
CACHE COUNTY 4-H NEW LEADER PACKET



Extension
UtahStateUniversity



MEET THE TEAM



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



4-H PLEDGE

I pledge my **HEAD** to clearer thinking, my **HEART** to greater loyalty, my **HANDS** to larger service, and my **HEALTH** to better living, for my club, my community, my country, and my world.





GENERAL 4-H PROGRAM

4-H Age Groups/Grades

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

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

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

Senior: ages 15-18, grades: 9-12

Volunteers: 18+, background checked and trained

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





WHAT KIND OF VOLUNTEER AM I?

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

VOLUNTEER

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

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

CLUB LEADER

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





HOW TO BECOME A CLUB LEADER

- 01** Fill out [club charter form](#) to register your club on Zsuite.
- 02** [Create a household account](#) on [4h.zsuite.org](#) and add each individual adult member, marking them as a club leader.
- 03** Review the list of active clubs and select the club you chartered.
- 04** Watch the 2 training videos - Volunteer Training Course AND the Utah - Protection of Minors
- 05** Wait for a background check to be sent to the state office for approval. No action needed.
- 06** Use free, [4-H curriculum](#) and resources to start planning your regular meetings, Plan to have at least 6 a year.



PROGRAM AREAS

Junior Livestock



Family and Consumer Sciences



STEM



Horse



Outdoor Education



Leadership



To create a club in one of these program areas, fill out the [charter form](#). Note: there is no limit on how many program areas are part of a club.



CLUB LEADER CHECKLIST

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

- Am I a registered 4-H volunteer on 4h.zsuite.org? If not, [follow these steps](#).
- Is my club listed on 4h.zsuite.org? If not, have I filled out the online [4-H Club Charter form](#)?
- Do I have five or more youth from three different families wanting to participate in my club? If not, the 4-H office can help promote your club.
- Do I have other adult leader help? If not, encourage parents of club members to help where needed.
- Do I know what topics I want to explore? For more ideas, use the free [4-H curriculum online](#) or reach out to local businesses or experts to help present.
- Do I have a schedule as to when and where my club will meet? Do club members need to pay a club fee to participate in my club?
- Do I have a way to contact club members easily? [Find out who has joined your club](#) and set up a communication system.
- Do I want or need 4-H emblems, patches, clothing, gear for my club members?



CLUB LEADER RESOURCES

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

SPACE

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

Other location options:

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

MATERIALS

The 4-H office has a variety of materials that can be borrowed or rented. Pick up your new leader backpack in the Cache County 4-H office for swag and tools to help you be successful.



SAMPLE CLUB MEETING AGENDA

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

5 min. - **Welcome:**

Leadership Roles:

Pledges: USA _____

4-H _____

Business/Calendar

40-60 min. - **Activity**

5 min. - **Reflect**

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

Clean up:

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

For additional club meeting resources, check out the [4-h secretary handbook](#)



FAQS

01

How old do youth need to be to enroll in 4-H?

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

02

How often should my club meet?

We recommend meeting at least 6 times in the year, but you can have more meetings if you like.

03

Can I have a club with just my family members?

No, you must have five or more youth from three different families participating in your club.

04

What type of club should I create?

The program areas in 4-H are junior livestock, family and consumer sciences, STEM, Horse, Outdoor Education, and Leadership. There is no limit on how many program areas are part of a club.

05

What resources are available to me?

The Cache County 4-H office is available to provide answers to questions, club support, online curriculum, and other materials for club meetings.

06

How do I set up a club presidency?

Club officers can be set up by elected, selected, or rotating systems. Elected is when the club members vote for individuals and their roles. Selected is when you as the club leader choose who is in what role. Rotating is when the club roles changes each club meeting.





FOR MORE INFORMATION



Instagram

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



Facebook

[Cache County 4-H](https://www.facebook.com/cachecounty4h)



Website

extension.usu.edu/cache/4h/



Email Newsletter

extension.usu.edu/cache/sign-up



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