

FOUR CORNERSTONES OF STRONG 4-H CLUBS

ORGANIZATION

Youth Driven



*Education and
Leadership*

**Community
Based**

BEST PRACTICES

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WHAT ARE THE FOUR CORNERSTONES?

ORGANIZATION

Consistency of communication, program outlines, training systems, and leadership organization leads to a strong community club. Without some sense of organization, consistency and knowledge of future occurrences participants will become frustrated and exhausted in turn leaving the 4-H program. Organization does not have to be rigid and there is a lot of flexibility within the 4-H program, but by keeping some major components of the program consistent it allows participants to feel safe and supported.

COMMUNITY BASED

To become a well-rounded individual, youth need to feel connected and important in their communities. The 4-H program values service to others which teaches empathy and actions that can be taken to demonstrate that concern. It is also important to engage all members of the 4-H community whether they are parents, siblings, members, or leaders. Building and fostering community demonstrates healthy relationships and fulfills a need of belonging.

EDUCATION/LEADERSHIP

Youth have a need to accomplish goals and attain mastery of skills. Through teaching our youth and allowing them to experience and apply this knowledge, we are providing the opportunity for them to meet this need. One of the most impactful ways to learn is to lead. In 4-H, we highly encourage all youth to lead in some manner. Leadership creates strong and proficient adults with pertinent life skills.

YOUTH DRIVEN

By empowering youth to be active, engaged participants in 4-H, they will learn to be successful and capable in their ever-changing environment. They will also gain more ownership of the group or organization and therefore be more committed to its success. In order for groups to be successful and relevant they need to be driven by their participants. By allowing youth to be decision makers, active participants, and leaders in 4-H we are creating a program with youth ownership and direction that will build competence in many life skills.



ORGANIZATION, COMMUNITY BASED, EDUCATION AND LEADERSHIP, YOUTH DRIVEN

FOUR CORNERSTONES

BEST PRACTICES FOR CLUB EVALUATION

WHY IS THIS IMPORTANT?

- ⇒ Evaluations of club work allows the club to see what has gone well and what could be improved.
- ⇒ Through evaluation we can see where gaps exist, programming that is missing , and when programming is improved, it can provide a successful environment for our youth.
- ⇒ Members, parents, and leaders will feel more engaged in the club if their opinion is considered when evaluating things that went on during the year.
- ⇒ Evaluations allows for improvement as the club changes and flows which will create a healthier, more fun group.

BEST PRACTICES FOR CLUB EVALUATION

- ⇒ Use the club evaluation once a year around September or October.
- ⇒ It is best to do before the club adjourns for the year if the club takes a break.
- ⇒ Using all members of the group to receive feedback benefits the process the most.
- ⇒ Feel free to have a third party give out evaluations or do the compilations. This can be done in alternating years, or when deemed beneficial so that there can remain some anonymity.
- ⇒ Share the results with the participants and the 4-H Educator as well as ask where the club should go now that the club has identified areas for improvement.

RESOURCES

- ◇ Club Evaluation Instructions
- ◇ Wyoming 4-H Club 10 Foundations
- ◇ Leader, Parent, and Youth Evaluation Questionnaires
- ◇ Evaluation Plug-n-Answer Worksheet
- ◇ Evaluation Overall Assessment Web

CLUB EVALUATION INSTRUCTIONS



Your club has finished up for the year. Now it is time to learn from our past year to see how we can improve for the next.

Wyoming 4-H values the 10 *Foundations for Clubs* for building successful and vibrant environments for our youth to succeed.

First, to start off the evaluation process, gather everyone to fill out surveys. Before handing out the surveys explain the 10 Foundations and what they look like. Next, please hand out the specific surveys to these individuals. For example the youth members will fill out the *Youth Questionnaire*.

Next you will gather the surveys and compile the answers. The numbers can be transferred to the *Plug-n-Answer* sheet. Total numbers will reflect the total score of all the parents, youth, or leaders individual scores. So, if you have 10 parents and they each scored #1 at a 4, then you will plug '40' into the #1 Parent blank. Repeat this for the youth and leaders scores. Then you will add all the scores, divide by the number of respondents and you will get your average score for #1. Repeat this for all 10 of the questions on the *Plug-n-Answer* sheet.

Once the *Plug-n-Answer* sheet is completed you can transfer the average numbers to the *Club Overall Assessment*. If the club scored a 3 for welcoming environment, you will mark the middle bubble on the web. If the club scored a 5 for Organized you will mark the furthest bubble from the center on the web for that line. Continue this for all ten of the lines. After the web is complete you can connect the bubbles that represent where your club evaluated itself for the year.

The Assessment is done....Now what?

What you have now is a great visual representation of where the youth, parents, and leaders feel your club performed for the year. Share this with others, your club, and 4-H Educator.

Now that you have an assessment from the previous year, it is time to look ahead. Identify a few areas that your club scored close to the center. These are areas that you could improve upon. Referring back to the *Club Foundations* you will see what color these areas are. Their corresponding color, purple, turquoise, green, or yellow, will correspond with activities and information in the Club Strengthening notebook that will address these areas of weakness. An example might be that your club scored a 2 for 'Empower Members'. This is something the leaders want to improve upon. It is purple on the *Club Foundations* page. We will refer back to the Strengthening Clubs notebook which lists an activity for Installation of Officers that we could use. This will help our Officers feel appreciated and like they are important to the club which will motivate them to be more active.

If you have questions or are struggling, a great step would be to share your club evaluation with the 4-H Educator. They will be able to help find areas for improvement and give suggestions on next steps.

WYOMING 4-H CLUB 10 FOUNDATIONS

1. Sense of Ownership

-The group changes how they do things with input from members, but not what they are doing.

2. Empower Members

-To give the youth the ability to do work on their own or with other members and then allow them to do the activities you have taught them to do.

-Train officers

-Affirm what they are doing

-Have active Junior leaders

3. Adult leadership and support

-Leaders are engaged

-Leaders seek training or help when needed

-Parents are active in the club

4. Service to Others

-Value service

-Do community service that the whole group decides on

-Members help other members that need assistance

5. Educational opportunities

-Take time for learning

-Use club programs to teach youth on topics they are interested in

-Provide clinics

-Give information on where to find more training or help

6. Communication system

-Establish what works best for the group

-Newsletter, calling tree, emails, etc.

7. Organized

-Advanced planning

-Prepared meetings with executive committee

-Members know what is going on

8. Welcoming environment

-Ensure new members get some orientation

-Greet members and get to know names

-Create mentoring programs

9. Fun

-Work hard play hard

-Balance chaos and rigidity

-Games are important and can most always be tied to learning. Games also create *social capital* which is important to youth development

10. 4-H Based

-Follow 4-H principles with Chartering, constitution/by-laws, financial registration, and aligned with Extension efforts



CLUB EVALUATION

Please answer the questions with 5 being YES, I AGREE and a 1 being NO, I DEFINITELY DON'T AGREE

1. Sense of Ownership

As a club leader I make an effort to ask the youth what they want to do with the club and use their advice to guide the club while sticking to 4-H principles

1 2 3 4 5

2. Empower Members

I make time to have members work together and encourage older members to teach the younger members.

1 2 3 4 5

3. Adult leadership and support

I strive to be a better leader by involving parents and seeking their support as well as pursuing leader development

1 2 3 4 5

4. Service to Others

Our club does community service projects in which the club members have input and decide upon.

1 2 3 4 5

5. Educational opportunities

I make sure our members are learning by providing speakers or educational opportunities within our club as well as making sure members know about county opportunities.

1 2 3 4 5

6. Communication system

I make sure our club members are notified about what is going on in a manner that works for them.

1 2 3 4 5

7. Organized

The club leaders are organized, prepare meetings and plan with committee members.

1 2 3 4 5

8. Welcoming environment

I ensure new club members and families feel welcome and receive some type of orientation.

1 2 3 4 5

9. Fun

It is always a priority that our members have fun as well as accomplish what needs to be done.

1 2 3 4 5

10. 4-H Based

Our clubs follows 4-H principles and fills out the correct paperwork to comply with 4-H program requirements.

1 2 3 4 5

CLUB EVALUATION

PARENT QUESTIONNAIRE

Please answer the questions with 5 being YES, I AGREE and a 1 being NO, I DEFINITELY DON'T AGREE

1. Sense of Ownership

I feel my family's opinions are considered when making decisions.

1 2 3 4 5

2. Empower Members

My kids are often encouraged to work independent of adult instruction

1 2 3 4 5

3. Adult leadership and support

Adults are engaged in the club through parental involvement and the motivation of further leader development

1 2 3 4 5

4. Service to Others

I feel my family has a say in service project selection and values the worth of community service in 4-H

1 2 3 4 5

5. Educational opportunities

My family regularly participates in 4-H educational opportunities

1 2 3 4 5

6. Communication system

I feel the club communicates well with my family and we always know what is going on.

1 2 3 4 5

7. Organized

I feel our meetings and the club is generally organized.

1 2 3 4 5

8. Welcoming environment

My family has always felt welcome by the club and other members.

1 2 3 4 5

9. Fun

My kids always have fun when the club meets.

1 2 3 4 5

10. 4-H Based

I feel the club is a true 4-H entity and always completes what the county asks of us.

1 2 3 4 5

CLUB EVALUATION

YOUTH QUESTIONNAIRE



Please answer the questions with 5 being YES, I AGREE and a 1 being NO, I DEFINITELY DON'T AGREE

1. Sense of Ownership

I feel like my opinion is valued when the club makes decisions.

1 2 3 4 5

2. Empower Members

I am encouraged by my club to work independently or with other members after learning new skills.

1 2 3 4 5

3. Adult leadership and support

Leaders and parents are supportive and helpful with my projects, goals and club.

1 2 3 4 5

4. Service to Others

My club regularly participates in service projects that are agreed upon by the entire group.

1 2 3 4 5

5. Educational opportunities

When we meet in a club setting we are often learning new skills.

1 2 3 4 5

6. Communication system

I know about upcoming 4-H events through text, phone, newsletter, email, etc.

1 2 3 4 5

7. Organized

My club is well organized when it comes to planning group activities, club meetings, and other events.

1 2 3 4 5

8. Welcoming environment

I feel welcome and included in my club.

1 2 3 4 5

9. Fun

When my club meets we work hard, but also make sure there is time for fun.

1 2 3 4 5

10. 4-H Based

Our 4-H club follows the rules set by the 4-H office.

1 2 3 4 5

CLUB EVALUATION

PLUG-N-ANSWER WORKSHEET

Total the answers from the parent, youth and leader surveys. Then plug into this key to get the averages.

1. Sense of Ownership

Parent: _____
Youth: _____
Leader: _____
Total: _____
Number of Answers:- _____
Average: _____

2. Empower Members

Parent: _____
Youth: _____
Leader: _____
Total: _____
Number of Answers:- _____
Average: _____

3. Adult leadership and support

Parent: _____
Youth: _____
Leader: _____
Total: _____
Number of Answers:- _____
Average: _____

4. Service to Others

Parent: _____
Youth: _____
Leader: _____
Total: _____
Number of Answers:- _____
Average: _____
Number of Answers:- _____
Average: _____

5. Educational opportunities

Parent: _____
Youth: _____
Leader: _____
Total: _____
Number of Answers:- _____
Average: _____

6. Communication system

Parent: _____
Youth: _____
Leader: _____
Total: _____
Number of Answers:- _____
Average: _____

7. Organized

Parent: _____
Youth: _____
Leader: _____
Total: _____
Number of Answers:- _____
Average: _____

8. Welcoming environment

Parent: _____
Youth: _____
Leader: _____
Total: _____
Number of Answers:- _____
Average: _____

9. Fun

Parent: _____
Youth: _____
Leader: _____
Total: _____
Number of Answers:- _____
Average: _____

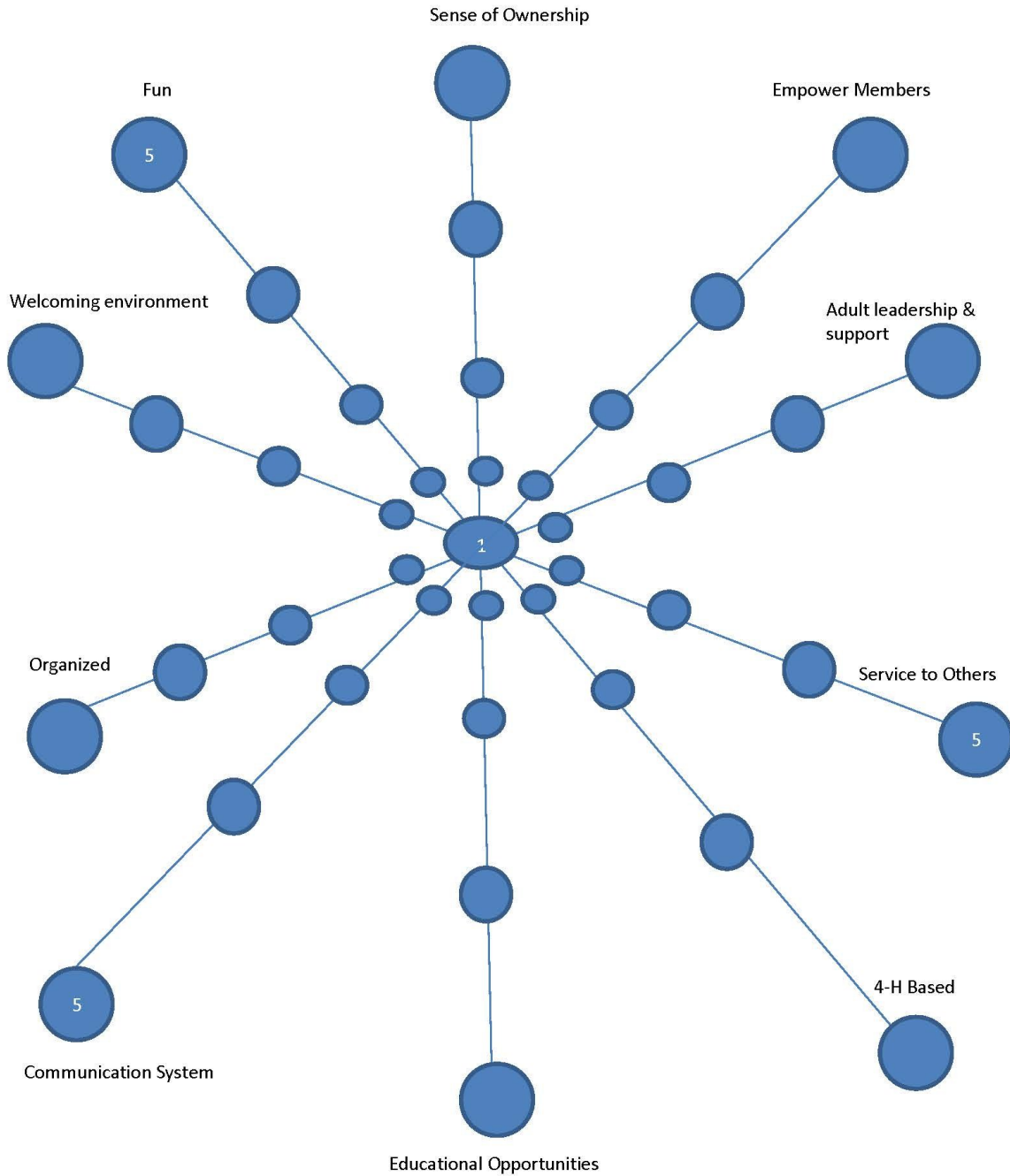
10. 4-H Based

Parent: _____
Youth: _____
Leader: _____
Total: _____
Number of Answers:- _____
Average: _____

ORGANIZATION

CLUB EVALUATION

Club Overall Assessment



ORGANIZATION

CLUB EVALUATION OVERALL ASSESSMENT WEB

BEST PRACTICES FOR CLUB BYLAWS

WHY IS THIS IMPORTANT?

- ⇒ Everything done in 4-H should work toward fulfilling the 4-H mission. The chartering process, appropriate bylaws, and state policies are all designed to support the work everyone does to empower youth to reach their full potential.
- ⇒ Clubs should have documents governing their operations and organization in order to create fairness and transparency for the group.
- ⇒ Governing documents inform all members about rules. Annual reviews allow members to voice their opinions about how the club should organize.

BEST PRACTICES FOR CLUB BYLAWS

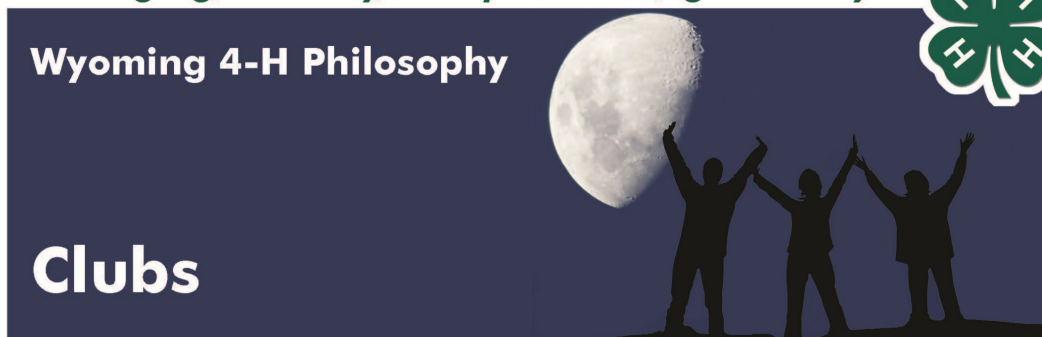
- ⇒ Utilize the template and discussion questions to help clubs determine their governing procedures.
- ⇒ Train leaders to help the clubs work through this process.
- ⇒ Review club bylaws regularly and allow members to decide how their group will operate.

RESOURCES

- ◇ Clubs Fact Sheet
- ◇ Club Bylaws Template
- ◇ Guidelines for Wyoming 4-H Clubs
- ◇ Club Charter Application
- ◇ Club Charter Evaluation

CLUBS FACT SHEET

belonging, mastery, independence, generosity



In the Wyoming 4-H Program, a club is defined as having at least 5 youth enrolled from separate families with an adult volunteer directing/leading the club. Examples: Community Club, Afterschool Club, Project Club, Clover Bud, Special-Interest Club, Home School Club, etc. The club structure is the most effective delivery method for accomplishing youth development.

Clubs must be officially chartered through the University of Wyoming Cooperative Extension Service (UW CES). The 4-H educator is responsible for guiding and directing the process. Chartering is the process by which a group is recognized as an official 4-H club by the UW CES. Upon meeting established requirements, a charter is presented to the new 4-H club.

The established requirements for **obtaining** a charter are (application available):

1. A membership of at least five 4-H members from at least two separate families.
2. Screened volunteer leader to supervise the organizational needs and programs of the club.
3. An appropriately structured club utilizing a leadership team of youth officers.
4. The club and volunteers from the club must be prepared to support the 4-H program above the local club level, i.e. participation in county council meetings or county development committees.
5. A calendar of planned educational activities (i.e. meetings, workshops, community service, etc.) for a minimum of six months.
6. Adopt and utilize bylaws contained in the 4-H secretary's handbook.
7. Comply with and sign the UW Affirmative Action form.
8. Approval of application by the county extension 4-H educator.

NOTE: If the club anticipates raising funds, generating income, or having bank accounts, an Employer Identification Number /Tax Identification Number (EIN/TIN) is a requirement of the IRS. (Obtain SS4 Form from Wyoming State 4-H Office)

See also: Financial Recommendations

CLUBS FACT SHEET

Each year clubs should be evaluated and approved for renewal to continue operating as an official 4-H club for the new year. The following information should be collected and used to complete this evaluation and renewal:

1. From the Wyoming 4-H Club Treasurer's Handbook:
 - a. Chart of accounts (page 39)
 - b. Annual inventory report (page 40)
 - c. Annual financial report (page 41)
 - d. Audit form (page 43)
2. Minutes from club meetings
3. Updated Club Charter Application
4. Signed UW Affirmative Action form

To better support the county educator, a renewal form needs to be submitted to the State 4-H Office for each club each year.

Types of Clubs

Community clubs

- Usually include a large number of members of various ages who work on a variety of projects. They may all work together on citizenship and service projects but generally enroll in various individual project areas supported by the Wyoming State 4-H Youth Development Program. Such a club usually has an organizational leader and several project and activity leaders. Project groups or subgroups of the community club may meet more frequently to complete project activities.
- Project clubs
 - Learning groups of members dedicated to one primary project, but members are also encouraged to participate in various county and community events. Often, these are continuous learning groups that also have a team of volunteer leaders and an elected group of officers that meet more frequently to do more in-depth project activities.
- Special interest clubs
 - A short-term special interest program (i.e. skateboarding club, Jr. leader club) in which youth learn about a specific subject for a designated period of time. A minimum of six hours of instruction is recommended to accomplish youth development principles and concepts.

A group is a gathering of youth with a common interest in a non-club setting with the purpose of learning specific subject matter knowledge and skills. Groups differ from clubs in that the purpose is set forth and directed by adults rather than youth. The focus of a group tends to be subject-matter related rather than youth-development oriented. Examples: Wonderwise, Youth in Governance, day camp, etc.

Groups do not provide the optimal setting for all youth development principles and concepts to be maximized for the benefit of the youth.

CLUB BYLAWS TEMPLATE

The mission of 4-H is to empower youth to reach their full potential, working and learning in partnership with caring adults.

Everything we do in 4-H should work toward fulfilling the 4-H mission. The chartering process, appropriate bylaws and state policies are all designed to support the work we do to empower youth to reach their full potential - fulfilling the 4-H mission.

The 4-H Educator is responsible for assuring that all programs bearing the 4-H name and emblem are consistent with the mission, goals and policies of UW Extension's 4-H program state-wide and nationally.

Bylaws define how a club is going to function, how you will operate as a group. Two documents are available to help guide leaders and members in developing appropriate bylaws for their 4-H club.

Leader Guidelines for Creating 4-H Club Bylaws – The guidelines describe which statements in the bylaws are required through Wyoming 4-H Policies and/or National 4-H Headquarters Policies that cannot be modified. These statements are identified with (required) at the end of the statement. Items to be determined by the 4-H Club Membership are also identified. Questions under these articles are included to help your group think through the most effective way to operate when making decisions about these articles.

Template for 4-H Club Bylaws – The template is to be completed by the club membership. Use the guidelines and template to review the 4-H club bylaws annually.

CLUB BYLAWS GUIDELINES

The mission of 4-H is to empower youth to reach their full potential, working and learning in partnership with caring adults.

Everything we do in 4-H should work toward fulfilling the 4-H mission. The chartering process, appropriate bylaws and state policies are all designed to support the work we do to empower youth to reach their full potential - fulfilling the 4-H mission.

The 4-H Educator is responsible for assuring that all programs bearing the 4-H name and emblem are consistent with the mission, goals and policies of UW Extension's 4-H program state-wide and nationally.

A group is officially recognized as a 4-H club once the following steps are completed:

- Complete the 4-H Club Charter Application
- Receive approval from the University of Wyoming Extension 4-H Educator
- Develop appropriate 4-H club bylaws to outline how the 4-H club will operate using the template provided

Requirements to receive a 4-H Club Charter include:

- Membership must include a minimum of 5 youth from at least two separate households/families.
- At least one screened adult volunteer leader to supervise the organizational needs and programs of the club.
- An identified team of youth officers to provide leadership for the club.
- Appropriate 4-H club bylaws.
- A calendar of planned educational activities (i.e. meetings, workshops, community service, etc.) for a minimum of six months.
- Club members and volunteers who are prepared to support the 4-H program above the local club level (i.e. participation in county council and program activities).
- Comply with and sign the UW Affirmative Action form.
- Approval of the chapter application/renewal from the University of Wyoming Extension 4-H educator.

CLUB BYLAWS GUIDELINES

The chartering process also requires annual renewal.

The purpose of this document is to help guide leaders and members in developing appropriate bylaws for their 4-H club. Bylaws define how the club is going to function, how you will operate as a group. Here are some tips to consider when writing bylaws:

- Use a balance between structure and flexibility – include enough structure to give direction for how the club will be governed, but allow enough flexibility to meet the changing needs of the club.
 - For example, in the Article about Meetings, using a statement like “annually the club will determine how group decisions are to be made” allows for flexibility so that meetings can be conducted in an age appropriate manner and gives members an opportunity to choose a different group decision making process. (i.e. action agenda, modified parliamentary procedure, consensus, etc.)
- Avoid using 4-H jargon – select words that anyone, even someone with no 4-H experience, would understand
- Most groups include too much in the bylaws – the bylaws should address how the club is going to govern itself.

A set of bylaws generally contains the following articles. Two types of information have been included under each article:

1. Statements required through Wyoming 4-H Policies and/or National 4-H Headquarters Policies. These statements cannot be modified and are identified with (required) at the end of the statement.
2. Decisions that are determined by the 4-H club membership. Questions have been included under each of these articles/sections to help your group think through the most effective way to operate in instances where club decisions are appropriate.

Article 1 – Name and State/National Affiliation

Section 1: Club Name (determined by the 4-H Club Membership)

Questions to consider:

- ⇒ Does the club name reflect a positive image of 4-H to the public?
- ⇒ Does the club name encourage inclusivity? Would a girl want to join a club with this name? Would a boy want to join a club with this name? Would someone who lives in the city think they could join a club with this name?
- ⇒ Does the club name foster the character-building purpose of 4-H?
- ⇒ Is the name sustainable over time?

CLUB BYLAWS GUIDELINES

Section 2: (Required) The 4-H Club will annually complete the chartering process for permission to use the 4-H name and emblem as authorized by the University of Wyoming Extension on behalf of National 4-H Headquarters at the United States Department of Agriculture.

Article 2 – Mission and Purpose

Section 1: (Required) Reference to the 4-H Mission and the essential elements of positive youth development is included under the purpose in the template. The Essential Elements include Belonging, Independence, Generosity and Mastery and more complete definition is also included in the template.

Section 2: The structure of this 4-H club will be: (determined by the 4-H Club Membership)
_____ Community 4-H Club
_____ 4-H Club with a project focus

If the 4-H club has a project focus it shall be _____
(determined by the 4-H Club Membership)

- Examples of a project focus could include: livestock, small animals, family living projects, clothing, shooting sports, natural resources, etc.
- If the club identifies a project focus, how will members who choose to enroll in projects outside the club's project focus be handled?
 - Clearly communicate the level of support the member/family could expect.
 - Members enrolled in a project outside of the club's project focus are encouraged to seek out other educational opportunities to learn about that project.
- If the club adds additional purposes to those already stated in Article 2, Section 1, how do they help achieve the mission of 4-H?

Article 3 – Membership

(Required – Section 1 and 2) Membership must include a minimum of 5 youth from at least two separate households/families. The following membership criteria as established in the Wyoming 4-H Club Policies will be adhered to by the 4-H Club.

CLUB BYLAWS GUIDELINES

Section 1:

Adult leaders:

- The membership must consist of at least one adult, who is an official 4-H volunteer, to supervise the organizational needs and programs of the 4-H Club. Adults that are 19 years of age prior to January 1st of the current year may apply to be an official UW 4-H volunteer.
- Recruitment of adult leaders to organize and lead project meetings so that youth may learn and develop specific skills is encouraged. Those leaders must also be official 4-H volunteers.
- Chaperones for overnight stays must be at least 21 years of age.

Youth members:

- All youth, between the ages of 5 and 18 prior to January 1 of the current year, may enroll in the 4-H Club.
- Youth may be a club member of 4-H in only one state and one county at any time.
- Youth and their parents/legal guardian must agree to and sign a Wyoming 4-H Code of Conduct.

Section 2:

The 4-H club must comply with all federal and state laws including those regarding non-discrimination. The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, genetic information, political belief, or other status protected by state and federal statutes or University Regulations. Persons with disabilities who require alternative means for communication or program information (Braille, large print, audiotape, etc.) should contact their local UW CES office. To file a complaint, write to the UW Employment Practices/Affirmative Action Office, University of Wyoming, Department 3434, 1000 E. University Avenue, Laramie, WY 82071.

The 4-H Club may identify duties which can be expected from club members and determine the club size that best meets their needs. (Section 3 and 4 are determined by club membership)

CLUB BYLAWS GUIDELINES

- Section 3:** Duties of Members are identified by the club. Suggestions of membership duties could include.....
- Understand the expectations for members, leaders and families
 - Complete enrollment materials
 - Attend meetings regularly
 - Participate in club decisions
 - Support club activities (educational goals, community service, project meetings, fundraising, etc.)

Questions to consider:

- ⇒ If additional duties of members are included, do they encourage participation in the club?
- ⇒ Do the duties outlined create barriers for participation?

Section 4: Member and Adult Leader Recognition

The Wyoming 4-H Achievement Program is a state-wide program designed to recognize youth members' continued involvement in Wyoming 4H. Recognition categories are outlined below:

Membership Recognition:

- Member has turned in all required enrollment materials
- Member has behaved in an appropriate manner at all 4-H activities, events, and meetings they have attended
- Member is enrolled in at least one project
- Member is enrolled in at least one club or has approval of County 4-H Educator
- Membership Certificate is provided

Silver Recognition:

- Member has attended a minimum of 3 club meetings
- Member meets Membership Recognition criteria outlined above
- Member has exhibited what he/she has learned at some point in the current 4-H year
- Member provides documentation of setting goals, knowledge/skills gained, and participation in project.
- Silver Level Certificate is provided

CLUB BYLAWS GUIDELINES



Gold Recognition:

- Member has attended an minimum of 6 club meetings
- Member meets Membership Recognition criteria outlined above
- Member has exhibited what he/she has learned at some point in the current 4-H year
- Member provides documentation of participation in ALL essential elements of positive youth development: setting goals, knowledge/skills gained, recognition, leadership, community service and participation.
- Gold Level Certificate is provided.

Wyoming 4-H Honors Club:

- The ultimate achievement a 4-H member can obtain is induction into the Wyoming 4-H Honors Club achieved by receiving 19 points over the course of the members' involvement
- A member receives three (3) points for years in which Gold Recognition is achieved
- A member receives one (1) point for each year Silver Recognition is achieved
- Points are evaluated and recorded through the local County 4-H Program
- Wyoming 4-H Honors Club Certificate and a Wyoming 4-H pin/charm is presented to the member and state-wide recognition is provided

4-H clubs may provide additional recognition for members and adult leaders. When a 4-H club provides additional recognition the criteria to receive the recognition must be clearly outlined so that everyone understands what they have to do to receive the recognition.

Questions to consider:

- ⇒ What additional recognition would benefit your club? (i.e. 100% attendance, Character Counts! Pillar awards, project work, record book or portfolio awards, outstanding member and/or leader award, etc.)
- ⇒ What type of behavior do you want to encourage through recognition?
- ⇒ What type of recognition is there that encourages participation, progress toward club goals, leadership, cooperation and teamwork, project meetings or other educational activities?
- ⇒ What criteria must be met to be eligible for the recognition?
 - Recognition for participation might be a t-shirt or cap with the club's name on it. Because you are encouraging participation and creating a sense of belonging, every member of the club would receive the item regardless of how often they are able to attend.

CLUB BYLAWS GUIDELINES

- Recognition for 100% participation would be presented to members who attended a pre-determined number of meetings. Is it 100% of the club meetings, 100% of the club meetings and community service activities? The club membership would need to determine what would be reasonable.
- Recognition for leaders who conduct a pre-determined number of project meetings to help youth master a skill.

Section 5: Club size

As long as the 4-H Club membership does not implement a maximum number of members to discriminate against a specific individual or family, it may be appropriate to limit the size of the club. Some reasons the club might chose to limit the number of members include the size of the room which is available for meetings, the number of adult volunteers to help supervise and/or chaperone club activities, capacity to manage the required paperwork, etc.

Questions to consider:

- ⇒ What is the ideal number of members needed to accomplish the educational goals, community service, leadership experiences, etc?
- ⇒ Does it make sense for the 4-H club to have a maximum number of youth who can join the club?
- ⇒ What about setting a maximum number of families who can make up the membership of the club?

The membership will determine the number of members the 4-H club can accommodate.

Article 4 – Youth Leadership Roles and Responsibilities

Section 1: Annually the club shall determine the process to identify members to hold officer positions. (determined by the club membership)

The purpose of having youth in officer positions is to provide youth an opportunity to learn about and develop skills in all the aspects of managing a team or group. Youth officers learn how to conduct effective meetings, how to facilitate group decisions, how to delegate and work with committees, as well as how to manage and account for public money.

CLUB BYLAWS GUIDELINES

A 4-H club typically has four officer positions: President, Vice President, Secretary and Treasurer. To meet the needs of the club, additional leadership positions may also be identified and filled. Other leadership positions may include reporter, historian, recreation leader, pledge leader, technology communications officer, etc.

There are many ways the officer and other leadership positions can be used to enhance leadership experiences in the 4-H club. Historically the most common has been to elect one individual for each officer position for the 4-H year. There is nothing that dictates the officer and other leadership positions have to be fulfilled in that way. Take into consideration the number of members, the age of the members, and their interest in learning about the officer roles. **Due to the financial responsibilities it is recommended that the treasurer be identified for a full one year term.**

Questions to consider:

- ⇒ How does the age of the members in the 4-H club affect the process to identify youth officers and other leadership positions?
- ⇒ Does it make sense to rotate the officer positions so that everyone has a chance to be in all of the officer positions?
- ⇒ Are there youth in the 4-H club that are also very involved in a seasonal activity in school (football, soccer, volleyball, track, debate, theater, etc.) but would benefit from an officer position in the club? What about setting up the officer terms to be 6 months, instead of a year, which would allow those youth to do both?
- ⇒ If the 4-H club has many members, what about identifying a Jr. and Sr. member who work together and act as co-officers?

Section 2: Duties of the individual Officer Positions:

The President shall preside at meetings, preserve order, appoint committees, call special meetings when necessary and perform other duties as necessary for the benefit of the 4-H club.

The Vice President shall perform the duties of the President if the President is absent. The Vice President should assist the President in leadership of the club and be active at all times.

CLUB BYLAWS GUIDELINES

The Secretary shall keep the minutes of all meetings, send minutes to the County Extension 4-H Educator, keep an accurate record of attendance and carry on all official correspondence for the club.

The Treasurer shall follow the financial recommendations in the Wyoming 4-H Treasurers Handbook. To provide a youth treasurer, and youth members in the club, the full experience of handling money with limited risk, the following recommendations are made:

- A 4-H club should have only one checking account with an ending balance not to exceed \$1,000
- A 4-H club should have only one savings account with an ending balance not to exceed \$2,000
- If a long term fundraising effort would exceed these limitations its purposes must be clearly identified in the budget and club minutes.
- All excess funds should be spent on club functions or managed through a county 4-H Council or 4-H Foundation.

Additional leadership positions would be listed and their duties described in the template in this section.

Section 3: The youth officer team shall determine the most appropriate process to make group decisions (determined by the club membership).

There are several common methods used to make decisions for a group. The type of decision to be made can determine the best process for the group to use.

- Unilateral – this is when a decision is made by one person for the entire group. This may be an appropriate method for simple, minor decisions that need to be made right away. In a 4-H club, this type of decision making method would be discouraged since it eliminates the group experience.
- Decisions by minority – This would be when the officer team or a committee makes a decision for the entire group. Again, this may be an appropriate method when it is not possible to wait for the next regularly scheduled club meeting. If a decision is to be made by the minority, consider how input might be gathered from the entire membership.

CLUB BYLAWS GUIDELINES

- Majority rule – This would be used when the entire membership is involved in making a group decision. It is often associated with parliamentary procedure, where a vote is taken after discussion. If the membership is not in agreement during the discussion, there will be “winners” and “losers”.
- Consensus of the group – This would also be used when the entire membership is involved in making a group decision. The decision is discussed and negotiated until everyone understands and agrees with what will be done. This means that different possibilities are offered and options discussed until all members genuinely agree that the decision is acceptable.

Section 4: (Required) At the beginning of the 4-H year, club leaders and youth officers will work with the membership to determine the club’s educational program (i.e. identify the educational goals, community service goals, develop the budget around club goals and programming, etc.)

Questions to consider:

- ⇒ How will the club’s educational and community service goals be developed?
- ⇒ What methods/techniques will be used to gather input from the membership and plan the yearly program?
- ⇒ How much money and/or how many other types of resources will be needed to carry out the club’s annual goals?

Remember, the purpose is to provide youth the chance to learn how to be effective in leadership roles so that when they are elected to those positions as adults, they know what they are doing and can be successful.

Article 5 – Committees

Two kinds of committees are most common: standing committees that operate and support the club on an ongoing basis and special committees that are created for a specific purpose. The club membership would determine the need for committees.

Section 1: Standing committees – committees that do not tend to change from year to year

CLUB BYLAWS GUIDELINES



Questions to consider:

- ⇒ What committees does the club rely on to complete its purpose every year? (budget, fundraising, nominations, community service, recruitment, recognition, etc.)
- ⇒ When will the standing committees be established (at the beginning of the 4-H year, as needed throughout the year, etc.)
- ⇒ How will the membership on standing committees be determined? (election, appointment, ask for volunteers?)
- ⇒ How will leadership on the standing committee be determined? (election within the committee membership, appointment by club president, ask for a volunteer to fill the needed leadership roles – chair, secretary, etc.)

Section 2: Special committees – committees organized to conduct a special task and only function until the task is completed

Questions to consider:

- ⇒ What short term, annual events would be served better by a special committee rather than a standing committee? (a specific community service activity, recognition, family and club social outings, etc.)
- ⇒ How will the committee membership be determined? (appointment, ask for volunteers, etc.)
- ⇒ How will leadership on the committee be determined? (election within the committee membership, appointment by club president, ask for a volunteer to fill the needed leadership roles – chair, secretary, etc.)

Section 3: Committee Responsibilities and Scope of Decision Making (making and/or advising on decisions, communication, reporting back to the 4-H Club)

Questions to consider:

- ⇒ Will committees have the freedom to make decisions for the entire club membership?
- ⇒ Will committees act as an advisory group to the 4-H club?
- ⇒ How and when will the committee report to the entire club membership?

CLUB BYLAWS GUIDELINES

Article 6 – Meetings

Section 1: Meeting Schedule

- (Required) The 4-H year begins October 1 and ends September 30.
- How many meetings will be conducted over the year? (to create a sense of belonging and provide opportunities for leadership a minimum of 6 meetings is required)
- It is often easiest for club members and families if the club members identify a set meeting date (i.e. 7 pm on the 3rd Monday of each month)
- If the club's meeting schedule will not be a set meeting date/time, create an annual calendar that includes all the club's meeting dates/time.
- Additional meetings may be arranged to address specific issues that arise outside of the regularly scheduled club meetings.

Section 2: The 4-H Club Meeting

What activities will make up the traditional club meeting?

- The business meeting will consist of a call to order, roll call, approval of the minutes, old business, new business and adjournment.
- Additional activities can be conducted along with the business meeting to incorporate the essential elements. Ice breakers and get acquainted/teambuilding games help create a sense of belonging. Presentations/demonstrations by club members give individuals a chance to develop public speaking skills and share what they are learning.
- Would having time dedicated to committee meetings either before or after the business meeting be effective for the 4-H club?

What activities beyond the traditional club meeting might be planned?

- Community service activities
- Social activities (end of summer picnics, softball games, holiday get together, etc.)
- Educational activities (club tour to share and learn about member's projects, business or career tour, a presentation day, etc.)

Section 3: (Required) Decisions for the 4-H Club will be made by the majority of members in attendance at the club meeting.

CLUB BYLAWS GUIDELINES

Article 7 – Funds

- Section 1:** (Required) Federal regulations governing the use of the 4-H name and emblem require annual financial reporting/accountability of all 4-H organizations. Funds will be managed following the financial recommendations in the Wyoming 4-H Treasurers Handbook.
- Section 2:** (Required) As a group, the membership is responsible for developing an annual budget and making decisions about expenditures for the 4-H club.
- Section 3:** (Required) Fundraising to support club activities will be determined by the club membership.

Questions to consider:

- ⇒ What types of club activities require additional funds? (club t-shirts, social outings, club trips, club signs for the County Fair, club float for the community parade, purchasing equipment for the club, etc.)
- ⇒ What type of fundraising projects will the club members be involved in?
- ⇒ Does the fundraising project require manpower to be effective? For example, a haunted house would require many members to plan, build and conduct a safe and fun experience for the participants. Are there enough members willing to volunteer so that the project is successful?
- ⇒ Does the fundraising project raise money and not necessarily need manpower to be successful? For example, selling candy bars.
- ⇒ Will annual club dues be collected from 4-H members to help cover the cost of club activities?
- ⇒ If club dues are collected, will the club dues be paid per member? Will there be a maximum amount set per family?

CLUB BYLAWS GUIDELINES

- ⇒ What options are available for 4-H members to choose from when being asked to participate in fundraising projects? Possible options could include:
 - Participating fully in the fundraising effort if it requires manpower to be successful.
- ⇒ What options are available for 4-H members to choose from when being asked to participate in fundraising projects? Possible options could include:
 - Participating fully in the fundraising effort if it requires manpower to be successful.
 - Dividing up the tasks necessary for the fundraiser and allowing members to choose which task they would like to help with rather than expecting them to be actively involved in the whole project. For example, if the club is having a bake sale, the tasks could be: advertising, baking the goods, set up and selling. A couple of families could be responsible for advertising ahead of the bake sale and even making signs for the day of the bake sale; different families could be responsible for baking an assortment of products; another set of families could sell the baked goods.
 - Being allowed to make a financial donation to the club rather than physically participating in the fundraising project if manpower is not needed.
 - Setting minimal club dues to help financially support club activities.

Section 4: (Required) Funds raised in the name of 4-H are publicly accountable and must be used only for 4-H purposes. All property purchased by the 4-H club is the property of the UW 4-H program.

Section 5: Funds will be distributed to individuals as follows:

When a 4-H club distributes funds to individual members for scholarships, financial support to attend county events, or state wide events, etc. the criteria and procedures necessary to access the funds must be clearly outlined.

CLUB BYLAWS GUIDELINES



Questions to consider:

- ⇒ What type of funds are available to individuals? (scholarships, financial support to attend county/state/national events, etc.)
- ⇒ What criteria must be met for an individual to be eligible to receive funds?
- ⇒ How do individuals access the funds? (complete a form/application, attend a meeting in person to request funding, etc.)
- ⇒ What expectations are there for accountability? (report back to the organization)
- ⇒ How will the funds be distributed? (check written up front, individuals pay up front and get reimbursed, require receipts, etc.)
- ⇒ How will requests for items that are not in the budget be addressed?

Section 6: (Required) Special fundraisers conducted as a community service project or for a specific cause not associated with the 4-H program must be advertised accordingly. For example, Chris Clover 4-H Club is raising money to support the American Cancer Society or Chris Clover 4-H Club is seeking donations to help Jimmy Smith cover his medical bills, etc.

Section 7: (Required) Solicited donations and grants are coordinated on a county wide basis. The 4-H Educator should be consulted prior to contacting local businesses for a donation or submitting a grant application.

Section 8: (Required) The 4-H Educator shall have oversight authority on all county 4-H financial and investment accounts.

- All bank accounts associated with the 4-H program must have a unique EIN number that is on file with the county 4-H Educator. The EIN number must be linked to the UW Group Exemption number (GEN) which establishes a club, committee, or group as a subordinate entity of UW 4-H.
- All bank accounts associated with the 4-H program must have at least two UW Employee's names on the signature card.

CLUB BYLAWS GUIDELINES

Article 8 – Amendments

Section 1: The parts of the by-laws which are determined by the 4-H club membership may be amended with the following conditions:

Questions to consider:

- ⇒ At which meetings can the by-laws be amended? (regular meeting, annual meeting, special meeting, etc.)
- ⇒ What percentage of the vote must be affirmative to amend the by-laws? (simple majority vote, 2/3 vote, etc.)
- ⇒ How will the membership be informed of the proposed by-law amendment? (posting in public location, notification by e-mail, announcement at 2 consecutive meetings prior to the vote, etc.)
- ⇒ How much advance notice must the membership have regarding a meeting where the by-laws might be amended?

Article 9 – Dissolution

Section 1: (Required) Upon Dissolution, 4-H funds and property, must be relinquished to a 4-H affiliate with a charitable educational purpose such as another 4-H club, the County 4-H Council, County 4-H Foundation, or the Wyoming State 4-H Foundation for future use in 4-H programming. Distribution options must be discussed and approved by the County 4-H Educator.

Article 10 – Additional Procedures and Policies of the 4-H Club

Sometimes 4-H clubs put procedures and policies in place that are specific to their 4-H club. If your 4-H club creates additional procedures and policies think about how they can be developed so that the behavior you want is encouraged. Procedures and policies that are reward based create an atmosphere that encourages positive youth development rather than an environment that is punitive and discouraging.

CLUB BYLAWS GUIDELINES

Sources:


National 4-H Headquarters, *National 4-H Headquarters Fact Sheets*, <http://national4-hheadquarters.gov/> downloaded April 2010

National 4-H Council, *Mission of 4-H*, <http://4-h.org/4hstory.html> downloaded April 2010

University of Wyoming 4-H Youth Development, *Wyoming 4-H Constitution and Club Bylaws*, 4-H Secretary Book, [http://4-h.uwyo.edu/Wyo4H/4-HWebsite/Publications/Organization Kit Main.htm](http://4-h.uwyo.edu/Wyo4H/4-HWebsite/Publications/Organization%20Kit%20Main.htm) downloaded April 2010

Iowa 4-H Youth Development, *Bylaw Basics*, <http://www.extension.iastate.edu/4h/Volunteers/Documents/315BylawsBasics.pdf> downloaded April 2010

Ohio State University, *Written Documents for Community Groups: Bylaws and Standard Operating Procedures*, Community Development Fact Sheet, <http://ohioline.osu.edu/cd-fact/co-bl.html> downloaded April 2010



ORGANIZATION, YOUTH DRIVEN

WYOMING 4-H CLUB CHARTER APPLICATION



4-H Club Charter Application

To be completed by all new and renewing 4-H clubs

Check one: Renewing Club New Club

Name of Club: _____ Program Year: _____

Club Volunteer Leader Contact Information

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Volunteer or Youth Involvement in Council/Committees

Name	Committee	Name	Committee

Youth Officers

Name	Office	Name	Other Offices
	President		
	Vice-President		
	Secretary		
	Treasurer		

Club Meetings

When do you meet? _____

How often do you meet? _____

Where do you meet? _____ City _____

When will meetings start? _____

Will you be accepting new members? YES Until when? _____ How many? _____ No

Is there a major project focus in your club? (Example: livestock, dogs, horses, crafts, etc.)

Does your club have special requirements? (Example: meeting attendance requirements, portfolio completion, etc.)

Club Goals for the Year

Educational Learning Activity	When?
Public speaking through demonstrations	April 12

Community Service	When?
Help city put up holiday lights.	Dec 3rd

Submit completed form to County 4-H Educator

ORGANIZATION, YOUTH DRIVEN

WYOMING 4-H CLUB CHARTER EVALUATION

4-H Club Evaluation and Charter Renewal Form

To be completed annually by the County 4-H Educator

Name of Club: _____ Program Year: _____

EVALUATION

Checklist of things to be submitted:

Notes:

Club Charter Application	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Affirmative Action Form	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Club Meeting Minutes	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
From the Treasurer's Manual		
Chart of Accounts (pg. 39)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Annual Inventory Report (pg. 40)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Annual Financial Report (pg. 41)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Audit Form (pg. 43)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Club Minimums

Does the club have at least 5 youth members from different families? Yes No

Does the club have officially recognized volunteer leaders? Yes No

Did the club meet during the 4-H year? *(at least 6 times is recommended)* Yes No

Club Progress

	<i>Exceeded</i>	<i>Met Standard</i>	<i>Needs Improvement</i>	<i>NOTES</i>
How well did the club utilize their elected youth officers?				
How well did the club progress toward their educational learning goals?				
How well did the club progress toward their community service goals?				
How well did the club support the county 4-H program?				

Exceeded - went above the minimum requirements; Met Standard - completed the minimum; Needs Improvement - did not meet the minimum requirement resulting in probation.

RENEWAL

In order to continue being an officially recognized 4-H club, the following needs to be submitted:

- Club Charter Application for new 4-H year
- Affirmative Action form for new 4-H year
- Names of club leaders for new 4-H year

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Renewed for the new 4-H year.
Club is on probation for the 4-H year with the understanding that to maintain their Official Charter they must improve and meet standards.
Extension Educator: _____ Date: _____
4-H Council President: _____

Submit completed form to State 4-H Office

BEST PRACTICES FOR HELPFUL INFORMATION

WHY IS THIS IMPORTANT?

- ⇒ Providing members and families with helpful information will allow them to feel included, informed, and prepared for 4-H activities.
- ⇒ Helpful information, like event calendars and fact sheets, will encourage participation in events and activities.
- ⇒ Calendars help youth and volunteers organize their busy lives with 4-H activities and events. Keeping a calendar of events for 4-H activities begins to instill the life skill of record keeping.

BEST PRACTICES FOR HELPFUL INFORMATION

- ⇒ Answer questions and provide information as members and families need it.
- ⇒ Update club or county calendars with county/club/state specific events and distribute to members and volunteers.
- ⇒ Distribute helpful fact sheets to members and families about 4-H events, activities, and important contact information.

RESOURCES

- ◇ Calendar Template
- ◇ Who to Call Fact Sheet
- ◇ Risk Management Brochure

CALENDAR TEMPLATE

January 2013



4-H Events and Activities To Start Planning

Important Events and Activities Going On This Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

ORGANIZATION, COMMUNITY BASED



Utilize this calendar template to keep your members and families informed about 4-H events, activities, deadlines and other useful information.

WHO TO CALL FACT SHEET

Who to Call....



Don't wait to the last minute to ask for help

Event	Who to call...	Phone Number
Enrollment	Extension Office	
Fun Ideas for Character Counts!	Extension Office	
County/State Fair	Extension Office	
Animal Tagging	Extension Office	
Animal ID's	Extension Office	
County Activities	Extension Office	
State Activities	Extension Office	
National Activities	Extension Office	
Clinics	Extension Office	
Camps	Extension Office	
Record Books	Community Leader/Extension Office	
Fund Raising	Community Leader/Extension Office	
Community Service	Community Leader	
Club Meetings	Community Leader	
Project Meetings	Community Leader/Project Leader	
Horse Safety Certification	Certified Horse Leaders/Extension Office	
Fair Entries	Fair Office	
Camper Reservation (Fair)	Fair Office	

Update this fact sheet and distribute to members and families so they know who to call when they have 4-H questions. Leaders can use this template to identify key leaders in the club that can offer advice when 4-H'ers need help.

ORGANIZATION, COMMUNITY BASED

RISK MANAGEMENT BROCHURE

- **Insurance** – Insurance is not a substitute for safety; however, liability and accident insurance are an important part of a risk management plan. As an official 4-H volunteer, certain insurance coverage is provided for you.

Liability: When acting within the scope of your duties as it relates to the conduct of the business of 4-H and you are sued, you will be defended by the University of Wyoming. Volunteers officially enrolled are considered unpaid staff of UW. If found negligent in causing injury or damage, the claim will be paid within policy limits. Exclusions exist and are dependent on the circumstances specific to the incident.

Accident and Medical Insurance: The Wyoming 4-H program provides supplemental insurance for all members and volunteers through American Income Life. The following coverage limits provide \$5,000 for accidental death, up to \$10,000 for specific physical body losses due to accident depending on type of loss, and \$2,500 toward costs from physicians, surgeons, and hospital expenses.

- **Animals** – Members who are 8 years of age or younger are not eligible to enroll in animal projects.
- **Chaperones** – Individuals must be at least 21 years of age and officially enrolled as a 4-H leader to chaperone overnight activities. A ratio of 1 adult chaperone for every 7 youth is recommended. Some events may require a higher ratio of adults, particularly if the event involves younger members. Having youth and adults stay in the same room during overnight events is not recommended. There may be an exception for family members, but the practice is not encouraged because interaction among youth may be reduced.
- **A Participation Agreement** for 4-H events is available on the State 4-H Web site <http://4-h.uwyo.edu/> under the Quick Links. The Participation Agreement includes behavior expectations, a statement of assumed risk, and a health statement and medical release.

- **Transportation** – Any volunteer transporting youth to and from 4-H program events must hold a valid driver's license, carry adequate automobile insurance, have a seat belt for each passenger, and use a safe operating vehicle. In addition, youth drivers must adhere to the driving restrictions according to the graduated licensing law.
- **Finances** – It's important to provide an opportunity for youth to learn how to manage money in a controlled environment. To better manage the risk of financial loss, each 4-H club/committee is allowed to have only one checking (ending balance not to exceed \$1,000) and one savings account (ending balance not to exceed \$2,000). All excess funds should be spent on club/committee functions or handled through a county 4-H council or 4-H foundation. An independent committee should be established to annually audit all 4-H accounts. In addition, each year 4-H club/committee is required to submit a completed chart of accounts, inventory report, financial report, treasurer's book audit form, and fundraising request forms. To facilitate account closure/transfer in the event a club, committee, or council is dissolved, UW policy dictates the signature card for each 4-H account has a minimum of four active signers, two of which must be UW CES employees.

All youth need caring, supportive relationships in their lives, and the 4-H youth development programs create opportunities for long-term relationships. Your role as a volunteer is important in our programming, and this brochure is designed to help provide as safe an environment as possible for everyone. Please feel welcome to contact your county 4-H educator if you have questions or need any assistance in developing a risk management plan for your 4-H event.

Developed by Kim Reaman
University of Wyoming 4-H Volunteer Development Specialist

UNIVERSITY OF WYOMING

Based in furtherance of cooperative extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Glen Whipple, Director, Cooperative Extension Service, University of Wyoming, Laramie, Wyoming 82071.

The University of Wyoming is an equal opportunity/affirmative action institution.

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ORGANIZATION, COMMUNITY BASED

Youth development is designed to focus on the positive outcomes we desire for young people – our desire for youth to grow into capable, competent, and caring adults. The 4-H Youth Development program creates opportunities for youth to develop skills, practical knowledge, and wisdom so they can grow into the adults we want them to become. Volunteers are an important partner in making these opportunities available to all youth and in making certain youth in 4-H programs experience a sense of belonging, mastery, independence, and generosity.

All volunteers, regardless of their volunteer roles in a 4-H club or county program, need to think about risk management. Risk is the uncertainty about an event – the many unexpected things that can happen to participants, spectators, properties, or finances. Managing the risk begins with thinking about potential risk when planning an event. It is the first step in ensuring the safety of youth and adult participants. It also helps to protect you as a 4-H volunteer and the reputation of 4-H.

What if...

- Your club voted to have a swimming party. What do you need to consider in planning the event?
- You are involved in an activity with animals outdoors and a storm comes up? What are your first steps?
- You are leading a club field trip to a local business. What safety issues come to mind?

Assessing the risk...

- Think about risk management when planning events. Ask yourself...
 - "What can go wrong?"
 - "If something goes wrong, how will I/we respond?"
 - "If something bad happens, how will the expenses be covered?"

Develop a plan to manage the risk...

- Reduce the risk –
 - Consider the age and maturity of the youth you are working with and plan age-appropriate activities.
 - Change the activity or conditions to decrease the likelihood an accident will happen. For example, if having a showmanship workshop at your farm and you notice there is a hole in the arena, fill the hole before participants arrive to reduce the chance someone might step in the hole and trip.
 - Make sure there is adequate adult supervision and encourage parents to stay and participate so there are at least two adults present. A ratio of 1 adult for every 10 youth is recommended for one-day activities. The younger the members participating, the more adults you will want to help keep an eye on things. For overnight activities, a ratio of 1 adult chaperone for every 7 youth is recommended.
 - Encourage participants to use the buddy system if it makes sense for an event. The buddy system means each participant has a partner, and they keep track of each other throughout the event. Buddy systems are often used at swimming events. When the lifeguard calls for a buddy check, the partners find one another, and it's a quick way to account for all the participants.
 - When necessary to touch a participant to demonstrate a skill, tell them how you are going to touch them and ask permission first.
 - Whenever there is potential danger (workshops, barns, animals, kitchens, food, weather, etc.) review safety rules with members and parents before the event begins. Consider taping the safety rules and sending a copy home with each family or making a poster with the safety rules and laminating it to hang in the room for each meeting.
 - Enforce the safety rules at all times.
- Transfer the risk (share the risk with others) –
 - Meet in a public location that has adequate liability insurance and is accessible to all participants.
 - Use informed consent forms.
 - Hire professional services (transportation, instructors, facilities, etc.) when appropriate.
- Avoid the risk –
 - If you determine the activity or location is too dangerous and the potential for loss due to an accident is too high, do not conduct the activity.
- Assume the risk –
 - Identify the potential risk and think through how you could reduce and transfer some of the risk.
 - Collect health forms and insurance information from participants. Prepare for special situations that could arise (allergies, asthma, recent illnesses, etc.).
 - Have a first aid kit available for minor incidents.
 - Have a plan in place for emergencies. If no reception on your cell phone, know the location of the nearest phone; be familiar with the fire extinguisher and fire alarm; know the location of the nearest storm shelter.
 - Know what to do in case of an accident. If someone has been hurt, your first priority is to provide or obtain appropriate medical attention. Know contact numbers for emergency care, parent/guardian, and county 4-H educator.

Existing policies to help manage risk...

- Volunteer screening and training – A volunteer must be at least 19 years old, enroll as a volunteer, pass the Wyoming Department of Family Services/Department of Criminal Investigation screening through the Wyoming 4-H program, and complete training requirements. Annually, volunteers must submit the 4-H enrollment form and sign a behavior agreement form. Volunteers are re-screened and must participate in volunteer training every five years.
- Volunteer training for shooting sports and horse raters – Because of the inherent risk in shooting sports and horse programs, additional training is required of adults who wish to volunteer in those project areas. Shooting sports leaders and horse raters must also be recertified every five years.

The Risk Management Brochure is included in the media to print and share with club leaders and parents as they become involved with the 4-H program.

BEST PRACTICES FOR 4-H COUNCIL INVOLVEMENT

WHY IS THIS IMPORTANT?

- ⇒ To have a successful county 4-H program, volunteer leaders and youth need to have support and buy-in to the programming efforts on a county-wide basis. A county 4-H council provides an avenue for this communication.
- ⇒ Members and leaders need to have a vested interest in the 4-H Council to ensure programming success.
- ⇒ Informed members and leaders are more likely to become involved with the County Council.

BEST PRACTICES FOR 4-H COUNCIL INVOLVEMENT

- ⇒ Encourage participation on the County Council through information and fun activities.
- ⇒ Encourage members to create a committee or assign specific members and parents to attend Council meetings at every club meeting.
- ⇒ Educate and inform members and parents about the County Council and how they can become involved.

RESOURCES

- ◇ 4-H Council Informational Brochure
- ◇ Council Fact Sheet
- ◇ 4-H Council Madness Jeopardy Script
- ◇ 4-H Council Madness Jeopardy Answers
- ◇ 4-H Council Madness Bonus Questions
- ◇ 4-H Council Jeopardy Game

Media

4-H COUNCIL BROCHURE

Come One, Come All!

The Your County 4-H Council gladly welcomes any 4-H member, parent or leader to the monthly meetings, held the first day of week of every month, at 5pm at the Your County Extension Office.

This is how your 4-H voice can be heard across an entire county.

Clubs are encouraged to have a 4-H club council delegate at every meeting to keep the club informed of policy and happenings.

Welcome

4-H Council Officers

These are people you know right here in our county!

President—

Vice President—

Secretary—

Treasurer—

Officer at Large—



Trademark Under
18 U.S.C. 707

University of Wyoming
Your County Extension
123 Anywhere St
Any Town, WY 88881

Phone: (307)
Fax: (307)
E-mail:
4-H Educator's Name

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"To make the best better"

The Your County 4-H Council



**Hard at Work
For You!**

University of Wyoming
Your County Extension

Phone Number

Role of the 4-H Council

Under the direction of 4-H Extension staff, county councils act as an advisory committee and help implement programs and projects based upon the educational goals and standards of the 4-H program. Councils build mechanisms to achieve affirmative action goals and develop a management team that represent the diversity of the communities in the county. They expand programs into new communities and facilitate community involvement in developing the program. The council develops and executes an annual program of events for youth and adult volunteers and involve youth in the operations and decision making processes. They facilitate training and support for volunteers and youth.



4-H Council Membership

The Your County 4-H Council is characterized by a membership representing all 4-H volunteers and youth members. The Council outlines committee organization and responsibilities.



The Council

Every club must have a charter that authorizes use of the 4-H name and emblem for educational purposes. Specific authority to issue a 4-H Charter is given to Your County Extension and the 4-H Council. All clubs are required to have a constitution and by-laws and yearly financial audits.

Under the direction of 4-H Extension staff, county 4-H councils may establish committees to accomplish goals of program implementation, fundraising, recruitment, training, etc. as the needs are identified. All committees are accountable with both programming and funding to the Your County 4-H Council.

The 4-H Council's hard work pays off, and we need your club's help!!! Below are just a few things they do.

- ◆ Hobby Days
 - ◆ County Fair Food Booth
 - ◆ 4-H Carnival
- Below are just a few of the things the 4-H Council helps to provide.

- ◆ Scholarships
- ◆ A yearly 4-H Camp
- ◆ Achievement Night Awards
- ◆ Educational Materials
- ◆ State Fair Chaperones
- ◆ National, State & Local Trips



University of Wyoming
Your County Extension Office

123 Any Street
Any Town, WY 88881

Phone: (307)
Fax: (307)

Utilize the 4-H Council Brochure Template to help inform members and parents about the importance of the 4-H Council. Update it to include the information about your county's 4-H Council.

ORGANIZATION, COMMUNITY BASED, EDUCATION AND LEADERSHIP

COUNCIL FACT SHEET

belonging, mastery, independence, generosity

Wyoming 4-H Philosophy

4-H County Councils



To have a successful county 4-H program, volunteer leaders and youth need to have support and buy-in to the programming efforts on a county-wide basis. A county 4-H council provides an avenue for this communication.

Purpose

The purpose of the county council is to organize, plan, implement, and evaluate the 4-H program at the county level through use of various committees. Under the direction of the county educator, the council also raises, maintains, and manages funds in the best interest of the county 4-H program.

It is recommended county 4-H educators establish a 4-H council of 4-H adult and youth leaders who provide input and advice regarding the county 4-H program. Ideally, the council is comprised of a broad representation of the entire county 4-H program.

Function

It is recommended the first two meetings are: 1.) To assess needs and 2.) To plan events for the year based on those needs. Subsequent meetings can be held on an as-needed basis. Committees may need to meet on a more regular basis depending on the needs of the project area.

The council should assess 4-H educational programming needs in the county and make recommendations to the 4-H educator. This serves as a foundation for each club's annual plan of work as it relates to identified needs. There should be a correlation between the council's plan of educational activities and a club's schedule of project learning.

Example:

At the beginning of a new 4-H year, the county educator schedules a council meeting to assess the needs for the county 4-H program. At the next scheduled meeting, the council develops a plan to focus on new member success, youth leadership development, and ongoing opportunities that include county 4-H camp, carnival, county contests, fundraisers, county fair, etc.

Committees can be formed to support efforts of any ongoing opportunities. They meet on an as-needed basis and are responsible for the success of the identified need/ongoing event and are accountable to the county council and ultimately to the county 4-H educator.

ORGANIZATION, COMMUNITY BASED, EDUCATION AND LEADERSHIP



4-H COUNCIL MADNESS SCRIPT

The 4-H Council Jeopardy game included in the media is a great way to teach parents and members about the county council. Challenge their wits and have a little fun with this interactive game!

Good evening!!

Introductions – I am (name) and I am the (officer) of the 4-H Council.

Tonight we are here to help you understand the purpose and function of the 4-H Council, what you can do to help out and what they can do to help you out.

We have a fun jeopardy game tonight to help answer your questions

We will first break into three small groups

Break into groups – 3-5 people per team

Secondly we will quickly have each group pick your group name

All games have rules, they are as follows:

Each team pick a number between 1 and 20, team that is closest picks the first category

The question must be fully read before ringing in and players must be recognized to answer

If that team answers incorrectly the second to buzz in will have a chance to answer, if they get it wrong, we move on to the next question.

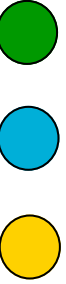
The team with the highest amount of money wins (prize) !!!!

Play Jeopardy!!!!

Thank you for playing with us tonight!!! Don't forget the next council meeting is (date)
 . Remember each club needs a representative at the council meeting to report club activities and report back to your club. Tonight we encourage you to discuss and decide who would like to represent your club. Let (4-H Educator) know who that representative will be.

4-H COUNCIL MADNESS ANSWERS

Points	What's Your Title?	They Do What?	Pack Yer' Bags	Ask Not What 4-H Can Do For You But What You Can
100	Q-This officer presides in the absence of the President and Vice President A-Officer at Large	Q-What is the first Monday of every month at 5:30pm? A-The Washakie County 4-H Council meeting	Q-What is the name the awards ceremony held every year to celebrate the hard work and dedication by each and every 4-H leader and member? A-4-H Achievement Night	Q-What are the 4-H Food Booth and Homemaker Hobby Days? A-The two major fundraisers in the Washakie County 4-H Program?
200	Q-What officer is responsible for keeping track of motions passed in council meetings? A-Secretary	Q-The Washakie County 4-H Council presents this award each year to a graduating senior who has been dedicated to the 4-H Program? A-The Washakie County 4-H Scholarship	Q-What is one national 4-H trip 4-H members can request money from the 4-H Council to attend? A-Western Regional Leader Forum (WRLF), National Congress, National Conference, Citizenship Washington Focus	Q-What can a parent do to help out? A-Sign up as a 4-H Leader and lead a 4-H project, serve on the 4-H Council
300	This officer presides in the absence of the president? A-Vice President	Q-4-H Carnival, 4-H Food Booth and serving lunch at Hobby Days are examples of what? A-The WAYS the 4-H Council fundraises	Q-What are two state wide trips you can request 4-H Council money to attend? A-State Leaders Conference, State Fair, Horse Camp, WYLE, 4-H Camp, Showcase Showdown, State Shoot	Q-What do you need to be a 4-H Leader? A-A little bit of time and a willing spirit
400	Q-Which officer submits the yearly budget? A-Treasurer	Q-What is one reason the 4-H Council fundraises? A-Scholarships, achievement night, trips, awards, trainings	Q-During county fair what is the 4-H Council responsible for in helping organize, collect money, restock and serve? A-4-H Council Food Booth	Q-What are 4-H Council fundraisers for? A-To help pay for trips, activities, awards and scholarships
500	Q-What officer presides over monthly council meetings? A-President	Q-Parents, 4-H Club Leaders and 4-H Members are among those who can? A-Serve on the Washakie County 4-H Council	Q-What is the name of the board that is in charge of maintaining the 4-H Youth Camp? A-H<>W Youth Camp Board	Q-What can one member and one leader (or parent) do for your 4-H club? A-Represent each club at 4-H Council meetings



4-H COUNCIL MADNESS

BONUS QUESTIONS

4-H Council Madness Bonus Questions - \$100 each

What's Your Title?

- 1 - 1 - Who is the current Officer-at-Large for the (County) Co. 4-H Council? **Insert Name**
- 1 - 2 – Who is the current Secretary for the (County) Co. 4-H Council? **Insert Name**
- 1 - 3 - Who is the current Vice-President for the (County) Co. 4-H Council? **Insert Name**
- 1 - 4 - Who is the current Treasurer for the (County) Co. 4-H Council? **Insert Name**
- 1 - 5 - Who is the current President for the (County) Co. 4-H Council? **Insert Name**

They Do What?

- 2 - 1 – Where are the meetings held? **Insert Location**
- 2 - 2 – What age are seniors in 4-H? **14-18 years old**
- 2 - 3 – How 4-H projects are there to choose from? **59 projects**
- 2 - 4 – What is the largest 4-H project in (County) County? **Insert Project**
- 2 - 5 – What is the (County) County 4-H Council? **A group of leaders/members that get together each month to discuss and decide what events & activities will take place during the 4-H year.**

Pack Yer' Bags

- 3 - 1 – When are records book due each year? **September 15**
- 3 - 2 – When is the first day of the new 4-H year? **October 1st**
- 3 - 3 – Where is the 2013 State Leaders Conference held? **Rock Springs**
- 3 - 4 – What is the main food served at the food booth? **Hamburger**
- 3 - 5 – Who are the H<>W board members from Washakie County? **Sharon Kelly, David Doyle, Becky Davis**

Ask Not What 4-H Can Do For You But What You Can Do For 4-H?

- 4 - 1 – When is the 2013 (County) County Fair? **Insert Dates**
- 4 - 2 – Who can sign up as 4-H Leader? **An adult who is not 4-H age eligible & passes the background check**
- 4 - 3 – To sign up as a 4-H Leader do volunteers have to go through a background check? **Yes**
- 4 - 4 – Who can request funds from the 4-H Council? **Any 4-H member or leader**
- 4 - 5 – Who is the governing board for the (County) County 4-H Program? **(County) County 4-H Council**

BEST PRACTICES FOR NEW FAMILY ORIENTATION

WHY IS THIS IMPORTANT?

- ⇒ New Family Orientation fosters a sense of belonging for members and parents.
- ⇒ New Family Orientation provides an opportunity for new members and parents to meet other 4-H families and begin to build positive relationships.
- ⇒ As an educational opportunity, this will provide important information to families as they begin their 4-H experience, helping to reduce stress and increase retention.
- ⇒ This is a FUN activity that the whole family can participate in.

BEST PRACTICES FOR NEW FAMILY ORIENTATION

- ⇒ Provide one opportunity one every year, this will create belongingness for new families.
- ⇒ Create a youth and parent track. Educators (or a trusted leader) should teach the parent track. The youth track should focus on showing new members all the possibilities available in 4-H and allow them the opportunity to meet new 4-H'ers.
- ⇒ Utilize a theme to help make the orientation fun. Try themes like, "Get the scoop on 4-H" and have an ice cream party, or "Discover the 4-H Treasure" and utilize a pirate theme. Be creative!!

RESOURCES

- ◇ New Parent Orientation PowerPoint Presentation
- ◇ New Family Handbook Template
- ◇ 4-H Jeopardy Lesson Plan and PowerPoint Presentation
- ◇ Guidelines for the New Member Project Expo
- ◇ Template for a 4-H Membership Card
- ◇ Family/Parent Mentorship Guidelines and Expectations
- ◇ Youth Mentorship Position Description and Expectations
- ◇ Template letters for Teen Mentorship Program

BEST PRACTICES FOR NEW FAMILY ORIENTATION, YOUTH TRACK

WHY IS THIS IMPORTANT?

- ⇒ Allows the opportunity to get youth excited and motivated about 4-H through hands-on learning and fun.
- ⇒ Provides leadership opportunities for teens.
- ⇒ A great way for new members to meet other 4-H'ers and begin building relationships with their peers, helping to create a sense of belonging.
- ⇒ Provide new members with a variety of 4-H swag to help them identify with the organization, creating a sense of belonging.
- ⇒ Depending on the type of youth programming provided, new members will leave with a better idea about the projects they can complete in 4-H, the activities available, and the opportunities for travel.

BEST PRACTICES FOR YOUTH TRACK

- ⇒ The youth track should be interactive and educational; this is a great project for teen leaders or motivated volunteers to help. Perhaps a project expo, a project meeting, or 4-H jeopardy could be fun for new members during this time.
- ⇒ Be creative, this does not have to be hard!
- ⇒ This is a great time to partner new members with a mentor partner to help them through their first year. Ideally, this should be a teen leader or an older member who has been in 4-H for a number of years and has a good idea about what to expect. Utilize the Teen Leader Mentorship Program if possible.
- ⇒ Make sure new members leave feeling like they belong, this should include teaching them the 4-H Pledge and providing them with a New Member Card.

RESOURCES

- ◇ 4-H Jeopardy Lesson Plan and PowerPoint Presentation
- ◇ Guidelines for the New Member Project Expo
- ◇ Template for a 4-H Membership Card

4-H JEOPARDY LESSON PLAN

Learning Objectives

- List the four *H*s and what they stand for in the 4-H Pledge. (Clover Power)
- Identify significant historical events in the history of 4-H. (History)
- Answer basic trivia questions about 4-H. (Trivia)
- Name people involved in the 4-H program. (People in 4-H)
- Recognize different ways to participate in 4-H. (Activities)
- Identify trips associated with the 4-H program. (Trips)

Supplies & Resources Needed

- Lesson plan with instructional objectives
- LCD projector and laptop with "4-H Jeopardy" PowerPoint presentation loaded
- Buzzers or bells (optional)
- Scorekeeper (optional)

Reference

Strickland, B., Peterson, B., & Tibbs, L. (n.d.) 4-H Jeopardy. University of Arizona Cooperative Extension.

Projected Length

20 minutes

Instructor Notes

- Set up a laptop and LCD projector prior to the start of the program and test the equipment to be sure it is working properly.
- Welcome the group and thank them for their participation.
- Review the purpose and objectives for this lesson plan.
- Provide a brief introduction of the lesson, including the importance of establishing an inclusive environment within the 4-H Youth Development Program.
- To begin 4-H Jeopardy, you will need to either select individuals to be the players or divide the group into teams. If you have buzzers or bells, you may choose to have the teams "buzz" or "ring" in to share their answer. Another option is to just take turns between the individuals or groups.
- If you want to keep score, identify an individual who can keep track of the teams' scores.
- Correct answers add the dollar amount associated with the question to the total score.
- Incorrect answers subtract the dollar amount associated with the question from the total score.
- Conclude the lesson with a time for questions from the participants. (There is no quiz for this lesson.)

4-H JEOPARDY LESSON PLAN



Introduction

The information included in the 4-H Jeopardy game is a fun way to introduce or review basic 4-H knowledge. This lesson covers the topics of Clover Power, History, Trivia, People in 4-H, Activities and Trips. The reason that we include a lesson such as this is to emphasize the importance of establishing an inclusive environment within the 4-H Youth Development Program. Playing a game such as 4-H Jeopardy is not only fun for the participants (youth and adults), but it also provides some basic knowledge about 4-H and the endless possibilities that are available. This game will hopefully spark youth to learn more about the culture of 4-H and the opportunities available.

Let's play 4-H Jeopardy!

NOTE: The 4-H Jeopardy game dollar categories, answers (A), and questions (Q) are listed under each objective below.



Objective 1

List the four Hs and what they stand for in the 4-H Pledge.

\$100

A: The 1st *H* in the 4-H Pledge.

Q: What is Head?

\$200

A: The 2nd *H* in the 4-H Pledge.

Q: What is Heart?

\$300

A: 4-H members pledge this *H* to larger service.

Q: What are Hands?

\$400

A: 4-H members pledge this *H* to better living.

Q: What is Health?

\$500

A: In 1907 or 1908, the first emblem used nationally that was designed by O.H. Benson.

Q: What is the Three-Leaf Clover? (It stood for head, heart, and hands.)

4-H JEOPARDY LESSON PLAN

🍀 Objective 2

Identify significant historical events in the history of 4-H.

\$100

A: In 1911, O.H. Benson suggested adding this fourth H.

Q: What is Hustle?

\$200

A: 1918 was the first time this term was used in a federal document.

Q: What is a 4-H Club?

\$300

A: In 1927, State 4-H Leaders adopted this at the first National 4-H Club Camp.

Q: What is the National 4-H Pledge and 4-H Motto?

\$400

A: In 1924 the following were patented.

Q: What are the 4-H Name and Emblem?

\$500

A: This wording was added to the 4-H Pledge in 1973.

Q: What is “and my world”?

🍀 Objective 3

Answer basic trivia questions about 4-H.

\$100

A: This is recognized as the largest non-formal educational program in the United States.

Q: What is 4-H?

\$200

A: These are the 4-H Colors.

Q: What are Green and White?

\$300

A: The 4-H Motto

Q: What is “To Make the Best Better”?

\$400

A: This phrase sums up the educational philosophy of the 4-H Youth Development Program.

Q: What is “Learn by Doing”?

\$500

A: Wyoming 4-H Members can be members of 4-H at these ages.

Q: What are ages 8 to 18?

4-H JEOPARDY LESSON PLAN

Objective 4

Name people involved in the 4-H program.

\$100

A: Individuals who work with 4-H members at the club level.

Q: Who are Adult 4-H Volunteers? (Including 4-H Leaders, superintendents, etc.)

\$200

A: People who are asked to help members attend meetings, select and complete projects, and assist with 4-H Club activities.

Q: Who are 4-H Parents?

\$300

A: The county coordinator of the 4-H Program.

Q: Who is the 4-H/Youth Development Extension Educator, Jane Doe?

\$400

A: In Wyoming, 4-H leaders are considered volunteers of this university.

Q: What is the University of Wyoming?

\$500

A: The Wyoming State 4-H Program Coordinator.

Q: Who is Johnathan Despain?

Objective 5

Recognize different ways to participate in 4-H.

\$100

A: One delivery method for the 4-H Program where 4-H members meet with a volunteer and fellow 4-H members.

Q: What is a Club meeting?

\$200

A: A type of meeting in which leaders teach members about a specific project and skill.

Q: What is a project meeting?

\$300

A: A 4-H statewide competition where members compete in a number of events including a Cook-Off, Hippology, Dog-Skill-Athon, and many more.

Q: What is the Showcase Showdown?

\$400

A: A county club/organization for 4-H members ages 13 to 18.

Q: What are the 4-H Teen Leaders?

\$500

A: This event is the culmination of the year for many 4-H members. Projects are exhibited at this time.

Q: What is the County Fair?

4-H JEOPARDY LESSON PLAN

🍀 Objective 6

Identify trips associated with the 4-H program.

\$100

A: A summer overnight activity for 4-H members. Often teen leaders serve as counselors.

Q: What is 4-H Summer Camp?

\$200

A: A trip for 4-H'ers ages 14-19 to Washington D.C. to tour and learn about our government.

Q: What is Citizenship Washington Focus?

\$300

A: This is the U.S. Secretary of Agriculture's premiere youth development opportunity where young people assist in the development of recommendations to help guide 4-H Youth Development programs nationally and in their communities.

Q: What is the National 4-H Conference?

\$400

A: A national meeting where delegates will have the opportunity to meet 4-H members from around the country to discuss current youth-related issues as well as participate in a hands-on community service project in Atlanta, GA.

Q: What is National 4-H Congress?

\$500

A: This program offers 18 youth and 2 adults the opportunity to explore the vast historical and cultural traditions of Samoa.

Q: What is the American Youth Leadership Program (AYLP) with Samoa?

🍀 Final Category

The category is "4-H Marketing." Write down how much you want to wager. (Allow time for wagering.)

A: The slogan of 4-H's marketing Campaign.

Q: What is "Join the Revolution of Responsibility?"

🍀 Summary of 4-H Jeopardy

Congratulations to all of the contestants! This 4-H Jeopardy game has provided you with insight into the 4-H Clover, 4-H History, Trivia, People in 4-H, Activities, and 4-H Trips. Now you have some additional background in the 4-H program that can help you better understand the 4-H culture.

Thank you for your participation!

**** Adapted from the Perdue University 4-H Jeopardy Lesson Plan, <http://www.four-h.purdue.edu/downloads/Volunteer/4-H%20Jeopardy%20Lesson%20Plan.pdf>

****Please note that the 4-H Jeopardy PowerPoint Game is included with all other electronic copies in the media.

NEW MEMBER PROJECT EXPO GUIDELINES

As you begin your session, don't forget to:

- Introduce yourself and project
- Go through activity of project
- Go over other opportunities within the project – example – fitting clinics, trainings, etc

Foods & Nutrition

- Go quickly over food guide pyramid
- Make the snack
- Take Home Item – Copy of My Plate

Visual Arts

- Have each member complete a visual arts project
- Mention this is a type of visual arts projects however be creative in their ideas
- Take home item – visual arts project

Livestock

- Have members go through breeds and parts of animal – this is a type of livestock project, lots to choose from
- Take Home Item - Give them a key chain

4-H Pledge

- Use 4-H Pledge poster to teach 4-H Pledge and take each members picture for a membership card
- Take Home Item – Picture that will be mailed out at later date

Character Counts

- Review each character pillar and talk about what each one means
- Go through Character Counts Activity
- Take Home Item – CC! sticker and footprint and book of character to fill out later

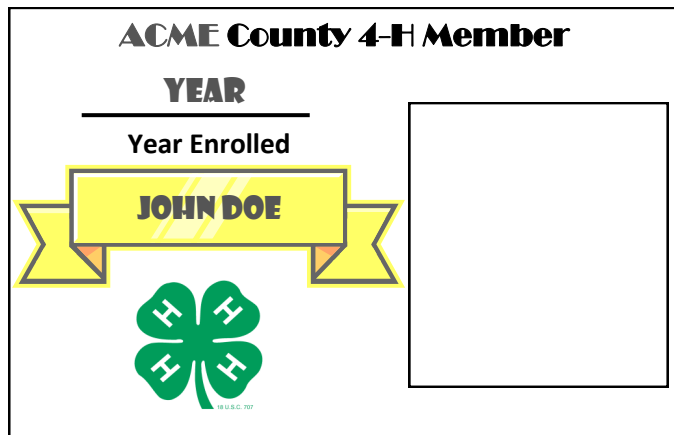
Teambuilding

- Play a teambuilding game and discuss the following:
 - ⇒ How did the activity go? Was it hard? Was it easy? What could you have done differently to make it easier? How will this help you in your 4-H Club/project?
- Take Home Item - 4-H pencil

Community Service

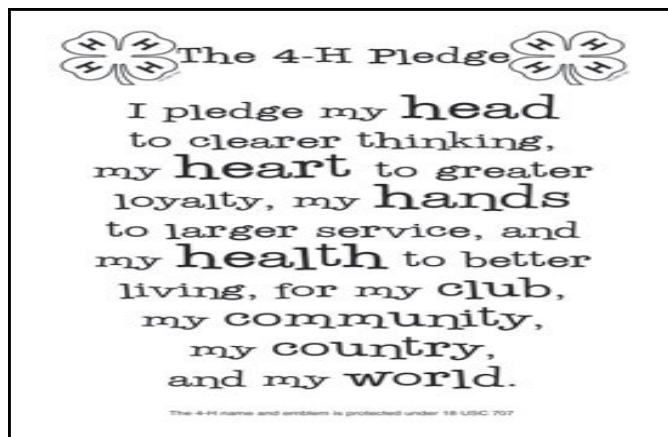
- Explain the reason you are completing the service project and who it is for.
- Explain the project and how to do it.
- Take Home Item – The good feeling of doing something good for someone else

4-H MEMBERSHIP CARD TEMPLATE



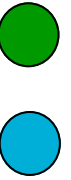
Front

Back



Use the Membership Card to help new members feel a sense of belonging to the 4-H program. Don't forget to get their photo at New Family Orientation and either give them the card that night or mail it to them the week after they attend New Family Orientation. The template is included in the media.

BEST PRACTICES FOR NEW FAMILY ORIENTATION, PARENT TRACK



WHY IS THIS IMPORTANT?

- ⇒ Provides the opportunity for new parents to connect with one another and county leaders.
- ⇒ Educates new parents about the 4-H program and provides them with information about the opportunities available.
- ⇒ Gives new parents a safe environment to ask tough questions and get real answers from county leaders and veteran parents.
- ⇒ Connects parents with county leaders who are willing to help them get started with specific projects as they begin their 4-H experience.
- ⇒ Provides 4-H/Youth Development Educator with the opportunity to identify, recruit and motivate new leaders for the county program.

BEST PRACTICES FOR PARENT TRACK

- ⇒ Use the parent lesson provided, edit to fit the needs of each county.
- ⇒ Use the expertise of parents who are pros, perhaps ask a panel to come and answer questions for new parents.
- ⇒ Ensure that parents leave with a copy of the 4-H Family Handbook, if not already provided. A template is also provided; edit to fit the needs of each county!
- ⇒ Make sure that new parents leave with a mentor parent or family to turn to when they have questions. If possible, invite mentor parents to the orientation so that they can meet with the new parents.

RESOURCES

- ◇ New Parent Orientation PowerPoint Presentation
- ◇ New Family Handbook Template

NEW PARENT ORIENTATION POWERPOINT



New 4-H Parent Orientation

Who are you?

First, introduce yourself, then answer two questions of your choosing

- How did you or your children learn about 4-H? How many are involved, what are their names and ages?
- How long have you been involved in 4-H, what projects have your children been involved in?
- What are you hoping to learn from 4-H this year/or what are your children hoping to learn from 4-H this year?
- What do you think you can offer to help make Weston County 4-H a success?
- What are you and your children most looking forward to through their 4-H involvements this year?

Ok, so we are going to begin with a little icebreaker to get to know one another as we eat our meal. So, if someone would volunteer to begin, I would like you to first introduce yourself and then answer two questions based on the two colors of skittles you grabbed the most of.

This is really helpful for both you and me to not only assess your needs from an Extension standpoint but also to make connections with other parents in case you need help this summer. Thank you for taking the time to play along with me.

Why 4-H?

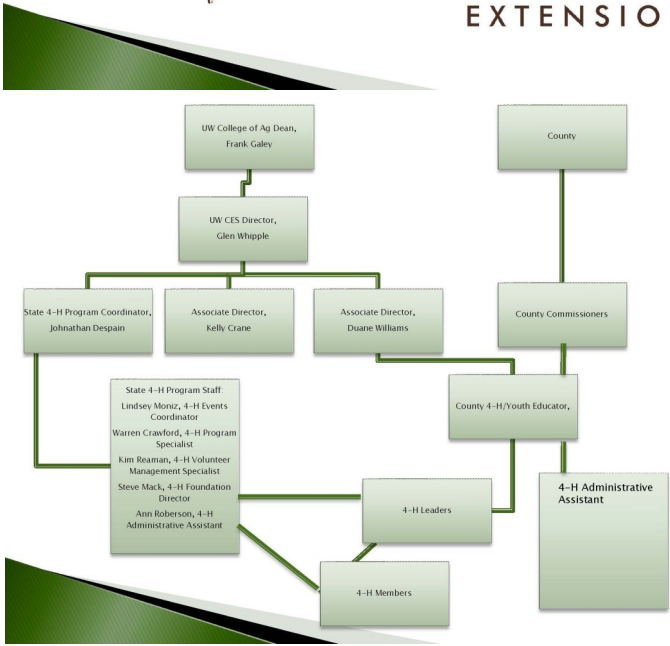
- **WYOMING 4-H PROJECTS** are designed to develop the following life skills:
 - Foster positive self-concept
 - Learn decision making and accept responsibility for choices
 - Develop an inquiring mind
 - Relate to self and others
 - Acquire concern for community, local and global

It is important to teach life skills through active learning, allowing them to learn from mistakes for later success. As they learn and interact with their club, they will develop those positive life skills and fulfill those psychological and sociological needs of belonging, independence, mastery, and generosity which are the essential elements 4-H strives to teach youth.

NEW PARENT ORIENTATION POWERPOINT

County Staff Information

Office Location and hours



4-H Office Pledge

- I will inform you as soon as I can to the best of my ability.
- I will not treat you differently than anyone else.
- I will do my best to understand the entire situation.
- You will always have a chance to tell your side of the story.
- A decision will be made based on procedural fairness and notice will be given in a timely manner.

COMMUNITY BASED, EDUCATION AND LEADERSHIP

NEW PARENT ORIENTATION POWERPOINT

Wyoming 4-H Statement on Ethics

- * I will be worthy of trust, honor, and confidence.
- * I will respect all people, including myself.
- * I will be responsible, accountable, and self-disciplined in the pursuit of excellence, I will be just, fair, and open.
- * I will be caring in my relationships with others.
- * I am aware that my actions and decisions affect others, and will be a contributing and law-abiding citizen.

Based on Character Counts Six Pillars of Character –
A project of the Josephson Institute of Ethics

Possible 4-H Learning Opportunities

- * Games
- * Tours
- * Guest Speakers/Classes
- * Public Speaking
- * Judging
- * Scholarships
- * National Trips
- * Clinics
- * County Fair
- * State Fair
- * Shooting Sports



What should parents expect from 4-H Club Leaders?

- * Be able to find answers to 4-H related questions.
- * Distribute necessary 4-H paperwork in a timely manner.
- * Be courteous, helpful, and display a positive attitude. Treat all members with respect.
- * Publish and distribute the 4-H Club meeting schedules in a timely manner.
- * Help 4-H club officers plan creative meetings and activities.

*** Remember to cut Club leaders some slack, they might not know the answers to your questions immediately, but they will help you find an answer.

***Remember, schedules change and life happens, so leaders might not always have schedules months in advance. Part of learning life skills is learning to adapt to change, and the best way to encourage growth in your children is to model that behavior you hope to see from them in the future.

NEW PARENT ORIENTATION POWERPOINT

What should parents expect from 4-H Club Leaders?

- * Be prepared to help club officers run an orderly meeting. Encourage members to develop their leadership skills.
- * Encourage all 4-H'ers to do/be their best.
- * Be a model for 4-H members to aspire to.
- * Assist members in learning what is available to them through 4-H.
- * Help make 4-H a fun, educational experience.

Leaders are advisors, not dictators, they will not be running the meetings, the youth will. Sometimes the youth will not get things just right in their club procedures, but that is part of the learning process, not the fault of the leaders who are helping to teach positive life skills.

Parents should NOT expect 4-H Club leaders to....

- * Do the work for the members, youth should have ownership of their club and activities.
- * Act as babysitters for your children.
- * Track down 4-H members to deliver needed information or to sign their 4-H record sheets.
- * Have extra copies of all paperwork, they are not bookkeepers.
- * Be perfect, we are all human and make mistakes.

4-H Basics

- * 4-H Year – October 1st to September 30th
- * Enrollment – New forms need turned in every year
- * Insurance – All enrolled 4-H members and leaders are covered with secondary accident coverage
- * Communication – Email, Facebook, Newsletters

NEW PARENT ORIENTATION POWERPOINT

Character Counts



4-H Clubs

- * Regular Meetings
- * Leadership Skills
- * Community Service
- * Demonstrations
- * Record Keeping
- * Project Support
- * Friendships
- * Encouragement
- * Find a Good Fit
- * Work Hard
- * Enthusiasm
- * Confidence
- * Willingness to Try
- * Opportunities
- * Ability to work with a group
- * Leadership Skills
- * Basic Life Skills
- * Improved Family Relationships
- * Tours

Membership in a club is one of the most rewarding and educational aspects of the 4-H program, if you have not had the chance to join a club, please take the time to visit a few clubs and see where you feel the most comfortable.

Club leaders are some of the most visible and interactive adult mentors for 4-H youth. These leaders put a lot of work and dedication into the success and organization of club activities, projects, and meetings.

Projects

- * Don't bite off more than you can chew
- * Be Involved – Attend county-wide project events, ask to attend other club events if applicable.
- * Try new and hard things
- * Let the Child Choose!!
 - * Excitement and Responsibility
- * Don't be Scared – One step at a time
- * Things can change
- * Do a variety of projects through the years
- * Self-Determined
- * Add/Drop Projects

NEW PARENT ORIENTATION POWERPOINT

How much time is this going to take?

- * It is different, but as a whole, you get from it what you put into it.
- * Remember to set goals! Start in October with the beginning of a new 4-H year, not in September when Portfolios are due!
- * *A year is a long time, but it will disappear quickly!*
- * If you fail to plan, plan to fail!

Your Role as a Parent

- * Provide consistent opportunities for 4-H children and youth to learn by doing.
- * Help your child select projects that he/she finds interesting and are age appropriate.
- * Ensure they make club and project meetings.
- * Help them make their deadlines.
- * Help them set realistic goals, then let them accomplish them.

“Extension agents and local leaders may kindle the flame in youth, but it takes the good will and help of parents to keep the fire burning.”

ACME County Fair

- * Highly encouraged to exhibit projects, but it is not a requirement
- * Sponsored by **ACME** County Fair Board
- * Fair Board members oversee the fair
- * All decisions and requirements during this event are made by this board
- * Members are selected by County Commissioners

Your role is not to be Nancy Nitpick, Judy just let me do it, or Careless Carl. Your role is to provide support, allow your child to learn and grow. Failure is not always a bad thing, sometimes we learn the most from our failures, as I am sure you all know. Helping them to reach a success that they have ownership over is the best way to teach them pride in their work and the best way to learn those important life lessons.

CLICK

So, make sure you are providing consistency, allow them to learn by doing.

CLICK

It is also important to encourage your children to choose projects that are age appropriate, and within reach, perhaps creating an entire website is outside your 8 year old's abilities, but creating a fun poster to advertise the fair on the computer might not be.

CLICK

Get them to meetings

CLICK

Remind them about deadlines

CLICK

Assist with goal setting, you are the most familiar with your child's abilities, time management skills, and ability to cope with stress

NEW PARENT ORIENTATION POWERPOINT

County Fair

- * Enrollment vs. Fair Entry
 - Enrollment Forms Accepted Year-round to get members/leaders enrolled in the 4-H program
 - Fair Entry's Accepted in July & August for County Fair events
 - Make sure of fair deadlines which may be different from 4-H deadlines (example animal ownership)
- * Fair Resources
 - County Fairbook
 - State Fairbook

Helpful Links

- * State 4-H Website
 - <http://www.uwyo.edu/4-h/index.html>
- * Events & Opportunities
 - <http://www.uwyo.edu/4-h/youth/index.html>
- * County 4-H Page
 - <http://www.uwyo.edu/ces/county/???/4-h.html>
- * County 4-H Facebook Page

Still have questions? Ask the Experts!

“A LOT OF GROUPS GO OUT THERE AND TALK ABOUT IT—WE GO OUT THERE AND **ACTUALLY DO IT.”** 

JOIN THE REVOLUTION 
OF RESPONSIBILITY

NEW FAMILY HANDBOOK

The 4-H Family Handbook

Welcome to **ACME** County 4-H! We are excited to help you and your family begin an exciting adventure with the 4-H program! This guide should answer many of your questions and orient you to the 4-H program. 4-H can be complicated and overwhelming in your first few years, so please make sure to ask questions and request help!

Important Info:

This book belongs to the _____ family.

We belong to the _____ 4-H club.

Our club leader(s) are: _____

Their phone numbers are: _____

Their email addresses are: _____

ACME County 4-H Contact Info:

666 Ave. B

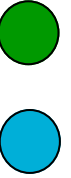
Nowhere, WY 99999

Phone: _____



The New Family Handbook template is for you to customize for your county and provide to all new families. An electronic version has been included with the media.

BEST PRACTICES FOR NEW FAMILY ORIENTATION, MENTORING



WHY IS THIS IMPORTANT?

- ⇒ Beginning the 4-H program can be overwhelming, so identifying those people new families can turn to for help is critical for retention.
- ⇒ Mentoring gives veteran parents and teen members the opportunity to take on leadership roles and develop their leadership skills.
- ⇒ Mentors will help new families successfully set goals, complete projects, and become involved in 4-H activities, providing a positive and successful first experience with the 4-H program.
- ⇒ Mentoring will help county leaders identify and recruit new leaders to help with the 4-H program in the future.

BEST PRACTICES FOR MENTORING

- ⇒ Choose mentor families and trusted teens that will follow through with new families.
- ⇒ Provide mentor families and teens with a list of expectations and questions to ask new families as they get started. A list is provided, use as needed.
- ⇒ Provide a schedule for regular contact based on the needs and deadlines for your county. Perhaps phone calls to remind about coming deadlines, or extra help at the beginning of livestock projects.
- ⇒ Check in with your mentors to see how it is going. Provide assistance as needed.

RESOURCES

- ◇ Family/Parent Mentorship Guidelines and Expectations
- ◇ Youth Mentorship Position Description and Expectations
- ◇ Template letters for Teen Mentorship Program
- ◇ Teen Mentorship Program Evaluation

FAMILY/PARENT MENTORSHIP GUIDELINES AND EXPECTATIONS

PARENT/FAMILY MENTOR GUIDELINES

- Make sure they have your contact information and how to best contact you.
- Seek out your mentee at meetings and help explain how the program works.
- Work with 4-H club leadership to use games that include new families.
- Invite them to project meetings and events that you will be attending.
- Ask mentee if they need transportation or any contact information for 4-H events. (Note: It is not expected that a mentor provide transportation.)
- Assess your mentee's strengths and direct them to individuals to help them in developing their skills for the benefit of the 4-H club.
- Introduce your mentee to others.
- Offer help.
- Offer ways to involve new families and members in 4-H.
- Recognize and support their work in 4-H.
- Offer to assist in completing entry forms for countywide or regional events: Enrollment, Speaking/Demonstration, Arts/Drama Festivals, Foods/Clothing Revues, Area Animal Sciences Day, Fair preparation, etc.
- Appreciate their efforts and understand their concerns.

EXPECTATIONS OF PARENT/FAMILY MENTORS

- Contact or meet with your mentees at least 4 times a year:
 - ⇒ Initial contact, when you first meet/call your mentee:
 - * Welcome your mentee to 4-H.
 - * Listen to what they like to do and want to get out of the 4-H experience.
 - * Ask them what questions they have.
 - * Make sure they have your contact information and how to best contact you.
 - ⇒ October/November: Talk about potential projects and goal setting. This should include pointers about how to help 4-H'ers select projects they are interested in and how to set SMART goals. Provide family with the SMART goal framework. Remind them about the deadlines for specific projects, like animal ownership deadlines.
 - ⇒ February/March: Talk about deadlines and check in on project progress. Have they been attending club meetings? Ask if they need any help, are feeling frustrated, or offer to help get started with project work. Remind them about upcoming events; invite them to attend 4-H events with your family.
 - ⇒ May/June: Check in on their project progress, remind them about the County Fair. Explain the Fair entry process, offer to help with Fair entries if they are feeling stressed. Remind them about important deadlines, and encourage them to attend 4-H workshops, project meetings, camps, and other events to help enrich their experience. Invite them to attend with you if you are planning to attend these events.
 - ⇒ July/August: Review the county/state fair, ask how things went. Remind them about Portfolios; offer to help them get started with the portfolio process if they have not already done so.
- Always have a positive, pro 4-H attitude.
- Provide assistance when needed, or get them in contact with others that can help if you cannot.
- Listen
- Encourage them to become leaders.

TEEN MENTORSHIP JOB DESCRIPTION AND EXPECTATIONS

ACME County 4-H Junior Leader Mentoring Program:

Purpose and Mission: *The purpose of the mentoring program in ACME County 4-H is to pair junior leader mentors with like projects and interests to first year members (mentees) in order to help maximize the first year 4-H member's experience. We are hopeful that the mentoring program will assist new members by giving them a caring youth leader in addition to their club leader to address questions and concerns. The desired outcome is for first year members to find success in their projects, to minimize anxiety and confusion and to encourage them remain an active 4-H member. Additionally, the mentoring program will serve as a leadership building project for junior leaders and allow them to practice their skills within a structured program.*

Qualifications of a Junior Leader Mentor: *In order to be considered as a junior leader mentor, a youth must be at least 13, enrolled in the youth leadership project and have been a 4-H member in at least silver or gold standing for 2 years. Additionally, to be considered a mentor, a youth must have attained the GOLD achievement level their previous year in 4-H.*

Junior Leader Mentor Job Description:

As a junior leader mentor, it is the expectation that you will make contact with your first year member a minimum of 4 times each year. Those contacts minimally would include:

1. Make initial contact with your member. This should be done no later than Feb 5th of each year. If at all possible contact them before the holidays just to let them know you are there for them.
 - a. Make a phone call and introduce yourself as their mentor. Tell a little about yourself such as how long you have been in 4-H, what projects you take and what you like to do outside of 4-H (sports, etc.). Sharing this information will help them feel more at ease and relate to you better.
 - b. Ask your mentee some questions to assess what they may need help with. Remember, as a first year member they will probably not know what they should be expecting, so may not even know what questions to ask. Sample questions would be:
 - i. Have you started club meetings yet? What club are you in? Do you know who your leader is and how to contact them if you need help?
 - ii. What projects are you enrolled in?
 - iii. Is there anything I can do to help you?
 - iv. End your conversation with making sure they know how to contact YOU if they need to.
2. Early spring: either contact your mentee again via phone or better yet touch base with them in one of your club meetings. This is the ideal time to see if they have specific needs that you can assist with as far as their project goes. Using your notes from your initial call, ask them:
 - a. How things are going in their club?
 - b. Is there anything I can do to help you with project "x"? For example, you note they are enrolled in the swine project, ask if they have gotten their pig yet? Do they need help selecting, etc?
 - c. Is there anything else I can do to help you?
3. Summer: contact your member again either via phone or in person at a club meeting. The focus of this conversation should be making sure they feel comfortable with their projects and what they will be taking to fair and that they know how to enter their projects in fair. Questions to ask include:
 - a. How is "x" project going for you?
 - b. Are you ready for fair?
 - c. Do you understand what to expect at fair? Be sure to explain a little about interview judging if they have a project that will be in the exhibit hall.
 - d. Do you understand how to enter your projects in fair?
4. Post Fair: This contact will most likely need to be a phone call as most clubs don't meet again after fair. This conversation should focus on making sure your mentee understands how to do their portfolio and when the due date is. Sample questions are:

TEEN MENTORSHIP JOB DESCRIPTION AND EXPECTATIONS



- a. I'm just checking in with you to see how it is going for you. How did fair go for you?
- b. Do you need help with anything on your portfolio?
- c. Do you know that portfolios are due DATE and TIME to the Extension Office in LOCATION?
- d. Is there anything else I can help you with? Don't forget about the year-end celebration day to be held on....(date yet to be determined).

In addition to these four contacts, I encourage you to contact them as often as you feel you have time and offer any help or suggestions. If your mentee is in projects that have deadlines, it would be helpful for you to contact them before those deadlines as a reminder. Examples of those projects include:

Market Beef: Ownership and tagging deadline is Feb 1 each year

Market Swine, goat, sheep: ownership and tagging deadline is June 1 each year

Dog: Must have their Dog ID paperwork in to the office by May 1

Fair entry deadline: See fairbook!

Remember, this should be an enjoyable experience for both of you so if things are not going well, please contact your 4-H Educator. Your efforts as a mentor should be documented in your own portfolio in the youth leadership project. Also attached is a worksheet for you to use when you are making your contacts and this worksheet should be turned in with your portfolio on September 10th.

Again, thank you for volunteering your time to help us "Make the Best Better" for our first year members. Please call me with any questions or concerns.

Junior Leader Mentor Name: _____

First Year Member Name: _____

First Year Member Contact Phone Number: _____

Date of Initial Contact: _____

Initial contact notes:

- Have they started club meetings yet?
- What club are they in?
- Do they know how to contact their leader?
- Projects they are enrolled in?
- Any questions they have?

Second Contact notes: date: _____

- How are things going for them?
- Is there anything they needed my help with?

- Anything else?

TEEN MENTORSHIP JOB DESCRIPTION AND EXPECTATIONS

Third contact notes: date: _____

How are their projects progressing?

Are they ready for fair?

Do they know how to enter fair?

What they needed my help with:

Post fair contact: date: _____

How was their fair?

Do they need help with their portfolio and know when it is due?

What I did to help them:

Any other contacts: Include date and what you did to help them below.

TEEN MENTORSHIP TEMPLATE LETTERS



University of Wyoming Extension



COMMUNITY BASED, EDUCATION AND LEADERSHIP

Jan 15, 2013

Dear

Congratulations on enrolling in your first year of 4-H! We sincerely wish you the best this year and hope that the 4-H program can meet all of your expectations.

Your first year in 4-H can often be a bit confusing and intimidating. We hope the new member/family manual you received either at new member/family orientation or in the mail will be a huge help as you participate in your first year. However, we also know through experience that sometimes you need to be able to ask questions and get extra help. Our volunteer club leaders are highly trained, but we also recognize they are very busy as well. Therefore, we have assigned you a junior leader who will act as your mentor throughout this year. Typically, this junior leader is in one of your clubs or projects, therefore will have similar interests. I have enclosed a copy of their "job description" as your mentor so you can see the kinds of things we hope they can help you with. It is our hope that their assistance will help make your first year enjoyable and worry free in addition to giving you a new friend!

Your junior leader mentor is _____. Their projects include _____, and they belong to the _____ club. Their contact phone number is: _____. They should be contacting you soon but if they do not reach you please feel free to let me know as soon as possible so that I can assist you. If you have any questions along the way, please give me a call.

Finally, if you have not heard from your club yet, please let us know so that we can make sure they have not met without you. We currently have you enrolled in the: _____ club and _____ project(s). If this is incorrect, please give us a call. We are here to help!

Sincerely,

Extension Educator

TEEN MENTORSHIP TEMPLATE LETTERS



University of Wyoming Extension

Jan 15, 2013

Dear

Congratulations on being chosen as a mentor for our junior leader-first year member mentoring program. The purpose of this program is to provide some individual guidance for our first year members and help them through any questions they may have. We greatly appreciate your willingness to help fellow first year members have a successful and enjoyable experience in our program.

As this is only the (number) year of this program, you are also fulfilling an important role in our learning experience of how to make this program successful. I hope we can work together to make it a huge success and truly benefit our first year members, so I would appreciate any feedback you have as well. Attached you will find a job description for your mentoring responsibility and a worksheet for you to document your experience. This worksheet should be turned in with your portfolio at the end of the year.

Your first year member "mentee" is _____. Their projects include _____, and they belong to the _____ club. Their contact phone number is: _____. Should you have difficulty getting in touch with them, please let me know as soon as possible so that I can assist you. Hopefully, you will just be able to touch base with them at club meetings to maximize your time. If you have any questions along the way, please give me a call.

Again, I appreciate your leadership!

Sincerely,

Extension Educator

COMMUNITY BASED, EDUCATION AND LEADERSHIP

TEEN MENTORSHIP EVALUATION

Mentor Evaluation Form

Please be completely honest with all of your answers, and please provide as many details as possible. This survey will be used to evaluate and reassess the mentor program. These will be submitted anonymously.

1. Did you contact, or attempt to contact, your mentee(s)? If so, how many times?
2. Was your mentee(s) easy to contact?
3. Was your mentee(s) accepting of your help and advice?
4. What project(s) did you mentor in, and how many mentee(s) were assigned to you?
5. Did your mentee(s) ever try to contact you?
6. Please put any other suggestions or comments you have for improving the mentor program below.

Mentee Evaluation Form

Please be completely honest with all of your answers, and please provide as many details as possible. This survey will be used to evaluate and reassess the mentor program. These will be submitted anonymously.

1. Did your mentor(s) contact, or attempt to contact you? If so, how many times?
2. Was your mentor(s) willing to answer your questions?
3. Was the advice and help your mentor(s) gave you helpful or useful?
4. Did you ever try to contact your mentor(s)? If so, did they return your call or answer your questions?
5. What projects did you have a mentor(s) for, and how many mentors did you have?
6. Please put any other suggestions or comments you have for improving the mentor program below.

BEST PRACTICES FOR CLUB PROGRAMMING

WHY IS THIS IMPORTANT?

- ⇒ Club programs are where youth build and develop many of the life skills needed to succeed in the future.
- ⇒ Club settings foster the medium in which the 8 Essential Elements are delivered to youth.
- ⇒ Allowing youth to choose and shape the type of programs they are interested in can help them become engaged and help retain them as members.
- ⇒ Without club programs, 4-H would simply be another outlet for project based skills alone.

BEST PRACTICES FOR CLUB PROGRAMMING

- ⇒ Involve club members in discussions about what types of programs they are interested in and the subjects they would like to learn the most about.

RESOURCES

- ◇ Vibrant Clubs Fact Sheet
- ◇ Club Program Planning
- ◇ The Habits of Remarkable 4-H Youth Development Programs
- ◇ Project Meeting Report
- ◇ Club Educational and Community Service Goals Report
- ◇ Understanding Club Finances Fact Sheet



ORGANIZATION, COMMUNITY BASED, EDUCATION & LEADERSHIP, YOUTH DRIVEN

VIBRANT CLUBS FACT SHEET

Characteristics of Highly Effective/Vibrant 4-H Clubs*



Highly effective 4-H clubs listen and communicate effectively.

Members feel listened to, respected, and their input is genuinely valued. Vibrant clubs view communication and leadership as two-way processes in which adults and youth share responsibilities.

Highly effective 4-H clubs foster a sense of ownership in the club.

Young people want to feel the club is theirs and want adults to reduce their part in decision-making. Winning awards, competitions, contests, numbers of ribbons or trophies and "being the best" are the greatest concerns in less effective clubs.

Highly effective 4-H clubs change how they do things not what they do.

Effective clubs experiment with seating arrangements, new activities, and experiment within a certain accepted structure and organizational culture. Traditions, rituals, and ceremonies are used to connect to the past and with an organization larger than them.

Highly effective 4-H clubs work hard and play hard.

Vibrant clubs do not meet just to meet or just to conduct business, they also provide a way for members to do things together in fun ways. They also work hard by doing community service activities and fund-raisers that span a wide variety of interests.

Highly effective 4-H clubs achieve a balance between chaos and rigidity.

Effective clubs are able to achieve a certain harmony between too much chaos and too much rigidity-- ordered chaos. When circumstances change, vibrant clubs are able to adapt by making the necessary changes in rules, power structures or relations to move on.

Highly effective 4-H clubs empower young people.

Vibrant clubs enable youth to do what they are qualified to do by empowering members to develop personal responsibility.

Highly effective 4-H clubs affirm and support one another.

Healthy clubs celebrate the successes of all members and do not define themselves by any single accomplishment of the group or its members. Instead, they take pride in and celebrate the collective efforts of all members.

VIBRANT CLUBS FACT SHEET

Highly effective 4-H clubs use a mentoring system to socialize new members.

Helping new members feel welcomed into the club is a hallmark of vibrant clubs. Buddy systems are common where older, more experienced members adopt younger members to help them learn the language and traditions of the program and serve as practical role models.

Highly effective 4-H clubs value and practice service to others.

Community service is not viewed as just another requirement for a charter or as program expectation, but rather community service is valued as important in itself. Vibrant clubs perceive community service as a part of the group's fundamental experiences.

Highly effective 4-H clubs take time for training.

Effective clubs set aside time to train youth for the roles they will assume in adulthood. Adults' see one of their primary responsibilities is to train and develop young people to become involved as equal partners in the process of planning, implementation, and evaluation. This is a key characteristic, well-functioning clubs do not just happen. Rather, they result from consistent efforts to create, maintain, and (occasionally) restore conditions that foster effective learning.

The whole is greater than the sum of these elements.

⁸⁶ Astroth, K. (1996). Welcome to the Club: Education Where the Bell Never Rings. Unpublished doctoral dissertation. Bozeman, MT: Montana State University.

CLUB PROGRAM PLANNING GUIDE

U of A UNIVERSITY OF ARKANSAS
DIVISION OF AGRICULTURE

Cooperative Extension Service

4-H Youth Development

4-H Volunteer Leaders' Series

4-H Club Program Planning

Mike Klumpp
Associate Professor -
4-H Youth Development

The success or failure of any organization depends largely upon the program. Therefore, the more care and thought that is put into the program, the greater the probability for a successful 4-H club. If the program is to serve the purpose of 4-H – “providing opportunities for the personal development of boys and girls” – then every member must be considered and included in some way. The experience 4-H members get working together in the club program and personal growth through individual project work are both important.

Why Plan?

A plan is like a road map – it directs actions toward a goal or destination. A well-designed map will help reach goals and make the journey more enjoyable. A well-planned program will:

- Provide a significant role for each member.
- Meet needs of all participants.
- Share responsibilities among members.
- Ensure a balanced program.
- Provide for better communication.
- Provide cooperation and compromise experiences.
- Provide opportunity to learn planning skills.
- Avoid calendar conflicts.



*18 U.S.C. 707

Visit our web site at:
<http://www.uaex.edu>

When to Plan

The new 4-H year begins in October. Therefore, it is suggested that clubs reorganize (elect officers, fill out new application cards, etc.) in August or September so new officers can be installed and ready to begin their duties in October.

Similarly, clubs should do program planning on a yearly basis. Club members may begin “thinking” about a program of work in August and try to have a definite plan by October.

Many counties publish a calendar of events or a yearbook each year. This lists all of the county, district, state and national events and the dates and should help in planning for and around these activities.

How Do We Plan?

Ways to plan a 4-H club program vary. In some clubs, the entire membership may suggest ideas at a general meeting. In some clubs, the newly elected officers and club leaders plan the year's program. A special program planning committee made up of members and adults may use the ideas to develop a program. This program should be presented to the club for approval.

Survey Members

Each member has different ideas about the group activities and needs a chance to express them. Some kind of

University of Arkansas, United States Department of Agriculture, and County Governments Cooperating

ORGANIZATION, COMMUNITY BASED, EDUCATION & LEADERSHIP, YOUTH DRIVEN

CLUB PROGRAM PLANNING GUIDE

survey will give each member an opportunity to contribute and will provide the planning committee with a wide range of suggestions and ideas from which to choose. Listed below are a few ways to survey members. (These ideas also could be used at other times during the year.)

Suggestion Box – Decorate an appropriate box and explain its purpose at a general meeting early in the planning process. Members should be asked to put suggestions for the coming year in the box.

Sharing Ideas – Tape a large piece of paper to the wall (shelf paper, brown paper, anything large). As group members arrive, ask them to write on the paper at least one thing they would like to do in the 4-H club next year. Using magic markers or crayons in many colors might add to the fun.

Collages – Attach pictures and other items suggesting activities to large sheets of paper, boxes, cartons or bags. Be creative! Making collages gets members involved while giving the planning committee suggestions. Have members explain what their collages mean. Necessary materials would include magazines, newspapers, construction paper, crayons, glue, scissors, etc.

Roll Call – Ask members to answer roll call with a suggestion for an activity, club goal, etc. No response should be repeated.

Brainstorming – Divide the club into groups of five or six in which members make suggestions for club activities, events or goals. All ideas should be encouraged; do not evaluate or criticize at the time. Groups should be creative! Sitting on the floor and listing ideas on large sheets of paper may be fun.

Design Your Own Clover – Ask each club member to complete a “Design Your Own Clover” form. The forms are collected and used by the program planning committee.

Selecting a Program Planning Committee

The program planning committee should represent the interests of all people in the club. Older members may be efficient planners, but they may overlook the interests and needs of younger members. Those who are not involved in the planning process may become inactive. The committee might include representation from:

- Members of different ages
- Males and females
- Parents
- Officers
- Club leaders (adult and teen)

Often 4-H club program planning committees are composed of the vice president, secretary, recreation leader and one or more adult leaders. Two or three 4-H members who are not officers may also be involved. The vice president serves as chairman. This committee makeup may also be appropriate for your club. Refer to the fact sheet “Working With Committees.”

Responsibilities of the Planning Committee

No one way to plan the program is the “right” way. You may create a successful method which is different from the following suggestions:

Method 1 – The program committee plans the entire program for the year. This is suitable for a small club and might require one to three meetings.

Method 2 – The program planning committee assumes major responsibility for planning and carrying out the program but depends on the input and services of other committees such as activity and recreation. Responsibilities of standing committees must be clearly stated. They might plan and be responsible for a certain month’s program or a part of each program. Each committee would turn its plans over to the program committee which would then coordinate the entire program. The duty of the program committee is to make each monthly program fit together smoothly.

Method 3 – The program committee can function with the help of the entire club. The members are divided into groups with responsibility for planning a specific part of the program such as time and place, business agenda, demonstration and talks, recreation and club activities.

The program committee is then responsible for coordinating the plans of these groups. This method shares responsibility but can cause difficulty in creating a unified program.

Review Previous Year

Before deciding on specific activities and events, review what the club did last year. The committee may want to conduct an evaluation with the entire

CLUB PROGRAM PLANNING GUIDE

club. This is the time to consider what good ideas from the current year could be carried over and what parts of the program need improvement.

Make sure the program will meet the current needs of the members. Remember, each member is one year older and has different interests than last year. Take time to review the situation annually!

- How many members are there?
- How many boys? How many girls?
- What is the range of ages?
- How many leaders are available?
- What county-wide 4-H activities or events are planned?
- In which county activities or events do we want to participate?

Identifying Goals

Goals are statements of what you want to accomplish within a certain time period. Club members will set individual goals in their particular project. They should also have a chance to contribute ideas about what the club as a whole should accomplish.

Club goals should:

- Be realistic and measurable.
- Meet needs and interests of club members.
- Promote cooperation.
- Provide individual achievement opportunities for each member.
- Promote improvement over last year.
- Provide community service and participation.

Each club may wish to identify a goal for health and recreation. In addition, the club may choose other goals relating to activities such as safety, community service or international understanding. The group also could select general club goals that might include:

- Extending 4-H membership to others in the community.
- Expanding family participation.
- Participating in community functions.
- Creating significant roles for every member.
- Helping senior citizens or persons with handicaps.

Be sure the goals are clearly stated so the group can evaluate its programs. On a worksheet list each goal and record what activities or events are planned to achieve the goal. Devise a simple program outline to show the activities and events for each meeting along with the necessary tasks. (This volunteer series includes worksheets for planning the year's program and club meetings.)

What to Plan

It is suggested that clubs consider and plan for the following items during the year:

- **Tours and Trips** – Plan two or three trips each year – tour a factory, take a nature hike, etc.
- **Recreation** – Recreation should be a big part of your program. Plan for three, four or more special recreational events each year, such as skating party, movie, sports day, club party, etc. Several of these could be planned along with a tour or trip. In addition to the special recreation, a club could have some recreation during its monthly business meetings.
- **Community Project** – Plan for at least one community project that all members can work on together: help with a Heart Fund Drive, work with the elderly in a nursing home, pick up trash on the roadside, etc.
- **Fund Raising** – One fund-raising activity may be all a club needs, or it may take more. Plan for this and efforts will be more successful.
- **Guest Speakers** – How about having a guest speaker at two or three of the regular monthly meetings: a doctor, veterinarian, public official, etc.
- **Club Achievement Program** – All clubs are encouraged to have an achievement program of some type each year. This is a good way to recognize 4-H'ers for their work and encourage them to greater efforts.
- **Workshops** – Plan for several special workshops during a year; for example, a record book workshop, a workshop in preparation for the county fashion revue, 4-H O-Rama, etc.
- **County, District, State and National Activities** – Each year there are 30 to 40 activities available for member and leader participation. Show all of these activities in the program even though a club's members and leaders won't be involved in all of them. Do get involved in several of these activities and plan for them.
- **Monthly Business Meeting** – There are pages in the club secretary's book and in this volunteer series to plan for these meetings. A lot of thought

CLUB PROGRAM PLANNING GUIDE

should be given to planning the meetings – who will lead the pledges, give reports, demonstrate, etc. Each member should be involved as many times as possible during the year. By planning for special activities first, you can plan to discuss them during the business part of the monthly business meeting. The monthly club meeting should consist of three parts: business (15-20 minutes), education (30-45 minutes) and recreation (15-30 minutes).

Approving a Plan

The planning committee has the responsibility to explain the program plans to the total club membership. Since each person will be expected to help carry out the plan, each should have the chance to ask questions and voice an opinion about the plan. One or two committee members should explain the plan to club members. Organizing the report by months may help members get a clear picture of how the program fits together.

After explaining the plans, encourage members, leaders and parents to ask questions. This is the time to make any appropriate changes. Clear up date conflicts and other concerns as soon as possible. After the members have discussed the plan and made any changes, they approve or adopt it as the annual 4-H club calendar.

Can you answer “yes” to each of the following questions?

- Does the program involve all members?
- Is the program interesting to all ages?
- Is the plan realistic?
- Are some fun and work activities included?
- Did we consider county 4-H events?

Sharing Responsibility

Good planning is the beginning of a successful year but will not guarantee it. Each person should be given an opportunity to accept appropriate responsibilities at the beginning of the year. Make sure someone is responsible for each task, whether it is a

leader, a member, a committee or a parent. Making a commitment early in the year allows people to plan ahead.

Follow Through

To ensure a successful experience, check to see that plans are carried out and that details of the plan are communicated to others.

The committee should meet once a month, even if it is only for a few minutes before the club meeting, to make sure that everything is ready for the next meeting. At each club meeting, the secretary or vice president (as chairman of the committee) should read the program for the next meeting. By so doing, each member would be reminded a month in advance that he or she has a certain part on the program. Also, the planning committee can help by:

- Providing each family with a copy of the 4-H Club Annual Calendar.
- Announcing dates in newspapers and by radio.
- Providing support to persons who have accepted tasks.

How Are We Doing?

After several meetings, look at the goals again. Ask the following questions:

- What have we done so far to reach our goals?
- What do we still have to do?
- Do the goals match the group's interests and concerns?
- What changes should be made in the goals?

At the end of the year, look at the total program. Record your feelings for next year's planning committee.

- Were the club goals met?
- Was attendance at meetings and events good?
- Were all interested members involved in events?
- Did parents participate in activities and events?

Developed by Jo Howard, retired county Extension agent - home economics leader and 4-H volunteer, Howard County. Updated by Ella M. Geisler, retired 4-H program specialist.

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THE HABITS OF REMARKABLE 4-H YOUTH DEVELOPMENT PROGRAMS



Remarkable 4-H Programs remember their central mission is Youth Development

Sometimes a penchant for tradition can become a barrier to doing what's truly best for young people. "It's got to be done this way! That's how we've always done it!" Similarly, we can become so busy with the "important"—rules, traditions, etc. that we miss the "imperative"—focusing on young people and their needs. Remarkable youth development programs don't make that mistake. They remember their dreams for youth and construct programs that reflect a sincere commitment to developing the potential of all youth.

4-H Youth Development Programs are essentially focused on creating opportunities for youth to meet developmental needs, and to build important life skills. The 4-H model emphasizes four basic developmental needs: belonging, mastery, independence and service. It's clear that youth with opportunities to meet these needs in positive ways are likely to grow into good citizens and contributing members of their families and communities. Remarkable 4-H Programs create those opportunities while teaching critical life skills – abilities individuals can learn that will help them to be successful in living a productive and satisfying life.

Remarkable 4-H Programs remember their unique purpose and plans

In some youth programs, it's not uncommon to hear comments such as: "Did you hear about the things they are doing at Youth-R-U's clubs? If we could only be like them, we'd have it made! If we could do video like that youth program, or had grant money like this youth program, or were close to ski resorts like the other program, things would be great!" It's easy to focus on another program's strengths. When we do, though, we miss the unique purpose and plans developed for our specific program. Each 4-H Youth Development Program is unique- with a whole set of strengths that connects the central mission of 4-H to the needs of local communities. We need to understand these unique purposes and plans clearly otherwise, we can easily get caught in a quagmire of doing "good things" rather than the best things for the youth in our local program.

Remarkable 4-H Programs create safe places where young people feel like they belong.

Youth shouldn't fear physical or emotional harm while participating in any 4-H experience whether from the learning environment itself, adults, other participants or spectators. Remarkable programs celebrate the success of all members and take pride in the collective efforts of all.

Remarkable 4-H Programs involve adults in the lives of youth.

Remarkable 4-H Programs encourage caring relationships between youth and adults. 4-H seeks support from parents, community members and business leaders to foster the gifts of 4-H youth.

Remarkable 4-H Programs teach life skills.

The cornerstone of 4-H is creating opportunities for youth to experience that they are capable. Youth practice new skills in a safe environment and learn to focus on the long-term goals of learning. 4-H encourages youth to recognize the benefits of lifelong learning and creates opportunities to practice specific skills that can be easily transferred from the learning environment to real life. 4-H strives to create opportunities for young people to see themselves as active participants in the future.

Remarkable 4-H Programs develop leaders.

Independence is being able to have an impact over life's events rather than submitting to the will and whims of others and it is the first step towards becoming an effective leader able to resist peer pressure. Remarkable 4-H Programs create opportunities for self-determination to flourish.

Remarkable 4-H Programs remember that fun is an important goal.

Fun is often what makes things worth doing- it can be a tremendous motivator, and is often the glue that turns a bunch of individual youth into a strong team or club.



THE HABITS OF REMARKABLE 4-H YOUTH DEVELOPMENT PROGRAMS

The Habits of Remarkable 4-H Youth Development Programs



Remarkable 4-H Programs Treasure Service

4-H Programs create opportunities for youth to value and practice service for others. Finding oneself begins with losing yourself in the service of others. Service is a way for youth to gain exposure to the larger community, indeed the world itself.

Remarkable 4-H Programs Evaluate

Wouldn't it be great if every new idea, strategy, or program worked? Much work great, some are marginal, and others are total failures. Taking time for evaluation allows programs to examine what worked and what didn't, and to make needed course corrections. Evaluation can cause some people to become anxious, especially if shining a light on a particular area can make an individual look bad. Remarkable 4-H Programs anticipate this and make some room for failure. Everything doesn't have to be an overwhelming success, but evaluation can also accentuate program strengths and highlight what is already being done well.

Remarkable 4-H Programs Change

The core of 4-H – meeting youth needs and building life skills -- is timeless and unchangeable. It is as relevant today as we face the Millennium, as it was at the last turn of the century when 4-H was developed to teach farming practices and food preservation techniques. But how we meet youth needs and build life skills continually changes. Adaptability in our programs, our rules, and our delivery methods ensures that 4-H Programs will continue to be important experiences for young people.

Developed by Cathann A. Kress, Ph.D., Extension Youth Development Specialist, 10/99

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IOWA STATE UNIVERSITY
University Extension

ORGANIZATION, COMMUNITY BASED, EDUCATION & LEADERSHIP, YOUTH DRIVEN



WYOMING 4-H PROJECT MEETING REPORT



4-H Club's Project Meeting Report Form

For year ending September 30, _____

Please turn this report into the 4-H Club Organizational Leader to include with the Club's Yearly Book

The purpose of project meetings is to give youth an opportunity to master specific knowledge and skills. Well planned project meetings allow youth to practice their new skills, evaluate their work, and discuss changes they would make with a 4-H leader who cares about the member and shares the same interest(s).

A minimum of four hours of contact with a member and/or group is necessary for members to begin to master skills. Club Project Leaders should work with Club Organizational Leaders to determine if meetings will take place within the club meeting or at a different time.

Club Name: _____ Project: _____
Project Leader: _____

Date	Knowledge/Skills Taught	Number in attendance

University of Wyoming, 4-H Youth Development Program September 2009

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WYOMING 4-H CLUB EDUCATIONAL AND COMMUNITY SERVICE GOALS REPORT



Educational Learning Goals Report Form

For year ending September 30, _____

Please include this report in the Club's Yearly Book due to the County Extension Office

Club Name: _____ Club Leader: _____

How many times did your club meet during the 4-H year? _____

How well did the club utilize youth officers?

Using the scale below, please circle the ability of the clubs' youth officer team to lead club meetings:

At the beginning of the 4-H year: limited ability moderate ability substantial ability

At the end of the 4-H year: limited ability moderate ability substantial ability

Please provide a short example of what the youth officer team improved upon over the year.

What would be useful to you in helping make the youth officer team even more effective?

How well did the club progress toward their educational learning goals?

Describe how the club was successful in making progress toward their educational goal(s). What were the results of the club's educational activities?

Goal: _____

Brief Description:

Goal: _____

Brief Description:

Goal: _____

Brief Description:

ORGANIZATION, COMMUNITY BASED, EDUCATION & LEADERSHIP, YOUTH DRIVEN

WYOMING 4-H CLUB EDUCATIONAL AND COMMUNITY SERVICE GOALS REPORT



Community Service Report Form

(feel free to make additional copies as needed)



How well did the club progress toward their community service goals?

Community Service: _____ Date of Community Service Project: _____

Number of youth who participated: _____ Number of adults who participated: _____

Community or group who benefitted from this community service project: _____

Please provide a brief description of what your 4-H club did for this community service project:

Community Service: _____ Date of Community Service Project: _____

Number of youth who participated: _____ Number of adults who participated: _____

Community or group who benefitted from this community service project: _____

Please provide a brief description of what your 4-H club did for this community service project:

Please check the ways your club supported the county 4-H program throughout the year:

- | | |
|--|---|
| <input type="checkbox"/> Chaperoned county delegation for county-wide or state event | <input type="checkbox"/> Served on county 4-H Council/Board |
| <input type="checkbox"/> Participated in countywide community service | <input type="checkbox"/> Served on county 4-H Project Committee |
| <input type="checkbox"/> Participated in county-wide 4-H promotion | <input type="checkbox"/> Participated in county fundraiser |
| <input type="checkbox"/> Recruited new families to our 4-H program | |

List other ways your club supported the county-wide program in the space below:

University of Wyoming, 4-H Youth Development Program

September 2009

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ORGANIZATION, COMMUNITY BASED, EDUCATION & LEADERSHIP, YOUTH DRIVEN

UNDERSTANDING CLUB FINANCES

FACT SHEET

Understanding 4-H Club Finances

(for leaders advising youth treasurers)

Because 4-H is a public organization, a higher standard of accountability and integrity is expected in handling finances.



The money clubs receive from dues, bake sales and other fund-raising events is owned by the club, not by any one member or leader of the club. Because 4-H is a public organization, it is not “owned” by individuals the way a company is owned. Instead, 4-H is owned by the public and funds generated in the name of 4-H become public dollars.

What skills do 4-H club members gain from being responsible for public dollars?

Club members learn how money flows into and out of an organization. When members have the chance to manage public funds, they learn to be responsible for the money they bring in as a group and how it is spent. The 4-H club is a safe environment to learn how to live within budget, to practice managing money and to learn from successes and mistakes.

What skills does the 4-H club treasurer gain in this officer position?

The 4-H treasurer learns very specific skills related to their role: how to write checks, make a deposit, balance a check book, handle cash appropriately, make a financial report to the club and how to prepare an annual financial report.

4-H Leader's Responsibility

You can help protect the treasurer and your 4-H club from conflict by encouraging them to be careful, responsible and accurate when handling the club's finances. The *Wyoming 4-H Club Treasurer's Handbook* is the official guide and when fully utilized it will help you and your club's treasurer meet the high standards required of 4-H clubs for handling public money. These standards apply whether a club has \$1 or \$1,000 in the treasury. This handout highlights some of the procedures you will find in the treasurer's handbook.

4-H Name and Emblem:

A 4-H Charter is the only document that officially recognizes a 4-H Club or Affiliated 4-H Organization and authorizes its use of the 4-H Name and Emblem for the conduct of 4-H Youth Development programs. All groups who use the 4-H name and emblem must follow Federal policies and rules.

Financial Requirements:

Federal regulations governing the continued use of the 4-H name and emblem require annual financial reporting and accountability.

- Every account that holds monetary funds in the name of 4-H **must** have a unique Employer Identification Number/Tax Identification Number (EIN/TIN). This number is linked to the National 4-H Group Exemption Number through the IRS SS-4 Form process. The SS-4 form must be signed by a county educator as an executor/trustee.
- UW policy dictates the signature card for each 4-H account has a minimum of four active signers, two of which must be UW CES employees. This facilitates account closure/transfer in the event a club is dissolved. It is not necessary or recommended for UW CES employees to sign checks.
- An *Income & Fundraising Request Form* (in the treasurer's handbook) must be submitted by the club to the County 4-H Council/Board for approval for fundraisers that may earn more than \$50.
- At the end of the 4-H year, each club/committee is required to submit a completed treasurer's handbook to the county UW CES Office.
- It is **required** the county educator make a copy to keep on file for each club/committee the following pages from the treasurer's handbook. These are the necessary documents to perform an audit on the financial records of each club or committee. This also provides transparency of financial records to the public.
 - Chart of Accounts
 - Annual Inventory Report

UNDERSTANDING CLUB FINANCES

FACT SHEET

- Annual Financial Report
- Treasurer's Book Audit Form
- Fundraising request forms collected throughout the year

Financial Guidelines:

Individuals handling club funds are youth elected by the club membership. Setting a reasonable limit in the financial accounts they work with, provides a safety net to the treasurer and the club. It's a way to allow youth full access to and responsibility for managing the club's funds while controlling the risk of financial loss.

- Each 4-H club/committee is allowed to have only one checking (ending balance not to exceed \$1,000) and one savings account (ending balance not to exceed \$2,000)
- Balances may exceed stated limits if the club has identified a specific purpose and established a respective fundraising goal that may take several years to reach.
- Excess funds can be safely kept in the county 4-H council or 4-H Foundation's treasury in a line item designated for your club.

Developing a Budget:

Some clubs prepare a budget for the year. A budget is a written plan for raising and spending money by the club. Budgets are usually developed at the beginning of the year. A great place to start is by working with the club members to set their club goals around educational learning activities, community service projects and other club activities. When you know what the club wants to do, then you can begin to figure out how much it might cost and how the club wants to pay for it – through dues, fundraising or personal expenses of each family.

Fund Raising Guidelines:

- All money raised using the 4-H name must be used only for 4-H purposes. Funds cannot be used for personal gain.
- Fund raising should only be conducted to meet a club goal. There must be a definite plan to account for funds raised.
- The *Income & Fundraising Request Form* is used to communicate fundraising plans by clubs/committees to the County 4-H Council. This open communication helps everyone know about 4-H fundraising efforts being planned and can minimize the likelihood that one business or organization is overly burdened with requests.
- Other income generating means (i.e. donations, dues, etc.) can be spent at the discretion of the club members.

Club Property:

4-H clubs/committees sometimes purchase items such as panels, fans, popcorn machines, roasters, sewing machines, etc. An inventory of all items purchased or donated in the name of 4-H must be kept on file. Use the *Annual Inventory Report* found in the treasurer's handbook to record club property. When a club dissolves, the property remains owned by 4-H and should be delivered to the County Extension Office for future use in 4-H activities.

Information adapted from:

- *Wyoming 4-H Club Treasurer's Handbook* available at http://4-h.uwyo.edu/Wyo4H/4-HWebsite/Publications/Organization_Kit_Main.htm
- National 4-H Headquarters Fact Sheet, *Charters: The Key to Official Recognition*
- Wyoming 4-H Philosophy Fact Sheet, *Financial Recommendations*, 2008
- Wisconsin 4-H Club Financial Handbook for Leaders, 1998

Kim Reaman, 4-H Volunteer Development Specialist, University of Wyoming Cooperative Extension

September 2009

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BEST PRACTICES FOR COMMUNITY SERVICE

WHY IS THIS IMPORTANT?

- ⇒ Wyoming 4-H strives to incorporate citizenship because it:
 - Provides youth with real-world experiences
 - Shows youth the importance of volunteering
 - Encourages youth to take action and make a difference in their communities.
- ⇒ Wyoming 4-H encourages members and leaders to partner with other agencies in order to:
 - Form healthy community relationships
 - Model positive behaviors

BEST PRACTICES FOR COMMUNITY SERVICE

- ⇒ Let youth choose activity/service project.
- ⇒ Contact all families to participate.
- ⇒ Contact press (great advertising for 4-H program).
- ⇒ Remind youth what to bring/wear for project ~ gloves, shovels, appropriate clothing, etc.

RESOURCES

- ◇ Community Service Ideas for your Club
- ◇ 10 Steps for Service Learning Success



COMMUNITY BASED, EDUCATION AND LEADERSHIP, YOUTH DRIVEN

COMMUNITY SERVICE

COMMUNITY SERVICE IDEAS

COMMUNITY SERVICE IDEAS

- Highway Clean Up
- Fairground/Rodeo Grounds Clean Up
- Food Drive
- Serving Dinners for Agencies
- Making Dog Treats for Vets/Shelters
- Gifts for Long Term Care Residence
- Doing Activities with Long Term Care Residence
- Caroling
- Yard/Lawn work
- Service to Veterans
- Planting Flowers ~ Fairgrounds, town halls, parks, etc
- Sharing skills and knowledge with preschoolers/younger members

COMMUNITY PARTNERS

- Recreation Centers
- Senior Centers
- Hospitals
- Fairgrounds
- Schools
- Churches
- City Governments
- Youth Organizations
- Civic Organizations

IMPLEMENTING COMMUNITY SERVICE

- Work with your club to identify community needs.
- Encourage your club to decide which community need is the most important to address.
- Encourage members to brainstorm ways in which they can help address this community need.
- Help members come to a decision about how they will help address the community need, then encourage them to think through how they will accomplish this.
- Plan ahead, perhaps encourage the club to organize a community service committee to plan the service event once all members have decided how they will best serve the community.
- Take pictures and celebrate their accomplishments once they have completed the service project.

COMMUNITY BASED, EDUCATION AND LEADERSHIP, YOUTH DRIVEN

10 STEPS FOR SERVICE LEARNING SUCCESS



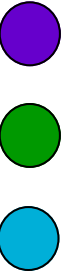
10 STEPS TOWARD PERFORMING A SUCCESSFUL COMMUNITY SERVICE LEARNING PROJECT A Guide for Leaders

Community service learning is an important function of all 4-H groups. A community service project can take many forms. The form it takes in your group depends on your group. Whatever is decided, it should benefit the community as well as your 4-H members.

Following are some hints in making your community service project a successful and fun learning experience.

1. Determine what is needed in your community/county.
 - Ask members and families.
 - Ask other community groups.
 - Talk with community officials.
 - Find out what types of service projects have/have not been done in the recent past.
 - Ask your county 4-H staff.
2. Determine what types of activities your members have interest in and abilities to carry out.
 - Consider the size of your group and ages of members.
 - Consider the skills possessed by group members and their families.
 - Determine how much time your group would like to devote in community service activities.
 - Would members rather do one ongoing community service project that may last several months or more or several short-term activities?
 - You may wish to start small and build on successes.
3. List all of the activities that have been suggested.
4. Ask your group to discuss the possibilities and rank them in order of importance and interest based on what was considered in steps #1 and #2. Reach consensus or use a vote by majority rule to determine the activity your group will do. If this isn't practical (especially if your group is large), consider forming a committee to develop priorities. Then, the group can simply accept or vote on the committee's recommendations.
5. After your group has decided what community service project to focus on, develop a plan. Your members will learn organizational skills in developing such a plan. A plan doesn't have to be overly detailed and formal, but should include the following:
 - Identify exactly what will be done. Determine both the overall goal and the specific tasks involved. Remember the time frame for the project: dates/times for beginning, completion.
 - Obtain necessary permission in advance.

10 STEPS FOR SERVICE LEARNING SUCCESS



- Develop a budget for the project, if appropriate and obtain funding needed for the project. If funds are not available from your treasury, seek a community sponsor. Your county 4-H staff may know of sources of grants-in-aid for such projects, especially if you plan far enough in advance. A decision to use group funds should be voted on by the group membership.
 - Obtain needed equipment or supplies.
 - Determine how many people will be needed. What is the minimum number required to do the job correctly and what is the optimum number? Be sure you have at least the minimum before proceeding!
 - Ask members to volunteer for specific duties and get a commitment from them. Consider teaming up less experienced members with more experienced workers to maximize the learning experience.
 - Encourage members to report progress on their assigned duties.
 - Make safety a priority.
 - Alert mass media representatives and your county 4-H staff concerning your plans.
 - Publicize the efforts of your group and the 4-H program.
6. Carry out the project as planned! In a community service learning experience, based upon the experiential learning cycle, the experience comes first.
7. As you work on this project, monitor the activities taking place and make adjustments as needed.
8. Record your group's efforts with photos, videotape, or written notes.
9. When the project has been completed, allow time for your group members to use the next steps in the experiential learning cycle; share, process, generalize and apply. They will want to discuss the successes and shortcomings of the project and generate ideas for improvement. This reinforces the learning experience! The following ideas may help you support this learning phase:

You can help youth **share** their experience by asking:

- What did you do?
- What did your group do when...?
- What did you see, hear, feel, taste?
- What was most difficult? Easiest? Most rewarding?



You can help youth **process** the experience by asking:

- What problems did you run into?
- What did you learn (life skill or subject matter) through this activity?
- Why is the life skill you learned important?
- How was the experience different from what you expected?

10 STEPS FOR SERVICE LEARNING SUCCESS

You can help youth **generalize** by asking:

- What similar experiences have you had (with this life skill or subject matter)?
- What similar challenge/problem/feeling have you faced? What did you do then?

You can help youth **apply** the lessons learned by asking:

- What can we do individually or as a group to have more impact in this area?
- What one thing can you do next week that will make a difference?
- What will you notice in the future that you didn't notice before?

- 10.** Develop a summary report of your group's experience when the project has been completed. Share it with mass media representatives and your county 4-H staff. A scrapbook is also a nice way to present the project's success. Include a written description, photos, news clippings, etc. Such activities might be assigned to the group reporter, secretary, vice president, chair of the project, or other group member. Feel good about your group's contribution to the community and members' positive learning experience!

Other Reminders:

- Remember that planning, conducting, reflecting upon and evaluating a community service learning project (or any other 4-H activity) is a great opportunity for 4-H members to learn by **DOING**. Therefore, **DO** encourage members to get involved in all phases of the project, including planning. **DON'T** do it all for them.
- Remember that 4-H'ers learn from their mistakes as well as their successes.
- The role of a group leader and other adults working with the group is to guide members in the right direction and provide needed support and encouragement.
- **MAKE IT FUN!**



10 STEPS FOR SERVICE LEARNING SUCCESS

Ideas for Community Service Projects:

The following is a sampling of many possible ideas for community service projects, compiled from a variety of sources, that your group might consider doing.

- Assist local fund drives such as American Cancer Society, Heart Association, March of Dimes, American Diabetes Association, Special Olympics, 4-H Foundation, etc.
- Adopt a grandparent.
- Sponsor a child to attend summer camp.
- Donate dog/cat food to a local animal shelter.
- Donate books to a library, or magazines to group homes.
- Collect food/clothing for needy families.
- Furnish baby-sitting on Election Day.
- Entertain nursing home residents.
- Clean a park or roadside.
- Build/donate benches for a park.
- Prepare holiday food baskets for shut-ins.
- Paint or repair playground equipment.
- Plant trees/flowers in vacant lots.
- Donate bird seed to a park.
- Serve a highway "coffee break" on holiday weekends.
- Buy and donate 4-H placemats to a restaurant.
- Sponsor a needy child.
- Provide pet therapy for patients at hospitals or residents at nursing homes.

Adapted From: Rutgers Cooperative Extension, New Jersey 4-H Leader Training Series, Rutgers, The State University of New Jersey, 1994.

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BEST PRACTICES FOR COUNTYWIDE EVENTS

WHY IS THIS IMPORTANT?

- ⇒ Countywide events provide a venue for members to show off their skills and make new friends.
- ⇒ Countywide events are educational opportunities that help members grow their abilities and develop positive life skills.
- ⇒ Countywide events help to strengthen the 4-H program in each county providing community based events that all members, parents, friends, supporters, and families can enjoy.

BEST PRACTICES FOR COUNTYWIDE EVENTS

- ⇒ Encourage members and families to attend county events they are interested in.
- ⇒ Provide special incentives for members who participate in countywide 4-H events.
- ⇒ Organize club participation in countywide events, including carpooling, organized practices, project meetings, and any other support to help facilitate participation.
- ⇒ Offer to help plan, organize, and host countywide events to help build and strengthen 4-H programming in each county.
- ⇒ Attend council meetings to provide input and brainstorm ideas to help improve programming in each county.

RESOURCES

- ◇ List of Possible County Events

POSSIBLE COUNTYWIDE EVENTS

Each county is unique in creating opportunities for youth and leaders to expand their personal skills and growth. Below is a list of possible countywide events that can offer opportunities for youth and leaders:

- Achievement Night
- Presentation Day
- County Fair/State Fair
- County Shoot/State Shoot
- Jackpots
- Food Cook Off Contest
- Clinics/Workshops
- Dog Show/State Dog Show
- Fabric/Fashion Revue/State Fabric and Fashion Revue
- Camps
- Jr. Leaders
- Leader's Council
- WYLE
- New Family Orientation
- Leader Training
- 4-H Week
- 4-H/Ag Day
- Fundraising
- Judging Contest/Practice



COMMUNITY BASED, EDUCATION AND LEADERSHIP, YOUTH DRIVEN

COUNTYWIDE EVENTS

BEST PRACTICES FOR CLUB TOURS

WHY IS THIS IMPORTANT?

- ⇒ Club tours provide educational opportunities to members.
- ⇒ Club tours help members develop their public speaking skills as they explain and present their project.
- ⇒ Club tours allow members the opportunity to ask questions and learn about projects they may not be participating in.
- ⇒ Tours allow members, leaders, and parents the opportunity to celebrate the accomplishments of each 4-H'er and help answer any questions they may have as the County Fair approaches.

BEST PRACTICES FOR CLUB TOURS

- ⇒ Plan ahead and make it fun. Organize a special treat, BBQ, or potluck to encourage participation.
- ⇒ Encourage members to ask questions and help them understand all the different projects each member has been working on.
- ⇒ Organize tours so that each member is presenting a different aspect of their project if multiple members are presenting the same project.
- ⇒ Celebrate the accomplishments of all members and encourage them to keep up the hard work as they continue to prepare for the County Fair.

RESOURCES

- ◇ Club Tour Ideas

CLUB TOUR IDEAS

CLUB TOURS-THROWBACK

Traditional Club Tours are always fun for members allowing them to show off and present their live-stock projects without hauling them to another location. Traditional Club Tours usually include the following:

- Set schedule and caravan of members visiting each member at their home.
- Mini presentations about 4-H projects, most likely livestock projects. Presentations could include feeding schedules, fitting, how to prepare for the County Fair, etc.
- The opportunity to ask questions and provide advice to each member.
- A celebration of the accomplishments of each member, such as a BBQ, potluck, or special treats.

CLUB TOURS-REMIX

Non-traditional Club Tours are another great option for clubs with a large membership or those with limited time and resources. Non-traditional Club Tours can take a number of forms, but they should include some of the same elements of the traditional Club Tour with a twist. Non-traditional Club Tours could include the following:

- One or two meetings schedule before the County Fair in which members bring their projects to each meeting.
- Partnering with another Club and maximizing the expertise of all members as 4-H'ers present and answer questions about their projects.
- Mini presentations about 4-H projects, anything from their leathercraft to their livestock, depending on the interests of the members.
- The opportunity to ask questions and provide advice to each member.
- A celebration of the accomplishments of each member, such as a BBQ, potluck, or special treats.

BEST PRACTICES FOR CLUB EDUCATIONAL OPPORTUNITIES

WHY IS THIS IMPORTANT?

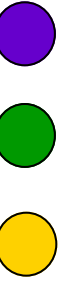
- ⇒ Field Trips are organized tours based on members' interests and community availability. They teach life skills, spark a career interest, and provide an opportunity to build relationships with experienced mentors in a specific field.
- ⇒ Speakers can help club members gain understanding or spark an interest in a new subject area, and provide members with another opportunity to learn from an expert.

BEST PRACTICES FOR CLUB EDUCATIONAL OPPORTUNITIES

- ⇒ Plan ahead and provide information to mentors and speakers about member interests and what is hoped members will learn from the tour or talk.
- ⇒ Work with club leaders and parents to make sure all members have the opportunity to participate in the tour, this may include carpooling or providing scholarships for members who cannot afford to attend.
- ⇒ Prepare members for the tour or speaker, define rules for etiquette, and encourage members to ask questions.

RESOURCES

- ◇ Club Field Trip/Speaker Ideas



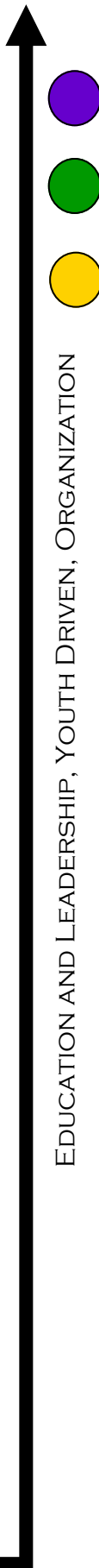
CLUB FIELD TRIP/SPEAKER IDEAS

FIELD TRIP IDEAS

- Industry
 - ⇒ Sugar Factory
 - ⇒ Bentonite Plants
 - ⇒ Mines
 - ⇒ Honey Plants
 - ⇒ Grain Elevators
 - ⇒ Bean Mills
 - ⇒ Alfalfa Seed Plants
 - ⇒ Meat Packing Plants
 - ⇒ Saw Mill
- Veterinarians
- Project Show-and-Tell
- Fabric Stores
- Grocery Stores
- Historical Sites
- College Campus
- Vet Clinics
- Fabric Stores
- Producers
 - ⇒ Livestock
 - ⇒ Vegetables
 - ⇒ Home made Products

SPEAKER IDEAS

- Motivational
- Inspirational
- Past 4-H Member
- State 4-H Leadership Team
- State 4-H Staff
- Business Personnel
- Feed Suppliers
- Youth Educators 4-H/FFA
- Club Presentations
- UW Extension Area Educators
- UW Extension Specialists
- Master Volunteers
- Elected Officials



EDUCATION AND LEADERSHIP, YOUTH DRIVEN, ORGANIZATION

BEST PRACTICES FOR CLUB RECREATION AND SNACKS

WHY IS THIS IMPORTANT?

- ⇒ Social time is very important for clubs and groups in 4-H. Science shows that social time is important to the development of youth.
- ⇒ Social time allows youth to gain many skills and abilities to function as adults.
- ⇒ Social time allows youth to develop strong personal and interpersonal skills as they interact with their peers.
- ⇒ Social time creates a sense of belonging for members.

BEST PRACTICES FOR CLUB RECREATION AND SNACKS

- ⇒ Use recreation time to play games, or use games with a purpose such as an icebreaker or team-builder.
- ⇒ Use recreation at times that fit your group, depending on the type of recreation you plan to use. For example, if you have an excited group, activities at the beginning are best to use up their energy. Traditionally, recreation is saved for the end so the group can have something to look forward to.
- ⇒ Snacks are important and help make the meetings enjoyable. Always try to have snacks.
- ⇒ As a leader, don't feel like YOU need to always provide snacks. This is a good thing to delegate to families. Try annual assignments, assign from meeting to meeting, or leave snacks to the family hosting the meeting. Whatever works best for your club is ideal, but try to share the duty so it is not all one leader's responsibility.

RESOURCES

- ◇ Teambuilders and Icebreakers Resources, Ideas, and Book Suggestions

TEAMBUILDERS AND ICEBREAKERS

RESOURCES, IDEAS, AND

BOOK SUGGESTIONS

WEBSITES

- ◇ [http://www.ucmo.edu/osa/leadership/documents/Ice Breakers and Team Builders Packet.pdf](http://www.ucmo.edu/osa/leadership/documents/Ice%20Breakers%20and%20Team%20Builders%20Packet.pdf)
- ◇ 4-H Resources:
 - a. North Dakota Games and Recreation—> [http://www.ndsu.edu/fileadmin/4h/ClubMaterials/FJ825 Games Activities.pdf](http://www.ndsu.edu/fileadmin/4h/ClubMaterials/FJ825%20Games%20Activities.pdf)
 - b. *So you're the club's recreation leader...*, Publication 4-H 0071G [/Publications/4H71G.pdf](#)
 - c. *4-H Recreation Leaders' Handbook*, Publication 4-H 0072G
 - d. *The Game's The Thing...* [/4H/Volunteers/Documents/Games.PDF](#)
 - e. *Recreation: Indiana 4-H Leader's Guide*, 4-H 686-W <http://www.ces.purdue.edu/extmedia/4H/4-H-686-W.pdf>
- ◇ *Leading Club Recreation, Activity Plan- Wisconsin 4-H Club Training Series ACTcc059* <http://www.uwex.edu/ces/4h/pubs/showdoc.cfm?documentid=4087>

RESOURCES

- ◇ Character Counts—> *Good Ideas* books, Internet searches, County Educators should have others

BOOKS

- ◇ *Books*
- ◇ *The Bottomless Bag Again?*, by Karl Rohnke
- ◇ ***Quicksilver*, by Karl Rohnke and Steve Butler**
- ◇ ***Cowstails and Cobras II*, by Karl Rohnke**
- ◇ ***Silver Bullets*, by Karl Rohnke**
- ◇ ***Teamwork & Teamplay*, by Jim Cain & Barry Jolliff**
- ◇ ***50 Ways To Use Your Noodle*, by Chris Cavert & Sam Sikes**
- ◇ ***50 More Ways to Use Your Noodle*, by Chris Cavert & Sam Sikes**
- ◇ ***Great Group Games*, by Susan Ragsdale and Ann Saylor**
- ◇ ***The Book On Raccoon Circles*, by Dr. Jim Cain and Dr. Tom Smith**
- ◇ ***Games for All Ages 100 Fun Activities Everyone Can Play*, Copyright ©2002 Group Publishing, Inc.**
- ◇ *The New Games Book*, Created and produced by the Headlands Press, Inc.
- ◇ *K!ds' Team!*, Copyright ©1991 University of Nebraska-Lincoln Cooperative Extension

BEST PRACTICES FOR CHARACTER COUNTS

WHY IS THIS IMPORTANT?

- ⇒ The Character Counts! Coalition is a partnership of nearly 900 organizations, including 4-H, which has joined together in a collaborative effort to improve the character of young people.
- ⇒ Character Counts! is the nation's most widely used character-development framework and is used in schools, youth sports, and civic organizations.
- ⇒ It is based on shared beliefs and a consensus of values called the six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

BEST PRACTICES FOR CHARACTER COUNTS

- ⇒ Wyoming 4-H has adopted the Character Counts! framework in all areas of programming. 4-H educators, leaders, and volunteers are encouraged to create an environment in which character counts in the club, county, and state.
- ⇒ In order for Character Counts! to be successful in the club, county, and state we must encourage, recognize, reward, and model the Six Pillars of Character in all of our activities.
- ⇒ 4-H Educators should work with leaders and volunteers to accomplish our goal of character education. This can be done by recognizing random acts of good character, training leaders and volunteers in Character Counts!, and developing community partnerships that will strengthen the entire county framework.

RESOURCES

- ⇒ 4-H Educators in every county in Wyoming received training in Character Counts! in 2008. As part of this training, each county received several CC! binders.
- ⇒ More resources about Character Counts!, including getting started, promotional materials, activities, and recognition can be found at www.uwyo.edu/4-h/ under the volunteers tab.

Source: Josephson Institute. (2007) CharacterCounts! Character Development Seminars Training Materials

4-H Volunteer Development Issue Team, September 2009 Rachel Novakovich, 4-H Extension Educator, Johnson County, University of Wyoming

A PERSON OF CHARACTER . . .

- ♦ Is a good person, someone to look up to and admire. ♦ Knows the difference between right and wrong and always tries to do what is right. ♦ Sets a good example for everyone.
- ♦ Makes the world a better place. ♦ Lives according to the “Six Pillars of Character”:
TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING and CITIZENSHIP

TRUSTWORTHINESS

- Integrity** _____ **DO:** Stand up for your beliefs • Follow your conscience • Be honorable and upright
• Live by your principles no matter what others say • Have the courage to do what is right and to try new things even when it is hard, costly • Build and guard your reputation
DON'T: Do anything wrong • Lose heart if you fail or don't get what you want
- Honesty** _____ **DO:** Tell the truth and nothing but the truth • Be sincere • Be forthright and candid
DON'T: Lie • Cheat • Steal • Be sneaky, tricky, or deceptive
- Reliability** _____ **DO:** Keep your promises • Honor your word and commitments • Be dependable • Do what you are supposed to do • Return what you borrow • Pay your debts • Be on time
- Loyalty** _____ **DO:** Stand by and protect your family, friends, school and country • Be a good friend
• Look out for those who care about you • Keep secrets of those who trust you
DON'T: Betray a trust • Let your friends hurt themselves • Do anything just so others will like you • Ask a friend to do anything wrong or spread gossip that could hurt others

RESPECT

- Golden Rule** _____ **DO:** Treat others the way you want to be treated • Respect the dignity, privacy and freedom of all individuals • Value and honor all people, no matter what they can do for you or to you • Respect others' property — take good care of property you are allowed to use and don't take or use property without permission • Respect the autonomy of others — tell them what they should know to make good choices about their own lives
DON'T: Use or manipulate others • Abuse, demean or mistreat anyone
- Tolerance and Acceptance** _____ **DO:** Judge others on their character, abilities, and conduct without regard to race, religion, gender, where they live, how they dress or the amount of money they have • Be tolerant, respectful and accepting of those who are different from you • Listen to others and try to understand their points of view
- Nonviolence** _____ **DO:** Resolve disagreements, respond to insults and deal with anger peacefully and without violence
DON'T: Use threats or physical force to get what you want or to express anger
- Courtesy** _____ **DO:** Use good manners • Be courteous, polite and civil to everyone
DON'T: Use put-downs, insults or ridicule to embarrass or hurt others

RESPONSIBILITY

Duty ————— **DO:** Know and do your duty • Acknowledge and meet your legal and moral obligations

Accountability — **DO:** Accept responsibility for the consequences of your choices, not only for what you do but what you don't do • Think about consequences on yourself and others before you act • Think long-term • Do what you can do to make things better • Set a good example
DON'T: Look the other way when you can make a difference • Make excuses or blame others

Pursue Excellence ————— **DO:** Your best • Persevere • Don't quit • Be prepared • Be diligent • Work hard
• Make all you do worthy of pride

Self-Control ————— **DO:** Take charge of your own life • Set realistic goals • Keep a positive outlook • Be prudent and self-disciplined with your health, emotions, time and money • Be rational — act out of reason not anger, revenge or fear • Know the difference between what you have a right to do and what is right to do • Be self-reliant — manage your life so you are not dependent on others; pay your own way whenever you can

FAIRNESS

Justice ————— **DO:** Be fair and just • Treat people equally • Make decisions without favoritism or prejudice • In imposing punishment be sure the consequences for wrongdoing are consistent, certain and proportional (not too harsh or lenient)
DON'T: Take more than your fair share • Take advantage of or blame others unfairly

Openness ————— **DO:** Be open-minded and impartial — consider what people have to say before you decide • Be careful — get the facts, including opposing viewpoints, before making decisions (especially blaming or accusing another)

CARING

Concern for Others ————— **DO:** Be compassionate and empathetic • Be kind, loving, and considerate • Be thankful and express gratitude for what people do for you • Forgive others for their shortcomings
DON'T: Be mean, cruel or insensitive

Charity ————— **DO:** Be charitable and altruistic — give money, time, support, comfort without strings for the sake of making someone else's life better, not for praise or gratitude • Help people in need

CITIZENSHIP

Do Your Share — **DO:** Be a good citizen and a good neighbor • Care about and pursue the common good
• Be a volunteer — help your school and community be better, cleaner and safer
• Protect the environment by conserving resources, reducing pollution, and cleaning up after yourself • Participate in making things better by voicing your opinion, voting, serving on committees, reporting wrongdoing and paying taxes

and the Law authority • Observe just laws • Honor and respect principles of democracy

BEST PRACTICES FOR CLUB OFFICER TRAINING

WHY IS THIS IMPORTANT?

- ⇒ Officer Training provides youth the opportunity to learn more about leadership, the duties and tasks of club officers, and a safe place to explore their abilities as they think about the possibility of holding an office in the future.
- ⇒ Officer training will help club officers learn their duties and tasks so they can become effective leaders in the club.
- ⇒ Trained club officers result in confident leaders which will help meetings run more smoothly and promote an atmosphere of learning.

BEST PRACTICES FOR CLUB OFFICER TRAINING

- ⇒ Plan ahead! Make sure officers know about the training and have a chance to attend.
- ⇒ It is best to do the officer training soon after the first of the 4-H year. November or December would be recommended as this gives clubs ample opportunity to elect new officers.
- ⇒ Make it fun! Utilize a theme, such as a luau presented in the resource materials, and incorporate fun activities.
- ⇒ Invite all members, not just officers, everyone can learn from officer training.

RESOURCES

- ◇ Officer Training Curriculum

CLUB OFFICER TRAINING CURRICULUM



Club Strengthening Curriculum

Every 4-H club has a different way of doing things, but we hope that through this training that we can offer some consistency between clubs. This training will promote a youth driven atmosphere in which club members will feel empowered to take

ownership of the club. When youth feel invested in their club, the results is an active club with membership that equally share responsibilities. A highly functioning club will be the perfect way to support the 8 Essential Elements:

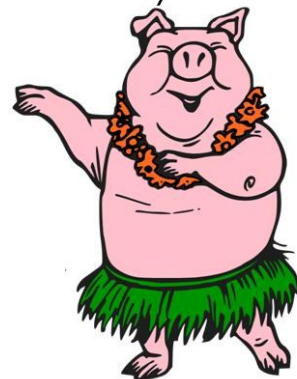
- Safe Environment
- Relationship with caring adults
- Ability to see oneself in the future
- Inclusive environment
- Service learning
- Self-determination
- Engagement in learning
- Mastery

Special points of interest:

- Officer job descriptions
- Job duty activities
- Parliamentary Procedure guide
- Informal meeting activities
- Sample agenda
- Roll call activities

Training Materials

This training is a compilation of materials gathered from Montana State University,



EDUCATION AND LEADERSHIP, YOUTH DRIVEN, ORGANIZATION

CLUB OFFICER TRAINING CURRICULUM

Workshop Schedule

Welcome,

- ⇒ Ice breakers & introductions (See Appendix for ice breaker games)
- ⇒ Pledges

A Model 4-H Meeting

- ⇒ Officer activities
- ⇒ Recreation
- ⇒ Treasurer duties
 - Job description overview
 - Check Writing Activity
 - Financial Summary Report activity
- ⇒ Parliamentarian Duties
- ⇒ Officer Break –out Sessions
- ⇒ Officer Initiation
- ⇒ Conclusion

CLUB OFFICER TRAINING CURRICULUM

Ice Breakers

Any ice breaker activity will fit here, but here's some to get you started.

Catch Me If You Can

Participants should be divided into pairs. All players separate into two lines (facing each other), shoulder to shoulder, with partners across from each other. Partners should introduce themselves to one another and spend 30 seconds looking at the partner while taking in details about the individual. The leader then instructs the two lines to turn and face away from the center. One or both lines has 15-20 seconds to change something about their appearance (e.g.; moving watch to opposite arm, unbuttoning a button, rolling cuffs onto pant legs, etc.). The change must be discreet, but visible to the partner. The players again turn to face each other and have 30 seconds to discover the changes that have taken place.

The Big Wind Blows

Arrange chairs in a large circle, one for each participant. One chair is in the center for the "big Wind". This person identifies a characteristic that is true about him/ herself and then all players who share the same characteristic must find a new seat. The "Big Wind" raises both arms (to show the wind's powerful movement capacity) and says the following: "The Big Wind blows everyone who....." The sentence must be true for the Big Wind, such as "the Big Wind blows everyone who has traveled abroad." at this time, players who share this characteristic, including the Big Wind, find a new seat. The person left without a seat becomes the "Big Wind" for the next round.

CLUB OFFICER TRAINING CURRICULUM

Officer Duties

Handout: Officer Job Descriptions

Materials Needed:

White Board & Expo markers OR Flip Chart & markers

Officer duty cards

Candy or some other small awards

Overview: As a group, go through each officer position and discuss duties.

Discussion:

What makes a good president?

What characteristics would a good president have?

What are ways that we can show respect to the president?

Who steps in when the president is absent?

What are the advantages of having a good/ bad secretary?

What is it important to track the club's finances?

Who does the reporter report to?

Why is it important for the reporter to document club activities through stories and photographs?

Activity: Officer Pictionary

For a small group, everyone can work on the same team. If you have a larger group you can divide the group in half. Have premade cards made up, listing one officer duty. Randomly select someone to be the "Drawer" to start with, but rotate through each individual so everyone has a turn to draw. Each Drawer will attempt to draw what their officer does and the team will guess which officer is being drawn. As each individual guesses which officer is being drawn they win a piece of candy.

CLUB OFFICER TRAINING CURRICULUM

Officer Pictionary – Duties List

President

- Directs activities of the club
- Presides over meetings
- Arranges meeting place and sees that the equipment is in order
- Arranges to have another person fill in for them in their absence
- Appoints committees with help of the leader
- Plans the order of business for each meeting
- Sees that other officers do their jobs
- Calls the meeting to order and follows the order of procedure recommended for conducting meetings.
- Calls extra meetings if necessary.
- Casts deciding vote in case of ties

Vice President

- Acts in the place of the president when the president is absent.
 - Acts as a chairman of the club program committee
 - Collects 4-H records at meetings and helps leader inspect records and assists members with record keeping.
 - Investigates reasons for absences
- ⇒ Looks after visitors and guests

Recreation Officer

Secretary

- Takes notes during meetings and presents them to the club.
 - Keeps records of all correspondence.
 - Keeps records of attendance
- ⇒ Keeps club constitution and by-laws current.

Treasurer

- Prepares and presents a financial report at all meetings.
- Takes care of all deposits and purchases
- Keeps books for the club

Reporter

- Writes stories about upcoming and past events to try to get publicity for the club.
- Takes photo's of various club activities.
- Informs the public about upcoming events

Historian

- Keeps and compiles memorabilia (pictures, programs and clippings) of the clubs activities throughout the year

CLUB OFFICER TRAINING CURRICULUM



Recreation

There are a ton of great activities to do at meetings for fun and recreation. Some include: Tug O' War, water balloon fights, and musical chairs. However, in order to teach youth to be Recreational Officers we are going to list a few activities that they can lead. Depending on the size of your group, break them into teams and give them a scrap of paper with the following activities to lead the group in. For the sake of time for this training, the activities selected here have been selected as 5 minute activities.

Materials Needed:

- Activity directions listed on separate sheets of paper
- Bouncy ball, or other tossable item

Activity 1: Story Ball

Inform your club members that they must come up with a story within five minutes. Start the story off by telling them the first sentence. When you have finished your sentence, toss a ball to a student. That student must quickly say the next sentence and then toss the ball to another club member. Continue creating sentences and tossing the ball until five minutes is up.

Activity 2: One Frog – In the Water – Kerplunk

Stand/sit in circle. Go around the circle and one club member says "One Frog" the next "In the water" and the next "Kerplunk." Then second time each statement is said twice in a row (by two kids each). The next round it's done three times. If you miss your turn or don't know what to say you are out.

Activity 3: Hot Dog

One person stands in front of the club members. Everyone asks them questions (e.g., What do you wear on your feet?) and they are only allowed to answer 'Hot dog.' The first person to make them smile/laugh wins. The person to make them laugh first is now the next person that has to stand up in front of everyone.

CLUB OFFICER TRAINING CURRICULUM

Page 7

Treasurer

Handouts:

- Treasurer's Manual
- Treasurer's report
- Copies of blank checks

Materials:

- List of bills to be paid (These can be made-up or you can use real bills received to conduct this training, (e.g. if you do tee-shirts, you can use the invoice from the tee-shirt company))
1. Discuss the purpose of the treasurer:
 - Write checks
 - Keep record of finances
 - Deposit funds and write receipts
 - Collect assessments
 - Complete the treasurer's book
 - Complete financial summary report
 2. Practice writing checks
 - Give everyone a blank check.
 - Discuss the situation of reimbursing supplies
 - Ask how many have not written a check before. If a lot of people have not, then walk through it together.

EDUCATION AND LEADERSHIP, YOUTH DRIVEN, ORGANIZATION

CLUB OFFICER TRAINING CURRICULUM

Secretary

A great way to express the importance of the Secretary position is to begin with a game of "telephone". Have everyone sit in a circle and whisper to the person's ear to your left and say "Secretaries make sure everyone know what happened at our last meeting so that no one forgets ". In traditional "telephone" fashion, each person will whisper what they think was said to the next person to their left. The phrase can not be repeated so everyone has to listen carefully. Conclude the exercise by relating to how everyone hears certain things and may not get a clear message so the Secretary takes specific notes to help the club stay organized and know everything that happened at the last meeting.

Read sample of Secretary's Minutes and correspondence letter

Historian

Materials:

- real or made-up news articles about a 4-H club
- Photos of 4-H club activities
- Stickers
- Construction paper
- Assorted markers, pens, pencils

Explain the duties of the historian and then allow the youth to use 1-2 sheets of construction paper to use materials provided to make a sample scrapbook.

CLUB OFFICER TRAINING CURRICULUM

Parliamentary Procedure

LET'S MAKE PARLIAMENTARY PROCEDURE TRAIL MIX

Handout: Wisconsin 4-H Parliamentary Procedure Manual

Materials:

- Pinata w/ candy inside
- Gavel
- White board w/ markers

1. Display the piñata for all members to see
2. Explain to the group that you are all going to use parliamentary procedure to decide what to do with this piñata.
3. Write on the white board the questions the group must answer:
 - i. should we break the piñata?
 - ii. How should we determine who breaks the piñata?
 - iii. Should candy be shared with all in attendance?
 - iv. How should candy be divided?
 - v. should we eat all the candy tonight?
 - vi should we invite luau pigs to our next meeting as guest speakers?

CLUB OFFICER TRAINING CURRICULUM



Officer Initiation

Please mention this ceremony is for elected officers and members. If you have actually been elected into the office, please come forward when your office is called. All other members, please wait until the end of the ceremony to come forward when called.

A rainbow is made of seven different colors: red, orange, yellow, green, blue, indigo and violet. Each of these colors is exquisite. However, when they all come together to form a rainbow, they become unequalled in beauty. Likewise, clubs consist of many types of people. Each person is unique, and when joining a club, a new member becomes a part of a colorful group unequalled in strength.

Although there are only seven colors in the spectrum, there are over two million tints and shades of these basic colors. The tints and shades of the colors can be compared to the many talents and skills that individual members bring to a club. Some members have creative abilities, some have organizational skills and some have leadership qualities.

Today, officers of _____ County 4-H clubs will be installed using the colors of the rainbow. Just as each color of the spectrum is distinctive, each office of this club has specific tasks. When officers successfully perform their duties, they help keep their club running smoothly.

We will start with Recreational Leaders. Will the newly elected Recreation Leaders please come forward?

Have officers line up. As person is reading the script, have someone pass out the gifts (4-H slinky)

The color yellow symbolizes the recreation officer. Considered to be a bright and optimistic color, yellow stands for joy and happiness. As the recreation officer, your duties include planning recreational activities for each club meeting throughout the year and special events. You are responsible for bringing fun, entertainment and teambuilding to each meeting by getting the whole club involved. May this special gift give you optimism and energy to fulfill the responsibilities of your position.

Next, will the historians come forward?

Have the officers line up. As person is reading the script, have someone pass out the gifts (4-H Clover stickers)

The color orange symbolizes the historian. Orange stands for the thoughtfulness and consideration. As historian, your duties include preserving the history of the club through a scrapbook or record. Take time to collect stories, newspaper clippings and pictures that will tell our club's story. May your special gift empower you the "stick" with your responsibilities.

Next, will the secretaries come forward?

Have the officer line up. As person is reading the script, have someone pass out the gifts (4-H pens and pencils)

CLUB OFFICER TRAINING CURRICULUM

The color green symbolizes the secretary. Green is the color for growth and life. As secretary, your duties include keeping an accurate record of our club's growth by listening closely, recording the business of the club and the attendance of its members. You are a vital link to others in our club through letters and club correspondence. May your special gift give you the tools to complete your tasks.

Will the Vice Presidents please come forward?

Have officers line up while someone passes out the gifts (4-H folders).

The color blue symbolizes the vice president. Blue represents healing love, faith, loyalty, and inspiration. Blue is a calming color. As vice president, you are in training for the office of president. Your faith and loyalty are important to this club's members, and especially to the president who will rely on you for help. As chair of committees, you will inspire members, old and new, to come active in our club. As a source of healing love, you must strive to keep members in harmony with projects and goals. May your gift help you organize your busy schedule.

Next, will the presidents now please come forward?

Have officers line up while someone passes out the gifts (4-H shoelaces).

The color purple symbolizes the president. Purple represents leadership, greatness and unselfish efforts. A regal color, purple is associated with royalty or persons of high rank. As president, you will be treated royally, for you have been elected to the highest office in our club. Being president is an honor and a privilege, but, with this esteemed office, come many responsibilities. Duties of the office include presiding at all meetings, dealing with internal club matters and handling any club crisis. As president, you are also this club's representative to the community. May your gift "hold" your club together throughout the year.

Will anyone who is a parliamentarian, holds an office not yet mentioned or who is a club member, please come forward?

Have all other attendees line up while someone passes out the gifts (4-H rainbow ribbons)

During this ceremony, each officer has been installed with a different color. Alone, each color is striking, but when the colors come together, a larger more beautiful entity occurs; a rainbow is created. Each color is needed to make this rainbow, just as each officer is necessary to make this club run properly. Members, you are also a part of the rainbow. You are the tints and shades of these basic colors. You bring various talents and skills to this club. Work with our officers, and together you can make this club a beautiful one.



CLUB OFFICER TRAINING CURRICULUM

Officer Duties List

President

- Directs activities of the club
- Presides over meetings
- Arranges meeting place and sees that the equipment is in order
- Arranges to have another person fill in for them in their absence
- Appoints committees with help of the leader
- Plans the order of business for each meeting
- Sees that other officers do their jobs
- Calls the meeting to order and follows the order of procedure recommended for conducting meetings.
- Calls extra meetings if necessary.
- Casts deciding vote in case of ties

Vice President

- Acts in the place of the president when the president is absent.
- Acts as a chairman of the club program committee
- Collects 4-H records at meetings and helps leader inspect records and assists members with record keeping.
- Investigates reasons for absences
- Looks after visitors and guests

Secretary

- Takes notes during meetings and presents them to the club.
- Keeps records of all correspondence.
- Keeps records of attendance
- Keeps club constitution and by-laws current.

Treasurer



- Prepares and presents a financial report at all meetings.
- Takes care of all deposits and purchases
- Keeps books for the club

Reporter

- Writes stories about upcoming and past events to try to get publicity for the club.
- Takes photo's of various club activities.

CLUB OFFICER TRAINING CURRICULUM

Example Check

	Pink Luau Pig 4-H Club Address _____ Address _____	Check #: 12345 Date _____
Pay to the order of _____	\$ _____	_____ Dollars
	First Piggy Bank in Town Address _____ Phone _____	
Memo _____	_____	
12345678935465468324687464 654686464::5586843486131		

Sample Treasurer's Report

At the beginning of our last 4-H club meeting, we had \$99.99 worth of chocolate gold coins. But shortly after the meeting began, a group of pink luau pigs ate almost all of our coins and left a huge mess of gold foil on the floor!

Because the pigs ate almost all of our gold coins, we now currently only have \$25.67 in our bank account.

This concludes my Treasurer's Report for January 1s, 2013

CLUB OFFICER TRAINING CURRICULUM

Sample of Secretary's Minutes

1. Our club president called the meeting to order at 6:33 p.m.
2. "Oinky" led the American Pledge and "Oinkella" led the 4-H pledge
3. All of our 4-H club members were in attendance. We went around and said what our favorite thing about pigs was.
4. The secretary read the minutes and they were approved as read.
5. The treasurer reported that we had \$99.99 worth of chocolate gold coins.
6. Suddenly 13 pink luau pigs crashed our meeting! Unfortunately, we did not have our chocolate gold coins in a bank account like we were supposed to and the pigs ate almost all of them before we could stop them.
7. The pigs took over our meeting, insisting that we just didn't know how to have fun and they were going to show us how to have a piggy fun time!
8. First they taught us how to oink. But after failing pretty badly, we tabled it to our next meeting.
9. Then they suggested we should have a piñata at our next meeting, so we discussed how to get one. We planned our next meeting which is going to be a youth officer training on January 1st, 2013.
10. After lost of laughing, snorting, and oinking, we adjourned our meeting at 7:55p.m.

CLUB OFFICER TRAINING CURRICULUM

Sample Correspondence Letter

January 1, 2013

Dear Luau Pigs 4-H Club Members,

We are writing to apologize for how piggish we were at your last 4-H club meeting.

We got excited when we saw your HUGE stash of gold chocolate coins and we just could not help ourselves!!

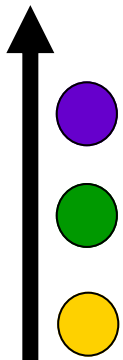
We will really try to make it up to you somehow at your next meeting. (HINT: look around for a piñata!)

We hope you have a really fun time at your Youth Officer Training Night and we hope to see you sometime soon– perhaps at a 4-H Swine Workshop or at the Fair in July.

Sincerely,

Oinkity– Oinky and friends

****Please note that the Club Officer Training Curriculum is included in the media with all other electronic files.



EDUCATION AND LEADERSHIP, YOUTH DRIVEN, ORGANIZATION

BEST PRACTICES FOR RECOGNITION



COMMUNITY BASED, YOUTH DRIVEN

WHY IS THIS IMPORTANT?

- ⇒ Recognition is an important part of the 4-H experience. Youth and volunteers need to know how well they are contributing to the group and learning new skills.
- ⇒ Recognizing individual and group efforts provides youth and volunteers with feedback.
- ⇒ Recognizing youth and volunteers for their efforts builds rapport and strengthens relationships.

BEST PRACTICES FOR RECOGNITION

- ⇒ Find out what motivates youth and volunteers in your club or county.
- ⇒ Utilize creative and innovative methods to recognize the efforts of youth and volunteers.
- ⇒ Provide recognition in a timely manner and as often as it is warranted.
- ⇒ Utilize the resources provided to help you determine how to best recognize youth and volunteers.

RESOURCES

- ◇ Motivate with Recognition
- ◇ What Motivates You? Quiz
- ◇ Ideas for Volunteer Recognition
- ◇ 100 Ways to Say Very Good
- ◇ Wyoming 4-H Achievement Program

RECOGNITION

MOTIVATE WITH RECOGNITION

WHAT IS RECOGNITION? WHY WE NEED TO RECOGNIZE

Recognition is an important part of the 4-H experience. Youth need to know how well they contribute to the group and learn new skills. Recognizing their individual and group efforts provides them with feedback.

Basic Beliefs about Recognition in 4-H Youth Development Programs

Recognition for 4-H youth and volunteers is based on the following beliefs:

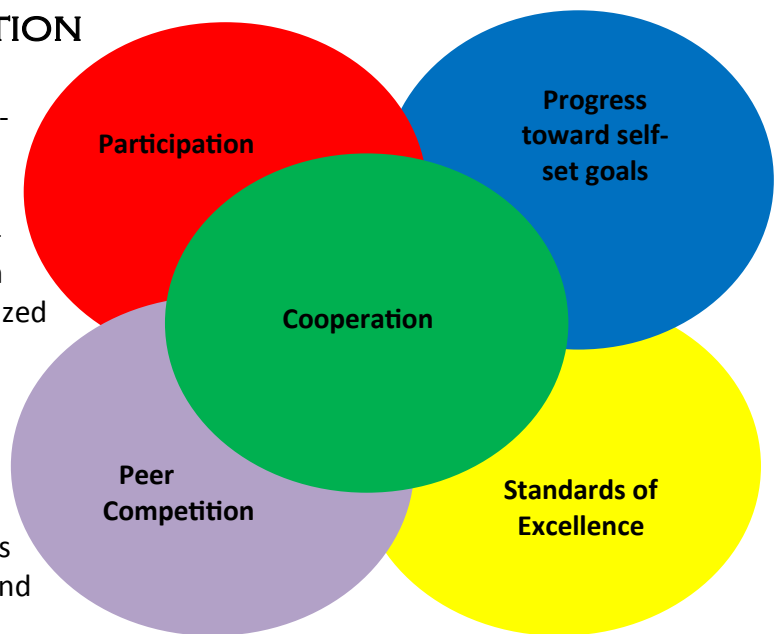
- Recognition is a basic human need
- Recognition builds positive self-esteem
- A balance between intrinsic (internal, feeling good about accomplishments) and extrinsic (rewards given by others) recognition is essential
- Everyone needs to be recognized at some time for their efforts
- Recognition is more meaningful when it occurs *soon* after it is earned and is related to a specific task
- Appropriate recognition for an individual varies depending on their age, past experiences, family lifestyle, community and cultural heritage
- Recognition is more meaningful when given by someone closely related to the person
- Recognition motivates people to excel and take worthwhile risks
- Individual choices in learning and participation need to be allowed and recognized

Recognition and awards programming in 4-H is a strategy for helping people become more capable and competent. Through the acknowledgement, affirmation and positive reinforcement of each person's effort, feelings of competence and capability increase and participation continues.

THE NATIONAL 4-H RECOGNITION MODEL

This Recognition Model is appropriate and useful at all levels of 4-H. It is designed to meet the needs, interests and aspirations of young people from different backgrounds and life experiences. Using a comprehensive, recognition program can lead to more youth being recognized and can provide a way to say to every youth: "You are a valued and important member of the 4-H program."

The 4-H recognition program includes five types of accomplishments or goals. Each goal is unique in the way it motivates young people and recognizes their achievements.



COMMUNITY BASED, YOUTH DRIVEN

MOTIVATE WITH RECOGNITION

PARTICIPATION IN EDUCATIONAL EXPERIENCES

Participation includes attending, participating in, and successfully completing an experience or activity. Youth participation in any program needs to be recognized. Recognition of participation demonstrates that a young person was “there” and can take the form of names in the paper, event T-shirts, participation ribbons, etc. Recognition of participation is best received from someone the young person cares about and/or looks up to such as project leaders, camp counselors, teachers, etc.

PROGRESS TOWARD SELF SET GOALS

This form of recognition is more about the *process* than the outcome. Adults serve to help youth set realistic goals that are likely to result in successful outcomes. Ultimately goals are decided by youth they serve. Self-set goals:

- Are useful with all ages
- Must be realistic and reachable
- Are evaluated by both the youth and adult
- Are a way to measure youth progress



Answers to questions like “how are you coming along?” or “how is it going?” reflect one’s progress. Several or more steps are involved in reaching a goal. Recognizing accomplishment of steps along the way can provide motivation to continue the effort.

ACHIEVING STANDARDS OF EXCELLENCE

Recognizing accomplishments of self-set goals involves comparison of a product or behavior to a standard of excellence. This involves recognition of how accomplishments compare with set standards and is an external form of recognition. Accomplishments that are recognized include behavior, product preparation, skills, and/or knowledge.

- The standard of success comes from an outside source or specialist and serves as a measuring stick.
- Recognition is determined by how closely performance matches set standards.
- To use this form of recognition, standards must be clearly defined. Adults must ensure that youth are well-informed about them.
- Recognition based on a set of standards is *not* a comparison of one person’s performance to another’s. Judges must be well-informed of standards. They must be impartial and be diligent about not comparing work to that of other youth.



Standards measurement involves a judging system and rating categories are often used. 4-H uses a ribbon placement system in recognizing the achieving of a standard of performance.

EXCELLING IN PEER COMPETITION

The quest to be a champion can be a strong motivator for some youth. However, it is not a motivator for all youth.

- Because youth under the age of 12-13 have limited ability to deal with the ambiguities that may accompany competitive judgment calls, and because they are maturing at very different rates, comparison to peers can negatively influence their concept of their own potential. Recognition based upon competition with peers is not recommended for youth under the age of 12.

MOTIVATE WITH RECOGNITION

- The desire to win may overpower the desire to learn from the experience. It is easy to confuse the means with the ends when striving for recognition through competition! Adults must help youth remain focused on the experience rather than the competition and prepare youth for both winning and not winning.
- Rules and procedures must be clearly spelled out so that everyone knows exactly what will be judged and how that judging will take place. Competition creates stress that can result in conflict, hard feelings, and disagreement. Negatives stress and conflict can be reduced by making sure that everyone involved understands exactly what is going to be expected.
- The positive side of competition is recognition by others and rewards such as trophies, scholarships, plaques, and publicity.
- Competition helps a youth's sense of recognition but does not serve as a positive motivator for all youth.

EXCELLING IN COOPERATION WITHIN A GROUP

Because of the increasing interdependence of groups in today's world, cooperation skills are a necessity. Recognition of cooperation relies on the following guidelines.

- Cooperation must involve: all youth within a given group, opportunities to develop a group identity, and group-defined tasks such as coming up with ideas and solutions as a group.
- Developing mutually agreed upon goals by looking at a variety of options.
- Gaining understanding of the way a group works. Leadership skills that promote the involvement of everyone in the group are essential.
- Knowing that ultimate goal of cooperation is not recognition. Recognition for cooperation is based on how group members work together rather than over who has accomplished the most as an individual.
- The realization that everyone in the group is recognized when cooperation is measured.

PROVIDING A BALANCE OF RECOGNITION OPPORTUNITIES

The most important part of the 4-H Recognition Model is that it provides for *balance* across all types of recognition. The model is applicable to a variety of educational experiences for youth at the individual and group levels. The model acknowledges young people for their continuing development of life skills, as well as project accomplishments. It recognizes and rewards volunteers for providing effective leadership in the area of positive youth development, regardless of the role volunteers serve within the 4-H system.

Using Recognition to Get the Most Out of Your Club's Membership presented by Kim Reaman, University of Wyoming 4-H Volunteer Development Specialist, Western Regional Leaders Forum, March 12, 2010, Albuquerque New Mexico

Sources:

Clemson University, downloaded February 9, 2009
http://www.clemson.edu/extension/4h/kids_families/national.html
Florida 4-H Recognition: Helping Youth Grow downloaded February 9, 2009
http://florida4h.org/staff/awards_handbook/overview/introduction.pdf

<p style="text-align: center;"><i>Recognition</i></p> <p style="text-align: center;"><i>Recognition in 4-H is the acknowledgement and affirmation of the personal growth of an individual or group.</i></p> <p style="text-align: center;"><i>Awards</i></p> <p style="text-align: center;"><i>Awards are things we give persons or groups to symbolize our recognition of their accomplishment or effort.</i></p>
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WHAT MOTIVATES YOU? QUIZ

To help better understand what type of recognition to provide to volunteers or youth, please complete the following "What Motivates You?" quiz and figure out your score at the bottom. Then read on to find out ideas of how to recognition and what motivates youth and volunteers.

What Motivates You?

Handout R25

Checking Your Charge: Motivation

What charges your taxi battery? Discover which kind of current works best for you. This quiz from the **Incentives in 4-H** curriculum may help you see yourself in a different way. Each of the following questions has three choices. Choose the one in each question which most closely fits your own motivations. Remember, there are no wrong answers. Place an "X" before the letter of your choice.

1. ___ a When doing a job, I seek feedback.
___ b I prefer to work alone and am eager to be my own boss.
___ c I seem to be uncomfortable when forced to work alone.
2. ___ a I go out of my way to make friends with new people.
___ b I enjoy a good argument.
___ c After starting a task, I am not comfortable until it is completed.
3. ___ a Status symbols are important to me.
___ b I am always getting involved in group projects.
___ c I work better when there is a deadline.
4. ___ a I work best when there is some challenge involved.
___ b I would rather give orders than take them.
___ c I am sensitive to others — especially when they are mad.
5. ___ a I am eager to be my own boss.
___ b I accept responsibility eagerly.
___ c I try to get personally involved with my superiors.
6. ___ a I am uncomfortable when forced to work alone.
___ b I prefer being my own boss, even when others feel a joint effort is required.
___ c When given responsibility, I set measurable standards of high performance.
7. ___ a I am very concerned about my reputation or position.
___ b I have a desire to out-perform others.
___ c I am concerned with being liked and accepted.
8. ___ a I enjoy and seek warm, friendly relationships.
___ b I attempt complete involvement in a project.
___ c I want my ideas to predominate.
9. ___ a I desire unique accomplishments.
___ b It concerns me when I am being separated from others.
___ c I have a need and desire to influence others.
10. ___ a I think about consoling and helping others.
___ b I am verbally fluent.
___ c I am restless and innovative.
11. ___ a I set goals and think about how to attain them.
___ b I think about ways to change people.
___ c I think a lot about my feelings and the feelings of others.

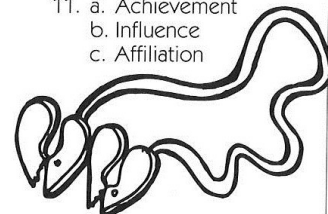
MOTIVATIONAL ANALYSIS KEY

For each item above, circle the letter below that matches the choice you made.

- | | | | |
|---|---|---|--|
| 1. a. Achievement
b. Influence
c. Affiliation | 4. a. Achievement
b. Influence
c. Affiliation | 7. a. Influence
b. Achievement
c. Affiliation | 10. a. Affiliation
b. Influence
c. Achievement |
| 2. a. Affiliation
b. Influence
c. Achievement | 5. a. Influence
b. Achievement
c. Affiliation | 8. a. Affiliation
b. Achievement
c. Influence | 11. a. Achievement
b. Influence
c. Affiliation |
| 3. a. Influence
b. Affiliation
c. Achievement | 6. a. Affiliation
b. Influence
c. Achievement | 9. a. Achievement
b. Affiliation
c. Influence | |

Add up the number of responses for each style and write your score below.

_____ Achievement _____ Affiliation _____ Influence



Red Taxi Trainers' Guide



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IDEAS FOR VOLUNTEER RECOGNITION



ODE TO VOLUNTEERS

Many will be shocked to find with the Day of Judgment nears - -

That there's a special place in heaven set aside for volunteers

Furnished with big recliners, satin couches, and footstools – where there's no committee chair, no group leaders for carpools.

Telephone lists will be outlawed, but a finger snap will bring cool drinks and gourmet dinners, and rare treats fit for a king.

You ask, who's served the privileged few and works for all they're worth? Why, those who reaped the benefits and not once volunteered on earth. Author Unknown.

A Leader is Best

A leader is best when people barely know he exists. Not so good, when people obey and acclaim him, worse when they despise him. But a good leader, who talks little, when his work is done, his aim fulfilled. They will say: "We did it our-selves."

-Chinese Proverb

SUCCESSFULLY RECOGNIZING VOLUNTEERS

"Thank you" or "Way to Go" is the "paycheck" for a volunteer. Expressions of appreciation and recognition are important in keeping volunteers motivated and enthusiastic. Recognition has multiple functions beyond simple human courtesy. To the volunteer, recognition signifies that someone notices and someone cares. To the rest of the organization, recognition creates role models and communicates standards. There are seven principles guiding recognition.

Principle 1 – Emphasis success rather than failure.

Principle 2 – Deliver recognition and reward in an open, public way.

Principle 3 – Deliver recognition in a personal and honest manner. Avoid providing recognition that is "too" slick or overproduced.

Principle 4 – Tailor your recognition and reward to the unique needs of the people involved. Having many recognition and reward options will enable management to acknowledge accomplishments in ways appropriate to the particulars of a given situation, selecting from a larger menu of possibilities.

Principle 5 – Timing is crucial. Recognize contribution through a project. Reward contribution close to the time an achievement is realized. Time delays weaken the impact of most rewards.

Principle 6 – Strive for a clear, unambiguous and well communicated connection between accomplishments and rewards. Be sure people understand why they receive awards and the criteria used to determine awards.

Principle 7 – Recognize recognition. That is, recognize people who recognize others for doing what's best for the organization.

THOUGHTS ON PERSONALIZING VOLUNTEER RECOGNITION

McClelland and Atkinson found three types of information that people exhibit which includes: affiliation, achievement and power/influence. By keeping in on a volunteer's motivation, you can personalize recognition to mean more to the volunteers receiving the recognition.

AFFILIATION MOTIVATED VOLUNTEER CHARACTERISTICS

- Gets involved with group projects.
- Likes to have a personal relationship with supervisor. Needs to be perceived as a good person.
- Needs to be liked.
- Seeks socialization opportunities.

IDEAS FOR VOLUNTEER RECOGNITION



QUOTABLE QUOTES

Perhaps the world little notes nor long remembers individual acts of kindness, but people do.

Giving is the secret elixir that gives life meaning"

Our country was built on volunteerism and we need to do all we can to perpetuate this unique quality that has made our nation so great.

When people are serving life is no longer meaning-less.

You give but a little when you give your possessions. It is when you give yourself that you truly give.

A human being is happiest and most successful when dedicated to a cause outside his own individual, selfish satisfaction.

There is no higher religion that human service. To work for the common good is the greatest creed.

In this world, it is not what we take up but what we give up that makes us rich.

You have not lived today until you have done some-thing for someone who can never repay you.

A real diamond – the person who will take time to be friend to those in need and not just the people with pleasing personalities.

What do we live for if it is not to make life less difficult for each other?

Volunteering warms the essence of the soul. Joe Sidoti

Volunteers are not paid -- not because they are worthless, but because they are priceless Susie Riner

AFFILIATION MOTIVATED VOLUNTEER RECOGNITION IDEAS

- Cards, gifts, etc. on their birthdays, or special holidays. Letters to supervisors telling of their work to benefit people. Unexpected thank you notes.
- Awards that are personalized with a thank you from client served. Opportunities to give input about specific clientele needs.
- Banquets, luncheons, picnics, social outings or attending community events as a group.
- Include volunteers in slide shows or photos showing their work.

ACHIEVEMENT MOTIVATED VOLUNTEER CHARACTERISTICS

- Needs specific goals with boundaries and feedback.
- Has a desire to achieve unique accomplishments.
- Needs to measure success by seeking goals.
- Seeks responsibility.
- Needs tangible rewards.

ACHIEVEMENT MOTIVATED VOLUNTEER RECOGNITION IDEAS

- Tangible awards, plaques, or pins that can be displayed.
- Letters of commendation for specific accomplishments from board members and to area newspapers. Opportunity to use their own ideas to attain goals.
- Include in staff meetings when appropriate. Nomination for area, state or national awards. Careful not to waste their time.
- Color name tags, badges to honor time spent with the agency.

INFLUENCE MOTIVATED VOLUNTEER CHARACTERISTICS

- Needs to impact and influence others. Enjoys teaching others.
- Can respond to needs of people or programs. Seeks position of authority and responsibility.
- Responds to titles that depict authority; has strong feelings about status and prestige.

INFLUENCE MOTIVATED VOLUNTEER RECOGNITION IDEAS

- Impressive job title.
- Ongoing program or site name for them.
- Recognition that is broad-based that will be seen by people in authority and power.
- Letter of commendation noting their impact and importance sent to newspapers, colleges, and magazines.
- Send them to seminars for volunteers and ask them to teach others.
- Introduce them to people of influence and media contacts.
- Give them the opportunity for input into the agency direction and decisions.

"A volunteer is a person who can see what others cannot see; who can feel what most do not feel. Often, such gifted persons, do not think of themselves as volunteers, but as citizens – citizens in the fullest sense: partners in civilization." Former President George Bush

IDEAS FOR VOLUNTEER RECOGNITION



VOLUNTEER RECOGNITION CARDS OF ALL OCCASIONS

VALENTINE'S DAY

Thanks for sharing your work with our agency.
Thanks for all the "heart work" you do throughout the year on behalf of our agency.

FOR THE FOURTH OF JULY

We salute you! Volunteerism is a hallmark of a free and democratic society. Our agency appreciates all that you do for our community - and our country. You are a star in our eyes! Happy 4th of July!

FOR THANKSGIVING

Thanks for giving through the year. It's time to say thanks for all you've given and done through the year. Happy Thanksgiving!

FOR THE HOLIDAYS

May the joy you receive this holiday season be equal to the pleasure you bring to others throughout the year. Happy Holidays!

For sharing your volunteer warmth and joy with others, we extend holiday greetings and best wishes for a year filled with peace and harmony.

FOR BIRTHDAYS

A special person was born today! We send wishes full of good cheer along with our thanks to a special volunteer.



RECOGNITION PROGRAM IDEAS JUST FOR NATIONAL VOLUNTEER WEEK

- Hang a banner in town at the main intersection thanking volunteers.
- Have volunteers serve as disc jockeys on local radio stations. Take one or two hour shifts.
- Use bank or telephone bill stuffers thanking volunteers for their service.
- Have the mayor or governor proclaim National Volunteer Week.
- Develop a special page or section with the local newspaper's cooperation.
- Have clubs create displays in local store windows or heavily traveled areas honoring the work that their club leaders support.
- Have a legislative coffee honoring volunteers and county officials who are program supporters.
- Distribute bumper stickers or other promotional items recognizing volunteer contributions.
- Honor the first volunteer recruited during National Volunteer Week. Give this volunteer and their recruiter special prizes.
- Have an agency Volunteer parade.
- Have a motorcade around the county. Follow with casserole or other supper for those in the motorcade – it can be large or small.
- Select a leader of the day for a press coverage or recognition.
- Have alumni and recipients write thank you notes to volunteers that have touched their life.
- Plant trees in the community commemorating volunteer contributions.
- Distribute cookies or cupcakes for local merchants, supporters and volunteers.
- Work with a ministerial council to provide recognition for volunteers in church bulletins.
- Develop a slide or tape presentation featuring volunteer contributions.
- Sponsor a dinner theater honoring volunteers with songs included in this packet.
- Hold a special event at a nice community setting, like a museum, to recognize volunteers with special recognition.
- Create a yearbook to be displayed in the lobby that contains all volunteers photograph along with his or her achievements of the year.
- Conduct an out-to-dinner program for volunteers. Award dinners to volunteers for doing something special.
- Develop a Behind the Scenes Award especially for those whose actions are not usually in the limelight

IDEAS FOR VOLUNTEER RECOGNITION

VOLUNTEER SLOGANS

- In volunteer work the dividends are always greater than the investment.
- For returns far in excess of the initial investment, volunteer.
- Among volunteers, there are no ordinary people. Count yourself in.
- You are never too young or too old to volunteer.
- Do something wholesome for the family: Volunteer!
- Tired of the same old thing? Volunteer.
- Go on... Spoil yourself. Volunteer.
- If you think this is easy, try volunteering.
- Volunteering isn't only about giving. He who gives gets!
- Voluntary service -- the one human endeavor in which men and women of all races, nationalities, backgrounds and languages unite as a single force in pursuit of a single goal: Helping others help themselves.
- Feel left out? Include yourself in. Volunteer.
- Catalysts promote change. Volunteers work for change.
- Volunteers have their work cut out for them.
- Volunteers are the "We" generation.
- Among the in-crowd, volunteering has always been the thing to do.
- Lend a hand. Volunteer.
- Caution. Volunteers at work.
- Volunteers get involved.
- Volunteering: there's more to it than meets the eye.
- Volunteering - the shape of things to come.
- Volunteers go where angels tread.
- Volunteers set off a chain reaction.
- Minding other people's business.
- Volunteers can turn any neighborhood watch into a block party.
- Charity inspires the volunteer. Solidarity is the reward.
- It's really all about time & talent - volunteer!
- Many hands make light work.

WAYS TO RECOGNIZE EVERYDAY

- Put up a volunteer suggestion box.
- Reimburse assignment related expenses.
- Work with businesses to provide discounts or coupons to volunteers.
- Maintain a coffee/refreshment area.
- Invite volunteers to staff meetings.
- Accommodate personal needs & problems.
- Be pleasant and smile.
- Post an honor roll in the reception area.
- Keep volunteers challenged with interesting assignments utilizing their talent.
- Provide child care during meetings.
- Take time to fully explain responsibilities.
- Hold feedback sessions and value a volunteer's opinion.
- Create pleasant surroundings, like a toy box in your office or reading material for persons waiting to see you.
- Enlist volunteers to help with training.
- Provide resources for conferences and workshops.
- Utilize volunteers as consultants.
- Praise volunteers to others, especially those individuals who the volunteer value.
- Create opportunities for volunteers to work together and build relationships with others.
- Send a letter of appreciation to employer or spouse.
- Provide munchies during meetings and at work sites.
- Create a bulletin board that features pictures and accomplishments of specific volunteers.
- Give volunteers buttons or staff badges.
- Provide volunteers with a directory of volunteers in your program so they can network.
- Ask volunteers to represent your organization at other agency programs.
- Plan for a monthly volunteer's night out event where volunteers can just socialize with each other.
- Establish a wall of fame to honor volunteers who make a contribution to the program.
- Make yard signs that say volunteer lives here.

What's a Volunteer? *There is a job to be done, could be lots of fun.*

Just give us a call, and we'll have a ball.

You must have a big heart.

It's always a help to be sorta smart.

The money is rare,

but the rewards are big in compare.

- Pat BoyEs

IDEAS FOR VOLUNTEER RECOGNITION

FUN, PUN GIFT IDEAS

A Round To It – To inspire you so you can get the little things done in your job.

Ball – You're a ball to work with OR Thanks for bouncing with the new changes!

Balloon – Thanks for helping us soar to new heights! OR Thanks for breathing new life into the situation! OR Thanks for helping us expand and grow! OR Thanks for helping our youth reach new heights!

Bandage – To guard you against negative people OR Thanks for coming to our aid OR Thanks for covering us in a difficult situation.

Book – You're number one in our book.

Cake or Cupcakes – You take the cake as an outstanding volunteer.

Candle, Match, Star or Light Bulb – No one can hold a candle to you! OR Thanks for creating a spark in our organization! OR You shed a bright light on the situation! OR Thanks for lighting the way to success! OR Thanks for burning the candle at both ends to help our project succeed! OR You help our organization Shine bright! OR You light a fire within our organization.

Coin – Thanks for your "Good Cents!" OR A Penny for your thoughts! Or Thanks for changing our Paradigm (two dimes) OR You Make Things Shine!

Electrical wire or a battery – Thanks for energizing our organization.

Fortune Cookie – We are so fortunate to have you as a volunteer. OR Your contributions are worth a "fortune." OR Thanks to you, we are "predicting a prosperous future!"

Glove – Thanks for lending a hand. OR I've got to hand it to you – you are terrific! OR Give me a high 5 – you're great! Give yourself a warm round of applause for the great job you do! OR Thanks for getting a "HANDle" on the project.

Gum – Thanks for sticking with us and making such a difference.

Heart – Thanks for caring and giving more than you ever receive.

Boxes of juice – Your creative juices have really made a difference.

Kite String – You can soar to whatever heights you choose.

Lollipop – Thanks for you help in licking challenges.

M & M's – Thanks! You are made a Marvelously, Moving difference in our program.

Book of Matches – No one matches your volunteer contributions!!!!

Mint – You're worth a mint! OR Thanks for your CommitMINT!

100 Grand Bar – You're worth a 100 Grand to our organization. Paperclip – Thanks for holding our program together.

Post It Notes – Thanks for sticking with us and making such a difference in the lives of young people.

Raisins – Thanks for raisin' us to a new level through your volunteer efforts.

Rubberband – Thanks for stretching your limits, your patience, your flexibility and your endurance.

Safety Pin – Thanks for holding things together when they would have otherwise fallen apart.

Seeds OR Plants – Thanks for all the great ideas that you have planted to grow and bloom. OR Thanks for helping us grow! OR We're glad to be "growing together." OR Good things grow when volunteers are involved. OR You have grown and blossomed as a volunteer!

Shoelaces – Thanks for your ties to our program.

Smiley Face – Smile at people when they would have otherwise fallen apart.

Sunglasses – Thanks for helping us see this project through to a successful end.

Tape Measure or Ruler – You measure up as a fantastic leader.

Toothpick – To prop open your eyes on the 7th night meeting this week.

Warm Fuzzy – Represents all the people you have touched and all the people who have touched you.

Some of the ideas were adapted from Recognition Boosters, Pat Fultz, Kansas State University

IDEAS FOR VOLUNTEER RECOGNITION

VOLUNTEER RECOGNITION RESOURCES

www.pointsoflight.org

Sponsored by the Points of Light Foundation, National Volunteer Week materials are featured on this website. This website includes press releases, ideas for celebration, resources for purchasing recognition items, and lots of other helpful information about volunteerism.

www.energizeinc.com

The site features resources and links on volunteer recognition including quotes, humorous anecdotes, and celebration ideas.

www.volunteertoday.com

This site is a clearing house of volunteer information including links, recognition ideas and lots of helpful information for those working with volunteers.

<http://www.louisiana4h.org/volunteers/national%20volunteer%20week%20recognition%20packet.asp> Designed

to provide volunteer administrators with the tools, ideas and materials to recognize volunteers, this site is designed to promote volunteerism during National Volunteer Week and throughout the year.

www.4-h.uiuc.edu/events/volweek.html

Compiled by a group of 4-H volunteer specialists from the North Central Region, the site features informative links and resource materials.

Volunteer Award Opportunities

<http://www.pointsoflight.org/awards/awards.cfm>

Sponsored by the Points of Light Foundation, this site features several awards available to youth and adult volunteers.

<http://www.nationalservice.org/challenge/>

Sponsored by the Corporation for National and Community Service, this site features student award opportunities.

Volunteer Recognition Retail Items

www.thankscompany.com [http://](http://www.volunteerrec.com/)

www.volunteerrec.com/ [http://](http://www.volunteergifts.com/)

www.volunteergifts.com/

These sites are retail sites featuring recognition items that are reasonably priced.

Publication Writer & Design by Janet E. Fox, Associate Professor, 4-H Volunteer and Leadership Development
LSU AgCenter, Louisiana State University Publication Edited by Heather Caldwell & Debbie Plueger

100 WAYS TO SAY VERY GOOD

People thrive in a climate of love, so give family, friends, and 4-H members plenty of praise, warmth and physical signs of affection. People need pats, smiles and approval. Look for good behavior you want to strengthen, then say “very good” to people in a variety of ways. Here are some suggestions:

OK!	You're right!	I'm proud of the way you worked today.
GREAT!	That's great.	You've just about got it.
WOW!	That's it.	That's the best you have ever done.
FINE!	Way to go.	I knew you could do it.
PERFECT!	Well, look at you go!	You are doing that much better today.
EXCELLENT!	That's right!	Keep working on it, you're getting better.
WONDERFUL!	That's GOOD!	Couldn't have done it better myself.
OUTSTANDING!	Now you've figured it out!	That's the right way to do it.
FANTASTIC!	Now you have it.	One more time and you'll have it.
SUPERB!	You are learning fast.	You're getting better every day.
TREMENDOUS!	That's the best ever.	You did it that time!
MARVELOUS!	Good thinking!	Now you've figured it out.
CLEAVER!	You remembered.	You've got your brain in gear today.
TERRIFIC!	You're doing a good job.	You've just about mastered that.
GOOD WORK!	That's quite an improvement.	That's better than ever.
THAT'S IT!	You really make my job fun.	Good remembering!
Congratulations!	That's not half bad!	You did a lot of work today!
I knew you could do it.	You haven't missed a thing.	You certainly did well today.
That's quite an improvement.	Nothing can stop you now!	You outdid yourself today.
Not bad.	That's first class work.	I've never seen anyone do it better.
Good for you!	You're really going to town.	I think you've got it now.
You make it look easy.	Now you have the hang of it.	You figured that out fast.
That's the way!	Congratulations! You got it right.	It's a pleasure to teach when you work like that.
Nice going.	Now that's what I call a fine job!	That makes me feel good.
Keep up the good work.	You did that very well.	You're on the right track now!
You just did it!	You must have been practicing!	That's much better!
That's better.	You're doing beautifully.	You're really working hard today
Way to go.	You're really improving.	Cool!
Much better!	You've got that down pat!	
Right on!	You are really learning a lot.	
Keep it up!	I'm very proud of you.	
You're doing fine.	You've got it made.	
Keep on trying!	You are very good at that.	
Good for you!	That's coming along nicely.	
I like that.	I'm happy to see you working like that.	
Good going!	That's the way to do it.	
That's really nice.		

WYOMING 4-H ACHIEVEMENT PROGRAM

WYOMING 4-H MEMBER ACHIEVEMENT PROGRAM

The achievement program is designed to recognize youth members' continued involvement in the Wyoming 4-H Program. Youth between the ages of 8 and 18 can receive annual recognition based on their efforts. The annual recognition categories are listed below:

MEMBERSHIP RECOGNITION

- Member has turned in all required enrollment materials
- Member has behaved in an appropriate manner at all 4-H activities, events, and meetings
- Member is enrolled in at least one project
- Member is enrolled in at least one club or has approval of County 4-H Educator

SILVER RECOGNITION

- Member meets Membership Recognition criteria outlined above
- Member has exhibited what he/she has learned at some point in the current 4-H year
- Member provides documentation of setting goals, knowledge/skills gained, and participation in project. (Most likely via the portfolio.)

GOLD RECOGNITION

- Member meets Membership Recognition criteria outlined above
- Member has exhibited what he/she learned at some point in the current 4-H year
- Member provides documentation of participation in *all* essential elements of positive youth development: setting goals, knowledge/skills gained, recognition, leadership, community service, and participation (Most likely via the portfolio.)

HONORS CLUB

The ultimate achievement a 4-H member can obtain is induction into the Wyoming 4-H Honors Club achieved by receiving nineteen (19) points over the course of the member's involvement. A member receives three (3) points for years in which Gold Recognition is achieved and one (1) point for each year Silver Recognition is achieved. Points are evaluated and recorded through the local County 4-H Program.