

4-H VOLUNTEER

Box Elder County Handbook



Box Elder County 4-H Office

Address: 01 S Main St, Brigham City, UT 84302

Phone: (435) 695-2542

Hours: Monday-Friday 8:00am-5:00pm



Extension
UtahStateUniversity



welcome volunteers

Hello and Welcome!

Welcome to Box Elder County's 4-H program! We are thrilled to have you join our team of volunteers and hope you find community, purpose, and satisfaction while here. The 4-H Program is an ever-growing National Institution with over 6.8 million youth involved throughout the States. 4-H continues to thrive as the most extensive out-of-school educational program in the United States, primarily attributed to its focus on positive youth development and experiential learning. **This organization's success is made possible by volunteers' work.** People like you, who are willing to share their skills and knowledge, are the program's backbone. You are joining a place where your time, talents, and efforts are important, influential, and appreciated. There is an excellent level of satisfaction of working with youth, and 4-H provides the necessary resources and support for successful experiences for youth and adults. Margaret Mead wrote, "Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has." As a small group of thoughtful, committed citizens, the Box Elder County 4-H Program enjoys the responsibility of developing the future citizens and leaders of our community. As the 4-H staff, we are here to guide you through the process, but ultimately, it is up to you what kind of difference you make.

Sincerely,

Your Box Elder County 4-H Staff

CONTACT US



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What is 4-H?

As a part of the youth development program of Utah State University Cooperative Extension, 4-H is an informal, practice educational program for youth. In 4-H, we believe in the power of young people. We see that every child has valuable strengths and real influence to improve the world around us. Cooperative Extension, a community of more than 100 public universities, delivers 4-H programs across the nation. These programs provide experiences for young people to learn by doing. For more than 100 years, 4-H has welcomed young people of all beliefs and backgrounds, giving kids a voice to express who they are and how they make their lives and communities better.

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

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

Box Elder County averaged **565 youth contacts** per month.
Approximately **750 youth are enrolled** in Box Elder County 4-H.

80%
of our youth demonstrate skill in

WORK ETHIC

81%
of our youth demonstrate skill in

TEAMWORK

95%
of our youth demonstrate skill in

RESPONSIBILITY

86%
of our youth demonstrate skill in

LEADERSHIP

81%
of our youth demonstrate skill in

GOAL SETTING

I pledge

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

County Contests

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

- FCS Skillathon
- Consumer Decision Making
- Fashion Revue
- Favorite Foods
- FCS Bowl
- Presentations
- 4-H Cooking Challenge
- Horse Bowl
- Livestock Pre Show
- Horse Demonstrations
- Horse Judging
- Horse Public Speaking
- Impromptu Public Speaking
- Livestock Bowl
- Livestock Judging
- Public Speaking
- Shooting Sports
- Western Horse Shows



Volunteer Responsibilities



CLUB VOLUNTEER

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

Specific Duties

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

Suggested Club Meeting Agenda

Opening the Meeting

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

Life Skills | Projects

This part of the meeting includes activities and experiences that help 4-H members develop life skills such as positive self-esteem, decision making, communication, leadership skills, and community and global awareness. Ideas can be found in the 4-H project books 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, 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, 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 that give members and leaders opportunities to develop relationships with each other. Holiday and seasonal parities are also a fun opportunity for growth and interaction.

Refreshments

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



BOX ELDER COUNTY 4-H YEAR-AT-A-GLANCE

As a non-profit organization, USU Extension-Box Elder County events are often lead by volunteers and community members as time permits them. Likewise- facilities are often provided for little to no cost as they are available. This means that event details are subject to change, and flexibility is required in order to keep our programs as affordable as possible for our 4-H members. Additional programs may also be added as opportunities arise. Below is a list of our regularly occuring programing according to season. If you are have questions about any of these events, or would like to know more, contact our office at 435-695-2542.

FALL

County Portfolio Contest
Green Apron Cooking Series
Drone Club Begins
Lego Clubs Begins
Volunteer Appreciation Dinner
County Ambassador Applications Due
Tractor Supply Paper Clover Fundraiser
Dog Club Halloween Party
Teen Council Halloween Activity
Carcass Contest Awards & Education
Western Horse Halloween Party
Ambassador Retreat
Utah Junior Turkey Show
County Turkey Show

WINTER

Entrepreneur Club Begins
Archery Club Begins
Green Apron Cooking Series
County Ambassador Multi-Team Building
Western Horse Education Night
Western Horse Winter Riding
Livestock Judging Club Starts
Dog Winter Rally
4-H Leader Training
STEM Fair



SPRING

County Contests:
-Public Speaking
-Demonstrations
-Favorite Foods Contest
-Cooking Challenge
-Archery Shoot Out
Entrepreneur Classes
Farm Field Days
Shotgun Club Begins
Green Apron Cooking Series
Livestock Clinics
Tractor Supply Paper Clover Fundraiser.
Dog Spring Agility
Dog Camp
4-H Leader Training
Community Sewing Club
Drone Challenge
Livestock Tagging

SUMMER

County Contests:
-Fashion Revue
-Decorate Duds
-Table Setting
-Dog County Show
SUMMER CAMPS
(Camp types vary year to year)
Last Chance Livestock Taggings
Livestock Show Clinics
4-H CLASSIC (State Event)
Entrepreneur Program Sell Date at Fair
Western Horse Shows
FairPalooza
Dog Trials Expedition Garland & Willard Days
Western Horse Achievement Night
4-H Leader Training
Working Ranch Horse Gathering
4-H Night at the Pool



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

The Utah 4-H Classic Includes...

-FCS-

(Senior & Intermediate Levels)

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

-Speech & Public Speaking-

(Senior & Intermediate Levels)

- Demonstrations
- Impromptu
- Prepared Speech

-Horse & Livestock-

(Senior, Intermediate, & Junior Levels)

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

Other Utah Events...

Shooting Sports

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

UPCOMING CONTESTS

- Digital Arts Competition (March)
- Hackathon (April)
- Drone Competition (May)
- Game Design Challenge (June)

Utah Envirothon

(Senior Levels)



FOR MORE STATE INFORMATION VISIT

WWW.EXTENSION.USU.EDU/UTAH4H

Utah Camps....

JYC | JUNIOR YOUTH CONFERENCE:

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

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

I4-H

i4-H is a camp for 7th and 8th graders who spend 3 days at the USU Eastern campus in Price. The members participate in team building workshops taught by the 4-H State Ambassadors, swim in the wave pool, climb the indoor rock wall, plus many other adventures.

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

TEEN WINTER RETREAT

Join teens grades 9-12 from across the state at Teen Winter Retreat held in January. Youth participate in workshops about relationships and communication skills. Youth enjoy the outdoor winter activities as well as have the chance to ask our expert dating panel (Collegiate 4-H Members) questions

TEEN SUMMIT

Teens Summit is the Premiere Youth Leadership Training Conference, hosted by Utah 4-H, for youth in 8th – 12th grade who are interested in developing meaningful leadership skills.

This event will provide experiences that build personal and teamwork skills that enable teens to do more. We believe strongly that not only are we building the leaders of tomorrow,

MOCK LEGISLATURE

Mock Legislature is an opportunity for youth across Utah to experience the role of Legislator. Partnering with

Representative Paul Ray and members of the Office of Legislative Research, Utah 4-H youth get the rare opportunity to present and debate current bills on the House Floor of the Utah State Capitol. Youth practice the entire Legislative Process by studying bills prior to the event, presenting the bill, presenting the bill in committee, and passing or rejecting the bill on the House Floor.

Contests & Camps



UTAH 4-H TRAVEL & CHAPERONE POLICY



CHAPERONE & VOLUNTEERS

VOLUNTEER An adult who assists at the event but is not responsible for overseeing youth.

CHAPERONE An adult who is responsible for overseeing the conduct and safety of a group of youth, ensuring they adhere to set rules and guidelines.

VOLUNTEERS AND CHAPERONES MUST:

- Be age 18+ (*Chaperones must be age 21+ for overnight event).
- Be enrolled and approved as a Utah 4-H Volunteer in Zsuite.
- Uphold the 4-H Code of Conduct at all times.



TRANSPORTING YOUTH

TRANSPORTING YOUTH IF TRANSPORTATION IS COORDINATED BY 4-H STAFF

- Drivers must be an approved 4-H volunteer in Zsuite.
- Drivers must be 21+ years of age.
- Drivers must be current on USU Defensive Driving Training (even if driving a personal vehicle).
- Should have a minimum of two youth or two adults in the vehicle when possible.

TRANSPORTING YOUTH IF TRANSPORTATION IS NOT COORDINATED BY 4-H STAFF

- Youth may coordinate their own travel and may drive themselves and others to/from a 4-H event. Once the event begins, necessary transportation will be coordinated by 4-H staff and follow the above policy.



OTHER NOTES

- When driving a personal vehicle for 4-H use the driver's personal insurance is primary. Drivers should ensure their personal insurance covers such instances.
- When driving a USU or county vehicle, USU insurance will be in effect only if the required USU Defensive Driving training is current (completed every two years). See next page for instructions on completing the training.
- Chaperone Ratio Policy
 - For junior (grades 3-5) and intermediate youth (grades 6-8), one adult to eight youth is suggested.
 - For senior aged youth (grades 9-12), one adult to ten youth is suggested in most situations.
- For overnight activities with male and female youth participants, both male and female chaperones should be present.
- Adults are not to room with youth.

*An overnight event is defined as a multi-day event in which 4-H provides and coordinates lodging (such as JYC, Teen Summit, etc.). Multi-day events that are not considered overnight events are 4-H Classic, Western Roundup, etc. where 4-H does not coordinate lodging.





DRIVERS TRAINING



Defensive Driving Online Course

Completion of the Defensive Driving Course is required for all 4-H Volunteers before driving a USU or county owned vehicle, or before transporting youth while in a 4-H role (even if driving a personal vehicle).

1

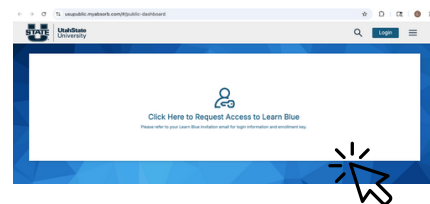
Navigate to usupublic.myabsorb.com/#/



Scan QR code
to visit course

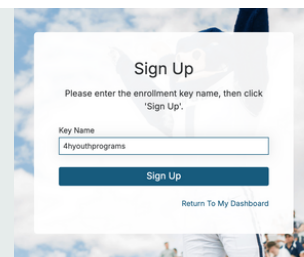
2

Click the white button in the middle of the screen that says "Click Here to Request Access to Learn Blue."



3

Enter the key "4hyouthprograms" into the "Key Name" field.



4

Enter the necessary information on the following screen.

5

Once logged in, users will be enrolled in the Defensive Driving Course. This course **MUST** be completed within 30 days from signing up.

6

When the course has been completed, the user will be prompted to enter their drivers license information into ServiceNow. This step may be skipped. Simply select the check box and select "Continue".

☒ I verify that I have completed the ServiceNow questionnaire

***NOTICE:** This course is to be completed every two years.





4-H GLOSSARY

4-H Member: A member of the 4-H Program 3rd-12th grade (8-18 years olds starting September 1 of the current school year). The youth can participate in camps, clubs, and contests. \$10 is the membership fee for joining 4-H.

4-H Club: A small unit of 4-H age youth that meet together at least 6 times a year, for an hour each. The club consists of two adult volunteers and five youth from three different families. Clubs can be project based (4-H Horse Club) or community based. This is the basic unit of 4-H and essential to delivering 4-H curriculum.

Ambassador: 7th-12th grade leadership program where youth apply and interview to participate. The purpose of the Box Elder County 4-H Ambassador Program is to:

- Promote positive youth development
- Learn, practice, and demonstrate leadership skills, social skills, and volunteerism
- Promote 4-H with potential members, parents, and the general public with in the county
- Sponsor a county leadership focused event
- Expand youth's individual social and professional networks

Assistant Club Leader: This adult volunteer helps the main club leader plan activities, manage youth, and make sure the 4-H club is run in university policy.

Volunteer Appreciation Night: Once a year the County office will put on a recognition night for 4-H members and volunteers who have had a successful year. Awards include:

Outstanding Leader

Inspiring Leader

Family, Club, Member, and Volunteer of the Year

Friend of Box Elder 4-H

4-H Alumni of the Year

Camp: This is typically a county-run event that opens youth to a door of more knowledge and training in project areas. They can be one or more days. County camps can be run by volunteers, County Staff, or other qualified individuals. Typically the 4-H youth will return home each day. There is also a cost associated with this type of activity.

Charter: In order to be listed, the club must fill out a charter form each year. A chartered club requires the following:

Adult leaders to be screened

At least 5 youth members

Youth from at least 3 families

Six club meetings per year

Officers

Service activity

Agree to follow USU and 4-H Policy

Cloverbud: A 4-H member grades k-2nd (5-7 years of age) There are smaller project areas and ideas that these youth can participate in. Cloverbuds are not eligible to participate in shooting sports, horse, or livestock programs. \$10 membership fee.

Club Leader: Provides volunteer leadership to the kids in a club. This person is responsible for the safety of all youth in their club and ensuring that there are hands-on learning opportunity for kids. They are also to inform 4-Hers and their families or 4-H goals, programs, policies, and opportunities. Must be registered on Zsuite, complete trainings, and pass a background check.



4-H GLOSSARY

Community Service: Youth need opportunities to experience service in their community that allows them to give back to the community. Each club, camp, or activity should find some way to serve. If you have questions, feel free to contact your County office.

County Contest: A county-wide event with prizes and awards that give 4-Hers a chance to show off their skills they've learned. Contests vary year-to-year but could be contests like:

Favorite Foods Cooking Contest

Horse and Livestock Bowl

Public Speaking Contest

Demonstration: This part of a 4-H project is for any 4-H member to show, not tell, how to do something. They use visuals, create an end product, and typically last 15 minutes.

Enrollment year: The year that youth are signed up for 4-H. Their age for activities is based on the age they are on September 1 of that school year. Enrollment year goes from September 1 - August 31. \$10 fee to join membership is required each year. This fee covers event insurance.

Fair: The Box Elder County Fair typically takes place the last full week in August. At the County Fair, kids can show off their projects and earn ribbons and other prizes.

Fashion Revue: The goal of Fashion Revue is to develop an understanding of personal presentation in public situations with regard to clothing, accessories and grooming. Participants will construct a clothing item, model it, and speak to judges about what they have created. Typically this event is held at the County Fair

FCS: Family Consumer Science refers to project areas such as sewing, cooking, healthy lifestyle, mental health, consumer products, etc.

Index: A checking account that the Extension office can set up for a club to hold money in.

Junior Teen Council: This introductory County Leadership Program is for 5th and 6th grade 4-H Members. Junior Teen Council members will expand themselves socially as they learn to plan and direct County Programming. The Box Elder County Junior Teen Council is in charge of

- The County Cloverbud Camp
- Judging Cloverbud Exhibits at Fair

Box Elder Junior Livestock (BEJL) Committee: In Box Elder County, the Junior Livestock Committee is made up of FFA and 4-H leaders, parents, and other invested individuals. They are considered a separate entity from Extension and make decisions based on all livestock exhibitors at the Fair. This committee is responsible for livestock tags, the livestock show, and exhibitor checks.

Motto: The 4-H motto is "To make the best better." We are always striving for improvement in everything we do.

National 4-H Week: Typically this week takes place the first full week in October. It's a week to celebrate all the success of 4-H clubs, praise youth, and build awareness for the great programs in our County.

Pledge: At the beginning of each 4-H meeting, leaders and youth should repeat 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.



4-H GLOSSARY

Portfolio: The portfolio is used throughout State and County events as a resume and summary sheet of what the 4-Her has accomplished in that project area or enrollment year. There is a County portfolio contest and a state contests. The portfolio helps kids learn record keeping as well as prepare them for job interviews and scholarship applications.

Project: A 4-H Project should ideally contain these 4 components:

1. Learning experiences that take place in six or more sessions.
2. Community Service
3. Leadership
4. Exhibition of project

Project Leader: In a club, one adult might be responsible for helping youth in a particular area. For instance, a community club could have a club leader and then a project leader that helps with sewing, another one that works with geology, another with livestock, etc.

STEAM: Stands for Science Technology Engineering Art and Math (previously known as STEM).

Teen Council: A 4-H Teen Council is a group of teen 4-H members who work cooperatively with the County Extension Staff in planning and implementing 4-H Events in their area. Group of teens in grades 7-12 work, plan, and play together to strengthen their own personal leadership, communication, and teamwork skills while mentoring and teaching younger youth.

Zsuite: The website used for event and club registration. To participate in any 4-H sponsored activity, a child must sign up online. Volunteers must also register and pass applicable background checks.