

4-H Manual

Running a Successful 4-H Club



ARAPAHOE COUNTY
COLORADO'S FIRST



COLORADO STATE UNIVERSITY
EXTENSION



Welcome

Welcome to the Arapahoe County 4-H Program and thank you for your interest in starting a 4-H Club within your community.

It takes a dedicated volunteer to step up as an Organizational Leader of a club. That is why this manual was created for you – a guide for the process of starting and running a successful new club within your community. Starting a club takes time and dedication and there are sure to be a few challenges along the way, but you will use this guide to learn tips, tools and best practices that will make for long-term success with the 4-H program.

Now it's time to get started and follow the manual on your journey in giving back to the youth in our community. Follow the steps outlined and remember there are great resources available to you through your local CSU Extension office and in the Policies for Success at the end of this manual.

Again, thank you for taking this next step to starting a new club. We are excited for the addition to our 4-H Club Family.

Sincerely,
Shaylen R. Florez, 4-H Program Coordinator





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Other Facilities

Arapahoe County Fairgrounds

25690 E Quincy Ave
Aurora, CO 80016
Phone: 303-795-4955

CentrePoint Plaza

14980 E Alameda Dr
Aurora, CO 80012



What is 4-H?

It is a program that believes in the power of young people and recognizes that every child has both valuable strengths and real influence to improve our world. It is America's largest youth development organization—empowering nearly six million young people across the U.S. with the skills to lead for a lifetime.

The 4-H program is delivered by Extension—a community of more than 100 public universities across the nation that provides experiences where young people learn by doing. Youth complete hands-on projects in areas like health, science, agriculture and citizenship, in a positive environment where they receive guidance from adult mentors and are encouraged to take on proactive leadership roles. Youth have the opportunity to experience 4-H in every county and parish in the country—through in-school and after-school programs, school and community clubs, military programs and 4-H camps.

4-H Year: The 4-H year runs from October 1 - September 30 .

In Colorado, the vision of 4-H is a world in which youth and adults learn, grow, and work together. The mission of the program is that 4-H empowers youth to reach their full potential by working and learning in partnership with caring adults.

The Four H's



HEAD



HEART



HANDS



HEALTH

Our Motto: *To Make the Best Better*



“Learn by Doing”

4-H Creed:

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.



I believe in the training of my **HEAD** for the power it will give me to think, plan and to reason.



I believe in the training of my **HEART** for the nobleness it will give me to be kind, sympathetic and true.



I believe in the training of my **HANDS** for the ability it will give me to be helpful, skillful and useful.



I believe in the training of my **HEALTH** for the strength it will give me to enjoy life, to resist disease and to work efficiently.

I believe in my country, my state and my community and in my responsibility for their development. In all these things

I believe, and am willing to dedicate my efforts to their fulfillment.



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.

Promesa 4-H

(Spanish 4-H Pledge):

Prometo usar mi mente para pensar con más claridad,
mi corazón para ser más leal,
mis manos para ser más servicial,
mi salud para cuidarme más,
por mi club, mi comunidad, mi país y mi mundo.

Note: Only official 4-H clubs, entities, enrolled members and volunteer leaders may use the 4-H name and emblem; i.e., the 4-H clover. Other uses must be authorized by the state 4-H Youth Development Director.

Why 4-H?

4-H provides an opportunity for young people to belong – to be a part of a group (club), to learn new things, and do fun things together.

4-H enables youth to:

- » Learn new skills, gain knowledge, and develop positive attitudes.
- » Develop and use their creative talents.
- » Learn to make informed decisions and solve problems.
- » Develop a feeling of self-worth, while respecting the rights and privileges of others.





What is a 4-H club?

4-H Clubs are the foundation of the 4-H program. A 4-H club has five or more youth members. Club sizes can range from a small group of kids from a neighborhood to large groups from all across the county. Clubs should meet regularly for fun and learning. Most clubs hold monthly meetings attended by members and their parents. The meetings usually last two hours or less. The time is equally divided among club business, recreation and educational programs. A well-organized 4-H club meeting provides opportunities for every member to be involved. Clubs are not 4-H project specific but usually the youth (members) have similar interests. This allows youth to join any club they choose and do any project they wish in that club. Most clubs conduct project meetings to work on specific projects either before, after, or at another time from the club meeting. At the club meeting they conduct club business, keep members updated and informed, and work together on community service activities. It is an opportunity to meet new friends and most importantly have fun. Clubs can be made up of neighbors, friends, and family members. The club determines when, where, and how often they will meet and what projects they will work on.

Who leads a 4-H club?

Each club has one or more adult volunteers (Club Leaders or Organizational Club Leaders) who help to organize and guide the club. Club members elect officers who lead the group and the meetings. An adult club leader advises the officers. At club meetings and project meetings, members participate in hands-on learning activities. Being a club officer allows members to gain valuable leadership experience.

How can I get started in a 4-H club?

Youth ages 5-18 can join an existing club in Arapahoe County, or start a new club with a group of friends and a volunteer leader. New 4-H members may enroll in existing 4-H clubs between October 1 and April 1, although some clubs may have an earlier deadline.

4-H Yearbook - Celebrities who were 4-Hers



Al Gore
*Former Vice President
of the United States*



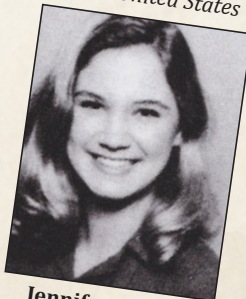
Dolly Parton
Country Music Singer



Faith Hill
Country Music Singer



Herschel Walker
*Heisman Trophy
Winner, NFL*



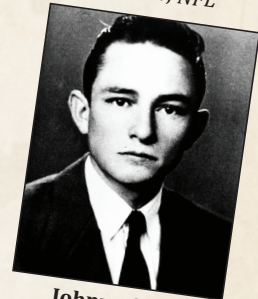
Jennifer Nettles
*Country Music Singer
& Current National
4-H Spokesperson*



Jim Davis
Garfield Comic Creator



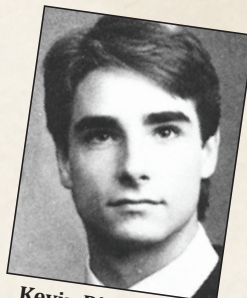
Jimmy Carter
*Former President of
the United States*



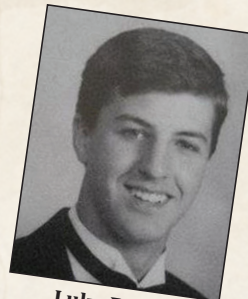
Johnny Cash
Country Music Singer



Julia Roberts
Actress



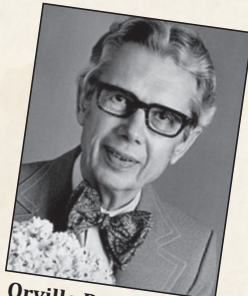
Kevin Richardson
Backstreet Boys Singer



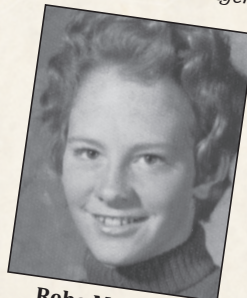
Luke Bryan
Country Music Singer



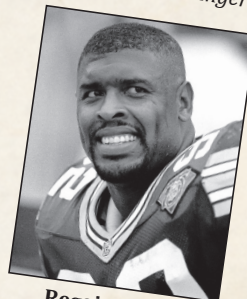
Ned Jarrett
NASCAR Champion



Orville Redenbacher
Popcorn Manufacturer



Reba McEntire
*Country Music Singer
& Actress*



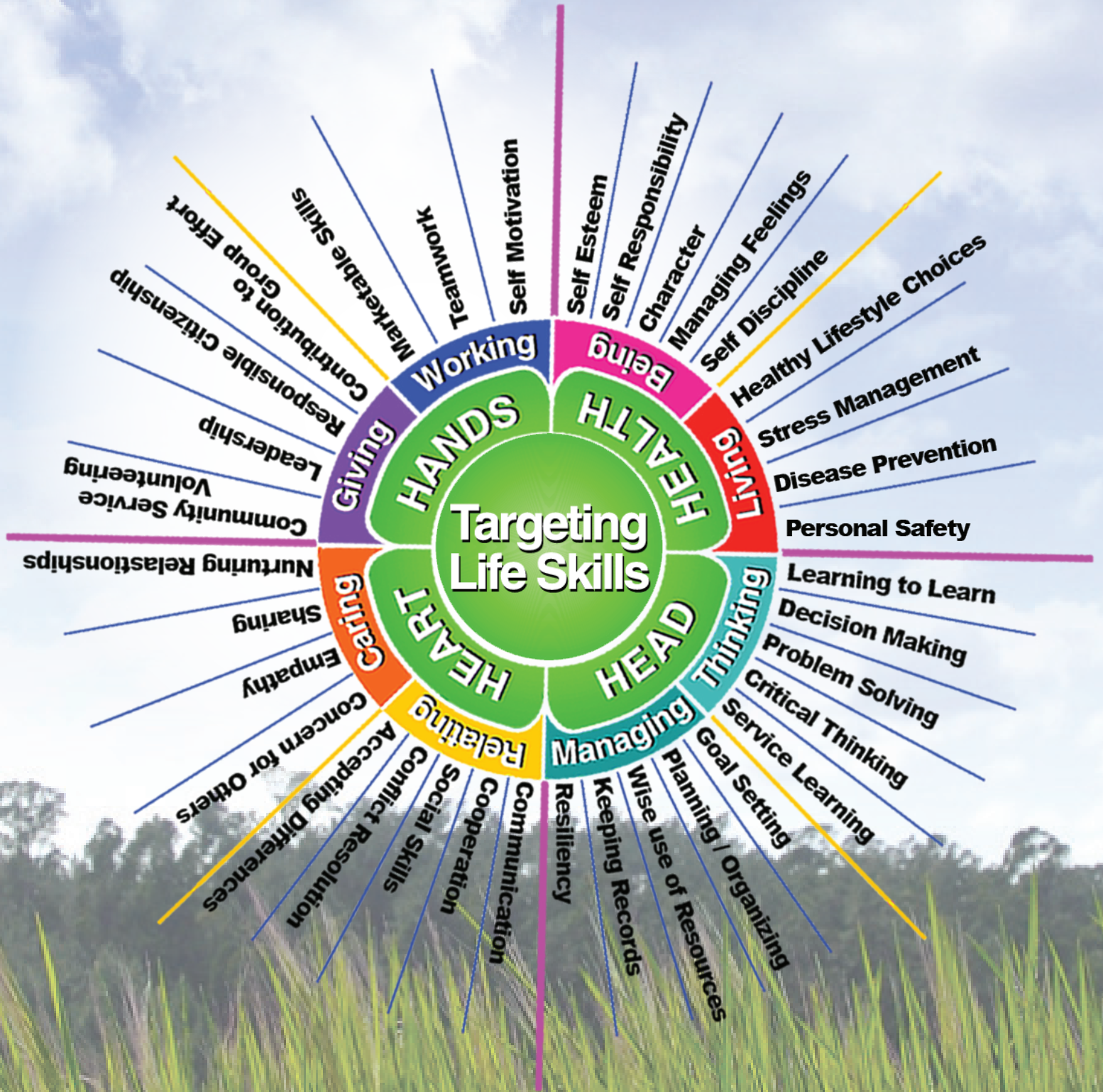
Reggie White
NFL Star

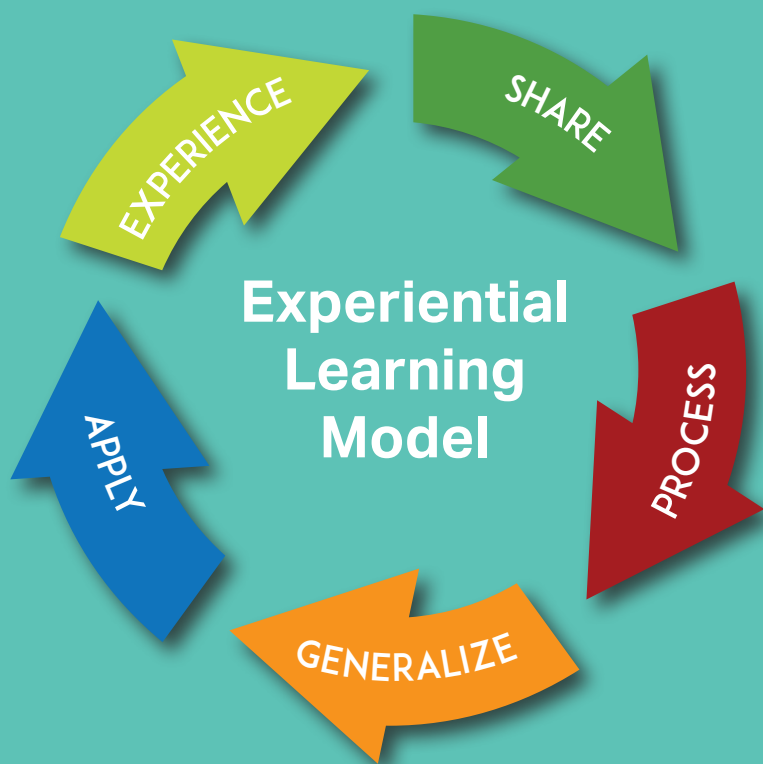


Matt Paradis
*Current NFL Player
Denver Broncos*

What life skills do 4-Hers develop?

Targeting Life Skills Model: Hendricks 1996





Experience: participate in activity

Share: describe experience

Process: identify common themes

Generalize: form principles or guidelines that can be used in real life situations

Apply: compare what was learned to another situation

Ages and Stages of Youth

Not all children are the same; all are unique in their development. However, there are some characteristics that children share at certain stages of life. The term **developmental characteristics** used to describe how children think and act at a certain age.

These characteristics are described in four areas:

- **Physical**- physical development has to do with the growth and maturity of their bodies.
- **Social**- social development is how children interact with others and how they respond in social settings.
- **Emotional**- emotional development is how they deal with their feelings and how they express them to others.
- **Intellectual**- intellectual development is about how children think and learn.

School-aged children are grouped into four developmental age groups:

- Early childhood (5-8) Cloverbuds
- Middle childhood (9-11) 4-H Juniors
- Early Adolescents (12-14) 4-H Intermediates
- Adolescents (15-18) 4-H Seniors



Credit: Oregon State University

Volunteer Process

- » First you will need to enroll in 4-H online. Be sure to provide all requested information. This includes three reference names and contact information and volunteer agreement.
- » A county staff person will contact your references. If one of them does not respond, you will be asked to provide another reference.
- » You will need to complete a mandatory volunteer training through your 4-H online account.
- » Next is the background check. You will need to respond to the email from Hireright within 3-5 days. Your CSU Extension staff will be contacting you to schedule this background check.
- » Some counties have a volunteer enrollment fee (i.e. Arapahoe County has a \$5 fee)
- » If you passed your background check (which takes a couple weeks to find out once you have completed the request from Hireright), county staff will fill in the appropriate dates of completion on 4-H online for all requirements and send a request to the state 4-H office to move you over in the system.
- » The volunteer process is complete once county staff approve you in 4-H online.



Adult Leadership Opportunities

» **Organizational Club Leader**

A volunteer who is the main contact for the 4-H club is responsible for enrolling members, ordering 4-H project books, communicating with the Arapahoe County Extension office and coordinating 4-H club meetings. This person is the overall 4-H club coordinator who communicates with other leaders, Extension Agents, club officers, club members and their families to maintain smooth operation of the club throughout the year.

» **Project Leader**

A volunteer who guides and supports 4-H Youth Development members with their project work. Learning experiences are to be structured around the special interests and abilities of the 4-H Youth Development member.

» **Resource Leader**

A volunteer who assists the 4-H Youth Development Program on a short-term basis in local settings. For example, a resource leader may be an instructor for a special interest program, or a guest speaker for a club program relating to any project area.

» **Citizenship Leaders**

Volunteers who guide and support 4-H members with citizenship or community service projects that create opportunity for learning experiences that are structured around the special interests and the abilities of the youth involved. They serve as a resource person and act as a liaison with 4-H clubs and the Extension Office.

» **Serve on a Council or Committee**

Volunteers that have an interest in that specific project area or committee. There are several committees that volunteers can be a part of in Arapahoe County:

- » Livestock Committee
- » Livestock Sale Committee
- » Horse Council
- » Shooting Sports Committee
- » Companion Animal Committee

Commitment to the 4-H program depends on how much you want to give to the program. The average time that 4-H leaders volunteer is 10-12 hours a month. Those that are highly involved with not only club responsibilities but are also on committees or councils may volunteer more hours (especially during county fair season)

Chartering

Chartering is a legal process that allows 4-H staff to verify financial status and documentation for each club. It allows clubs and groups to use the 4-H name and emblem. Chartering is required of all new and existing 4-H clubs, councils and committees as directed from the IRS and Colorado State University Extension.

Applying for Employer Identification Number (EIN #):

Most 4-H clubs that do any business or need a checking account will need to apply for an Employer Identification Number. Please inform the Arapahoe County CSU Extension 4-H staff when you are ready to apply for an EIN number and they will send you the form to fill out and then send it to the IRS.

Setting up a checking account:

Once you have your EIN #, it is then possible to set up a bank account in your 4-H Club's name.

Things that will be needed at the bank:

- » EIN #
- » Letter from Arapahoe County Extension Office stating that you are authorized to setup a non-profit bank account
- » Signers on the account (will fill out signature card)
- » 2 forms of ID
- » SS #
- » Date of birth
- » Phone numbers
- » Mothers maiden name/Birth cities (some banks)
- » Please contact the specific bank that you wish to use to see what all the requirements are to open a checking account with them to make sure all your ducks are in a row.





How to get your 4-H club going

The 4-H club provides many opportunities for youth to learn, work and play with others. Most project work can be done alone, but the club provides the opportunity to develop group skills and organizational ability that are important in the social development of young people.

Every 4-H club needs the following:

- » A local volunteer adult leader with one or more leaders assisting
- » Interested youth and parents
- » An interesting and educational outline of work (planned, written and carried out by members and leaders)
- » Assistance of parents and others is important in carrying out the program

4-H Projects

4-H members are able to participate in an unlimited number of various projects, however the club may have limited project support depending on club size and available project leaders. Our recommendation is for new members to start with one project and as they get used to the program, can increase their workload as years go on. We have some members that have done up to 20 projects. Clubs may be tailored towards specific project areas, but members have opportunities to explore projects outside of what the club offers. To do that they can either participate in project meetings offered by other clubs or have a parent step up to be the leader for the project that they are interested in. Depending on club size, there may be numerous project leaders to host specific project meetings.



Checklist for organizing a club

- ☐ Express interest in 4-H
- ☐ Contact the Arapahoe County Extension office for information, guidance and support
- ☐ Schedule a general information meeting with the Arapahoe County Extension office to start club setup
- ☐ Learn about projects, local resources and leadership opportunities
- ☐ Identify, recruit and select local adult volunteers for organizational and project responsibilities
- ☐ Leaders complete the 4-H Online volunteer process
- ☐ Schedule the first club meeting
- ☐ 4-H members decide on a club name
- ☐ Charter the new club on www.4HOnline.com
- ☐ Members enroll in the new club on www.4HOnline.com
- ☐ Elect officer and establish leadership roles and adopt club by-laws once members are acquainted
- ☐ Develop a plan for project and club meetings, as well as community service, fundraising, events and more
- ☐ Begin project work as soon as possible as delays may cause members to lose interest quickly



Officers



» **President- required**

- Plans the 4-H club meetings with other officers.
- Calls the 4-H club meeting to order and presides over the meeting.
- Decides points of order.
- Appoints committees. Extension Programs are available to all without discrimination.
- Casts deciding vote in case of tie.
- Delegates responsibilities.
- Closes the 4-H club meeting on time.
- Conducts the 4-H club meeting by following Parliamentary Procedure - Robert's Rules of Order.



» **Vice President – required**

- Presides in the absence of the president.
- Meets with officers and leaders to complete the annual plan of 4-H events.
- Serves as program committee chair.
- Consults with leaders before each meeting to finalize program details.
- Introduces speakers or special guests.



» **Secretary- required**

- Sends out notices or initiates contact with committee about upcoming 4-H club meetings and events.
- Records attendance at 4-H club meetings and events.
- Keeps minutes and completes the 4-H Secretary's officer book.
- Writes letters, requests, invitations and thank-you cards in the name of the 4-H club.
- Reads all correspondence to all 4-H members.



» **Treasurer- required**

- Receives and records description (who, when, what, etc.) of funds received and spent by the 4-H club.
- Works with officers and advisors to set an annual budget.
- Deposits money in the specific 4-H club bank account.
- Pays all 4-H club bills and keeps account records.
- Reports financial status and updates at meetings.
- Provides records to audit committee.
- Completes the Annual Financial Report that is by provided by the Organizational Club Leader.



» **Reporter**

- Writes stories on 4-H events which includes; who, what, where, when, why and how.
- Promotes upcoming events and activities to local media and social media outlets.



» **Historian**

- Keeps all newspaper clippings and take photographs of 4-H club and county events.
- Keeps records of all special events regarding the 4-H club.
- Maintains a scrapbook for the 4-H club. The scrapbook serves as the Historian officer book.



» **Recreation Leader**

- Plans games, activities, and/or songs for 4-H club meetings.
- Involves and welcomes all 4-H club members in recreational activities.
- Maintains enthusiasm.

» **Other officer positions include:**

- Club Newsletter Editor
 - Club Photographer
 - Sergeant at Arms
 - Refreshment Coordinator
 - County Representatives (District or Colorado State 4-H Senators) Officer Books
- An award will be given for the best 4-H Secretary, Treasurer, and Historian. The Secretary and Treasurer are the only ones that are provided a book to keep records in. These officer positions can apply for awards for in the Achievement Program. The organizational leader receives information in the month of August for all eligible awards.



Program Plans

Each 4-H club has an opportunity to plan its own program. This may be done in many ways. Some options are given throughout this material.

A program planned in advance helps youth in your club:

- » Set goals and accomplish them;
- » Plan for specific times or events (meeting time and place, special activities, field trips, and so forth;
- » Prepare a schedule so that members, parents and volunteers know what is planned and who is responsible far enough in advance to plan personal schedules;
- » Share responsibility between members, parents and volunteers; and plan programs which meet the needs of all members.

Who Plans?

4-H members, volunteers and parents should all contribute to program planning. This is a great opportunity for youth to develop leadership and communication skills. Adults should be present to ask questions, clarify plans and support youth in their decisions.

Small Clubs:

- All members, volunteers and a representative number of parents might be involved in planning the program. Members can check with their parents prior to the planning meeting on family schedules that might influence dates and times of meetings and activities.
- Families take turns planning and hosting meetings. These families plan what will be done and are responsible for arranging and carrying out the program for their time.
- Families, organizational leader, and/or President can make sure to be in communication in regards to these plans and what needs to be put on the agenda.

Large Clubs:

- The officers, volunteers and representative parents can meet to plan the program. Present the plan at the next club meeting for discussion, revision and approval.
- Appoint a committee for program planning. The committee should be composed of members, volunteers and parents and represent different ages and genders. The committee can be appointed by the president (usually in consultation with a club leader), selected from volunteers or elected by the membership. All club members should know the purpose and responsibility of the committee before the planning committee is formed. Present the plan at the next club meeting for discussion, revision and approval.

Involvement in Program Development

Young people are more likely to be interested in carrying out plans they develop. The role of leaders and parents in program planning will be different depending upon the age and experience of the group. The role of the adult in planning programs changes with different age groups. Younger boys and girls just starting out in 4-H need, and will accept, considerable direction and guidance from leaders and parents. As they gain experience and maturity, members begin to take more responsibility in planning their own programs.

With the pre-teens, the adult plays a major role in directing the kinds of things they might do in their club or group. With the early teen group, the adult usually plays a less direct role, first getting the members ideas before contributing ideas of his or her own.

Older teens usually are eager and able to do their own planning and should be challenged and supported. The adult's role with this age group is mainly one of counseling on program possibilities and finding resources.

When Should Planning Be Done?

Plan shortly after the club is organized; either at the second meeting or before the second meeting of the current year. New clubs take more time and may need help from experienced 4-H volunteers or Extension staff. Established clubs often plan the next year by the end of the present year so there is no lapse in programming.

Time Included in the Plan

Most plans are for the club year. However, some newer clubs with younger members feel that a year is too long a time to plan. They prefer planning for four to six months at a time. This gives more members an opportunity to serve on committees and work cooperatively with others.



Getting Member's Ideas

Each member has different ideas about what the club should do. Remember that some are shy and may not speak up. Try different techniques to discover these ideas so that all youth have an opportunity for input.

- **Suggestion box.** Ask members to write suggestions for the coming year in a confidential box.
- **Sharing ideas.** Use a blackboard or tape a large piece of paper to the wall (shelf paper, brown paper, anything large). As group members arrive, ask them to write or draw on the paper at least one thing they want to do in the 4-H club during the year: Using magic markers or crayons in many colors adds to the fun.
- **Brainstorming.** Divide the club into small groups of five or six and ask members to suggest club activities, events or goals. Encourage all ideas; do not evaluate or criticize at the time. List all ideas on large sheets of paper. Make it a contest for generating the most ideas!
- **Collages.** Have members attach pictures and other items that suggest activities they are interested in to large sheets of paper, boxes, cartons or bags. They can explain what their collages mean. Necessary materials include: magazines, newspapers, construction paper, crayons, glue, scissors, etc.

What's in a Plan?

Develop each program to fit the needs of the club. Some plans will be detailed, others will be just an outline of when and where the meetings will be held and who will lead pledges or give demonstrations. Some plans will ask special committees for input and planning. Work with your members to find the right fit for your club.

4-H project work and other educational activities

Question: *Are project interests of each member being met?*

Pro Tip: Include special project meetings, tours and visits. Each member should have at least one opportunity during the year to make a presentation (talk or demonstration) to the entire club. In large clubs, members may present to project groups.

Recreation or fun activities

Question: *Does each meeting include some planned recreation?*

Pro Tip: Keep it simple. Could be a fun way to answer roll call, interesting refreshments or games, dancing or a picnic.

Citizenship activities

Question: *Can you plan to do something for others?*

Pro Tip: Think about service activities like working with elderly, collecting for a worthwhile cause, participating in a clean-up day or carrying out a community pride project.



Participation in special county, district and state events

Question: Do you have a county calendar of events so you can include county activities in your plan?

Pro Tip: Schedule training to prepare youth county events and activities such as judging, demonstrations, clinics, fashion revues, etc.

Keep Members Informed

After the club approves the program, be sure each member and volunteer has a written copy of the program or year book. Keep them informed of changes made.

Keep the Program Flexible

Changes may be necessary as new opportunities become available or emergencies demand attention. Keep the program flexible enough that these changes can be made.



PROJECT LIST

STATE PROJECTS

Artistic Clothing
Beef
Cake Decorating
Cat
Ceramics
Clothing Construction
Cloverbuds
Computer Power Unlimited Series
Dairy Cows
Dog
Electric
Entomology
Foods and Nutrition
Food Preservation
Gardening
Global Citizenship
Goats
Heritage Arts
Home Design & Décor (Home Environment)
Horse

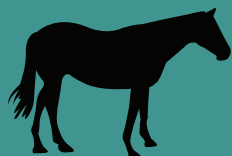
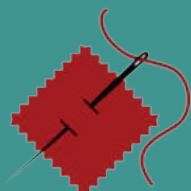
Horseless Horse
Leadership
Leathercraft
Outdoor Adventure
Photography
4-H Filmmaking
Poultry
Rabbits
Robotics
Scrapbooking
Sheep
Shooting Sports
Small Engines
Specialty Foods
Sportfishing
Swine
Veterinary Science
Visual Arts
Wildlife Conservation
Woodworking



COUNTY PROJECTS

(If you can't find these projects listed in 4-H Online, please finish your enrollment then email or call Jean at the office and they can add them for you).

Dog Care
Expressive & Craft Arts
Llama/Alpaca
Model Craft
Pets (called Pocket Pets in 4-H Online)
Self-Determined





Juniors 8 – 10



Intermediates 11 – 13



Seniors 14 – 18

****Progressive Projects are by units and are suggested to start at unit 1 and work up to the next unit.***

- » State projects are projects that are eligible to be shown at state fair (if qualified at the county fair level)
- » County projects are projects that are just shown at the county fair and do not qualify for the state fair.



Resources

- » **arapahoe.extension.colostate.edu**
 - E-records- records that each member needs to complete to go along with their project. Members can either print off and hand write the information or they can type and save on their computer. Once new e-records are ready for the year we make sure to post the link on our website. We recommend members work on their e-records throughout the year and not wait until the last minute.
 - Arapahoe County CSU Extension 4-H Program Policies and Procedures-this document has useful important information that organizational leaders and families need to be aware of.
- » **co4h.colostate.edu**
 - 4-H Programs and Projects- may have more resources to help with certain project areas.



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