



Leader's Handbook

What's Included

- What's 4-H
- My Job As A 4-H Leader
- Organizing A 4-H Club
- When Things Go Wrong
- Resources
- Details

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INTRODUCTION TO 4-H

4-H NAME

The term "4-H" was first used in a federal publication written in 1918. However, it wasn't until 1924 that boys' and girls' club work officially became known as 4-H. The four H's stand for Head, Heart, Hands, and Health.

4-H EMBLEM

The official 4-H emblem is a green four-leaf clover with a white H on each leaf. The 4-H emblem is recognized around the world.

The first emblem design was introduced in 1907 and was a three-leaf clover. The three H's stood for Head, Heart, and Hands. The four-leaf clover came into use around 1908, and the fourth H initially stood for Hustle. At a meeting in Washington, D.C. in 1911, club leaders adopted the present design and changed the H's to stand for Head, Heart, Hands and Health to represent the equal training of these for every youth. The 4-H clover emblem was patented in 1924 and in 1938 Congress passed a law protecting the 4-H name and emblem. The 4-H name and emblem are chartered and protected. Please refer to Appendix A for additional information on appropriate use of the 4-H name and emblem.

4-H MOTTO: "To Make The Best Better"

4-H members and leaders attending the National 4-H Club Camp in Washington, D.C. in 1927 adopted the motto. Like the pledge, the motto has remained the same through the years. It expressed a continuing goal of excellence - take the best one has been given, enhance it, and give it back to life better than before.

THE 4-H PLEDGE

I pledge:
My HEAD to clearer thinking;
My HEART to greater loyalty,
My HANDS to larger service
and
My HEALTH to better living,
For my club, my community,
my country and my world.

This pledge was officially adopted in 1927 by the 4-H members attending the first National 4-H Club Camp in Washington, D.C. Otis Hall, State 4-H Leader from Kansas, wrote the pledge. It has been changed only once since; in 1973, at the recommendation of many states and 4-H members attending National 4-H Conference, the words, "my world", were added in the closing line.

WHAT IS MICHIGAN 4-H YOUTH DEVELOPMENT?

Vision – What we aspire to.

Michigan 4-H Youth Development mobilizes volunteers and communities to meet the needs of youth.

Mission – Our purpose.

Our mission is to create nonformal, educational opportunities to help youth thrive in a complex and changing world.

GUIDING PRINCIPLES FOR POSITIVE YOUTH DEVELOPMENT Michigan 4-H Youth Development

- Youth develop positive relationships with adults and peers
 - Sustained relationships with peers and adults nurture positive youth development.
- Youth are physically and emotionally safe
 - Youth will learn more and participate more fully when they feel physically and emotionally safe. A structured yet flexible environment encourages honesty, trust and respect among all youth and adults.
- Youth are actively engaged in their own development.
 - Through a process of identity awareness and discovery, youth increase their personal competence and sense of well-being.
- Youth are considered participants rather than recipients in the learning process.
 - Opportunities for youth to learn and develop take place in many different contexts and take into account a variety of learning styles.
- Youth develop skills that help them succeed.
 - Youth experience and learn from hands-on educational opportunities that help them develop the skills they need to be successful adults.
- Youth recognize, understand and appreciate multiculturalism.
 - Youth will respect differences among groups and individuals of diverse backgrounds. Youth will develop skills and competencies that help them foster social justice in their communities and their world.
- Youth grow and contribute as active citizens through service and leadership.
 - Youth feel included and involved in their communities. They have significant roles to play and important contributions to make as stewards of the future. Youth develop personal competencies that foster leadership, caring and citizenship.

THE 4-H CLUB MEMBERS CREED

I BELIEVE...

- . . . in 4-H club work for the opportunity it will give me to become a useful citizen.
- . . . in the training of my Head for the power it will give me to think, plan and reason.
- . . . in the training of my Heart for the nobleness it will give me to become kind, sympathetic and true.
- . . . in the training of my Hands for the ability it will give me to be helpful, useful and skillful.
- . . . in the training of my Health for the strength it will give me to enjoy life, to resist disease and to work efficiently.
- . . . in my country, my state, my community, my world, and in my responsibility for their development.

4-H LEADER'S CREED

I BELIEVE . . .

- . . . the 4-H member is more important than the 4-H project
- . . . learning how to do the project is more important than the project itself
- . . . 4-H'ers should be their own best exhibits
- . . . generally speaking, there is more than one good way to do most things
- . . . no award is worth sacrificing the reputation of a member or a leader
- . . . competition should be given no more emphasis than other fundamentals of 4-H work
- . . . every 4-H member needs to be noticed, to feel important, to win and be praised (leaders too)
- . . . to "LEARN BY DOING" is fundamental in any sound educational program, and is characteristic of the 4-H program
- . . . enthusiasm is caught, not taught
- . . . our job is to teach members how to think, not what to think
- . . . our product is youth, the project is the means
- . . . a teacher can never truly teach unless he is learning himself

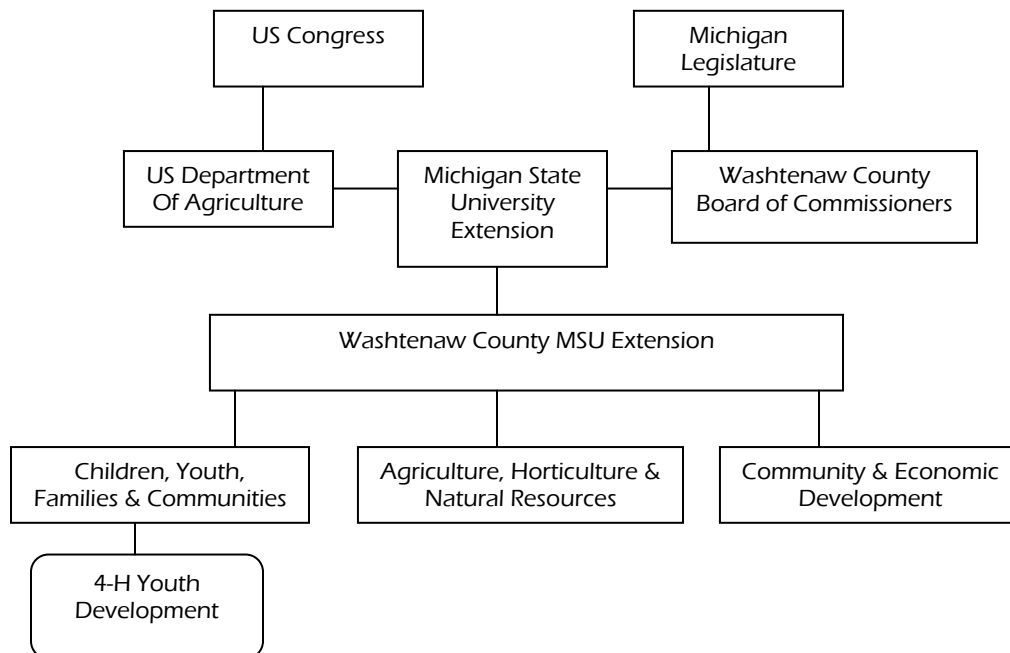
THE WASHTENAW COUNTY MSU EXTENSION OFFICE

4-H is one of the programs offered by the County Extension Office, the educational arm of the United States Department of Agriculture, and the land-grant university in each state. It was established in 1914 by the Smith-Lever Act to provide educational programs to people in informal settings. Programming areas of the County Extension Office are **Children, Youth and Families & Communities; Agriculture and Natural Resources; and Community and Economic Development.**

The County Extension Office is a partnership involving federal, state and county governments. In Michigan, Extension is jointly funded by the United States Department of Agriculture (USDA), Michigan State University (through dollars allocated by the State of Michigan), and the local county government. Extension is administered through Michigan State University, which is Michigan's land grant university. MSU employs extension agents and other staff who work in counties with local citizens in planning and conducting educational programs.

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Persons with disabilities may request accommodations by calling the Extension office at 734/997-1678, two weeks prior to the date of the event to ensure sufficient time to make arrangements. Requests received later will be met when possible.

How MSU Extension is Organized



VOLUNTEER INFORMATION

LEADERSHIP ROLES IN 4-H... WHICH IS BEST FOR YOU?

There are three different kinds of leadership roles a volunteer can choose from when becoming involved in 4-H. Each has a different emphasis and time commitment involved. Leaders are free to choose the type of leader responsibilities with which they feel most comfortable.

1. **4-H Coordinating Club Leader:** Coordinates the involvement of numerous project leaders. His/her role is to focus on developing the "total" youth by providing educational and social activities distinct from the project areas. The club leader also coordinates other recreational and meaningful learning experiences.
2. **4-H Project Leader:** Involves 4-H members in a particular project area. Emphasis is on instructing youth in a specific skill. Project leaders are always part of a larger community club.
3. **4-H Activity Leader:** Work's with the whole club or a committee to plan and carry out a selected activity or event (e.g. public presentations, achievement programs or fundraising). May work with a group of members in an area of special interest.
4. **4-H Resource Leader:** Specializes in a topic with a specific interest, and often serves multiple clubs or the entire county project. Is called upon as a resource by many people.
5. **4-H Teen Leader:** This leadership role allows older 4-H teens the opportunity to help younger 4-H members learn by doing. Teen leaders, besides gaining valuable experience themselves, relieve some of the work of the adult leaders in organizing and maintaining a club.

Other volunteer roles are possible, including being a resource person, parent helper or chaperone.

Position descriptions for each of these leader roles are available at the MSU Extension Office.

MSUE VOLUNTEER SELECTION PROCESS

Who Needs to Be Certified?

- At least one adult in each club
- Anyone with ongoing (meets with youth 4 or more times in a year) or unsupervised contact with youth
- Those driving other youth to 4-H events
- Anyone staying overnight with unrelated youth
- It is a good idea to have all active adults in the club certified

The purpose of the volunteer selection process is to ensure a safe environment for all 4-H members and volunteers. The MSU Extension Volunteer Application packet is available in the Extension office. The information that is required on this application includes the volunteer's personal information, all previous volunteer experience, interests and skills, and time available for volunteering. **The applicant will have to provide the names and complete contact information for three (3) references.** These references WILL be contacted by the Extension office staff. A criminal history background check will also be conducted. (Note: A criminal record will not necessarily disqualify an applicant. It is just one piece in the in determining the appropriateness of an individual to be a MSU Extension volunteer.)

After all references have been contacted and the criminal background check is returned the volunteer applicants must attend a face-to-face interview with a member of the Washtenaw County MSU Extension 4-H staff and attend an orientation session held at the Extension office. These orientation sessions are held several times throughout the year and pre-registration is required.

Lastly, adult volunteer applicants will submit a 4-H Member & Volunteer Information Form. This form will officially register the volunteer with the MSU Extension 4-H program. The adult volunteer will update and resubmit this form each year they remain as a volunteer with the 4-H program.

LEADER BEHAVIOR

One of the most important roles of volunteer 4-H leaders is serving as positive role models for youth. For many young people, 4-H leaders are the first adults outside of the family who have concern for them and participate in their activities voluntarily - - simply because they want to and not because they have to.

Volunteer 4-H leaders therefore need to be aware of the impression they make on others. This shows up in many ways, but specifically in attitudes toward smoking, drinking, drugs, and the use of vulgar and/or offensive language. It is also displayed through negative attitudes toward people who are different, and public expression of anger, either in voice or action, and through harassment of other leaders, parents, 4-H members or the 4-H staff, either in words or actions.

It is inappropriate for 4-H volunteers to partake of alcoholic beverages or illegal drugs or be under the influence of either while serving in a volunteer leadership capacity for 4-H.

If problems arise at any 4-H event that cannot be resolved between the parties, individuals should contact a 4-H youth staff person. Every attempt will be made to reach an equitable solution to the problem after all sides of the issue have been calmly and completely discussed. If a resolution is not reached, the 4-H Council and/or 4-H staff will set a time to resolve the conflict. Persons who have a question concerning behavior of other leaders should contact the 4-H Extension Educator.

AS A VOLUNTEER

...you have the right to:

1. say yes
2. say no
3. volunteer or not volunteer or quit
4. establish convenient times to do volunteer work
5. expect support from parents
6. expect members to complete projects
7. ask members to attend meetings, be on time, bring materials
8. limit the number and age of members in your club
9. set standards of performance
10. select projects and activities you feel confident in teaching
11. expand your horizons to new projects and activities
12. challenge and be challenged
13. have a good time
14. be less than perfect

...you have the responsibility to:

1. set an example
2. teach leadership, self-esteem and pride
3. be a motivator of youth
4. be compassionate, patient and understanding
5. present challenges
6. be prepared for your meetings
7. listen to your group and individuals
8. see the job through
9. give recognition and praise to members
10. recognize individual differences
11. teach safety and welfare of others
12. make 4-H an enjoyable experience
13. delegate responsibility to teens, parents and members
14. recruit new leaders for your club
15. involve all members in planning and implementing
16. meet individuals' needs and encourage participation
17. attend training sessions and events and encourage others to attend
18. assure that your club is open to all!

REWARDS OF VOLUNTEERING

1. personal satisfaction
2. watching youth develop confidence
3. a simple "thank you" from a youth
4. seeing families work together
5. making contributions to one's life
6. expanding your own skills and experiences

TAX DEDUCTIONS FOR VOLUNTEERS

Volunteers in the 4-H Program expend many of their own dollars to help make the program happen. Many of these expenses are deductible for federal income tax purposes.

Generally, out-of-pocket expenses are deductible as contributions when they are incurred in connection with services to the 4-H organization. Those volunteers who file an income tax return with itemized deductions may claim them. Amounts spent for fees, materials, awards, and travel expenses including meals, lodging and cost of transportation, are deductible when not reimbursed. Any expenses incurred with regard to leadership training are also deductible. If privately owned vehicles are used for transportation, a mileage fee (not to exceed the maximum allowable by the Internal Revenue Service) is deductible.

Remember to keep track of all expenses and mileage as you will need proof in the event of an audit.

See Appendix D for a sample of the Club Inventory and Appendix E for a sample of the Annual Summary Financial Report forms.

VOLUNTEER LIABILITY INSURANCE

Many times questions are asked about insurance coverage for 4-H events, volunteers and members. It is important that all 4-H leaders understand the types of insurance coverage that are available and which insurance is appropriate in various situations.

Two basic types of insurance exist, namely liability insurance and accident and illness coverage. **Liability insurance** is provided to volunteers in the 4-H program who are deemed by Michigan State University to be acting within the scope of their volunteer duties of performing services for the University. This insurance protects leaders in the event they are sued for claims of negligent acts that result in bodily injury to someone else, personal injury such as libel or slander, or damage to the property of others. Liability insurance coverage is automatic and is provided for all volunteers who are annually registered as leaders with the Extension office.

When transporting others to and from a 4-H activity in privately owned vehicles, MSU liability insurance does not provide coverage. Coverage in this instance should be held by the owner of the vehicle.

Coverage by the liability policy means that the liability insurance will provide defense in court of a registered leader to cover allegations of a negligent act even though the allegations may be fraudulent or false, and pay for damages in which the covered insured is legally liable to pay.

Not covered under MSU liability insurance is anyone not named above. This would include the owners of animals (these people should have their own liability coverage to protect for ownership of animals), or someone who owns facilities used for a 4-H program. They should have their own coverage to protect them.

Any incidents involving bodily injury or property damage which may give rise to a claim should be **reported immediately** to the 4-H Youth agent or the county Extension director.

4-H POLICIES AND PROCEDURES

4-H AGE POLICY

Youth ages 5-18 may participate in the Washtenaw County 4-H program. 4-H age is determined by the youth's age on January 1 of the club year which runs from September 1 to August 31. Youth between the ages of 9 and 18 are considered regular 4-H members.

Younger children may join 4-H as Cloverbud members. Youth must have reached the age of 5 to join. Five, six, seven and eight year old Cloverbuds may participate in special non-competitive events designed just for them.

REGISTRATION AND ENROLLMENT

To be officially recognized as a 4-H club, 4-H leaders must register with the Extension office. There are several reasons why being a **registered** 4-H club, leader or member is so critical.

1. Liability insurance provided by Michigan State University only covers registered leaders. For this reason, all adults supervising members at 4-H activities should be registered with the Extension office.
2. Scholarships provided by the 4-H Council and Service Club are available only to registered leaders and to members of registered 4-H clubs.
3. Correspondence, including the 4-H Information Network, is mailed or emailed only to registered leaders and members.
4. Special mailings are often sent to leaders in a particular project area. Therefore if you want to receive these mailings, the Extension office must be informed of the projects your club is involved in.
5. A detailed statistical report summarizing 4-H enrollment must annually be sent to the state and national 4-H offices. It is imperative that the county Extension office have accurate enrollment records so that this report can be compiled.

4-H PARTICIPATION FEE

4-H members must pay a \$10 annual participation fee to help 4-H continue providing the strong youth development programming that they have come to expect and rely on. The participation fee is \$10 per 4-H member, with a maximum of \$30 per family with 3 or more youth enrolled. The fee is due when the enrollment forms are submitted to your club leaders. Enrollment forms with fees are to be submitted to the Washtenaw County MSU Extension Office. Checks are to be made payable to the **Washtenaw County 4-H Advisory Council** as they will be serving as the treasury. General enrollments and participation fees will be accepted at anytime through December 1 of the enrollment year (Club re-enrollment deadline). New members will still be accepted throughout the year and their fees will be collected at the time of their enrollment.

The money from the participation fee will be used exclusively to develop, purchase, implement and/or update 4-H programming. Fees collected from 4-H members will be divided by half between the county 4-H program and the state 4-H program, used to provide 4-H members with better quality programs and activities, and used to develop new curriculum for clubs to use. More information about the fee can be found on the Michigan 4-H website at <http://web1.msue.msu.edu/msue/cyf/youth/MI4-Hparticipantfee.html>.

YOUTH BEHAVIOR POLICY

All participants in 4-H sponsored activities are expected to conduct themselves with honesty, integrity, good sportsmanship and in accordance with accepted standards of social behavior, respect for the rights of others and refraining from any conduct which may be injurious to the program.

In addition, anyone participating in a 4-H sponsored activity who is caught in the act of theft or vandalism, or caught with illegal drugs, controlled substances or alcohol, or who is involved in other such offenses, shall immediately be sent home at his/her own expense. If it is determined by 4-H staff, leaders or persons in charge of the activity that the offense warrants it, the offender may be turned over to the proper authorities.

This policy will be used for all local club, county, state, national and international events and activities. Additional rules and guidelines may be established at the discretion of the 4-H staff and/or leaders.

It is a good idea for clubs to set up their own by-laws outlining the club's standard of behavior. Contact the MSU Extension Office for samples of club constitutions and bylaws. Put it into writing and send a copy to the Extension Office for approval.

INSURANCE INFORMATION FOR 4-H MEMBERS

Accident and illness coverage is a non-mandatory option for clubs. However, it is recommended that clubs take out a special policy, available through a private insurance company or another source. This insurance covers medical expenses and dental expenses from injury, as well as payment for loss of life, depending on the coverage selected. Rates for group insurance for clubs range from \$1.00 to \$2.00 per year per youth, if all are enrolled, or 15 cents to 23 cents per day for special coverage, if group coverage is not obtained on an annual basis.

Application forms for the accident insurance policy described may be obtained from the Extension office or through your own insurance agent. Persons with additional questions relative to insurance coverage should contact a county 4-H staff member.

YOUTH OVERNIGHT HOUSING POLICY

Youth can be housed with unrelated adult chaperones aged 21 and over (age as of date of event) at overnight 4-H events as long as the youth-adult ratio is at least two youth to one adult and the adults have been through the Michigan State University Extension Volunteer Selection Process. Chaperones at 4-H overnight events are responsible for serving as role models for youth and for guiding youth behavior. Only adult chaperones and youth of the same gender can be housed together. An unrelated youth and adult must never share a bed.

At overnight events, it is recommended that adults be housed with youth whenever possible – in accordance with the policy. When this is not possible, adults must be housed within hearing distance of any lodging rooms housing youth. In all events, 4-H staff and adult volunteers having responsibility for a given activity always retain the authority to exercise their best judgment to ensure the safety of the young people involved.

Housing Youth With Related Adults

Youth can be housed one-to-one with related adults (19 and over) who are their parents, legal guardians or other family members (such as step-parents, domestic partners, grandparents, aunts, uncles and adult siblings). Keep in mind that “family members” may be defined in different ways across cultural groups. (Any questions related to defining “family members” should be directed to Betsy Knox or Janet Olsen; see contact information below.) A youth who is housed with a related adult of the opposite gender must not be housed in an area with shared bathrooms. Note that this portion of the policy refers to related one-on-one youth-adult situations. Adults can be housed with more than one related youth.

Special Needs Situations

Exceptions can be made for one-to-one lodging with unrelated adults due to a young person’s special needs or family situation (such as a home health aid or caregiver needing to room with a youth) so long as written parent or guardian authorization is submitted to the 4-H staff member seven days before the event and the family agrees to cover the associated costs for the unrelated adult. In a special needs situation, a youth who is housed with an unrelated adult of the opposite gender must not be housed in an area with shared bathrooms.

Housing for Adults Who Have Not Completed the Volunteer Selection Process

Any adult who participates in 4-H overnight events who has not gone through the MSU Extension Volunteer Selection Process must not be housed in the same area or share bathrooms with youth.

Housing Unrelated Older-Younger Youth

MSU 4-H must make every attempt to house unrelated youth of similar age together whenever possible. Any youth aged 18, 19 or 20 at the time of the event who attends an event as a participant must not be housed with or share bathrooms with younger, unrelated youth unless he or she has completed a background check including one reference check and a criminal history check. (Keep in mind that sex offenders who committed sex-related crimes as juveniles will only appear in public records [such as the Michigan Public Sex Offender Registry] after their 18th birthday if they were convicted of Criminal Sexual Conduct 1st Degree or Criminal Sexual Conduct 2nd Degree.) When registering youth aged 18, 19 or 20 for state-level overnight events, county staff will be asked to indicate that these background checks have been carried out. Background checks for youth in this age bracket should be completed no more than once a year, unless circumstances warrant more frequent checks.

Youth-Adult Ratios

Michigan 4-H Youth Development recommends the following adult-to-youth ratios when planning and implementing programs. When involving youth between the ages of 5 and 12 (of the same gender), follow a ratio of one adult to six youth. Supervision of young people aged 13 and up (of the same gender) requires a ratio of one adult to ten youth. Keep in mind that some programs (such as the 4-H Outdoor Adventure Challenge program) use a higher ratio of adults to youth. Also note that the ratio for overnight (residential) camp programs may differ. 4-H staff and volunteers should always consider the needs of the group (such as age and maturity levels) and use their best judgment to keep the young people safe and not put adult chaperones in unreasonable situations.

4-H CLUB POLICIES AND PROCEDURES

4-H CLUB DEFINITIONS

The primary purpose of a 4-H club is to influence the development of each child's potential thinking, feeling, doing and relating to others. The club provides the structure for the leader to build significant relationships with members using a project as a way to meet the primary purpose of youth development.

The activities of the club are to be determined by the common needs and interests of the youth and adults involved. Members, leaders and parents should mutually decide on the program and establish expectations for everyone involved.

Clubs are sanctioned and permitted to use the 4-H emblem by the County Extension Office. Clubs should have youth in leadership roles, and practice democratic principles. Michigan State University Extension programs are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, family status.

A model 4-H club includes the following:

- * membership of **at least five youth from two or more (different) families**
- * one or more caring **adult volunteers** working with members, teen leaders, and parents
- * a structure that gives **members** the primary responsibility for decisions and operation of the club. This may be done with elected officers
- * a definite club **program** planned by members, leaders and parents including individual and group **goals**
- * **six or more club** meetings during the year
- * participation in **learning experiences outside of the local group**
- * involvement in the community
- * **personal evaluation and recognition** of progress on individual and group goals

Desired Outcomes of 4-H Club Involvement

The content of a 4-H club program is determined by the common needs and interests of the young people and adults involved. Members, volunteers, leaders and parents should work together to select learning projects, set the club program and establish expectations for everyone involved. Active participation in a 4-H club should help young people develop the following assets and life skills:

- Greater knowledge and appreciation of themselves and others
- Decision-making skills
- Public and interpersonal communication skills
- Positive interactions with other young people and with adults
- Responsibility for themselves
- An ethic of service to group and community
- An attitude of lifelong inquiry and application of information
- An ability to relate to a constantly changing world
- Strengthened family interactions
- Career exploration and workforce preparation skills
- Leadership skills
- Ability to work effectively as part of a team

- Greater understanding of and appreciation for diversity
- Practical knowledge and skills in project areas
- Positive conflict resolution skills

4-H CLUB STRUCTURE

No two 4-H clubs in the county are alike. They vary in several ways: how often the groups meet, the project areas offered, how the club is organized, the age of the members, etc. Such flexibility is one of the keys of the 4-H Youth Program, so leaders are encouraged to organize a club to best fit their needs and the needs of the members.

4-H PROJECT CLUBS

A 4-H project club is a group of 4-H members, 4-H leader(s), parents and friends of 4-H who share common interests. Most 4-H project clubs concentrate on one or two project areas at any one time, but may do several projects over a year's time. This club is usually small in size and has one or two club leaders who actively participate with the group on an on-going basis. Meetings are held anywhere from once to four times a month for six or more months of the year. (examples-Vet Science, Archery)

4-H COMMUNITY CLUB

A 4-H community club usually has more than ten members and has several project leaders. All of the members meet periodically (usually once a month, year-round) with the community club leader for a business meeting and educational or recreational activity. Since there are several project leaders, many different projects are available at one time. Project leaders and members meet separately from the community club and usually have at least six meetings. Members may be involved in as many projects as they are interested in and have time for.

SPECIAL INTEREST GROUPS

Special interest groups are involved in short term projects. A special interest group makes use of 4-H leaders, teens, and/or local and state specialists to provide an educational short term project aimed at a specified target group not usually enrolled in 4-H clubs. These groups run certain times of the year for a limited time. (examples, 4-H Citizenship Academy, Youth Conservation Council)

4-H PROGRAM YEAR

The 4-H program year runs from September 1- August 30. All clubs must re-enroll after September 1 each year. Club financial statements are based on this fiscal year.

CLUB GUIDELINES: Expectations and Responsibilities

EXPECTATIONS

Each 4-H club is unique. It is important for everyone in the group to agree upon and understand the expectations of members, leaders and parents. Each time members join the group the following items should be discussed:

- date, length and location of meetings
- attendance expectations
- responsibilities of members, leaders and parents
- ground rules for group behavior

- respect and safety of property
- transportation to meetings and events
- finances, including purchase of project materials and club dues

MEMBER RESPONSIBILITIES

- Select projects with the help of parents and leaders
- Do the project
- Keep a Personal Record Book up-to-date (optional)
- Attend 4-H meetings or call leader or designated officer when going to be absent
- Take part in local, county, state, national or international activities and events
- Inform parents of 4-H club activities
- Learn the 4-H pledge and motto

LEADER RESPONSIBILITIES

- Guide the work of club members
- Involve members in planning and decisions
- Make learning fun
- Attend leader training
- Communicate with parents

PARENT RESPONSIBILITIES

- Support financial costs as agreed by club
- Provide Transportation
- Show interest and encouragement for member's work
- Assist with club as needed and asked
- Attend club family functions

INCLUDING YOUTH WITH SPECIAL NEEDS

Youth with any physical, mental or emotional handicapping condition can contribute to and benefit from involvement in 4-H Youth Programs. There may be several considerations for leaders when working with children with disabilities, but it is less challenging and more rewarding than many people think.

For tips on adapting activities and instructional strategies, contact the MSU Extension Office.

CLUB REGISTRATION AND RE-ENROLLMENT REQUIREMENTS

Club Charters- Each club must be chartered and registered. New clubs can become chartered by completing a Request for Official Approval for Establishment of a 4-H Club form. A copy of this form is included in Appendix C.

EIN Numbers- Every club, regardless of whether not the club will maintain a treasury, must apply for an Employer Identification Number from the IRS. All clubs should use the Washtenaw County MSU Extension address as the mailing address on file with the IRS and make sure they are linked to the General 4-H Group Exemption Number 2704. Please contact the MSU Extension Office for more information on employer identification numbers.

Civil Rights Compliance- Each year, club leaders will sign a civil rights compliance statement which will be kept on file at the Extension Office. 4-H clubs and programs must be open to all without regard race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.

Club Inventory- Each year, clubs will submit a list of any inventory that has been purchased with club funds or donated for club use. If a club disbands, this inventory must be surrendered.

Annual Financial Summary- Every club, even those without a treasury, must complete an Annual Financial Summary each year which indicates the money that was raised or donated and the money that was spent. If the club maintains a balance greater than \$100, the club must also turn in a bank statement that matches the club's year-end balance.

Important information about club financial guidelines is included in Appendix F or in the Michigan 4-H Treasurer's Record Book.

Club Minutes- All clubs must submit one copy of their club minutes annually, collected at re-enrollment.

Club Profile- In order to keep an updated listing of clubs on file for inquiring new members, clubs must complete a club profile form each year which lists the club leaders, their contact information, the types of projects the club participates in, and whether or not they are accepting new members.

In addition, club leaders facilitate the collection of member's re-enrollment information each year. This includes:

Member and Leader Re-enrollment Forms- used to keep our database updated.

Youth Code of Conduct- signed and collected annually

Medical and Media Release Forms- signed and collected annually

Participation Fees- \$10 per member per year or \$30 per family, checks made payable to Washtenaw 4-H Advisory Council.

Copies of these forms can be found in Appendix G.

Club Audits- In order to turn in all of the above listed paperwork, Extension staff request club leaders schedule time to sit down with staff and submit the paperwork. Extension staff will conduct an informal audit of club expenses at this time as well. In addition to the forms mentioned above, club leaders should bring copies of receipts documenting club expenditures, bank statements, receipt books, etc.

CLUB FUNDRAISING

If a club chooses to hold a fundraiser, they must complete a fundraiser request form and submit it to the MSU Extension at least two weeks before the start of the fundraiser. All money raised using the name of 4-H must be used only for 4-H activities. Because these funds are publicly accountable, they must not be used in any way to enrich individuals. This means that money may not be given out to individual club members or others, but must be used to pay for educational programs, activities, workshops or 4-H club supplies. Money may be transferred to fund county, state or national 4-H programs. An educational component needs to be part of **all** fund-raising activities. A group needs to be able to clearly state the educational value of the fundraiser. It is not appropriate for clubs or groups to conduct fund-raisers solely for recreational purposes (such as trips to Cedar Point). However, if members participate in planning and budgeting, even a party can be educational.

After the fundraiser is complete, clubs must submit an fundraiser report form to the Extension offices documenting their success and the money raised. This must be submitted within ten days of the completion of the fundraiser. Copies of fundraiser request and report forms are available in Appendix H.

OVERNIGHT TRIPS

If clubs schedule overnight trips or meetings, club leaders must assure clubs are adhering to the Youth Overnight Housing Policy (found on page 13). In short, all adult chaperones must have completed the Volunteer Selection Process. Youth ages 18 and up must also complete a brief background check form. All members staying overnight must have a signed permission form from their parents. Please contact the MSU Extension Office if your club will be coordinating this type of an event for more information.

DISBANDING 4-H CLUBS

Sometimes there are reasons clubs decide to disband or fold. This decision must be made with a vote of the membership. As soon as this decision is made, the leader should contact the MSU Extension Office. The leader will need to indicate whether club members will continue their involvement with 4-H, and if so, in what club (or as an independent member). Club leaders will be asked to complete a final club inventory report form and a final financial summary. All club funds will need to be turned over to the 4-H Advisory Council, however, the club may make suggestions for how the club funds could be spent. Club inventory must also be surrendered and suggestions for distribution will be accepted.

4-H CLUB PROGRAM PLANNING

POSITIVE YOUTH DEVELOPMENT

The Search Institute has identified the following assets of healthy development that help young people grow up healthy, caring and responsible. These building blocks make up the essence of what we mean by “positive youth development.” Take a look and pick out the assets you think young people can receive by being part of a 4-H experience! For more information, visit the Search Institute Web site at www.search-institute.org.

External Assets

1. **Family support:** Family life provides high levels of love and support.
2. **Positive family communication:** Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parent(s).
3. **Other adult relationships:** Young person receives support from three or more non parent adults.
4. **Caring neighborhood:** Young person experiences caring neighbors.
5. **Caring school climate:** School provides a caring, encouraging environment.
6. **Parent involvement in schooling:** Parent(s) are actively involved in helping young person succeed in school.
7. **Community values youth:** Young person perceives that adults in the community value youth.
8. **Youth as resources:** Young people are given useful roles in the community.
9. **Service to others:** Young person serves in the community one-hour or more per week.
10. **Safety:** Young person feels safe at home, at school, and in the neighborhood.
11. **Family boundaries:** Family has clear rules and consequences, and monitors the young person's whereabouts.
12. **School boundaries:** School provides clear rules and consequences.
13. **Neighborhood boundaries:** Neighbors take responsibility for monitoring young people's behavior.
14. **Adult role models:** Parent(s) and other adults model positive, responsible behavior.
15. **Positive peer influence:** Young person's best friends model responsible behavior.
16. **High expectations:** Both parent(s) and teachers encourage the young person to do well.
17. **Creative activities:** Young person spends three or more hours per week in lessons or practice in music, theater, or other arts.
18. **Youth programs:** Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in community organizations.
19. **Religious community:** Young person spends one hour or more per week in activities in a religious institution.
20. **Time at home:** Young person is out with friends "with nothing special to do" two or fewer nights per week.

Internal Assets

1. **Achievement motivation:** Young person is motivated to do well in school.
2. **School engagement:** Young person is actively engaged in learning.

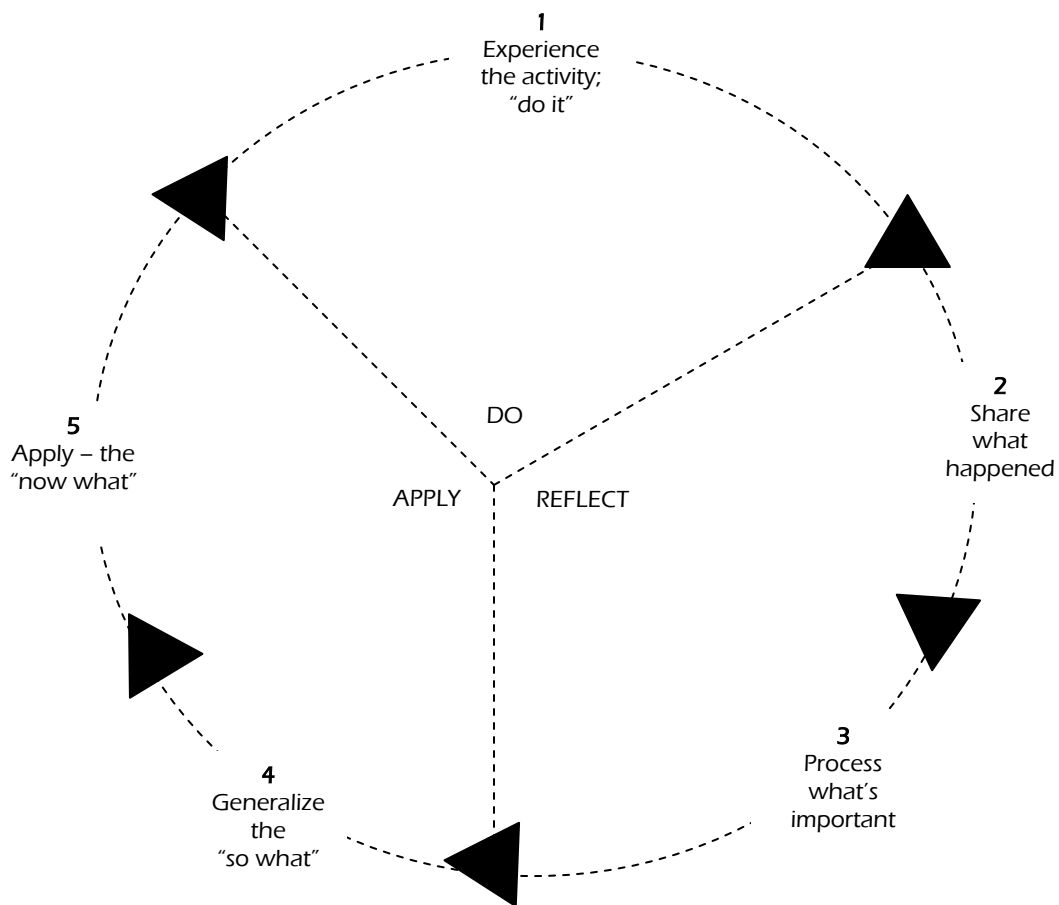
3. **Homework:** Young person reports doing at least one hour of homework every school day.
4. **Bonding to school:** Young person cares about her or his school.
5. **Reading for pleasure:** Young person reads for pleasure three or more hours per week.
6. **Caring:** Young person places high value on helping other people.
7. **Equality and social justice:** Young person places high value on promoting equality and reducing hunger and poverty.
8. **Integrity:** Young person acts on convictions and stands up for her or his beliefs.
9. **Honesty:** Young person "tells the truth even when it is not easy."
10. **Responsibility:** Young person accepts and takes personal responsibility.
11. **Restraint:** Young person believes it is important not to be sexually active or to use alcohol or other drugs.
12. **Planning and decision making:** Young person knows how to plan ahead and make choices.
13. **Interpersonal competence:** Young person has empathy, sensitivity, and friendship skills.
14. **Cultural competence:** Young person has knowledge of and comfort with people of different cultural/ racial/ ethnic backgrounds.
15. **Resistance skills:** Young person can resist negative peer pressure and dangerous situations.
16. **Peaceful conflict resolution:** Young person seeks to resolve conflict nonviolently.
17. **Personal power:** Young person feels he or she has control over "things that happen to me."
18. **Self esteem:** Young person reports having a high self-esteem.
19. **Sense of purpose:** Young person reports that "my life has a purpose."
20. **Positive view of personal future:** Young person is optimistic about her or his personal future.

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EXPERIENTIAL LEARNING MODEL

The overall goal of the experiential learning process is to provide young people with positive learning experiences and tools for ongoing use in their lives, and with the enthusiasm to put these tools into action.

When we offer experiential learning opportunities that are developmentally appropriate and appealing to young people at the different ages and stages of their lives, we can provide environments proven to foster positive youth development.



AGE APPROPRIATE PROGRAMMING

As we work with young people, it's important to keep in mind the many changes they're going through – physical, thinking, social and emotional. Providing educational experiences for young people that address healthy development and that focus on positive relationships is the goal of Michigan 4-H Youth Development activities. That's why 4-H is committed to providing and supporting learning environments that are safe, appropriate, healthy and fun for kids aged 5 to 19 at all developmental stages of their lives. Details about age-appropriate programming can be found in the Keys to a Successful 4-H Club booklet in addition to the 4-H Age Policy.

4-H Cloverbud Members (Ages 5 to 8)

Like 4-H activities for older youth, 4-H Cloverbud programs are designed to be safe, age appropriate, educational and fun. A key difference, however, is that 4-H Cloverbud activities have a noncompetitive focus. While 4-H Cloverbud programs for 5 to 8 year olds have a different name, young people in this age range are full 4-H members. Effective programming with this age group is activity-based, cooperative, fun, experiential and varied. 4-H participation at the level is considered introductory and less project focused than programs for older 4-Hers. It allows youth members to experience a variety of learning opportunities. For more information about 4-H Cloverbud programs, visit Five-to-Eight-Year-Olds: Youth Development Programs for School-Aged Children.

4-H Members (Age 9-13)

Most counties offer noncompetitive and competitive opportunities (that is, events in which participants' efforts are judged, ranked or placed) for young people in this age group. 4-H participation at this level can be focused on specific projects with an emphasis on developing and improving skills. 4-H experiences for youth aged 9 to 13 allow for development of positive self-image, allow for more responsibility and decision-making, encourage independence in thought and learning, encourage teamwork and friend-making skills, and encourage thinking, planning and doing to create positive futures. At age 11, youth can also start participating in programs like 4-H Explorations Days.

4-H Members (Age 14-19)

4-H experiences for youth aged 14-19 are designed to help them increase and maintain their knowledge of self and their self-esteem, increase their independence, increase their responsibility and complex decision-making skills, enhance their goal-setting and goal-reaching skills, build strong relationships and improve interpersonal communication skills. Youth in this age group can now attend workshops at 4-H Kettunen Center, serve as teen leaders in their clubs and serve on county, regional or state programming committees.

4-H PROJECTS AND 4-H EXHIBITS

Although we often use the terms "project" and "exhibit" interchangeably, there is a difference between the two.

A **4-H project** is the total experience that comes from having been involved in 4-H learning. It includes the planning, the field trips, the recordkeeping, the hands-on doing, and most of all, the interaction between the adult(s) and youth(s) who work together in a 4-H project.

A **4-H exhibit** is what you put on public display to show involvement in a project. It is actually, and it should be, a relatively small part of the total 4-H experience, and should be kept in perspective.

Remember, 4-H is supposed to be a fun way of learning new skills. Do not let the competitive spirit overshadow the learning interaction that can take place. Winning at all costs is a losing attitude.

4-H PROJECT AREAS

The 4-H Youth Program has resource materials available to leaders in over 100 different project areas. Leaders are free to choose one or more of these project areas, or to design their own project if they wish. What projects are actually available in the county depends on what current leaders choose to offer. Thus, bicycling is a 4-H project in the county if there is a leader who is willing to offer bicycling as a project that year.

Self-Determined Projects

4-H members have the option of developing a self-determined project if they choose. This would be appropriate if the youth wanted to:

- A) continue in a particular project area beyond what the leader is able to provide;
- B) investigate a different direction or emphasis in a project than what the leader is offering;
- C) get involved in a certain project, but find there is no active club working with that project area in the county or within a reasonable distance from the member's home; or
- D) get involved in a project that has no 4-H resource materials available.

In a self-determined project, the 4-H member works primarily alone, but has guidance and support from a 4-H leader or interested parent or adult. The 4-H'er secures information on his/her own and keeps accurate records. The member is encouraged to display his/her work at the 4-H Youth Show and other events.

NOTE: See Appendix I for list of Current 4-H Project Areas and Codes

SUCCESSFUL 4-H CLUB MEETINGS

4-H members want to be active and to learn. As a leader you can help make meetings both enjoyable and educational. In each session include activities that members feel are important to them. Involve the group in planning meetings and you'll be able to stimulate continuing interest. As a result, you'll have 4-H meetings that are fun and provide positive learning experiences for youth.

Well planned meetings give youth an opportunity to:

- * Make new friends
- * Share ideas
- * Acquire new knowledge
- * Enjoy recreational activities
- * Develop self-confidence and leadership skills
- * Participate in decision making

Where to meet? Explore available meeting places and consider how well each one will meet the needs of the program and the youth. Light, available space and room arrangement influence meetings. How large is the membership? How much room do you need for activities or recreation? Member's homes may work well, but public and civic facilities may also be used.

Seating persons in a circle or semi-circle will create a feeling of informality and friendliness. More is learned when a positive atmosphere is created by comfortable seating. Hearing and participation will also be improved.

How long should meetings last? The ages of the members, subject being taught and activities that are planned will all affect how long the meeting will last. Older members usually stay with an activity longer than younger ones. Younger members sometimes have early bedtimes and this affects evening meetings on school nights. Be clear when meetings will start and finish so that parents can make transportation arrangements.

How often should the club meet? Some leaders think that frequent meetings should be held when new groups are formed. They feel this helps take advantage of initial interest, and also helps the members get into the "swing" of 4-H. Younger members can lose interest when meetings are too far apart. Project areas differ in the amount of time required to complete them. All of these factors should be taken into consideration when planning how often the club should meet. A guideline to follow is to plan to meet once a month, or to hold at least six meetings during the year.

What happens at meetings? Every meeting should include a variety of experiences. Plan for a balance of business, learning and recreation. The group should work together in selecting what is to happen and how it will be done.



4-H MEETING STRUCTURES

4-H Club meetings are the setting for much of the member's learning. Clubs can choose to have formal or informal business meetings. Which one, or combination of the two, is used depends on the group, their interests, and what the leader and members feel most comfortable with.

Formal Structure

Parliamentary procedure is usually the format for formal meetings. Conducting a proper business meeting is a good learning experience for youth and 4-H may be the only opportunity they will have to practice parliamentary procedure. (Simple parliamentary procedure rules are outlined in Appendix J). Meetings usually run smoothly and effectively under a formal structure.

Informal Structure

An informal meeting structure may appear to be just a group of people talking together. The atmosphere is relaxed and the procedure is very flexible. There is usually an agenda of items to be discussed and it is everyone's responsibility to keep the discussion moving and to make decisions.

CLUB MEETING SUGGESTIONS

Here are some guidelines on what to include in your first few meetings with your 4-H members. Adapt them to fit your particular need and philosophy.

FIRST MEETING

1. Have members introduce themselves (or play a get-acquainted game) if the youth do not know one another. Then do an activity the young people can complete at the first session. If they can make something to take home, not only will they be enthusiastic, but their parents will have a concrete example of 4-H'ers "learning by doing".
2. Say the pledge to the American flag, and introduce the 4-H Pledge. Ask members to learn the 4-H Pledge by the next meeting.
3. Talk with members about what projects and activities they would like to do in the club. Take time to discuss the possibilities. If the youth have a say in what the group does, they will feel a greater responsibility for its success.
4. Explain the meeting time and location. Discuss the importance of attending every meeting and letting you know when they are unable to do so.
5. Discuss the format of the club. Decide if the club will have officers and which ones it will have (president, vice-president, secretary, treasurer, committees, reporter, community service, recreational or social leader, historian etc.) Briefly explain the duties of the officers and the importance of meeting the requirements of office. Actual election might be left for the second or third meeting.
6. Decide on a name for the club. Members may wish to bring ideas to the next meeting.
7. You may need to use name tags at the first meeting so that everyone can learn each other's name. People hesitate to communicate when they are unaware of names.
8. Do a bit of paperwork; have each young person fill out a membership form. Make a list of member's names, addresses and telephone numbers for your records. Provide the members with your name and telephone number.
9. Invite parents to help with recreation and refreshments. This is a good chance to get to know them, and get them involved. This is also a good time to have them fill out the Parent Survey.

SECOND MEETING

1. Now's the time to set club goals. Discuss what the group would like to accomplish. Establish goals for the year and decide how and when they can be accomplished.
2. Have (or help) each member outline a Personal Plan so that they know where they are going with their project. This outline will also be helpful when it comes time to evaluate the member's progress.
3. Give the youth a schedule of activities for upcoming meetings, or work with them to plan the schedule. Giving their stamp of approval will allow youth the opportunity to begin making decisions.
4. Discuss the amount of money needed for their entire projects. Make sure parents know what is needed and why.
5. Be sure to complete all enrollment forms and send them to the Extension office.

LATER SESSIONS

1. By the third or fourth meeting you should be ready to start holding business meetings as part of your club meeting, if you have decided to do so.
2. A good leader will spend most of the time asking questions, listening, and helping the youth to think for themselves. Then, when you do need to supply an answer, be sure the youth understand how you arrived at it.
3. In general, during the project work, the less work you do for the youth, the better. Although it is quicker, easier and less frustrating for a leader to do the project, it is of little permanent help to the youth. Provide guidance and help them learn **how** to do their own work.
4. Remember, you don't have to come up with every piece of information your members need for their projects. Bulletins are available at the Extension office. Most are free of charge or have a nominal fee. These are written by specialists from M.S.U. and other universities and have been developed to help make the 4-H project a good learning experience. Even if you aren't familiar with the project, the bulletins can help you learn along with your members.

4-H CLUB OFFICERS

The officer and committee system is a good way of dividing jobs and responsibilities among club members in an orderly way. The number of officers and committees needed is determined by the size and type of club. To make the officer roles more meaningful, several small project clubs may wish to join together to make a community club with officers.

Club officers are usually elected annually, near the beginning of the 4-H year (in the fall). One of the leaders or parents should be responsible for helping officers carry out their responsibilities. Encourage the officers to attend officer training when it is offered at the county or state level.

ELECTION OF OFFICERS

First, nominations are in order! There are three ways to nominate candidates:

1. Nominations from the floor allow members to stand up and nominate the person of their choice. This is the most common method of nominating.
2. Informal ballot by members may be used to make a list of candidates. Members that wish to make nominations write them on paper and give them to the secretary. The secretary lists all nominations for that office.
3. A nominating committee may present a "slate" with one or two names for each office. Generally, this plan allows for more attention to who is best suited for each position. After presenting the slate, the president asks for other nominations from the floor.

When voting for each office, ask the candidates to leave the room. This allows free discussion and voting to take place. Allow time to talk about the best candidate for each office before voting. This helps the group choose the best qualified officers. Usually, the person who nominated a candidate will tell why his/her nominee would make a good officer. However, others can also describe qualifications of the person.

Vote by a show of hands or by formal ballot. Formal ballots are confidential and a more business-like way of handling elections.

Following is a list of suggested officer duties. If your club decides on different responsibilities, it is very important that all the officers and members understand the responsibilities of each office.

Description of Officers

President - Prepares an agenda with other officers and leader, and presides at club meetings. Knows and follows parliamentary procedure. Appoints necessary committees. Works with leaders to see that meetings run smoothly. Checks on meeting arrangements.

Vice-President - Assumes duties of president in his/her absence. Serves as chair of the program planning committee.

Secretary - Keeps complete and accurate records of each business meeting. Writes all club correspondence. Keeps club attendance and all other club records up-to-date.

Treasurer - Handles all club money. Keeps accurate and up-to-date financial records. Collects dues (if applicable). Complete annual financial report to the Extension office with assistance of leader.

Other Officers:

Reporter, Historian, Recreation, and Community Service

Standing Committees

Standing committees are those committees which most clubs need throughout the year to conduct the work and activities of the club. Once the group decides what committees the club needs, members, parents, and leaders should volunteer to serve on them. Possible committees include:

Membership - Assists in recruiting new members and leaders by explaining the 4-H program; welcomes or initiates new members and families.

Community Service - Plans and conducts club community service activities and encourages members to participate, announces and encourages participation in county activities; organizes or supports community-related programs.

Program Planning - Assists in planning year's program; makes program assignments; contacts outside speakers; serves as host/hostess for meetings.

Social - Assists in planning and conducting the social/recreational part of club meetings; plans special social events for members and parents.

Awards and Records - Helps members keep their 4-H Personal Record Books, stressing the importance of keeping accurate records for future use; helps members fill out award forms.

Finance - Assist club treasurer and helps prevent misunderstandings; plans and conducts money-making activities (if applicable); audits treasurer's records annually.

Special Committees

A special committee is a "one-time" committee appointed for a specific reason for a short period of time. Once the task has been accomplished, the committee disbands.

4-H BUSINESS MEETING

This suggested format has four parts - opening, business meeting, project work/educational program and recreation and/or refreshments. The format is flexible. Not every meeting needs to include all four parts.

Good meetings are well planned - preparation for which is made in advance by the officers with the help of the leaders and teen leaders, By including recreational and educational features, spice and variety will be added to business meetings.

Opening: 5 to 10 minutes

- * Call to order
- * Pledge to the American flag and 4-H Pledge
- * Roll call

Business Meeting: 20 to 30 minutes

- * Conducting a proper business meeting is a worthwhile learning experience for young people; however, have a business meeting only when there is definite business to discuss.

- * Suggested order of business is as follows:
 1. President calls the business meeting to order
 2. Secretary's report
 3. Treasurer's report
 4. Committee reports
 5. Project area reports (community club only)
 6. Unfinished business
 7. New business
 8. Leader Report
 9. Announcements
 10. Break into committee meetings if necessary. Groups report back at next meeting.
 11. Adjourn business portion of the gathering.
 12. Recreation or Program (refreshments optional)
- * To speed up the meeting, refer complicated business to committees for study and recommendation. This gives members added opportunity to participate in activities and feel they are an important part of the group. It is a good idea to have an adult advisor working with each committee, especially if members are young.
- * Leaders will want to make sure every member understands what is being discussed and that each member feels free to ask questions, offer opinions, and help make decisions.
- * Use Extension bulletins and videos to train officers and members.

Basic Parliamentary Procedures are outlined in Appendix J.

Project Work or Educational Program: 60 to 90 minutes

- * Leader supervision of actual project work is important. Teen leaders and members can also help each other.
- * Use a variety of techniques to keep interest of your members - use talks, skits, games, quizzes, visual aid materials (films, videos, slides, etc.).
- * Have leaders or members demonstrate how to do something
- * Invite special resource people as guest speakers to present a topic.
- * Involve members in judging or identification sessions.
- * Take a tour to places of educational interest.
- * Participate in a community service project.
- * Include programs on health, safety, citizenship, self-esteem, stress management, communication skills, etc.

Recreation and/or Refreshments: 10 to 30 minutes

- * Try to work recreation into the business and/or educational portion of the club meeting, so that the entire program is enjoyable for the participants.
- * Recreation of some sort should be a part of every club meeting.
- * Learning can be fun and should be fun! Remember, appropriate games can teach information and new skills.
- * In addition to games, recreation might include seasonal parties such as a

Valentine's, St. Patrick's, or May Day party. Halloween treasure hunts or holiday caroling are other ideas. Relating recreation to special days or celebrations, insures variety. Other recreational events might include picnics, hot dog roasts, skating, swimming, or pizza parties.

- * Many clubs serve simple refreshments at meetings, although they are not essential. If there are refreshments, they should not always be provided by the leader.

PLAN TO KEEP THE ENTIRE MEETING TO WITHIN 1-1/2 TO 2 HOURS.

GOAL SETTING

The main reason your club should set goals is so you'll know not only where you are going, but you will know when you have gotten there. A good bridge isn't built without planning and neither is a productive 4-H activity. Setting goals is an important learning experience - a life skill.

No matter how excited **you** are about an activity/project, it won't get off the ground if the members aren't committed. Involving them in what will be done in the project helps them become committed; it then becomes "our" project. Below is a brief outline of the process of group goal setting.

STAGES OF GOAL SETTING

1. **Idea Gathering** - Make a list of all the possible goals you and the group think would be fun and interesting to work toward in the coming 4-H year. Let your imagination go and be creative. Don't evaluate each idea now - **every** idea is a good one because it may spark someone to think of an even better idea.
2. **Explore** - Have the group go over all the ideas on the list and think about what each one would involve. Evaluate **now** - how realistic is the idea?
3. **Decide** - Allow each member to choose the alternatives that best fit the group at this time. Some good ideas may have to be set aside until later when the group is better prepared to do them. Come to a consensus.
4. **Plan It Out** - List all the steps involved in accomplishing the goal. Decide who does what and when.
5. **Check It Out** - Follow through to see how well the group accomplished its goals.

PUTTING FUN INTO 4-H RECREATION

Avoid club games and activities that...

- * are exclusive (such as musical chairs), or give advantage to someone because of strength, age or gender;
- * are put-downs or put people on the spot, or could make them feel bad or teased;
- * encourage the group to laugh at someone instead of with someone;
- * are "fun" at someone's expense

Use activities that create good social, emotional, and physical environments where learning takes place easily and

- * help kids and adults enjoy learning specific projects or life skills,
- * help deal with problems (the person who doesn't fit in, adults who won't be quiet during a meeting, need to kill time or spark up a group who isn't saying anything).
- * help the people involved know they are valuable to the group.

Recreation is any enjoyable activity that meets a need.

The number one reason kids join 4-H is to have fun. That's probably the main reason for adults, too!

Recreation should not be limited to free time or the end of the meeting. It should be a part of all activities including business meetings. When you get to the end of the business or project session participants should have already had fun and know it!

Using positive recreation skills for different purposes is something that is learned. It means planning. Don't wing it.

All officers and chair persons should have some training in group activity leadership! 4-H offers several workshops in this area.

Check with the MSU Extension office for games and ideas.

YOUR MEETING/ACTIVITY BOMBED

Okay . . . so your activity, idea, or meeting bombed! Don't be down, it's not the end of the world . . . as long as you figure out what went wrong and work to correct it.

Maybe the members just weren't interested in what you had planned. Why?

Perhaps they don't. . .

- . . . care for the activity,
- . . . fit in;
- . . . feel the activity accomplishes anything;

There could be other reasons. How can you find out?

ASK THE MEMBERS

Does that sound simple? It is! No one leader can have all the answers and insights into what young people want, so ask them. Your respect for their opinions and needs will show that you really care. You'll probably be surprised at the results of the positive communication. Just sit down with your members, either individually or as a group, and find out what **they** wish to accomplish.

TIPS ON DISCIPLINE

Sometimes young people act obnoxiously. The important thing to remember is that the **action** is obnoxious, not the **person**! It is a very important distinction. The behavior is not acceptable - the child is.

Young people virtually never act up for the sheer pleasure of acting up. Youth, like all of us, usually have a **reason** for what they do. The chances are, a member who is acting up has some sort of problem, and if you are perceptive (and patient), you might be able to get to the root of the problem and help him to solve it.

Stop a minute before you let yourself get upset. Ask yourself, "Why is he or she doing that?"

Some common reasons why people act up:

1. They want attention. If they do something to disrupt a meeting, they get not only your attention, but the attention of other members as well. How about giving the member some responsibilities during the meeting? That way, he/she can get needed attention in a positive way.
2. They might be uncomfortable in the situation. Maybe they don't know what is expected of them, or your group is doing something very different from anything they have ever done before. By acting up, the uncomfortable person doesn't have to figure out what is expected of him. A few quiet words to explain what to do will probably take care of the situation. If it doesn't work, a quiet talk while the others are occupied might clear the air.
3. Closely related to number two above is acting up because of **fear of failure**. If a person feels they can't do what is expected, there may be less embarrassment in being called "troublemaker" than there is in being called "failure".
4. They don't like what the group is doing. The activity or project may be too easy or too difficult. It is probably necessary in this case to sit down, one-on-one, and help this member set some goals that he/she would really like to reach.
5. It is possible that you have absolutely no idea why a particular member is acting up. The quickest way to find out is . . . ask the member! For example: "Bob, from the kinds of things you have been doing, I get the idea you're not happy being in the group. I would like to work it out with you. How do you feel about it?"
6. Outside problems may be affecting members ability to participate in activities. Behavior changes can be a sign that you need to spend some extra time making sure the member has someone to help in hard times. 4-H leaders can be an important part of a youth's support network.

TIPS ON DISCIPLINE

Whenever a group of youth gets together for a structured activity there is potential for problems. This is not because kids are bad, it's just because kids are kids. It is hoped that the following information will be of help to 4-H leaders in working with their club members.

What is discipline? Discipline is the ability to maintain a degree of control on human behavior that will allow an individual or group to work in a productive manner toward predetermined goals.

What is a discipline problem? A breakdown of discipline occurs when an individual or group behaves in a way that prevents themselves or others from being productive. A discipline problem occurs when discipline cannot be readily or easily restored.

Level of toleration. Everyone has within them a "bananas barometer". When chaos reaches a certain point, your bananas barometer goes off and you go bananas! The level of chaos, disorganization and frustration that each person can tolerate is different for each individual. Behavior that causes a discipline problem for one person may be acceptable to someone else; highly organized people often have low-level banana barometers.

A matter of expectations. Every 4-H leader has a certain set of expectations about the behavior of his/her club members. When their behavior does not measure up to these expectations, a discipline problem occurs. Each club member also has set of expectations about his/her own behavior and the behavior of the other club members. When the member's expectations and the leader's expectations are the same, discipline problems are less likely to arise. Some suggestions:

- « Write down the kind of behavior that you expect.
- « Have club members write down their expectations.
- « Take time at club meetings to compare these different lists of expectations and try to come up with one set of expectations that everyone can agree on.
- « Some expectations can be changed or modified, some cannot. The leader has the final say.

The art of discipline. Practicing good discipline is an art that can be learned. The two most important ingredients are **fairness and consistency**. Once you've established yourself as a warm and caring, but firm adult, you'll solve a lot of your problems.

- « Know your own limitations - what you will stand for and what you won't - and clue-in your members.
- « Learn to read signals. Take disciplinary action **before** you go bananas.
- « Avoid making snap decisions - they are often unfair. If you're not sure what to do, tell the person(s) that you need time to think and you'll inform them of your decision at a later time. Be specific about this time (after the meeting, call me tomorrow before five o'clock, etc.)
- « Be honest about your feelings.

Facing the consequences. 4-H members need to know that there will be consequences to face for inappropriate behavior. This is where fairness and consistency are most important. The most appropriate consequences are those that are directly related to the rule that was broken. Establish rules, and if possible, the consequences in advance. Involve your club members in these decisions. Make sure everyone makes a commitment to follow these rules. Say what you mean and mean what you say. Follow through with consequences. Do not make exceptions to the rules, it's unfair. If the rule is wrong, change it. Avoid making rules that cannot be enforced. The same goes for consequences.

Prevention is the best medicine. As you become more skilled and confident in your ability to handle discipline, you will probably find yourself dealing with problems sooner. Eventually you will learn to recognize potential problems before they even exist so that you can take action to prevent them.

- A well organized club meeting that moves along at a steady pace is probably your best defense.
- No kid in the world is just going to sit there. Identify children that are especially restless. Give them something to do.
- Have written club by-laws that spell out clearly what kind of behavior is expected. Make sure the club agrees to the by-laws and every member has a copy.

The positive approach.

- Be confident. Youth need to have guidance from adults. They appreciate fair and consistent discipline.
- Be firm. Youth want to be strong. They need strong adults to show them how.
- Be optimistic. Youth learn a great deal from their mistakes. Your role is to interpret the mistake for the youths so that they can understand what went wrong.
- Most children, like most adults, want to do the right thing. Most children, like most adults, aren't always sure how to go about it.
- Respect the youths' right to be wrong and their ability to learn to do better.
- Respect the youths' right to choose an alternative that may not seem appropriate to you. Teach them the importance of being true to their values and the necessity of accepting the consequences of their actions.

4-H AWARDS AND RECOGNITION

Awards are recognition for a job well done, and so it is fitting that awards are an integral part of the 4-H Youth Program. In 4-H, recognition is given to those members who have achieved significant accomplishments and have grown through their projects. A wide range of award opportunities are available to members, from personal recognition by a leader to national 4-H awards.

So that awards play an appropriate role in 4-H, leaders must seriously consider:

What is the purpose of awards in 4-H?

How can I, as a leader, make the award system a positive learning experience for my 4-H members?

COMPETITION

Any discussion of awards should also include a discussion of competition and the role it should play in 4-H.

Competition can provide young people with an incentive for learning and achievement. It can stimulate creativity and motivate members to set goals, complete projects, strive for excellence, and expand their horizons by taking on new or advanced responsibilities. Competition can also fill the need each of us has for recognition.

Competition can be a constructive component of 4-H, provided the atmosphere is that of a positive **learning** experience. 4-H leaders and staff must analyze current and design future opportunities which have **learning** as an automatic outcome of the competition.

For competition to be a healthy learning experience, 4-H'ers must learn to value it and keep it in proper perspective. There are three basic types of competition:

Type 1 - Member versus his/her existing abilities,

Type 2 - Member versus a fixed standard, and

Type 3 - Member versus other youth.

Each type of competition is valuable in the appropriate situation. Within 4-H, all three types of competition are used. In the 4-H club setting, leaders encourage members to compete with themselves (type 1) to constantly improve their abilities.

Many county and state 4-H events involve Type 2 and/or Type 3 competition. In Type 2 often called the Danish System, evaluation is based on a fixed standard. The system where first, second, and third place awards are presented is based on Type 3, since youth are ranked against each other. Thus in 4-H, members are exposed to each of the three types of competition.

Since competition is a component of 4-H, it is important that 4-H members have a healthy attitude about it. 4-H leaders can help youth develop healthy attitudes by:

1. believing themselves that competition can be healthy, and by being a positive role model for members,
2. ensuring that constructive feedback is offered in a positive, friendly atmosphere and that it is offered regularly,
3. fostering attitudes of friendly competition, where honesty and fairness prevail,
4. helping youth see the **learning** part of each competitive activity or event,
5. helping members realize that what they learned by doing the project is more important than the ribbon they receive for it (and much longer lasting!),
6. encouraging youth to strive beyond the blue ribbon and not to view the end point,
7. helping youth realize that we all grow and develop at our own pace.

RECORD KEEPING

The value of 4-H members keeping records cannot be overemphasized. From the time a first project is completed, each member should be recording their 4-H experience in a scrapbook, "Members Personal Record" (available at the 4-H office) or some other organized manner.

A part of the 4-H member's growth and increasing responsibility should be that of evaluating:

- 1) What has been learned?
- 2) What has been accomplished?
- 3) How much did it cost?
- 4) Was it worth time and resources used?

Of course, if you have livestock members, record keeping is an integral part of the project - cost of feed, veterinary and other costs of raising or maintaining the animal and records of income from sale of the animal or the product of the animal. The prior questions, shown above should be helpful in evaluating the project, as would "was it a financially profitable enterprise?"

As the youth complete more years in 4-H and more projects, adequately kept records will allow the member to see how he or she has matured.

When a member has complete records, he or she will easily be able to complete county and state award applications as well as college applications and scholarship forms.

When possible, a few snapshots taken of the member and projects should be added to the record book or scrapbook (i.e. the member in the project garden, the member working on the project, the member wearing the project garment, the club on a tour or working on a community service project, etc.). These should aid in keeping the interest high in some form of record keeping.

Ribbons and rosettes should have notes made on the reverse side indicating the year and the project for which they were received. This is also a good reminder system for some of the lapses in the regular written record.

Encourage your members to keep their records up-to-date with an occasional record meeting or by individual counseling. You might also have a sharing meeting for the members to see each other's scrapbooks or even a certificate or ribbon for those that are up-to-date.

Good 4-H project record keeping is the basis for the 4-H award process. Organizing and keeping records are life skills!

4-H AWARDS AND RECOGNITION

Following are descriptions of many of the awards available to 4-H members, and some that are presented to leaders, as well. All youth currently enrolled in 4-H are eligible to apply for awards if they meet the requirements for the specific award. Few awards are given automatically by the Extension office or 4-H Council, most require an application by the member. In some cases members must be nominated for the award, but in other instances they can apply themselves. Leaders and parents are encouraged to assume a supportive role in helping 4-H'ers keep accurate records, complete applications, and strive for greater challenges.

The 4-H staff will gladly share more specific details for each award when requested. The 4-H Information Network will announce when applications are being accepted and will specify the deadline dates; occasionally special mailings will be sent to 4-H leaders and/or eligible members.

Personal Recognition

Once the leader has helped members set their goals and strategies to accomplish them, it is crucial that the leader and member discuss the member's progress. Continuous evaluation catches small errors before they become big ones and challenges the member to improve. This counseling process and personal recognition when a goal is reached is appropriate in the areas of project learning and personal growth. Personal recognition by the 4-H leader should happen automatically and frequently in the club setting.

Member Year Pins

Year pins and certificates are presented to each 4-H'er by the leader after successful completion of the project. Members receive a year pin in odd numbered years of involvement in 4-H, (i.e. 1st, 3rd, 5th, etc.) regardless of the number of projects in which the member is enrolled. Coordinating Club leaders should request these pins from the Extension office in October. Teen leaders will receive teen leader pins and certificates at the 4-H Recognition Program.

4-H Ribbons and Trophies

Ribbons are awarded for each exhibit displayed at the 4-H Youth Show. Exhibits are evaluated by specialists in each project area. In addition, special ribbons and trophies are awarded to individuals who have excelled in their project work. Note that members under age 8 receive participation ribbons.

County Medals

County medals are available in most project areas and are sponsored by national donors or the Washtenaw County 4-H Council and Service Club. Medals are awarded for outstanding projects and achievements. Project areas are defined as those listed in the Enrollment Instructions packet. Washtenaw County members must be 13– 19 years of age (as of January 1 of that year) to be eligible for county medals. All members must have completed at least one year in the project area they are being nominated in and must plan to enroll in that project for the coming year. Members can receive medals in no more than

two project areas per year, and can win in a project area only once. Members can be nominated by any leader in the fall of each year.

Club Spirit Awards

These awards are available for youth 5 - 12 years old (as of January 1 of that year). They are nominated by their club coordinating leader for outstanding contributions and involvement in their local club. They receive their awards at the 4-H Recognition Program.

Danforth Awards

Each year the Extension office selects two teens to receive the Danforth "I Dare You" award at the Recognition Program. Criteria include leadership ability, personal integrity and balanced living. Recipients are eligible for a scholarship to attend the National Leadership Conference.

4-H Volunteer Clover Award

The Award of the Clover provides recognition to volunteers who have served one, five, ten (at five year intervals) years in the 4-H Youth Program. Each five years of service is signified by a different clover: 1 - bronze, 5 - silver, 10 - gold, etc. These awards are sponsored by the Washtenaw County 4-H Council and Service Club and are presented at the 4-H Recognition Program.

4-H Leader of the Year

4-H members nominate their favorite 4-H leader in July of each year to compete for this honor. The nomination form is available in June and the 4-H Council representatives choose the recipient at their July meeting.

Meritorious Service Awards

4-H members, leaders, and staff may nominate community persons, organizations, and businesses to be recognized for their contribution of services or resources to the County 4-H Program.

State Award Program

The State Award Program recognizes 4-H'ers who have done a wide variety of activities in one project area. Members, over 14, may complete the Michigan 4-H Awards Form and be interviewed by a panel at Exploration Days. After a review of the report forms and interviews, selection of the top 4-H'ers is made. State level winners will receive recognition during Exploration Days in June and may receive other awards, such as a certificate and/or U.S. Savings Bond. Members must be 14-19; it is recommended that 4-H'ers have completed three years in the project.

4-H Scholarships

There is a wide range of scholarship opportunities available to 4-H members and 4-H volunteers, designed to support individuals as they work to increase their knowledge or skill level in a particular area. Each scholarship has its own application process and guidelines which are available at the Extension office. Some examples of available scholarships are:

1. The MSU 4-H Scholarship
2. Pre-College Scholarship for 8th Graders
2. National 4-H College Scholarship Programs
3. The Women's Farm & Garden Scholarship
4. Michigan Rabbit Scholarship
5. Washtenaw County 4-H Service Club Scholarship
6. Ada May Harwood Scholarship
7. Spike Memorial
8. Huron Gun Club

YEAR PINS for MEMBERS - Year pins and certificates are presented to each 4-H member by their leaders after the successful completion of their project(s). Members receive one year pin per every odd numbered year for involvement in 4-H, regardless of the number of projects in which they are enrolled. Pins and certificates are usually awarded by clubs after October 1 and are available at the Extension office free of charge. (Clubs may purchase even year pins through the National 4-H Supply Catalog.)

YEAR PINS for LEADERS -Year pins are awarded to 4-H leaders by the 4-H Youth Programs for 1, 5, 10, 15, 20, 25, etc. years of service during the Recognition Program held in January.

4-H PROGRAMS AND OPPORTUNITIES

WASHTENAW COUNTY 4-H ORGANIZATIONS AND COMMITTEES

4-H Advisory Council & Expansion and Review Committee

The Washtenaw County 4-H Council is made up of adult and teen 4-H leaders who are elected as representatives. Each representative serves a two year term. Each year, a part of the council is up for re-election. Adult members may serve two terms. Council's job is to oversee the county 4-H program, serve as an advisory board to the 4-H staff, and to plan a yearly budget which includes incentives for 4-H members and leaders. The Council is responsible for ensuring that there are enough funds for a variety of county 4-H programs and activities.

4-H Service Club

The 4-H Service Club provides support for the total 4-H Youth Program through service activities and fund-raising events. All former leaders or members and current leaders are invited to become members. Each year the most recent graduated 4-H members are also encouraged to join this club. One major activity sponsored by the club is the food booth at the 4-H Youth Show. Service club supports leadership development (e.g., teen leader programs, judging teams, etc.).

4-H Still Projects Programming Committee

This committee meets approximately five times per year and is made up of adult and teen volunteers. The Committee concerns itself with non-livestock or "Still" projects. Any leader, parent, or member may serve. The Committee directs and plans programs such as Spring Achievement, Projects Galore and Still Projects judging at the Youth Show.

4-H Livestock and Dairy Committee

The Livestock & Dairy Committee concerns itself with all livestock project areas (except horses). It specifically deals with rules surrounding the 4-H Livestock projects. Anyone involved in the project areas is welcome to attend. The committee meets about four times a year at the Extension office. Clubs are encouraged to have at least one representative attend meetings.

4-H Small Animal Committee

The small animal committee is a branch of the Livestock and Dairy Committee. This committee meets about 5 times a year at the MSU Extension Office. It specifically deals with rules and activities surrounding the 4-H small animal projects. These projects consist of rabbits, poultry, goats and cavy. Anyone involved in the project areas are welcome to attend. Clubs are encouraged to have at least one representative attend meetings.

4-H Jr. Livestock Committee

The Junior Livestock Committee is for all interested, teens who want to be involved in leadership activities for beef, sheep, swine or dairy activities. They meet between four and six times per year, typically on Sundays.

Washtenaw County 4-H Teen Club

An opportunity for teens to be involved on the county level with an organization stressing leadership skill-building. Possible activities, decided on and coordinated by the Club, may include a “lock-in”, exchange trips, or other similar activities to gain leadership ability. Meetings are normally held each month. Other possible activities include involvement in political conventions, state governmental activities, radio programming as a community vehicle, and other similar activities. Other community service projects are also planned.

4-H Horse Leaders Association

The Washtenaw County 4-H Horse Leaders’ Association is made up of horse and pony leaders, parents and any other interested adults and youth. The group elects a board each year to plan and direct programming. The Association sponsors a number of educational horse-related activities throughout the year. Meetings are held the second Tuesday of the month. It is mandatory that a representative from each club with horses attend. The board meets two weeks prior to the Association meetings.

4-H Horse Youth Advisory Council (YAC)

YAC provides an opportunity for youth of all ages with interest in 4-H horse projects to share their voice in horse programming efforts. The YAC group meets monthly, usually on Sunday afternoons, for fun/social activities, educational programs, and to meet and discuss hot topics in the horse project area. Their ideas are shared at 4-H Horse Leaders Association meetings. Additionally, YAC has coordinated clinics and events at Youth Show that emphasize the fun part of 4-H.

4-H Partner Organizations

Washtenaw Farm Council

The parent organization for the 4-H Youth Show. Facilities are also available for other Extension (4-H) activities. Purpose: “to provide for the educational advancement of county residents in the areas of agriculture, mechanical sciences and household arts.” The Washtenaw Farm Council Board of Directors meet the second Monday of each month at the Washtenaw Farm Council Grounds.

Therapeutic Riding Board of Directors

This board steers program direction, approves budgets, plans fundraising events for Therapeutic Riding Inc. and promotes horseback riding for the youth with disabilities. MSU Extension staff attend meetings and serve as a liaison to develop partnerships with the 4-H program.

WASHTENAW COUNTY 4-H PROGRAMS

4-H YOUTH SHOW 4-H Youth Show is the summer exhibit opportunity for 4-H. Similar to a county fair. It is usually held the last week in July at the Washtenaw Farm Council Grounds.

4-H TEEN CLUB - An opportunity for teens to be involved on the county level with an organization stressing community service and leadership skills-building. Possible activities, decided on by the Club, may include coordinating events, trips, recreational activities and a variety of community service projects. Meetings are normally held each month.

4-H AMBASSADOR - Active teens can be nominated to apply for a position as a 4-H Ambassador. Up to 15 Ambassadors are selected to spend one year learning communication skills, and leadership skills. New Ambassadors are introduced during the 4-H Recognition Program each year.

STILL PROJECT WORKSHOPS - 4-H members, leaders and parents may select sessions to attend that pertains to various 4-H project areas, leadership development, crafts and other areas. Workshop offerings vary each year and are usually scheduled for the winter/spring months. Previous workshop topics have included: Projects Galore, Fiber Arts, Holiday Extravaganza, Appetizer Workshop, and much more!

SPRING ROUND-UP - Spring Round-Up is an open horse show held each May and sponsored by the Washtenaw 4-H Horse Leaders Association.

4-H SPRING ACHIEVEMENT - 4-H members in the sewing, knitting, crocheting, woodworking, and performing arts project areas may participate in Spring Achievement. Additional project areas are added each year. Spring Achievement is held in April of each year and concludes with a style review (members modeling garments they made) and an awards program.

4-H TACK SALE – The Washtenaw 4-H Horse Leaders Association organize an annual tack sale in which 4-H clubs and individuals can rent space to sell their used equipment. This is a fundraiser for the Horse Leaders Association. The event is usually held in February.

4-H RECOGNITION PROGRAM - 4-H leaders are recognized for years of service; those who have been 4-H leaders for 1, 5, 10, 15, etc. years receive pins and certificates. Also recognized are county medal recipients, club spirit awards, honor club, participation in Leadership Awards, 4-H Leader of the Year and Meritorious Service Award recipients.

CITIZENSHIP-LEADERSHIP ACADEMY - A leadership and citizenship experience in which Washtenaw County teens learn about county and state government structures. Activities include identifying issues of relevance to youth, learning about and touring county government departments, meeting Washtenaw County commissioners, meeting state legislators, and working with other teens from across the county. Program is held in the fall. Eligibility: must be a sophomore, junior, or senior in high school and must be a resident of Washtenaw County. Application required.

JUNIOR MASTER GARDENER (VOLUNTEER) PROGRAM - A lively hands-on program open to 9, 10, and 11 year old participants and their parents will explore various gardening topics in a casual atmosphere. This program is coordinated by volunteers from the MSUE Master Gardener Program. Participants receive a certificate upon successful completion of service hours, 6 weeks of classes, quizzes, and other program requirements. Program is held in the late spring and early summer, and has fall activities as well. Enrollment limited. Application required.

THIS IS SIMPLY A SAMPLING OF THE PROGRAMS OFFERED THROUGHOUT THE YEAR IN WASHTENAW COUNTY 4-H! STAY TUNED TO THE NETWORK FOR THE MOST UP TO DATE INFORMATION ABOUT COUNTY PROGRAMS AND EVENTS.

Michigan State 4-H Programs

4-H CITIZENSHIP WASHINGTON FOCUS

Teens 14-18 travel to Washington, D.C. to experience a variety of "Know Your Government" programs by the National 4-H Center. The trip provides the opportunity for participants to meet youth from other areas and learn about American citizenship and heritage through activities such as field trips, assemblies, and discussions. Young people may arrange a visit with their local elected officials in Washington.

4-H CAPITOL EXPERIENCE

Teen 4-H members travel to Lansing for three days to learn first-hand about state government, meet people who play a role in state government and policy making, participate in community service, plan individual citizenship activities, and meet Teens from across the state.

OUTDOOR ADVENTURE CHALLENGE - Specialized training in outdoor skills provided to individuals. Leaders become certified to work with youth in a variety of areas including: backpacking, map and compass, food and nutrition, leadership, canoeing and basic survival skills to name a few. Options for in-depth training in mountain climbing, caving, wilderness survival, kayaking, sailing and bike touring are also offered.

VET-A-VISIT - Sponsored by the Michigan State University College of Veterinary Medicine, in April this is an opportunity for 4-H members, leaders and families to tour the vet school at MSU and learn more about what goes on there.

GOAT EXPO - Expo includes judging contests, quiz bowl contests, demonstrations, photography, foods and public speaking. The classic involves animal exhibition and judging.

MICHIGAN DAIRY CONFERENCE - Designed for 12 to 15 year old dairy project members. The purpose is to provide 4-H'ers with the opportunity to learn about Michigan agriculture, to increase their knowledge of the dairy industry in Michigan, to develop their self-esteem, self-awareness and leadership skills, to help them become more knowledgeable about the many issues affecting agriculture now and in the future.

4-H HORSE JAMBOREE - A statewide 4-H horse event that is held on the campus of Michigan State University. Events include horse judging and quiz bowl contests. The top horse judging and quiz bowl teams are eligible to participate in national and regional contests with expenses partially covered.

4-H COMMUNICATIONS DAY - The Communications Day is made up of the following contests: art, media promotion, exhibits, job interview, photography, public speaking and demonstrations. Two tracks are available—one related to animal science topics, and the second for presentations that focus on issues of interest to youth in their lives and in their communities.

STATE 4-H HORSE SHOW - County selected 4-H'ers (ages 13 and up) compete at state level. Classes from hunter equitation and dressage to western pleasure and barrel racing. This three day event is held at the MSU Pavilion- usually in August.

MICHIGAN 4-H AWARDS ASSEMBLY - The 4-H Awards Assembly takes place on the Michigan State University campus during Exploration Days. Regional award winners in various 4-H project areas are interviewed and state winners are selected. The state winners are announced at the 4-H Awards Assembly.

MICHIGAN 4-H YOUTH CONSERVATION COUNCIL- This program involves teens from across Michigan who are interested in promoting conservation of natural resources. The group selects a topic to research and presents their findings to appropriate government or local decision making bodies. The group has presented to Michigan Congressional committees. Washtenaw County has created a conservation council to model this statewide program.

STATE 4-H TRAIL RIDE - The State 4-H Trail Ride is a yearly event organized by the State Horse Developmental Committee. Those attending camp can take circle trail rides of various lengths, depending on ability.

4-H EXPLORATION DAYS - A three-day event held each year on the Michigan State University campus where members and leaders have an opportunity to participate in action/learning experiences in specific interest areas. They learn new ideas and techniques that can be used and taught to others in their local 4-H clubs. Approximately 3000 members and leaders participant in this event yearly.

4-H HORTICULTURE CONTEST - This yearly contest is open to all 4-H members interested in horticulture. The contest is divided into three parts: (1) information (40 questions covering all horticulture crops-flowers, indoor plants, fruits and nuts, ornamental and vegetables), (2) judging (contestants will place four classes of plants or produce on the basis of quality and condition), and (3) identification (flowers and indoor plants, fruits, ornamental, and vegetables). There is also a demonstration contest and a public speaking contest.

4-H DAIRY DAYS - A statewide event held on the Michigan State University campus where dairy cattle are exhibited and judged. Besides showing their animals, members may participate in judging and quiz bowl.

4-H LIVESTOCK JUDGING & MEATS JUDGING CONTEST - Members may participate in a statewide meats evaluation contest in the spring and a livestock judging contest in the summer. Both are held at Michigan State University.

KETTUNEN CENTER - Located near Cadillac, in Tustin. Each year many conferences and workshops for adult and teen leaders are scheduled there. Conference rooms, overnight lodging and meals are available.

GREAT LAKES NATURAL RESOURCES CAMP -GLNR camps are offered each year, one for adults and one for teen leaders. The adult camp lasts three days and is designed so that leaders may become familiar with the 4-H Natural Resources program, and to learn about resources that are available to them. The teen leader camp takes place right after the adult camp, and lasts for six days. Teens age 13 to 15 participate in wildlife, Great Lakes, plants and fishing options and also have the opportunity to interact with other teens with similar interests.

NATIONAL 4-H PROGRAMS

NATIONAL 4-H CONGRESS - Open to older teens, this trip includes 5 days of meeting new people, hearing entertaining speakers, attending exciting workshops, and enjoying the sights of one of the major US cities. Past sites have been Chicago, Orlando, Atlanta, and Denver. Teens will join over 1,000 teen 4-H delegates from around the United States at national 4-H Congress.
National 4-H Conference

WOW—WONDERS OF WASHINGTON

Youth aged 12 to 14 and accompanying chaperones stay at the National 4-H Center. Trip highlights include the Smithsonian, Arlington, Capitol Hill, White House, and other Washington D.C. historic sites. (5 Day program)

INTERNATIONAL 4-H PROGRAMS

4-H International Programs contribute to understanding among people of the world through assistance, exchange and training programs. They stimulate a growing international emphasis within the U.S. and serve as a link with similar youth organizations in over 80 countries.

Programs range from pen pals or to study in a particular country and community to international exchange and training opportunities for 4-H members, alumni, volunteer leaders, families and professional Extension staff.

HOST FAMILY OPPORTUNITIES - A unique opportunity for both rural and urban families to host a visitor from another country. Most visits are relatively short-term (from two to four weeks) involving participants in the above programs. Farm families may host the long-term ATP trainees.

IFYE REPRESENTATIVE - An in-depth experience for persons 19-24 years of age to live from two to five months with families in one of 30 countries on six continents. Many work with youth programs to improve language skills and pursue special interests. Programs are based on two-way exchanges, whereby states help host similar participants from other countries. The U.S. delegate fee is arranged through the state 4-H office. All or part may be paid by participants. Applications are accepted at any time. Assignments are made beginning in January of each year.

LABO EXCHANGE - 4-H members 12-17 years of age have a one-month experience in Japan. Families are also able to host a Japanese youth for a one month period. Applications due in February. (Cost \$2,000.00). There is not a cost to a host. Families are not required to do the return visit to be a host.

REFERENCES AND RESOURCES

HOW TO FIND OUT WHAT'S HAPPENING

The **4-H Information Network** is our 4-H newsletter. It is mailed or emailed to all 4-H families. It goes out six times a year. It is the responsibility of 4-H leaders to make sure their members and families are aware of the information contained in the **4-H Information Network**, which is also available on the webpage at <http://extension.ewashtenaw.org>

If you, your club or its members are doing anything that you would like to see in print, contact the Extension office. We welcome news about what clubs and members are doing in the Washtenaw County 4-H program.

Weekly Email Updates are sent to all 4-H families with a registered email address at the end of every week.

Michigan 4-H Today is a quarterly newsletter mailed to all enrolled leaders from the State office. It contains information on state events and new project resources.

The **Pre-Youth Show packets** with registration information are provided at the Youth Show Orientation Meeting to every Coordinating Leader in the county. It contains important information about the Youth Show and County Medal Award Nominations.

Club Re-enrollment packets are provided to every Coordinating Leader in the county and are distributed during the annual (and mandatory) 4-H Re-enrollment meeting.

4-H PUBLICATIONS AND AVAILABLE MATERIALS

The MSU Extension Office in Washtenaw County has a large quantity of project information available to clubs. Some of these are:

Educational Publications

4-H project areas are only limited by a young person's imagination. However, some project topics have age-appropriate, research-based bulletins and videos that are available from the MSU Extension-Washtenaw County office. These are printed materials that help 4-H members and volunteers get started in a project area. Some may be taken for free and others can be checked out for use by 4-H clubs.

What is the Cooperative Curriculum System?

4HCCS is the nationwide curriculum development system of the Cooperative Extension Service. Its mission is to provide high quality experientially based curriculum products to 4-H and other non-formal youth development organizations. Over 150 curriculum products are currently available. For more information, visit <http://www.n4hccs.org/>.

4-H Audiovisual Materials- includes slide programs, video tapes, and kits. The Washtenaw County Extension office has a great selection of video tapes for loan. Others may also be available through Michigan State University.

4-H Activity Kits - includes science, natural resources, electronics and much more.

These kits are available on a loan basis. Includes such kits as: Weights and Measures, Flubby Blubby, Owl Pellets, Electric Conductivity, Acids, and Bases & Starches.

4-H Learning Labs- are available on a loan-basis. The labs contain tons of educational resources on livestock animals. The learning labs require a \$25.00 deposit which will be returned after the kit has been inventoried.

Quiz Bowl Buzzers- A fun way to spice up a trivia game, or to practice for quiz bowl competitions. This buzzer/light system indicates who “rings in” first to answer a question. These are available on a loan basis and require a \$25.00 deposit which will be returned if the system is returned in tact.

Turning Point Response Devices- This interactive polling system works with computers and works as a plug-in to PowerPoint software. It allows to see how a group of people answer questions and can be used to build consensus, answer questions, and elect officers. The system can be checked out from the Extension Office, requires a \$25.00 deposit, and requires a brief training session from a staff person.

4-H Club Kits- A 4-H Club Kit contains many useful tools that volunteers need to start and sustain a 4-H club. With the addition of this 4-H Club Program Planning and Management Guide, the kit is a fairly complete set of materials for 4-H volunteers working with clubs and groups. The 4-H club Kit is contained in a 10.5” x 12.5” x 2” clear plastic box printed with a green 4-leaf clover and “Michigan State University Extension 4-H Youth Development” on the front. It includes a wooden gavel; one set of 4-H and U.S. flags; Keys to a Successful 4-H Club (4H1605); a folder that contains the handouts: Financial Guidelines for Michigan 4-H Clubs & Groups, Characteristics of Effective 4-H Clubs, Basic Parliamentary Procedure for 4-H Clubs and Additional Resources Available to Support Your 4-H Club.

4-H CLUB RESOURCES ONLINE

The following documents, as well as others, can be found on this web site:

<http://web1.msue.msu.edu/cyf/youth/clubs/>

- **Friend of 4-H Recognition Certificate (4H1115)** – These certificates are awarded in recognition of outstanding service and achievement to those who work so hard in helping 4-H.
- **4-H Recognition Certificate (4H1189)** -This award certificate is used to recognize outstanding achievement by 4-H members in their project areas.
- **Member’s Personal 4-H Record Book (4H1192)** – This bulletin is designed to cover one year of young person’s 4-H career. Members can list their 4-H communications, citizenship, community service and leadership activities, and fill in a 4-H participation calendar to keep track of meeting dates and other 4-H activities. Space is provided for 4-Hers to include photos or drawings of themselves and their projects to strengthen the bulletin asks members to list what they want to do or learn in a project area at the beginning of 4-H year, the activities in which they participate over the course of the year, and what they’ve learned from their 4-H experiences at the end of the project year. Members can photocopy the forms to add more pages as needed.

- **Michigan 4-H Treasurer's Record Book (4H1203)** – Monetary records for 4-H clubs should be entered in this book, which includes descriptions of the treasurer's duties, how to write checks and manage a checking account, and how to report and audit the accounts. It includes sections on financial guidelines for Michigan 4-H clubs and groups and Michigan sales tax facts. A blank "Application for Employer Identification Number" (IRS form SS-4) is included.
- **Michigan 4-H Club Secretary's Record Book (4H1230)** -4-H secretaries will find this booklet useful for recording minutes. It outlines the secretary's duties; suggests methods of recording, planning and conducting meetings; and provides an example of correctly written minutes.
- **Helping You Help Officers & Committees Leader Packet (4H1467)** -This information packet is designed for the 4-H club or group organization leader or the person named to work with offices. It will help leaders guide the club or group in officer selection and includes information to help train officers to be effective. In addition to the guide, this packet contains a copy of the following five publications, which are also available separately.
- **So You Are President of Your Club (4H1468)** -This bulletin describes the duties of a 4-H president, including how to conduct a good business meeting. Two worksheets provide an opportunity for presidents to practice planning a meeting and solving common club or group problems.
- **So You Are Vice-President of Your Club (4H1469)** -The duties of a 4-H vice-president are described in this bulletin, which highlights program planning responsibilities. Worksheets are included for vice-presidents to practice planning meetings, programs and club or group goals for the year.
- **So You Are Secretary of Your Club (4H1470)** -This bulletin contains a description of the 4-H secretary's duties, including how to keep attendance records and take minutes. Practice worksheets are also included.
- **So You Are Treasurer of Your Club (4H1471)** – The duties of a 4-H treasurer are described in this bulletin. It includes tips for keeping an accurate account of receipts and expenses, and outlines checking and savings account management.
- **So You Are Reporter of Your Club (4H1472)** –This bulleting gives guidelines for the 4-H reporter, with an example of a news story's development and tips for writing effective news articles. Practice worksheets are also included.

The Extension Office has these and many other bulletins on file that you may be able to access. Be sure to ask us!

STATE AND NATIONAL RESOURCES

Cooperative Curriculum System

This is the nationwide curriculum development system of the Cooperative Extension Service. Its mission is to provide high-quality, experientially based curriculum products to 4-H and other nonformal youth-development organizations. Over 150 curriculum products are currently available. Some of these publications are available through the MSU Extension office. Clubs and groups can order others directly. For more information, visit the Cooperative Curriculum System's Web site at www.n4hccs.org.

National 4-H Council

National 4-H Council is the private partner of 4-H Youth Development at the national level. Its mission is to advance the 4-H youth development movement to build a world in which youth and adults learn, grow and work together as catalysts for positive change. National Council partners with 4-H at all levels – national, state and local. It is governed by its own board of trustees and provides its annual report online. National 4-H Council is located at 7100 Connecticut Avenue Chevy Chase, MD 20815. Its phone is (301) 961-2800 and you may visit its Web site at www.fourhcouncil.edu.

National 4-H Youth Conference Center

The National 4-H Youth Conference Center offers conference facilities including 243 guestrooms and more than 30 meeting rooms. There is cafeteria-style, all-you-can-eat dining on campus. As a division of National 4-H Council, it supports 4-H programs of the Cooperative Extension Service of the State Land-Grant Universities and the United States Department of Agriculture. Funds generated by National 4-H Youth Conference Center go towards educational programs aiding youth. For more information about this facility, you may visit its Web site at www.4hcenter.org. The phone number is (301) 961-2991 and booking information is available at (800) 368-7432.

National 4-H Supply Service

The National 4-H Supply Service is a part of National 4-H Council. It is an excellent source of 4-H promotional items and gift ideas. You can view the resources available by visiting the link at www.4-Hmall.org/michigan. A portion of all purchases made through this Web site come back to Michigan to support 4-H programming. A catalog of available items and educational resources comes out every year in the fall. Catalogs are available at the county MSU Extension office. You may also contact National 4-H Supply directly by telephone at (301) 961-2934 or on the Web at www.4-Hmall.org. You may fax them at (301) 961-2937.

Michigan 4-H Foundation

The Michigan 4-H Foundation is the private, fund-raising partner of Michigan 4-H Youth Development. The Michigan 4-H Foundation was founded in 1952. It provides support for 4-H statewide by:

- Obtaining, managing and distributing private, charitable contributions and major grants to support 4-H youth development activities.
- Supporting ongoing development and educational programs of the Michigan 4-H Children's Garden (for more information, visit the Web site at

<http://4hgarden.msu.edu/main.html>) located on the campus of Michigan State University.

- Continuing ownership and management of Kettunen Center (Michigan 4-H's volunteer training center), including its conference and educational program activities.
- Advocating for continued recognition of 4-H's role in positive youth development and expanding its work to communities nationally and internationally.

The foundation is governed by a 27-member volunteer board of trustees and it maintains a membership of more than 2000 contributors. Visit the Michigan 4-H Foundation's Web site at www.mi4hfdtn.org to find out how you can become a Michigan 4-H Foundation supporter.

Kettunen Center

Kettunen Center is a 4-H volunteer-training facility owned and operated by the Michigan 4-H Foundation. The events held at Kettunen Center range from subject-matter specific 4-H project workshops to more general trainings that focus on youth and leadership development. These workshops are designed to build the skills and knowledge of adults and teen leaders (aged 13 and up) who volunteer or work with young people in nonformal educational settings. "Learning lab" workshops are occasionally offered for youth younger than 13. These learning labs are intended to provide participants, with hands-on developmental experiences, specifically designed for younger youth. To check the Kettunen Center workshop schedule for a complete listing of workshops for this year, go to the 4-H Web site at <http://web1.msue.msu.edu/cyf/youth/4htrain.html>.

APPENDIX A

Use of 4-H Name and Emblem

APPENDIX B

OFFICIAL REQUEST FOR APPROVAL OF A 4-H CLUB

APPENDIX C

ANNUAL CLUB INVENTORY REPORT FORM

APPENDIX D

ANNUAL FINANCIAL SUMMARY

APPENDIX E

FINANCIAL GUIDELINES FOR 4-H CLUBS AND GROUPS

APPENDIX F

MEMBER ENROLLMENT FORMS

- Member/Leader Enrollment Form
- Youth Code of Conduct
- Media/Medical Release Form

APPENDIX G

FUND RAISER REQUEST AND FOLLOW UP REPORT FORMS

APPENDIX H

4-H PROJECT AREA LISTING

APPENDIX I

BASIC PARLIAMENTARY PROCEDURE