrying out the club's overall plans

Time Commitment: An average of one-two hours per week depending on the project.

Length of service could be anywhere from a short-term project of a few weeks or months to a longer-term commitment depending on the project.





Afterschool Volunteer



Purpose: to work with youth who participate in hands-on activities and lessons using the 4-H curriculum as they learn life skills, decision-making skills, and social skills necessary to develop positive personal assets needed to live successfully in a diverse and changing world.

Specific Duties:

- Run a 4-H Club Meeting
- Teach 4-H Curriculum

Time Commitment: Once a week, for one hour a day, for one week up to nine months.

Contest Coach

Purpose: to ensure positive youth development through coaching youth in a county and state contest.

Specific Duties:

- Attend county and state contest to coach the youth at their competition
- Depending on contest, plan and hold tryouts for the county
- Meet regularly with individual or team to prepare for State Contest
- Assist team in planning and implementing any necessary fundraisers

Time Commitment: Average of 2 to 4 hours per week. Length of service could be anywhere from a short-term project of a few weeks or months to a longer-term commitment depending on the project.





Episodic Volunteers

Class Instructor: Teach a topic of your choice at an event such as a Super Saturday, Community Club, and other events.

Chaperone: Supervise youth at camps, Super Saturday events, and other 4-H activities.

Discovery Days Volunteer: Judging, help with logistics, decorations, set up, sign in, etc.

Office Volunteer: Help with the registration process, answer phone calls, help with event logistics, create flyers and other handouts.

4-H Judge: Evaluate 4-H exhibits or presentations at competitive events (training provided).

Event Volunteer: Wears many hats and helps with 4-H events as needed.

State Fair: Judging





SUGGESTED MEETING AGENDA

Opening the Meeting

- Call to Order
- Pledge of Allegiance
- 4-H Pledge
- Roll Call
- Minutes of last meeting (If Any)
- Unfinished Business (If Any) New Business
- Ice Breaker



Life Skills | Projects

This part of the meeting includes activities and experiences that help 4-H members develop life skills such as positive self-esteem, decision making, communication, leadership skills, and community and global awareness. Ideas can be found in the 4-H project books This is a good time to work on community service projects.

Project clubs may use this period as a workshop, working on their projects, with demonstrations and judging as part of the session. A community club may use the time for sharing what has been learned in various project areas of the members. Add variety to club meetings by including demonstrations, video/DVD, guest speakers, discussions, tours.

Include record keeping in club meetings, by conducting an occasional record keeping/portfolio workshop or by setting aside time at meetings to update record books/portfolios

After projects and activities, be sure to take time to reflect and debrief on them. Why was the activity selected? Why is this a skill to be learned? How is it applicable to essential life skills?

Recreation | Social Time

Take time for fun activities that give members and leaders opportunities to develop relationships with each other. Holiday and seasonal parities are also a fun opportunity for growth and interaction. This can include Refreshments if the club would like. Try to give guidance on selecting nutritious, inexpensive food.



SUGGESTED MEETING PLANNER

Date _____ Time _____

Location _____ Topic _____

Activity	Who is Responsible for Leading it?	Who is Responsible for Planning it?
Activity for Early Arrivals		
Call to Order		
Pledge of Allegiance		
4-H Pledge		
Roll Call		
Life Skills		
Project Activity		
Recreation		
Refreshments		
Announcements		



GETTING STARTED



Discover 4-H Clubs



Although many volunteers have their own areas of expertise, they may wish for help in different areas and activities or to broaden the reach of their clubs. 4-H has many resources to help with different types of curriculum. One great way to start is through Discover 4-H Clubs.



Discover 4-H Clubs offer numerous curriculum starters from archaeology to fitness, from coding, to sewing. These resources offer research-based information and outline great ways to discover new topics. Many of the topics also have supply kits that can be checked out through the USU Extension- Salt Lake County 4-H office.



Visit utah4h.org/discover, find topics of interest, and request a copy of the curriculum.

Suggested State Camps

JYC | Junior Youth Conference

is a 3 day camp for 5th and 6th grade youth to participate in fun workshops and great learning experiences. With older 4-H youth serving as mentors, 4-Hers improve self-esteem, strengthen involvement and interest in 4-H, and have opportunities to meet other youth from throughout the state.

<https://extension.usu.edu/utah4h/events/jyc>

i4-H

is a camp for 7th and 8th graders who spend 3 days together. Youth participate in team building workshops and challenges taught by older 4-H youth mentors and adult leaders. <https://extension.usu.edu/utah4h/events/i4h>

Teen Summit

is a camp, for youth in 8th – 12th grade who are interested in developing meaningful leadership skills. This will be a fun, interactive learning experience that will expand opportunities, build new friendships, and develop the interpersonal skills that promote success.

<https://extension.usu.edu/utah4h/events/i4h>





PROJECTS

What is a project? Each 4-H member will have an opportunity to select one or more projects to learn about during the year. A project is a subject the member wants to explore. Projects are self-paced, can span over a few weeks or several years, and require at least six learning hours. One member may choose to focus on one specific project area for years, while another member may choose a wide variety of projects throughout their 4-H experience. With more than a hundred projects available, there is something to interest every child.

How many projects can a child select? There is no limit to the number of projects a child can select. However, leaders and parents should help guide members in setting realistic but challenging goals. It is always better to complete fewer projects that reflect high-quality work than complete multiple projects of low quality.

How do we select a project? In most cases, club members and leaders work together to decide which projects they want to complete during the year. Members work on their projects together at club meetings. A club leader, parent volunteer, or youth leadership of the club will facilitate a project's activities and learning opportunities.

Occasionally a member will want to explore a project in which the leader is not proficient, or other club members are not interested in pursuing. If this is the case, youth are welcome to work on projects outside of their club meetings. They may seek guidance from their parents, other members of the 4-H community, community organizations, or other experts in the field to assist them in acquiring these new skills.

4-H has a total of 8 general project areas where participants may choose to focus their interests.

It is essential that each project area encompasses the values of science, citizenship, and healthy living in the teachings of their own specificity. Project areas are the overarching concepts that 4-H clubs are centered around. There will be many clubs within one project area, and there may be multiple project areas incorporated in each club.

Project Areas



Citizenship & Civic Education

A trio of programs designed by 4-H allows young people a chance to contribute thousands of hours to community projects each year. Events such as Citizenship Washington Focus show students interested in learning more about how our country is governed the U.S. Capitol first-hand; Rural Youth Development encourages communities to involve youth as partners in decision-making and governance; and Service Learning allows older students to design their own community-service projects.





Communications and Expressive Arts

From filmmaking to photography, our communication arts programs and curricula emphasize artistic expression and communication.



Consumer and Family Sciences

Family and Consumer Sciences is one of several educational disciplines in which Cooperative Extension provides programs. Years ago, it was called "Home Economics." Areas of programming (depending on state or county program priorities) may include family relationships and child development, parenting information, nutrition and food preparation, safety and protection (clothing), housing and interior design, personal money management, and other home- and family-related subjects. 4-H has a total of 8 general project areas where participants may choose to focus their interests. It is essential that each project area encompasses the values of science, citizenship, and healthy living in the teachings of their own specificity.



Environmental Education & Earth Science

4-H's programs provide young people first-hand experience in utilizing alternative energy, conserving energy and learning how to limit humanity's impact on our environment. Completing programs such as 4-H2Online, which teaches water conservation, and The Power of the Wind, which teaches youth how to take advantage of wind energy, allows young people an entry point into these important conversations. With this knowledge, 4-H'ers can interact with their community's decision-makers and help foment environmentally conscious policy.



Healthy Lifestyle Education

Healthy living has been at the core of 4-H and remains a foundation of our pledge. Although 4-H believes that healthy living habits of young people begin in the context of their families and communities, we strive to equip youth with healthy living knowledge and skills that will prepare them physically, emotionally and socially to meet the challenges of the 21st century. To meet the needs of today's youth, 4-H Healthy Living programs seek to address national issues including nutrition and physical fitness, substance abuse, safety, and social and emotional wellness.





Personal Development and Leadership



Leadership encompasses the most important goal of 4-H which is preparing our youth to be successful adults who contribute to their community throughout life. It is essential that each individual youth involved in 4-H be exposed to opportunities of leadership in every club. We strive to provide components that allow our youth to learn the life skills associated with leadership that can be generalized to enrich development. 4-H members are offered experiences that build feelings of mastery directly influencing a sense of self efficacy.

Plants and Animals



These programs are designed to engage and excite young people in the modern, high-tech, and fascinating field of agricultural science. There are several programs available in this field including 4-H AgriScience, Project Butterfly W.I.N.G.S., Veterinary Science, Dog, and Horse.

Science & Technology



Studies show American students are not taking enough interest in engineering and technology to maintain our country's ability to lead innovation in the future. 4-H hopes to reverse that trend via its engaging programs in filmmaking and robotics.





Utah 4-H Project Areas - Select all that apply for your club

1	Cloverbud: Introductory 4-H (Youth age 5-8)	<input type="checkbox"/>
2	Agriculture	<input type="checkbox"/>
3	Agriscience	<input type="checkbox"/>
4	Animals - Companion Animals (Dogs, Cats, Exotics, Other.)	<input type="checkbox"/>
5	Animals - Horse and Pony (grade 3 minimum)	<input type="checkbox"/>
6	Animals - Large Livestock (grade 3 minimum) <input type="checkbox"/> Sheep <input type="checkbox"/> Goats <input type="checkbox"/> Swine <input type="checkbox"/> Beef <input type="checkbox"/> Dairy	<input type="checkbox"/>
7	Animals - Small Livestock (Poultry, Rabbits, Other)	<input type="checkbox"/>
8	Arts and Crafts	<input type="checkbox"/>
9	Biological Sciences (Entomology, Bees, Veterinary Science)	<input type="checkbox"/>
10	Career Readiness (Career Exploration, Entrepreneurship, etc..)	<input type="checkbox"/>
11	Civic Engagement (Civic Responsibility, Government Principles, History, Etc.)	<input type="checkbox"/>
12	Communication (Public Speaking)	<input type="checkbox"/>
13	Emergency Preparedness and Safety	<input type="checkbox"/>
14	Engineering (Mechanical, Civil, Aerospace, Coding, Electrical, Etc.)	<input type="checkbox"/>
15	Family and Consumer Science (Child Care, Interior Design, Financial Literacy, etc..)	<input type="checkbox"/>
16	Fine Arts (Drawing, Painting, Performing Arts, etc..)	<input type="checkbox"/>
17	Foods: (Cooking, Food Perservation, Nutrition, etc..)	<input type="checkbox"/>
18	Gardens and Plants (Master Gardener, Plants, etc.)	<input type="checkbox"/>
19	Health and Wellness: Mental, Emotional, Social, and Physical)	<input type="checkbox"/>
20	Leadership Development	<input type="checkbox"/>
21	Natural Resources (Fishing, Outdoor Education, Product Design, etc..)	<input type="checkbox"/>
22	Needle Arts (Crochet, Knitting, etc..)	<input type="checkbox"/>
23	Photography and Film Making	<input type="checkbox"/>
24	Physical Sciences (Physics, Chemistry, Rocks and Minerals, etc..)	<input type="checkbox"/>
25	Service (Service Learning, Volunteerism, etc.)	<input type="checkbox"/>
26	Sewing (Construction, Quilting, Modeling, Textiles, etc..)	<input type="checkbox"/>
28	Shooting Sports (Archery, Shotgun, Rifle, Western Heritage, etc.) (grade 3 minimum)	<input type="checkbox"/>
29	Social Science (Archaeology, Anthropology, Misc Sciences, etc.)	<input type="checkbox"/>
30	STEM - (Maker, STEM and STEAM Projects, etc.)	<input type="checkbox"/>





COUNTY CONTESTS

Contests give 4-H members the chance to exhibit their talents and test the skills they learned in workshops. It is a chance to show what they know. Whenever possible, our staff tries to conduct the county contest as similar to the state contest, utilizing the same rules, time allowances, and judging criteria.

County contests include:

- FCS Skillathon
- Horse Demonstrations
- Consumer Decision Making
- Horse Judging
- Fashion Review
- Horse Public Speaking
- Favorite Foods
- Digital Arts
- Pixelations
- Game Design
- Impromptu Public Speaking
- FCS Bowl
- Livestock Bowl
- Presentations
- Livestock Judging
- 4-H Cooking Challenge
- Public Speaking
- Horse Bowl
- Shooting Sports
- Hippology

The interests of the 4-H'ers in the county determine which contests are held. Contest topics may vary in each county.

To find details on each contest, go to:



<https://extension.usu.edu/saltlake/4h/county-events>





STATE CONTESTS

The Utah 4-H State Contest is a competitive showcase of youth talent throughout the state. Utah 4-H Intermediates and Seniors gather at their project’s state contest for a chance to win the state title. Just as in county contests, there are a variety of state contests. Grand Champions receive prizes or a chance to compete at the national level. These events showcase skills in a competitive environment where youth achieve goals, meet others with similar interests, and develop a greater sense of belonging. State contests are held throughout the year based on the contest. The majority of contests are held at 4-H Classic with the exception of STEM, Shooting Sports, Livestock, and Envirothon.

Shooting Sports

(Senior Levels)

- Rifle, Shotgun, Archery, Outdoor Skill, & Overall
- Cowboy Action Shooting

4-H Classic

Held at 4-H Classic in June
(Senior & Intermediate Levels)

- 4-H Cooking Challenge
- Consumer Decision Making
- Fashion Revue
- Favorite Foods
- FCS Bowl
- FCS Presentation
- FCS Skillathon

STEM Contests

Held online in ZSuite*

- Digital Arts Competition (March)
- Hackathon (April)
- Drone Competition (May in-person*)
- Game Design Challenge (June)
- Pixelations Contest (September)

Speech & Public Speaking

Held at 4-H Classic in June
(Senior & Intermediate Levels)

- Demonstrations
- Impromptu
- Prepared Speech

Horse & Livestock Symposium

Horse held at 4-H Classic in June
Livestock held at Livestock Training
(Senior, Intermediate, & Junior Levels)

- Hippology
- Horse Bowl
- Horse Demonstrations
- Horse Judging
- Livestock Bowl
- Livestock Judging

Utah Envirothon

(Senior Levels)

For more information on state contests, please visit <https://extension.usu.edu/utah4h/events/state-contests/index>





PORTFOLIOS

Portfolios are the combination of resumes and cover letters

Resumes:

The resume should represent a cumulative summary of the 4-H members background, skills, and accomplishments. The 4-H member should summarize their 4-H experience by highlighting their project involvement, activities, awards/recognitions, leadership experiences, and community service. Each year, applicants will need to update their information, maintaining the most pertinent information over time. Content should be clearly identified as 4-H or non-4-H; style of resume and formatting are at the discretion of the applicant. Applicants should include contact information, county, school grade, and year in 4-H. Maximum 2 pages.



Cover Letters:

The cover letter should be a narrative to accompany the resume. When applying for different 4-H contests, leadership roles, etc., the cover letter should be tailored to the requirements of the application. Each application must have the outlined responsibilities posted. Rubrics should be tailored to specific responsibilities/objectives. Maximum 1 page.

The following 4-H opportunities require a 4-H Portfolio to be submitted.

Youths should start developing these materials early in the Junior age 4-H experience to be prepared for the future.

- State and Regional Leadership Roles
- National 4-H Conference
- National 4-H Congress
- County Award Nights & Portfolio Contests
- 4-H State Ambassador
- State Portfolio Contest



For more information on portfolios, please visit

<https://extension.usu.edu/utah4h/more/4-h-portfolios>





FREQUENTLY ASKED QUESTIONS

What do the four “H”s stand for?

The four “H”s stand for Head, Heart, Hand and Health. These four areas reflect the whole development of a child.

Do boys and girls attend the same club?

Yes. All clubs are open to all genders.

How old do you have to be to join a 4-H club?

- Cloverbud: Age 5-7
- Junior: Age 8-10
- Intermediate: Age 11-13
- Senior: Age 14-18
- Many colleges offer collegiate 4-H clubs (including Utah State University!)
- Special needs children can continue to participate to an unlimited age.

The age of the youth at enrollment will determine the club level the child may be in.



How does 4-H Enrollment Work?

The 4-H year begins on September 1st and goes through August 31st each year. Enrollment lasts one 4-H year. To enroll in the new year, you simply renew your membership on ZSuite. Only currently enrolled members and volunteers are eligible to participate in 4-H.

Can club members join at any time throughout the year?

Each club will establish their own “cut off” date for accepting new members within the 4-H year. However, all youth must be enrolled by June 1st to participate in the county 4-H Discovery Days competition.

Can children join more than one club?

Absolutely! If a child wants to explore a project area that is not offered through the child’s primary club, the child could either join an additional club that does offer that project area or start a new club.

What does it cost to be a 4-H club member?

The current fee to join Salt Lake County 4-H as a youth is \$10.00 per member. Some clubs will assess “dues” for each member to cover of the project supplies. Dues vary in clubs depending on the projects selected.





Do Parents/Guardians attend club meetings with their children?

Yes! 4-H is a family program. Parents/Guardians are encouraged to attend club meetings and 4-H events with their child as a great way to learn and grow together. A parent, guardian or helper should always be present at each Cloverbud meeting (K-2nd Grade). In addition, horse club members, regardless of age, must always have a parent or guardian present during riding practices and horse shows. Parents are your number one resource for help with your club. Establish a rhythm of your club functioning as a well-oiled machine with everyone doing their part, rather than a one man show. Feel free to pull parents in on projects or activities and give them assignments that are necessary for the benefit of the club.

Can youth choose which county to participate in?

Since 4-H is organized at the county level, children participate in the county in which they live.

Does 4-H provide insurance for the youth?

As part of each child's club enrollment, they are covered by a supplemental accident insurance policy. The policy provides coverage only for official 4-H functions. If a child should get injured at a 4-H event, notify the 4-H office as soon as possible.





4-H POLICIES

4-H ANIMAL CARE POLICY: 8/17-2

Each 4-H animal project shall include learning experiences appropriate to the species of animal to assure that 4-H members understand and practice the standards of humane treatment of animals. Educational materials will be reviewed periodically to assure that content reflects current knowledge of humane care practices.

Events such as greased pig contests, calf scramble contests, and other events for entertainment or which enable youth to randomly capture animals from a group or in a prize-winning situations are not acceptable and should not be planned, supported, or approved for 4-H participation.

Fairs, shows, exhibitions, and similar events involving 4-H members with animals shall be conducted according to humane animal care standards. Because these activities take place away from the animal's familiar environment, special attention is needed for transportation, safe housing, adequate feed and water, ample space, humane handling, and good management and showmanship.

Helmets

As per Utah 4-H Horsemanship Contest Rules, page 7, item #3, the use of safety headgear is encouraged by Utah 4-H. Headgear must be approved by the American Horse Show Association and may be worn by any exhibitor in any class. If leasing an animal for 4-H project, you may want to use a lease agreement. It may require review by an attorney.

ABOVE SUSPICION POLICY: 8/17-3

One-on-one situations of an adult (paid or volunteer) with a youth should be avoided as reasonably feasible. The purpose of this is to provide a safe and caring environment for youth and adults in all 4-H program situations, and to protect both paid and volunteer staff from situations that could potentially occur in any 4-H youth program, including camps, trips, and other events, where there is potential for being accused of abuse. It is recognized that there will be occasions where one-on-one situations are unavoidable. ALL staff, both paid and volunteer, should, whenever possible, avoid such situations with youth. "Avoid being placed in situations where you are one-on-one with the opposite sex, especially minors. Always have someone else, preferably an adult present." (Liability Issues Memo, 10/1999).

Paid and volunteer staff shall be screened prior to being selected to serve in 4-H. Screening will include background checks and may include personal interviews and/or reference checks.





ADULT 4-H CAMP VOLUNTEER POLICY: 8/17-4

The adult 4-H camp volunteer serves as a volunteer in the camp setting, a leader in one or more roles, under the supervision, guidance, direction, and/or leadership of the 4-H staff (paid or volunteer). Adult camp volunteers must:

- Be at least 19 years of age or older.
- Be selected by USU Extension staff.
- Be a positive role model and display maturity (based on judgment of USU staff).
- Be trained prior to the camping experience in which they plan to serve.
- Complete a volunteer enrollment form through ZSuite.

AGE FOR CAMPERS, TEEN, AND ADULT CAMP STAFF POLICY: 8/17- 5

To serve as a 4-H camp counselor, or CIT (counselor-in-training) in any supervisory capacity with campers, youth must be in at least grade nine of the year participating in camp and have completed training prior to the camping experience.

The 4-H year is September 1 through August 31.

- A child enrolled in Kindergarten, or eligible to enroll during the 4-H year, is eligible to attend a Cloverbud 4-H Camp.
- A child enrolled in grade 3, or eligible to enroll during the 4-H year, is eligible to attend a 4-H Junior Camp.

If a child is in grade 9 during the 4-H year in which a 4-H junior camp is held, they are eligible to attend a 4-H junior camp as a camper. Beyond this grade level, youth should be encouraged to serve as camp counselors rather than attend as campers. This should prevent the situation of counselors supervising campers older than they are.

ALCOHOL AND DRUG POLICY: USU 313

All USU Extension paid and volunteer staff are required to comply with the Alcohol and Drug Policy of the University (see <https://www.usu.edu/policies/313>).

In addition, it is the policy of USU 4-H that volunteers and paid staff may not possess or consume, or be impaired by, alcohol or drugs or while participating in a 4-H activity at which youth (under the age of 21) are present. Whether alcohol is served at 4-H activities which are held exclusively for adult audiences (all participants 21 years or older) is at the discretion of the event organizers. It is recommended that if alcohol is served, nonalcoholic alternatives be prominently included in the choice of refreshments.





CAMP COUNSELOR POLICY: 8/17-6

The camp counselor serves as a supervisor of children in the camp setting; assumes responsibility for the wellbeing of the campers in their care at all times; and serves under the supervision, guidance, direction, and/or leadership of the Extension staff (paid or volunteer) in charge of the 4-H camping event. Camp Counselors must:

- Be in at least grade 9 of the current year.
- Be selected by USU Extension staff.
- Be a positive role model and display maturity (based on judgment of USU staff).
- Be trained prior to the camping experience in which they plan to serve.

CHAPERONE POLICY: 8/17-7

It is the responsibility of the Extension staff to see that 4-H events are adequately chaperoned and appropriate standards are followed. The number of chaperones will be determined by the age of participants and the nature of the activity. Younger members will require more chaperones. For junior and intermediate members, one adult to eight youth is appropriate. With older members, one adult to ten youth is the recommended ratio in most situations.

If the event is overnight and is for both males and females, then a male and female chaperone should be present. Gender balance of chaperones may be negotiated with another delegation if necessary. To provide for appropriate housing of youth and adults, 4-H faculty and paid or volunteer staff should not room with youth. All volunteers serving as chaperones must be screened and have completed the Volunteer Enrollment Form through ZSuite. Volunteers serving as chaperones should be older than 21 years of age.

CIVIL RIGHTS AND EQUAL OPPORTUNITY POLICY: USU 303

Utah State University is committed to providing an environment free from harassment and other forms of illegal discrimination based on race, color, religion, sex, national origin, age (40 and older), disability, and veteran's status. USU's policy also prohibits discrimination on the basis of sexual orientation in employment- and academic related practices and decisions.

Utah State University employees and students cannot, because of race, color, religion, sex, national origin, age, disability, or veteran's status, refuse to hire; discharge; promote; demote; terminate; discriminate in compensation; or discriminate regarding terms, privileges, or conditions of employment, against any person otherwise qualified.

Employees and students also cannot discriminate in the classroom, residence halls, or in on/off campus, USU-sponsored events and activities. This publication is issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Ken White, Vice President for Extension and Agriculture, Utah State University.





RELEASE FORM POLICY: 8/17-8

Personal conduct, medical releases, photo releases, and informed consent of 4-H members while attending county, state, regional, or national events is expected to model 4-H ideals and be consistent with the Utah 4-H Code of Conduct or the specific code of conduct set for the event. If those in charge of the event determine behavior violates the expectations, such person or persons may be immediately returned home to the custody of their parents or guardian at the expense of the parents or guardian. See resources to read the specifics of each authorization collected at the state level via ZSuite.

COUNSELOR-IN-TRAINING (CITS) POLICY: 8/17-9

A CIT is a learning role under the supervision, guidance, direction, and/or leadership of an experienced camp counselor with the intent to become a future 4-H camp counselor. CITs must:

- Be selected by USU Extension staff.
- Be a positive role model and display maturity (based on judgment of USU staff).
- May not have sole supervision of campers during the camp event at any time.

PERMISSION—PICKUP OF YOUTH POLICY: 8/17-10

Youth participating in 4-H activities or events in which they are dropped off and picked up are allowed to leave ONLY with individuals indicated by parent/guardian.

REPORTING OF SUSPECTED CHILD ABUSE POLICY: 8/17-11

As members of a youth-serving organization, it is important that adults are aware of their responsibility for child safety. All USU paid and volunteer staff should report suspected child abuse cases. Volunteers should report cases to paid Extension staff, and paid staff should report to their immediate supervisor and the state 4-H director. Suspected cases of abuse should then be referred to the appropriate child welfare agency.

Report at <https://www.usu.edu/equity/report> and https://usu.servicenow.com/aggiesid=sc_cat_item&sys_id=6223a6dd2bde660001c0ea00f8da15b6

Before the beginning of any 4-H event, all staff should receive information and instruction necessary to be made fully aware of the potential liability risks in the following areas:

- Sexual harassment
- Suspected child abuse
- One-on-one situations





ROOM SUPERVISION POLICY: 8/17-12

Youth in ALL rooms used for lodging shall be supervised, and it is required that the following options be used:

- No adults in rooms with youth; however, supervision should be provided by adults or teen counselors in a nearby room.
- No adult shall stay in a room with youth, without written permission of parent/guardian.
- Adults will provide guidance and support for teen counselors.

TRANSPORT OF 4-H MEMBERS POLICY: 8/17-13

All employees or volunteers who operate university automobiles, or their own automobiles on university business, must complete an approved driving course every two years. Driver Training Procedure: Go to <https://goo.gl/epkBP>. Because you must be enrolled as a driver both with Utah Division of Risk Management and the Utah Division of Fleet Operations, it is important that you use this link. Taking the driver training registers you with Risk Management; clicking the big blue button on the above link and submitting the form, along with your certificate of completion, registers you with Fleet Operations.

If this is your first time logging in to the Utah Learning Portal, you will be asked to create an account. Most of the information requested to create the account will make sense, but please make sure to select MST (GMT-007) as your time zone and use "usu" as your security keyword. Take the online test. Once you have your certificate of completion, be sure to click the USU Driver Training Certification link in step 4, fill out the form, attach your certificate, and click Submit. If you've followed those steps correctly, you should be okay to drive for USU.

Licenses: Every driver of an automobile for university-related purposes must possess a valid and appropriate license to operate the type of automobile involved.

Volunteers should obtain permission from parents/guardian before transporting 4-H members to any activity or event including club field trips and activities and county, regional, or state activities. Volunteers must have completed the Utah State University driver training and personal vehicle release form prior to being activated in ZSuite. Only active 4-H volunteers may transport youth. Personal transportation to and from 4-H program activities is the responsibility of the 4-H member, youth participant, parent, volunteer, or other driver and is not covered by USU or the state of Utah's liability insurance. When using a private vehicle for 4-H activities, there is no collision coverage for either an employee or a volunteer. Collision coverage will only apply when using a state-owned vehicle.

Before allowing a volunteer to transport youth in their own vehicle, Cooperative Extension should verify that the volunteer has a valid driver's license. The best way to document this is to keep a copy of the license on file. If the Extension Office coordinates transportation and vans are used, no more than seven people total should be transported per van.





TRAVEL FOR TEENS POLICY: 8/17-14

Teens under 18 years of age, outside of the immediate family, without written authorization from parent/guardian, are not authorized to drive or transport other persons when they are involved in 4-H activities. Teens who drive themselves to 4-H activities are to leave vehicles parked for the duration of the activity/event.

PRIVACY

To protect the privacy of 4-H members and volunteers, the names of 4-H leaders and members are not to be furnished to any individual or group entity outside of Cooperative Extension unless authorized by the State 4-H Director. With permission, the name and contact information of adult volunteers may be shared with people who inquire about joining a 4-H club or becoming involved in a 4-H activity/event.

4-H NAME & EMBLEM POLICY

The 4-H name and emblem are trademarked symbols and must be treated as such. All use of the 4-H emblem must be approved by the Extension Staff.

CLUB CHARTERING

Club chartering has multiple purposes. First, it will recognize and authorize clubs to use the 4-H name and emblem. Second, it is an additional way to ensure that all within the club follow and abide by all Utah State University and local 4-H policies, procedures, and other requirements. Last, in order to compete in county and state contests clubs must be chartered. The Utah 4-H Club Charter Request-Renewal Form must be completed annually to verify the current year participation.





HOW TO ENROLL/RE-ENROLL

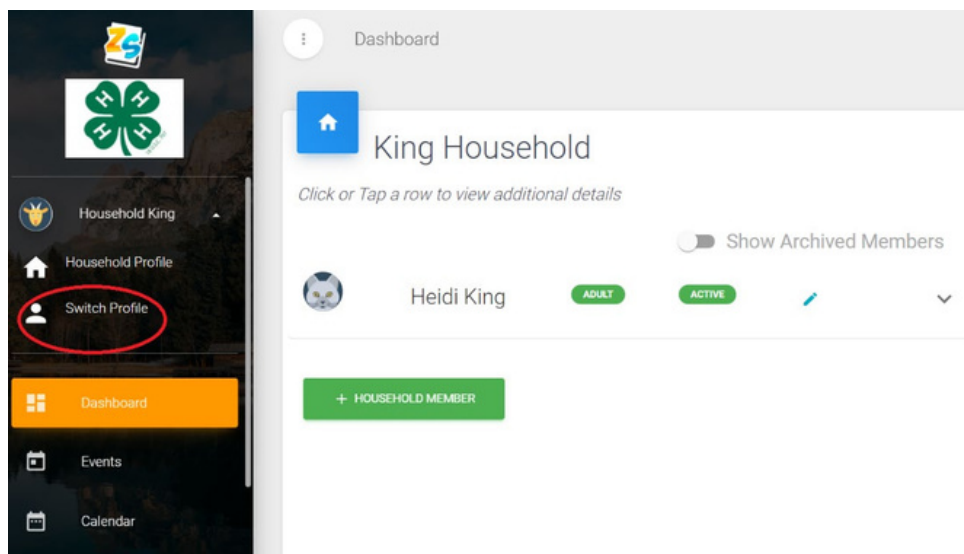
To be a Volunteer you will need to enroll at ZSuite at 4h.zsuite.org

Steps for enrolling:

- Create a family profile in ZSuite and fill out the necessary information for a background check.
- Watch and follow the instructions from an online video of how to enroll or re-enroll on ZSuite by following the link below:
 - <https://extension.usu.edu/utah4h/zsuite>
- After enrolling in ZSuite, complete your new volunteer orientation by watching the 4-H lesson videos and the 'Protection of Minors' training in ZSuite.
- Using the left menu, switch your profile to be the 'volunteer' profile instead of 'primary'.
- Halfway down the left menu, click on 'Clover Academy'. Once the page redirects you, click 'Launch Clover Academy'.
- Complete all 4 lessons to finish your volunteer orientation.
- Once you finish your orientation and have passed a background check, the county will approve your enrollment



Reenrollment in September of each year will require youth members & parents to reactivate their account and pay the yearly fee of \$10. You may also edit and update your profile.





VOLUNTEER TRAININGS & EVENTS

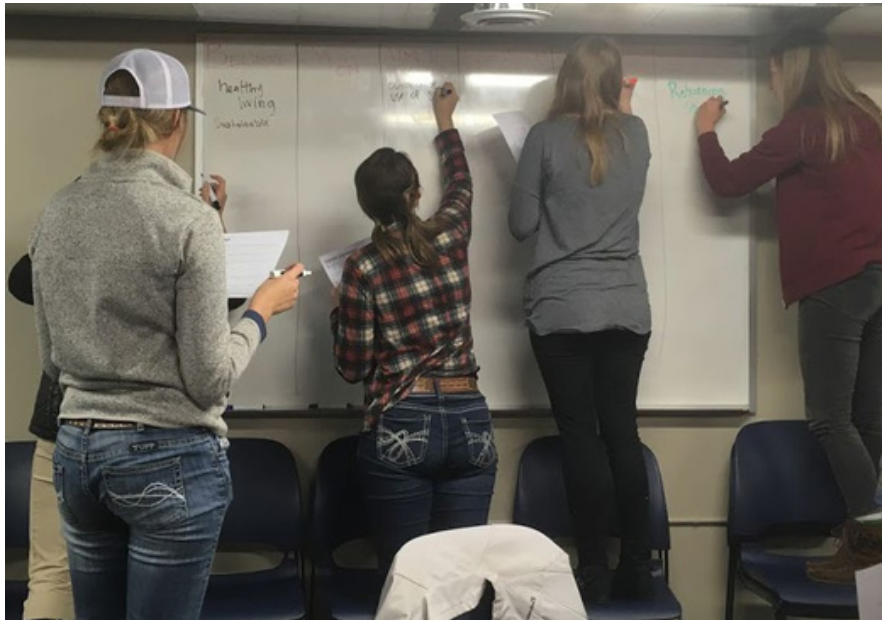
To support our volunteers, we host periodic trainings and encourage all to attend. 4-H gives volunteers a lot of autonomy, so these events are an opportunity to get to know and learn from others.

Core Leadership Training:

- Are held 1-2 times a year
- Focus on training and general information for all 4-H volunteers

Volunteer Appreciation Dinner in October

- Dinner is provided
- Program of appreciation for outstanding volunteers





ONLINE RESOURCES & SOCIAL MEDIA



USU Extension - Salt Lake County 4-H



Keep up to date on current events, contests, and other news.



@saltlakecounty4h



Keep up to date on current events, contests, and other news.



extension.usu.edu/saltlake/4h



Find curriculum, county contests, and other club resources



extension.usu.edu/utah4h



State volunteer resources, 4-H scholarships, state contests, state calendars, and directories.



4h.zsuite.org



View club information, charter your club, and enroll club members and volunteers.

volunteer
something for everyone

- *become* a leader, mentor or chaperone
- provide opportunities for *growth*
- *include* family, friends & neighbors
- facilitate hands on *learning*
- *flexible* time commitment
- create fun *summer learning*

utah4h.org



Volunteer resources, training etc. , policies,

