

4-H



Make a World of Difference



WELCOME TO 4-H!

Use this handbook as a quick reference for the information and forms you need.

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www.Utah4-H.org

1-888-4H YOUTH

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What is 4-H?

- One of the largest youth development organizations in the United States
- More than 6.8 million participants between the ages of 5-19 (grades K-12)
- More than 600,000 volunteers, working directly and indirectly with youth
- More than 45 million 4-H alumni

Universally recognized by its four-leaf clover emblem, 4-H serves youth through:

- organized clubs
- school-enrichment in the classroom
- afterschool clubs and groups
- special interest groups
- individual study/mentoring programs
- camps



Utah 4-H

- Youth development of Utah State University Extension
- Over 135,000 youth
- 9,000 adult volunteers
- Each county has a USU Extension office which administers the 4-H program.
- 4-H enjoys a partnership between the U.S. Department of Agriculture (USDA), the state land grant universities and local county governments.

How Does the 4-H Program Work?

4-H volunteers encourage youth to gain knowledge and learn practical life skills, and apply them in their project area and beyond.

- Members learn to work together as a team and develop a sense of fairness.
- 4-H members learn decision-making skills through project work, judging contests, and other 4-H activities.
- 4-H'ers have opportunities to learn and practice leadership skills within their own club and at county and state activities.
- 4-H'ers develop an appreciation and understanding of their community through individual or club service projects.

4-H is About People

Positive youth development is the goal of 4-H. It doesn't matter what project the 4-H'er takes; the project serves as the vehicle to learn basic life skills. Our ultimate goal is for the 4-H member to develop the positive personal assets needed to live successfully in a diverse and changing world. A commonly stated example of the 4-H philosophy is, "A blue ribbon 4-H'er with a red ribbon project is more desirable than a red ribbon 4-H'er with a blue ribbon project."

4-H 101 – The Basics

The 4-H Emblem

A green four-leaf clover with the white letter "H" in each leaf is the National 4-H Emblem. Once enrolled as a 4-H volunteer leader, you are authorized by your local Extension office to use the 4-H name and emblem. The 4-H Name and Emblem are protected under federal statute (Title

18, U.S.C. 707) and may only be used in accordance with statute requirements. Only use an official emblem graphic obtained from an authorized 4-H source which includes the language “18 USC 707” to the right of the stem. Your Extension office can provide camera ready or electronic versions of the clover for your use. Text or graphics should never cross the clover emblem.

Download the official clover at: http://national4-hheadquarters.gov/4h_name.htm

Green and white are the 4-H colors. Green is emblematic of springtime, life, and youth. White stands for high ideals.

The 4-H Motto

“To Make the Best Better!”

The 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.

In reciting the pledge, a member raises the right hand to the right side of the head when speaking line one; lowers the hand to the heart when speaking line two; extends hands, palms upward, when speaking line three; and brings hands and arms down the sides of the body to rest when speaking the rest of the pledge.

4-H Creed

I believe in 4-H club work for the opportunity it gives me to become a useful citizen.

I believe in the training of my Head for the power it will give me to think, plan and reason.

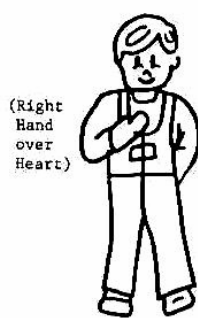
I believe in the training of my Heart for the nobleness it will give me to be kind, sympathetic, and true.

I believe in the training of my Hands for the ability it will give me to be helpful, skillful, and useful.

I believe in my country, my state, my community, and in my responsibility for their development.

4-H PLEDGE

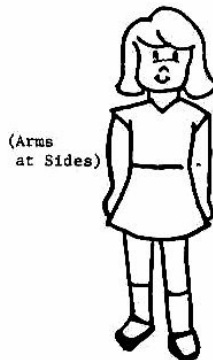
I Pledge:



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.

In all these things I believe and I am willing to dedicate my efforts to their fulfillment

4-H: How It All Began . . .over 100 years ago

The 4-H idea of practical or applied educational principles resulted from concern regarding the relevance of public schools to country life. Convincing adults to try new farming and homemaking methods was often difficult, so the more receptive youth were frequently the innovators. When parents saw the results of the kids' new techniques, they began to realize the benefit of working with colleges and universities. Through this "youth teaching adults" method, families gradually adopted improved farming and homemaking techniques. By the mid 1900's, people were leaving farms for jobs in the city. 4-H expanded and adapted to meet the needs of urban and suburban youth. 4-H began in the United States and quickly spread to over 80 countries around the world. 4-H is in cities, small towns and rural areas – no matter where you live, 4-H isn't far away.

4-H is found in almost every county/parish/borough across the nation, and enjoys a partnership between the U.S. Department of Agriculture (USDA), the state land grant universities and local county governments.



4-H Age Categories

- Cloverbud 4-H Members: K - grade two (K-2)
- Junior 4-H members: Grades three – five (3-5)
- Intermediate 4-H Members: Grades six – eight (6-8)
- Senior 4-H Members: Grades nine – twelve (9-12)

Jr. Leaders - grades 7-8, may assist adult leaders in a club or activity

Teen Leaders – grades 9-12, may lead a club with an adult willing to help them

Home school member age levels are determined by chronological age as of January 1

Special needs members – participants older than 19 years of age may be enrolled in 4-H with the approval of the county/state 4-H staff

For each of the above categories youth must enter the entry grade during the 4-H year, October 1 through September 30. That is, youth who enter grades K, 3, 6, and 9, between October 1 and September 30, participate in these respective categories.

Large animal projects require youth to be in 3rd – 12th grades, and not younger than 8 years of age by January 1 of the current year.

Eligibility for 4-H membership terminates upon graduation from grade 12. Seniors may exhibit through the summer of their graduation year. 4-H'ers are then eligible for collegiate 4-H membership.

The county of residence is the primary county for 4-H enrollment. A member may transfer from one county to another as residence changes, but shall not be enrolled in more than one county at the same time.

Certain project areas may require a minimum meeting attendance, record book requirement or other requirement for involvement in certain aspects of the project. This may apply particularly to horse and livestock projects – check with your Extension office for any special project requirements.

For local and state competitive events in which there is a regional or national contest, the age guidelines of the regional or national contest shall apply.

National contests - contestant must already have passed his or her 14th birthday, and may not have reached his or her 19th birthday as of January 1 of the year in which the National 4-H Competitive Event is held. However, the State 4-H Leader may grant a special authorization to compete, for youth with developmental disabilities who exceed the upper age limit. (CSREES/USDA and National 4-H Leadership Trust, April 2002)

So, What is the 4-H Volunteer's Job?

- To help 4-H members learn specific project skills. 4-H members have fun with projects while “learning by doing.” Youth remember better if they actually experience something and have an opportunity for some “hands-on learning.”
- To teach 4-H members **how** to think, not **what** to think. We help develop creative thinking in young people by giving them a chance to make decisions on their own. They'll learn from their own choices and mistakes.
- To recognize and encourage each 4-H member so they feel noticed and important. The most significant recognition that can be given to members is praise, attention, or compliments -- letting them know they are important and what they have done is worthwhile.
- Connect youth to the community in which they live. Community service projects, exchange trips, and visits with other clubs, are effective ways to open new horizons for youth.

4-H provides an opportunity for you to share your expertise, and what you enjoy doing.

Roles of 4-H Volunteers are VARIED.....

Community Club leader
Project club leader
Family Club leader
School Enrichment Volunteer
Afterschool Volunteer
County/State fair superintendent
County/State fair judge
Advisory Council member
Leaders' Association member
Recruitment Coordinator

Mentor to New 4-H Volunteers
County, Regional or State Contest volunteer
Room coordinator
Judge
Facilities Coordinator/crew
Scholarship Coordinator/committee member
Fundraising Coordinator/committee member
Food booth Coordinator/committee member
Livestock/horse show ring steward, judge, tabulator
Camp Volunteer – overnight or day camp
Endless possibilities.....

Reference Materials:

4-H is....

All Reasonable Effort

Reaching Diverse Audiences

First, They are Children (Children with Disabilities)

Getting Started With a 4-H Club

What is a 4-H Club?

The club is the basic unit and foundation of 4-H. An organized club meets regularly under the guidance of one or more volunteer leaders, elects its own officers, plans its own program, and participates in a variety of activities. Members develop bonds of friendship, concern for each other, and a feeling of belonging to something worthwhile and important.

Clubs are as varied as the people of which they are made:

A **community** club usually includes a larger number of members of various ages who work on a variety of projects. They may all work together on citizenship and service projects, then select different individual project areas. Such a club usually has an organizational leader and several project and activity leaders.

In a **project or special interest** club, all members work on the same project area together. This type of club may meet for a defined period of time, or be on-going.

Families may organize as a 4-H club with parents and others as leaders. They may be involved in one or more projects and in community service activities.

4-H clubs can be organized within other groups such as Boys and Girls Clubs, YMCA, YWCA, community centers, schools, afterschool programs, etc.

It's possible for a 4-H member to be a member of more than one 4-H club and/or take more than one project.

Why Are Clubs Important?

- The “club” or “group” is regarded as the most valuable and effective method of delivering positive youth development.
- Engaging youth in a closely knit group with caring adults has been shown to have the greatest positive and permanent influence on the development of critical life skills among youth.
- Clubs reflect the norms, values, beliefs and cultures of families, the neighborhood, and communities, and provide a blend of ages and abilities.
- Clubs provide a safe environment where young people feel free to have conversations and discuss issues without risk of ridicule, misunderstanding, judgment or negative labeling, and offer a chance to explore and experiment



How to Recruit 4-H Members & How Many Should A Club Have?

4-H Clubs can have as few or as many members as the leader(s) feels can be effectively included in the group. Six to 10 members per adult is an optimum number, however, it depends on the project area(s) of your club. It also depends on how many co-leaders or assistant leaders will be

working together. Limit your group to a number with which you and your co-leaders feel comfortable.

There always seem to be way more youth interested in learning through 4-H than we have volunteers to accommodate them. Ask around in your neighborhood, and contact your county Extension office. They usually have names of people who want to join a club in your area.

Utah 4-H is open to all Utah residents regardless of race, color, age, national origin, gender, religion, or disability. Club membership should be representative of the neighborhood or community which it serves, and all reasonable effort should be made to promote the availability of 4-H to all residents.

How Often Will Our Club Meet?

There are several possibilities in choosing a day and time for club meetings:

- Once a month, on a week night or a Saturday
- Once a week after school
- Daily after-school
- Once a week for a defined period of time
- Other variations, limited only by the needs of your club members

It is recommended that 4-H clubs meet at least ten to twelve times during the year. This provides continuity as well as time for project development and accomplishment of individual and club goals. Some projects can be taught on a short-term or seasonal basis, such as during breaks in the school year. Some clubs meet throughout the year, and others may meet just during the summer months or during the school year.

Where Will Our Club Meet?

Where your club meets depends on the number of members and the type of club. A small neighborhood club could meet at a leader's home; a larger group could meet at the school or other community building; a project club might have another location, i.e., a shooting sports club might meet at the local range.

4-H volunteers or members are not authorized to execute licenses, contracts or facility use agreements for 4-H activities. Contact your Extension office if a facility requires a written facility use agreement/contract or proof of insurance coverage.

Many clubs rotate meetings from one member's home to another's. Each family then has an opportunity to host a meeting. Other meeting places could be public school buildings, churches, fairgrounds, etc. Most schools, communities, and other groups are willing to let their facilities be used for 4-H activities.

How Do I Enroll My Group As An Official 4-H Club?

Enrollment is necessary for participation in any 4-H activity. As a leader, you will be responsible to see that each member completes a Club/member Enrollment form, Medical History form, and a Code of Conduct/Photo Release form. Be sure they have included the date of birth and the grade in school of the current 4-H year (October 1 through September 30 each year) for each 4-H member. Utah 4-H club enrollment forms can be found on the Utah 4-H

website (www.Utah4-H.org) or through your local Extension office. Enrollments are generally due in the fall of each year, and are accepted year round for new club members. Some activities may require certain deadlines for participation. Contact your local Extension office for deadlines.

Medical History Form

Each member should have a completed medical history form, current for the 4-H year, on file in the Extension office. A new form should be submitted each 4-H year along with the member enrollment. As long as the information is still current, a copy of the form is acceptable for activities/events through the 4-H year. Parents/guardians should be asked if the information is still current, and give them the opportunity to add to the information or complete a new form, if necessary. One copy should be kept on file in the Extension office, **and the original or a copy should be kept with the club leader, and available at club meetings and related activities. A current medical history form should be accessible when members are being transported, attending overnight activities, or when members are in the primary custody of the volunteer.** A form should also be available for each adult in the event they may require emergency treatment while on a 4-H related trip (the adult form may be submitted in a sealed envelope marked “confidential” and opened if necessary for care).

What About 4-H Projects?

4-H’ers may choose from many different projects (listed on the back of the enrollment form), or they may develop their own projects with the assistance of a leader. Projects should include a variety of real life experiences that will help 4-H members learn the subject matter knowledge and skills, practice decision-making skills, and develop self-confidence. Many completed 4-H projects can be exhibited in fairs if desired. A listing of materials available for each project area may be found at the www.Utah4-H.org website, and project manuals and related audio-visual materials are available through your local Extension office. Leaders and members may find it helpful to review some of these project materials prior to project selection.

USU Extension has a cost-recovery program for publications, including 4-H materials. Check with your county office for their policy of charging for these publications.

Are There Dues For 4-H Members?

There are some costs involved with 4-H, but 4-H members do not pay dues. Some clubs may decide to pay for the cost of supplies by charging a small fee per member or by working together on a fund raising project. If your club chooses to hold a fund raising project, be sure to check with your county Extension staff about fund raising guidelines and policies. Also, they may have some ideas as to the kinds of activities that have been successful.

Most counties will charge an enrollment fee (generally less than \$5.00) which includes medical insurance to cover members while involved in any 4-H activity. Camps and other special events may require a fee to participate. A limited number of scholarships may be available for some of these events - check with your county office for details.

What About Insurance?

4-H leaders automatically have liability insurance coverage through Utah State University, when working with a 4-H group or 4-H activity, provided they are officially enrolled in the 4-H program. Your Extension agent will ask to see a valid driver's license prior to anyone transporting youth in their own personal vehicle.

Health Insurance

Most counties use the medical insurance coverage for youth groups, provided through American Income Life Insurance. Once the premium of \$1.00/member/year is paid (\$2.00/member/year for horse and ATV projects), a 4-H'er is covered in any 4-H activity, whether it be club, county, state, etc. Once a member has paid the premium in one club in the county, it is not necessary to pay an additional premium if s/he is a member of additional clubs. Premiums are generally due at the time of enrollment. Each club leader should submit the number of club members and the names of any adults who wish to be covered, along with the premium by the deadline set in your county, and generally no later than December 1 of each year. Participants in school enrichment or afterschool programs may waive this requirement if they are covered by the school policy.

Recognition

Celebrating through recognition or awards is an important way to help members feel good about what they have done. Most people think of ribbons and trophies, but recognition takes place any time we celebrate accomplishments. This could be in the form of:

- Parties, refreshments
- Letters or notes
- Telling parents/guardians about what their children have done
- Ceremonies, awards presentations

Members should be encouraged to do the best they can, and praised for what they have been able to do.

Key 4-H Policies and Risk Management

When we involve youth in 4-H activities, we assume responsibility for maintaining a safe environment. 4-H staff and volunteers are expected to follow established policies and procedures, act logically, and in a way that is reasonable in terms of the health and safety of the youth in our care. Negligence occurs when we fail to do, or not to do, what a reasonable and prudent person would have done in the same situation. For example, if there is an established safety procedure, a volunteer ignores the procedure, and a 4-H'er is injured, the volunteer may be found "negligent."

Club Bank Accounts

4-H clubs and affiliated 4-H organizations are included in a group ruling of the Internal Revenue Code as 501 (c)(3), tax exempt. All 4-H Clubs earning more than \$10/year in interest should have their own IRS nine-digit Employer Identification Number (EIN) (also known as a Taxpayer ID number) if they plan to open a club bank account. Clubs should NOT be using an individual's personal Social Security Number or a state tax ID number. You may apply for an EIN by phone, fax or mail depending on how soon you need to use the number. Beyond the taxpayer ID application, there



is no additional paperwork or reporting involved, provided annual gross receipts of the club do not exceed \$25,000. Request a copy of the application form and instructions from your local Extension office.

To protect the integrity of club leaders and members, accounts should be reviewed annually for accuracy. When a club disbands, all funds shall be used to further 4-H programs. This means the club may donate the funds to another 4-H club, the county or state program, or another form of 4-H programming.

Fundraising

Should your club decide to conduct a fundraiser, please inform your local Extension office, and check with them regarding current policies and guidelines. Fundraising should be done to meet a specific goal. The experience can provide members an opportunity to learn organizational and business skills. To ensure safety, no one should solicit door-to-door. All money or items donated or given to the club become the property of the club and not any one individual in the club.

4-H'ers involved in fundraising should know how to:

- Introduce themselves
- Explain why the club is seeking the financial support and how the money will be spent
- Explain the 4-H program to potential donors
- Maintain records of money received and from whom

Club Inventory

4-H clubs may find it necessary to keep tangible property to assist the educational goals of teaching youth life skills. Tangible assets are physical property and may range from cooking equipment to horse tack to buildings, property, vehicles, and live animals. When acquiring tangible assets, be fully prepared to handle the responsibilities associated with owning and maintaining the materials. Before the decision is made to acquire property, evaluate the following issues:

- Storage, maintenance and care of equipment or animals
- Documentation and record keeping
- Risk associated with ownership
- A plan for disposal of property when it is no longer needed

In some cases, it may not be in the best interest of the club or organization to hold tangible assets. Carefully consider all options and consult with the local 4-H agent before making the decision to acquire property. You should never feel an obligation to accept or maintain items which are not consistent with the mission of 4-H or which will not further our educational goals. Be careful before accepting property in the name of 4-H that carries conditions limiting the organization's options for management or disposal. All property purchased with 4-H funds or donated to a 4-H club or organizations belongs to the organization and not to any one individual.

If you keep accurate and complete records, you will avoid many problems. Store receipts, warranties, titles and other important paperwork in a safe location such as the local Extension Office or a safe deposit box.

The existence, ownership, condition, and location of these assets should be verified annually. Keep as much documentation as you think necessary to prove ownership if the item is lost, stolen or destroyed. Such proof may be instrumental in getting the item replaced. A sample inventory record sheet may be helpful in managing your assets. Inventory sheets should be kept on file in the Extension office as well as with the club leader. Contact your Extension office in the event of damage or loss of property.

Transport of 4-H Members



Volunteers should obtain written permission from parent/guardian before transporting 4-H members to any activity or event including club field trips and activities. A Parent/Guardian Field Trip Notification Form may be used for this purpose.

Personal transportation to and from 4-H activities is the responsibility of the parent/guardian, 4-H member, volunteer, or other driver, and is not covered by USU or the state of Utah liability.

Permission - Pickup of youth

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, as indicated on the form.

Mailing Lists

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.

Above Suspicion Policy

One-on-one situations of an adult with a youth should be avoided as reasonably feasible. Avoid potential child abuse issues by having at least three people present at all times. The purpose is to provide a safe and caring environment in all aspects of the 4-H program, and to protect paid and volunteer staff from situations 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.

Room supervision: Youth in ALL rooms utilized for lodging shall be supervised and it is recommended that the following options be used:

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

Reporting of Suspected Child Abuse

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 suspected cases to paid Extension staff.

Use of Photos

You should have a completed photo release form for each member. Please respect the families that do not wish to have their children photographed. Even if you have a signed release form, do not put photos of youth on web pages that identify the names or locations of the children.

4-H Animal Care Policy

- 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.
- 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.



The use of safety headgear in horse projects is encouraged by Utah 4-H. Headgear must be approved by American Horse Show Association and may be worn by any exhibitor in any class.

If leasing an animal for 4-H project, contact your Extension office for a sample lease agreement. It will need to be modified for individual situations and may require review by an attorney.

Alcohol and Drug Policy

- All USU Extension paid and volunteer staff are required to comply with the Alcohol and Drug Policy of the University <http://personnel.usu.edu/policies/313.htm>

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 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, non-alcoholic alternatives be prominently included in the choice of refreshments.

Reference Materials:

- Member/Club Enrollment Form
- Medical History Form
- Photo Release/Code of Conduct Form

- Club Leader Position Descriptions
- Property Inventory Sheet
- Parent/Guardian Field Trip Notification Form
- Permission form for pickup of child
- Approval of club account/club has no account

Planning and Conducting 4-H Club Meetings

4-H is about **YOUTH AND ADULTS WORKING TOGETHER AS PARTNERS** in designing and implementing club and individual plans for activities and events.

It may be difficult for beginning club members to decide what they want to do. You may want to try one or more of these to get them going.

- Make every member of the club feel important
- Develop greater family participation by encouraging parents/guardians to attend at least two meetings during the year
- Participate in community service projects
- Hold regular club meetings
- Encourage each member to present a topic or demonstration at club meetings
- Encourage each member to hold an office or a committee responsibility
- Tour at least one point of interest
- Encourage 4-H members to set personal goals



Planning a 4-H Club Program

Once the club has decided on basic goals, it's helpful to decide on things you want to learn and do as a group. A balanced 4-H program should include four things:

- project work
- fun activities
- one or more service projects
- participation in county, state, and/or regional 4-H events, including a special event for parents.

Get a copy of the 4-H calendar from your local Extension office and check out the state activities listed on www.Utah4-H.org. Most counties have a newsletter and/or local website listing all activities. Be sure to share this information with your members. You may want to use the 4-H Club Meeting Plan as a suggested outline for a club meeting.

Have 4-H'ers present a demonstration, speech, talent act or other presentation to the club members as a first step in gaining skills and confidence in public speaking. They can then move on to county, regional and state events.

Club Officers and Committees

Election of officers gives the members an opportunity to develop leadership skills and responsibility. Pairing up older members with younger members as Sr. and Jr. officers may be an effective strategy to involve a greater number of youth in leadership roles, and reinforce the leadership experience for both ages. Suggested officer duties include:

President

- Meets with club leader and other officers to plan the order of business for each meeting
- Conducts business session of the club meetings
- Becomes familiar with basic parliamentary procedure
- Appoints committees when necessary
- Keeps in close touch with local leader
- Is interested in keeping order during club meetings, and treating everyone fairly
- Casts the deciding vote in case of a tie

Vice President

- Performs the duties of the president when the president is absent
- Serves as chairman of the program planning committee when needed
- Assists and encourages members

Secretary-Treasurer (this can be one or two offices depending on the size of your club)

- Keeps minutes of each club meeting
- Reads minutes at club meetings
- Keeps the membership roll
- Reminds members of special meetings-could be by phone, email, mail, or in person
- Keeps an accurate record of all club funds

Reporter

- Writes news reports of club meetings and special activities for local newspaper
- Consults club leader, Extension office, and newspaper on what to write and how to submit stories
- Assists with other methods of publicizing club activities, such as posters, fliers, exhibits/displays, TV and radio

Song Leader

- Learns 4-H songs and other fun songs
- Teaches songs to club members
- Encourages all members to sing

Recreation Chairman

- Assists with games at club meetings
- Helps plan recreation events such as club picnics, social events

Safety Chairman

- Helps members become aware of safety practices relating to their projects
- Arranges for safety discussions or demonstrations at club meetings
- Encourages members to make home/yard/farm safety surveys and remove hazards

Community Service Chairman

- Helps plan a service project for the year
- Organizes members to help carry out the project
- Works with Reporter in selecting ways to publicize the project/event

Other possible officers or committees are: Scrapbook Coordinator, Telephone Committee, Field Trip Committee, Clean-up committee, etc.

Encourage each member to take on a leadership role. Team younger members with older members to mentor them through a leadership role.

Suggested Agenda Items For a 4-H Club Meeting

OPENING SESSION AND BUSINESS MEETING

- Call to order
- Pledge of Allegiance
- 4-H pledge
- Roll call (you may use an icebreaker or get acquainted type of roll call to get the meeting started)
- Minutes of the last meeting
- Unfinished business (if any)
- New business

Help members learn the pledge and to repeat it at meetings. It's a good reminder of the basic values of 4-H. See 4-H 101 for the pledge.

4-H items are available through the National 4-H Supply Catalog. Contact your Extension office for a copy or request one via their website at <http://www.4-hmall.org/>

LIFE SKILLS/PROJECT TRAINING

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 entitled, "Leadership Skills You Never Outgrow" (contact your Extension office for a copy). This is a good time to work on community service projects.

Project clubs may use this period as a workshop, actually 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.

RECREATION/SOCIAL TIME

Take time for fun activities or give members and leaders a chance to catch up with each other. You may want to include seasonal parties such as Valentine's Day, St. Patrick's Day, May Day, Halloween, or holiday caroling.

REFRESHMENTS

If refreshments are served, make it a learning experience. Give some guidance on how to select and serve nutritious, inexpensive, and attractive food. This is also an opportunity to teach good manners and etiquette in a fun, group setting.

Involving Parents With Your Club

Interested and active parents are a key component to a successful 4-H club. Parents may be asked to:

- chaperone club activities
- host a meeting
- teach a skill or share a particular interest

It's important to keep parents informed, so they understand what their children are doing in 4-H:

- Encourage them to attend club meetings.
- Phone or email parents keep them involved in what's happening in the club.
- Make sure parents of new club members know they are expected to help in some way. Then provide suggestions to get them started.
- Don't wait for people to volunteer – ASK for help when needed.
- When you need a particular job done, ask personally – don't expect to send a message home with the 4-H'er – make it a personal ask from one volunteer to another. Explain what needs to be done, when it needs to be done, and suggestions of how to do it. Then, give them the opportunity to do things in a manner that is comfortable to them. You may want to touch base now and again with new volunteers, as they become more familiar with what's expected.
- Say Thanks!

You may want to give parents a copy of “Congratulations, You have Become a 4-H Parent”

Reference Materials:

- Club Officer handbooks (request these from your Extension office)
- “Congratulations! You've Become a 4-H Parent”
- Minute-Roll and Record Book for Utah 4-H Clubs (request from the Extension office)
- Meeting Planner
- Field Trip Permission Slip
- Basic Parliamentary Procedure

Experiential Learning – Helping 4-H’ers Learn

One of your most important roles as a volunteer leader is to help 4-H’ers learn not only project related skills, but life skills:

- decision making
- taking personal responsibility
- creative thinking
- communicating with and relating to others
- developing a positive self concept
- getting along with others, and
- responding to the needs of others and the community

In 4-H, we “Learn by Doing”

We remember:

10% of what we read

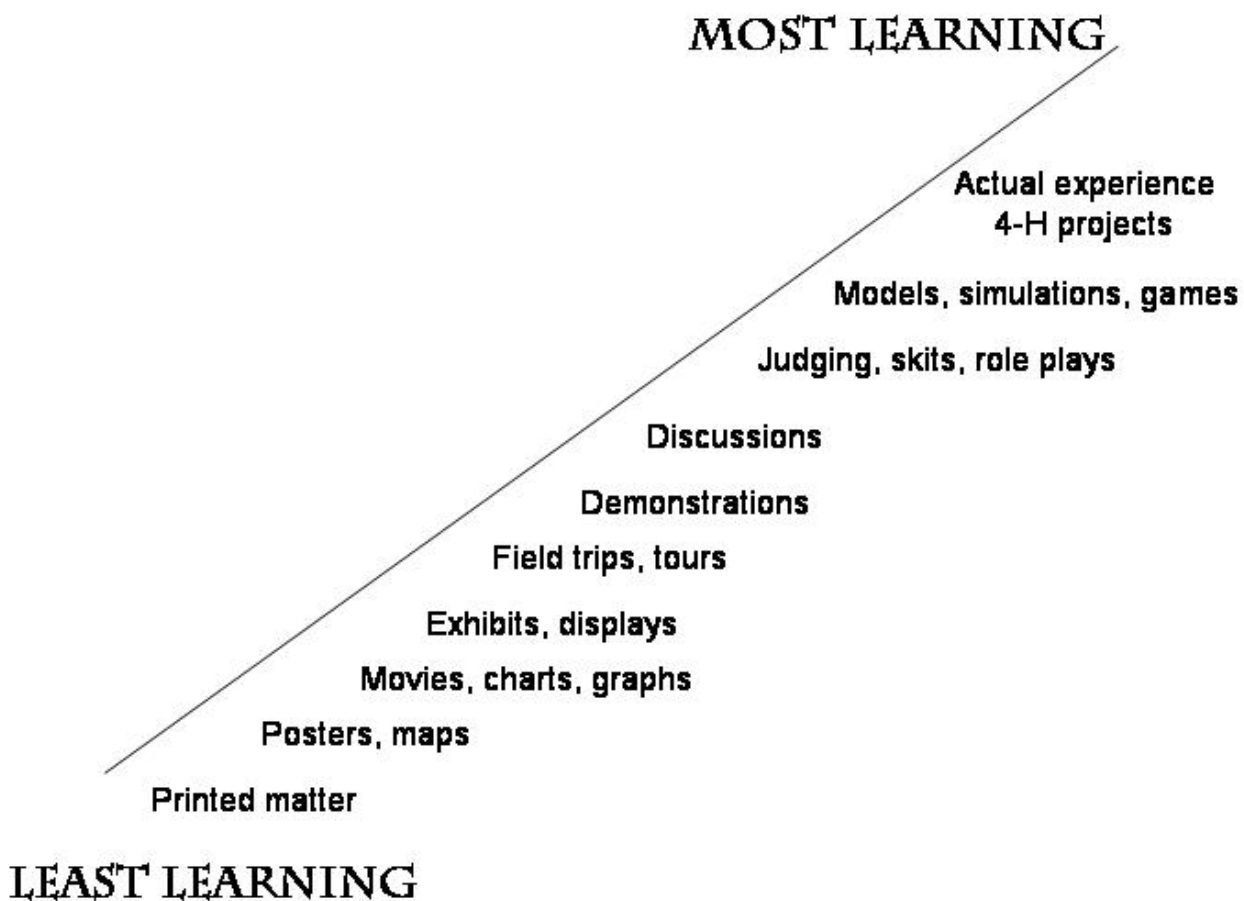
20% of what we hear

30% of what we see

50% of what we see and hear

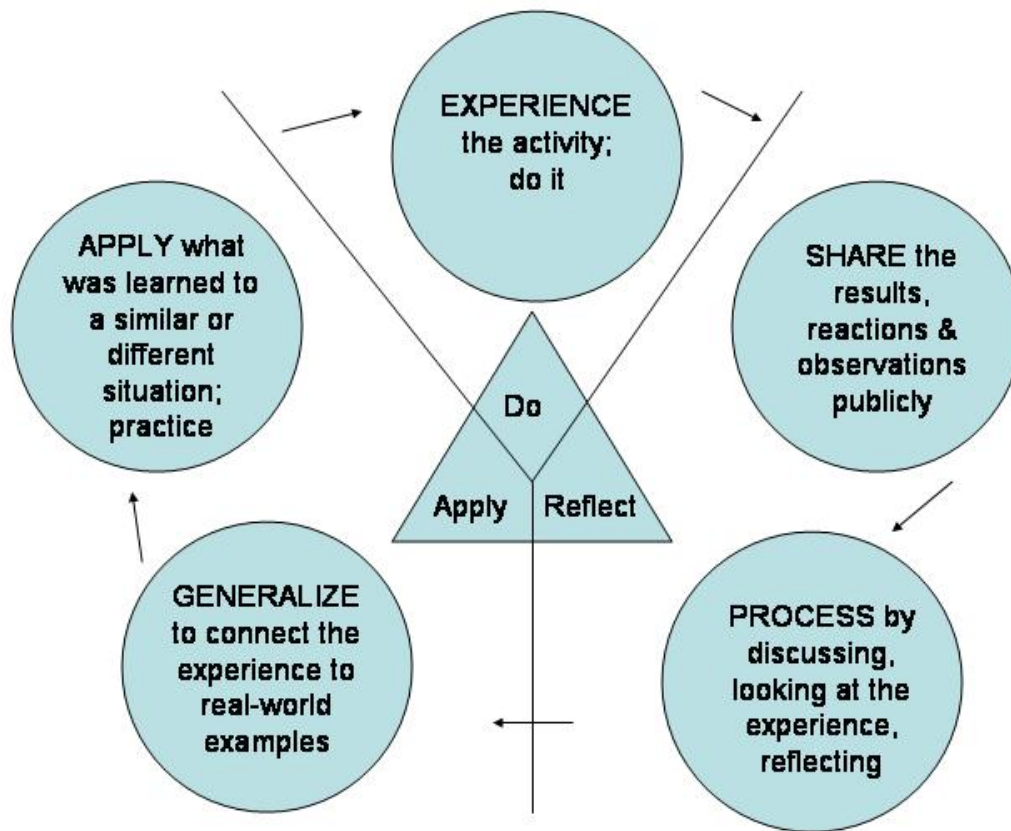
70% of what we see, hear and discuss

90% of what we see, hear, discuss and practice



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 actual experience of doing it themselves is the best way to reinforce learning



Do

Experience – could be an individual or group activity

Reflect

Share – talk about what was experienced when doing the activity

Process – talk about 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

Key elements in successful teaching include:

- an atmosphere of warmth and acceptance.
- active involvement of youth in setting goals and planning activities
- acceptance that each of us has different abilities and learns at our own pace
- motivation is the key to learning – this is both self motivation and motivation by those around us
- evaluation by self and others

Preparation:

- Know the purpose of the program – what do you want to accomplish?
- Know your audience – size of the group, age range, what level of knowledge do they presently have of the subject
- Know the physical set up – how is the room arranged, adequate lighting, heat, access, etc.
- Know what equipment and materials are needed, and how to use them
- Know the subject you'll be teaching – you don't need to be an expert - have resources available or ask others to assist
- Be comfortable and have fun!
- Be sure your group knows what is expected of them. Involve them in the planning.
- Processing the experience is where most of the learning takes place-discussing the activity helps members understand how it relates to them and the “real world.”

TEACHING METHODS

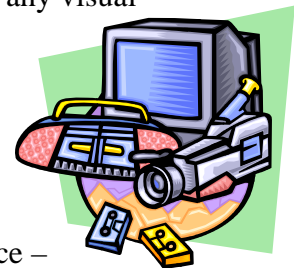
Use a variety of teaching methods to accommodate the different learning styles of your group, and involve 4-H'ers in ways that will motivate them. Refer to “Ages and Stages” for ideas.

Group Discussion - helps members express their own thoughts. Use open-ended questions to encourage everyone to participate.



Brainstorming – creativity is the key – all ideas are accepted and none are criticized. Encourage the group to list all ideas, no matter how wild or unreasonable they may sound at first. All ideas are recorded and reviewed, funneling down to realistic actions. The process of total creativity introduces ideas the group may not have ever considered attempting before the exercise.

Audio-visual aids – videotapes, DVD's, CD's, slides, tapes, computer presentations, and overhead projectors, are methods which help us learn. Be sure to preview any visual aids and identify key discussion points prior to sharing with the group. Videotaping presentations or club meetings is a good way of teaching and providing feedback. Contact your Extension office for a list of A-V materials available to supplement your project work. You can generally obtain A-V equipment from your Extension office, library or school.

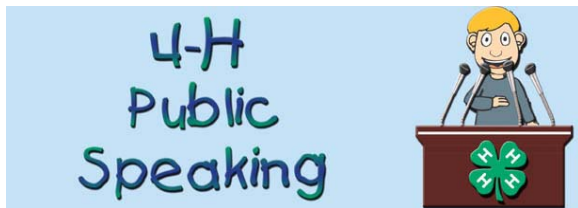


Poster or Collage – an artistic composition of materials pasted on a surface – conveys an idea or theme. Materials may be pictures and text from magazines and newspapers, graphic images, construction paper, tissue paper, poster board, original drawings/objects

Record keeping – Record keeping is not only a good business practice, it's the best way to measure progress of group or individual goals. Members learn about costs, materials, time, and

how to evaluate finished products. Encourage members to begin making entries and keeping track of project information on a regular basis. You may want to set aside ten minutes at the end of each club meeting to work on record books. A portfolio is an ongoing record of a 4-H career, and if begun early in a member's career, it is much easier to maintain. A completed portfolio is required for consideration to represent Utah 4-H at National 4-H Congress.

Demonstration – a presentation of “how to” do something, using visual aids and props, and having a finished product to display. Demonstrations allow the member to learn a new skill, reinforce the skill, and gain confidence and communication skills in speaking in front of a group. **Demonstrations are the best presentation method to begin with since having something to do with their hands takes a lot of the “stress” out of speaking in front of a group.** If the finished product takes longer to make than the allotted demonstration time, as with baking bread, the member should bring a finished product to display.



Speech – a prepared speech that has been rehearsed, or one that is spontaneous. One of the most important skills as youth enter the workforce, is the ability to speak in public. Each time a member speaks in front of a group, the

easier it gets. You may want to have members stand to answer the roll and have them share something verbally with the group. As preparation to giving a “formal” prepared speech, you may want to have fun with extemporaneous speeches – prepare fun/silly topics and have members pull them randomly from a hat or other object. Explain that they can speak up to two minutes on the topic. Laughter can take a lot of the stress out of speaking in front of the group. You might also put the group in a circle, have one member begin speaking on a particular topic, then pass an object to another member to continue the story. Be sure everyone has a chance to participate, and keep the activity light and upbeat.

Field trip or Tour – An excellent way to reinforce topics discussed in the club. This is also a good way to get more parents involved by helping make arrangements, provide transportation, etc.

Simulations, Games – a good method for problem solving. Real life situations are presented through simulations or games where participants must make decisions.

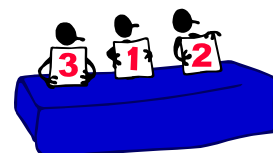
Role playing – participants act out real life situations in front of the group. They are given a situation and individual roles, but there is no script. 4-H'ers create the way each character will act. The performance is then discussed by the entire group in relation to the situation.

Skits – similar to role play except a script is prepared and the presentation has been rehearsed. Group discussion follows the skit.



Workshops – an opportunity for the leader, club member, or invited guest to show the steps in doing something, and have the rest of the group perform the task with guidance. A workshop gives more time for hands-on learning and opportunities for immediate feedback.

Judging – helps members learn to make informed decisions. Generally individuals judge a class of four items based on a set of standards. Oral reasons may be given.



Quiz bowls – Teams compete against one another to come up with the correct answers. Have members prepare questions based on what they’re learning in their projects. You can use a buzzer board (ask your Extension office) or other sound devices to make it more fun for the teams to indicate they are ready with an answer. A fun way to reinforce learning.

Exhibits, displays, educational booths – a way of promoting 4-H to the public (county fairs or community share fairs) and to illustrate what members are doing in 4-H.

Skill-a-thon – a series of mini-learning stations are set up with a facilitator at each station. Participants rotate to each station on a pre-determined time limit. Members are able to experience several tasks first-hand with a facilitator to guide them through the process. You may have adults or club members serve as facilitators.

Exchanges – club members and leaders host and/or visit other clubs in the county, in other counties, other states, and even other countries. An excellent way to learn about others, create new friendships, share experiences, increase coping skills in facing unfamiliar situations, and develop leadership and communication skills.

Contact your local Extension office for specific deadlines and information –OR Call the toll-free number at 1-888-449-6884 –OR Check out the website at: <http://Utah4-H.org>

Club Activities

Social Events - in addition to regular meetings, field trips, and special activity days, some clubs also plan social events such as potluck dinners, picnics, swimming parties, trail rides, camping and neighborhood gatherings. Your county 4-H newsletter and/or website will give you information regarding upcoming activities. Read it carefully and share it with your 4-H members.

Community Service - one 4-H goal is to help members become caring citizens of their communities. Therefore, every club is encouraged to work on a community service project of its choosing. Involve youth in “real time” community service projects that make a difference in their community. Many clubs share something related to their project area with older people in retirement or nursing homes, such as taking pets for the residents to visit with, making special holiday favors, or just visiting. Some clubs work on environmental projects like cleaning up trash, planting flowers and shrubs, building and maintaining nature paths, or hosting and teaching special events for young children.

Recognition Activity - many clubs have a special recognition activity at the end of the 4-H year, at which they acknowledge each member/leader of the group for his or her achievements during the year. Usually families and friends are invited, giving the club leader an opportunity to explain the club activities and goals.



County Activities

During the 4-H year, each county has many activities in which leaders and members are encouraged to participate. It’s helpful to know what these are at the beginning of the year so you can plan accordingly. Check your county calendar or contact your Extension office to see what’s

offered in your area. If you see something listed in the ideas below, that is not available locally, let the Extension office know of your interest in making it happen.

Workshops - counties may schedule workshops in various project areas. Sometimes these are offered in neighboring counties, or on a regional or statewide basis.

Contests - regularly scheduled 4-H contests include demonstrations, public speaking, talent show, food preparation, fashion revue, animal shows, shooting sports, wildlife habitat, and others. Find out what contests are conducted in your county. These contests provide educational opportunities for both 4-H members and leaders.

Judging and Identification Contests - each 4-H member evaluates classes of three or four items and ranks them from the highest quality to the lowest quality. Your county may have judging and identification contests in livestock, horse, foods, consumer education, wildlife, forestry, horticulture, and other project areas. The 4-H member is usually asked to support his or her decisions by giving oral reasons for placing the classes.

Presentations - short, informative talks or demonstrations given by individual 4-H members (or a team of two members) on any topic they choose. They can be given first to a member's own club, then at public gatherings, and finally at the county 4-H presentations contest. The younger the 4-H members are when they start learning to give presentations, the easier it is for them to enjoy learning this new skill. You might want to invite older 4-Hers with experience in giving presentations to help teach this skill to your club.

Exchange Programs – this could be an exchange between clubs within the same state, between states, or even international.

County Fair - One of the major activities of the 4-H year is the county fair, where every member has the opportunity to exhibit what he or she has learned in the project area(s) during the year. Ask your Extension office for a copy of the fair book so you can determine the schedule and requirements of the exhibit classes. This may also help in planning the project work for your club members. When you get a fair book, make sure that you get the necessary entry forms for fair exhibits and know how to fill them out correctly.

Ribbon awards - usually given in 4-H contests and at fairs. In 4-H, exhibits are judged against a predetermined skill level standard, rather than against other exhibits or contestants. Each exhibit receives a blue, red, or white ribbon based on the following criteria:

- Blue ribbon: excellent, within the ability of most of the contestants.
- Red ribbon: good quality, some room for improvement.
- White ribbon: acceptable, but shows need for considerable improvement.

4-H Camps – overnight camps and day camps may be available in your county or nearby counties. 4-H camps utilize older youth as camp counselors. For many youth, 4-H camp is one of the highlights of the year. Besides adventure and fun, camps offer arts and crafts, nature study, drama and performing arts, ecology, and other areas of interest that can be taught in an informal setting. Campers learn to get along with others, to take responsibility and to learn health and safety



practices. Ask your county office when camps are scheduled for your county and share this with your club members and parents.

Achievement Days and Recognition Events - Achievement programs are held to recognize the accomplishments of members and leaders.



State 4-H Activities
be sure to check out www.Utah4-h.org for current information

Junior Youth Conference – generally held at Snow College each June. Fifth and sixth graders participate in fun workshops, the annual Snow Follies, 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 throughout the state.

Adventure Camp – generally held in Logan, in June of each year - a fun-filled adventure for 7th and 8th graders to discover the future of 4-H in their lives, as they develop teamwork and leadership skills. Older teens serve as group leaders. Highlights of the camp include ropes course, rappelling, ice skating, camping, hiking, and experiencing different types of outdoor education.

State 4-H Contests – for 9th-12th graders. State Contests are held in July on the USU campus in Logan over a three day period. County contest winners compete for state honors in project areas such as public speaking, livestock judging, meal preparation, shooting sports, horse, GPS, demonstrations, talent show, fashion revue, computers, video production, PowerPoint, and more.

State Fair - The Utah State Fair, held in September at the State Fair Park in Salt Lake City, provides youth an opportunity to display 4-H projects from crafts to livestock and celebrate their achievement. 4-H Day at the Fair includes a Fashion/Talent Show, and lots of hands-on activities for youth and their families.

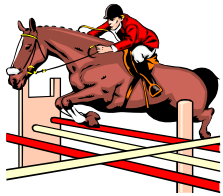


Guide Dog Field Day - Held at the 4-H Day at the State Fair where new puppies are distributed, members are taught basic dog obedience skills, and dogs are returned for further training. This fun-filled, action oriented experience is for adults, kids, and puppies.

Discovery Alliance is a collaborative network of informal education programs, which currently include: Discovery on Wheels - a portable hands-on science lab; the Discovery Center - a hands-on science center on the USU campus; Discovery Summer Science Camps - day camps exploring topics such as crazy chemistry, wild and wacky science, and other science adventures; and the Discovery Space Simulator - a simulated starship where participants are sent on exploratory space missions somewhere in the galaxy. Discovery's mission is to enthuse students about science, engineering and technology by providing them with high quality hands-on learning experiences. Visit the website at <http://discovery.usu.edu> or call (435) 797-0723 for more information

Teen Leadership Training (TLT) - Held in the fall on the USU Logan campus, this is an in-depth training for youth in grades 9-12. Workshops are presented on leadership and communication skills, as well as the workings of the State and District Ambassador Program.

Mock Legislature - 4-Hers actually take over the leadership of the House of Representatives for a day in our State Capitol in Salt Lake. They go through the Legislative Process from presenting a bill to committee work to passing the bill. It's a tremendous educational experience. Generally held in April.



Regional and State Horse Shows - Utah 4-H counties are divided into six 4-H horse regions. Each region will sponsor regional competitions to select representatives to attend the state team and individual competitions.

Poultry Programs - 4-H orders chicks and turkey poults for 4-H members enrolled in these projects. The purpose is to provide high quality young stock for successful projects in broilers, laying hens, and turkeys. Contact your local Extension office for order and delivery dates.

Other State Activities

4-H Day at Lagoon – generally held in late June, the state 4-H office provides coupons which can be used to purchase discount tickets for 4-H members and families. Contact your local Extension office or the state 4-H office at 1-888-4H-YOUTH for discount coupons.

Portfolios - 4-H members are encouraged to keep records of their project learning experiences, 4-H leadership, and service involvement. Members in grades 9-12 are eligible to submit their portfolios to the State 4-H Office on June 1. Outstanding 4-H'ers may be selected from their portfolios and interviews (conducted during State 4-H Contests) to represent Utah at National 4-H Congress.

State 4-H Ambassadors - Four to ten top 4-H'ers are selected annually to serve as State 4-H ambassadors to represent the State 4-H Program, train other 4-H members and do public relations work. Contact your local Extension office or www.Utah4-H.org for current deadlines.

Scholarships to USU- Sponsored each year by county 4-H programs, 4-H donors, the Utah 4-H Foundation, and Utah State University. Contact your Extension office or www.Utah4-H.org for current deadlines.



National 4-H Activities

National 4-H Week and Utah Bake and Take Week - the first full week of each October. Promotes 4-H youth, adults and clubs, while recognizing businesses and organizations who support 4-H in their communities.

State Winners Eligible for National Competition

National Western 4-H Roundup

(Denver Roundup) - Held each January - State 4-H Contest Winners in Horse Demonstrations, Horse Public Speaking, Horse Bowl, Livestock Judging, and Horse Judging are eligible to compete nationally. Adult chaperons are needed.

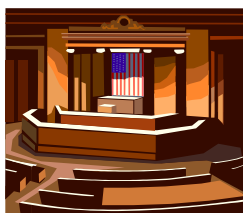
Dairy Judging Contest - consists of four separate judging contests in which 4-Hers must participate in three of the four, one of which **MUST** be at State Contests. They are held at various facilities throughout the state in an attempt to better prepare participants for state and national competitions. State winners may be eligible for national competition.



Egg Preparation, Turkey Barbecue, and Consumer Decision Making state winners are also eligible to compete nationally.

Citizenship Washington Focus (CWF) and Wonders of Washington (WOW) – opportunities for a minimum of six Utah youth (grades 6-12) and a volunteer leader to observe our national government in action, visit with their elected officials, and see historic sites. CWF programs are held in the summer.

National 4-H Congress - Outstanding 4-H members from all over the nation are honored and recognized at annual 4-H Congress. Utah delegates are selected from their portfolios and an interview, conducted during State Contests. Portfolios are due June 1. 4-H Congress is held in late November in Atlanta, Georgia.



National 4-H Conference - Several youth are selected each year through an interview process to represent Utah at this conference. They spend ten days in our nation's capitol meeting with other 4-Hers from across the U.S., developing recommendations for future 4-H programming. Adult chaperons are always welcome. Applications are due in September, with the conference held in April of the following year.

National Collegiate 4-H Conference - Held in the early spring, USU Collegiate 4-Hers meet with other collegiate 4-Hers from across the U.S. At the conference, the Collegiate 4-Hers focus on leadership and service to better the 4-H program.

The more you can encourage your members to participate in these activities, the more they will gain from their 4-H experience.

Record Keeping – the Utah 4-H Portfolio

Learning to keep accurate, organized records is an important life skill. 4-H records are designed to help a member:

- Recognize what the 4-H experience has contributed to his or her personal growth.
- Evaluate progress toward his or her personal growth.
- Learn skills in record keeping.
- Learn to effectively communicate in writing.
- Learn to appreciate the use of records in making decisions.
- Determine areas of self development needing more emphasis.
-

How to Keep Records

A calendar is a handy tool for record keeping. Encourage members to use a calendar to write down activities they do in 4-H. You may also want to keep a club calendar.

The portfolio is available in various formats via the www.Utah4-H.org website, and there is an information sheet with tips for completing each section. The key is for each member to establish a simple, effective, ongoing way to keep records.

Record keeping should be incorporated as a regular part of club meetings, making it a natural part of the 4-H project. It also helps the 4-H leader plan for club programs and activities. Like a scrapbook, journal, or diary, 4-H records are fun to look back on to see what's been learned and how we've changed.

Ask junior leaders to assist younger members. Older members learn how to help others and improve their own record keeping skills while younger members receive individual attention and assistance. Be ready to assist them if necessary, but don't take the responsibility away from them.

Recognize good record keeping. Encourage 4-H'ers to meet and go beyond the minimum requirements. Commend them for work done, particularly those who are making progress toward their goals. **Don't compare members' records. Record keeping is a self-growth, self-evaluation process.**

Awards Based on 4-H Records

- County recognition may include certificates and seals, savings bonds, project medals, camp scholarships, and other awards. These awards are based on completion of club work and outstanding achievement in project areas.
- Senior members (grades 9-12) may compete in project areas with their portfolios for a trip to National 4-H Congress.
- 4-H members attending Utah State University may use their records to apply for special college scholarships.
- 4-H records provide helpful information to use in applying for other school or community awards, scholarships, jobs, etc.

References:

Current Record Book Portfolio, Preparation/Judging Guidelines (ask your Extension agent or check out the 4-H website <http://Utah4-h.org>)

Opportunities for Adult Volunteers

There are many opportunities to learn more about 4-H, make new friends, and develop additional skills. Contact your Extension office and check your county 4-H newsletter for announcements.

Opportunities At the County Level

New 4-H Leader Workshops/Meetings - You may have already attended a new leader workshop with your Extension agent or experienced volunteer leaders. If not, find out from your when the next meeting will be held, or ask to set a time to visit.

Project Leader Meetings - One of the best ways to become familiar with 4-H and to find out what other leaders are doing with their clubs is to attend project leader trainings/meetings in your county. Not only will you find these meetings helpful and informative, but other leaders will appreciate your ideas and assistance.

County 4-H Leaders Advisory Committee/4-H Leaders' Association – Most counties have an organized group of leaders who meet on a regular basis to discuss the county 4-H program, review 4-H activities, conduct fundraising, and provide program advice to the county staff.

County 4-H Activities - Consider becoming a member of a planning committee or a volunteer organizer of one of the many county 4-H activities such as: fair superintendent or assistant, judge, contest coordinator, fundraising committee, workshop director, or summer camp staff.

Audio Visual Items /Written Publications

The Utah 4-H website has a listing of audio-visual materials and publications available to supplement 4-H project club meetings. Ask your county office for a listing if you don't have internet access.

The National 4-H Supply Catalog is available to each volunteer leader, free of charge. The catalog is updated annually. Ask your Extension agent for a copy or request one from the National 4-H Council website at <http://www.4-hmall.org/>

Opportunities At the State Level

Utah 4-H Leadermete – a fun, educational event held annually for 4-H volunteers. There are many workshops that focus on general leadership skill development and specific 4-H project areas. A great opportunity to bring back new ideas to your club.

State Committees - The state 4-H staff works with advisory committees in developing project curriculum and planning activities and events. Let your county office know of your interest in this area or contact the State 4-H office at 1-888-4H-YOUTH (449-6884).

State Fair - State Fair offers many opportunities for volunteer leaders. Hosts and hostesses serve for a few hours in the 4-H exhibit building, greeting the public and answering questions about 4-H. Volunteers coordinate the State 4-H Fashion/Talent Show, and hands-on learning activities for youth and families.

State 4-H Volunteer Council - The purpose of this group is to promote, support, and strengthen the development of the 4-H program in Utah. Council members serve a three year term. Ask your Extension agent about getting involved as a council member, or contact the State 4-H office at 1-888-4H-YOUTH (449-6884).

Opportunities At the Regional and National Level

Western Regional 4-H Leaders Forum - Annually, generally in February or March, a Western Regional 4-H Leaders Forum is held in one of the 14 western states. The program features three days of workshops, tours and an opportunity to meet and exchange ideas with other 4-H leaders from the west. A great opportunity to bring back new ideas to your club.

Scholarship Assistance - counties have limited scholarship assistance available for leaders who

apply for state, regional, or national workshops. Find out what's available at your county Extension office.

Chaperoning - many opportunities exist for volunteers to chaperon 4-H youth to a variety of activities and events. Let your Extension office know if you're interested in chaperoning.

National 4-H Center - The National 4-H Center near Washington, D.C. is available for 4-H families while visiting the nation's capitol. For information, contact the National 4-H Council <http://www.fourhcouncil.edu/visitdc/index.asp>



4-H Is . . .

FUN! 4-H members “learn by doing” projects and activities which interest them. They:

- belong to local clubs;
- participate in county and state fairs;
- county, regional, state and national contests;
- community service; camps, tours, and exchanges (in-state, out-of-state and international).

FLEXIBLE

Universally recognized by its four-leaf clover emblem, 4-H serves youth through:

- organized clubs
- school-enrichment in the classroom
- afterschool clubs and groups
- special interest groups
- individual study/mentoring programs
- camps



Club/project meetings (length, time, day of the week, location) are determined based on the schedules of those involved.

FOR EVERYONE 4-H is open to all interested youth and adults, regardless of race, color, sex, creed, national origin, or disability.

ONE of the largest youth development organizations with more than 6.8 million participants between the ages of 5-19 (grades K-12), and more than 600,000 volunteers. More than 45 million people are 4-H alumni. Over 135,000 youth and 9,000 adults participate in Utah 4-H.

Mission

Assist youth in acquiring the knowledge, life skills, and attitudes that will enable them to become self-directing, contributing and productive members of society. The central theme of 4-H is "learn by doing."

Utah 4-H helps youth develop by:

- Encouraging a positive self concept/self esteem.
- Learning decision making skills and taking responsibility for choices.
- Developing an inquiring mind.
- Developing skills in communicating with others.
- Relating to self and others.
- Acquiring a concern for communities, locally and globally.

AND

Fulfilling the Five Promises of America's Promise:

- Caring adults
- Safe places
- A healthy start
- Marketable skills
- Opportunities to serve



www.Utah4-H.org

1-888-4H YOUTH

All Reasonable Effort

4-H is available to all



youth between the ages of 5-19, and adult volunteers, regardless of race, color, sex, creed, national origin, or disability. Efforts should be made to include youth and adults representative of the community.

- Include projects and activities which are relevant to youth and adults involved - make them a part of deciding what will be offered.
- Meeting places should be accessible to all, including youth and adults with disabilities. Most public buildings will be accommodating.
- Announce meetings on a regular basis, stating that the club is open to ALL youth within the appropriate age category. Be sure to include time, date and location, and contact information.
- Use the media (radio, newspaper, TV, internet) to promote your club.
- Create announcements, fliers and posters, and place them in public places.
- Have club members and volunteers personally ask new people to join.
- Contact other community groups for assistance in getting the word out about what your club is doing.



www.Utah4-H.org

1-888-4H YOUTH

Position Description

4-H Club Organizational (Community Club) Leader

www.Utah4-H.org

1-888-4H YOUTH

Purpose:

4-H is the youth development program sponsored by USU Extension, and provides positive youth development for youth in grades K-12 through a 4-H club and related activities. Members learn together; have fun together; develop practical skills through learn-by-doing activities; perform community service and develop leadership; explore careers; broaden their horizons; and learn about other cultures. The Organizational or Community Club Leader provides leadership to the overall organization of the 4-H club, which may consist of several different project areas.

Specific Duties:

Arrange for club meetings (at least monthly). Meetings may be held in your home or other location in the community (school, church, etc.), work with club officers and others to plan the club's yearly calendar

Recruit project leaders to work with youth in desired project areas; Recruit activity leaders (parents and others) to assist club with special activities

Maintain connection with the Extension office and share information (e.g., county, state and national activities/events, and explain how they can become involved

Relate project experiences to everyday life skills and career possibilities

Recruit assistance as needed with transportation, refreshments, etc. Invite older members to serve as Jr. or Teen leaders, and counsel/encourage them in their leadership role

See that each youth, and adult volunteer completes the annual enrollment, health history and code of conduct/photo release forms, and submit these to the Extension office by the required deadline. If enrollment of new members or leaders occurs after the deadline, see that forms are submitted to the Extension office as soon as possible thereafter.

Qualifications:

Desire and ability to work with youth, and adult volunteers, patience, a sense of humor, organizational skills, attention to detail, and current enrollment in 4-H

Time Commitment:

An average of two-four hours/week. A minimum of one year is requested for continuity.

Resources/Benefits:

Personal satisfaction of working with youth in achieving their goals; opportunity to gain experience in volunteer and program management; opportunity to participate in 4-H Leader Association meetings and training sessions (local, regional and state levels), and to network with others who share similar interests; access to a variety of written and audio-visual materials through the Extension office

Position Description

www.Utah4-H.org

4-H Club Project Leader

1-888-4H YOUTH

Purpose:

4-H is the youth development program sponsored by Utah State University Extension, and provides positive youth development for youth in grades K-12 through a 4-H club and related activities. Members learn together; have fun together; develop practical skills through learn-by-doing activities; perform community service and develop leadership; explore careers; broaden their horizons; and learn about other cultures. An Organizational or Community Club Leader provides leadership to the overall organization of the 4-H club, which may consist of several different project areas. The Project Leader will assist youth in the selection and completion of specific 4-H projects of interest.

Specific Duties:

Conduct project meetings on at least a monthly basis. Meetings may be held in your home or other location in the community (school, church, etc.)

Recruit additional adult/older youth volunteers to assist in the project as needed

Assist members with project work, materials and presentations

Relate project experiences to everyday life skills and career possibilities

Liaison with the 4-H organizational/community club leader in carrying out the club's overall plans

Qualifications:

Knowledge of the particular project area and ability to teach and motivate others; ability to work with youth, and adult volunteers; patience; a sense of humor.

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.

Benefits:

Personal satisfaction of working with youth in achieving their goals; opportunity to expand your knowledge of subject matter area; opportunity to participate in 4-H Leader Association meetings and training sessions (local, regional and state levels), and to network with others who share similar interests; access to a variety of written and audio-visual materials through the Extension office

Position Description

www.Utah4-H.org

4-H Family Club Leader

1-888-4H YOUTH

Purpose:

4-H is the youth development program sponsored by USU Extension, and provides positive youth development for youth grades K-12 through a 4-H club and related activities. Family members learn together; have fun together; develop practical skills through learn-by-doing activities; perform community service and develop leadership; explore careers; broaden their horizons; and learn about other cultures. The 4-H Family Club utilizes parents and others as leaders. The 4-H Family Club Leader provides leadership to the overall organization of the 4-H Family Club, which may consist of several different project areas.

Specific Duties:

Conduct family 4-H Club meetings.

Assist family members with project work, materials, and presentations.

Encourage working together on projects and activities and attend meetings and events together as a family club.

Relate project experiences to everyday life skills and career possibilities

Liaison with 4-H project leaders and County Extension office.

See that each youth, and adult volunteer completes the annual enrollment, health history and code of conduct/photo release forms, and submit these to the Extension office by the required deadline. If enrollment of new members or leaders occurs after the deadline, see that forms are submitted to the Extension office as soon as possible thereafter.

Qualifications:

A caring individual with a desire to work with youth.

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.

Benefits:

Personal satisfaction of working with your children and other youth in achieving their goals; opportunity to gain experience in volunteer and program management; opportunity to participate in 4-H Leader Association meetings and training sessions (local, regional and state levels), and to network with others who share similar interests; access to a variety of written and audio-visual materials through the Extension office.

RELEASE AUTHORIZATION

I understand that participants in this 4-H activity will not be permitted to leave with anyone other than the person(s) I have listed below.

Name(s): _____

Relationship to
4-H Member: _____

Signature of Person
Picking up the 4-H Member _____ Date _____

I give permission for the following person(s) to pick up my child at the end of this 4-H activity. _____

Signature of Parent/Guardian

RELEASE AUTHORIZATION

I understand that participants in this 4-H activity will not be permitted to leave with anyone other than the person(s) I have listed below.

Name(s): _____

Relationship to
4-H Member: _____

Signature of Person
Picking up the 4-H Member _____ Date _____

I give permission for the following person(s) to pick up my child at the end of this 4-H activity. _____

Signature of Parent/Guardian

ANNUAL REVIEW OF 4-H CLUB BANK ACCOUNT

4-H clubs with a bank account are to have an annual review of the account to verify the club's records and funds at the end of the club year. The purpose of the review is to protect the club and outgoing and incoming treasurers/leaders. Please complete one of the following sections:

- A. The _____ club of _____ County has a bank account, which has been reviewed by the following person(s).

I (We) have examined the club accounting and find:

Signed _____ Date _____
 Reviewer(s)

Signed _____ Date _____
 Club Leader

- B. The _____ club of _____ County does not have a club bank account and does not have financial records for review.

_____ Date _____
 Club Leader

ANNUAL REVIEW OF 4-H CLUB BANK ACCOUNT

4-H clubs with a bank account are to have an annual review of the account to verify the club's records and funds at the end of the club year. The purpose of the review is to protect the club and outgoing and incoming treasurers/leaders. Please complete one of the following sections:

- A. The _____ club of _____ County has a bank account, which has been reviewed by the following person(s).

I (We) have examined the club accounting and find:

Signed _____ Date _____
 Reviewer(s)

Signed _____ Date _____
 Club Leader

- B. The _____ club of _____ County does not have a club bank account and does not have financial records for review.

_____ Date _____
 Club Leader

CONGRATULATIONS YOU'VE BECOME A 4-H PARENT



4-H is.....

www.Utah4-H.org

1-888-4H YOUTH

FUN! 4-H members “learn by doing” projects and activities which interest them. They not only belong to clubs, but have opportunities to participate in activities such as county and state fairs; county, regional, state and national contests; projects that help others in the community; camps, tours, and exchanges (in-state, out-of-state and international).

FLEXIBLE

Universally recognized by its four-leaf clover emblem, 4-H serves youth through:

- organized clubs
- school-enrichment in the classroom
- afterschool clubs and groups
- special interest groups
- individual study/mentoring programs
- camps



Club/project meetings (length, time, day of the week, location) are determined based on the schedules of those involved.

FOR EVERYONE 4-H is open to all interested youth and adults, regardless of race, color, sex, creed, national origin, or disability.

ONE of the largest youth development organizations in the United States with more than 6.8 million participants between the ages of 5-19 (grades K-12), and more than 600,000 volunteers. More than 45 million people are 4-H alumni. Over 135,000 youth and 9,000 adults participate in Utah 4-H.

HOW DOES THE 4-H PROGRAM WORK?

4-H volunteers encourage youth to gain knowledge and learn practical life skills, and apply them in their project area and beyond. Members learn to work together as a team and develop a sense of fairness. 4-H members learn decision-making skills through project work, judging contests, and other 4-H activities. 4-H'ers have opportunities to learn and practice leadership skills within their own club and at county and state activities. They begin to develop an appreciation and understanding of their community through individual or club service projects.

4-H helps youth develop by:

- Encouraging a positive self concept/self esteem.
- Learning decision making skills and taking responsibility for choices.
- Developing an inquiring mind.
- Developing skills in communicating with others.
- Relating to self and others.
- Acquiring a concern for communities, locally and globally.

AND

Fulfilling the Five Promises of America's Promise:

- Caring adults
- Safe places
- A healthy start
- Marketable skills
- Opportunities to serve



IS THERE A COST FOR 4-H?

There are some costs involved with 4-H, but 4-H members do not pay dues. Some clubs may decide to pay for the cost of supplies by charging a small fee per member or by working together on a fund raising project. Most counties will charge an enrollment fee (less than \$5.00) which includes medical insurance to cover your child while s/he is involved in any 4-H activity. Camps and other special events may require a fee to participate. A limited number of scholarships may be available for some of these events - check with your county office for details.

HOW CAN I HELP MY CHILD SUCCEED IN 4-H?

Learn about 4-H along with your child.

Assist your child in selecting 4-H projects.

Show your interest and enthusiasm for the projects selected. Guide your child, but don't do the work for him/her.

Encourage your child when s/he succeeds, and even more so when things are not going well. Children learn by making mistakes – help your child see the progress being made, not just focusing on an end result.

Set a good example. Help your child be a good sport and appreciate the success of others.

Help your child set realistic goals, and to compete with him/herself, not against others, to do better.

Attend 4-H meetings and other activities as you can. Offer to provide transportation or refreshments, or to share a talent or skill you have.

Support the club leaders. Get to know them and let them know you appreciate the time and effort they are sharing with the kids.

Keep the purpose of the 4-H project in perspective. A project is a teaching tool to involve your child in many learning activities preparing him/her for the future. Your child is more important than a 4-H project.



www.Utah4-H.org

1-888-4H YOUTH

Field Trip Notification Form



This is to notify you that the _____
Club or County

4-H Project is scheduled to travel to:

LOCATION: _____ (NAME/ADDRESS/CITY)

DATE: _____

DEPART AT (TIME): _____ RETURN AT (TIME): _____

Your child needs to bring the following:

All drivers on the field trip must have insurance, valid license, and provide seat belts for each child.

In order for your child to participate, please complete and return the permission slip below by _____ (date).

If you have any questions, please call me at _____ (phone #).



----- Parent/Guardian Field Trip Permission Slip

My child, _____, has my permission to attend

the _____ 4-H Project activity scheduled:

LOCATION: _____ (NAME/ADDRESS/CITY)

TRIP DATE: _____

SIGNED: _____ DATE: _____

Parent or Guardian



Please indicate below a phone number and address where you could be contacted during the Field Trip/activity:

PHONE: _____ ADDRESS: _____



4-H Club Meeting Planner

Date _____ Time _____

Location _____ Topic _____

Activity	Who will do it?	How will it be done?	Who is responsible for planning?
Activity for Early Arrivals			
Call to Order			
Pledge of Allegiance			
4-H Pledge			
Roll Call Topic			
Introduction of Visitors			
Minutes of Last Meeting			
Unfinished Business			
Project Work/Educational Program			
Recreation			
Refreshments			
Information/Announcements			

