

I Pledge My Hands to Larger Service . . .



Leader's Guide to Starting a New 4-H Club

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Introduction: Welcome to 4-H!

Welcome to 4-H! So you've volunteered to be a new 4-H leader! Congratulations! You're starting an interesting, challenging and rewarding experience. 4-H volunteers are vital to the success of the 4-H club program. We know you have lots of questions, and want to help you get started on the right foot. This manual is designed to help you, the new 4-H **club leader**, find answers to the many questions you may have about this new adventure.

"The delicate balance in mentoring someone is not creating them in your own image, but giving them the opportunity to create themselves." – Steven Spielberg

4-H connects young people with caring adults. Adult interaction with youth is guided by the Essential Elements of 4-H. These elements are central to helping young people become competent and contributing adults. Programs focused on fostering these elements will be the most successful in helping youth develop to their fullest potential.

- **Belonging** — Youth need to know they are cared about and accepted by others. They also need to experience a sense of physical and emotional safety and to feel a sense of connection to others in the group.
- **Interdependence** — Youth need to know they are able to influence people and events through decision-making and action. Interdependence refers to an adolescent's growing ability to think, feel, make decisions and act on his or her own.
- **Generosity** — Young people need to feel their lives have meaning and purpose. They need opportunities to connect to their communities and learn how to give back.
- **Mastery** — In order to develop self-confidence and a sense that they matter, young people need to feel that they are capable. Mastery includes the development of skills, knowledge and attributes, followed by the competent demonstration of these skills and knowledge.

It is said, "It is better to build a child than to mend an adult." This, in a nutshell, is the main objective of the 4-H program. 4-H is a learn-by-doing program. This **experiential learning** occurs when young people participate in an activity, look back to reflect on the activity, draw conclusions or observations from the experience and relate the experience to other or future experiences in their lives. Through the **experiential learning** process, young people develop basic, transferable skills that are useful in real life experiences today and in the future.

"Tell me and I forget. Teach me and I remember. Involve me and I learn." – Benjamin Franklin

Of primary importance in this learn-by-doing approach is the 4-H project. The project is a set of activities centered around a specific subject. Each member or group selects one or more projects according to interest and ability. Each project requires the member or group to establish goals, work toward those goals and evaluate the progress made.

4-H is a people program. Its objective is to assist in the development of youth. Projects are tools for teaching young people by stimulating their interest. A commonly stated example of the 4-H philosophy is, "A blue ribbon 4-H'er with a red ribbon project is better than a red ribbon 4-H'er with a blue ribbon project." 4-H volunteers help youth develop skills from their experiences in club groups, leadership

activities and projects. Young people remember better when they actually experience something and have an opportunity for hands-on learning. 4-H encourages skills that will be useful to them now and in the future. 4-H helps each member develop good habits, experiment with new and challenging ideas, and practice problem-solving skills.

4-H volunteers teach 4-H members how to think, not what to think. 4-H helps develop creative thinking in young people by giving them a chance to make decisions on their own. They'll learn by making their own choices.

4-H volunteers recognize and encourage 4-H members so they feel noticed and important. The most significant forms of recognition that can be given to members are praise, attention or compliments letting them know they are important and what they have done is worthwhile. For some, 4-H may be the only place they get this support.

Members improve their communication skills through club interaction, 4-H record keeping and presentations. They also develop positive attitudes about themselves and others, learn basic health and safety practices and acquire educational and vocational experiences. Each year members are challenged to set higher goals, to become more knowledgeable about their projects and assume greater leadership responsibility within the club and the County 4-H program. All of this does not happen at once, but develops gradually as members continue their involvement in 4-H with the guidance of their volunteer leader.

Throughout your journey as a 4-H volunteer, there are 4-H staff and additional tools to support your efforts. This manual is just one of the tools available to you. Remember that 4-H is a community of young people building leadership, citizenship and life skills. You are now a part of that vibrant community. Welcome to 4-H!

Missouri 4-H Volunteer Code of Ethics

One of the eight Essential Elements of a successful 4-H program is the development of a positive relationship with a caring adult. A caring adult acts as an advisor, guide and mentor. The adult helps set boundaries and expectations for youth. You might think of this adult as a friend, advocate and supporter of youth. Your primary goal as a 4-H volunteer is to help children and youth develop competency in their projects, confidence in themselves and others, connections in their community, and sound character. As a 4-H volunteer, you are to help kids do what they are capable of doing. You are to promote teamwork and leadership while helping the 4-H'ers learn and have fun.

Everything you say and do should be consistent with the six core ethical values comprising good character: trustworthiness, respect, responsibility, caring, fairness and citizenship. This Volunteer Code of Ethics sets forth expectations of 4-H volunteers, and is included in the volunteer registration process in 4-H Online:

CODE OF ETHICS STAFF & VOLUNTEERS ARE EXPECTED TO OBSERVE

Provide a Safe Environment

- Treat all youth and adults equally, without discrimination. This includes providing equal access to participation for all youth and adults, regardless of race, creed, color, sex, national origin or disability.

- Avoid harming youth or adults, whether through sexual harassment, physical force, verbal or mental abuse or neglect.
- Obey the laws of the locality, state and nation. This includes abstaining from alcohol or any illegal substance use while working with, or responsible for youth; neither will I allow youth to do so while under my supervision.
- As an Extension representative, fulfill my obligation as a mandated reporter if I believe there is or has been child abuse or neglect or I take a report of child abuse or neglect. I know I should contact the Missouri Child Abuse/Neglect Hotline at 1-800-392-3738 (TDD 1-800-669-8689), the MU Extension staff person who directly supervises my 4-H volunteer service and, if I believe it is warranted, local law enforcement.

Provide a Supportive Environment

- Treat all youth with respect, caring and acceptance.
- Honor my volunteer commitment. I will live up to my volunteer commitment by working the hours necessary to fulfill my role.
- Keep records, distribute materials and support the 4-H system. I will share 4-H materials to youth and adults. I will keep and submit required records on time. I will help youth and adults with enrollment, active participation and recognition.

Provide an Interactive and Engaging Environment

- Work as a “team player” for the good of all persons. I will work cooperatively with others for the good of all in the program.
- Strive to be a positive role model at all times by consistently demonstrating respect, cooperation, honesty and fair play.
- Use a democratic approach when working with youth, as they are valuable and capable of helping others and their community.

Work within the University of Missouri Extension 4-H system

- Seek training for my volunteer role which will help me work more effectively with youth and adults.
- Contact the county youth specialist if my legal status changes.
- Be accountable for my actions to the **county 4-H Council** [or similar policy-setting body], county University of Missouri Extension Council, Missouri 4-H Youth Development Programs, and University of Missouri Extension. If my personal conduct is deemed by these bodies to violate this agreement or if I fail to meet any of the stated policy statements, I know I may be relieved of my 4-H duties.

Obtaining a 4-H Club Charter

New Missouri 4-H clubs must obtain an official club charter. Your county 4-H staff person can assist you in this process. You will need to have decided upon a name, meeting place, and have held a first meeting or decided upon a first meeting date. Other information needed includes primary **club leader** contact information, meeting place address and EIN number. The club information form that includes the above information is then forwarded to the State 4-H office, and a charter is created. The option to request a new club starter kit, with flags and a gavel, is also included in this form. The club is then added as an option in 4-H online, Missouri 4-H’s enrollment system. Instructions for obtaining an EIN number can be found on pages 3 and 8 of the Missouri 4-H Treasurer’s book.

Using the 4-H Name and Emblem

Using the Clover: The 4-H Name & Emblem are protected under the United States Code 18 USC 707. Appropriate use of the 4-H Name & Emblem is permitted by a 4-H member or volunteer once the 4-H club is chartered by National 4-H Headquarters at the Cooperative State Research, Education and Extension Service (CSREES) within the United States Department of Agriculture. For more information about use of the 4-H Name & Emblem, contact your local Extension office or visit this website: <https://nifa.usda.gov/4-h-name-and-emblem>

Each **club leader** is required to complete a 4-H name and emblem request on an annual basis. The form can be found on the Missouri 4-H website here: <https://extensiondata.missouri.edu/Pro/4h/Docs/GetInvolved/ClubManagement/ClubLeader/Y633.pdf> Y633 4-H Name and Emblem Request.

Missouri 4-H has now added a Club charter checklist that must be completed each year. Contact your 4-H faculty or staff person for more information.

Taking the First Steps – Before Your First Meeting

4-H clubs are the foundation of the 4-H program. A 4-H club is a group of five or more youth guided by one or more adult volunteer leaders.

A 4-H club may concentrate on one project, like photography, or on several projects such as gardening, foods, woodworking or small animals. Members are encouraged to try a variety of projects, and are not limited to their club's activities. 4-H members build leadership by electing officers and conducting their own business meetings, working together on community service activities, meeting new friends, learning new skills and having lots of fun. These are a few kinds of clubs:

- Community-based—An adult volunteer leader starts a 4-H club in his or her neighborhood with some local children. The club selects one or more projects. The group usually meets about once a month or more at the leader's home, county 4-H office, community center, or other convenient location(s).
- School-based and After School—A teacher or other interested adult conducts a **club meeting** at a designated time during or after class. Activity periods or after school are also possible times. The teacher might select 4-H projects that are relevant to the class and subject(s) being taught, or offer a project “just for fun.”

Working with Youth Staff in your County

The Youth staff assigned to your county are an important point of contact for you and your club. Youth staff can help connect you with your **County 4-H Council** and other important communication tools, such as county 4-H Facebook pages and groups, newsletters, and other communication methods.

County Youth staff can also work with you to recruit potential volunteers for your club. One important tip for any **club leader** is to share responsibilities with other adult volunteers. By dividing responsibilities with others, no one person becomes overwhelmed with the organization of the new club.

Who should come?

Begin by recruiting several interested, eligible youth to join the club. 4-H is designed to provide age appropriate opportunities for youth between the ages of 5 – 18. 4-H members, ages 5-7 (as of January 1 of the current year) are considered Clover Kids. Ages 8 -18 are traditional members. Work with your county youth staff to determine the best ways to recruit youth for your club. Schools and churches are just the beginning! Most thriving 4-H clubs begin with a core group of families who have something in common in addition to their interest in 4-H. Your children and their friends, a certain neighborhood, or youth who have a common interest are all great places to start.

Equal Opportunity Policies

University of Missouri 4-H follows the USDA non-discrimination policy as well as the University of Missouri non-discrimination policy.

The USDA Nondiscrimination policy: The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA Office of Communications at 202-720-5881(voice) or 202-720-7909 (TDD). To file a complaint, write the Secretary of Agriculture, U.S. Department of Agriculture, U.S. Department of Agriculture, Washington, D.C. or call: 202-720-5881 (voice) or 202-720-7909 (TDD).

University of Missouri Extension Non-discrimination and Accessibility

University of Missouri Extension is committed to a policy of affirmative action, equal opportunity, nondiscrimination and diversity. Extension is committed to providing a learning and working environment for employees and other members of the community that values the diverse backgrounds of all people. For more information see <http://titleix.missouri.edu/>

Americans with Disabilities Act (ADA)

The importance of ADA compliance and extension's plan for accommodations is detailed in ADA in extension.

No one shall be discriminated against on the basis of disability, and extension offers equity through reasonable accommodations. These ADA pages offer extensive resources for providing ADA and Title II accommodations for courses and programs. For more information please see: <http://ada.missouri.edu/> or <http://ada.missouri.edu/about.php>

Diversity

University of Missouri Extension values diversity. Extension is committed to recognizing and appreciating the unique beliefs, values, skills and characteristics of all employees and members of the extension community. Diversity strengthens the institution and its programs to promote the exchange of new ideas and ensure a respectful environment.

Extension strives to encourage and ensure diversity for the workplace environment and all extension courses, programs and events. The Diversity pages offer many resources, informative updates and available programs that help further extension's devotion to diversity.

Select a Location

4-H clubs can be organized within neighborhoods, through schools, churches and community centers or among youth with a similar project interest. Decide where to hold your first meeting. It might be in the home of one of the prospective members or in a public facility, like a school, church, library or community hall. Some groups like to meet in members' homes. This can give each member a chance to host a meeting and provides an opportunity for parental involvement. Large groups may feel there isn't enough space in family homes for all the activities they want to carry out and may choose public meeting facilities instead.

Meeting facilities need to meet certain safety and accessibility criteria as outlined in the Quality Matters in 4-H materials. These include:

- Does the meeting place have adequate space?
- Do you have an emergency preparedness plan? A first aid kit?
- Do you use a written sign in/sign out process?
- Are lighting, heating and ventilation adequate?
- Is the room arranged for the meeting?
- Is the meeting room clean?
- Can everyone see what is happening?

Contact your county youth staff for more information about these criteria.

Recruit Volunteers

Recruit volunteer helpers from families and other qualified adults. Some may be willing to serve as project or activity leaders; others may be willing to provide transportation or other special help. Ask them if they know of others, such as teens, grandparents or adults without children, who would be helpful and would enjoy working with 4-H youth.

Being a 4-H volunteer is satisfying and can positively influence youth ages 5-18. Becoming a 4-H volunteer is not hard; however, it is important to start and complete the steps in a timely manner so that youth are engaged in the 4-H activities they signed up for as soon as possible. Applicants should strive to complete all volunteer application steps by December 1.

The Missouri 4-H Volunteer Application Process has 4 steps:

A — Applicants (new and returning) need to ask local 4-H staff or middle management volunteer such as a club leader about current volunteer needs (e.g., co-leader for a 4-H club). Ask to see volunteer role descriptions to identify a role that might be a good fit.

B — Build a new or, if returning, annually update your volunteer profile at <http://mo.4honline.com> --- **You must answer YES to the volunteer question!!**

Help Guides for 4HOnline enrollment:

- <https://extensiondata.missouri.edu/Pro/4h/Docs/GetInvolved/ClubManagement/ClubLeader/Enrolling-in-4HO-2019.pdf> (PDF, If you have been a volunteer before)
- <https://extensiondata.missouri.edu/Pro/4h/Docs/GetInvolved/Join4H/4HOnlineQuickStartGuide.pdf> (PDF, If you have never been a 4-H volunteer before)

C — Complete the one-time 4-H volunteer orientation, if you are a brand new 4-H volunteer applicant. The orientation helps new applicants learn basic terms, organizational structure and safety practices.

- **Help Guide for doing Volunteer Orientation in 4-H Online:**
- <https://extensiondata.missouri.edu/Pro/4h/Docs/GetInvolved/Volunteer/4HOHowSignUpForTrainings.pdf>

D –Complete the <https://extensiondata.missouri.edu/Pro/4h/Docs/GetInvolved/Volunteer/LG639.pdf>

Background checks ARE required for all volunteers:

Background checks are completed annually on all *active* volunteers. This includes any **adult, age 18 or older, serving as an overnight chaperone who might be alone with 4-H youth.**

Episodic volunteers do not need to be screened. An episodic 4-H volunteer who volunteers for single day or limited 4-H activities or events. Examples: fair judges, committee members and one-day event helpers. Episodic volunteers do not enroll in 4HOnline; however, staff must give episodic volunteers a letter or email message that details the episodic volunteer’s role: date, timeframe, supervisor’s name and a statement on the limitation of not working alone with children. Staff should use the Episodic Volunteer letter template located in the Staff Volunteer Management Manual Appendix.

Final Approval

Local 4-H staff review applicant data and make the best match between volunteer applicants and current volunteer roles. If you are approved for a volunteer role for the current program year (i.e., Oct. 1st thru September 30th), the staff approves your 4HOnline profile. In that case, a message is sent to the email address as listed in your 4HOnline volunteer profile. If you are not selected as a volunteer for the current program year, the staff will send a letter or email to you regarding your status.

Your First Meeting

Congratulations on getting to this critical step! You are now ready for your first 4-H **club meeting**. The first meeting is where the youth will begin to form a real group. They will start to get acquainted with each other and with 4-H. Together you will need to:

- Get acquainted.
- Provide enrollment instructions.
- Choose projects and activities
- Choose a club name.
- Decide on meetings; where, when and how often.
- Recruit other volunteers.

Club meetings typically include:

- an educational program driven by youth interests
- a group team-building or recreational activity
- the conducting of some business by the officers

In other words, plan your 4-H **club meetings** to include three areas:

- **Fun** — Plan 15 to 20 minutes for recreation, refreshment and fellowship.

- Business — Allow 15 to 20 minutes for the business meeting, discussion and planning.
- Learning — Include 40 to 60 minutes for community service activities, tours, guest speakers and presentations.

However, the first meeting of a new club will contain some additional components.

Get Acquainted

The first meeting is especially important. Everyone needs to feel as comfortable as possible at the beginning of the meeting. Sometimes this can be accomplished with recreational activities. If people don't know each other, some kind of game might be appropriate. The following are a few possibilities for "ice breakers":

- Have each person make a name tag to wear unless everyone knows everyone else.
- Everyone sits in a circle. Starting at any spot, the first person begins with "Hi everybody, my name is Jane Brown." The person to Jane's right says, "Hi Jane Brown, I'm Joe Smith." The next person says "Hi Jane Brown and Joe Smith, I'm...." and so on it goes. If everyone in the group knows everyone else, substitute another ice breaker; perhaps tell something about herself/himself that nobody else knows.
- Autographs (for larger groups) – Armed with a small card and pencil, each member obtains the autographs of three people they do not already know and with whom they have three things in common. These common characteristics may be the same color of eyes, same shoe size, same age, etc.
- People Bingo – Have each person get as many signatures on their bingo card as they can. Each person may sign only one time. An example bingo card is located in appendix A. This particular version will help members find things they have in common with others.

Talk with your county youth staff for additional ice breaker activities you may want to utilize at this or future **club meetings**.

Start the meeting after the group has had a chance to relax and get acquainted.

Welcome Everyone

Welcome everyone and explain what will be done at the meeting. A warm, friendly welcome by you, the **club leader**, can go a long way toward helping all families feel that sense of belonging. Providing a positive emotional climate and a warm, respectful welcome are elements of a safe, supportive, successful youth development program.

Explain 4-H

Explain that a 4-H member:

- Enrolls in one or more projects.
- Learns the 4-H Pledge.
- Participates in group meetings.
- Works at home between meetings.
- Needs support and encouragement from caring adults.
- May participate in 4-H events; competitions, classes, county and state fair.
- And most of all, has fun!

Members and adults can better understand 4-H if the leader presents the 4-H pledge and motto to the group early on. The pledge and motto should be used regularly in meetings, ceremonies, etc. The 4-H pledge (with corresponding motions) is:

I pledge: My Head to clearer thinking, (with right hand, point to head)

My Heart to greater loyalty, (place right hand over heart)

My Hands to larger service, (arms bent, palms up)

My Health to better living, (arms at sides)

For my club, My community, My country, And my world.

The 4-H motto, is “To make the best better.”

The leader may find it helpful to make a poster or have the 4-H’ers make a poster of the 4-H pledge and motto to use at each meeting so members can read and memorize them. Pledge posters are also available from publications free of charge. Talk to your county youth staff about obtaining one.

After the first meeting, each member can take a turn leading the Pledge of Allegiance and the 4-H pledge to open the meetings. Many clubs close meetings with the 4-H motto recited in unison. If you have requested a new club kit, you will receive a small flag set and gavel as well as other meeting supplies. Additional flag sets and other **club meeting** aids are also available from the National 4-H Supply Catalog. Your local MU Extension center has copies of this catalog.

Select a Club Name

Each 4-H club is a unique group of individuals working together toward common goals. A club name can reflect the purpose(s) of the club, might relate to the club members’ project(s), or the geographic area where members live or the club meets.

As a part of University of Missouri Extension, publicly funded by county, state and federal governments, 4-H does not discriminate against minority groups. Therefore, be sure the club name you select is not biased for or against people in any minority groups. Avoid gender-specific names. It is easy to overlook embarrassing implications some club names might accidentally exhibit.

Creative or cute names for a 4-H club are fine; however, consider whether any potential club members might shy away from joining the club because of a misleading name. Consider the longevity of the name – will it still be appealing to its members in 2, 5 or 10 years from now? To maintain a positive image for the entire 4-H program, club names should neither shock nor confuse the public.

Plan Future Meeting Dates

As a group, discuss the most appropriate time and place for meetings. Decide when to hold the next meeting at this time. Most successful clubs find a meeting date (i.e. third Monday night of each month) and stick with it. While you may feel like you should try to accommodate everyone, with today’s busy family schedules this is a nearly impossible task.

Once you have established a meeting schedule for the year, you can then plan activities and programs for each monthly meeting. Involving the youth in this activity will help develop leadership and life skills. One idea is to have each club member write down at least one thing they would like to learn in 4-H in the next year and place it in a jar or basket. Adult volunteers can then take the suggestions from the youth, and with their assistance, develop a monthly meeting plan.

Another valuable resource, with a list of possible programs, is LG912- Planning the 4-H **Club Year**. You can find this document at https://extension2.missouri.edu/catalogsearch/result/?q=all&it=Resources&mpp=24&ext_magento_category=Club%20leaders

Be sure to scroll down to the bottom of the page to find this one.

Explain Enrollment Process

The Missouri 4-H year now runs from October 1 to September 30. Enrollments are completed via 4-H Online, a web-based enrollment management system. Enrollments are accepted in Missouri 4-H at any time throughout the year. However, there may be county deadlines for fair, **achievement day**, etc. Check with your county 4-H staff person to find out if your county has a membership deadline for participation in certain county events.

Missouri 4-H has a state membership fee of \$20 per member. This fee includes a limited insurance policy in case of an accident while participating in a 4-H activity. Counties may have additional dues. Again, check with your county 4-H staff person about any county 4-H dues. There is no membership fee to be a volunteer. Scholarships are available for dues assistance for families who have need. Contact your county 4-H staff person for further information.

Details about membership are included on the Join 4-H page of the state 4-H website, which can be found here: <https://extension2.missouri.edu/programs/missouri-4-h/get-involved-with-4-h/join-4-h>

Each family, member and adult volunteer will need to complete a profile in 4-H online. Detailed instructions are available on the log-in page and the link is provided at the Join 4-H page above. You will also find instructions on the enrollment process on page 6 of the Clover magazine.

Discuss Projects

A 4-H project is a series of learning experiences for members. These learning experiences are scheduled throughout the 4-H year and group activities centered around a specific subject. More than 40 projects are available in the Missouri 4-H Program. Most projects have manuals to assist the 4-H leader and member with their project. These manuals are referred to as curriculum. Most of our curriculum is peer reviewed and has met specific learning standards. You can find a complete list of available projects in the Missouri 4-H Clover magazine. Talk with your county youth staff about obtaining copies of this publication. The Clover is also available as a download on the Missouri 4-H website. Generally speaking, first year members will want to choose no more than three projects to complete. Most Missouri 4-H projects require a minimum of 6 hours of instructional time to reach completion. The exception is shooting sports, which require 10 hours of instructional time. Projects require an adult volunteer leader. Talk with the parents of club members to see who has interest or expertise in a particular area. Once you have identified what projects the members are interested in, you can find volunteer leaders for those areas.

The Second Meeting

Before holding a second meeting, make a plan to include a recreational activity and/or refreshments and to elect or appoint 4-H club officers. Most 4-H clubs have some type of business meeting that is led by the officers. The ages of the club members will determine how the club officers are selected. Having club officers develops strong leadership skills. The 4-H staff strongly recommends for clubs to

have officers and to utilize them in an age appropriate manner. 4-H club officers' responsibilities include:

President – The president conducts the meetings. A good president helps everyone in the club work together. The president listens to ideas and judges when the group has agreed to an action, but does not dictate.

Vice President – The vice president is the president's assistant and presides at meetings when the president is absent. Usually the vice president announces the program which follows the business part of the meeting.

Secretary – The secretary keeps records of membership, club activities (minutes) and handles club correspondence.

Treasurer – The treasurer is responsible for handling the club's money and reporting the balance at each meeting.

Reporter - The club reporter is responsible for letting others know what the members of your club are doing. The stories you write and pictures you collect will keep your community updated about the important things your 4-H club is doing.

In large clubs, or where there are younger members interested in holding an office, having assistant officers where two members work together can help train younger members, develop teamwork and communication skills, and help younger children get involved early in their 4-H careers.

There are a number of ways to determine the officers for your club. To help prevent the process from becoming a popularity contest, one suggestion is to list the offices available on a poster or chalk board, review the responsibilities of each office and ask each member interested in an office to complete a one page officer application. An example is listed below.

I, _____, wish to apply for _____
Or _____ club office. My qualifications are _____

I promise to meet all responsibilities of this office.
Signed _____ Date _____

are statements of what the members would like to accomplish as a club. Goals should help the club meet the needs and interests of individual members. Examples of goals a club could set are

- to provide a service to the community,
- to introduce others to 4-H,
- to learn more about nutrition (or some other subject), or
- to involve family members in 4-H activities.

As a leader, you will want to set goals for yourself and encourage your 4-H members to set individual

goals. These can be goals to achieve in leadership roles, in their project or in their personal development.

Planning the 4-H club year

After the club's goals have been established, use these goals to design a yearlong program plan and club calendar. The calendar will tell you what the club is doing when, and who is responsible for it. A plan will help direct the club's activities towards its goals. Be sure to involve your 4-H members and their parents in developing the club calendar and program plan. Allow all members to contribute their ideas and interests before choosing the activities for the year. When selecting an activity, refer to your club goals to see if the activity will help attain those goals. The calendar and plan should include a variety of activities to stimulate the club members' interest and enthusiasm:

- There can be educational presentations, for which a speaker or program is brought in to the meeting.
- Members can give presentations.
- **Project meetings** can be scheduled to help members set goals for their projects, to provide information and ideas, to work on projects, and to prepare for contests and fairs.
- Your club can plan a club show to share what members have done during the year with fellow members and others in the community.
- Social activities can be planned throughout the year, and your club can invite family, friends and other 4-H clubs to attend.

Youth staff are a good source of ideas for club activities. You can contact your local 4-H staff to find out what the county and state calendars include, especially the dates of events, contests, fairs, etc. that are of interest to your members.

Well planned meetings give youth an opportunity to:

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

For more ideas on planning your **club year**, see LG912, **Planning the 4-H Club Year**, LG779, **Monthly Club Meeting** Calendar Samples, and **Meetings that Matter**. All are available on the Missouri 4-H website at https://extension2.missouri.edu/catalogsearch/result/?q=all&it=Resources&mpp=24&ext_magento_category=Club%20leaders.

How Often to Meet

A club cannot accomplish its goals if it meets infrequently. Most clubs meet at least on a monthly basis. Some do not meet in the month of the county 4-H fair. Many clubs also enjoy an end of season meeting or a new year party in August or September. Choose what works best for you and other club members. If you choose monthly meetings as you are getting started, you can always add other meetings and events as you progress throughout the year.

Planning your Meeting

To have a productive and successful meeting the following format should be used by each 4-H club. The **club leader** and club president should meet prior to the meeting to outline the agenda. The president should know what is to take place. A detailed agenda should be written and followed by the president. **Club meetings** should be held monthly on the same date, time and location. A **club meeting**, to be effective, will last approximately 1 1/2 hours.

BUSINESS (15-20 MINUTES) _____

Call to order Treasurer's Report Unfinished Business
Opening ceremonies Correspondence New Business
Roll Call Committee Reports Announcements
Minutes of last mtg. Project Reports

PROGRAM (30-45 MINUTES) _____

Club Activity Illustrated Talks Films
Demonstrations Speakers Other Educational Activity

RECREATION (15 MINUTES) _____

Social Activities Music Games
Entertainment Parties Other Fun Activity

ADJOURNMENT

REFRESHMENTS

A **club meeting** agenda template is available for you to download on the Missouri 4-H website at <https://extensiondata.missouri.edu/Pro/4h/Docs/Resources/Y619-club-meeting-agenda.pdf>

Clover Kids

4-H members ages 5-7 are considered Clover Kids. These members develop talents and self-esteem in a setting that is educationally age appropriate and fun. Many clubs incorporate a variety of ages together for an enriching, mentoring experience. Other clubs prefer to keep their Clover Kids with children in this age group. . 4-H Clover Kids are involved in activities led by an adult that will help them learn how to get along and share with others, explore many different interests, learn basic living skills, build self-confidence, learn to communicate effectively and learn how to be a part of a group. The ultimate goal is to make this age group so excited about 4-H that they'll continue their enrollment beyond the 4-H Clover Kids experience. The adult to child ratio for these clubs is five to eight children to one adult leader. Clover Kids do not participate in competitive events, contests or shows. However, they may participate in many county fair and **achievement day** special events just for them. They are typically awarded a special ribbon, but no premium money. Check with your county youth staff about clover kids activities in your county.

Increasing Family Involvement

Successful 4-H membership usually requires a great deal of parental support. There are a variety of methods for getting parents involved. The classic reason for becoming a leader is to provide an

opportunity for a son or daughter to join 4-H. It is logical to encourage parents to be leaders, assist committees or contribute to the club in other ways. Don't hesitate to ask parents to help the club. Many clubs strongly encourage parents to attend all meetings with their children. Parents may be asked to chaperone a club activity, host a meeting, teach a special skill or share a particular interest. If they are sharing information with the club, it doesn't necessarily have to be related to a project. It could be regarding citizenship, leadership, community service, careers or other topics.

Favorable attitudes + parental/adult interests + active family cooperation = successful 4-H clubs.

Some counties and clubs have membership deadlines and attendance requirements for various county events. Check with your county 4-H faculty or staff person to find out about your county. That being said, we want to encourage meetings and activities that youth and families want to be a part of, not that they must attend in order to participate in other events.

Family involvement increases by:

- Involving youth and adults in club setting and planning.
- Becoming familiar with the interests and special talents of your members' families. Ask for advice in areas where they can contribute and use their ideas. Encourage them to present for one or more of your **club meetings**.
- Involving adult family members in something worthwhile. If they offer help, make a mental note of their offer and call within a few days with a specific task in mind.
- Keeping them informed. Help adults understand the 4-H objectives. Phone, send notes, letters or emails directly to adult family members about the club program.
- Inviting them to **club meetings**. This is especially important if you don't meet in members' homes. Hold a **club meeting** for adult family members where 4-H members present the program using presentations, judging or exhibits.
- Telling families what is expected of their child and your role in the process. Show families you are interested in their child through phone calls, letters and discussions before and after **club meetings**.
- Recognizing both members and adults. Thank families for their support, both personally and in public and compliment them for their contributions.
- Maintain interest; arrange a special social event for adult family members.
- Encourage members to make their 4-H work a topic of family conversation.
- Solicit family involvement at the county fair and other activities and events where results of 4-H club membership are shown.

More ways to get families involved in the club will be discussed in the Making Learning Fun section.

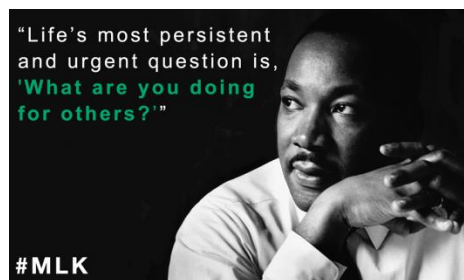
4-H and Community Service

Did you know that 4-H members are three times more likely to give back to their communities than their non-4-H peers? An integral part of every 4-H club is community service. These projects are a great opportunity for 4-H members to develop positive relationships in the community as well as experience personal growth.

Plan for Successful Community Service Projects

Steps to help make community service projects successful and fun:

1. Decide what is needed in the community/county.



2. Decide what types of activities members have interest in and abilities to do.
3. List all the activities that have been suggested.
4. Discuss the possibilities and rank them in order of importance and interest. Select the project.
5. Develop a plan of action.
6. Carry out the project as planned.
7. Record the members' efforts with photos, videotapes, or written notes.
8. Monitor the activities and make adjustments as needed. Take time to discuss the successes and shortcomings of the project and ideas for improvement.
9. Write a summary of the experience after completion. Share it with the county 4-H staff. Consider putting together a scrapbook record of the activity.
10. Celebrate! Feel good about the contribution to the community and the positive learning gained by the 4-H members.

DO encourage members to get involved in all phases of the project including planning, conducting, and evaluating the project. DON'T do it all for them.

Source: Diem, K. G. Revised 2001. New Jersey 4-H leader Training Series- 10 Steps Toward Performing a Successful Community Service Project .Rutgers Cooperative Extension.

Community service project ideas are all around you. For ideas, contact your county youth staff.

Recognizing Youth and Volunteer Efforts

The purpose of recognition is to encourage and support the efforts of young people in learning to improve their knowledge and develop their life skills. Recognition should reward positive learning behaviors in youth.

National 4-H Recognition Model

The National 4-H Recognition Model includes five types of recognition. It is important for adults who work with 4-H'ers to provide appropriate recognition to all participants.

- Recognition of 4-H'ers for participation in educational experiences acknowledges involvement as a first step in building a positive self-concept.
- Recognition of progress toward personal goals enables youth to gain experience in goal-setting and realistic self-assessment.
- Recognition of the achievement of generally recognized standards of excellence gives youth an external, pre-determined target for their learning experiences.
- Recognition through peer competition is a strong motivation for some but not all young people. It is not appropriate for youth under age eight.
- Recognition for cooperation helps youth learn and work cooperatively, preparing them for living in today's inter-dependent, global society.

The Missouri 4-H recognition and awards program provides a variety of individual recognition and awards to meet the diverse needs and interests of today's youth and volunteers. You can find details about the state recognition program at <https://extension2.missouri.edu/programs/missouri-4-h/4-h-recognition/4-h-awards> . Each county typically has their own recognition program as well. Contact your county youth staff for information about your county and their specific recognition program.

Best Practices for New 4-H Club Leaders

1. Keep in contact with your county 4-H office. Feel free to ask for help or materials. Remember to send a 4-H Club Activity Report regularly. This keeps the 4-H staff informed of your club's activities and may be printed in the county 4-H newsletter or web site so others will know what your club is doing.
2. Share the workload! Recruit co-leaders if desired and direct them to apply to you county 4-H Office to become approved as 4-H volunteers. At the very least, ask for parental support.
3. Review the main points of the most recent county 4-H newsletter (or from county 4-H web page) at **club meetings** by reading aloud so members will know what's going on in the total 4-H program.
4. Encourage all members to participate in a variety of 4-H activities. Encourage parents as well as members to read the 4-H newsletter.
5. Attend leader meetings, workshops, and forums. This will keep you informed of details about the 4-H program, provide an opportunity to share ideas with other 4-H volunteers and learn from other people's experiences. You might also wish to consider becoming active in the county 4-H Association. You can also subscribe to 4-H volunteer updates via email.
6. Keep your leader information/orientation materials and other 4-H information, such as the 4-H newsletter, "on file" for future reference. Don't forget to visit the state 4-H web site regularly to learn about current 4-H news and resources.
7. Promote pride in 4-H! 4-H flag sets, t-shirts, promotional items and gifts can be ordered from the national 4-H Source Book and online at www.4-hmall.org

Experiential Learning

"Learn by doing" is a common phrase used by staff and volunteers to explain how 4-H youth development teaches life skills. Although common, it does not sufficiently describe how learning takes place. 4-H relies on a five step **experiential learning** model to teach life and content skills. The sequential steps of the model help youth reflect upon the experience or activity and to apply learning to other experiences or situations.

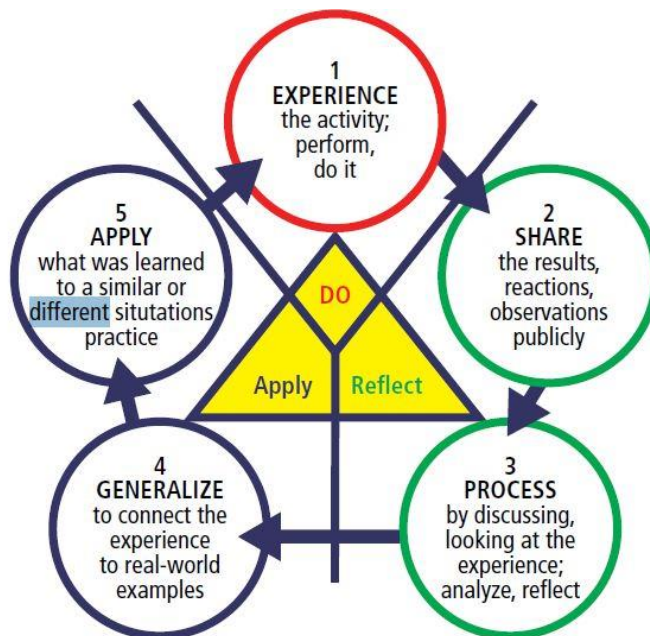
The process begins with an activity or experience that youth are asked to perform. It is followed by a discussion that assists the learner in discovering new meaning through the use of purposeful questions. The process culminates in either using questions that help youth apply what has been learned, or a new activity that provides opportunity for learner to apply concepts or skills learned through the activity or experience. In a nutshell the model is:

1. **Experience** by doing or performing a concrete activity.
2. **Share** the experience by describing what happened, through self and or public reflection.
3. **Process** the experience to determine what was most important and identify common themes.
4. **Generalize** from the experience, and relate it to their daily lives.
5. **Apply** what they learned to a new situation.

In other words, we do the activity, reflect about what we just observed and learned, and apply that to our future activities.

What are the advantages of using experiential learning versus a traditional approach?

- It is more fun for youth. Would you rather be told something or discover it for yourself?
- It gives youth a voice. Everyone is active and sharing.
- It is empowering. Youth are the center of focus not the teacher or leader.
- It fosters belonging. Youth are engaged with other youth and leaders, learning and sharing with each other.
- It seems more like play than school or work. Youth choose to be in 4-H programs, **experiential learning** helps respect this.



Teaching Methods

There are many different teaching methods that help members have a hands-on learning experience that is fun as well. Some of the various teaching methods that can be utilized both in club and **project meetings** include:

Educational Games and Simulations

Games can be useful for both fun and learning. They are especially helpful as lead-ins to other activities. There are many types of games available. For example, there are thinking games, action games, board games, and simulations. Also, you can be creative and combine ideas or even invent your own. For instance, a “TV-style game show” can be an entertaining way to learn. If you are working with a group that has a social or recreation director, be sure to involve him or her in suggesting and leading games.

Experiments

A true experiment involves studying the effects of changing one variable while keeping other factors constant. This is a good method for “discovery” learning, where the group proves or disproves its own hypotheses. By breaking up participants into several groups, different variables can be altered simultaneously in order to collect evidence necessary to make conclusions.

Field Trip or Tour

Instead of just talking about a topic, take your group to where it's actually happening! Plan ahead to arrange the location, transportation, and adequate supervision. Also, help youth to be ready with questions, cameras, and other pre-trip preparations.

If you're creative, you may also be able to simulate a tour experience without actually leaving home—by effectively bringing the “field” to your location with video recordings, artifacts, and other elements from the “field.” A guest speaker can add to this method. Be sure to brief the speaker about the topic you want presented, as well as the ages and interests of your group, and encourage the speaker to engage the youth in “learn by doing plus a little more.”

Identification/Matching

This method is good as an introductory activity or as a pre-test/post-test to see how much the group learned. It can be done as a written “test” or as an activity using real objects. Examples: tool identification, matching correct tool for each job, matching photos with names.

Skill-a-thons

Youth rotate from learning station to learning station (usually there are 6–12), where a planned hands-on activity is held over 10–15 minutes. Usually a skill-a-thon is where youth are presented with a task that they work on without directions. Sometimes skill-a-thons introduce a topic, and then you as the leader can observe how well youth perform so that you know what kinds of activities they need to learn next. Or a skill-a-thon can be a final evaluation of skills learned. After youth participate, the leader engages them in sharing and processing the experience.

Role-Playing

A small group of participants acts out a real-life situation in front of the entire group. There is no script. The participants make up their parts as they act. The performance is then discussed in relation to the situation or problem under consideration. Both the performers and spectators get to share their feelings and reactions to the role play.

Skits

A skit is a brief, rehearsed dramatic presentation involving two or more people. Working from a prepared script, the participants act out an event or situation, which is often taken from a real-life experience.

Collage/Bulletin Board/Graffiti Mural

An artistic composition of fragments of printed matter or other materials pasted/fastened to a surface, a collage can be used to convey an idea or theme to others. It can be created by a group or an individual. Materials that might be used include magazine and newspaper clippings, tissue paper, and construction paper. Related methods include a group scrapbook, a bulletin board, or a graffiti mural where participants write their comments, suggestions, and feelings.

Group Discussion and Questioning

This method helps members express their own thoughts. Use open-ended questions to encourage all members to share more information. Open-ended questions usually begin with “how,” “what,” or “why.” The Reflect (Share and Process) and Apply (Generalize and Apply) steps of the 4-H

experiential learning model rely on such open-ended questions. This technique can improve all other learning methods, including lectures or illustrated presentations, by inviting more audience participation.

Debate

A debate is a good technique to bring out two sides of an issue. Therefore, it can create sensitivity to, understanding of, and empathy for opposing viewpoints. Examples of debatable issues: advantages and disadvantages of the two-party political system, animal rights.

Brainstorming

This is a way for learners to suggest numerous ideas related to a topic. Spontaneity is essential. All ideas are written down by a recorder. Initially, creative thinking is more important than practical thinking. Therefore, an accepting environment must be provided so all participants feel welcome to contribute. Only after a certain time, when all ideas have been recorded, does the group review the list and determine the most promising idea(s) to pursue to solve the problem at hand.

Buzz Session

A buzz session is a type of brainstorming. The audience is divided into small discussion groups (3–5 members each). All members are involved in the discussion. After a limited time (about five minutes), the small groups might each report back to the total group with a summary of the main points of their discussions. Just about any topic can be discussed using this method (one per session, of course).

Demonstrations

There are two types: method and end result. The method demonstration is a step-by-step procedure showing the process by which something is created. This type may be quite time-consuming. That is why the end-result demonstration is often used. It shows a completed product and reviews the steps taken to achieve this end result. A combination of these two types is commonly used: the demonstrator goes through each step of the process but also has a pre-completed product ready to show. Visual aids are often used.

Presentations

The use of visual aids—such as charts, posters, slides, photos, models, and photos—can significantly enliven a presentation. This allows the audience to use more of their senses, which attracts their interest and enables them to learn more. Computerized multimedia presentations can be stunning, and offer maximum flexibility to make timely changes and to customize content and style to varying audience needs.

Guest Speaker/Panels

Bringing in outside experts can add credibility and objectivity to an educational program. Whereas a guest speaker might only be a talk by a single person, a panel discussion involves a dialogue among a group of four to eight experts on an assigned topic in front of your group. A moderator ensures that order is maintained, each resource person gets equal time, and the topic is covered in depth. When inviting outside speakers, be sure to give them the objectives of the program, the purposes of their participation, the roles you would like them to serve, and any helpful background information (e.g., the local environment, program participants). It may also be beneficial to prepare the audience by inviting participants to study the topic and the professional expertise of the presenters.

Lecture

A lecture is the imparting of information by a presenter who relies mostly on speaking. It tends to be overused. In general, you are discouraged from using this method with 4-H youth. Although it is very efficient at delivering information, it is often boring and therefore not likely to be a very effective instructional method for youth, especially young children. Gifted orators can, however, deliver formal speeches that are captivating and meaningful to teens and adults. The use of gestures, eye contact, relevant stories and anecdotes, dramatic pauses, and varying voice tone and volume are helpful ways to enliven such formal talks. Consider using one concept to talk about as a "lecturette," and spend no more than 10 minutes on it.

For more information on making learning fun and engaging, see the complete document at <https://edis.ifas.ufl.edu/4h340> . For additional information on the Experiential Learning Model and how you can apply it in 4-H, see the University of Florida 4-H publication, "Learn by doing + a little bit more" that can be found here:

<http://florida4h.org/volunteers/training/files/VTS/Section4/Learn%20By%20Doing%20and%20a%20Little%20Bit%20More-print%20ready.pdf>

Club Leader Suggestions for First Year Members

No one comes to 4-H meetings, at the first of the year, with more excitement and anticipation or leaves 4-H, after several months, more disappointed than a first year 4-H member. Studies show us that approximately 40% of 4-H members drop out during their 1st year in 4-H. Kirk Astroth, director of Arizona 4-H youth development, reported in the *Fall 1985 Journal of Extension*, that 4-H members left due to one or more of the following factors:

1. Lack of understanding of the 4-H program, its goals, activities, events, and time commitment
2. Moved
3. Never felt welcome or part of the 4-H group
4. Conflicting time commitments
5. Project groups didn't meet after and/or frequently enough to satisfy children

Families are attracted to 4-H because there is something about our organization that interests them. It is our challenge to cultivate that interest and ensure they have positive experiences and remain in the 4-H program. Efforts can be made by an entire club or 4-H group to help make new members feel welcome and a part of the group. Listed below are some ideas to get your group started.

Special Assignments

New Family Coordinator

This leadership position might be both a county and club level position. This person along with the **club leader**, project coordinator, and activity coordinator would make up the club leadership team. The new family coordinator and a committee (if appropriate) can brainstorm lots of ideas for members and family participation.

Project Groups for First Year Members

Many members join because they want to "make something." New members will want to consider the "kick off" project. This project is designed to begin immediately after 4-H enrollment is completed in October

and should be finished by Christmas. Always encourage **project leaders** to meet soon and get started while the enthusiasm is high.

Big Brother or Big Sister

Each new member should be assigned another member of the club as a big brother or big sister. This member should be instructed to visit with the new member after the **club meeting** to see if they had a good time and if they have any questions. They should also call the new member prior to the November meeting to make sure the new member remembered the meeting. Big brothers or sisters will also feel it's important to be present if their little brother or sister is dependent on them (Hint: Second year members make excellent big brothers or sisters.)

Special Recognition

Recognition Night family celebration

Take time at this special event to recognize new families and members. Recognition can range from a simple introduction to a special gift to the family.

First Year Member (Rookie) Award

Announce in the fall a special award for the top first year member. Announce what criteria will be used for selection. (Attendance at meetings, participation in club or county activities, recruiting additional members, etc.

Special Activities

Initiation Ceremony

Initiation ceremony for first year members--have the ceremony at the November meeting. Let the new members know that they should be able to recite the 4-H pledge. Use initiation ceremony in LG801 or develop a personalized ceremony. Have the club order a 4-H button, or 4-H member button for each new member. The evening refreshments could be a new member reception and should include parents and family members of the "New 4-H Member".

Special Activities for First Year Members

First year members can be involved quickly by asking them to: lead pledges, give project reports, assist with setting up the meeting room, bring and serve refreshments, assist the recreation leader with their activity and even assist with the meeting program.

Your club can generate other ideas, just remember a well-balanced club will provide appropriate activities for every level of 4-H membership. Have your club officers make this a priority for the club to increase membership and retention. The youth will have wonderful ideas to celebrate with new members and on how to get them involved.

Glossary of 4-H Terms

Achievement Day – is a day filled with activities and events that allow youth to demonstrate skills and enhance learning. Typical activities held during **achievement day** include demonstrations, public speaking, personal appearance, project judging, fashion review and skill-a-thons.

Activity Leader – volunteer leaders, who plan, lead, assist or organize activities for meetings, groups, etc.

Agenda – a plan for local 4-H group meetings. An agenda, planned ahead of the meeting, allows officers to prepare for their respective roles at the meeting.

Camp – a personal development and life skills building experience for youth and adults. There are two types of camps: 1.) residential camps where lodging is available and 2.) day camps that focus on a specialty area and do not provide overnight lodging.

Clover Kids – is a non-competitive program for members 5-7 years of age. Clover Kids participate in various county activities for participation ribbons only.

Club Leader(s) – an adult volunteer or group of volunteers who are responsible for the general operation and coordination of the club.

Club Meeting – monthly meeting for 4-H members and typically contain three parts, business meeting, program and recreation.

Club Year – a club year is from October 1 to September 30.

Code of Conduct – a contractual agreement accepted by 4-H volunteers and/or members to guide behavior during involvement in Missouri 4-H programming.

Collegiate 4-H Club – an organized 4-H group of students enrolled at a university or college. Collegiate membership does not give a student membership in the Missouri 4-H program.

Community 4-H Club – a 4-H group organized with officers and a planned program that meets over several months of the year in a local community or school.

Community Groups and Organizations – other community groups, agencies, and organizations that may work closely with the 4-H youth program on special programs, projects, or activities. Among groups assisting the 4-H program are United Way, local businesses, bands, and other special funding groups.

Community Service Project – a 4-H activity where 4-H members make a contribution to the local community through various projects. Groups choose a project based on a local community need.

County 4-H Council – the purpose of the 4-H Council is to establish policies, coordinate activities and plan and promote county 4-H programs.

Exhibits – an object or display designed to help a member show what he or she has accomplished. Both the county and state provide opportunities for 4-H individuals or groups to display their skills and achievements through exhibits.

Executive Committee – officers of local 4-H groups. The committee plans and often makes recommendations to the total group.

Experiential Learning – takes place when a person is involved in an activity, looks back at it critically, and uses this information to perform another activity. (Do-Reflect-Apply) 4-H youth programs promote life skill development through experiential learning.

Field Day – an event for local groups or counties that might include races, athletic competitions, and poster contests. The event is generally competitive.

4-H Clover – yearly 4-H publication that outlines information about 4-H, projects, activities, state contests and events, and exhibit requirements.

4-H Member – a youth who has enrolled in a 4-H learning experience between the ages of 8-18 on December 31 of the program year. Learning experience may be club, special interest group, school enrichment, or individual.

Illustrated Talk – a presentation supported by charts, pictures, or models; tells the audience about an idea or how to do something.

Exchange Programs – a variety of international programs available through 4-H. Exchange programs allow travel to Japan, Europe and South America. The program provides individuals or groups with cross-cultural experience and international understanding. Those visiting in a country stay with host families, usually families involved in 4-H. Individuals and families may also host youth from foreign countries who visit here.

Judging – a formal process for helping 4-Hers learn to recognize quality, develop skills in decision making, and express orally the decisions they made and reasons behind them. Judging may involve contests such as livestock, horses, meats, poultry, or other items.

Missouri State Fair – opportunities at the state level that include project exhibition in both livestock and indoor classes. Entries for indoor exhibits are selected on the county level. Demonstrations are also selected, at county demonstration contest, to be presented at the State Fair. The demonstrations allow 4-H members to perform in front of the State Fair visitor audiences.

National 4-H Center – located in Chevy Chase, MD, the center hosts many national 4-H events and activities.

National 4-H Supply – a supply house where members and volunteers can order 4-H clothing, materials, gifts and supplies.

National 4-H Week – the first full week in October. Counties and clubs may use this week to promote 4-H in their schools and community.

4-H Newsletter – a monthly newsletter sent to all 4-H families. The purpose of the newsletter is to inform 4-H members of the opportunities available on the county, state and national levels.

North Central Regional Volunteer Leaders' Forum – an annual training conference for 4-H leaders held in one of the states. The Forum provides study and a chance to share ideas across state lines.

Officer Training – a county or regional event for officers of 4-H groups to learn about being an officer and the duties of the respective offices participants will be holding for the year.

Organizational Leader – see **Club Leader**

Project – a method for teaching members skills and subject matter in a given area. A variety of topics are offered. Members share in setting goals, making decisions, learning, and evaluating through projects.

Project/ Helper Guides – publications that assist leaders in helping youth fulfill project and other activity goals.

Project Leader – the 4-H volunteer who teach skills and subject matter in a given project area.

Project Meeting – a meeting of a small group of 4-H members focusing on a specific project area that is based on information youth need to complete their project work.

Project Records – forms for members to start at the beginning of their project to identify goals and what they want to learn and then to be completed at the end of their project work.

Public Speaking – a talk prepared by a 4-H member and given to an audience on a selected topic.

Recognition Form – a form where 4-H members summarize project experiences and what they have learned through their project and other 4-H experiences.

Recognition Program – event in which county 4-H awards are presented to individuals, groups, and leaders (may also be called Awards Banquet or Recognition Night).

Reflections – a chance for solemn reflection of a nonreligious nature often at a local group or camp.

Regional Energizer – workshop that includes different classes where members and leaders throughout the specific region come together to learn. Sessions that may be offered are officer's training, community service, integrating recreation into a club, among others.

Residential Camp – where 4-H members stay in cabins or other lodging. There are a variety of different camps including 4-H Camp, Teen Camp, and Aerospace Camp.

School Enrichment – groups of youth receive a series of learning experiences during school hours planned in cooperation with school officials and supported by Extension faculty and staff or trained volunteers including teachers.

Show Me Quality Assurance Program – is an educational program for youth in livestock projects, with the purpose to increase knowledge and awareness of food quality issues related to animal production. 4-H members exhibiting production animals at the Missouri State Fair are required to attend this training.

Single Interest/Special Project Club – 4-H group organized for a specific learning experience.

State 4-H Contests – some 4-H projects have state competitions. Refer to your Clover magazine for more information.

State 4-H Council – is made up of four regional representatives 14 & over from each of the six regions. Council members help plan and carry out State 4-H Congress and Teen Conference. They represent Missouri 4-H at national, regional and state events donating volunteer hours at the Missouri State Fair, state contest days and other 4-H events.

State 4-H Events –events that provide youth the opportunity to meet new people, learn new things and enhance skill development. Refer to your Clover magazine for more information.

Teen Leader – Older 4-H members who carry out adult roles as leaders in project groups. Teen leaders serve under the supervision of a recognized 4-H adult volunteer.

Youth Leader – a teenage 4-H member that has previous 4-H experience who provides support or leadership for an activity or project in the 4-H program.

Volunteer Application – *LG636 Missouri 4-H Volunteer Application Form* is completed by all new adult volunteers who will work directly with youth.

Volunteer Orientation – an orientation program for adults who wish to become a volunteer in the Missouri 4-H program.

Volunteer Screening – Volunteers are required to complete the *LG639 Missouri 4-H Annual Background Check Consent Form*, which gives Missouri 4-H permission to conduct the annual background screening.



Thank you! Your decision to serve as a 4-H volunteer club leader is sincerely appreciated! The 4-H program could not exist without your interest! When questions arise, contact your county 4-H staff.

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Leader's Guide to Starting a New 4-H Club compiled by Karla Deaver, Extension Professional and 4-H Youth Development Specialist, University of Missouri Extension, with due credit given to the materials referenced above and throughout the document. Review date, January 27, 2017, updated web links January 21, 2020

Appendix A: People Bingo

Name _____ Date _____



People Bingo

same eye color	same favorite sport	same class before now	same video game	same number of brothers
same number of sisters	same number of letters in first name	wearing same color of shoes	same city of birth	same favorite ice cream
same favorite color	same number of aunts	free ★	same birthday month	same favorite subject
same favorite soda	same color of hair	same favorite t.v. show	same favorite singer or music group	same favorite song
same pet	same bedtime	wearing same color	same favorite movie	same height