



Texas Agricultural Extension Service
THE TEXAS A&M UNIVERSITY SYSTEM

4-H 1-5.0128
7-01



Texas 4-H Management System

Club Management Guide

Texas 4-H & Youth Development Program
A Guide for 4-H Community Club Managers (revised 2001)



PREFACE

Congratulations on being selected as your county's 4-H club manager! Your role is of utmost importance: You are a key person in making your club an effective and fun organization for all members and families involved. You are vital to both your club and to the county 4-H program.

This guide is designed to help you better understand your 4-H roles and responsibilities. You have a big job. You have been selected to fill this role because many people have a great deal of confidence in you. You are now ready to accept a few challenges too.

As a club manager, you can accomplish the job of managing the 4-H club and providing opportunities for others to grow by sharing leadership. When you delegate responsibility to others, you need to let them know what to do and how to do it. Share with them the information in this guide as well as other resources pertaining to the local 4-H.

Good luck as you and your 4-H club *learn by doing*.

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Introduction

Preparing youth to be positive, contributing members of society is one of the most important tasks facing our society today. Since 1908, a key player in the field of youth development has been the 4-H & Youth Development Program of the Texas Agricultural Extension Service.

In recent years, between 10 and 15 percent of all Texans between the ages of 5 and 19 have been enrolled as 4-H members or 4-H Clover Kids annually. About 50,000 adults volunteer their time, talents and resources each year to support the 4-H & Youth Development Program.

Leading an educational program of this size and scope is challenging. The 4-H Program Management Series is a resource to help the Extension faculty and volunteer staff who are responsible for leading this exciting program into the 21st century.

Basic Facts

Motto

To Make the Best Better

Emblem

The 4-H emblem is the four-leaf clover with the letter "H" on each leaf, standing for head, heart, hands and health. The 4-H Clover and name are protected under 18 U.S.C. 707. Permission is required to duplicate it.



Colors

The 4-H colors are green and white. Green is nature's most common color and represents life, springtime and youth. White symbolizes purity.

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.

Prayer

Help me, Oh Lord, to live so that the world may be a little better, because Thou didst make me.

Creed

I believe in 4-H for the opportunity it will give me to become a useful citizen.
I believe in the training of my Head for the power it will give me to think, to plan and to reason.
I believe in the training of my Heart for the nobleness it will give me to become kind, sympathetic and true.
I believe in the training of my Hands for the dignity it will give me to become useful, helpful and skillful.
I believe in the training of my Health for the strength it will give me to enjoy life, resist disease and make for efficiency.
I believe in my country, my state and my community and in my responsibility for their development.
In all these things I believe, and I am willing to dedicate my service to their fulfillment.

4-H Year

September 1 to August 31

Age of 4-H Members

1. Any youth may become a member of 4-H when he or she has reached 9 years old, or 8 years old and has entered the third grade. "Entered the third grade" is interpreted as: on September 1 of the year that the member is enrolled in the third grade.
2. A youth's eligibility for membership expires August 31 of the calendar year in which the 19th birthday occurs.
3. Special education youth who are older than 19 and have not graduated from high school may participate in 4-H & Youth Development programs as members, if approved by the county Extension agent. Participation is limited to the club or county level. County Extension faculty have the option, on a case-by-case basis, to allow special-education youth older than 19 to participate in competitive events at the club or county level.

4-H Member Bill of Rights

All 4-H members have these rights:

- *To participate in 4-H programs and events*
- *To learn through experience (hands-on learning)*
- *To use 4-H educational materials for their intended use*
- *To choose their own projects and interests*
- *To feel respected*
- *To feel safe physically and emotionally*
- *To privacy*
- *To voice opinions and make decisions and participate in a democratic process*

Historical Perspective

4-H programs began at the turn of the 20th century, when rural America was changing rapidly. Youth were leaving farms to find jobs in towns and cities. Educators were seeking ways to link learning to the needs of rural families. Because adult farmers were reluctant to try new techniques of crop production, agricultural leaders began seeking new ways to teach agricultural producers improved methods of crop production.

In 1908, the first county Extension agent in Texas, T.M. (Tom) Marks, organized the first boys' "corn club" in Jack County. Marks found that he was more successful teaching new production technology to the youth than to the adults.

Within a matter of years, "pig clubs," "beef calf clubs" (Coleman County, 1910) and girls' "tomato clubs" (Milam County, 1912) were also initiated. Educational programs directed to rural youth expanded rapidly. Since then, 4-H enrollment in Texas has grown from the original 25 corn club members in 1908 to more than three quarters of a million in the late 1990s! Jacksboro (Jack County), the birthplace of 4-H in Texas, is now home to the Texas 4-H Museum.

The origins of the 4-H Youth Development Program in the United States are also documented in *The 4-H Story: A History of 4-H Club Work*, by Franklin M. Reck and *4-H: An American Idea, 1900-1980*, by Thomas Wessel and Marilyn Wessel.

Historical Highlights

- 1908 Tom Marks, Jack County agricultural agent, organized a corn club with 25 boys participating.
- 1909 O.B. Martin, formerly director of the Texas Agricultural Extension Service, was appointed to direct boys' and girls' club work on a national basis.
- 1910 State 4-H Boys' Corn Rally was held at the State Fair of Texas.
- 1911 The 4-H insignia a four-leaf clover with "H" superimposed on each leaf was adopted.
- 1912 Edna Trigg was appointed Milam County home demonstration agent the—first such appointment in Texas—to organize girls' clubs, then called "tomato clubs." C.M. Evans was appointed to head boys' and girls' club work in Texas.
- 1914 The Smith-Lever Act was passed, making states and the U.S. Department of Agriculture partners in Extension educational programs.
- 1915 The first girls' club members attended the State Fair of Texas in Dallas. The 125 girls, accompanied by chaperons, were decked out in blue serge uniforms and tomato-red ties.
- 1918 Club membership in the U.S. leaped to more than a half million.
- 1919 Contests became a part of the 4-H club program. Business concerns such as railroads and banks supported club work by offering prizes to members.
- 1919 The girls' club voted as their motto, "To Make the Best Better."
- 1920 Boys' and Girls' clubs (the forerunner of 4-H) adopted "To Make the Best Better" as their motto.
- 1920 The Home Demonstration Girls' Educational Encampment was held at the State Fair of Texas in Dallas on October 18-22. Attending were girls who had won the highest places in 4-H club work in their respective counties. Three scholarships were given to winners of the exhibits by L.H. Lewis Co., Titcher-Goettinger, and Sears-Roebuck Co.
- 1920 Texas Farm Boys' 4-H Special, an eight-car train, carried 125 farm boys through the best agricultural sections of the United States and Canada for a thorough study of agriculture. It traveled 5,000 miles in 16 days.
- 1920 Girls' 4-H Home Demonstration Clubs began expanded production demonstrations in food production, food preparation, home environment and clothing.
- 1920 The first International Livestock Judging Contest was held at Atlanta, GA. The Texas team was named champion and won a trip to the Royal Show in Derby, England.
- 1921 The Tabor Agricultural 4-H Club of Brazos County was recognized as having the best general record.
- 1921 The State 4-H Club Council was initiated. It was composed of one representative county agent from each of the nine districts. Each county was required to send one or more county team exhibits of club crop products in addition to individual exhibits to the Dallas State Fair. December was designated as campaign month for club membership and club organization. A camp school was to be held in each county annually with a constructive program of work and practical demonstrations.

- 1921 The 4-H Clothing Contest was organized for girls ages 14 to 18.
- 1921 The State 4-H Grain Judging Contest was held in Dallas.
- 1921 The State 4-H Livestock Judging Contest was held at College Station. County teams were trained intensively for 1 week, and the contest was held at the end of the course.
- 1921 Boys' 4-H Sheep Clubs were organized.
- 1923 The first National 4-H Club Congress was held.
- 1924 A national trophy was offered to the youth in the United States who was most outstanding in community service and junior leadership.
- 1926 The Texas Home Demonstration Association awarded its first Maggie W. Barry Scholarship.
- 1927 The first National 4-H Club Camp was held in Washington, D.C. At this camp, the pledge and the motto for 4-H club work were officially adopted.
- 1942 President Franklin D. Roosevelt proclaimed the week of April 5-11 as National Mobilization Week for farm youth. He said, "Let your Head, Heart, Hands, and Health truly be dedicated to your country which needs them now, as never before."
- 1942 The 4-H theme was "Feed and Clothe a Fighter and Myself" in support of World War II efforts.
- 1946 The first State 4-H Roundup held in August at Texas A&M College.
- 1948 A worldwide youth exchange, called the International Farm Youth Exchange (IFYE) Program, began.
- 1949 The Junior Leadership Training program in Texas was begun, sponsored by Pennzoil United, Inc.
- 1950 The first Texas 4-H Youth Council was organized.
- 1953 The State 4-H Recognition Committee was organized. It is now called the Texas 4-H Youth Development Foundation.
- 1958 Texas 4-H Club work marked its 50th anniversary.
- 1962 The Texas 4-H Youth Development Foundation was created as a nonprofit corporation in Texas.
- 1967 The first Extension Youth Camp for Disadvantaged was held in Huntsville.
- 1969 With a grant from the Sears-Roebuck Foundation, a youth development agent was hired to begin an urban project to reach youth from lower socioeconomic families in Houston.
- 1973 The first Texas 4-H Congress was held in Houston. The theme: "Values in Transition."
- 1974 Groundbreaking ceremonies were held for the Texas 4-H Center in Brownwood.
- 1975 The Texas 4-H Center was completed.
- 1976 The 4-H Volunteer Leaders' Association of Texas (VLAT) was organized.
- 1978 The Texas 4-H Center was officially dedicated November 8.
- 1983 The first Texas 4-H Legislative Congress was held at the state capitol in Austin.

- 1983 The Texas 4-H & Youth Development Program observed its 75th anniversary.
- 1986 The Texas 4-H Management System was implemented to expand and enhance the role of 4-H volunteers.
- 1987 The Phase II addition to Texas 4-H Center was dedicated.
- 1989 The Texas 4-H "Making the Grade" Congress focusing on youth issues was held in San Antonio.
- 1989 Grand-opening ceremonies were held at the Leadership Lodge at the Texas 4-H Center in Brownwood.
- 1990 Texas began a statewide 4-H strategic planning effort and adopted a vision, mission and values to guide the 4-H program into the 21st century.
- 1992 4-H enrollment in Texas surpassed 500,000 members for the first time.
- 1995 The first 4-H Youth Issues Congress was held in Memphis, TN. Thirty-one Texas delegates attended.
- 1996 The first Texas 4-H Reunion was held at the Texas 4-H Center to celebrate the 20th anniversary of the 4-H Volunteer Leaders' Association and of the Texas 4-H Center. A time capsule was buried at the Texas 4-H Center.
- 1996 The 4-H Friends and Alumni Association of Texas was organized.
- 1997 The National Youth Voices and Action Campaign Partnership was established.
- 1997 The Texas 4-H "Go4It" marketing campaign was established.
- 1998 Texas 4-H celebrated its ninetieth anniversary.
- 1998 Texas 4-H faculty members were assigned in all 12 districts.
- 1998 The Texas 4-H Management System was introduced statewide.
- 1999 Texas 4-H enrollment exceeded 800,000.
- 1999 Texas 4-H Youth Development Foundation scholarship program topped \$1 million.
- 2000 Texas 4-H Enrollment surpassed 1.17 million members
- 2000 A trip to Washington, D.C., was added as a reward for 4-H'ers with state-winning record books.
- 2000 The Texas 4-H Strategic Plan was developed.
- 2001 4-H Day at the Texas State Capitol was held.

References

- Kelsey, Lincoln David and Cannon Chiles Hearne. *Cooperative Extension Work*. Ithaca, New York: Comstock Publishing Associates, 1955, pg. 19.
- Reck, Franklin M. *The 4-H Story: A History of 4-H Club Work*. Ames, Iowa: The Iowa State University press, 1951.
- Wessel, Thomas and Marilyn Wessel. *4-H: An American Idea, 1900-1980: A History of 4-H*. Chevy Chase, Maryland: National 4-H Council, 1982.

Strategic Plan

The Texas 4-H Strategic Plan is a cooperative effort of the Texas Agricultural Extension Service and 1890 Cooperative Extension Program at Prairie View.

Vision

The Texas 4-H & Youth Development Program will continue to be a recognized leader in developing life skills, empowering youth and volunteers, and facilitating effective partnerships to create capable and responsible citizens.

Mission

The mission of the Texas 4-H program is to prepare youth to meet the challenges of childhood, adolescence and adulthood. We will fulfill this mission by using a coordinated, long-term, progressive series of educational experiences that enhance life skills and develop social, emotional, physical and cognitive competencies.

Values

The Texas 4-H program is committed to:

- Developing positive life skills
- Diversity among youth participants, families and Extension personnel
- Using research-based information in creative, diverse, hands-on educational environments
- Optimizing each youth's potential through unique partnerships with other youth, families, volunteers, Texas A&M University System personnel and community stakeholders
- Supporting county Extension faculty across Texas in enhancing the Texas 4-H program

Program outcomes

Goals for the Texas 4-H program include:

- Membership in 4-H reflects a continuum of life-long learning from program contact through participation to the full benefits of membership.
- Membership in 4-H educational outreach is inclusive, representing all segments of the Texas youth population.
- Educational outreach is enhanced by a qualified, diverse and empowered volunteer base.
- The curriculum development and management system evolves with the changing needs, concerns and interests of Texas youth.
- Funding for 4-H programming is fortified by funding sources beyond the institutional allocations.
- Stakeholders are able to identify and demonstrate advocacy for the positive impact of 4-H educational outreach.
- All county, district and state-based Extension personnel demonstrate the knowledge, skills and commitment to achieve the mission, purpose and goals of the Texas 4-H program.
- All programmatic functions are continually evaluated as to the mission, purpose and goals of the Texas 4-H & Youth Development Program.

Calendar

The Texas 4-H Calendar (available at: <http://texas4-h.tamu.edu/events/calendar.htm>) contains a comprehensive list of 4-H events and activities for the current and upcoming year.

In addition to those activities, the other key county 4-H events that have deadlines include:

- County-level member and volunteer recognition events
- Reorganization of membership units and reenrollment of members
- Local fairs and project exhibits
- Volunteer in-service training
- Club officer training
- Club- and county-level program planning/program development activities
- County-level meetings of member and volunteer representative groups
- Summer programming

Ultimately, all programming in 4-H is to provide the highest quality education possible at the local level for the individual member.

Ethics and Ethical Behavior

One of the 4-H & Youth Development Program's most important contributions to youth and society in general is to teach and reinforce the principles of ethical behavior.

The Character Counts Coalition has developed **Six Pillars of Character**, which can be used as guides for teaching ethical behavior. The six pillars are: *trustworthiness, respect, responsibility, fairness, caring* and *citizenship*.

The Texas 4-H Code of Ethics on page 9 is a reaffirmation of our commitment to provide positive role models and appropriate training in ethical behavior. The Texas initiative in support of Character Education is Texans Building Character.

A series of videotapes produced by Dr. Jeff Goodwin deals with general issues of ethics and the principles of ethical behavior applied to raising and showing animal projects. Two of these videotapes have been sent to every county Extension office in Texas: "A Question of Ethics" and "A Step Beyond... A Question of Ethics."

Three other videotapes, "What's the Beef?" "The Heart of the Matter" and "The Line in the Sand," are available from Instructional Materials Service, TAMU 2588, Texas A&M University, College Station, TX 77843-2588.

Texas 4-H Code of Ethics

The Six Pillars of Character—*trustworthiness, respect, responsibility, fairness, caring and citizenship*—are learned traits. Each is learned by experiencing it, seeing it modeled, and practicing it. We are part of the team that makes the positive development of young people possible.

In the Texas 4-H program, leadership is added as essential to the development of character. The 4-H program is an outstanding youth development program because youth, parents, volunteers, staff and faculty display ethical behavior. Extension faculty members' and volunteers' most important contribution to a young person's development is to serve as a role model by exhibiting these characteristics.

The purpose of 4-H is to provide opportunities for young people to become competent, caring and productive citizens capable of living in a dynamic, ethical and global society.

As youth educators, we realize that children learn and expand their horizons by making their own decisions. "Decisions" may encompass their preparations for their project records, or work in a project to be exhibited. Through experiences in the 4-H program, youth learn to weigh alternatives in making ethical decisions.

The 4-H volunteer and Extension faculty member's responsibility is to teach children processes by which they can make decisions, present a demonstration, or train an animal using the resources available to them. Because 4-H members have varying levels of experience, intellectual development and physical abilities, the Extension agent or volunteer should gauge the amount of direct assistance needed to fit each member's level of readiness to learn and grow avoiding whenever possible doing the work for the child. Doing the work *for* the child or doing something *to* the child circumvents the progression of learning and development that results from youth experiencing the logical consequences of their actions. We should seek to carry out our educational work *with* children as a *full partner* in their development.

The progression from 4-H Clover Kids to Senior levels was created to challenge a child's intellectual, creative and emotional capacities in an environment of support and trust. Our role is to help young people accept and live according to the Six Pillars of Character.

The Six Pillars of Character were developed by the Character Counts Coalition of the Josephson Institute. The original 4-H Code of Ethics (from which this document was developed) was prepared by the North Carolina 4-H Extension faculty.

Philosophy of 4-H Programming

4-H adheres to these basic principles:

Equal dignity and status for all youth: The 4-H program is open to all youth between the ages of 5 and 19, regardless of place of residence, sex, race, ethnic background, marital status, disability or socioeconomic status. 4-H provides equal opportunities and personal development for all young people. A 4-H member is treated with dignity. He or she is encouraged to set goals and evaluate his or her own progress.

Any youth can become a member of 4-H when he or she is at least 9 years old, or 8 years old and in the third grade (September 1). A youth's last year in 4-H shall be through the 4-H year (August 31) in the calendar year that he or she turns 19 years old. 4-H Clover Kids members must be in kindergarten through second grade (ages 5 to 8 years).

Primary focus on youth development: The development of the individual is more important than the success in project work or level or type of recognition. The development of the total child is emphasized—thus the four "H's": Head for intellectual development, Heart for loyalty and patriotism, Hands for service, and Health for better living.

The club or group experience: In a democracy, group thought, activity and cooperation are of fundamental importance. The 4-H program helps youth become successful citizens and leaders by teaching them how to work cooperatively in groups.

Development of family involvement: 4-H has long been known as a "family affair." A family is a group in which caring adults work together to help children with their physical, emotional and social needs. A boy or girl selects a 4-H project with help from his or her parents/supporting adults; the adults advise and assist their child in planning, constructing and demonstrating the project. Groups with several volunteers often become extended families, with adults and 4-H members all helping each other.

Dignity and value of work: By recognizing and rewarding good work habits and the results of productive effort, the 4-H program helps instill constructive values and sound attitudes in young people.

Ownership: Personal pride, satisfaction and incentives for growth and development result from individual involvement.

Learning by doing: 4-H members participate in projects that involve "hands-on" learning experience which provides life skills development.

Child-centered approach to education: The child-centered approach encourages a child's natural curiosity, enthusiasm, inquisitiveness, energy and willingness to do the tasks at hand. Leaders and supporting adults should:

- Consider the individual needs and desires of youth.
- Listen to what the youth are saying.
- Try to see things as a child sees them.
- Provide chances for members to be involved in doing something.
- Help youth decide what is reasonable.
- Help youth feel wanted and respected.

Volunteer-driven programming: Trained adult volunteers and youth leaders selected by their peers carry out the educational programs.

Career preparation: All educational experiences are designed to help youth prepare for their future in the world of work. Youth are assisted with career goals such as:

- Investigation or selection of a career
- Preparation for a chosen career
- Personal adjustments to life

Emphasis on service: 4-H emphasizes service to community and volunteer service. By volunteering to help others, 4-H'ers learn more about themselves and their community.

Recognition: Recognition is an acknowledgment and affirmation of an individual's growth. 4-H uses recognition as one strategy to acknowledge each person's effort and to encourage members to continue participating in learning activities. Several methods are used by 4-H Recognition Model, including recognition for:

- *Participation*, which emphasizes the importance of acknowledging young people who have been involved in 4-H educational experiences.
- *Progress toward self-set goals*, even the smallest of steps, which further motivates youth and adults.
- *Achievement of standards of excellence*, which means measuring personal progress against a standard, so that the youth can gain insight into their own efforts and abilities.
- *Peer competition*, which subjectively identifies, in a concrete time and place, the best team or individual. It is a strong motivator for some older youth but is inappropriate for those under age 8 and should be used sparingly for those younger than 11.
- *Cooperation*, which acknowledges the diverse skills represented in the group, as well as the process by which the group approaches the learning task or goal.

Support Network for Texas 4-H

The 4-H program receives both public- and private-sector support from the national, state, district and county levels. The entire public and private support network exists for one purpose only: **support the positive growth and development of youth!**

The Texas 4-H & Youth Development Program measures its success by the extent to which it fulfills the 4-H mission, which is to develop youth and adults by maximizing each individual's potential through unique partnerships of youth, volunteers, university faculty and community supporters.

A member participates in 4-H through a local "membership unit," which can be a club, a special-interest group, a school curriculum enrichment group or a 4-H Expanded Nutrition Program-Youth unit. Support is provided by family and friends, fellow members and volunteers.

County level

- A. Public sector The county judge and commissioners court comprise the county's governing body. The county Extension office receives some support from county government and, in turn, reports to the commissioners court. County Extension faculty responsible for the 4-H program are supervised by the district Extension directors and receive help and training from 4-H and other Extension subject-matter specialists.
- B. Private sector Many businesses, individuals and organizations provide financial and other support to the county program.

District level

- A. Public sector The Extension district office provides training and resource support to the county 4-H and youth development program. The district Extension directors and the district-based 4-H and youth development specialists provide ongoing administrative and programming support to the county Extension faculty. The specialists also support the 4-H program through their subject-matter expertise. Schools and universities provide facilities for district meetings, activities and training programs.

- B. Private sector Many businesses and organizations with an areawide focus provide financial and other support to the district program. For example, in many regions of the state, electric utilities sponsor a regional recognition program for 4-H Gold Star recipients. Other businesses sponsor district-level recognition programs.

State level

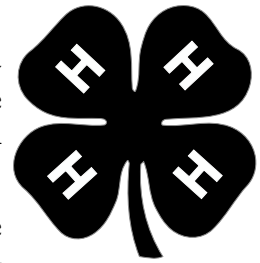
- A. Public sector The College of Agriculture and Life Sciences of Texas A&M University carries out three functions: teaching (graduate and undergraduate), research and extension. The Texas Legislature allocates money directly to the Texas Agricultural Extension Service, which in turn allocates money to support the various Extension educational programs, one of which is the 4-H & Youth Development Program. The director is the chief executive officer of the Extension Service. The assistant director for 4-H and Youth is in charge of the 4-H program at the state level.
- B. Private sector The 4-H Youth Development Foundation is the link for individuals, organizations and foundations to support 4-H at the state level. Some examples of the kind of support provided through the foundation:
- \$1 million yearly scholarship program
 - Ownership of the Texas 4-H Center
 - Funding to support educational programs, such as Texas 4-H Congress
 - Texas 4-H Roundup

National level

- A. Public sector 4-H is one of the programs supported by the Cooperative Research, Extension, and Education Service (CREES), which is a department of the U.S. Department of Agriculture (USDA). The secretary of agriculture, a member of the president's cabinet, is the chief administrative officer of the USDA. The U.S. Congress authorizes the expenditure of national revenues to support the 4-H & Youth Development Program.
- B. Private sector Many individuals, agencies, organizations and foundations support the 4-H program by contributing money, time and talents. The National 4-H Council, governed by a board of directors from business and industry, provides support to state 4-H programs by:
- Sponsoring professional development training
 - Providing curriculum and supplies
 - Providing program interpretation support
 - Helping develop programs that address the problems and needs of youth

Use of the 4-H Name and Emblem

Use of the 4-H name and emblem is governed by congressional action and supplemental administrative policy. Use within a county must be approved by the county Extension faculty. Use on a multi-county or state basis must be approved by the assistant director for 4-H and Youth.



In all instances, use must conform to state and national policy and be for the furtherance of the 4-H educational program rather than for the benefit of private individuals, donors or others. The emblem can be used only for serving the educational needs and interests of 4-H members in accordance with authorization by the secretary of agriculture or his or her designated representative (state director or county Extension agents). The 4-H Clover and name are protected under 18U.S.C. 707. Permission is required to duplicate it.

Use of the 4-H Club name and emblem must not exploit the 4-H program, its volunteer leaders or 4-H youth participants of the USDA, the Cooperative Extension Services of the land grant universities, or their employees. Also, the 4-H Club name and emblem cannot be used to imply endorsement of commercial firms, products or services.

For more information on the use of the 4-H emblem and name, refer to "Tax-Exempt Status of 4-H Organizations Authorized to Use the 4-H Name and Emblem," 1993 edition, which provides specific and detailed policies and guidelines. Copies of this publication are available from the Texas 4-H Office in College Station.

Permission to use the 4-H emblem and name on the county level can be provided by the county Extension agent, in writing, to the requesting party. To ensure that the emblem and name are used properly, those wishing to use the emblem and name should give the county Extension office a sample promotion or advertising plan.

The letter from the county Extension agent granting permission should include the name of the organization, dates for use of the emblem and name, and a signature of the county Extension agent(s).

Example: Use of the 4-H emblem and name on a Web page requires approval from the Extension assistant director of 4-H.

When a 4-H club is organized, it is given a club charter, which allows the club the full benefits of the 4-H organization. This includes permission to use the name, emblem and tax-exempt status of 4-H.

Advertising 4-H

In any advertisement, display, exhibit, film, news release, publication, radio program or television presentation, the 4-H message must be set distinctly apart from a commercial reference. Advertisements, public releases or displays done by 4-H clubs, 4-H members, volunteer leaders, the Extension Service or its employees cannot include actual or implied testimonials for or endorsements of business firms or their products or services.

4-H Program Rules and Guidelines

The most recent version of the official Texas 4-H Program Rules and Guidelines governing the management of the 4-H program should be placed behind the tabbed divider marked Appendix 3 at the back of this guide. Any updates and/or revisions will be dated and sent as inserts to each county Extension office.

Complete, up-to-date copies of Texas 4-H: Rules and Guidelines are on file at the Texas 4-H Office, the Texas Agricultural Extension Service headquarters office, and in each district Extension office. County Extension faculty are responsible for ensuring that the 4-H program rules and guidelines are followed.

For some specific events and activities, eligibility for participation may require that additional regulations be established beyond those stated in the Texas 4-H Rules and Guidelines. In such a case, the responsibility for establishing and monitoring such regulations rests with the group in charge of the event or activity.

Once adopted, those regulations should be made available to all 4-H members and their families before the event or activity. Regulations must not violate the rights of any person and should be stated so as to be inclusive in nature.

Completion of a 4-H project

A 4-H project is considered complete when a member has participated in six learning experiences and completed a project record form.

Enrollment

Effective September 1 each year, all new 4-H members must be enrolled and all of the previous year's 4-H members wishing to remain part of the program must be reenrolled for the upcoming enrollment year. Current enrollment forms must be on file in the county Extension office.

Volunteer leaders are also recruited and registered each year. All volunteers working directly with youth must have a completed registration on file with the County Extension Office.

Dress

4-H youth and adults participating in county, district, state and national events must be appropriately dressed for the occasion. Youth and adults giving leadership to the event should be notified by Extension personnel of appropriate dress for the occasion.

Membership Units

Boys and girls become 4-H members in Texas by enrolling and participating in a 4-H club or a short-term group.

4-H Clubs

A 4-H club is an educational/learning unit led by at least one manager and elected officers. The 4-H club is the oldest and best way of providing all the opportunities and experiences to 4-H youth and adults.

4-H clubs provide a continuity of learning and developmental experiences over a 4-H member's career, which in effect provides measurable changes. The club provides an extended-family situation that strengthens the families and youth involved.

A 4-H club meets regularly over a period of 9 to 12 months, with one or more regular club meetings each month. Each member is enrolled in at least one 4-H project and is a member of at least one project group. Project meetings are taught by project leaders, teen and junior leaders, and provide at least six learning experiences, 20 to 60 minutes long.

There are four basic types of 4-H clubs:

- **Community or Neighborhood Club:** Consists of members who live near each other in a community or neighborhood. It has project groups in a variety of 4-H projects.
- **Project Club:** Consists of members who are conducting the same project. It has project groups in the main project area as well as other related projects.
- **School Club:** Consists of members who attend the same school. Members attend 4-H club meetings within a school and are managed by teachers or other volunteers. Ideally, project leaders meet with project groups outside of school hours.
- **Community Partnership Club:** Can be a community, project or school club. The difference is that volunteer leadership is provided from community organizations. The elements of community partnerships include:
 - * **Community Partnership Organization:** Any organized group with a defined membership of individuals that are bound together by common beliefs and principles that focus on service to youth.
 - * **Partnership:** Two or more organizations working together to reach desired objectives.
 - * **Sponsor:** An organized groups of individuals joining to provide leadership and resources to 4-H clubs.

Short-term groups

Short-term groups are organized as educational/learning groups for those who want a short-time commitment or involvement in the 4-H program. Some families or participants are less interested in a 4-H program that requires a 1 year or longer commitment.

A short-term group attracts those who otherwise would not join a long-term program. It allows them not only to learn about subject matter areas and the 4-H program, but also helps them develop leadership and citizenship skills, build a positive self-concept and develop a concern for others.

There are two types of short-term groups:

- **School Curriculum Enrichment**, which is a cooperative effort between a school and the Texas Agricultural Extension Service. This may be a public or private school. Members are boys and girls who participate in an educational program planned and coordinated by Extension staff in cooperation with school officials to supplement and complement the school curriculum.

The project is taught by teachers and consists of at least six learning experiences. A number of 4-H projects have been developed especially for classroom teachers. These project materials are designed to assist the teacher by providing a series of lessons in agriculture, natural resources, family and consumer sciences, or science and technology.

At the end of the project, 4-H members are encouraged to participate in a special interest project and are invited to join a 4-H club.

- **Special-Interest Projects**, which are planned and coordinated by Extension professionals, paraprofessionals and volunteer adult or youth leaders. The project lessons are taught by volunteers. The participants take part in a series of specific sequential learning experiences.

Each project includes six or more lessons or learning experiences. The projects extend 6 or more hours over 1 to 6 weeks. A special-interest project usually concentrates on one subject or 4-H project area.

The group may or may not have a formal organizational structure. When the project ends, the 4-H members are encouraged to participate in another special-interest project, become an organized 4-H club or join a 4-H club.

Adult Leaders

4-H educational programs are delivered by trained volunteers who are supervised by county Extension agents. The volunteers, parents/adults, county Extension agents and the 4-H Youth Development Committee all work to provide a quality 4-H program for youth. Each plays an important role in helping young people become capable and responsible citizens.

Volunteers

A 4-H volunteer leader is responsible for a 4-H group, activity or event, and the members and/or other volunteers involved. There are two major roles that adults may assume in 4-H: working directly with youth or working primarily with other adults.

4-H volunteers are responsible for carrying out the assigned position responsibilities they have accepted. They are expected to conduct themselves, in both public and private, in a manner that is considered a good example for youth. This includes appropriate dress, correct use of language and moral conduct in accord with the generally recognized standards of our society.

Volunteers should understand that they are expected to pursue avenues of learning, training and teaching provided to them to help them better carry out the duties of their position.

Volunteer Liability

To serve with the Texas Agricultural Extension Service and the Texas 4-H Program, all 4-H volunteers must be formally enrolled. They must complete and submit a Volunteer Leader Registration Form (4-H 2-1.056) every year. Only those adults registered with the county Extension office may work directly with children.

Adult volunteer leaders are protected under the State of Texas tort claims law for The Texas A&M University System volunteer liability, but will NOT be defended either by the Office of System Council or the Texas Attorney General whenever an action or proceedings for damages shall be instituted arising from their acts or omissions while performing, or, in good faith, attempting to perform, their official volunteer duties.

To minimize any chance of creating a Texas A&M University System liability, adult volunteer leaders are expected to act in good faith and without negligence in performing their duties.

To serve as an adult chaperon, a person must be at least 21 years old at the time of a 4-H event.

Reassignment or Dismissal of Volunteers

The purpose of the 4-H Program is youth development; agents and leaders should spend most of their time in positive work supporting quality experiences for boys and girls.

Volunteers should be given a written job description which they agree to and sign. It is suggested that the signature be notarized. Keep one copy on file in the county Extension office and return one to the volunteer.

A volunteer may be reassigned or dismissed for a number of reasons, including breaking laws, engaging in behavior that compromises the health and safety of youth, violating an Extension policy, willfully violating or causing children to violate rules, being consistently disruptive to the overall program, being consistently unwilling or unable to work amicably with agents and other leaders, or failing to rotate the leadership role. The nature and seriousness of the infraction will determine whether the volunteer is reassigned or dismissed.

A volunteer who cannot grasp the overall philosophy of youth development may be counseled toward other avenues of volunteering.

A child whose parent/adult has been dismissed as 4-H volunteer is still eligible to participate in 4-H.

Procedure for Dismissing a Volunteer

Before any official action is taken, the county Extension agent should counsel volunteers about problems. Always keep written records of discussions concerning volunteer performance. Use the following steps for removing a volunteer only after extensive efforts have been made to help the volunteer improve his or her performance.

- Step 1:** The county Extension agent meets with the volunteer to discuss problems in performance and/or any violations of 4-H rules and guidelines. Specific areas for improvement are outlined and recorded. A written record of the meeting is kept and copies provided to all participants, including immediate Extension supervisors.
- Step 2:** If the problems continue, a second meeting is held with the volunteer. The volunteer is given a probationary period during which performance must improve. If problems continue, the volunteer should be removed from service. Again, written records should be kept and copies provided as in Step 1.
- Step 3:** If the problems continue, the volunteer is notified in writing of his or her removal from service to 4-H. Copies provided as noted in Steps 1 and 2.
- Step 4:** If the volunteer wishes to appeal, a written request for review must be submitted within 30 days to the county Extension staff and the county 4-H & Youth Development Committee. The county committee completes the review. A written reply is given to the volunteer with copies as previously noted.
- Step 5:** If the volunteer wishes to appeal the decision made by the county 4-H & Youth Development Committee, a written request for review must be sent to the appropriate district Extension director and district 4-H specialist. The review is completed by a committee designated by the 4-H specialist and district director. A written reply is provided to the volunteer on the results of the review and the final decision on the appeal. Copies are made as noted in Step 1.

Immediate Removal

Some actions by volunteers may warrant immediate removal without the step-by-step process. These include arrest or conviction for child abuse, negligence, violent crime, drug use or other felony violations of the law.

In some cases, a volunteer should be suspended until an investigation is complete. A decision for immediate removal should be made at the county level, with input from the appropriate district Extension director or county Extension director and district based 4-H specialist.

Parents/Adults

4-H depends on and encourages parents and other adults to be involved in its educational programs. These adults help members set and accomplish goals and serve as a communications link between their children and the Extension faculty and 4-H volunteers.

Procedure for Dismissing a Parent/Adult

In cases where parents who have been advised of the appropriate procedure for dealing with complaints or concerns become a continuing disruptive force over time despite appropriate and sincere efforts to resolve their concerns, they may be barred from meetings, events and activities conducted by 4-H under the support of Texas Agricultural Extension Service if the following procedures are used.

- Step 1:** Club managers or project leaders should counsel with the individual regarding the disruption and discuss alternatives. Such parents need to be advised of ways to address their complaints and the appropriate Complaint Resolution Process. Written records of this discussion should be kept and the county Extension agent should receive a copy of such records.
- Step 2:** If the problem persists, county Extension agents should meet with the parent/adult and review the expected behavior change and outline the specific behaviors which will not be accepted. The parent/adult should sign a copy of the notes from the meeting as an acknowledgment of his/her attendance and participation in the conference. The parent/adult should receive a written copy of the minutes with an outline of the specific behavior changes expected and a description of the unacceptable behavior. Copies of this letter are sent to everyone involved in the conference and to the 4-H specialist and district Extension director who supervises the county Extension agents. Parents/adults who have concerns that cannot be resolved at the county level may contact the appropriate district Extension director and 4-H specialist.
- Step 3:** If the problem persists, the agent in concurrence with the district Extension director may write a letter to the parent/adult indicating that he or she may not attend any 4-H function sponsored by the Texas Agricultural Extension Service. The letter should be sent in a manner that the agent is assured that the individual did receive it.
- Step 4:** If the individual tries to attend any event, the person in charge of that event should ask him or her to leave. If he or she fails to do so, the local sheriff or police department should be contacted and asked to remove the individual.

Note: Any adult may be asked to leave any 4-H function immediately for using abusive language, threatening anyone, becoming violent, causing bodily harm to any minor including his or her own child, or being legally intoxicated.

County Extension Agent

County Extension agents have the overall responsibility for managing the total 4-H program in their respective counties. This includes the following responsibilities:

- Provide 4-H membership opportunities to all youth of the county.
- Plan and coordinate the county 4-H program with the 4-H & Youth Program Development Committee.
- Staff the planned county 4-H program with volunteers.

- Assist the Adult Leadership Task Force and Youth Leadership Task Force in providing in-service education and resources for all 4-H volunteers in the county.
- Explain 4-H policies and procedures with the help of the 4-H & Youth Development Committee.
- Supervise 4-H volunteers in conducting the county 4-H program.
- Ensure that a quality 4-H educational program is conducted in the county.
- Inform 4-H volunteers and members about 4-H opportunities at county, district, state, national and international levels.

County Extension agents are expected to conduct themselves in both public and private in a manner that is considered a good role model for youth. This includes appropriate dress, correct use of language and moral conduct in accord with the generally recognized standards of our society.

4-H & Youth Development Committee

The 4-H & Youth Development Committee is a part of the Texas Agricultural Extension Service County Extension Program Council. The committee's purposes are to oversee the efficient operation of the total 4-H program; to ensure that a quality educational 4-H program is offered; and to educate and help youth so they can cope with critical needs.

The committee will identify long-range objectives that support the mission of the Texas 4-H youth program, and will plan and conduct the annual 4-H program in the county.

Cooperation with Schools

The Texas Education Code allows 4-H members to participate in extracurricular activities in the same manner as school organizations and sports. Members are allowed 10 extracurricular activity days during the school year to participate in activities without receiving an unexcused absence.

In excusing 4-H members from school, county agents must work cooperatively with school administrators. They must give enough prior notice of the absence to allow the administrator to notify the teachers also.

4-H members are not automatically excused upon request, but are subject to all regulations of the Texas Education Agency and their local school districts as they apply to extracurricular participation.

Club managers should work with county Extension staff to maintain good relationships with their school districts and to encourage youth to maintain their eligibility.

Cooperation with FFA and Other Organizations

Youth may use the same projects and/or activity in both FFA and 4-H programs, if they follow the rules of the specific events and if the county 4-H and FFA faculty have agreed to allow it.

When deciding whether the 4-H & Youth Development Program should cooperate with FFA in project exhibitions and participation in similar educational and competitive events, always emphasize maximizing educational opportunities for young people.

Financial Considerations

Financial resources are vital to ensuring the quality of the 4-H experience. Club leaders must take care to handle funds and other 4-H resources prudently.

Fund-raising

The 4-H program is recognized by the Internal Revenue Service as a nonprofit educational organization that is eligible to receive charitable gifts and conduct fund-raising under IRS Section 501-C-3. Any 4-H group raising funds should do so in the most professional manner. Funds should be raised only for projects that further the development of youth and volunteers.

Appropriate 4-H club fund-raising sources include:

- Sales, bazaars, auctions or concession stands to sell products that 4-H'ers raised, processed or bought for resale themselves.
- Agricultural commodity check-off contributions from producers, such as cotton, grain crops and livestock.
- Gifts from individuals through wills, annuities, trusts, life insurance policies, etc.
- Concession stand sales at fairs and shows.
- Amateur entertainment festivals, such as community dances, plays, skits, pageants, musicals, socials and skating parties.
- Newspaper and scrap iron drives, or aluminum can collections.

Approval should be obtained from the director of the Texas Agricultural Extension Service for the use of the 4-H name or emblem in connection with the sale of a commercial product or service; and for the sale of any project, without previous official approval, that may be competitive with normal trade channels.

Membership Dues

Each 4-H club has the option of charging membership dues. However, a youth cannot be denied membership to any 4-H club or group because of nonpayment of dues alone. The Extension Service charges no fee for 4-H membership.

United Way Funds

Counties and/or 4-H clubs accepting United Way funds should enter into an agreement with the agency that specifically allows for the raising of money in addition to that received from the United Way.

Insurance

Participants in 4-H events, such as camps and out-of-country trips, should be insured for illnesses and accidents under a policy secured by the sponsoring group. Participants should be advised that the insurance may not pay all medical costs.

Exemption Certificates in Lieu of State Sales Tax

4-H clubs may claim exemptions from paying of state sales taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, to buy tangible personal property for the club. The exemption certificates may be obtained from the Comptroller of Public Accounts Office in Austin or from the county Extension office.

Federal Income Filing Requirements

4-H clubs and affiliated 4-H organizations having gross receipts of more than \$25,000 annually must file the annual information return IRS Form 990. Form 990 is an information return and does not mean that taxes are owed. 4-H affiliates are tax exempt and are authorized to use the 4-H emblem by the U.S. Department of Agriculture and the Texas Agricultural Extension Service. The national 4-H tax identification number for completing the IRS 990 Form is 2704.

4-H Club Bank Accounts

Local 4-H clubs and groups that maintain separate bank accounts must obtain an IRS Employer's Tax Identification Number. This number is assigned to a club by the IRS after it completes Form SS-4. 4-H members and leaders should never use their Social Security numbers for a 4-H bank account.

4-H Club Finances

The treasurer of a 4-H club should be required to have two signatures on all monies secured by the club, and deposit funds into a bank account. Disbursements of club money should be made by check with signatures of the club treasurer and an adult volunteer upon approval by the club membership.

The club should develop a budget at the beginning of the year, secure resources to meet the budget requirements and prepare a financial statement at the end of the year. A 4-H Club/Group Financial Status Report (as of August 31 of current year) should be submitted to the County Extension office.

If the club disbands, all monies and property become the property of the county 4-H program.

Club Rules and Policies

Policies or rules are interpreted at each level—national, state, district, county and club. Local clubs or groups can establish a policy or rule as long as it does not conflict with policies or rules at the county, district, state or national level, or with the basic 4-H philosophy. Club managers should consult with the county Extension agent(s) before establishing rules or policies.

Setting Local Club Rules

Before establishing a rule, first ask: Is the rule really needed? Too often, rules are created as a result of one particular incident and then stay in use for years, creating much paperwork and extra pressure and stress on all 4-H members and volunteers.

If all possibilities for solving a problem have been explored and a rule is needed, then follow these guidelines:

- The youth should be involved in developing the rules.
- The rule must be in writing, preferably as a part of the club bylaws.
- The rule should be realistic and fair.
- The rule must be enforceable. Are provisions for enforcing the rule clear as to when a person violates it? Provisions must be made to warn a person in writing before enforcing the consequences of breaking the rule. These provisions must be in writing. Violations should be documented, possibly in the secretary's record of attendance, copy of warning notice, etc.

- The rule must be free of any evidence of discrimination on the basis of sex, socioeconomic levels, race, color, religion, national origin or disability.
- The rule must be reviewed by the county Extension agent responsible for 4-H before final adoption. The agent should ensure that the rule does not conflict with a county, district, state or national policy to the best of his or her knowledge.
- Once adopted, members and their families must be given written copies of the rules. Each new member must be given a written copy when they enroll. Club policies should be given to each member and their family at the beginning of each 4-H year.
- It is preferable to have the rules as part of the club bylaws rather than as separate documents.
- When enforcement is required, the rules must be enforced fairly for all concerned. A rule must be enforced consistently.

When questions arise about enforcement, the group that made the policies or rules is responsible for enforcement. Frequently, clubs turn to their county Extension agents to enforce the rules. All an agent can do is ensure that the key points are followed. Agents are not referees, nor are they lawyers. If the key points (above) have not been followed, it is hard to support club actions even though they may be morally right.

Clubs are encouraged to review their policies and rules annually, and to carefully consider whether or not they meet the needs of the club for the coming year. If rules are absolutely necessary, they should meet the outlined points above.

PROGRAM DEVELOPMENT



Audiences
Membership Defined
Promotion and Recruitment
Enrollment Process
Membership Information
Getting New Members Involved
Making an Annual Program Plan
Model for 4-H Club Annual Planning

One of the most important responsibilities of a club manager is to help the club plan a program for the year. Such planning takes time, but this time spent is an investment in the success of a club. Good programs and activities don't just happen—they must be planned. Conducting a 4-H club without an annual club program is like taking an ocean voyage without a navigator and with no particular port in mind. You are going somewhere, but no one knows for sure where.

Audiences

The potential 4-H audience includes youth of any socioeconomic level, race, color, sex, religion or national origin who, regardless of geographic location or disability, may participate in 4-H. Each club is involved in the county 4-H Affirmative Action Plan and is responsible for trying to involve all eligible youth in the club attendance area.

Any adult interested in the growth and development of young people may apply to become a 4-H volunteer leader.

Membership Defined

A 4-H member can be any boy or girl at least 9 years old or 8 years old and in the third grade (September 1), and who enrolls in one or more recognized units of membership. The final year of membership shall be through August 31 of the 4-H year in which the youth turns 19 years old.

To enroll, a youth must complete a standard 4-H enrollment form, or be included in a 4-H group enrollment form, and participate in a 4-H project. The current year's enrollment forms must be on file in the county Extension office.

It is recommended that a 4-H member complete at least one 4-H project with six 20- to 60-minute-long learning experiences and complete a 4-H Member Achievement Plan (MAP).

See the Project Selection Guide in the Texas 4-H Clover publication for information on project selection and completion.

Promotion and Recruitment

Each club is open to all youth within the club boundary or attendance area. It is important for a club to promote itself to all of these youth to recruit new members. Make plans to ensure that all eligible youth have been asked to belong to your club.

Keep 4-H before the general public by using news media such as radio, newspaper and TV. To actually recruit new members into the program, personal contact methods are more effective. Some ways to recruit include:

- Invite friends of 4-H members to a club meeting or activity.
- Contact any new families in a neighborhood or club boundary and invite them to participate in 4-H programs.
- Distribute 4-H materials and set up displays at schools and public places announcing times and places of 4-H club meetings and opportunities each year.
- Hold a party of 4-H Fun Day for the community.
- Make personal contacts in neighborhoods that may have prospective members.
- Conduct a National 4-H Week promotional activity.

Periodic reports concerning recruitment efforts may be requested by your county Extension agent.

Enrollment Process

Enrollment in the 4-H program is based on a September 1 to August 31 year. Each member must be enrolled or reenrolled annually. Each adult, teen or junior leader must be registered or enrolled annually.

A boy or girl enrolls in a 4-H club by attending a meeting of the club and completing a *4-H Member Enrollment Form* (4-H 1-3.056). Boys or girls can enroll in a club at any time during the year.

Current members of a 4-H club should be reenrolled in April or May for the new 4-H year which begins September 1. Reenrollment in the spring provides:

- A membership base on which to plan the coming year
- Information on projects that will help in establishing and planning project groups and recruiting project leaders and junior leaders
- A way to start the fall with an organized club that is ready to recruit and welcome new members

One way to enroll or reenroll many club members at once is to have a special meeting. Announce the meeting for enrolling or reenrolling members, and request that parents be present.

At the meeting, review the projects offered in 4-H and determine which projects can be offered, based on resources, leaders available and interest of members. Also, explain the enrollment procedures, describe the projects to be offered, have the members get permission and support for projects from their parents, and fill out enrollment forms.

Submit the forms to the county Extension office by October 1 of each year, and then periodically as members enroll during the year. Keep a copy of each.

Volunteer Leaders

Each volunteer leader is required to register using the *4-H Volunteer Registration Form* (4-H 2-1.056). As club manager, you should keep a list of club volunteers. Junior and teen volunteer leaders should indicate their volunteer roles on their member enrollment form.

Membership Information

Successful clubs establish organized systems for collecting and keeping membership information:

- Develop a club roster with names, addresses, e-mail addresses, phone numbers, ages and possibly names of parents to provide to all members, parents and leaders.
- Make a list of members by projects and give it to the project leaders.
- Make a list of members by age or age divisions.
- Make a list of junior leaders and teen leaders.
- Make a list of adult volunteer leaders and their addresses and phone numbers.
- Compile a list of club officers and committees.
- Develop a record-keeping system for club attendance, project completion, participation in meetings, participation in various activities, etc.

Each month, club managers should submit a report of their club activities to the county Extension agent. See Attachment 1 (page 32).

Getting New Members Involved

New members should be encouraged to become involved immediately in the educational activities of the 4-H club. Some suggestions:

- Have a membership committee with an adult committee advisor available at each meeting to welcome and enroll new members.
- Have the membership committee put together "New Member Packets" to give to new members as they enroll. Several items can be ordered from the National 4-H Supply Catalog. These packets might include:
 - * *4-H Membership Enrollment Card* (4-H 1-3.056)
 - * Letter of welcome from president
 - * Club roster, club yearbook or calendar of events
 - * Information on "What is 4-H?"
 - * *Congratulations, You've Become a 4-H Parent* (4-H 4-4.095)
 - * Letter to parents from club members
 - * Information on any club or county awards requirements
 - * County 4-H information

Items available from the National 4-H Supply in Washington, D.C.:

- * 4-H balloon
- * 4-H sticker
- * 4-H bumper sticker
- * 4-H pencil

- * 4-H sucker
- * 4-H button
- Assign new members to work on committees.
- Develop a "buddy" system in which old members adopt new members.
- To help new 4-H members get involved, plan a new member initiation or welcome ceremony.
- Involve new members in project and club meetings as soon as possible.
- Be sure that new members' names are given to the club secretary, placed on the club roster, and given to appropriate project leaders. Turn in the enrollment form to the county Extension office.

Orienting New Members and Parents/Adults

Plan for new-family orientation. Ask a volunteer to be a new member/family coordinator to provide information to new families. The job description is in the Volunteer Development section of this guide.

Making an Annual Program Plan

The executive committee and club manager(s) should plan the major parts of their 4-H club meetings 1 year in advance. They should make outlines of club meetings, making member assignments using the Annual 4-H Meeting Agenda form. For a copy, see Attachment 15 (page 93) in the Membership Units section of this guide. There are several reasons for doing this:

- This form can serve as a checklist to see that every member has a part during a 4-H club meeting during the year and that the opportunities are not restricted to only a few members.
- An annual plan of agendas makes each monthly meeting easier to plan.
- It helps 4-H officers to take more of the leadership responsibility for the club themselves. A 4-H club president needs less guidance in planning each meeting if yearly planning is done.
- Planning time and meetings are reduced during the year.
- If the information is put in the club yearbook, members and families have time for special preparations. Remember: Because a club program is a plan, it should be flexible. Use it as a guide and amend it as needed. When the program plan is complete, make sure that each member receives a copy, and send one copy to the county Extension office. At the end of the year, use the club program to evaluate the progress made during the year and to make decisions about what to do next year. Time spent on planning is well spent. Begin now to get your club on the right track.

A club annual program usually includes:

- Regular monthly meetings at the same scheduled time each month
- Educational tours and guest speakers
- Recreational activities for each meeting and special events as desired
- At least one community-service project
- Two or three projects running from 2 months to a full year

- One or two 4-H activities that support project work livestock judging, share-the-fun, etc.
- A fund-raising activity
- Participation in county, district or state activities and events that interest club members and relate to project work
- At least one 4-H educational presentation opportunity for each member
- At least one 4-H exhibit opportunity for each member
- A club achievement activity
- 4-H promotion and recruitment during National 4-H Week
- Scheduled planning for the next year

For individual events and activities, include as much planning as possible. Specific details to consider: dates and places of meetings and activities, and names of persons responsible for various aspects of meetings and activities. Use Attachment 2 (page 33) as a work sheet.

Uses for Program Plans

Program plans serve to:

- Inform all 4-H families about what is happening when and where. This should help improve communications, understanding of responsibilities, and participation by members and families. Most families make plans 6 months to 1 year in advance and need specific dates.
- Give parents and others more information about the 4-H program.
- Encourage a better balance of work, play and service activities.
- Leave opportunities for some free time when desired by the group.
- Help leaders prepare for individual meetings and activities. Knowing in advance what the club is going to do makes the job of leaders more efficient and effective.
- Provide a way to evaluate progress as activities are completed, and at the end of the year. They can provide a comprehensive picture of a club's activities and achievement.
- Help clubs set goals and directions for next year based on accomplishments, successes and failures of the previous year.
- Help coordinate local club programs with leader training programs and other county, district and state programs.
- Give county Extension staff a look at project and activity participation countywide. This may help them set leader training schedules, plan activities and identify resource needs.

Methods Of Program Planning

4-H clubs can choose among several approaches to program planning:

Leader-Only Program Planning: The leader develops a club program to be presented to the club.

Advantage

This is the quickest way to develop a club program.

Disadvantages

Planning a program without involving the the club can diminish participation in the activities planned. Giving club members a voice in the program helps ensure that the program interests them and meets their needs.

Members and parents who help in planning are more likely to share responsibility for the results.

Whole-Club Program Planning: Members, parents and leaders meet to develop a club program. Before the meeting, they are given information outlining the options available.

For this process to be effective, the ideas presented must be evaluated carefully so that a realistic number of ideas is selected for inclusion in the final program.

Advantage

All members, parents and leaders have an equal opportunity to express their needs and interests and to play a part in developing the club program. This is likely to increase participation in and responsibility for activities planned.

Disadvantages

This method can take a great deal of time, particularly if the club has many members. It may be difficult to pare down ideas and develop a realistic club program.

Executive Committee Program Planning: Combines the best aspects of the two methods. Committees brainstorm ideas and recommend projects and activities. The executive committee assumes major responsibility for program planning, but gets input from the club's standing committees (program, recreation, membership, community service, citizenship, etc.).

Advantages

This method tends to be less cumbersome than the "whole club" method. It involves members in the process, thereby taking into account their needs and interests. Participating in the committee process helps develop leadership skills, interest and responsibility for the program among members. It puts final responsibility for the program in the hands of the members but is more efficient than using the whole club to develop preliminary plans.

Disadvantage

Some individuals may think that their interests have not been taken into account; this should be worked out on an individual basis.

Resources for Program Planning

Before the executive committee meets to begin the annual program planning process, committee members should gather these resources:

- County calendar of 4-H events and activities
- Dates of volunteer leader educational programs
- List of audiovisual and resource materials available
- Parent and member surveys of what they want to do in the coming year
- Member enrollment forms and lists of projects members selected
- List of project and activity leaders available
- Community service ideas
- Ideas for guest speakers, club tours and recreation resources
- Help or suggestions from county Extension agent
- Last year's club program
- Club membership list
- Annual club program planning sheets, to distribute to the members so that they can write down their plans in an orderly fashion

Model For 4-H Club Annual Planning

The executive committee is composed of club officers and club managers who coordinate and lead the planning of the year's meetings, events and activities of the club. The committee should plan and carry out an annual program that is important and interesting to all club members.

Steps in planning the year's program

March Survey members and parents for ideas and suggestions for the next year.

May Reenroll members for the next year.

June The new club manager reviews the enrollment forms and makes a list of the 4-H members enrolled in various projects. Then he or she should ask the parents and members for suggestions for project leaders and activity leaders for the coming year.

July Executive committee meets to:

- Evaluate last year's club events. List strengths and accomplishments as well as weaknesses or problems.
- Review the club constitution and/or bylaws and be sure they are up to date.
- Review the club member and parent surveys.
- From this information, decide on one or two club goals for the year. Example: Use junior leaders more effectively. Increase members' skills and participation in method demonstrations. Keep these goals in mind when making decisions about what to include and what to omit from the year's plan. A club never has enough time to do everything the members want or need to do. Specific goals can help clubs make specific improvements in the club each year.

- Hear the club manager's report on the number of 4-H members enrolled in various projects for the coming year and suggestions for the number and kind of projects and activity leaders needed. The time of year and time frames for the various projects should also be determined.
- Staff the 4-H leadership team by recruiting project leaders, activity leaders, junior and teen leaders, committee chairmen and appointing all members to a club committee.

August All club committees meet for a planning session, in which:

- The club president presents the club goals, an overview of the year and a challenge to plan and conduct a good 4-H program next year.
- A short leadership program is held on how to participate in group discussions, kinds and purposes of committees, rationale for planning, decision-making, etc. The group divides into committees, discusses proposed ideas, offers other ideas and suggestions, and develops a plan to recommend to the executive committee. Committee chairmen set the agenda and chair the meetings. Advisors to the committees assist the groups as needed. Some groups may have committees as needed throughout the year.
- After the planning session, the club meets again, and each planning committee presents its plans for the year. Other ideas can be offered at this time. Each committee chairman gives a report to the president.
- The club manager visits with project and activity leaders (perhaps in a meeting of all leaders) to set specific dates for all projects, activity meetings and events during the year. It is difficult to set specific dates at this time, but the club will run much more smoothly and members and parents will have a better opportunity to participate if they know dates a year in advance. So set as many dates as possible. At minimum, set all the fall dates, the starting dates of projects and activities, and the dates of special club or county achievement events.
- The executive committee meets. Other committee chairmen and project and activity leaders may be invited to help:
 - * Make a final club yearly calendar and club plan by deciding on dates, after considering activity conflicts and resolving them in the best interest of the club.
 - * Make detailed monthly meeting agendas for the year. Be sure that each member is asked to do something at least once during the year, and have a member do only one task at each meeting. Some of this information can be put in the club yearbook, such as the families who are to provide refreshments or the members to be in charge of the inspiration activity. However, they can be contacted just 1 month before each meeting by the president, vice-president or club manager. The club secretary keeps an account of these assignments in the secretary's book.
 - * Plan to print the yearly club calendar and names, addresses and phone numbers of the members, officers, managers and leader. Distribute the list to all members and families, and to each new member who joins. During the year, the club managers and officers continually refer to these specific plans to keep the club on course.

December Review and update the plan.
or January

Other resources

4-H Is (4-H 4-4.090)

New 4-H Leaders Handbook (4-H305.200)

Attachment 1

_____ County
CLUB MANAGER'S REPORT

Project Meeting(s)

	Name	#Held	#Participants	#Volunteers
Club name: _____	Beef	_____	_____	_____
Club meeting date: _____	Horse	_____	_____	_____
Time: _____	Swine	_____	_____	_____
Place: _____	Sheep	_____	_____	_____
Opening announcements:	Goats	_____	_____	_____
Business meeting:	Poultry	_____	_____	_____
Treasurer's report	Food and			
Old business	nutrition	_____	_____	_____
New business	Clothing	_____	_____	_____
Program:	Photo-			
	graphy	_____	_____	_____
	Other (Please list)			
Recreation:	_____	_____	_____	_____
	_____	_____	_____	_____
Members attending: _____	_____	_____	_____	_____
	_____	_____	_____	_____
Leaders attending: _____	Leader involvement:			
	Checking projects	_____		
Demographic breakdown:	Youth trained	_____		
White: _____	Adults trained	_____		
Black: _____	Hours of time volunteered	_____		
Hispanic: _____	Other	_____		
American Indian: _____	*Submit one week after activity/meeting			
Other: _____				Submitted by _____

Attachment 2

4-H CLUB ANNUAL PLANNING WORKSHEET

September

March

October

April

November

May

December

June

January

July

February

August

VOLUNTEER DEVELOPMENT



A Look At Parents/Adults
Roles of Parents/Adults
How to Involve Parents/Adults
Ways to Inform and Involve Parents/Adults
The Leadership Team
Suggested Model for Staffing a Leadership Team
Club Manager
Project Leaders
Activity Leaders
Committee Advisor
New Member/Family Coordinator

A Look at Parents/Adults

Each set of parents, supporting adults, grandparents or guardians with whom you will work as a club manager is different. You may find ways to reach each kind. Vary your methods, amount of time spent and follow-up according to the relationships between the parents/adults and their children.

4-H members may have other adults supporting their participation in the 4-H program besides their legal or natural parents. Club managers and county Extension faculty should welcome their involvement and be flexible in their interpretation of "parent" and "family."

Social scientists classify parents/adults into four general groups:

- **Unconcerned parents/adults:** These parents/adults give their youth no support. Their children tend not to join clubs. When they do join, they quit later because they are not encouraged by their parents/adults.
- **Overstrict Parents/Adults:** These parents/adults criticize and find fault with their youth. They suppress the youngster's will to do things. Club members with such parents/adults may be insecure, frustrated and rebellious.
- **Overindulgent Parents/Adults:** These parents/adults protect and pamper their children. These youth may join 4-H because their parents/adults think it is good for them. They may lack initiative. Often, parents/adults do much of the project work or record keeping. They want to "protect" their children. Many of these parents/adults push their child into leadership positions at the expense of other members.
- **Balanced Parents/Supporting Adults:** These parents/adults share planning, decision-making and home responsibilities with their boys and girls. 4-H is a family activity. Youth from such homes have many positive advantages. These parents/adults discipline their children to do 4-H projects and activities with a firm but kind hand.

Roles of Parents/Adults

4-H club managers differ in their ideas about how parents/adults should be involved in 4-H. Some managers see parents/adults serving as:

- **Chore helpers only:** Many club managers expect adults to help only with ordinary and necessary chores, such as hosting meetings, bringing refreshments, providing transportation or donating funds for members' projects.

- **Activity helpers only:** Other club managers think parents/adults can help only with club activities. They expect parents/adults to help with fairs, tours, fund-raising projects and local club social events.
- **Project helpers only:** Some club managers believe they don't have time to teach subject matter at club meetings. They expect the parents/adults to be interested in the members' project and do the project teaching at home.
- **4-H supporters:** These club managers encourage parents/supporting adults' interest and participation in everything the club and its members do. They inform parents/adults about all parts of the club program. These managers try to balance parent chore work, activity help and project help. Club managers with this perspective gain parents/adults with the best attitudes, interest and cooperation.

How to Involve Parents/Adults

Parents/adults are indispensable to 4-H. They share both the work and success of a club. Enrolling the adults when the boys and girls enroll makes good sense because much of 4-H work centers on the home and family. Much of what youth gain from 4-H depends upon the attitudes of their parents/adults. See Attachments 3-6 (pages 51-54) for help on seeking parental involvement.

Inform the parents/adults about:

- 4-H objectives and the purpose of 4-H
- 4-H activities and events
- Kinds of 4-H members, clubs, leaders and projects
- County, district, state, national and international 4-H organization opportunities in 4-H
- Accomplishments of your club and county
- 4-H being for the entire family
- 4-H members' need for guidance, support, encouragement
- Club guidelines and yearly program
- Projects available and the time and money needed for various projects

Tell the parents/adults what is expected of their 4-H member. See Attachment 7 (page 55) for a checklist. The members need to:

- Attend club meetings
- Complete project work
- Participate in activities and events
- Keep records
- Fulfill their responsibilities on club committees, to serve as officers, etc.

Explain what is expected of parents/supporting adults:

- Attend club meetings
- Attend as many 4-H activities as possible
- See that 4-H member participates in all activities and events

- Help with club and county 4-H activities in some way
- Visit with club managers and leaders and get materials for 4-H member as needed
- Learn as much about 4-H as possible to be able to help their child select a project, set goals, carry out and complete projects, and be successful

Remember that members gain confidence and security from the approval they receive from their parents/adults.

Tell them what 4-H can do for parents/adults and their family:

- It offers them opportunities to help their own child and other young people to grow and develop to their potential.
- It gives families many opportunities to do things together.
- It develops family unity and interests.
- It provides an extended family, as other adults counsel and help 4-H members.

Ask the parents/adults to do things they are interested in or have skills to do.

If parents/adults are:

Artistic, creative
 Organized, planners, leaders
 Full of fun
 Good with words, achievement oriented
 Involved in community activities
 Good with teenagers
 Enjoy hunting as a hobby

Ask them to help with:

Demonstrations, floats
 Club manager duties
 Recreation
 Record books
 Community service
 Junior leader advising
 Shooting sports leadership

Ask both parents/adults to help do small things first and gradually request more responsible tasks. You could ask them to:

- Furnish refreshments
- Help with club functions such as concession stand work and community service
- Chaperone a trip
- Be a committee advisor
- Be an assistant leader or parent coordinator of tours
- Serve as an activity or project leader
- Serve on county, district or state committees

Recognize the contributions of parents/adults:

- Ask for specific help and be sure it is meaningful.
- Request advice and opinions and try to use them.
- Use the special abilities of the parents/adults.
- Write notes and/or call them to say thanks or show appreciation.

- Include the names of parents/supporting adults in news articles and describe how they helped.
- Recognize the work accomplished.

**Formula for Success in
Parent/Adult Involvement**

$$\begin{array}{c}
 \textit{Desire parent/adult involvement} \\
 + \\
 \textit{Inform parents/adults of opportunities/needs} \\
 + \\
 \textit{Ask for help from parents/adults} \\
 + \\
 \textit{Recognize the contributions from parents/adults} \\
 = \\
 \textit{Parent/Adult Cooperation}
 \end{array}$$

Ways To Inform And Involve Parents/Adults

New members' parents/adults

- Have the club manager send them a letter.
- Ask the county Extension office to write them a letter.
- Visit them in their homes.
- Hold an annual "Orientation to 4-H" meeting or meetings for new parents/adults presented by club or county.
- Welcome them with a series of letters.
- Personally invite them to first and second monthly 4-H meeting and/or project meeting.
- Distribute the brochure, *Congratulations You Have Become a 4-H Parent*.
- Have the parents/adults enroll their 4-H members.
- Have the parents/adults complete a Parent Questionnaire or Talent Search when their child enrolls.
- Take time to visit personally with the new parents/adults at 4-H activities.
- Call parents to tell them of upcoming 4-H opportunities for their children and encourage their participation.
- Stress the importance of parents/adults being at all meetings and activities and give them reasons they should attend.

All members' parents/adults

- Hold meetings in a parent's home, church or school.
- Conduct tours to members' homes.
- Talk with the parents/adults about 4-H whenever you see them.
- Continually keep parents/adults informed about 4-H.
- Visit with them at stock shows, fairs, etc.
- Send notes home with the children.
- Invite the parents/adults to your home or to a community meeting place.
- Invite them to accompany you to places where you are promoting 4-H.
- Hold special events for families, such as potluck supper, club achievement program, picnic, trail ride or ice cream social.
- Ask the parents/adults to help with the 4-H program in specific ways. Be sure they know exactly what they are supposed to do.
- Have a parents meeting once a year to inform and involve them in planning.

Let the parents/adults take part in the club by allowing them to help plan community service or special events, help with club publicity, or serve as committee advisors to club committees. The success of a 4-H club and the kind of 4-H experiences members have depend greatly upon parent support and involvement. Time devoted to obtaining this support is well spent.

There is no magic or right way to work with parents/adults. A wide range of methods is needed to work with many different kinds of parents/adults. Most consider their sons and daughters to be their most cherished possessions. They will cooperate if they believe that their children will have a meaningful and purposeful experience.

However, many parents/adults don't know the purpose and true meaning of the 4-H experience. Often, their lack of knowledge results when leaders depend solely on the 4-H member to tell the parents/adults about the 4-H program. Have you ever listened to a 4-H member in an informal setting tell about a 4-H meeting? Many times they discuss only the humorous occurrences. After listening to their children, parents/adults can easily believe that 4-H is all "fun and games."

Parents/adults cannot be expected to become actively involved and be strong supporters if they do not know about the program and believe in what it can do for their children.

Remember, the best volunteers sincerely want to help 4-H'ers.

The Leadership Team

Many people can help make up the 4-H club leadership team. Members and parents/adults fulfill most of the job responsibilities; other people may be willing to serve on the team when asked to do specific jobs.

The 4-H club leadership team can consist of a combination of the following people:

Club Manager(s)

The club manager is recommended by the club each year with approval of the county Extension agent, and gives leadership to the overall organization and management of the 4-H club. The club manager serves as coordinator for all the team members and provides general guidance to the 4-H club unit.

Assistant Club Manager(s)

The assistant club manager(s) is recommended by the club each year with approval of the county Extension agent and helps the club manager by taking responsibility for one of the major duties and/or by assisting the club manager as needed.

Club Officers

The 4-H club officers are elected by the club each year and are responsible for planning, implementing and evaluating all club meetings and activities. They work with the club managers to form an executive committee that gives overall guidance to the club.

At the beginning of the year, the executive committee staffs the 4-H club leadership team by recruiting adult, junior and teen volunteer leaders and appointing club members as chairmen and committee members.

Committee Chairmen

4-H committee chairmen lead club committees in accomplishing their assigned tasks.

Advisors to Committees

Advisors to committees help the 4-H club committees and their chairmen accomplish their tasks. Parents/adults of a committee chairman or member can easily serve as advisors. These advisors are considered activity leaders.

Project Leaders

4-H project leaders provide structured learning experiences, personal guidance and counseling for 4-H members enrolled in projects.

Teen Leader

A teen leader is a youth of age 13 to 19 who has 1 year of project experience and who takes total responsibility for a project, activity or event.

Junior Leader

A junior leader is a 4-H member 10 years or older who has been a 4-H member for at least 1 year and who assists adult 4-H volunteers in any aspect of the 4-H program.

Activity Leaders/Coaches

These leaders provide structured learning experiences and/or personal guidance for new members and/or other 4-H'ers involved in a 4-H activity such as method demonstrations, share-the-fun, judging, exchange programs, community service or fund-raising.

New Member/Family Coordinator

A new member/family coordinator is responsible for orienting new members and their families to the 4-H program and helping them get involved in the 4-H program during their first year.

Project Leader Coordinator

When the club has six or more project leaders, it may be a good idea to have a project leader coordinator who helps project leaders get information, provides extra training or information on teaching, and/or coordinates all project meetings and activities. This leader could be one of the club managers.

The executive committee should review the club needs each year and staff the club with the leadership team during the coming year. For example, some years, more officers will be needed because there are many experienced and older members. In other years, fewer project leaders will be needed. Aim to provide the best possible opportunities for each club member to achieve 4-H goals, so that you will have the best possible team for your 4-H club each year.

Suggested Model for Staffing a Leadership Team

- March/April** Ask the club members and parents/adults for nominations and suggestions for club officers and leaders for the coming year. Appoint a nominating committee of experienced 4-H members and one or two experienced leaders. Have the nomination committee:
- Meet, review the results of the surveys and nominate club officers and managers for the coming year.
 - Contact each officer candidate personally and seek his or her permission before putting names on the ballot.
 - Recruit adults or teens for club managers and get their consent to be club managers for the coming year. Get approval from your county Extension agent.
- April/May/June** The nomination committee presents a slate of officers to club. The president asks for nominations from the floor and club members vote on officers by secret ballot. The nominating committee announces the club managers for the coming year and recognizes them at a meeting. The club submits the officers' and club managers' names and addresses to the county Extension office.
- June/July** Club officers and managers (executive committee) meet and select staff for the rest of the club leadership team needed for the coming year. Those needed include:
- Project leaders
 - Activity leaders
 - Committee chairmen
 - Committee members
 - Teen leaders
 - Junior leaders
- Club officers and managers contact all adult and teen volunteers and recruit them to be a specific part of the leadership team. Club officers should recruit as many leadership team members as possible, because they can be effective recruiters.
- August** Submit the names of club leadership team members, addresses and phone numbers to the county Extension office to provide information for planning county leader training and programs for the coming year.

Club Manager

A 4-H club manager provides guidance in general leadership and management to a 4-H club unit. A 4-H club manager involves 4-H officers, parents/supporting adults, leaders and members in promoting the goals of 4-H and serves as the contact person between the club and the county Extension office.

An assistant club manager assists the club manager by taking responsibility for one of the major responsibilities and/or by assisting the club manager as needed.

Time Commitment: Club managers are selected each year and serve for 1 year. It is recommended that a club manager serve for 1 year as an assistant manager before assuming the role of club manager.

Major Duties And Responsibilities Of Club Managers

A club manager can work most effectively through the executive committee of the club. Most of the following tasks can be accomplished through the executive committee:

- Create a club environment in which volunteers are willing to help.
- Promote cooperation, coordination and communication.
- Organize or reorganize the club.
- Help each 4-H member achieve the 4-H goals, keeping this as the main objective of the club. (When evaluating all club programs, recognition events and activities, ask: "How will this program, award or activity help the least successful and the most successful members of our club?")
- Provide opportunities for members to participate in club, county, district, state, national and international events and activities.
- Keep parents/adults informed and make it easy for them to help with the 4-H program.
- Involve the club in recruiting members (and families).
- See that the 4-H club program is publicized through newspapers, radio, TV and exhibits to keep the public informed.
- Provide chances for adult, junior and teen leaders to grow by sharing leadership.
- Train and supervise officers and committee members to achieve an effective and efficient club:
 - * Help newly elected officers learn their jobs and work together as a team.
 - * Help officers learn leadership and management skills.
 - * Help committee chairmen, advisors and members learn their jobs.
 - * Encourage planning.
 - * Make a yearly program plan of monthly club meetings and all other 4-H club activities with club officers and members. The plan should satisfy the wants and needs of the 4-H'ers and reach the objectives of the 4-H educational program.
 - * Meet monthly with officers to plan meeting agendas and coordinate plans and other activities. (Other club managers and/or leaders may also be invited, but be sure to keep 4-H officers in the forefront of leadership.)

- * Schedule and (if needed) cancel club meetings with help from the club president.
- * Help the club first vice-president (programs) arrange for programs to be given during the meetings.
- * Assist the club second vice-president (recreation) in planning and conducting recreation for each club meeting.
- * Help the club third vice-president (membership) in recruiting members.
- * Work with the club president and all officers to develop an agenda before each meeting.
- * See that the meeting equipment (gavel, flags, banners, etc.) are cared for and brought to each meeting. This should be delegated to a club officer.
- * Make arrangements for the meeting facilities.
- See that club meetings are conducted efficiently and that the members and parents/adults feel accepted.
 - * Greet the parents/supporting adults.
 - * Observe the meeting carefully. Let the officers conduct it. Interrupt only when it will help members learn an important point or when it is necessary to keep club from making a serious mistake.
 - * Tolerate minor problems and mistakes. Let the club work out snags whenever possible.
 - * Answer questions, or seek answers from others.
 - * Present the leader's report.
 - * Make notes about club decisions and "things to do" (don't depend completely on the secretary).
- Encourage communication among members, parents/adults and leaders.
 - * Establish communications with all club members and families. See that they are notified well in advance of all club meetings and activities.
 - * Develop and distribute the club's program and a list of names, addresses and phone numbers of all club members and leaders.
 - * Before each club meeting, prepare a leader's report. Check with the 4-H office for information. (Ask the other leaders if they have items for the leader's report or have a leader's report themselves).
 - * See that the members are notified by phone, letter or flier about upcoming events (and changes).
- Involve all members. Help the club officers appoint and set up committees involving all members. Involve each member in at least one meeting a year. Involve as many members in each meeting as possible.

- Recruit and coordinate project and activity leaders.
 - * With help from club officers, recruit qualified project and activity leaders.
 - * Submit the names and addresses of the project and activity leaders to the county Extension office.
 - * Provide a membership list that includes names, addresses, phone numbers, parents' names and levels of experience to the project and activity leaders.
 - * Work with the county Extension agent to provide project and activity leader training.
 - * Make sure that the members are informed about project or activity opportunities and their starting dates.
 - * Encourage the members to give project and activity group progress reports at club meetings.
 - * Encourage the members to give project demonstrations or talks at club meetings.
 - * Recognize the members' project and activity participation and accomplishments at club meetings.
 - * Visit with project and activity leaders regularly to provide support and to coordinate club project, activities and events.
 - * Survey the club members annually and determine what project groups are needed.
- Train and supervise junior leaders and teen leaders.
 - * Recruit all members 10 years and older who have been a 4-H member for 1 year to be 4-H junior leaders.
 - * With help from the executive committee, project and activity leaders, and junior and teen leaders, decide on specific tasks that the junior and teen leaders can do.
 - * A junior and teen leader advisor can be recruited to work specifically to train and place the junior leaders in leadership roles.
 - * Encourage all the junior leaders to participate in the county junior leader workshop.
 - * Recruit all members 13 years and older with 1 year of project experience to be teen leaders.
 - * Encourage the members to participate in specific project activity or club manager training for volunteers at the county, district and state level and assume complete responsibility for project groups and club activities, or organize a new 4-H club.
- Recognize both members and leaders during a yearly club achievement event, as well as throughout the year.
- Make needed reports and order supplies needed by members and leaders.
 - * Keep records of membership and attendance with club secretary and/or membership chairman.

- * Give the county office such information as:
 - Member enrollments
 - Leader registrations
 - National 4-H activities summary
 - Club members or leaders who will participate in county, district, state or national 4-H events
 - Other information as needed
 - List of club officers and leaders
 - Financial status report
- Improve your knowledge and skills by attending leader in-service training.

Training and Support Available

- Individual conferences, managers' meetings and training conducted by the county Extension agent or another 4-H volunteer
- County volunteer leader training
- Club manager meetings
- District volunteer leader training
- Leader workshops at the Texas 4-H Center
- Leader workshops at the National 4-H Center or the Southern Region

Other Resources

Literature

- *Texas 4-H Clover*
- *Texas 4-H Roundup Guide*
- *Texas New 4-H Leader's Handbook* (4-H 3-5.200)
- *Texas 4-H Club Officer Handbook* (4-H 1-5.001)
- *Texas 4-H Club Secretary's Guide* (4-H 1-5.012)
- *Texas 4-H Treasurer's Record Book* (4-H 1-5.013)
- *4-H Membership Enrollment Form* (4-H 1-3.056)
- *4-H Leader Enrollment Form* (4-H 2-1.056)

Visuals

The Audiovisual Library has slide programs, motion pictures, videocassettes, audiotapes and exhibits. Request them through the local county Extension office.

Other

- Completion Certification (Extension service)
- National 4-H Supply Catalog

Project Leaders

4-H club project leaders provide structured learning experiences, personal guidance and counseling in project-related opportunities for 4-H members in the project group. Junior leaders, ages 10 to 19, assist the project leaders by taking responsibility for specific tasks as requested by the leader.

Time Commitment: Project leaders are recruited each year and serve for a 1-year term. The actual time spent working with 4-H members varies from 1 month to 1 year, depending on the project, its recognition event, and the educational experiences provided to the 4-H members. Each project should have at least six 20- to 60-minute-long educational experiences.

Major Duties and Responsibilities

The project leader:

- Requests training and project materials through club manager or county Extension agent
- Becomes acquainted with the project and activities related to the project such as:
 - * Educational objectives
 - * Any county show or activity (including rules)
 - * Acceptable standards for project
 - * Records and record books
 - * Method demonstrations and illustrated talks
 - * Latest techniques and new ideas
 - * Community resources
 - * Other resources
- Obtains list of 4-H'ers interested in project from club manager
- Helps members and their parents/adults select a project that fits their needs and resources
- Develops a yearly project plan based on:
 - * The project's educational objectives
 - * The level of members' experiences
 - * Members' specific interests
 - * Resources available
- Conducts project meetings and other project activities
- Assists members with record keeping
- Conducts home visits and individual conferences
- Offers opportunities for 4-H members to participate in other 4-H activities and events
- Involves the members as junior and teen leaders
- Encourages parent interest, involvement and support of 4-H activities
- Coordinates project group activities with club managers and other leaders of the club
- Recognizes members and parents/supporting adults

Training and Support Available

- County training for 4-H project leaders
- District volunteer leader training in selected projects
- State leader training in selected projects
- National leader training in selected projects

Other Resources

- *Project Leader Guide* (4-H 2-2.022)
- Project materials are available in some project areas. See the project selection guide on the Texas 4-H Web site at <http://texas4h.tamu.edu>
- Extension and research publications
- Information from libraries, magazines, industry, professional organizations and the Internet
- Conferences with Extension agents and other 4-H volunteers

Activity Leaders

4-H activity leaders work closely with the club manager(s). They are responsible for one or more activity areas in the 4-H club. This is a nonproject area.

Time Commitment: Activity leaders are recruited by the 4-H club executive committee and serve for a 1-year term.

Major Roles and Responsibilities

- Develop an activity program for members of the 4-H club.
- Involve as many members, leaders and parents/adults as appropriate in planning and conducting activities.
- Make arrangements for materials, equipment or facilities needed in activities.
- Answer questions about the activities either by telephone or personal visit.
- Use community resources.
- Remain competent in your field by attending training meetings.
- Act as the chairman of special activities involving the project or activities at community, county, district or area events.
- Help promote and develop understanding about all phases of the activity.
- Act as superintendent, or arrange for superintendents of projects or activity exhibits, at various fairs and shows.
- Manage clubwide or countywide judging contests, tours and demonstration programs.
- Inform club managers and county Extension agents of needs, new developments, and activities in activity area.

Training and Support Available

- Basic 4-H volunteer leader training
- Specific training in activity area

Other Resources

- Extension literature and resources in many of the 4-H activity areas
- *4-H Roundup Participant Guide*.
- *Texas 4-H Clover*

Committee Advisor

4-H advisors to committees work closely with the 4-H member committee chairman to help club committees in accomplishing their assigned task.

Time Commitment: Adult committee advisors are recruited by the club executive committee and serve for a 1-year term or until the committee assignment has been completed.

Major Roles and Responsibilities

- Request specific committee assignments and responsibilities from club manager.
- Become acquainted with community resources or Extension resources relevant to the committee responsibility.
- Confer with committee chairman:
 - * Provide training on being a good committee chairman.
 - * Set some suggested goals for the committee.
 - * Plan a date, time and place for committee meetings and an agenda for the first meeting.
- Have a list of committee members' names, addresses and phone numbers.
- Help the committee carry out its assignments.
- Provide leadership as needed. The younger and newer members will need more guidance from the advisor. As the chairman and committee members gain leadership skills, give them more responsibility.
- Maintain committee plans:
 - * Be realistic as to how much and in what time frame the committee can accomplish.
 - * Strive for good taste as befitting the 4-H organization.
 - * Act in the best interest of all club members (many youth committee members tend to plan what their small group wants, rather than think of all ages and interests).
- Make notes about committee's discussions and decisions on specific member assignments and assist members in completing assignments.

Training and Support Available

- Basic 4-H volunteer leader training

Other Resources

- *4-H New Leader Handbook* (4-H3-5.200; 4-H3-5.200S)

New Member/Family Coordinator

The new member/family coordinator orients new parents/adults and members about the 4-H program and its objectives, club meetings, project meetings, club events, and the families' responsibilities as partners on the 4-H team.

Time Commitment: The new 4-H member/family coordinator is recruited each year and serves for 1 year. The busiest time will be soon after the new 4-H year begins and after enrollment cards are submitted.

Major Roles and Responsibilities

- Become acquainted with new 4-H members and families and welcome them into the 4-H club.
- See that they are introduced at 4-H meetings and activities.
- Keep a list of names, addresses and phone numbers of new members and families.
- Help new members select projects and take advantage of 4-H opportunities.
- Make sure the project leaders get the names of new members interested in their project areas.
- Conduct regular orientation/training programs for new parents/supporting adults.
- Consider topics on:
 - * How the club operates
 - * 4-H projects available
 - * Parents/adults needed to support their children as they undertake certain tasks
 - * Parents/adults needed to help with certain leadership roles
 - * 4-H opportunities
 - * 4-H system
- Check with new members and families regularly to make sure they are being involved.
- Work with the membership committee and club managers to reach new members.
- Serve as a public relations representative for the club.
- Keep informed about the club as well as the overall 4-H program, and direct the members and families into areas in which they have interests and resources.

Training and Support Available

- Basic 4-H volunteer leader training
- County new member/family coordinator in-service training

Other Resources

- *Congratulations, You Have Become a 4-H Parent* (4-H 4-4.095)
- New-member packets developed by the club

Attachment 3**SAMPLE LETTER TO PARENTS/ADULTS****Dear Parent(s)/Adults/Guardians:**

Congratulations on being a 4-H parent or supporting adult! 4-H is a youth organization that provides opportunities for developing life skills. We know that you are interested in learning more about the organization your child has joined.

The 4-H program is open to all youth age 8 (and enrolled in the third grade) through 19. It is for both rural and urban youth and emphasizes using projects and learning experiences to teach boys and girls not only subject matter knowledge and skills. It also teaches important lessons in relationships, leadership and citizenship.

The 4-H program provides youth "learn by doing" opportunities in projects, record keeping and goal setting.

For members to get information, instructions and learning opportunities, they must attend the meetings and activities. You can help support the youth by checking 4-H mail, knowing the dates of activities, encouraging the members to attend, and transporting members with their projects to activities when necessary.

Because 4-H is a family-oriented organization, you are requested to attend as many activities as possible. As a parent, you can also help to reinforce what your 4-H member has been taught. You have the opportunity to share work, success, failure and good times with your 4-H member.

There are many opportunities for you to be involved in the 4-H program in leadership positions or by volunteering your special talents and resources.

4-H is an opportunity for your son or daughter to have challenging and fun experiences through project work and club activities.

Attachment 4

PARENT/ADULT SIGN-UP LIST
"Yes, I'd be glad to help"

Parent/Guardian Name	Address	Phone
----------------------	---------	-------

Child's Name	Address	Phone
--------------	---------	-------

Please check the areas in which you are willing to help your child and his or her 4-H club. Keep a copy as a reference.

1. _____ I will make every effort to know and understand the 4-H program so that my child will complete a project.
2. _____ I will see that my child has transportation to and from the meetings when necessary.
3. _____ I will attend the parents/supporting adults' night, club tours, local club achievement programs and/or other special events that have been planned by the club members.
4. _____ I will set an example to help my child learn to be a good sport and to appreciate the success of others.
5. _____ I have been a 4-H volunteer or member. (Circle the appropriate role.)
6. _____ I will be a chaperon for a trip.
7. _____ I will be a volunteer or assistant volunteer for one project area (foods, arts and crafts, dogs, clothing, etc.).
8. _____ I will take care of the children of 4-H volunteers or helpers during the meetings.
9. _____ I will help the 4-H club with its fund-raising or special activities.
10. _____ I will help the club volunteers with duties such as telephoning.
11. _____ I will furnish transportation for occasional tours, picnics or county events.
12. _____ I will help plan tours for the club.
13. _____ I will help with simple refreshments when needed.
14. _____ I will share the following hobbies or skills with the group:

15. _____ I will lend use of the following for an occasional meeting:
 Kitchen _____ Living room _____ Backyard _____ Basement _____

Attachment 5

PARENT/ADULT INTEREST LIST

Proud 4-H'ers and parents belong to active 4-H clubs. 4-H is a family program involving parents as well as boys and girls. Parents are encouraged to help their child and the 4-H club according to their abilities. Your cooperation and help will be appreciated.

Please check the things you are willing to do if your local 4-H club needs them. If both parents complete the list together, please indicate individual interests.

- _____ Help provide light refreshments. (Your son or daughter serves them).
- _____ Lend your kitchen, backyard or living area for an occasional meeting.
- _____ Help with 4-H activities such as tours, picnics, demonstrations, talent shows and exhibits.
- _____ Help with a community service project such as a clean-up, visiting a needy family or solving a community problem.
- _____ Provide transportation to county functions (occasionally).
- _____ Urge my son or daughter to attend 4-H meetings, do his or her other 4-H projects, complete a project record and take part in 4-H activities and opportunities.
- _____ Assist a volunteer with teaching a 4-H project (list kinds).

Hobbies or interests: _____

Your job or business: _____

Other volunteer interests

- | | |
|-------------------------|------------------|
| _____ 4-H committees | _____ Crafts |
| _____ 4-H camping | _____ 4-H tours |
| _____ Assisting at fair | _____ Recreation |
| _____ Fund raising | _____ Games |
| _____ Program planning | _____ Arts |

Many thanks for caring. Your 4-H leader will contact you.

Name _____

Address _____

Phone _____ Name of Child's 4-H Club _____

Attachment #6

4-H CLUB LEADERSHIP INVENTORY SHEET

Are you willing to help the 4-H club? Yes _____ No _____

Name _____ Address _____

Home Phone _____ E-mail Address _____

Work Phone _____

Have you been a 4-H member? _____ 4-H Volunteer Leader? _____

Please check your interests:

- | | |
|--------------------------------|--------------------------|
| _____ Teaching youth | _____ Planning event |
| _____ Working with officers | _____ Fund raising |
| _____ Coaching for competition | _____ Committee work |
| _____ Helping new families | _____ Record keeping |
| _____ Recreation | _____ Awards/recognition |
| _____ Club management | _____ Public relations |
| _____ Refreshments | _____ Transportation |
| _____ Camping | _____ Assisting at fairs |
| _____ Arts | _____ Tours |

Other _____

If interested in teaching youth, please check those subjects you are willing to work on:

- _____ Animals (please list) _____
- _____ Family/Consumer Sciences (please list) _____
- _____ Natural Resources
- _____ Leisure Education
- _____ Communications
- _____ Horticulture
- _____ Other (please list) _____

What days of the week would you be available? _____

What time of day is best? _____

What age groups do you work with most effectively? _____

Attachment#7

CHECKLIST FOR 4-H FAMILIES

Doing Now

Will Do

4-H Member Club Responsibilities

1. Attend regular monthly meetings.
2. Be prepared when on the program.
3. Support and work for club's events and activities.
4. Be a dependable committee member for club and county programs.
5. Participate in National 4-H Week and countywide activities.
6. Be proud to be a 4-H member.

Project Responsibilities

1. Attend project meetings.
2. Start project work early in the year.
3. Keep records up-to-date.
4. Attend judging schools and contests.
5. Exhibit project to the public.
6. Complete projects and records on time.

Parents/Adults Responsibilities to 4-H

Member

1. Make sure my children attend club and project meetings.
2. Know 4-H meeting dates, marking them on a calendar at beginning of the year.
3. Attend monthly club meetings with children.
4. Take short-term responsibilities such as:
 Furnish transportation for tours and other activities.
 Help on picnic and swimming parties.
 Help on parents/adults night.
 Share refreshment responsibilities.
 Help on a community project.
5. Encourage my child in project work, and guide, but do not do the work for him or her.
6. Encourage my child to keep records up-to-date and to complete them on time.
7. Encourage my child to participate in demonstrations, judging, exhibits and tours.
8. Give some time to learning project requirements and seeing that members of my family know them.
9. Support the community and project leaders and cooperate with them.

MEMBERSHIP UNITS



4-H Club Officers
Committee Chairmen
Committee Members
Junior Leader
Teen Leader
Club Bylaws
Monthly Club Meetings
Developing a Detailed Agenda
Choosing a Meeting Place and Time
Conducting Meetings Efficiently
Project Groups
How to be a Successful Project Leader

4-H Club Officers

The 4-H club officers are elected by the club each year and are responsible for planning, implementing and evaluating all club meetings and activities. Working with the club managers, they form an executive committee to give overall guidance to the club. See Attachment 8 (page 81) for club officer nominations.

At the beginning of the year, the executive committee staffs the 4-H club leadership team by recruiting adult, junior and teen volunteer leaders and appointing all club members as chairmen and members of committees.

If the 4-H club has enough members, a 4-H member should not serve as the same club officer for more than 1 year, but should move to other leadership positions and give all members of the club opportunities to serve as club officers.

Time Commitment: Club officers are elected each year and serve for 1 year.

Major Duties And Responsibilities Of Officers

President

- Serves as chairman of the executive committee
- Oversees the yearly plan of club meetings and activities, and gives copies of the plan and calendar to all club members, their families and the county Extension office
- Coordinates the activities of officers, leaders and committees by having planning sessions each month or as needed to ensure maximum member involvement and good preparation in all club activities
- Appoints committees as needed. The president is an ex-officio member of all committees except the nominating committee
- Arranges for a regular meeting time and place each month
- With the first vice-president, makes a yearly plan of club meeting agendas
- Develops a club meeting agenda for each meeting
- Contacts each person participating in the meeting or on the program and encourages them to be prepared

- Presides effectively at all club meetings
- Uses basic parliamentary procedure as a tool to conduct effective, orderly meetings
- Arrives at least 30 minutes before the meeting to prepare the room for the meeting and program, including setting up flags and banners
- Counsels with other officers, managers and leaders about last-minute additions to the agenda
- Serves as one of the club's delegates to County 4-H Council and attends council meetings, activities and training sessions
- Exhibits good leadership qualities and is a role model to the members of the club

First vice-president (in charge of programs)

- Assists the president
- Presides at meetings and performs other duties of the president when the president is absent
- Becomes president if the president leaves, resigns or is relieved of office
- Serves as chairman of the program committee and sees that a yearly program plan for monthly club meetings is made
- Works closely with program committee advisor
- Recruits committee or club members to introduce the program each month
- At the beginning of the year, contacts all people necessary to request or coordinate programs, and gets their agreement to attend the meeting and present the program
- Reminds program participants at least 1 month before they are to present a program and gives them details of program plans
- Arrives at least 30 minutes before the meeting begins and sets up the room
- Serves as host to club speakers before and after the meeting along with the member responsible for the introduction
- Checks to see that a thank-you letter is written to the person presenting the program
- May serve as one of the club delegates to the County 4-H Council

Second vice-president (in charge of recreation)

- Assists the president
- Performs the duties of the president, if the president and first vice-president are absent
- Serves as chairman of the recreation committee and sees that recreation is planned and led at each meeting
- Works closely with recreation committee advisor
- Appoints 4-H families to be hosts and provide refreshments at each meeting
- Plans other recreational activities of the club such as Christmas parties, picnics, etc.

- Tries to keep sportsmanship, fairness and playing for fun foremost in all recreational activities

Third vice-president (in charge of membership)

- Assists the president
- Performs the duties of the president when that officer and the first and second vice-presidents are absent
- Serves as chairman of the membership committee to recruit, enroll and orient new members of the club
- Works closely with membership committee advisor and/or the new member family coordinator
- Prepares new-member packets and gives them to new members who join the club during the year
- Sees that a member of the membership committee arrives at least 15 minutes before each meeting to greet members and parents/adults and to give a special welcome to new members and families
- Is responsible for new members filling out enrollment forms and introducing new members and guests at meetings
- Reenrolls members for the coming year each spring (May or June). Gives completed enrollment forms to the club manager
- Plans for an orientation of new members and families to the club and 4-H
- Plans recruitment efforts to invite all boys and girls in the club territory to join 4-H

Council delegate(s)

Each club is to have delegates elected to serve on the County 4-H Council. These delegates may be the president and first vice-president, or separate elected offices. Their duties are to:

- Report local club activities and recommendations at county council meetings
- Report on county council activities, recommendations, committee reports and activities of other clubs at local club meetings
- Serve on countywide committees as appointed by the county council chairman or president
- Recruit older members of club to serve on the countywide committee
- Attend all club meetings and council meetings
- Should attend available training opportunities at county, district and state levels

Secretary

- Keeps the secretary's book current
- Calls the roll and checks attendance
- Reads the minutes of the last meetings
- Keeps complete and accurate minutes of all meetings

- Reads letters of information or any other correspondence to the group
- Writes letters for the club
- Contacts members who have missed three consecutive meetings and extends a special invitation for them to attend the next meeting

Treasurer

- Keeps accurate, up-to-date records of all receipts and expenditures of club funds and the balance in the club treasury
- Plans a club budget and presents it to the club for approval
- Pays bills as approved by the club
- Gives reports of the club's financial condition at each meeting or as requested by the president
- Prepares a financial report for the year and presents it to the club; also gives a written report to the secretary, club manager and county Extension agent
- May serve as chairman of finance committee

Reporter

- Submits interesting reports and photographs of club activities, members and leaders to local newspapers, radio stations and television stations
- Reports club news to the county Extension office for the county 4-H newsletter
- Visits local newspapers and radio and TV stations to learn about their requirements for using news articles
- Works with the secretary in reporting monthly club meeting information to county Extension office

Parliamentarian

- Provides advice to the presiding officer on parliamentary procedure
- Instructs the members in correct parliamentary procedure

Note: A club may elect or appoint other officers as needed such as historian, corresponding secretary or librarian.

Training and Support Available

- County officer training school
- County parliamentary procedure workshops

Other Resources

- *4-H Club Secretary's Guide*, (4-H 1-5.012)
- *4-H Treasurer's Record Book* (4-H 1-5.013)
- *New 4-H Leader's Handbook* (4-H 3-5.200)
 - * *What is 4-H?* (4-H3-5.201)
 - * *4-H Volunteer Opportunities* (4-H3-5.202)

- * *Understanding Youth* (4-H3-5.203)
- * *Arranging For Learning* (4-H3-5.204)
- * *Teaching Techniques* (4-H3-5.205)
- * *Planning the Annual 4-H Program* (4-H3-5.206)
- * *The 4-H Club Meeting* (4-H3-5.207)
- * *Effective 4-H Meetings* (4-H3-5.208)
- * *The 4-H Project* (4-H3-5.209)
- * *Organizing Your 4-H Project Group* (4-H3-5.210)
- * *Planning The Project Meeting* (4-H3-5.211)
- * *Project Selection and Record Keeping* (4-H3-5.212)
- * *4-H Activities* (4-H3-5.213)
- * *Parent Involvement* (4-H3-5.214)
- * *4-H And The Community* (4-H3-5215)

Committee Chairmen

Committees can serve many functions in a 4-H club. They can give members extra opportunities for involvement and leadership in the club. Committees can also make business meetings run more smoothly and quickly, because much of the detailed planning and/or fact finding can be done outside the regular club meeting. Committee chairmen give leadership to club committees. Their work varies according to the task of the committee.

Time Commitment: Committee chairmen are appointed by the executive committee and usually serve for 1 year. Some committee chairmen are appointed for a shorter period.

Major Duties and Responsibilities

- Meet and coordinate plans with the adult advisor assigned to the committee
- Keep a list of committee members and their phone numbers
- Schedule, plan and conduct committee meetings
- Develop a committee meeting agenda for each meeting
- Notify the committee members of the meeting
- Develop and give reports on the committee work to club
- Follow the club's specific recommendations for carrying out committee responsibilities

Training and Support Available

- Club, county, district and state leadership training

Other Resources

- *A Winning Handbook in Leadership, Level I* (4-H 3-5.120)
- *A Winning Hand in Leadership, Level II* (4-H 3-5.220)

Committee Members

Committees serve many functions in a 4-H club:

- They give members extra involvement and leadership opportunities.
- They make business meetings and other activities go more smoothly, because most of the detailed planning is done outside the meeting.
- Committees allow several people's ideas to be incorporated, which is usually more effective than one person's opinion.

Time Commitment: Standing committee members are appointed by the executive committee and serve for 1 year. Special committee members may be appointed for shorter periods.

Major Responsibilities of a Committee Member

- Attend all committee meetings. If you cannot attend, notify the chairman before the meeting.
- After the meeting, check with the chairman to find out what was missed.
- Take part in the discussion, carefully staying on the subject.
- Help the committee reach a group decision and then support that decision.
- Take specific assignments to carry out committee plans.
- Assist the chairman in preparing reports.
- Complete all assigned tasks before and after the committee meeting.
- Add items to the agenda when necessary.
- Try to express yourself easily and clearly.
- Take time to listen objectively and consider others' opinions.
- Be flexible and open-minded when considering ideas.
- Ask questions if something is unclear.

Training and Support Available

- Club and county, district and state leadership training

Other Resources

- *A Winning Hand in Leadership, Level I* (4-H 3-5.120)
- *A Winning Hand in Leadership, Level II* (4-H 3-5.220)

Junior Leader

A junior leader is a 4-H club member who has done a good job in his or her project and who exhibits leadership. There is no set number of junior leaders for any 4-H club or for any project group. Junior leaders are recruited to serve in specific roles within a 4-H club or group.

Requirements

- Must be a member of a 4-H club and have had 1 year of 4-H experience
- Must be between the ages of 10 and 19

- Works under the supervision of an adult volunteer
- Willing to attend training and learn leadership skills
- Willing to keep a record of activities and accomplishments

Time Commitment: Junior leaders are recruited each year and serve 1-year terms in specific roles. Junior leaders may continue in the same role for several years or volunteer for other junior leader responsibilities.

Major Roles and Responsibilities

- Provide motivation and enthusiasm to other 4-H members
- Assist adult volunteers with leadership responsibilities in the 4-H club, project groups or activity groups
- Recruit 4-H members individually and in groups
- Assist 4-H members individually and in groups
- Help plan and conduct regular club meetings and activities
- Volunteer to assist with county, district and state 4-H activities
- Participate in a variety of 4-H educational experiences
- Demonstrate good leadership qualities and serve as a role model for other 4-H members
- Register as a junior leader and enroll in the 4-H leadership project
- Complete a 4-H leadership project record form

Training and Support Available

- Junior leadership training
- County leadership workshops
- District leadership lab
- District leadership workshops
- State leadership activities such as Teen Leader Retreat or Texas 4-H Congress

Other Resources

- *4-H Junior Leader* (4-H 2-2.350)

Teen Leader

A teen leader is a 4-H member who is between the ages of 13 and 19, has 1 year of project experience, and accepts the full leadership responsibility for a 4-H club or project group of a 4-H club or a special interest short-term group. The teen leader works with the guidance and advice of an adult advisor. Previous experience in working with boys and girls is helpful.

Time Commitment: Teen leaders serve for a 1-year term. They may volunteer for teen leader positions while they are ages 13 to 19.

Major Roles and Responsibilities

- Be at least 13 years old
- Leads a group of youth in a 4-H club, 4-H project group or a 4-H special interest project
- Participates in basic 4-H Leader training
- Participates in specific project training, if applicable
- Participates in specific club manager training, if applicable
- Enlists an adult as a 4-H advisor and cooperate and counsel with that advisor in carrying out club responsibilities
- Recruits 4-H members for the 4-H club or project group, and recruit an adult advisor
- May secure another youth age 13 to 19 to work with as a team in the leadership roles
- Helps increase membership and tenure in 4-H
- Provides 4-H experiences for those not already involved in 4-H

Training and Support Available

- Basic 4-H volunteer leader training
- Specific training for leadership role

Other Resources

- *4-H Teen Leader* (4-H 2-2.320)

Club Bylaws

4-H clubs need rules of operation. For a sample set of club bylaws, See Attachment 9 (page 82).

Monthly Club Meetings

Regular monthly 4-H club business meetings are the center of the 4-H club program. The meetings affect the club as well as each member and family.

Although the president, program chairman, and club manager(s) are responsible for the quality of the business meetings and programs, this responsibility must be shared by the other officers and each member of the organization.

A 4-H club should hold regular meetings at least once each month and follow a regular order of business. Special meetings may be called by the club manager(s) and president if a need arises. The best regular club meetings last for 1 to 2 hours. Start every meeting promptly and finish it on time.

Every part of a 4-H meeting is educational. Learning takes place from the moment the boys and girls arrive until they depart. An activity should be planned for members who arrive early such as mixer games, puzzles, record keeping or demonstration activity. Early arrivers may arrange chairs and other meeting facilities.

Four Parts of a Monthly 4-H Club Meeting

See Attachment 10 (page 88) for a sample agenda. Regular monthly 4-H club meetings include four parts:

1. Inspiration (5 to 10 minutes)

The inspiration sets the stage for the meeting. Younger members enjoy a feeling of belonging when they see flags, banners and other regalia at the meeting place. They like to wear jackets, quote pledges, etc., which gives them the feeling of being a part of a big organization. 4-H meeting kits with flags, banners and a gavel may be ordered from the National 4-H Supply Catalog.

The inspirational period can include:

- Pledge to the American flag
- 4-H Pledge
- Songs
- Spiritual emphasis material
- Inspirational poems
- Citizenship activities

2. Business (15 to 20 minutes)

Conduct club activities and plans so as to make the club an example of "democracy in action." The members can learn parliamentary procedure and the group decision-making process. The business part of the meeting has an established order of business.

- **Roll Call:** Some clubs have special responses for members to give to roll call.

Some suggestions include:

- * My favorite project
- * My New Year's resolution
- * Something I did with a project last month
- * Member activity and project reports
- * My favorite food

- **Introduction of guests and new members:** Give special consideration to new members and guests at each club meeting. Introduce them and their parents and set a time during recreation or refreshments for new and old members to get acquainted.
- **Reading of minutes:** The secretary reads the minutes of the last meeting.
- **Reports:** The reports section of the meeting is one of the best times to involve many members in the meeting. The club manager(s) and president should have each participant report on what happened at every club, county or district activity that any member participated in since the last meeting. Have these presented during the activity reports.
- Use as many different members to give reports as possible.
 - * Officer reports—Treasurer's report, council delegate report, reports on any correspondence by secretary, etc.
 - * Committee reports
 - * Activity report—Club or county activities participated in by members
 - * Leader reports—From managers and other leaders
 - * Necessary announcements on all current activities

- **Unfinished business:** Any agenda items left or tabled from the previous meeting.
- **New Business:** Business that may come up at certain times of the year includes:

Election of officers

Committee appointments

Bylaw amendments

Club budget approval

Observing special events

When business items cannot be handled immediately, or if further study is needed, refer them to a special committee. A small group is much more efficient in planning specific events or studying an issue and coming up with alternatives.

Committees give members added opportunities to participate in the club and feel that they are an important part of the group. This also ensures that a business meeting lasts no more than 15 to 20 minutes.

3. Program (15 to 20 minutes)

The program is an important part of the 4-H club meeting and should interest all club members. To choose programs, follow the steps for annual program planning. Plan them 1 year in advance. In this phase, "resource" people may be needed to present information on specific subjects.

This is the educational part of the meeting. It should include:

- A 4-H presentation by a member, either a method demonstration or project talk. These presentations give each member an opportunity to share project work with the club. The presentations and the activity reports also help members develop public-speaking ability and poise before an audience.
- A program of general interest using a variety of methods, such as:

Panel discussions

Slides, filmstrips or films

Guest speakers

Judging activities

Tours

Workshops

Debates

Learning games

The program part of the meeting may also relate directly to project work. Project instruction may be the program, with every member studying the same project or by dividing into two or three project groups. Project leaders are in charge of this part of the program.

One year in advance, the programs should be planned and those responsible for presenting them should be contacted. Make follow-up contacts 1 month before the program is to be presented.

4. Recreation (30 to 40 minutes)

Each 4-H meeting should include a recreational activity. One main reason a member belongs to a 4-H club is to have fun. Recreation and social events can help build club morale. The 4-H club provides natural situations where boys and girls enjoy wholesome recreation that is essential to youth.

Some recreational activities fit into almost any 4-H meeting situation. For a well-rounded program, include starters, mixers, get-acquainted games and active games; musical, dramatic, small and large group activities; and quiet pen-and-paper activities. Through recreation, boys and girls can learn to create their own fun, to cooperate, to follow and give directions, and to understand themselves and others better.

All recreation does not have to be at the end of a meeting. Recreation activities for early arrivals at the beginning of a meeting help a group develop a spirit of togetherness. Helping everyone feel welcome and accepted is vital to enthusiastic participation and cooperation.

Refreshments are a part of the recreational part of the meeting. They are important, and can be a lot of trouble in a larger club, but they are worth it. It's important to give members and families a chance to visit informally and get to know each other. They can discuss the program and upcoming activities. Younger members really enjoy refreshments. This part of the meeting is fun for them.

Assigning different families to bring refreshments encourages parents to be there and help serve. They will come to the meeting. This is a good job for families new to 4-H.

Developing a Detailed Agenda

An agenda lists everything to be done during a meeting in an orderly, logical sequence. The presiding officer needs an agenda to make the meeting efficient. If members have a logical sequence of business to be conducted, they can be prepared to make decisions and take appropriate action to participate in upcoming events. It also helps them look forward to the next meeting. An agenda carefully thought through ensures that nothing important is left out and that members have the information needed for activities, projects and club decisions for the coming month.

The president and the club manager(s) have the main responsibility for planning the club meeting agenda. However, all officers and leaders are responsible for providing information and suggestions for each month's agenda.

Ideally, at least 1 week before each regular meeting, the executive committee, club manager(s) and participating members should meet to review the agenda and make final detailed plans. Members giving reports, leading discussions, leading recreation or making motions can practice their part of the program.

Club managers can use this meeting for leadership training and for officer check-up to see how they are fulfilling their responsibilities. If time is limited, the club manager can consult with the president and/or other major officers to make final plans.

Contact all people with parts in the meeting at least 1 week in advance.

Choosing a Meeting Place and Time

Time: Schedule monthly 4-H meetings at regular times; for example, the first Tuesday of every month.

Place: Arrange for the best facility to set the stage for teaching and learning:

- Secure an adequate meeting place that can be arranged to fit the program and activities. If project work is to be done or recreation is to be enjoyed, space and facilities must be available.
- Arrange the room according to the needs of the program. Check with the program chairman to see if a special arrangement is needed. If so, do your best to follow his or her suggestions.
- Before the meeting, determine what special equipment is needed for the program and have it checked out and set up before the meeting.
- If possible, always face the audience away from the entrance door.
- Arrange the seating so that all members can see and hear the program; when a group discussion is planned, arrange the seating so that everyone can see and hear each other.
- Have the meeting room arranged before the members arrive. Spend time talking to the members and parents rather than arranging furniture or equipment.
- Have the membership chairman or membership committee representative arrive early and be at the door to greet members, new members and guests.
- As 4-H meetings must be open to all children; give consideration to those with physical handicaps to make certain the meeting location is accessible to them.

Conducting Meetings Efficiently

Beginning on Time

The president should be familiar with the agenda and start the meeting at the scheduled time.

Presiding at Meetings

The main responsibility of the president is to conduct meetings properly. Everyone has the right to speak. For every member to have the right to speak, the president must insist that people obtain permission to speak. If everyone talks at once, no one will be heard and nothing can be decided.

A good president guides the group in making decisions. He or she leads the group in orderly discussion to reach a decision (consensus) that the majority agrees upon. A good president is faithful to his or her duties, understands the problems the group is discussing, and has the leadership ability to guide the group to reach a decision.

The club manager should help the presiding officer by insisting that club members show respect to those who have permission to speak by listening to them and not talking to others.

Directing Meetings

The president should direct the business of the meeting in an orderly manner. Parliamentary rules help groups to conduct business. It is important that the president understands these rules.

Parliamentary procedure defines the way each member should make a motion, second a motion and amend a motion. Robert's Rules of Order is the oldest and most recognized set of rules for conducting business meetings. The rules were first printed in 1876 by General Henry M. Roberts of the U.S. Army. These rules can help a group in reach decisions with less confusion. If a president is fair in using these rules, both the majority and minority in a club or group will be heard and respected.

The size of the group usually determines how strictly the rules are followed. Larger groups must follow the rules very carefully. Small, informal groups may need to observe only the basic rules for making motions, seconding and amending motions.

Presenting a Motion

A motion is a formal way of introducing an idea, proposal or plan of action to a group. Motions are part of the orderly way of conducting a meeting. Motions call for discussion and action by the group.

1. Rise and Address the Chairman

A member wishing to present an item of business, discuss a motion, ask a question or give information related to the subject must first address the presiding officer. The member will say "Mr. President," "Madame President" or "Mr. Chairman," or use a special title if he or she has one, but never use a personal name.

In small, informal groups, the person who wants to be recognized does not need to stand to address the chairman.

2. Recognition by the Chairman

The chairman recognizes the person by calling his or her name ("Bill," "Mary," "Mr. Smith") or by nodding. Members not known by the chairman or group should state their full names and organizations. ("Mr. President," "Jim Jones," "4-H Delegate," "Clover Club.")

The floor is assigned to the member rising or addressing the chairman first, except that the maker of the motion is entitled to speak first, if he or she wishes. After the person is recognized, he or she is free to speak.

3. Make the Motion

The person recognized by the chair makes a motion by saying, "I move that" or "I propose that" or "I move the adoption of" Any other wording is incorrect.

4. Second the Motion

All ordinary motions must be seconded. This is to show the group that two people want the subject to be discussed. A motion should receive a second soon after it is made. If it does not receive a second, the motion is dead and the group cannot act on it. The member wishing to second the motion does not have to be recognized by the chairman. In large, formal meetings it is proper to stand and say, "Mr. (or Madame) Chairman, I second the motion."

In small groups, the member wishing to second the motion need not stand, but says, "I second the motion" or "I second it."

5. Statement of Question

Before a motion is voted on by the group, the chairman must restate it so that everyone understands it before they begin the discussion.

6. Discussion (Debate) of Motion

The president then opens the floor for discussion or debate on the motion: "The motion (question) is now open for discussion (debate or remarks)." Or, "Is there any discussion?" Any member of the group has the right to discuss the motion after they being recognized by the chairman. All discussion must be about the motion or the speaker can be ruled out of order by the president.

7. Putting the Question to a Vote

After the members have discussed the motion, the president "puts the question to a vote." The president will say "Are you ready for the question?" (Pause to see if someone still wishes to discuss the question.) If not, the chair restates the question and asks for the vote. Both the affirmative (aye) and negative (nay) votes must be taken. The president will say, "All those in favor of the motion that..., say "Aye." All those opposed say, "Nay."

If the vote is close, the president or one of the members may call for a count. The president then asks members to raise their hands or stand for the vote.

8. Results of the Vote

The chairman always announces whether the motion was adopted or lost and states the results of the vote. Action on a motion is not legally complete until this is done.

"The motion is adopted that" or "The motion that ... is lost."

Once the results have been announced by the president, the group can deal with another motion or other matters of business.

Remember it is

- *A motion* when introduced.
- *A question* when being considered.
- *An order, a vote* or a *decision* when adopted.

Examples of Steps in Presenting a Motion

1. Bob: "Mr. President?"
2. Chair: "Bob."
3. Bob: "I move that we sell Christmas ornaments to increase our club funds."
4. Sue: "I second the motion."
5. Chair: "It has been moved and seconded that we sell Christmas ornaments to increase our club funds. Is there any discussion?"
6. Ted: "Mr. President?"
- Chair: "Ted."
- Ted: "I speak against this motion. The profits from the bake sale we had last month will cover our proposed budget."
- Bob: "Mr. President?"
- Chair: "Bob."

- Bob: "We have voted to pay the expenses of our members who will attend Texas 4-H Roundup. This expense is not included in our proposed budget. We need additional funds for it."
- Chair: "Is there further discussion?" (Other discussion and/or motions are in order.)
7. Chair: "Are you ready for the question? (pause) Those in favor of the motion that we sell Christmas ornaments to increase our club funds say "aye." "Those opposed, say "nay."
8. Chair: "The ayes have it. The motion is adopted (or carried) and we will sell Christmas ornaments to increase our club funds." Or, "The nays have it. The motion is lost and we will not sell Christmas ornaments to increase our club funds."

Rules of Debate

During a meeting, the debate is the discussion of the pros and cons of the pending question. Parliamentary procedure is based on the rights of all; its rules preserve these rights and ensure that all can have their opinions heard, while keeping it possible for business to be conducted in a minimum amount of time.

The rules of debate include:

- Only one subject or item of business can be before the group at one time. No new item of business can be introduced or discussed until the one being discussed is voted on.
- The maker of the motion is entitled to speak first.
- Each member who has been recognized may speak no more than 10 minutes at a time. When a member's time has expired, the chairman rises and calls his or her attention to that fact.
- Each member is allowed to speak only twice on the same question.

Other rules of decorum ensure that members remain courteous during the debate:

- Limit your remarks to the merits of the pending question.
- Refrain from attacking a member's motives.
- Address all remarks through the chair. Do not talk directly to another member.
- Avoid using the member's name; instead, say "the member."
- Do not talk about a previous action that is not now pending.
- Although you may vote against your own motion, do not speak against it.
- Get permission to read from reports, quotations, etc.
- Be seated if interrupted by the chair.
- Do nothing that will disturb the other members while debate is going on.

The Chairman and Debate

Although the chairman is a member of the organization and has full membership rights of debate, he or she must be impartial. He or she should refrain from debating if possible. If the chairman feels he or she must speak on a pending question, he or she should relinquish the chair to someone else, usually the vice-president. He or she does not resume the chair until the vote is taken.

Methods of Voting

These examples are proper procedures for putting the question.

- **Viva voce (voice vote):** Saying "aye" (affirmative) or "nay" (negative) when the question is put by the chair.
Chairman: All those in favor say "aye." (pause) Those opposed, say "nay."
The chair should always state what happened to the motion as the result of the vote:
"The ayes have it, the motion is adopted and we will sell Christmas ornaments."
- **Show of hands:** Recommended for use in small meetings in place of voice vote or to verify a voice vote.
"All those in favor will raise their right hand. Please lower hands."
"All those opposed, please raise their right hand."
- **Rising vote:** To verify a voice vote, when in doubt, and to verify vote on motions requiring a two-thirds vote. A two-thirds vote should be a rising vote.
Chairman: "The chair is in doubt. Those in favor of the motion to ... will please rise. Be seated. "Those opposed will please rise. Be seated." "There being a majority in the affirmative the motion is adopted and we will" Or: "There being two-thirds in the affirmative, the motion is adopted and we will" Or: "There being less than two-thirds in the affirmative the motion is lost and we will not"
- **Ballot vote (secret vote):** This involves writing a vote on a slip of paper supplied by tellers (appointed by the chairman). This method should be used only if provided for in the bylaws or ordered by the assembly. A secret ballot is a good way to vote for officers, elect special delegates, etc.

Election of Officers

The election of officers is important in every 4-H club or group. Clubs or groups are made up of people with different ideas and abilities. To get things done, someone needs to lead.

The club constitution and bylaws should state the titles and responsibilities of club officers and the procedures for their election.

Qualifications of Officers

Before officers are elected, a club should spend some time discussing the characteristics to look for in club officers. Discuss such things as:

- Regular meeting attendance and participation
- Past responsibility in carrying out assignments
- Experience or tenure in the club
- Age
- Leadership
- Willingness to serve as an officer
- Past officer experience (A member can do a much better job as club first vice-president or president if he or she has served on the executive committee in previous years.)

By discussing the qualifications for officers, a group can avoid a popularity contest in the election of officers. The best leader of a club or group might not be the most popular person or the best athlete.

Officer Responsibilities

Also discuss club offices and officer responsibilities. Members should understand the skills and time needed for each office.

Encourage Maximum Involvement

As many members as possible should have the opportunity to "learn by doing" as a 4-H president or other officer. Encourage the members to move from lesser offices to greater offices and to serve for no more than 1 year in any office. After being president, a member can assume more junior and teen leadership responsibilities.

Nominating Committee

One way to recruit officers is through the nominating committee, which can be either elected by the group or appointed by the president. The nominating committee nominates one or more person(s) for each office in the club. The committee will secure the members' permission to be nominated for an office, thereby ensuring their willingness to serve.

When a meeting is called to elect officers, the nominating committee presents the names it has selected for election by the club. Before the vote, the presiding officer asks for nominations from the floor. Any member can nominate someone other than the ones presented by the nominating committee. Nominations do not require a second, and a member may nominate only one candidate for each office.

Any member can offer a motion to close the nominations. A motion to close the nominations requires a two-thirds vote of those present and voting.

To encourage more member input into a nominating committee, the members may be given the qualifications for officers and various officer responsibilities at one or two meetings before the election of officers and then given a nomination sheet to nominate members of the club for the offices. The nominating committee can use this as a basis for nominating members to club offices.

Another method is to have a survey form for members to fill out, asking if they would like to be an officer (which ones), serve on a committee (which ones), be a junior leader in a project, etc., or if they have suggestions for club programs and activities for the coming year. A slate of officers can be made up listing all members who wish to run for the various offices they have not previously held.

Another method simply involves nominations from the floor. This method requires less thought and input from individual members than the other methods, but may work well in some clubs.

Voting on Officers

Your club will decide for itself which method of voting it will use to elect officers. Usually, the bylaws will fix the percentage of vote necessary for election to office and the method of voting. If there are no rules, you can use one of several methods. Your presiding officer may call for a show of hands, a standing vote, or a secret ballot to decide who the officers will be. In this case, a simple majority will elect a person.

The secret ballot seems to be the best way to vote for officers, because every member may vote, and members are not influenced by seeing how other members vote. They must make their own decisions. Usually, when more than one nominee is being voted on, names are voted on in the order they were presented to your group.

Installing Officers

Newly elected officers are usually installed with a special ceremony conducted during a regular meeting. In a special program, the officers are called before the group and installed by an installing officer. The installing officer(s) could be a past president, a junior or teen leader, past volunteer or other person.

The installing officer reads the requirements for each office and asks each officer if he or she understands the duties and will accept the responsibilities of the office. This is a time when all members pledge their support to the newly elected officers of the club or group.

Other Resources

- *Texas 4-H Club Secretary's Guide* (4-H 1-5.12)
- *4-H Treasurer's Record Book* (4-H 1-5.013)
- *4-H Club Officers Handbook* (4-H 1-5.011)
- *New 4-H Leaders Handbook* (4-H3-5.200) contains various sections on managing 4-H programs
- *What is 4-H?* (4-H3-5.201)
- *4-H Volunteer Opportunities* (4-H3-5.202)
- *Understanding Youth* (4-H3-5.203)
- *Arranging For Learning* (4-H3-5.204)
- *Teaching Techniques* (4-H3-5.205)
- *Planning the Annual 4-H Program* (4-H3-5.206)
- *The 4-H Club Meeting* (4-H3-5.207)
- *Effective 4-H Meetings* (4-H3-5.208)
- *The 4-H Project* (4-H3-5.209)
- *Organizing Your 4-H Project Group* (4-H3-5.210)
- *Planning the Project Meeting* (4-H3-5.211)
- *Project Selection and Record Keeping* (4-H3-5.212)
- *4-H Activities* (4-H3-5.213)
- *Parent Involvement* (4-H3-5.214)
- *4-H and the Community* (4-H3-5.215)

Project Groups

A project group consists of 4-H members who are in the same project and who participate in a series of at least six sequential learning/educational experiences, each 20 to 60 minutes long, during a year. The group has an adult leader and uses junior and teen leaders.

4-H project groups are an extension of the 4-H club and provide in-depth learning experiences in projects of a 4-H member's choice. It is "the 4-H classroom" where members "acquire subject matter knowledge and skills" and "general life skills."

Individual Club Group

Advantages

- Allows members to know each other better
- Builds camaraderie among families
- Makes coordination of meeting times easier

Disadvantage

- Range of age, interest and levels of experience is too large

Multiple Club Project Groups or Countywide Group

When fewer than five members have the same project in one 4-H club, one or more clubs may provide instructional opportunities more geared to the age level and/or ability of the members.

Advantages

- Allows members and families to know each other better and promotes countywide support and cooperation
- Educational material may be broken down according to age group and ability level
- Makes it easier to plan for and supervise countywide events and exhibits for stock shows, etc.

Disadvantages

- County Extension agent may be expected to do all organizing and teaching
- Clubs may not feel the need to provide adequate support for their members

See Attachments 11-13 (pages 89-91) for a checklist, group roster and agenda plan.

How to be a Successful 4-H Project Leader

- Secure training and project materials from the club manager or county Extension office.
- Become acquainted with the project, its activities and its requirements:
 - * Any county, district or state show or activity and its rules, entry dates, etc.
 - * Educational objectives of the project found in the Texas 4-H Clover Opportunities Handbook
 - * Opportunities for related method demonstrations and illustrated talks
 - * Resources outside 4-H, such as community professionals, magazines, library
 - * Latest techniques and ideas
 - * Project record forms
- Obtain a list of 4-H members interested in the project from the club manager/managers or county Extension office.
- Guide 4-H members and their parents/adults in selecting a project that fits their needs and resources, considering their ages, backgrounds and experiences.

- Planning is vital. Each group should have a yearly plan that includes at least six different learning experiences.
- When planning project group meetings, keep in mind the members' prior 4-H experiences, their specific interests and their willingness to work.
- Junior leaders and teen leaders are invaluable in teaching and relating the lessons to younger members.
- After studying the available lessons, consult with the county Extension agents, junior and teen leaders and parents/adults when selecting topics for learning sessions.
- Try to use hands-on activities and field trips whenever possible to make the sessions interesting.
- Conduct all meetings and other project activities.

Responsibilities

Help the members and their families evaluate their situations and resources and then select and manage their projects. You may need to help them with animal(s) selection, fabrics and patterns, or activities. Conduct tours help them evaluate the choices and share ideas.

Record keeping

Keeping records provides a way for members to measure their progress. They also make it easy to see a project's advantages and disadvantages. Was money made or lost? Start keeping records at the first meeting and continue through the year.

Records include time spent, cost of animals and/or supplies, savings, etc. Such records are vital and help in making management decisions and in understanding the results of the project.

Some members may require more help than others. This is another area in which junior leaders can help.

Individual Assistance

Home visits or individual conferences will help you give individual assistance as well as become better acquainted with the member and family. You will learn more about the home situation, which will make it easier to work with the member and give guidance.

First-year members and those whose interest is lagging especially need the added attention. You could phone members to check on the progress made in individual activities

Provide Opportunities for Participation in other 4-H Activities and Events

Keep an up-to-date list of various shows, judging events, field days and demonstrations. Provide entry due dates.

Encourage the members to demonstrate their citizenship and leadership skills in their projects as well as those of others. Those who participate in the total 4-H program instead of just one project usually acquire and maintain a great interest. Obtain a list from your county Extension agent.

Involve Older Members as Junior or Teen Leaders

Junior or teen leaders can range in age from 10 to 19 years old. They have had several years of experience and can motivate and be enthusiastic with the younger members. They can also provide additional subject matter information.

Some of the responsibilities assigned to these leaders are:

- Instructing by doing a method demonstration
- Planning arrival activities, a learning game or recreation
- Assisting members with project record forms and with general record books
- Planning project related field trips
- Conducting the entire meeting

By using these older 4-H members, you will help them develop leadership and responsibility. Begin by giving 10-year-old junior leaders small responsibilities. Do not wait for the more reserved members to volunteer.

Encourage Parent/Adult Interest, Involvement and Support of 4-H Programs

Parents need to be kept informed. They will usually cooperate if you ask them to do specific tasks. Cultivate an interest in them and develop a cooperative spirit among the families.

Coordinate Group Activities with Club Leaders

Give the club managers a copy of your planned activities so they can give reports at the regular club meetings.

Recognize Members

- Incentives can be an effective tool in encouraging good project work. Feelings of accomplishment and achievement are among the strongest incentives.
- Public recognition such as news articles, a photograph, a word of commendation at meetings, or a pat on the back from leaders and parents/adults encourages good performance.
- Learn your members' names.
- Hold a group recognition activity at the end of the project to recognize the accomplishments of each member who completed the project, attended a certain number of meetings, demonstrated certain acquired skills, etc. Ideas include a barbecue, hamburger supper, potluck supper for members and parents/adults, pizza party, homemade ice cream party, swimming party, or a trip to an amusement park or a ball game.
- Recognize not only the individual who won the Grand Champion or first place, but also the most improved, best records, or 90 percent or 100 percent attendance and participation in project group activities.

Tangible Awards for Use as 4-H Incentives

- Completion Certificates are given to each member who completes project requirements. They are available from the Extension office.
- 4-H items such as T-shirts, caps and pencils can be purchased through the National 4-H Supply Service. National 4-H supply catalogs are available at the county Extension offices. The Texas 4-H Center at Brownwood also sells 4-H items.
- Project-related items may be used as awards. Ask for donations from local merchants interested in your project area.
- Ribbons or trophies are awarded to those who exhibit their project work at project shows, livestock shows, fairs, prospect shows and/or who participate in other competitive events.

- Project pins/medals are available through the National 4-H Awards Program for county winners in 4-H projects and activities.
- Educational trips may be used as a form of recognition.
- Scholarships for 4-H members are available on a limited basis at the county, state and national level.

Important First Meeting

The first meeting should be organizational in nature. Invite parents/adults as well as members to attend the first session. Encourage the parents/adults to participate in all activities. Successful 4-H members have knowledgeable parents/adults to help them at home.

- Make a list of project members and their ages, addresses, telephone numbers and names of parents/adults.
- Discuss the objectives of the project groups with members and parents/adults.
- Explain the different types of projects and what they will learn.
- Present possible lesson topics (seven to ten) and have the groups select at least six.
- Plan with members and parents/adults the possible dates for future meetings and subjects to be studied. Meeting places, materials or equipment needed, and special activities should be organized and assigned if needed.
- Discuss what is expected of members and parents/adults.
- Make out a project plan, listing the main activities and those responsible for them. Give each family a copy.
- Present the project record form. Discuss how each member should set individual goals. Explain how important it is to keep their records.
- You may choose to elect a chairman for the group.
- Junior Leader responsibilities may include:
 - * Calling members to remind of next meeting.
 - * Giving a short demonstration relating to subject matter.
 - * Developing and/or leading a learning game or activity.

Other Meetings

- Contact members who did not attend the first meeting. Discuss the topic and plans made in the first meeting and give them an outline for the rest of the year.
- Make sure that the junior leaders have made contacts and/or prepared materials, if necessary.
- Secure the necessary equipment.
- Read through the lesson to be adequately prepared to present information about the subject.
- Use your teaching plan, adapt it to your situation.

- Very important: Give each member a responsibility; help the members when needed; allot enough time to cover the subject; keep all activities interesting. Meetings should not be boring!

Model Meeting

This is an example to be used as a general outline.

1. Arrival—It is important to offer an activity for members as they arrive; it may be led by a project member or junior leader. Examples: get-acquainted games, mixer games, learning activities. These should relate to the subject matter for the meeting. The photography project may feature a display of equipment to be identified or members may identify different parts of a camera. Give them paper for this activity.
2. Information—Recognize the members' participation at club meetings, county events or other activities. Make plans for tours and exhibits that the members may attend. Encourage participation in other events held outside regular project meetings.
3. Teaching—Review the subject matter from the last meeting before presenting new material. Videotapes, slide-tape sets, method demonstrations, discussion and lecture provide a variety of learning experiences. An outside resource person can provide variety and present current materials.
4. Activity—Give members a chance to learn by doing. Relate the activity to the material presented, such as cooking, sewing, or judging an animal. This is very important because many members learn more by doing. Sometimes the teaching and activity periods can be combined, with step-by-step participation during the teaching time. You must be enthusiastic and let the members know that you enjoy this activity as much as or even more than they do.
5. Recognition—All boys and girls need recognition. Do this at every meeting.

Examples are: "John, you are doing a good job."
 "Jane, thank you for helping Tom today."

Recognize those who won a game, had the most correct answers or completed a project. Let the members know you care about them—talk to them personally about their projects, and let them know their successful completion is important. Give someone the opportunity to be responsible for an activity or assignment at the next meeting.

6. Fun or Recreation Time—This may be the beginning or ending of a meeting. Games may be used, led by a project member or junior leader. Refreshments are optional. You could plan a discussion and informal sharing of individual projects. Parents/adults and leaders may become better acquainted. Members should be responsible for these periods. If project meetings are held after school, refreshments are almost a necessity.
7. Assignments—Announce the topic for the next meeting. Encourage the members to explore the information given today and possibly to do a follow-up activity. Plan for equipment needed or make assignments for members to lead parts of the next meeting. Record any pertinent information on the project record form. This encourages the members to keep their forms up to date.

8. Remember:

- Keep meetings informal, but orderly.
- Remind members a few days before the meeting, especially those with program presentation responsibilities.
- Use your junior and teen leaders. Listen to their ideas and work as a team.

Other Resources

- *A Winning Hand In Leadership, Level I* (4-H 3-5.210)
- *A Winning Hand In Leadership, Level II* (4-H 3-5.220)
- Leader guides in specific project areas

Attachment 8

NOMINATIONS FOR 4-H CLUB OFFICERS

Club officers are important to your club. You need to select officers who are best qualified to carry out the responsibilities of these positions. Consider their abilities, skills, attendance and commitment to fulfilling their responsibilities when making choices.

Other factors to consider are age and participation in club meetings and activities. Please nominate yourself and other club members to offices for next year. The nominating committee will compile the nominations.

President _____

1st Vice-President (Programs) _____

2nd Vice-President (Social) _____

3rd Vice-President (Membership) _____

County Delegate _____

Secretary _____

Treasurer _____

Reporter _____

Parliamentarian _____

Example**Attachment 9****4-H CLUB BYLAWS**

_____4-H Club
Adopted_____

ARTICLE I: Name and Objectives

- Section 1. The name of this organization shall be the_____4-H Club.
- Section 2. This shall be a nonprofit organization for the purpose of promoting education through 4-H club work.
- Section 3. The objectives of this organization shall be
- (a) to provide learning situations for the development of leadership, responsibility and effective citizenship.
 - (b) to provide educational and challenging experiences that will enable young people to become knowledgeable and skilled in their selected project areas.
 - (c) to provide information and training in other 4-H activities as members' interests dictate.
 - (d) to help each member experience personal growth and achievement, as well as be of service to others.

ARTICLE II: Membership

- Section 1. Membership in this organization shall be open to all youth who have reached 8 years old and have entered the third grade and have not reached their 19th birthday before September 1 of the current 4-H year and who reside in _____County, regardless of socioeconomic level, race, color, sex, national origin or disability.
- Section 2. New members must complete a 4-H Enrollment Form at a regular club meeting before being accepted into membership of the club. All members must reenroll using a 4-H Enrollment Form each 4-H year.
- Section 3. Members are not required to pay dues but will be expected to participate in fundraising activities of the club.
- Section 4. All members should conduct at least one project, and then complete and submit a project record form or appropriate paperwork.

ARTICLE III: Officers and Elections

- Section 1. The officers of the club shall be a president, first vice-president, second vice-president, third vice-president, council delegate, secretary, treasurer, reporter and parliamentarian.

Attachment 9 (continued)

- Section 2. Officers shall be elected annually. Officers shall serve for a term of 1 year beginning whenever installation is held (June, July, August or September), and shall not be eligible for the same office the following year. Any person appointed to fill an unexpired term may be eligible to hold the same office the next year. The outgoing president shall automatically be the club parliamentarian.
- Section 3. The officers of the club shall constitute an executive committee.
- Section 4. Any officer position that becomes vacant shall be filled by someone appointed by the executive committee.
- Section 5. The president, with the approval of the executive committee, may appoint up to four members to official leadership roles as the need arises. Those appointed become members of the executive committee.

ARTICLE IV: Duties of Officers

- Section 1. Duties of the **president**:
- (a) To preside at all meetings of the club, enforce the bylaws and supervise the affairs of the club
 - (b) To appoint standing and special committees
 - (c) To serve as an ex-officio member of each committee, except the nominating committee
 - (d) To serve as delegate of the club to the County 4-H Council
- Section 2. Duties of the **first vice-president**:
- (a) To assist the president
 - (b) To perform the duties of the president if that officer is absent
 - (c) To serve as chairman of the program committee
 - (d) To help plan all club educational programs 1 year in advance
- Section 3. Duties of the **second vice-president**:
- (a) To assist the president
 - (b) To perform the duties of the president when the president and first vice-president are absent
 - (c) To serve as chairman of the recreation/social committee
 - (d) To help plan recreation and refreshments for each club meeting and plan special social events of the club
- Section 4. Duties of the **third vice-president**:
- (a) To assist the president
 - (b) To perform the duties of the president if that officer, the first vice-president and the second vice-president are absent
 - (c) To serve as chairman of the membership committee
 - (d) To help enroll members into the club and be in charge of promotion and recruitment of new members.

Attachment 9 (continued)Section 5. Duties of **council delegate(s)**:

- (a) To serve as delegate to the County 4-H Council
- (b) To keep the club informed of county 4-H activities and help coordinate local and county activities
- (c) To encourage all 4-H members to become involved in county 4-H activities

Section 6. Duties of the **secretary**:

- (a) To keep a full and correct record of all proceedings of the club
- (b) To have charge of club correspondence
- (c) To keep the roll and read the minutes at each meeting

Section 7. Duties of the **treasurer**:

- (a) To help prepare a budget for approval by the club
- (b) To receive, hold and pay out all monies of the club as designated by the adopted budget. Any expenditures not included in the budget must be approved by the executive committee
- (c) To keep an accurate record of the receipt and expenditures of all funds
- (d) To present a financial statement when requested to do so
- (e) To serve as chairman of the finance committee

Section 8. Duties of the **reporter**:

- (a) To report activities of the club to local news media
- (b) To report activities to the county Extension agent and/or in the county 4-H newsletter

Section 9. Duties of the **parliamentarian**:

- (a) To advise the presiding officer on parliamentary procedure
- (b) To instruct members in correct parliamentary procedure

ARTICLE V: Leaders and DutiesSection 1. **Adult leaders** of the club are:

- (a) The club manager and the assistant club manager, who are recruited by a special committee, or nominated by the nominating committee during April or May of each year. Subject to the approval of the county Extension agent and the 4-H & Youth Development Committee.
- (b) Leaders in specific project or activity areas such as judging, clothing, swine, poultry, demonstrations, records, etc., who shall be appointed by the club managers and the executive committee
- (c) Committee advisors or leaders who shall be appointed by the executive committee and club managers

Attachment 9 (continued)Section 2. Duties of **club managers**:

- (a) To be responsible for the overall year's program of the club
- (b) To work as close advisors and leaders along with the executive committee, other committees and adult and junior leaders to see that the club's program and activities are well-planned and executed
- (c) To work closely with county Extension agents and other adult volunteers to coordinate local and county activities
- (d) To keep the best interests of each member foremost in the plans of the club

Section 3. Duties of **project and activity leaders**:

- (a) To be responsible for planning and directing activities and programs in their specific area
- (b) To work closely with club managers to coordinate their projects with other club activities
- (c) To use junior leaders to assist them in their areas

Section 4. Duties of **committee advisors or leaders**:

- (a) To lead and guide individual committees
- (b) To help committee members assume as much responsibility as they can and to be successful in carrying out responsibilities

Section 5. **Junior leaders** of the club are members who are 10 years old or older who have been members for at least 1 year. Their duties:

- (a) To assist adult leaders in all phases of the 4-H program
- (b) To provide leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the opportunities and needs arise
- (c) To help individual club members

Section 6. **Teen leaders** of the club shall be members who are at least 13 years old with 1 year of project experience. Their duties include:

- (a) Leading a club or project group with an adult present
- (b) Providing leadership, knowledge, skills and enthusiasm to club and county 4-H activities as the opportunities and needs arise
- (c) Helping individual club members

ARTICLE VI: Committees and Duties

Section 1. The standing committees of the organization shall be finance, membership, program, social and community service. These committees shall be appointed by the executive committee, club manager and assistant club manager at the beginning of the year for a 1-year term.

Section 2. Duties of the standing committees:

- (a) **Finance**—The finance committee is responsible for proposing a budget to the club and arranging for an audit of the books when necessary. The committee shall also review the financial status of the club and make recommendations for fund-raising projects during the year.

Attachment 9 (continued)

- (b) **Membership**—The membership committee encourages every eligible boy or girl in the neighborhood or community to become a 4-H member. The committee is also responsible for securing and enrolling new members for the club, welcoming visitors and prospective members at club meetings, and providing new members with 4-H club information.
- (c) **Program**—The program committee is responsible for all of the programs at the regular meetings. This includes planning the year's programs at the beginning of the club year and being responsible for each program during the year.
- (d) **Social**—The social committee is responsible for providing recreation at each club meeting, for all special social activities during the year, and for appointing families to provide refreshments and be hosts and hostesses for each regular meeting.
- (e) **Community Service**—The community service committee is responsible for planning community service activities to involve all members of the club. Those activities should help the members develop personally as well as benefit the community and county.

Section 3. The nominating committee is appointed by the president at least 30 days before the election of officers. It shall consist of three to seven members and one to two advisors. This committee will get each nominee's consent before placing his or her name on the proposed slate of officers.

Section 4. Other committees may be named as the need arises.

ARTICLES VII: Meetings

Section 1. Regular meetings of this organization shall be held on the _____ of each month.

Section 2. Special meetings may be called by the president.

ARTICLE VIII: Procedure

Section 1. Robert's Rules of Order, Revised shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club's bylaws.

Section 2. The order of business for regular meetings is:

- Call to order
- Inspiration
- Roll call
- Reception of new members and recognition of guests
- Reading and approval of minutes
- Reports officers, committees, project groups, special activities, leaders
- Unfinished business
- New business
- Program

Attachment 9 (continued)

- Adjournment
- Recreation

This order of business may be altered for the convenience of a speaker giving the program.

ARTICLE IX: Club Disbandment

If the club disbands, all real property, including money, equipment and land, becomes the property of the County 4-H Program for care and disposition. The last official duty of the club's manager shall be to transfer the club property and turn over club records to the county Extension agent.

ARTICLE X: Amendments

Section 1. These bylaws may be amended at any regular meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. Amendments must not conflict with the basic 4-H philosophy.

Attachment 10

SAMPLE 4-H CLUB MEETING AGENDA
To be used for the first two meetings of the year

1. Call to order

President stands.

"Will the meeting please come to order?"

2. Inspiration

"_____ will now lead us in the pledge to the American flag."

"Will you please stand?"

"_____ will now lead us in the 4-H Motto and Pledge."

"_____ will now give the inspiration."

3. Roll Call

"The secretary will now call the roll."

(Secretary remains seated and calls roll.)

4. Recognition of New Members and Guests

"Do we have any visitors or new members here tonight?"

(Third vice-president introduces new members or visitors.)

5. Reading of Minutes

"_____ will read the minutes of the _____ (date) meeting."

"Are there any corrections or additions to the minutes? If not, they stand approved as read.

OR "They stand approved as corrected."

6. Reports

President calls on each person who is to give a report by simply introducing them.

"_____, treasurer, will now give the treasurer's report."

"_____, _____, has a report on the Achievement Banquet."

"_____, _____, has a report on _____."

"_____, _____, has a report on _____."

7. Unfinished Business

"Is there any unfinished or old business?"

8. New Business

"Is there any new business?"

9. Program

"_____ will introduce the program for tonight."

10. Thank Speaker**11. Announcements**

"Are there any announcements?"

12. Adjournment

"Is there any further business or are there any announcements?"

"The meeting is adjourned for recreation led by _____."

"The refreshments are provided by _____ and _____."

Attachment 11

CHECKLIST FOR EVALUATING A PROJECT MEETING

Check one:	Great	Good	Poor	Comment
1. Was each program detail planned before the meeting?	_____	_____	_____	_____
2. Did each person with a responsibility before and during the meeting know what was expected of him or her?	_____	_____	_____	_____
3. Did each person with a responsibility carry out his or her assignment?	_____	_____	_____	_____
4. Were the meeting room and other facilities satisfactory?	_____	_____	_____	_____
5. Was the meeting time schedule adequate?	_____	_____	_____	_____
6. Did appropriate people know about the meeting?	_____	_____	_____	_____
7. Did members know the purpose of the meeting?	_____	_____	_____	_____
8. Were program topics or educational features interesting and clearly presented?	_____	_____	_____	_____
9. Did each member get an opportunity to participate?	_____	_____	_____	_____
10. Were the teaching/learning methods used effectively?	_____	_____	_____	_____
11. Did the visuals or other props contribute or detract from the meeting?	_____	_____	_____	_____
12. Was follow-up action required and were appropriate assignments made?	_____	_____	_____	_____

Other comments _____

4-H Club _____ Year _____

Attachment 12

4-H PROJECT GROUP ROSTER

Volunteer Leader(s): _____
 Name and address

Teen Leader: _____
 Name and address

Junior Leader(s): _____
 Name(s) and address(es)

Members' Names and Addresses	Phone	Age as of August 31	Attendance											
			1	2	3	4	5	6	7	8	9	10	11	12

Attachment 13

PROJECT MEETING AGENDA PLAN

Date _____ Time _____ Place _____

	Things to Do	Materials and/or Equipment	Person Responsible
Arrival Activity			
Business <ul style="list-style-type: none"> ● Planning ● Discussion ● Reports ● Demonstrations 			
Program			
Activity or Work			
Recognition			
Fun/Social Activity			
Assignment			

Attachment 14

GOALS OF 4-H PROJECT WORK LEADERSHIP LIFE SKILLS

General Skills	Definition	Specific Skills/Attributes
1. Understanding Self	Ability to develop a positive attitude toward self and pursue personal potential.	Pride and confidence in self Understanding and clarification of values Ability to exhibit enthusiasm Attitude of responsibility and dependability Willing to take initiative Open to progressive change
2. Relating to Others	Ability to interact effectively with others.	Attitude of fairness, honesty and trust An accepting and caring attitude Sensitivity to others Able to meet and get along with others
3. Communicating	Ability to exchange information effectively.	Effective listener Able to communicate orally and in writing Can express feelings Good public speaking skills Good record keeping and reporting skills Able to give and follow directions
4. Learning/Sharing	Ability to develop a spirit of inquiry and use knowledge to benefit self and others.	Desires to learn new things Able to ask questions, acquire knowledge, and reason objectively Can think creatively Able to teach and share with others
5. Managing and Making Decisions	Ability to make decisions and manage resources to accomplish goals.	Can assess needs and interests Able to consider alternatives and set priorities Goal-setting and implementation skills Decision-making skills Can organize and coordinate Able to manage resources Ability to delegate responsibility Evaluation skills
6. Working with Groups	Ability to work together to accomplish group goals.	Able to lead Can follow and cooperate Able to hold group officer roles and responsibilities Can involve and motivate people Knows parliamentary procedure Can plan programs Able to participate actively in groups Can lead discussions Possesses group process skills

Attachment 15

ANNUAL 4-H CLUB MEETING AGENDA

Place _____ Date _____ Time _____

Call to Order _____

Inspiration _____

U.S. Pledge _____

4-H Motto and Pledge _____

Roll Call _____

Recognition of New Members and Guests _____

Reading of Minutes _____

Reports (officer, committee, activity, leader, other) _____

Unfinished Business _____

Introduction of Program _____

Program _____

Announcements _____

Adjourn _____

Recreation _____

Refreshments _____

RECOGNITION OF YOUTH AND ADULTS



Rationale for Recognition and Awards in 4-H
Best Kinds of Recognition for 4-H'ers
Model For Recognizing 4-H'ers For Excellence
Informal Recognition
Formal Recognition
Awards for Clubs
Recognition Events

Rationale for Recognition and Awards in 4-H

Recognition and awards are used to encourage members, leaders and clubs for accomplishing the mission and goals of 4-H, as well as to reward them for making progress toward these goals. Think of recognition and awards as tools to stimulate and motivate 4-H members to achieve the goals of 4-H.

In recognizing 4-H members for their achievements, focus not on the awards won, but on the individual 4-H member's development in relation to project work, club activities, helping other members and sharing experiences.

Best Kinds of Recognition for 4-H'ers

Leaders working with 4-H members need to recognize that each member is a unique individual. Authorities agree that motivation is an influential factor in performance and achievement, but what motivates one person may not affect another. Some members have the inner drive to excel; others depend on outside incentives to inspire them. In deciding on the types of incentives and awards to provide, consider also the differences in age groups and their interests and abilities.

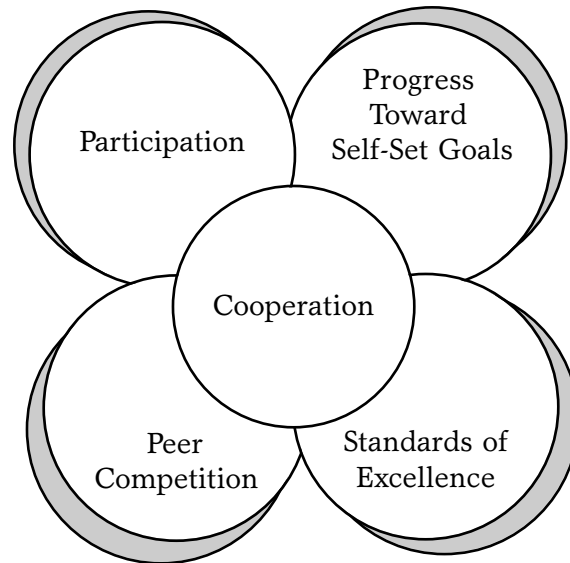
The 8- to 10-year-old is strongly motivated by receiving a 4-H pin or ribbon as an award and a pat on the back from a leader or parent for recognition.

The 11- to 14-year-old is influenced by such awards as money, county medals and office positions in the organization. He or she seeks recognition through added responsibility as a junior leader or club officer, and admiration by his or her peers.

The 14- to 19-year-old is motivated by trips, scholarships and recognition given before peers and important people in the community. He or she is also motivated by increased leadership responsibility.

Model for Recognizing 4-H'ers for Excellence

Develop a system that provides recognition to 4-H members in each of the areas below. A local club should concentrate on the first three levels of recognition and encourage members who want to participate in peer competition to enter county, district, regional, state and national events.



1. Participation in Educational Experiences

In recognizing participation, make the criteria for earning recognition simple, and be sure that all youth know what they need to do to earn the award. Make the awards appropriate for each age level and for the learning experience.

Recognize all youth who meet the criteria, and allow recognition to be earned several times. Present the awards as a part of the learning experience.

2. Individual Progress Toward Goals

Make goal-setting and recognition a part of all 4-H learning experiences. Recognition can begin at any level, including entry level, and then more to higher levels of achievement.

This type of recognition is appropriate for all ages of 4-H'ers. Although it can be used in all learning experiences, it is more readily applicable to longer term experiences (4-H clubs and project groups).

Be sure to recognize the unique growth of each individual 4-H'er. Because setting goals is highly personal, work with the 4-H'ers on an individual or small-group basis. Involve the family in goal-setting and recognition process.

Evaluate the members' progress throughout the year or at least annually. Adults (parents and volunteers) are needed to help the young people assess their personal growth. Base your decisions about progress on the 4-H'er's goals and his or her potential for achieving the goals.

Remember: It's the 4-H'ers goal, not the adult's or the program's goal.

3. Achievement of Standards of Excellence

This type of recognition can be used in all delivery methods. All 4-H'ers have the potential to achieve standards (assuming that ability and resources exist). Provide guidance to help 4-H'ers achieve the level they are capable of attaining.

Define the standards of excellence and make them available to 4-H'ers at the start of their learning experience. Make sure that everyone (the 4-H'er, parents, volunteers, evaluators) involved in the learning experience know and understand the standards. Train evaluators (judges) so that they know and accept the standards and can explain them to the 4-H'ers.

Get input and direction from subject-matter specialists for establishing standards.

See Attachment 16 (page 100) for a copy of the Texas 4-H Club Standards of Excellence Report.

4. Peer Competition

Because peer competition involves a high-risk activity with possible stress, conflict, disagreement and hurt feelings, make participation in peer competition optional.

The criteria for this kind of recognition are usually determined by adults, not by the 4-H'ers. Identify specific selection procedures, publish the criteria for selection of winners and make them available to all 4-H'ers and their families at the beginning of each year. Rules must be established, understood and enforced.

Peer competition is best left for county, district, state and national levels of recognition. It is easy to confuse ends and means with this type of recognition. The rewards in peer competition may be more extrinsic than intrinsic.

If properly designed and implemented, this type of recognition showcases the best products produced by 4-H'ers.

5. Excellence in Cooperation

For this type of recognition, all members need to be fully involved in the entire process. Make sure everyone agrees on the goals. Pay attention to the way the group works, as well as to the project. The ultimate goal is not extrinsic recognition, but the satisfaction of being part of a team effort. Be sure to recognize all members of the group.

Informal Recognition

Sometimes the most meaningful recognition in 4-H clubs is not pins, medals, ribbons, plaques, etc. Try some of the following recognition methods and watch members, parents and other leaders develop self-confidence and the desire to do more and better work.

- Introduce new members and guests at club meetings and activities. Tell and show them that they are welcome.
- When a member or leader is sick, send a card. When they come back to the club, be sure to say, "We're all glad you're back."
- Thank those who help on committees and with activities and special assignments.
- Ask a young member to lead the Pledge of Allegiance.
- Include names in newspaper articles.
- Take photos of the club and give them to appropriate members, leaders and parents.

- Simply say "Thank you."
- Give a junior leader a specific responsibility.
- Ask a person for an opinion or advice.
- Take time to say hello and talk for a minute. This helps show that you respect the other person.
- Notice small improvements and compliment members; for example, "Chris, you have really learned to sew straighter seams."
- Show appreciation to leaders for specific efforts. For example, say to the share-the-fun activity leader: "Jan really enjoyed being in the share-the-fun activity. You helped her learn a great deal about expressing her feelings and ideas."
- Congratulate members, leaders and parents for their achievements both in 4-H and other activities. For example, congratulate Mr. Jones for being elected president of the Lion's Club, Jim for being on the basketball team, or Jerry for winning an event in a school swim meet.
- Pay partial or all expenses for trips won.
- Pay partial or all expenses for chaperons who accompany 4-H members to activities.
- Submit stories to the local newspaper, county newsletter or club publication about 4-H events to promote enthusiasm and help keep people involved.
- When 4-H members do not win an award in a competition, point out the good aspects of their entries. Congratulate them on their improvement or participation. Help them evaluate their entries or performances rather than depending on the judging results. Help them see ways to improve and point to future activities that can lead to success for them.

Formal Recognition

Club recognition and awards should center on participation, improvement or progress toward goals, and achievement of set standards. The county, district, state and national awards system allows 4-H members to compete against each other for awards. The club needs to foster families working together to help each member succeed in the area they have selected rather than compete with other club members for the top success.

Criteria-based awards are good awards for clubs to give. These kinds of awards list certain things that must be done to achieve the award. Everyone who completes the criteria receives the award. The club goal could be to have each member receive these awards.

Suggested criteria-based awards

- Honor Roll Members, for all who:
 - * Attend at least 75 percent of regular club meetings
 - * Turn in a completed project record
 - * Participate in at least one county event
- 100 Percent Attendance Awards: For all members with perfect attendance
- Completion Certificates: For all 4-H members who have completed a 4-H project consisting of six educational experiences and turn in a completed project record
- Club Officer Pins: For all members who serve as club officers
- Junior Leader Pins or Chevrons: For all members who serve as teen leaders

- Teen Leader Pins or Chevrons: For all members who serve as teen leaders
- Volunteer Leader Pins or Certificates: For all volunteer leaders

Other meaningful awards can be given to 4-H members at the club level for improvement in knowledge and skills or for specific jobs well done. Examples:

- Improvement in judging ability, modeling, sewing, showmanship, public speaking skills or in managing and feeding a heifer
- Good job in planning and conducting a community service project

Keys to the Success of Club Awards

Present the award in front of the club in such a way as to tell the group what the 4-H member has done, how he or she has progressed. Show personal interest and appreciation for the member.

Give awards that recognize individual progress and growth based on their resources and family situations. Do not make members compete against each other for the award.

Awards for Clubs

Club Charter—When a club organizes, it receives a club charter from the Texas 4-H Program Office. Keep this charter with records of the club.

Honor Club Award—This award recognizes clubs for quality programming. Each chartered club or group is eligible to be recognized annually. To apply for this award, complete the club report in the 4-H secretary's guide and submit it to the county Extension office.

Recognition Events

It is suggested that clubs conduct recognition/awards events or programs. See Attachments 17 and 18 (page 101-102). Possible events or programs could include:

- Initiation Ceremony
- Club Officer Installation Ceremony
- Club and/or Group Awards Ceremony
- Club Open House
- Club project recognition events, such as Club Food Show, Club Fashion Show, Club Project Show, Club Share-the-Fun, Club Project Tour, Club Method Demonstration Day
- Covered-Dish Awards Banquet

Other Resources

- National 4-H Supply Catalog
- Texas 4-H Clover

Attachment 16

**TEXAS 4-H CLUB STANDARDS OF EXCELLENCE REPORT
(Also included in Club Secretary Guide)**

Check yes or no for each of the following items that best describes your club. Clubs that meet 12 of the 15 Standards of Excellence are recognized as 4-H Honor Clubs.

Yes No

1. () () Has a charter on file in the county Extension office and a membership of 10 or more members.
2. () () Has at least two club managers.
3. () () Has elected officers who fulfill leadership roles.
4. () () Reviewed the club constitution/bylaws this year, updated them if needed, and placed a copy on file in county Extension office.
5. () () Provided new members with packets and held orientation(s) for new families.
6. () () Established yearly club goals and turned in a written copy of them to the county Extension office.
7. () () Developed a yearly club calendar and distributed it to members, parents, leaders and the county Extension office.
8. () () Planned and conducted at least nine meetings or activities for all members of the club.
9. () () Had an average attendance of 50 percent at eight of the regular club meetings. (Divide attendance by current enrollment.)
10. () () Had 75 percent of its members participate in a project group and complete written proof of participation.
11. () () Held a club recognition event.
12. () () Conducted or participated in a community service project.
13. () () Was represented by club members in three or more county 4-H activities.
14. () () Kept the 4-H program before the public by promoting 4-H through two or more of the following: newspaper, radio, television, public presentations, posters, exhibits, parades, etc.
15. () () Kept a record of the club's meetings and activities (completed secretary's and treasurer's records and/or club yearbook or directory) and submitted it to the county Extension office.

Successful programs, activities and accomplishments of our club and/or members:

- 1.
- 2.
- 3.
- 4.
- 5.

We certify that our 4-H club has carried out the items and activities as checked above during the club year.

Club President

Club Secretary

Club Manager

Attachment 17**INITIATION CEREMONY**

Directions: A guide takes the candidate for 4-H club membership to the front of the room, where the 4-H officers are standing behind a table.

President: To you who are about to become an active member of _____ 4-H Club, we wish to explain the purposes of our organization.

Vice President: Our 4-H club is a part of the Texas Agricultural Extension Service and is directly affiliated with the Extension Service of the United States Department of Agriculture in Washington, D.C. 4-H clubs are organized to help us become better citizens in a democracy by teaching us how to work and play together; by giving us an opportunity to learn about agriculture, family and consumer sciences, science and technology; by helping us solve our own problems; by teaching us ways of serving others in our community; and by helping us understand and appreciate the American way of life.

Secretary: Our emblem is the green four-leaf clover, with a white H on each leaf, which stands for the development of the Head, Heart, Hands and Health. Our motto is "To Make the Best Better."

Treasurer: This 4-H Club wants every person who joins to know that he or she is joining a national organization with headquarters in the United States Department of Agriculture. Our county and state Extension workers cooperate with those in all of the 50 states, Puerto Rico and other territories in making 4-H a worthwhile youth organization.

President: You are now familiar with the purposes of 4-H club work, the motto and the emblem and what it symbolizes. Are you willing to try to live up to the ideals of the 4-H club organization?

Candidate: I am.

President: Do you now wish to become a 4-H club member?

Candidate: I do.

President: You will sign the 4-H club roll. (Candidate signs in secretary's book.)

President: You will repeat the club motto pledge after me. (Candidate repeats after president.)

In support of the 4-H motto, To Make the Best Better, 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.

President: You are now a member of 4-H club. I welcome you into its membership. May you ever be faithful in helping to carry on the 4-H program work as part of the general Extension program of your community and county in partnership with your parents and neighbors and in living up to its high ideals as expressed in the 4-H Club motto and pledge. (The president may present a membership card or other token of membership.)

Attachment 18

OFFICER INSTALLATION CEREMONY

Officers

Installing Officer

President _____

First Vice-President _____

Second Vice-President _____

Third Vice-President _____

Council Delegate _____

Secretary _____

Treasurer _____

Reporter _____

Parliamentarian _____

(As the ceremony begins, a large candle located in front of the installing officer is lit. Each officer holds an unlit candle.)

As elected officers of your club, you have been entrusted by your fellow members to execute your duties faithfully to carry out the business of the _____ 4-H Club. With this in mind, are you ready to receive your charge for your elected offices? (Response: "We are.")

(President-elect comes forward and lights a candle.)

_____, as president-elect of the _____ 4-H Club, your fellow members have honored you by showing their faith in your leadership abilities. This honor, however, carries with it certain duties and responsibilities. Are you ready to receive these? (Response: "I am.") Then repeat after me:

As president of the _____ 4-H Club, (response) I will arrange with the assistance of the club manager a meeting place for my club. (response) I will remind and encourage each person on the program to be prepared for the meetings. (response) I will preside at all meetings and prepare planned agendas for each meeting. (response) I will appoint committees as needed (response) and use basic parliamentary procedure to conduct effective orderly meetings. (response) I will coordinate the activities of officers, leaders and committees to ensure maximum member involvement in club activities. (response) I will represent the _____ 4-H Club on the county council and fulfill the responsibilities of the council delegate. (response)

I now officially declare you president of the _____ 4-H Club.

(First vice-president-elect lights a candle.)

_____, as first vice-president-elect of the _____ 4-H Club, your fellow 4-H members have displayed their confidence in your leadership abilities. Are you ready to accept your responsibilities? (Response: "I am.") Then repeat after me:

As first vice-president of the _____ 4-H Club, (response) I will preside at meetings in the absence of the president. (response) I will act as program chairman for my club to secure educational and interesting programs with assistance from the program com-

Attachment 18 (continued)

mittee advisor in my club. (response) I will assume all responsibilities of the president if that office is vacated. (response)

You are now officially the first vice-president of the _____ 4-H Club.

(Second vice-president-elect lights a candle.)

_____, as second vice-president elect of the _____ 4-H Club, your fellow members have recognized your leadership abilities. Are you ready to accept your responsibilities? (Response: "I am.") Then repeat after me:

As second vice-president of the _____ 4-H Club, (response) I will preside at meetings in the absence of the president and first vice-president. (response) I will serve as recreation chairman for my club and plan recreation for each club meeting. (response) I will also plan special social activities for the club. (response)

You are now officially installed as second vice-president of the _____ 4-H Club.

(Third vice-president-elect lights a candle.)

_____, as third vice-president elect of the _____ 4-H Club, you have been selected as a leader in this club. Are you ready to accept your responsibilities? (Response: "I am.") Then repeat after me:

As third vice-president of the _____ 4-H Club, (response) I will serve as membership chairman and recruit and enroll new members. (response) I will also serve as a member of the executive committee and plan programs and activities of interest to all members. (response)

You are now officially installed as third vice-president of the _____ 4-H Club.

(Council delegate-elect lights a candle.)

_____, as council delegate elect, you have been chosen by your fellow 4-H members for your leadership abilities. Are you ready to accept your responsibilities? (Response: "I am.") Then repeat after me:

As the council delegate of the _____ 4-H Club, I will attend all county council meetings (response) and report local club activities and recommendations at the county council meetings. (response) I will report back to the _____ 4-H club on county council activities, recommendations, and reports. (response) I will serve on countywide committees as appointed by the county council chairman. (response) I will also recruit other club members for countywide committees. (response)

You are now officially the council delegate of the _____ 4-H Club.

(Secretary-elect lights a candle.)

_____, as secretary elect of the _____ 4-H Club, your fellow members have put their faith in your talents and skills. Are you ready to accept your responsibilities? (Response: "I am.") Then repeat after me:

I will keep the _____ 4-H Club secretary's guide and keep an accurate up-to-date roll with attendance records for each member. (response) I will record complete and accurate minutes of all meetings and read the minutes of each meeting. (response) I will handle incoming and outgoing correspondence for the club. (response)

Attachment 18 (continued)

In receiving the secretary's guide of the _____ 4-H Club you now officially hold the office of secretary.

(Treasurer-elect lights a candle.)

_____, as treasurer-elect of the _____ 4-H Club, your fellow 4-H members have put their faith and trust in your abilities to handle their financial matters. With this honor, certain responsibilities must be fulfilled. Are you ready to accept these? (Response: "I am.") Then repeat after me:

I will keep accurate, up-to-date records of all receipts and expenditures of club funds (response) and the balance on hand in the club treasury. (response) I will pay bills as approved by the club (response) and give a report of the _____ 4-H Club's financial condition at each meeting or as requested by the president. (response) With the aid of the club manager, I will arrange for money to be kept safely. (response)

With the presentation of the treasurer's book, you are now officially the treasurer of the _____ 4-H Club.

(Reporter-elect lights a candle.)

_____, as reporter-elect of the _____ 4-H Club, your fellow 4-H members have honored you by putting their faith and trust in your abilities. Are you ready to receive your duties? (Response: "I am.") Then repeat after me:

I will report club news to the county Extension office to be included in the 4-H newsletter. (response) I will keep the community informed about our club activities. (response)

You are now officially installed as the reporter of the _____ 4-H Club.

(Parliamentarian-elect lights a candle.)

_____, as parliamentarian-elect of the _____ 4-H Club, your fellow 4-H members have honored you by putting their faith and trust in your abilities. Are you ready to receive your duties? (Response: "I am.") Then repeat after me:

I will provide advice to the presiding officer on parliamentary procedure. (response) I will instruct the members in correct parliamentary procedure. (response)

You are now officially installed as the parliamentarian of the _____ 4-H Club.

Now that you have been officially installed as the 20__ - __ 4-H Club officers, I challenge each of you to accept the duties and responsibilities of your office willingly. Your club's progress or failure now rests upon your shoulders. It is your choice as to what your club's direction will be. I trust that each of you will perform your duties to the best of your abilities and will make yourself worthy of others as you work together as the executive committee of this club and strive "To Make the Best Better."

Would the club managers please step forward? As club managers, you have the responsibility of working with these officers to recruit project and activity leaders, and to lead the club during the coming year. You serve as a link between the 4-H club and the county 4-H program. I challenge you to keep your club informed and motivated about the 4-H program.

Congratulations!

RESOURCE DEVELOPMENT



Procedures For Handling 4-H Club Funds

4-H Fund-Raising Policy

Use of Name and Emblem

Basic Fund-Raising Procedures

Financial resources are vital to a 4-H club. The effectiveness of a 4-H club program often correlates to the amount of financial resources it has for program development. No matter where your 4-H club is located, financial resources are available. Although it may not always be easily attainable, money can be raised if the club has clear objectives for what the members are trying to accomplish.

All items bought for use by a 4-H organization are tax exempt. A sales-tax-exempt form is provided for your club when members buy items for it. All donations made to the 4-H organization are also tax exempt.

Procedures For Handling 4-H Club Funds

Federal law requires that funds raised or given in support of 4-H programs be handled in the manner of public trust. Because these funds are raised for or given to a tax-exempt organization, and because the gift of funds is tax deductible by the donor, the government requires that they be handled prudently.

Plans for Raising Funds

In large counties, the 4-H club president or treasurer and club manager should inform the county Extension agent and 4-H program development committee of their intent to raise funds for their club and describe when, where and how. This coordination helps counties keep track of what time of year and what donors will be involved.

Bank Account Numbers

Each 4-H club bank account should have an Employer's Tax Identification Number. Each individual club account should have its own number. No one else in the county or nation should be allowed to use it. Never should a 4-H member or leader use his or her Social Security number on a 4-H bank account. Obtain a blank SS-4 form from a bank or IRS office.

The club's Employee Identification Number and a list of bank accounts and authorized signatures should be on file in the county Extension office along with the club charter. The club charter is presented to the club when it organizes, and allows the club the full benefits of the 4-H organization, which includes the use of the name and emblem of 4-H and the tax-exempt status of 4-H.

Dissolution of Club Funds

The club bylaws should include a provision for what would happen to the club money or property if the club disbanded. All club funds must go to the county 4-H program in case of dissolution. The clause in the club bylaws should read, "In case of the dissolution of the club, all property, including money, equipment, buildings and land, shall become the property of the county 4-H program for care and disposition. The last official duty of the club manager and president shall be to effect the transfer of club property and to turn over club records to the county Extension office." County Extension agents, as faculty members of Texas A&M University, have the authority to disband clubs when deemed necessary.

Budgets

The club treasurer and finance committee should prepare a budget for the club year and present it to the club for approval. See Attachment 19 (page 110) for a Sample Club Budget and Attachment 20 (page 111) for a Budget Planning Form.

(5) Financial Reports

The treasurer should make a financial report at each club meeting. He or she should prepare a final annual financial report and have a financial review by a committee. The annual Financial Status Report (Attachment 21, page 112) must be provided to the county Extension office at the completion of the treasurer's term of office or at the end of the club year.

(6) Signing Checks

All checks should be signed by the club treasurer and an adult advisor to the finance committee—checks may not be signed by two members of the same family.

(7) Incomes more than \$25,000

4-H clubs with income of \$25,000 or more each year must file IRS Form 990, on which all income is reported. No tax is paid.

(8) State Sales Tax

The county Extension office can give you a sales tax exemption certificate to use when making purchases for the club. All Texas 4-H Clubs meet the requirements for exemption as educational organizations. There is no state tax number for 4-H. When buying property for the organization's use, you may use a sales tax exemption certificate to claim exemptions.

Please note: **This certificate does not require a number to be valid.** Simply file the completed form with the company where the purchase is being made. The company should keep the form for its records.

Also note: If the 4-H organization **sells any taxable items**, you must obtain a sales tax permit, collect the tax on all taxable sales, file reports and remit the tax each quarter. To obtain a permit, contact the Comptroller of Public Accounts, Sales Tax Division, Austin, Texas 78774. See Attachment 22 (page 114) for a copy of Texas Sales and Use Tax Exemption Certification.

4-H Fund-Raising Policy

The Extension Service's policy for fund-raising is not restrictive. Extension policy encourages fund-raising because money helps enrich 4-H programs. The only restriction to 4-H fund-raising is that 4-H clubs and/or county programs may not accept United Way-type funds if the local United Way management rules state that "if you accept United Way funds you may not raise additional funds."

Although there are few restrictions to local 4-H fund-raising activities, always keep in mind that 4-H has a good image and reputation to uphold. Certain activities may be perfectly acceptable in one community, but taboo in another. As a general guideline, 4-H should never be connected with any activity that is illegal or that is contrary to the community's moral standards.

Use of Name and Emblem

Individuals or groups raising funds in the name of 4-H must be authorized to use the 4-H name and emblem. County Extension agents are the ones that authorize the use of the 4-H name and emblem in their assigned county.

Basic Fund-Raising Procedures

The key for success in fund-raising is to take a very simple, logical and organized approach. See Attachment 23 (page 115) for a Fund Raising Planning and Organizational Sheet and Attachment 24 (page 117) for 4-H Fund-Raising Ideas.

1. Conduct a needs analysis.

4-H members should determine as a club what they want to do (identify their needs) for the entire club year. Justify in writing each need listed and include a valid cost estimate. Submit this data to the budget committee.

2. File a notice of intent.

Next, the club should file a notice of fund-raising intent (if the county requires such a notice) to the proper county-level 4-H organization coordinating fund-raising in the county. Specify the type of fund-raising planned, so that if a donor is contacted by more than one 4-H club, he or she understands that the individual 4-H clubs as well as the county program have financial needs.

3. Appoint a budget committee.

The budget committee studies all needs and ranks them so that lower priority needs can be cut if not enough funds are raised. After the budget is finalized, the committee should submit it to the club members for approval. After approval, you can begin the fund drive.

4. Name a fund-raising committee.

Organize or appoint a 4-H club fund-raising committee. It should be composed of 4-H members and advised by one to two volunteer adult leaders. A typical committee would include the club treasurer and several representatives from the club's membership advised by one or more volunteer 4-H leaders. It is helpful if the volunteers have had experience in fund-raising.

5. Identify the fund-raising method.

It is important to identify ways to raise funds that are compatible with the community. Determine the most effective way to raise the funds needed, so that you can raise the most money in the shortest time with the least effort. It is important to choose methods that allow every individual in the community to participate.

This list might include:

- Product sales (pecans, candy, cookbooks, Christmas trees)
- Concession stands at fairs
- Agriculture commodity assignments
- Individual gifts/donations
- Service (fishing tournament, car wash, horse show, judging contest, pheasant hunt, etc.)
- Wills and trusts (long-range funding)

Find a method that works well for your club so that the community identifies that method as your 4-H club's major fund drive.

Plan of Action

The best-laid plans lead to nowhere unless there is a sound plan of action to carry out those plans. Follow these steps to develop a successful plan of action:

1. Organize the fund-raising force.

These are the people who will do the work and staff the various committees necessary to carry out each function. Involve all members of the 4-H club and many of the volunteers and parents on committees in the fund-raising process.

2. Appoint committees.

Example: The 4-H club will sell pecans before the holiday season. The club wants to raise \$500, which determines the number of pounds of pecans to be sold. What committees are needed to make the fund drive successful?

3. Establish a beginning and ending time.

4. Submit the fund-raising plan to the proper county level 4-H organization, for approval, if required.

5. Conduct the fund drive.

6. Respond to donors. See Attachment 25 (page 118) for an example.

7. Close out the fund drive.

- Report to the 4-H club membership on the success of the drive.
- Report to all contributors. It may be appropriate in the case of product sales to put an ad in the newspaper thanking all contributors for buying the product.
- Conduct a 4-H club party and recognize top salesmen and fund drive leaders.

In-Kind Contributions

In-kind contributions are those given in lieu of cash. For example, a feed dealer might contribute three sacks of feed more readily than \$25 cash. In-kind contributions are very valuable and should always be sought when appropriate. They provide opportunities for people, perhaps being contacted at a time of a low cash-flow, to participate in the fund drive by giving an "off the shelf"-type gift.

Types of in-kind gifts:

- Facilities for meetings, etc., free of charge
- Off-the-shelf awards, prizes or other items
- The loan and use of special equipment
- The services of personnel who have a particular expertise that will be valuable to the 4-H club, made available on company time

Other Ways to Raise Funds

Product Sales

A product such as pecans, candy, etc, is sold by members. Chief advantages: All members can participate; the entire community can be solicited to help; the amount of product that needs to be sold can be calculated to gain an exact amount of money; the sale can be done quickly.

Concession Stands

The main disadvantage of this method is the amount of work and energy required at one time. Often people can't work during school or work hours, and only a small amount of money is raised for the amount of time and energy invested. The advantage is the public image presented.

Service

Service methods meet an identified need or interest, such as a pheasant or dove hunt in which hunters are charged a fee for a place to hunt. Other methods include turkey shoots, car washes, horse shows, judging contests, antique auctions, farm markets, etc.

Commodities

This is a product contribution, in-kind or "check-off" method. A producer consigns a calf, 20 bushels of wheat or other product to the 4-H club for the fund-raising effort. The commodity is sold for the 4-H club.

Attachment 19

SAMPLE CLUB BUDGET

A. Budget Committee

Chairman _____
 Treasurer _____
 Member _____
 Member _____
 Member _____
 Member _____
 Adult Advisor _____

B. _____ Proposed Budget for _____ 4-H Club

EXPENSES

1. Project Recognition Awards for Members	\$500.00
2. Club Recognition Program.....	150.00
a. Decorations.....	
b. Printed materials.....	
c. Speaker expenses.....	
3. Annual 4-H Club Picnic.....	100.00
4. Annual 4-H Club Project Show	500.00
5. Annual 4-H Club Citizenship Trip	500.00
6. Contribution to County 4-H Council	100.00
7. Contribution to Texas 4-H Foundation	50.00
8. Contribution to National 4-H Council	25.00
9. Club Community Service Projects	250.00
10. Contingency.....	250.00
11. 4-H Club Meeting Expense	100.00
12. Printing Annual Budget Leaflet	25.00
Total	\$2,550.00

INCOME

1. Carryover Past Fiscal Year	700.00
2. Expected Pecan Sales Income	2,000.00
Total	\$2,700.00
3. Other Income	
a. Best Foundation Gift	100.00
b. Allied Coop Annual Gift	50.00
c. J.C. Jones Annual Gift	100.00
Total	\$250.00

GRAND TOTAL INCOME	\$2,950.00
ANTICIPATED EXPENSES	\$2,550.00
EXCESS OVER EXPENSE	\$400.00

Attachment 20

BUDGET PLANNING FORM

_____ **4-H Club**
Fiscal Year _____ **to** _____

Projected Expenses

Needs	Estimated Expense
1. Awards/Recognition	
2. Educational Events	
3. Equipment	
4. Social Events	
5. Supplies	
6. Miscellaneous	
Total estimated expense	\$ _____

Projected Income

Method or Activity	Coordinator	Estimated Income

Total Projected Income		\$ _____
Total Projected Expenses		\$ _____

Attachment 21

FINANCIAL STATUS REPORT

(Club, Group Name)

Employer's Tax ID#

1. Name and address of treasurer

2. Name of all accounts, account numbers and location of accounts

Name _____

Number _____

Location _____

Name _____

Number _____

Location _____

Name _____

Number _____

Location _____

3. Names of individuals authorized to sign checks or withdraw funds

4. Balance of all accounts as of August 31

Name of account Balance

Name of account Balance

Name of account Balance

Attachment 21 (continued)

5. List assets and equipment valued over \$250.00

Audit committee members

Chairman: _____

Member: _____

Adult Advisor: _____

Date of Audit: _____

6. Attach a copy of club/group budget.

7. How many signatures are required on the checks? _____

Attachment 22

01-339 (Back)
(Rev. 11-95/3)

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency	
Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)
City, State, ZIP code	

I, the purchaser named above, claim an exemption from payment of sales and use taxes for the purchase of taxable items described below or on the attached order or invoice form:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here →	Purchaser	Title	Date

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
 Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.

Attachment 23

FUND-RAISING PLANNING AND ORGANIZATIONAL SHEET

Fund Drive Committee

Chairman _____

Member _____

Member _____

Member _____

Member _____

Adult Advisor _____

Adult Advisor _____

Fund-Raising Method

Organizational Structure

Product _____

Publicity

Chairman _____

Member _____

Member _____

Adult Advisor _____

Sales

Chairman _____

Member _____

Member _____

Member _____

Adult Advisor _____

Adult Advisor _____

Attachment 23 (continued)

Product management

Chairman _____

Member _____

Member _____

Member _____

Adult Advisor _____

Adult Advisor _____

Audit

Chairman _____

Member _____

Member _____

Adult Advisor _____

Attachment 24**FUND-RAISING IDEAS FOR 4-H****Product Sales**

Selling popcorn, cheese, pecans, peanuts, light bulbs, eggs, livestock show catalog ads, Christmas trees, fruit cakes, cakes, seeds, seedlings, poinsettias, smoked turkeys, mischief insurance for Halloween (4-H'ers agree to clean up any Halloween mischief to yard or house).

Food Booths or Activities

- Concession stands at stock shows, sports or community events
- Omelet suppers
- Bean and cornbread supper
- Rock-A-Thon
- Skate-A-Thon
- Walk-A-Thon
- Jump-A-Thon

Services

- Raking leaves by 4-H members in the fall
- Used clothing shop
- Distribute advertising fliers for a percentage of the proceeds

Donations and Auctions

- Donations for side of beef
- Donations for TV or radio
- Cake auctions
- Antiques or garage sale type items auction
- Service auction (4-H'ers "services" to baby-sit, mow lawns, clean garages, etc.)
- Handmade craft items auction
- Donations for shotgun
- Donations for new truck
- White elephant auction

Extravaganzas

- Mr. and Miss 4-H contest (Clubs nominate a boy and girl and each club works to raise money for 1 month so that their candidate will be the winner. Half of the money goes to the county fund and half remains in the club.)
- 4-H variety show (sell tickets)
- Fishing fiesta
- Pheasant hunt
- Volleyball tournament
- Country store at fair
- Frog jump
- Benefit livestock progress shows
- Pee-wee basketball tournament
- Turkey shoot
- Junior rodeo
- Benefit dance
- Dunking booth
- Benefit horse shows

Grants

- Seek money from local trusts, businesses and civic clubs for specific projects.
Contact the executive director of the Texas 4-H Youth Development Foundation.

Attachment 25**SAMPLE ACKNOWLEDGMENT OF CONTRIBUTION**

Mr. Fred Jones
P.O. Box 000
Somewhere, TX 7111

Dear Mr. Jones:

Thank you for your contribution to the 4-H & Youth Development program. 4-H is a 501 (C) (3) organization.

<u>Date</u>	<u>Contributed to:</u>	<u>Description</u>
12/30/01	Blue Sky 4-H Club	2-year-old paint horse

Mr. C.E. Agent
County Extension Agent - 4-H

Tax notice

It is the 4-H organization's intent to comply with all tax laws regarding donations. 4-H acknowledges the contributions but does not place a value to the contribution. Unless otherwise noted, this donor received no goods or services in exchange for the above listed contribution(s).

PROGRAM INTERPRETATION



Who Interprets 4-H?

Developing an Interpretive Plan

The Message that Interprets 4-H

Outlets for Interpreting 4-H

Facts to Use in 4-H Promotion and Marketing

Promotional Materials

Exhibits and Displays

National 4-H Week

Interpretation to Elected Officials/Decision Makers

It is important to interpret and promote the 4-H program by providing information about 4-H activities to the community and county, generating support of projects, and recruiting new members and leaders. Interpreting 4-H enhances the image of 4-H.

4-H interpretation efforts inform the public about all the projects 4-H members are involved in and the volunteer activities that are making a difference in the community. Hearing about these positive events in 4-H gives businesses and individuals an incentive to support the program by giving of their time, services and abilities. Interpreting 4-H also improves the confidence and leadership of members and leaders. It helps them meet new people in the community, prepares them for media interviews and gives them skills in marketing, sales and public relations careers.

Most important, promoting 4-H alerts others to the opportunities and experiences available through the program. An effective interpretation plan must target new audiences, including non-traditional 4-H individuals and groups living in urban areas. 4-H programs that meet the needs of the community produce constituents who support and are willing to interpret the 4-H program to key local, county, and state leaders.

Who Interprets 4-H?

Some people are more effective or powerful in interpreting the 4-H program. In general, people who represent the target audience or who are themselves involved in the program are most effective. For example:

Key community leaders

Volunteer 4-H leaders

Older 4-H members (4-H ambassadors)

Elected officials

Donors who support 4-H members

Parents of 4-H members

Extension agents, specialists and administrators are also effective interpreters in key situations. We can help those who interpret 4-H by:

- Explaining the idea of interpreting as opposed to simply telling about 4-H awards and events
- Reviewing with them 4-H's mission, objectives and general concern with youth development
- Providing them with information such as statistics, critical youth issues, success stories and human interest examples
- Helping them prepare for a presentation

Be sure to offer your help. They will appreciate it. The first efforts to interpret 4-H may be uncomfortable for the presenter. As they get experience and positive feedback, they will become more confident and effective.

Developing an Interpretive Plan

1. Focus on an audience. Keep in mind that this audience wants to know what 4-H is doing for its constituents. Potential audiences include:

Elected officials

Members of minority groups

Families

Potential members

Parents/Supporting adults

General public

Donors

Volunteers

Others

2. Then, decide what results you want when the audience reads, hears or witnesses this interpretation method. Consider the objectives of 4-H and your 4-H image goals, as well as the opinions and preferences of key leaders and groups
3. Gather and check information that is to be relayed through the method. Make sure you have the correct names, spellings and dates, and an accurate account of events. Include related critical issues, supporting data and background.
4. Develop the interpretation plan:
 - Decide on the sequence of information you will present (make an outline).
 - Compose the plan.
 - Edit your plan.
 - Rewrite it.
 - Check and recheck it.
 - Have someone you respect read it and give you an opinion about it.
5. Choose an interpretation method. Consider:

Timeliness

Effective channel

Quality

Coverage

Messenger

The Message that Interprets 4-H

Use as many of the following points as needed to get the interpretation message across.

Points (or outline)

Comments

Critical issues, national or local concerns

Lead with a statement that includes a national or local hot topic such as "school dropouts" or "youth unemployment." Tie the hot topic to the 4-H topic such as "4-H Career Search" or "4-H Scholarship Opportunities." Cite youth statistics that underscore the importance of the issue or concern.

How 4-H is helping

Report the event in terms of youth development:

- Building a positive self-concept
- Teaching decision making
- Developing leadership skills
- Teaching technical subject matter

What, who, when, where, etc.

Report about events and people:

- What happened
- Who did what
- Where, when

Include a human-interest slant. Give credit to donors, planners and others behind the scene. Relate it to other or upcoming events.

4-H values, purpose, mission, objectives

Cite values or objectives 4-H seeks to promote:

- Work ethic
- Democratic principle
- Education
- Free enterprise
- Citizenship
- Job skills
- Leadership, etc.

Try to bring in another aspect on which you are reporting as it relates to these values or objectives.

Invite participation

Tell the audience how 4-H can be contacted. Invite calls and participation. Tell about needs and opportunities. Challenge them to assist in "building capable kids."

Outlets for Interpreting 4-H

Most counties have these outlets for interpreting 4-H:

- Radio/TV programs
- Poster displays
- Exhibits in malls, schools, fairs, events, etc.
- Newsletters
- Contacts, letters and reports to potential donors
- Public service announcements
- Signs, billboards, county line signs, marquees
- Presentation programs at contests and other 4-H events including stock shows and sales
- Talks/presentations to civic organizations
- Training programs for projects, 4-H events, leadership
- Special events such as a city celebration, National 4-H Week, play days, public gatherings
- Recruiting 4-H members family and school contacts
- Informal conversation when someone asks "What is 4-H?"
- 4-H meetings members and leaders need to hear/see interpretation, if only a brief summary
- Presentations to commissioners court

Other Reference

Texas 4-H Ambassador Handbook

Facts To Use In 4-H Promotion And Marketing

- Philosophy** 4-H is a distinctly American, nonformal educational, character- and skill-building youth program conducted by the Texas Agricultural Extension Service. It focuses on the development of individual boys and girls and lays a broad, firm base for a lifetime of personal growth for productive, contributing citizens.
- 4-H helps young people develop by involving parents, other adults and volunteers who organize and conduct learning experiences in a community setting. By interacting with other people, youth and adults develop skills, abilities and understanding to help them become participating and influential members of their communities. The aim is for youth to become able to recognize and respond to life's significant events.
- Through 4-H, boys and girls discover an active way to use their time for productive projects, to identify with others their own age and other ages, to acquire interest in and understanding of the private enterprise system, to participate in meaningful and often physical work, and to build strong family relationships.
- 4-H is effective because its educational services relate to youths' needs. Through informal, practical, learn-by-doing programs, 4-H helps boys and girls establish real-life goals and skills and become competent, productive citizens. The home, local club, and community are the training grounds in which 4-H participants develop knowledge, skills and attitudes.
- 4-H is an ever-renewing movement that takes pride in its contributions to American society for more than 90 years. It is not easy for a youngster to develop a realistic sense of his or her own individuality, and to develop an awareness of his or her social roles and responsibilities. Youth who participate in 4-H become able to function as generalists, no matter how they later choose to specialize. A pattern of success built on hard work engenders inner resources that permit young people to cope with unforeseen challenges, and to survive as versatile and capable individuals in an unpredictable world. These youth will possess the necessary flexibility, adaptability and innovativeness to aid society.
- Membership** Boys and girls must be at least 9 years old, or 8 years old and in the third grade (September 1), and can participate through August 31 of the 4-H year they turn 19. 4-H Clover Kids are in kindergarten through second grade (ages 5 to 8 years).
- Founded** In 1914, Congress passed the Smith Lever Act, which provided for a National Cooperative Extension Service. Under it, the "boys' and girls' club work" became 4-H.
- World scope** 4-H is international, with more than 80 countries having 4-H-like organizations. The "International 4-H Youth Exchange" (IFYE) program has provided opportunities more than 5,000 people the opportunity to live and learn in a foreign country.
- How 4-H reaches youth** Many of today's 4-H'ers belong to 4-H clubs. Others participate in short-term groups. These short-term groups offer an educational series of experiences either in a school curriculum enrichment project offered in cooperation with schools and taught by teachers, or in special interest projects taught by volunteers in the community.

Members of clubs organize, elect officers and plan programs aided by adult volunteer leaders and parents. They choose from more than 50 projects that fit their interests and communities. County, state, regional, national and international activities such as trips, camps and conferences offer all 4-H'ers learning opportunities.

Nearly half a million men and women—mainly parents—serve as unpaid volunteer leaders of local 4-H clubs. They counsel and encourage members, observe progress of projects, and make suggestions where needed. County Extension agents select, train, advise and assist these volunteers. Older 4-H'ers, called "junior" or "teen" leaders, aid younger members and gain valuable experience for themselves.

**Partners
for 4-H**

The 4-H program is a part of the national educational system of the Cooperative Extension Service, U.S. Department of Agriculture, the state land-grant universities and county governments. The National 4-H Council is a member of this team.

**Local
Information**

For more information about how you can become part of 4-H, look for your county Extension service in the telephone book. It may be listed under your county name, Cooperative Extension Service, Texas Agricultural Extension Service or under "Youth Organizations—4-H."

Promotional Materials

Much of what we place before the public to help build the 4-H image is in written form. We must make sure that these written pieces build a positive image for us. Too often, these written "image-building" pieces are hastily prepared and poorly reproduced and do not provide the information they were originally intended to provide.

Print media

When preparing a piece for promotional use, aim for:

- Simplicity (in idea, language and design)
- Appropriateness (for the reader in age and message, in timeliness and in illustration)
- Appeal (to a specific audience and to motivate the reader)
- Unity (in organization, illustration and layout)

Prepare a rough draft, then read it carefully to see that you have included all necessary information needed, such as time, place, date, phone number, registration procedure, etc. Ask yourself if you would do what the piece asks the reader to do with the information provided.

Next, have someone not directly involved in the event or program you are promoting to read the piece to see if he or she gets the message you intended. Be open to suggestions and/or criticisms. If the information is unclear, be willing to rewrite and redesign it until it is clear.

Several factors affect readability, reader interest and understanding: layout, illustrations, size of type, color of paper and ink, spelling, punctuation, reading ease and human interest. One of the goals in preparing written materials is simplicity; if we make things difficult to read, we can be sure that given the choice, people will pick something else.

One way to get people to read what you have written is to add human interest. Do this by using proper names of people and/or adding quotations, dialogue or a description of incidents involving people.

Printed materials are an important part of the Texas Agricultural Extension Service and 4-H. Producing materials that meet the needs of the program is difficult. When preparing a promotional brochure, newsletter or informational piece, ask yourself the following questions before going to print:

Text

- Is the text well organized?
- Are the topics covered adequately?
- Is it written in active voice?
- Is the material timely?
- Is copy unbiased (free of age, sex, race connotations)?
- Is copy grammatically correct?
- Is the copy concise and to the point?
- Are the headlines well written?

The Visuals

- Is the initial impression good?
- Do the cover, first page and opening invite the reader to continue reading?
- Are elements visually well organized?
- Do type, photos, headings and other graphic elements relate to each other well?
- Is composition of photos dramatic and interesting?
- Are photographs properly identified?
- Is white space used attractively?
- Is the design style contemporary?
- Is the visual style appropriate for the intended audience?
- Are the Extension and 4-H logos included?
- Is clip art used imaginatively?
- Is the size of the clip art appropriate?

Exhibits and Displays

Sometimes you can use an exhibit to promote the 4-H program. Exhibits are a unique form of communication. Because travel costs are increasing, exhibits are being used more and more to communicate messages repeatedly to large audiences.

There are several uses for exhibits. They may be used to teach some unit of information; to show relationships between various elements of a process or program; to promote an event or an idea; to modify behavior in some way; or to influence attitudes or beliefs. When designing your exhibit, consider whether you want the viewer to take specific action, change an opinion or just learn some new information.

Purposes of 4-H Exhibits

- Create awareness of 4-H, projects and activities
- Promote and recruit young people and leaders
- Convey a contemporary image of 4-H in a changing society
- Recognize the accomplishments of groups and individuals
- Focus on local and/or state or national concerns or problems
- Serve as a public relations tool for the group and 4-H
- Show a process or teach how to do something

Topic

Choose a topic that is specific. Broad subjects are more difficult for exhibits to cover and for viewers to understand. Limit the number of main points to three or four. Emphasize those points and eliminate the details. You can provide details in a printed handout. You may also include an address or telephone number to contact for more information.

Audience

Try to decide exactly who your audience is. The design will be affected by the audience's age, background, educational level and lifestyle. While planning, find several people who may be like members of your audience and ask them for opinions on your design ideas.

Consider where your exhibit will be placed and used. What kinds of people will be there? What are their interests? How much do they already know about the information in your exhibit? What can your exhibit do for them?

Here are some examples of places and occasions for exhibits:

- Store windows, windows of un-rented stores or real estate offices
- Shopping centers or malls preferably working-type exhibits
- Exhibits in business and community buildings such as banks, libraries, schools, Extension offices, etc.
- County fairs and similar events
- Public trade shows and exhibitions

Visuals

Exhibits are a visual medium. Select visual elements that contribute to your message. See Attachment 26 (page 131) for tips on producing successful visuals.

Exhibit visuals can include:

- *Live or real objects*, which usually attract more attention than other visuals. Consider using them whenever possible.
- *Models*, which can be used to enlarge a small object or miniaturize a large one. By eliminating unnecessary details, models help the viewer to focus on the important parts.
- *Photographs*, which can provide a realistic look at an object or situation. Use photographs that zero in on the message communicated. Avoid using many small photographs; instead, use fewer, larger ones.

- *Projected images*, which can include motion pictures, slides, filmstrips, overhead transparencies and videotapes. If used properly, these can be very effective. The screen should be no larger than 18 inches unless a canopy is used to eliminate surrounding light. The larger the screen, the less brilliant the image.
- *Illustrations*, which allow the creator to eliminate unwanted details, exaggerate portions for emphasis and portray the message in its simplest form.
- *Graphics*, including charts and graphs, which are good for showing changes, relationships and differences. Keep the design simple. Large or unusual letters, words, shapes and design patterns can help attract attention and communicate the intended message.

Avoid using copyrighted characters such as "Snoopy."

Attention Getters

If people do not bother to look at your exhibit, they will not get your message. Attention getters help attract the audience to your exhibit, thereby increasing the chances of your message getting across. Attention getters can include:

<i>Size</i>	Keep visuals and lettering large.
<i>Shape</i>	Many exhibits use only square or rectangular shapes. Using a round, oval or other unusual shape can draw attention. Two-dimensional objects, such as illustrations, are more interesting if spaced away from the background surface.
<i>Texture</i>	If most of your exhibit has smooth surfaces, adding a rough or textured surface can be beneficial. Rough wood, corrugated paper or fabric are good choices.
<i>Color</i>	Usually two or three colors are adequate for an exhibit color scheme. Bright colors can help attract attention.
<i>Motion</i>	Small motors can provide animation. Live animals also provide motion and considerable attention.
<i>Light</i>	All exhibits need good lighting. If the surrounding light is inadequate, spotlights and floodlights can help draw attention. Moving, flashing and blinking lights can be good attention getters when appropriate.

Exhibit/Display Content Topics, Themes or Emphasis

Almost any subject can be covered in an exhibit, but it's best to select one theme and stay with it. Do not make the exhibit too "busy." Choose subjects that you can explain in a display, and select themes that truly interest the community. For subjects or emphasis, consider:

<i>The 4-H Week theme</i>	<i>4-H is for everyone</i>
<i>Leader recruitment</i>	<i>Safety</i>
<i>Environment</i>	<i>Conservation</i>
<i>Community development</i>	<i>Health or nutrition</i>
<i>Single project emphasis-horse, photography, rocketry, gardening, etc.</i>	

Write a title for the exhibit that tells the content; limit the title to four or five words that are short and simple. A title can attract attention in one of four ways: It can be personal (Your Savings); a call for action (Chart Your Own Course); a question (How Well Are You Fed?); or catchy (Do Not Look Unless . . .).

General Hints

- The most common error in exhibit design is using too many elements and/or too much text. Be sure the design is simple.
- An exhibit should read from left to right and top to bottom. The title, visuals, copy and overall design should work together to communicate an obvious message.
- Lettering visibility is affected by:
 - ★ Size—Use the largest lettering possible.
 - ★ Line thickness—Lines should be approximately one-sixth the letter height.
 - ★ Style—Choose a style that is bold, easily read and not too fancy.
 - ★ Contrast—Letters should not blend into the background.
- Edit it carefully; allow only the most important parts of your message to remain.
- Select materials that can easily be packed, transported and set up but will withstand heavy use.

Resources

You can get free materials for your exhibits. Check with printing companies (including newspaper printers) for various kinds of paper that you may get for free. Paper companies also may assist. Fabric, furniture and wallpaper stores may have free or reduced-cost remnants. Travel bureaus are top sources of good photographs, posters and auxiliary materials for displays on international activities.

Seamless paper, blankets, drapery materials, corrugated cardboard, poster board, foam board and pegboard may well be worth the additional cost if the display is to be reused. Photographs should be at least 8 by 10 inches. If you use perishables such as baked goods, cover them with cellophane and replace them before they deteriorate.

Portable exhibit boards are available for check-out by counties from most district Extension offices. Check with the district and state 4-H offices for information on 4-H exhibits prepared for county use.

Public Information

Before a meeting or event occurs, we must announce it to the public. When planning publicity, first consider the audience and then choose the best method of communication to "get the word out."

Announcements help circulate information about upcoming activities or programs. Post-event or feature stories detail the successes and specific results of a program or activity after the event. Publicizing the results of a program or event makes the entire program more accountable.

Dissemination methods differ for various geographic areas:

- Block—News to a person on the block may not be news in the total neighborhood, city or county. Example: Events such as the block meeting or backyard carnival are of interest to the block. However, a state 4-H winner is of interest in all the communications areas.
- Neighborhood or Community—News for the neighborhood has a broader audience than the block, but a smaller audience than do city or county media. Information on the neighborhood cleanup campaign would interest the neighborhood and perhaps the block, but not necessarily to the entire county.
- City or County—Information used in city or countywide media must be important enough to be of general interest to a large segment of the public.

It is essential to make contact with media specialists, such as:

Newspapers and Magazines

News editor
Columnists
Editorial writers
Features editors

Radio and Television

Public affairs director
News editor
Special feature reporter
Educational programs director

If possible, get to know the local editors, directors, etc. Learn their policies, deadlines, formats and interests. Always remember to thank them for coverage received. In urban markets, publicity must be handled individually.

National 4-H Week

It is more important than ever to make 4-H programs visible. An interpretation task force and or a 4-H council committee could:

- Provide additional leadership opportunities for 4-H members
- Inform the public about 4-H
- Develop community support for 4-H
- Get more people involved in the 4-H program
- Increase membership in 4-H.

Suggested Activities for a Publicity Committee

- Shoot photographs at events and of individuals.
- Write news releases.
- Develop and distribute special pamphlets.
- Produce 4-H videos or slide sets.
- Design posters, exhibits, displays and bulletin boards.
- Make presentations to groups (school classes and civic organizations).
- Handle 4-H Week publicity.
- Appear on radio and TV programs.
- Make radio spot announcements.
- Develop new member materials for distribution to new and potential 4-H members (pins, membership cards, club lists, etc.).
- Develop other ideas from brainstorming with your committee.

There are plenty of ways to spread the word:

- Speakers' bureau or "4-H Report Team," 4-H Ambassadors
- Billboards, signs
- Decals or stickers
- Pins, buttons, pencils, balloons
- Notices in water bills, bank statements, phone bills
- Notices in shopping bags
- Radio, TV community calendar
- Rally, walk-a-thon, swim-a-thon, bike-a-thon
- Street banners

- Notices in church bulletins
- Bumper stickers
- Window displays

A county interpretation task force can plan and implement a year-round, internal and external information program. Public relations never ends. Interpret 4-H repeatedly in a variety of ways to a variety of audiences.

National 4-H Week Ideas

- Make and hang a banner in town at a main intersection.
- Have 4-H'ers serve as "disc jockeys" on local radio stations.
- Use bank or telephone company bill stuffers to announce 4-H Week and explain the 4-H program.
- Write special news stories about community service projects, unique project or activities or special accomplishments or experiences.
- Have 4-H Week proclaimed by the county judge, mayor, etc.
- In cooperation with local newspaper, develop a special page or section using mats, clip art, etc. from the National 4-H Council.
- Have 4-H'ers be reporters and contribute articles to the newspaper during National 4-H Week.
- Hold a legislative coffee for state legislators and county officials. Include a good exhibit or short presentation.
- Honor the first baby born during 4-H Week. Ask local businesses to sponsor prizes and give the baby an honorary 4-H membership. (The Texas 4-H Center has a small shirt.)
- Ask local businesses with a sign board or marquee to carry a 4-H salute.
- Have club members post notices in businesses, schools, etc. Sponsor a poster contest.
- Have 4-H'ers give "working demonstrations" in stores, shopping centers or banks. These could feature nutrition, furniture refinishing, gardening tips, health, safety, crafts, etc.
- Ask 4-H'ers to write and tape radio spots.
- Have 4-H'ers write a success story about local 4-H alumni.
- Plan and publicize a countywide community service project.
- Have 4-H'ers wear 4-H buttons or pins or T-shirts at least one special day during the week.
- Ask 4-H members to visit local businesses and individuals and thank them for their support.
- Sponsor a coloring contest for second- and third-graders. Use the 4-H theme and draw a picture to color. Have the pictures judged, and award 4-H ribbons in each classroom.
- Fly the 4-H flag at the courthouse, schools, Extension office, city hall, etc.
- Distribute 4-H cookies to local merchants and supporters of 4-H.
- Observe Texas 4-H Sunday (first Sunday of National 4-H Week).
- Prepare handouts on "Here's How to ... " (such as: grow an oak seedling, keep foods safe, spend money wisely) with 4-H art at top. Include "Compliments of [a specific 4-H member and/or club] for community service projects." Distribute them in appropriate businesses, in doctors' offices, etc.
- Develop tabletop exhibits and slide sets "4-H is more than you think."
- Prepare a 4-H leaflet or flier that can be given out at local food stores. It would be about foods and nutrition and maybe include a few popular, tested 4-H recipes. It could be distributed by 4-H'ers at the exit doors or slipped into grocery bags by checkers or cashiers.

- Use 4-H week as a time to announce and recruit for new projects.
- Have a 4-H in Government Day. Visit county, city or state government offices to see government in action. Invite officials to talk about youth responsibilities and ways youth can work to improve understanding and become involved in local or state affairs.
- Help each club give a program on 4-H history and/or the history of the local club.
- Have a contest, "I'm a 4-H Leader Because ..." (in 25 words or less). The winner gets dinner for two.

Interpretation to Elected Officials/Decision Makers

The 4-H story must be interpreted effectively and regularly to elected officials at the county, state and national level. The message to elected officials should explain not only what is being done in the 4-H & Youth Development Program, but also the outcomes of the efforts.

Keep the session for elected officials brief, concise and factual. Answer the questions, "Why should funding and support for the 4-H program continue?" and "How has it made a difference?"

Elected officials can learn the 4-H story through written and oral communication as well as by being involved in the program. Extension faculty, volunteers and 4-H members can play major roles in 4-H program interpretation.

Examples of ways to interpret the 4-H program to elected officials/decision makers:

- Invite officials to 4-H events, activities and programs.
- Notify elected officials/decision makers about successful experiences of 4-H members and leaders in their precinct or district.
- Ask elected officials/decision makers to provide their ideas on program development and implementation.
- Arrange for oral presentations by 4-H members, volunteers or Extension agents.
- Write a summary of your program's highlights. Make it concise, professional and easy to read.

Attachment 26

PROMOTE 4-H WITH SUCCESSFUL VISUALS

Elements of poster design: A visual artist has three ways to get good results: a big idea that compels attention; well-related shapes, colors and lettering; and a creative method or technique that makes the design work. As you begin to work, focus on the general idea of the product or message itself. Ask yourself who will be taught or affected and where and how illustrations will be used.

Four key elements of poster design are the illustration, title, body copy and open space. In good design, either the illustration or the lettering dominates the composition, rather than having an equal division between the two.

Start with an idea: From a list of ideas, choose one that best illustrates the results desired. Having too many ideas on one poster dilutes its effect. Avoid using conflicting ideas; a poster with one main focus will be easily understood and long remembered. Work for large, bold areas of flat tones and interesting shapes. Recheck the dimensions and adapt the idea to work within them.

Make rough sketches: Make several rough sketches to determine the amount and size of lettering and exact placement of shapes. Beginners should limit their designs to three shapes or colors or a combination of the two.

Plan a display on paper: To best use your display area, carefully plan it on paper. With pencils, a ruler and graph paper, lay out the space your exhibit will occupy. A scale of 1 inch to 1 foot is generally acceptable. Place tracing paper over your scale drawing and make rough sketches. Make as many drawings as you have ideas. Don't expect your first idea to be the best; experiment with arrangements. Perhaps a combination of ideas will create the best design. Planning can save you time and money.

Start with a good design: Design is important. Simplify the design by eliminating unnecessary information or objects. However, don't fill the space with little or nothing relevant to show or tell. If the display is poorly planned and produced, you are better off without it.

Arrange your information for the best viewing: Generally, the best viewing height is 5 feet. The prime viewing areas are 2 feet above and 2 feet below this line. If reading materials or graphics require close inspections, reduce the prime viewing areas to 1 foot above and 1 foot below the 5-foot mark.

Simplify your subject: Select a specific subject rather than a general topic and choose along timely, personal or single-idea themes. Make a list of possibilities and ask for suggestions from others. Organize your subject matter, limiting it to three or four major points. Determine what you wish your audience to do, and check your outline to remove unnecessary information.

Remember that words should serve only as brief bridges between pictorial elements, to identify what the viewer is seeing. Don't use a visual that needs a lot of explanation. Exhibit areas are a poor place for reading because viewers are usually moving, and often part of the display is blocked from view.

Identify your display by showing its content in the title or theme. Simplicity is still the key. Use short, personal words. Try to include an active verb, for example: "Save Money by Weatherstripping," rather than "How to Weatherstrip." Use the 4-H emblem whenever possible. The 4-H clover is an internationally recognized symbol that instantly gives visibility and identification to your poster or display.

Attachment 27**CREATIVE IDEAS FROM OTHER STATES FOR PUBLICIZING 4-H**

- *Arthritis awareness campaign.* Alabama, Arizona, Michigan, Missouri and New Mexico have brought visibility to their health programs by conducting an arthritis awareness campaign using a broad variety of public information techniques.
- *Thank-you notes.* One California county printed special thank-you notes to send to all those who had helped during the year.
- *Talk turkey and 4-H at Thanksgiving.* Connecticut 4-H'ers publicize various 4-H projects with news features at appropriate times during the year. For example, a story at Thanksgiving may feature the turkey project of several clubs plus hints from a poultry specialist.
- *4-H newspaper project.* In Georgia, 4-H'ers are developing communication skills by working at newspapers.
- *Museum Day.* Guam 4-H developed a special museum day for youth and senior citizens. Cultural expression and craftsmanship were brought together in a wide variety of exhibits from many different exhibitors.
- *Arts and crafts for fourth- to sixth-graders.* The Hawaii 4-H program provides its arts, crafts and other materials to many fourth- to sixth-graders, making them aware of the program.
- *Organize youth for communicating 4-H.* An Illinois communication project centers on the special interest group concept. Local media people serve as local leaders. TV and radio shows, newspaper coverage, newsletters, exhibits, etc. are the result.
- *Windowsill gardening.* A windowsill gardening project in Indiana gave a feature twist that made for good coverage, showing an activity that could serve all areas.
- *4-H is more than you think.* Iowa 4-H has developed tabletop exhibits and slide sets with this theme. It is widely shown and is aimed at adult audiences (parents, service clubs, 4-H supporters, etc.).
- *Ask Audience, "Why is 4-H Important?"* A Kansas 4-H leader reaches many audiences such as leaders, business groups, legislators, etc. by giving them a 3- by 4-inch card and asking them a question such as "Why is 4-H important?" and then collecting and discussing, or at least reporting, the answers.
- *Election excitement.* In Maryland and West Virginia, a promotional folder on politics was published. It reads, "Can't Promise Campaign Fever, Vote Blocks, Election Excitement," but then goes on to point out the satisfaction of serving as local leaders.
- *Youth on Stage—Awareness Teams.* The Michigan 4-H program trained teams of members to tell the story of 4-H through skits, puppet shows, speeches, clowning, newspaper articles, radio and TV presentations and videocassettes.
- *Milk cartons.* 4-H'ers in Michigan, Minnesota and several other states have arranged to print messages on milk cartons emphasizing "friends helping friends" and other messages, such as the need for volunteers.
- *Donor commitment campaign.* Minnesota 4-H members send personalized letters every year to each donor asking for commitment for the next year. Special literature reporting on activities is enclosed.
- *Talking bicycles.* 4-H'ers in New Hampshire use Stanley and Stella, the 4-H Talking Bicycles, as an effective exhibit widely used to tell about 4-H work.

Attachment 27 (continued)

- *Sharing with the public through demonstrations.* In New Mexico, a demonstration involves the public at fairs and other larger events. A 4-H'er demonstrates some skill and invites the public to ask questions or even try the skill.
- *Local talent for PSA's.* North Carolina 4-H prepared localized TV spots. A pre-teen, teen 4-H'er and an adult leader from each viewing area were selected. Local stations produced and taped the spots.
- *Interns tell 4-H story.* The North Dakota 4-H program uses communication students in internships to tell the 4-H story, working on specific projects.
- *Keying the Key Club.* In Oklahoma, Key Club members participated in activities telling about 4-H. Each year a different 4-H promotion program is developed and made available to Key Club members. One of the qualifying activities is carrying on promotional effort.
- *Fun and adventure.* A special promotional folder with the theme "Fun and Adventure" was produced in Oregon aimed at fourth-, fifth- and sixth-grade students. These were used by community coordinators, agents and others during annual visits to schools.
- *Congratulations you've become a 4-H parent.* This Oregon-produced publication focused on 4-H as a family activity. It tells parents what 4-H is and describes the parents' role in 4-H.
- *Farm-city week or AG day tie-in.* South Carolina 4-H'ers participate in events such as Farm-City Week. Another tie-in is with Ag Day, the first day of spring, sponsored by the National Agricultural Marketing Association.
- *Mobile youth center.* A mobile youth education center rolling through the state of Virginia.
- *Idea Thing.* Washington 4-H is a regular participant on a TV show called "Idea Thing." 4-H is frequently featured by participants.
- *License for youth.* West Virginia 4-H members and leaders have a special 4-H license plate to help spread the 4-H name around the state. Some counties also give out 4-H mugs and thank-you gifts to speakers and 4-H supporters. This not only keeps 4-H before supporters but also before their colleagues.
- *Blockbuster testimonial.* Testimonials are often used in industry, but could be used in Extension. Try to record words and keep statements that will help.

RISK MANAGEMENT



Setting Terms and Conditions
Volunteer Guidelines
Emergency Procedures
Discipline Recommendations
Legal Aspects
Volunteer Liability
Child Abuse

Setting Terms and Conditions

Every 4-H club needs to have rules and guidelines on actions to take if a child is ill or is injured. Club managers and leaders must reduce the risk taken by the club. It is better to set rules and guidelines before a problem arises; that is, it is better to prevent a fire than to have to extinguish one.

Sometimes it's not obvious that terms and conditions are needed until a problem arises or becomes continual and demands that rules be established. Avoid unnecessary stress by setting clear rules and guidelines and making sure all volunteers, children, parents/adults and the community know about them.

When setting up your terms and conditions, first determine whether they are really needed. Too often, rules are created as a result of one particular incident and then stay in use for years, creating much paperwork and extra pressure and stress on all 4-H members and volunteers.

If you have explored all possibilities for solving a problem, and terms and conditions are needed, then remember that:

- Youth should be involved in developing the terms and conditions.
- The terms and conditions must be in writing, preferably as a part of the club bylaws.
- The terms and conditions should be realistic and fair.
- They must also be enforceable. Provisions must be made to warn a person in writing before enforcing the consequences of breaking the terms and conditions.
- The terms and conditions must be free of any evidence of discrimination on the basis of sex, socioeconomic level, race, color, religion national origin or disability.
- They must be reviewed by the county Extension agent responsible for 4-H before final adoption.
- Once adopted, each member and family must be given a written copy of the terms and conditions.
- When enforcement is required, the terms and conditions must be enforced fairly and consistently for all concerned.

Bylaws and standing rules should be voted on and adopted by club membership. Make it clear who sets terms and conditions, and disseminate them to everyone whose cooperation is needed.

Continual spoken and written communications, with parents/adults in particular, are extremely important so that expectations are discussed and clarified before conflicts arise. Good communication can prevent many conflicts.

Janet Gordon and the Youth Action Community Council board of directors, Lebanon, IN, have allowed us to print parts of their staff manual for BASE (Before and After School Experience) as an example.

Volunteer Guidelines

This 4-H program is designed to provide educational experiences for youth. We want to help you develop and supervise an interesting, enriching program that will stimulate and expand the child's life. We ask that you not judge the parents/adults and their activities, but instead keep the 4-H member's welfare foremost in your mind.

This is just a suggestion or outline for individual clubs and county 4-H programs. We suggest that 4-H volunteers and county Extension agents work together to learn local rules and guidelines.

Administration

It is a good idea for volunteers to keep records of activities. If a question arises, the volunteer will be covered. Volunteers should keep these kinds of records:

- An attendance sheet for each 4-H project group or activity
- Receipts for fees
- Accident report forms (if required in your county). Write very legibly. Someone has to read it.
- Records of medication dispensed, disciplinary problems, illness or injury. Note the time and place

Leave materials and items where a substitute leader or replacement can readily find what he/she needs. If you buy insurance for an event or activity, contact the company and file a report if there is an accident.

Personal Demeanor

4-H volunteers should be good examples in their attitudes, appearance and behavior.

Attitude

- Be ready to interact with children.
- Take initiative. Pitch in and help.
- Ask for help when you're in doubt.
- Be flexible, calm, and cheerful, but firm.
- Be supportive of the 4-H program.

Appearance

- Neat and clean; reflect good hygiene practices by example.
- Dressed appropriately for the activity.

Behavior

- Use of alcohol, drugs, or any illegal substance while supervising youth is reason for immediate dismissal. A volunteer who is under the influence of alcohol or drugs, or is not using reasonable and good judgment, may be held liable if an accident happens, or may be subject to dismissal. Refer to Appendix 3, Texas 4-H Rules and Guidelines.
- Use of foul language or improper disciplinary actions while taking care of 4-H members is unacceptable and grounds for dismissal.

Guidelines for Interactions with 4-H Members

Never hit, humiliate or threaten others.

Don't catch yourself sitting, standing, or chatting with other adults.

Take every opportunity to be with the children, but preferably have two adults present when supervising children.

Health and Safety

Also see the Emergency Procedures below.

- Report all illnesses and accidents of children to the club manager or county Extension agent.
- Follow Red Cross and CPR procedures, if training is available. When necessary, call emergency personnel as soon as possible. Note where the first aid kit is and return it to its place after use.
- Keep CPR and first aid manuals readily available.
- No child is to be left unsupervised in the gym, outside, etc.
- Help children learn good hygiene habits.
- Watch out for unsafe situations.
- Be especially alert around animals, outdoors, and on field trips.
- Don't allow older 4-H members to drive other members to events. Only adults over age 21 are allowed to drive 4-H'ers or serve as chaperones.

Refreshments

- Give the children the option of eating or not eating.
- Sit and talk with children while they are eating.
- Encourage good table manners.
- Encourage everyone to help with cleanup.
- Expect spills and messy places and respond with patience.
- Never withhold or threaten to withhold food as a punishment.

Termination—Refer to the County Extension Agent

If you see another volunteer engaging in behavior that threatens a child's health or safety, or the reputation of the 4-H program, report the behavior to your club manager and county Extension agent. Refer to Appendix 3, Texas 4-H Rules and Guidelines.

Emergency Procedures

Illness

1. Isolate the child to a designated area.
2. Call the parents/guardians immediately. If you cannot reach them, call the emergency person designated.
3. Follow basic first aid recommendations until the parents/guardians arrive.
4. Check on the child frequently until parents/guardians arrive or request assistance from other volunteers.

Accident

1. Implement first aid procedures immediately.
2. If you are in doubt as to the severity of the injury, contact the parents/guardian immediately and follow their instructions.
3. If you cannot reach parent/guardian immediately, contact the emergency person designated on the release forms.
4. If you cannot reach either the parents/guardians or the emergency person designated, contact the local hospital for instructions.
5. Always be sure that the parent/guardian is informed of any accidents/injuries the same day that they occur.

Unauthorized Pick-Up/Abusive Adults

Many parents/guardians nowadays have sole or joint custody of their children. As a club volunteer, find out who is authorized to pick up the children after meetings. Make a note on the child's enrollment form.

1. Check the file to clarify parental wishes.
2. State that you cannot release the child if it is not authorized in the file.
3. Take the child by hand to call parent/guardian with custody for authorized release.
4. If the person becomes abusive and insists on taking the child, do not fight him or her. Call the child's parent and, upon their request, call the police.

Tornado/Fire

1. Know the meeting location's designated exits and places of safety.
2. Follow the location's posted procedures.

Discipline Recommendations

The following are suggested rules that can be announced and enforced at meetings. You may want to add rules for your particular 4-H club or group. Do make rules, but keep them simple. Usually, have no more than four major rules for children:

- Stay in designated areas.
- Keep your hands, feet and objects to yourself.
- Do not use foul language or "put downs" to the leader or other members. Do not argue.
- Everyone will help at clean up time, whether you make the mess or not.

Leaders and members may decide together on discipline. Use types of misbehavior, not the names of children who have misbehaved in your discussion. Document any misbehavior. Report to parent any misbehavior, especially any that may harm other children.

Guidelines for leaders

- Establish rules from Day 1. Make sure they are understood.
- Be consistent regardless of the 4-H member's age or family situation. Be fair. Rules can be changed, but make sure you have adequate reasons.
- Be kind and loving. Remember: Being prepared, well-organized, flexible and enthusiastic will head off many problems. Be an example of good behavior.

- Roll with the unexpected and keep your sense of humor.
- Recognize your own vulnerability and keep in touch with your own source of strength and power.
- Do not argue with a child, but firmly remove him or her to a secluded area to sit for a designated time to cool off.
- Youth need to feel that they have some control. Give them choices, space and time. Groups can meet and decide how they feel about a rule or a problem. Children need freedom with responsibility for their own behavior.

Legal Aspects

Youth programs should have adequate liability coverage. Any partnering agencies including schools providing facilities will also want assurances that if a lawsuit arises after negligence or an accident occurs, they will not be held responsible or liable for damages.

Volunteer Liability

Volunteers who serve with the Texas Agricultural Extension Service and the Texas 4-H Program must be formally enrolled on the *Volunteer Leader Registration Form* (4-H 2-1.056). This is an annual process.

Adult volunteer leaders are protected under the State of Texas tort claims law for The Texas A&M University System volunteer liability, but will NOT be defended, either by the Office of System Council or the Texas Attorney General, whenever an action or proceedings for damages shall be instituted arising from their acts or omissions while performing or, in good faith, attempting to perform, their official volunteer duties.

Adult volunteer leaders are expected to act in good faith and without negligence in the performance of their duties in order to minimize any chance of creating a Texas A&M University System liability.

A person must be at least 21 years old at the time of a 4-H event to serve as an adult chaperon.

All youth programs must protect children from harm and injury. Protect them by maintaining a good safety program, following the requirements, and securing adequate and appropriate insurance for your program.

However, youth programs constantly face situations in which a 4-H member could be hurt or have an accident; in other words, there is regular exposure to civil liability. You must have appropriate insurance to cover those involved.

Refer questions about insurance coverage to the county Extension office.

If a volunteer owns or leases any vehicles, automobile insurance is necessary. Bodily injury, property damage, and uninsured motorist protection are mandatory coverages in an automobile insurance policy. Additional options:

- Medical payments
- Comprehensive coverage
- Collision
- Under insured motorist coverage

Consult a qualified insurance agent. You should consult several companies to compare coverage, premiums and options.

Child Abuse

It is the legal obligation of every adult in Texas to report any known or suspected child abuse or neglect. Report it immediately to Child Protective Services. Calls may be made 24 hours a day, 365 days a year.

Once the suspected abuse is reported, it is then up to the proper authorities to determine whether child abuse has occurred. Make certain you discuss with your County Extension Agent any suspicion or concern.

The Child Protective Services is the program of the County Department of Human Services which investigates situations reported as abusive or neglectful to children. The child and the family are assessed to determine whether the child has been abused or neglected and whether the child remains at risk. Services are always offered to help strengthen the family and help remedy the problems that caused the abuse/neglect.

Physical abuse, as defined by the Child Protection Services, is any nonaccidental physical injury to a child caused by a parent or care giver that results in or threatens serious injury. Children who have been physically abused may have unexplained bruises or welts, burns, fractures, abdominal injuries or bite marks. These children may fear adults, behave inappropriately or develop slowly.

Neglect is the failure of a parent or guardian to provide a child with adequate food, clothing, shelter, medical care, education or supervision. Children who are neglected are constantly hungry or tired, grossly unclean, underweight or abandoned. Neglected children may suffer delays or retardation in their growth and development because of lack of good nutrition, sleep and medical care.

Sexual abuse is generally defined as any physical contact with a child by an adult or older child in a position of power over the child for the sexual gratification of the adult or older child. There are rarely clear physical signs of sexual abuse. Some behavioral signs of child sexual abuse may be abrupt changes in usual behavior, nightmares, bed-wetting, sudden fear of a person or place, or increased sexual behavior.

An important factor in all of the above types of maltreatment of children is the emotional abuse of the child. To be hurt so much by someone who should care and protect is very damaging to the emotional development of a child. (Indiana State Department of Public Welfare/Social Services Division).

Remember, you must report any known or suspected abuse—It's the law!

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PROGRAM COLLABORATION



Building Community and County Relationships

- Building Community Relationships**
- Informing and Involving the Community**
- County 4-H Program**
- County 4-H & Youth Development Committee**
- County Events and Activities**
- County Extension Staff**
- Keeping a Club Informed and Involved in the County Program**

Building Community Relationships

People in the community can greatly help a 4-H club, but only if they know what the club does and what is needed.

Encourage frequent involvement of as many in the community as possible, including parents, school and business leaders, church leaders, professionals, civic groups, fair officials and others. Begin by developing a list of groups and individuals in your area who could help the local club. List ways that each might assist. Keep the list current by recording what each individual or group does.

Success attracts success. Good publicity for a program usually makes it easier to obtain community support.

In working with people in the community, remember that:

- People like to be recognized for things they do well.
- People are interested in and support programs in which they have an active part.
- The club profits by using talents available in the community.
- In turn, the club should help other groups and individuals.
- The community and neighborhood benefit when people work together. Friendliness and goodwill result.
- Often, much is gained by all groups in a community or neighborhood when they join together in some activity. Community beautification is one example.
- When planning the annual club program, consider meeting dates, special programs and other organizations' events.

Informing and Involving the Community

Club managers can help members, parents and leaders keep the community informed and involved by:

Informing the community about 4-H and what the local 4-H club is doing.

- Write articles for local newspaper.
- Display posters, signs, window displays and results of work in community places.
- Give demonstrations and talks at community functions.
- Have members, leaders or parents talk to community organizations about 4-H.
- Share drama or music presentations with community groups (church, school, hospital, nursing home, men's clubs, women's clubs).

Conducting community service activities.

- Restore a community facility.
- Develop a recreation center or park.
- Plan programs for and with the elderly.
- Conduct a recycling program.
- Organize health and safety programs.
- Plan programs with the disabled.

Asking for help when needed.

- Request meeting facilities (ask at banks, schools, town halls, libraries, churches, etc.).
- Seek resource people for project, activity or general program purposes.
- Ask for supplies for special activities. Use your imagination. Every business has some waste material (bakeries have lard cans that can be used for wastebaskets, lumber yards have scrap lumber for decoupage, etc.).

Communicating appreciation to and recognition of people who have contributed to the club's success.

- Have members write thank-you notes.
- Thank people through newspapers or over the radio.
- Invite them to a club meeting and do something special to thank them.
- Include them in club recognition activities.
- Submit names for county recognition, if appropriate.

County 4-H Program

The county 4-H program exists to support and add to the program opportunities for local 4-H clubs. Countywide parts of the program include:

Leader volunteer training opportunities

Officer training

Fairs and shows

Trips

Contests for various projects and interests

Junior leader training

Camps

Fund-raising

Achievement events

Recreation opportunities

To plan, coordinate and carry out 4-H programs for the county, clubs are represented on the County 4-H & Youth Development Committee and its task forces. The county Extension staff serve as advisors to the committee in developing the 4-H and youth program.

County 4-H & Youth Development Committee

Members of the development committee include three to four 4-H members and other youth. Also involved are six to eight adults, including 4-H volunteers and other adults in the community interested in youth education.

The purpose of the committee is to:

- Plan and coordinates the total county 4-H and youth program
- Provide adequate finances to conduct a quality youth education program
- Review and expand the 4-H program according to affirmative action guidelines

- Provide a county recognition and award system to meet needs of the 4-H youth in the county
- Provide quality project educational experiences and special events for youth in the county
- Develop a 4-H promotional and public relations program
- Interpret county 4-H rules and guidelines
- Maintain a relationship with the county Extension council and contributes to the long-range county program plan

County Events And Activities

There are numerous county 4-H events and activities. Examples:

Camp

- Roundup
- Food Show
- Fashion Show
- Horse Show
- Horticultural Show
- Livestock Show or Fair
- Project Show
- Awards Program

These events are all listed in the annual county 4-H calendar, which is published each summer.

The club manager's responsibility is to:

- Inform members, parents and other leaders about opportunities and encourage them to participate
- Plan club events (such as, the club project show, club roundup, club food show, etc.) to recognize members, prepare them for participation in county events, and encourage participation in county, district and state events

County Extension Staff

- Represents the Texas Agricultural Extension Service, The Texas A&M University System, and the U.S. Department of Agriculture and authorizes the use of the 4-H emblem in the county
- Is responsible for managing the county Extension program, of which 4-H is one of four parts. The other three parts are family and consumer sciences, community development, and agriculture and natural resources
- Arranges for local, area and state resources to be available for use in the county program
- Advises in overall planning and coordination of the 4-H and youth program within the county
- Advises the 4-H & Youth Development Committee and its task forces
- Conducts and coordinates training for 4-H volunteers
- Maintains the county Extension office and manages its operations
- Coordinates activities within the county with district and state activities

Keeping a Club Informed and Involved in the County Program

Identify someone as a contact with the Extension office, to give and receive:

- Information about enrollment
- Registrations for 4-H Roundup, project shows, camps, fairs, livestock shows and many other county activities
- Help in identifying resources for local club programming
- Project and activity literature

Encourage people to attend appropriate training programs for:

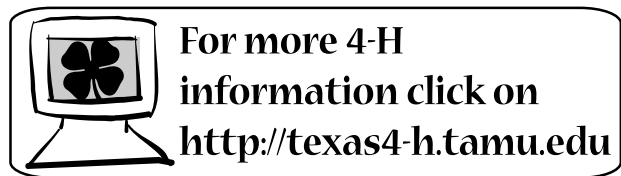
- New leaders
- New parents
- Project leaders
- Officers
- Junior leaders
- General leadership
- Activity leaders
- Program planning

Encourage representation in the county organization so the club:

- Has a part in making decisions about county programs
- Benefits from information that is provided at the meetings
- Shares ideas with leaders from other parts of the county
- Is represented on county committees
- Has an opportunity to meet leaders from other clubs

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Produced by Agricultural Communications, The Texas A&M University System
Extension publications can be found on the Web at: <http://texaserc.tamu.edu>

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Issued in furtherance of Cooperative Extension Work in Agriculture and Home Economics, Acts of Congress of May 8, 1914, as amended, and June 30, 1914, in cooperation with the United States Department of Agriculture. Edward A. Hiler, Interim Director, Texas Agricultural Extension Service, The Texas A&M University System.

10M, Revision, 07/01