
CACHE COUNTY 4-H NEW LEADER PACKET



Extension
UtahStateUniversity



MEET THE TEAM



Elise Simkins
4-H Program and
Volunteer Coordinator
elise.simkins@usu.edu



Jenny Kearl
School Outreach and
STEAM Coordinator
jenny.kearl@usu.edu



Courtney Freeze
4-H Horse &
Livestock Coordinator
courtney.freeze@usu.edu



Blake Clark
4-H Outdoor Education and
Shooting Sports Coordinator
blake.clark@usu.edu

 **179 N. Main Street #109**
Logan, UT 84321

 **435-752-6263**

4-H inspires the next generation of leaders, inventors, entrepreneurs, and problem solvers. We are the nation's largest Positive Youth Development Program and offer a wide variety of programs, projects, contests and events from livestock to sewing, and leadership to robotics. Each county in Utah has an Extension 4-H Program supported by Utah State University and county officials. Budgets, employee hours, meeting space and resources vary per county but the goal of the Extension 4-H program is the same; to make the best better!



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.





GENERAL 4-H PROGRAM

4-H Age Groups/Grades

Cloverbuds: ages 5-7, grades: K-2

Juniors: ages: 8-10, grades: 3-5

Intermediate: ages 11-14, grades: 6-8

Senior: 15-18, grades: 9-12

Volunteers: 18+, background checked and trained

Note: To work with animals or mature machinery, youth need to be 8 years old AND in 3rd grade, as of September 1st.





WHAT KIND OF VOLUNTEER AM I?

All adults in contact with 4-H youth must be approved 4-H volunteers.

VOLUNTEER

- Help Club Leaders or 4-H Program Coordinators with simple task and roles in club meetings and/or events.
- Plan or lead youth in planning an activity or event.
- Aid in teaching a 4-H camp or workshop
- Chaperone a 4-H camp or workshop

**For extra help,
contact the Cache
County 4-H office.**

CLUB LEADER


- Help 4-H members learn specific project skills.
- Help in organizing, enrolling and leading youth involved in the 4-H program.
- Offers a variety of projects, and tends to have members of various ages, and several project leaders OR a specific project topic.
- Enlists help from various volunteers in their club to perform roles or club meetings





HOW TO BECOME A VOLUNTEER

- 01** Create a household account on 4h.zsuite.org and add each adult member, marking them as a volunteer.
- 02** Review the list of active clubs and select the club you want to join as a volunteer or leader.
- 03** Watch the 2 training videos- Volunteer Roles and Relationships AND the Protections of Minors Utah
- 04** Wait for a background check to be sent to the county office for approval.
- 05** Be sure to receive our newsletters, follow Cache County 4-H on social media!

All volunteer enrollment is free. Check with a coordinator for in-person trainings. 

[How to Access 4-H
Volunteer Training Videos](#)

[How to Get Zsuite Help
for Club Leaders](#)



4-H CLUB CHARTER

The 4-H Club Charter is a 2 paged form that is turned in to the 4-H office each 4-H year for every club.

The 4-H Club Charter accomplishes the following:

- Helps the 4-H office be aware of active 4-H clubs, their expectations and rules, and keep in touch with the club leader.
- Keeps contact information accurate and allows for updating of the club details.
- Reminds club leaders of expected characteristics of a club, such as:
 - All adult leaders are approved volunteers
 - clubs have at least 5 youth
 - clubs are made up of youth from 3 different families or more
 - club meets at least 6 times a year
 - club promotes youth leaders/officers
 - to use 4-H emblems correctly
 - to follow 4-H and USU policies and procedures
- Expands the project focus areas a club can select (no maximum!)

[Download the club charter form](#)



THE 4-H PORTFOLIO

The 4-H Portfolio is a long lasting tradition of record keeping that highlights 4-H members' progress throughout their years. In the past, this has looked like large binder with pages of hours recorded, money spent, skills gained and challenges overcome while working on 4-H projects or with animals.

This has been updated to a simple cover letter and resume format to help the youth select the highlighting parts of their 4-H experience and gain practice in a skill all use in college and career experiences as they age. 4-H leadership applications , contests, and showmanship will require a portfolio.

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

COVER LETTERS

The cover letter should be a narrative to accompany the resume. The cover letter should be tailored to the requirements of the application or contest. Maximum 1 page.

As a club leader, it is important to work with your club members in learning about portfolios and writing drafts throughout the year.

For help in doing this, check out the [Utah 4-H website](#) or watch the [Portfolio Training video](#).



PROGRAM AREAS

Agriculture and Outdoor Education

1. Create a 4-H club that has Outdoor Education project interests or contact our 4-H office to find a club with these interests.
2. Reach out to the Club Leader or 4-H Coordinator to learn of upcoming events or deadlines.
3. Participate in State or National competitions in your area.



Civic Engagement

1. Create a 4-H club that has civic engagement project interests or contact our 4-H office to find a club with these interests.
2. Reach out to the Club Leader or 4-H Coordinator to learn of upcoming events or deadlines.
3. Apply to be a County or State Ambassador.
4. Explore service needs in the county and invite 4-H clubs to help or join
5. Learn more about regional and state leadership opportunities.





PROGRAM AREAS

Family and Consumer Sciences

1. Create a 4-H club that has FCS project interests or contact our 4-H office to find a club with these interests.
2. Reach out to the Club Leader or 4-H Coordinator to learn of upcoming events or deadlines.
3. Determine projects you desire to make for county fairs, county contests and/or service projects.



Science, Technology, Engineering, and Math

1. Create a 4-H club that has science, technology, engineering, and math project interests or contact our 4-H office to find a club with these interests.
2. Reach out to the Club Leader or 4-H Coordinator to learn of upcoming events or deadlines.
3. Determine projects you desire to make for county fairs, county contests and/or service projects.





PROGRAM AREAS

Horse 4-H Program

1. Create a 4-H club that has Horse project interests or contact our 4-H office to find a club with these interests.
2. Reach out to the Club Leader or 4-H Coordinator to learn of upcoming events or deadlines.
3. Determine projects you desire to make for county fairs, county contests and/or service projects.



4-H Junior Livestock

1. Create a 4-H club that has livestock project interests or contact our 4-H office to find a club with these interests.
2. Reach out to the Club Leader or 4-H Coordinator to learn of upcoming events or deadlines.
3. Attend at least two Livestock Education Nights.
4. Determine projects you desire to make for county fairs, county contests and/or service projects.





CLUB LEADER CHECKLIST

This is a general check list for club leaders of all project areas looking to get started as a club leader or to start a new club.

- Am I a registered 4-H volunteer or 4-H youth?
- Is my club listed on 4h.zsuite.org? If not, have I turned in a club charter form to the county 4-H office?
- Do I have five or more youth from three different families wanting to participate in my club? If not, the 4-H office can help promote your club.
- Do I have other adult leader help? If not, ask the 4-H office for trainings to encourage adult participation in your club.
- Do I know what topics I want to explore? Do I already have the knowledge or the contacts to teach those topics? If not, check the Club Leader Resources page.
- Do I have a schedule as to when and where my club will meet? Do club members need to pay a club fee to participate in my club? If there are questions or concerns, reach out to a 4-H coordinator.
- Do I know of upcoming events that my club members can prepare for?
- Do I have a way to contact club members easily?
- Do I want or need 4-H emblems, patches, clothing, gear for my club members?



CLUB LEADER RESOURCES

Resources are always updating and improving. Please check with a 4-H coordinator to ensure your options are current.

MONEY

Money cannot be held by a 4-H volunteer or member but must be given to USU to be kept in an index for the club to use. All club funds must be managed by USU. Only club costs and fees can be kept in these accounts.

- Charge club fees
- Encourage youth fundraisers
- Ask for business and organization donations
- Apply for small grants

SPACE

Locations to meet as a club can be formal in a classroom or informal in an outdoor location or home.

- Youth organization gyms and classrooms
- REC centers
- Maker spaces
- School classrooms
- Libraries
- Firehouses
- Community and Senior Centers
- Permission granted private property



CLUB LEADER RESOURCES

Resources are always updating and improving. Please check with a 4-H coordinator to ensure your options are current.

TEACHING

4-H Curriculum can be purchased, borrowed, or created.

- Go to 4h.org to look for curriculum to purchase
- Ask for guidance in creating your own from the 4-H office
- Check out [FREE 4-H curriculum](#)

MATERIALS

The 4-H office has a variety of materials that can be borrowed, rented, or used for a fee.

- Ask the 4-H office for a catalog of items to check out*
- Use club fees to purchase materials
- Ask youth to get items donated or use their own
- Create a cost share with other 4-H clubs using materials

*Most of 4-H state check out kits are housed in Salt Lake and Utah Counties. Please provide more than 1 week's notice for materials you would like to borrow.



SAMPLE CLUB AGENDA

5-10 min. - **Ice Breaker:**

5 min. - **Welcome:**

Leadership Roles:

Pledges: USA _____

4-H _____

Business/Calendar

40-60 min. - **Activity**

5 min. - **Reflect**

What was your favorite part? What was hard/easy? Would you do something different next time? Would you use other tools or resources?

Clean up:

Apply: (Try it at home or show someone how to do this project.)



FAQS

01

When can I sign up to be in 4-H?

Anytime! However, the 4-H year runs from September 1st-August 31st.

02

How much is it to join 4-H?

The initial enrollment fee is \$10 for the whole year. Some clubs or classes will have additional fees.

03

How old do I have to be to join 4-H?

Youth can start participating in 4-H at age 5 and participate up until they are 18 years old. Keep in mind that youth working with animals, machinery or in shooting sports must be 8 years old AND in 3rd grade as of September 1st of the active 4-H year.

04

Do I have to be enrolled in 4-H in order to participate in events?

All youth interacting in 4-H events or groups must be enrolled, unless otherwise noted by 4-H staff. There will be times when an event will be open to the public.

05

Can I pay my fees in the 4-H office?

No, all enrollment and club fees are encouraged to be paid online through your Zsuite account.

06

What types of activities do you do in 4-H?

4-H offers a wide variety of programs, projects, events, contests, and more for youth in agriculture, leadership, STEM, and Family Consumer Sciences. No matter your interest, you can find a club that helps you learn and grow in that area.

07

How often does a 4-H club meet?

It depends on each club. Contact your club leader to find out more information.

08

What can 4-H help me with?

4-H is a great opportunity to make new friends, learn new skills, and shine as a leader. 4-H is all about learning by doing! There's something for everyone here.





FOR MORE INFORMATION



Instagram

[@cachecounty4h](https://www.instagram.com/cachecounty4h)



Facebook

[Cache County 4-H](https://www.facebook.com/CacheCounty4H)



Website

extension.usu.edu/cache/4h/



Email Newsletter

extension.usu.edu/cache/sign-up



Phone

(435) 752-6263

