

Welcome to Session 1

Make a Difference Monday
4-H Volunteer Training
2013-2014



Tonight's topics & presenters

- Starting a 4-H Club
- Standards of Excellence
- Club Organization and Management
- Kay Brown, Escambia County
- Julie P. Dillard, Washington County

What is a 4-H Club?

- A 4-H Club is an organized group of youth who meet for a long-term progressive series of educational experiences.
- Provides positive youth development opportunities.
- Meets the needs of young people to experience belonging, mastery, independence, and generosity (Essential Elements of 4-H)
- 4-H club membership for ages 5 to 18.
- Open to all youth without regard to race, color, creed, religion, national origin, sex, disability, or sexual orientation.

4-H Club Criteria

- Enrolls at least five members from at least three families
- Conducts at least six meetings throughout the year.
- Selects youth officers or leaders to provide leadership to the club.
- Meets in any location (home, community center, military base, place of worship, after school, etc.)
- Meets the interests and needs of youth .
- Advised by adult staff or volunteers that have been screened and trained

4-H Club Educational and Youth Development Principals

- Includes planned opportunities to learn and apply life skills such as leadership, citizenship, community service and public speaking.
- Provides individual project experience to develop in-depth knowledge about science, engineering and technology; citizenship; and healthy living.
- Provides programs, curricula and procedures that are based in research and developmentally appropriate

4-H Club Educational and Youth Development Principals

- Uses experiential learning – learning by doing – as primary teaching approach
- Fosters youth-adult partnerships.
- Provides safe and healthy physical and emotional environments.
- Offers projects in a wide range of subject matters areas to meet youth needs and interests.
- A project is a planned sequence of age appropriate, research-based learning opportunities.

Steps in Organizing a 4-H Club

- Contact the county 4-H agent.
- Complete Volunteer Screening and application process with completion of the 4-H volunteer application, agreement form, and confidentiality form.
- Complete the online volunteer enrollment at <http://www.4honline.com>.
- Attend 4-H volunteer/leader training.
- Obtain county and state 4-H policies and guidelines.

Steps in Organizing a 4-H Club

- Access youth, parent, and community needs and interests.
- Recruit potential club members.
- Conduct an organizational meeting.
- Recruit project leaders.
- Youth and adult enrollment at <http://www.4honline.com>.
- Complete club forms, club charter, and reports
- Assist with club rules or constitution and by-laws.

Types of 4-H Clubs

- 4-H Community Clubs
- 4-H Project Club
- 4-H Clover Bud Clubs
- 4-H After School Clubs

4-H Club Packet/Forms

- 4-H Club Organizational Form
- 4-H Club Status Form
- Affirmative Action Letter
- Affirmative Action Documentation
- American Income Life 4-H Club Insurance
- Club Charter Request Form
- Volunteer Applications

ACTIVITY – Steps in Organizing a 4-H Club

- Make two sets of 4-H Club Organizational steps “Cards”. Print and laminate 2 sets of cards.
- Divide volunteers into two groups. Only one group if smaller number.
- Put cards in basket or container for volunteers to select. Have volunteers put steps in order.
- Discuss and report back to the group.

4-H Club Charter

- A 4-H club must be chartered by National 4-H Headquarters at the U.S. Department of Agriculture and the appropriate State 4-H Program office in order to:
 - To be recognized as part of 4-H.
 - Authorized to use the 4-H Name and Emblem.
 - To be eligible for tax exempt status.
 - Complete a 4-H Club Charter request each year.

The Essential Elements of 4-H

Belonging

A positive relationship with a caring adult
An inclusive environment
A safe environment

Mastery

Engagement in learning
Learn new skills

Independence

Opportunity to see oneself as an active participant in the future
Opportunity for self-determination

Generosity

Opportunity to value and practice service for others





Belonging

- Research shows that it is important for youth to have opportunities for long-term consistent relationships with adults other than their parents.
- Belonging may be the single most powerful positive ingredient we can add to the lives of children and youth.



Mastery

- Includes the development of skills, knowledge, and attitudes followed by the competent demonstration of these skills and knowledge.
- Settings that promote self-efficacy and mastery encourage youth to take risks, seek out challenges and focus on self-improvement rather than comparing themselves to peers.



Independence

- Youth need to know they are able to influence people and events through decision-making and action.
- Independence refers to an adolescent's growing ability to think, feel, make decisions and act on her or his 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 to others.

Characteristics of Youth Whose Needs are Met in Positive Ways

Belonging

Loving
Attached
Friendly
Intimate
Social
Cooperative
Trusting

Independence

Autonomous
Confident
Assertive
Responsible
Self controlled
Self disciplined
Leadership

Mastery

Achieving
Successful
Creative
Problem solving
Motivated
Persistent
Competent

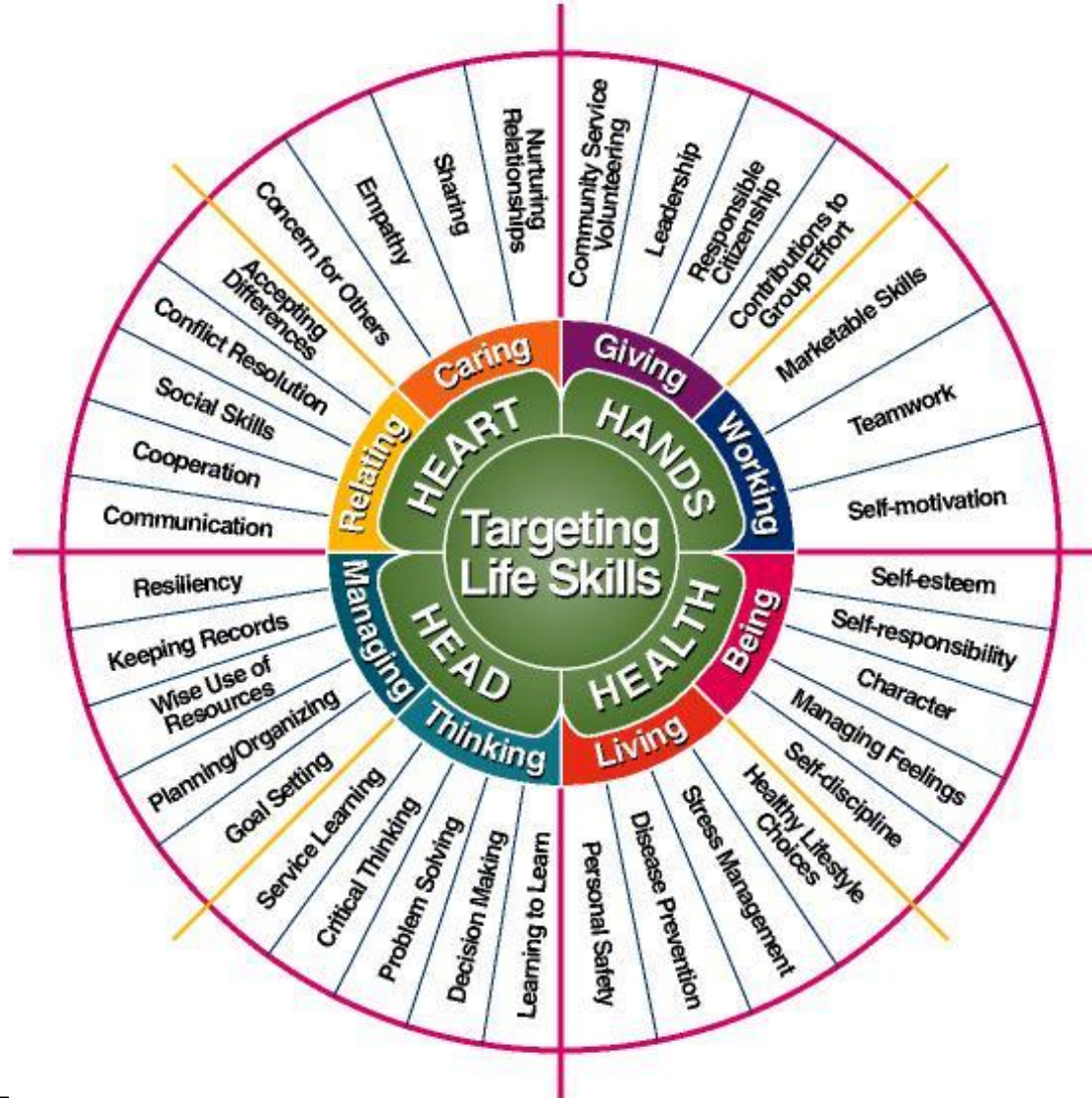
Generosity

Altruistic
Caring
Sharing
Loyal
Empathic
Pro-social
Supportive

From: Brendtro, L., Brokenleg, M., & Van Bockern, S. (1990). Reclaiming Youth at Risk: Our Hope for the Future. Bloomington, IN, National Education Service.



4-H Life Skills Wheel Model



The 4-H Connection

4-H Pledge	Essential Elements	Life Skills
Head	Independence	Thinking, Managing
Heart	Generosity	Relating, Caring
Hands	Mastery	Working, Giving
Health	Belonging	Being, Living

Essential Elements

A Part of the 4-H Experience

Activity

- Divide volunteers into three groups for each type of club:
 - Community
 - Project
 - Clover Bud
- Pass out worksheet Essential elements: A Part of the Club Experience and pencils.
- Identify ways that each type of club can provide opportunities for youth to experience the Essential Elements.
- Select group recorder and reporter.
- Report back to entire group.

Leader's Book

- Tab 1 – Summary Sheet
- Tab 2 – Monies Received
- Tab 3 – Check Requests
- Tab 4 – Fundraising
- Tab 5 – Affirmative Action
- Tab 6 – Incident Reports
- Tab 7 – Risk Management
- Tab 8 - Minutes



Summary Sheet

Washington County 4-H Clubs Summary Worksheet

Club Name _____	Date _____
Club Meeting _____	Educational Workshop _____
Topic _____	Topic _____
Presenter _____	Presenter _____
Location _____	Location _____
Other _____ Specify _____	Total Youth Attendance _____
Topic _____	Total 4-H Volunteer Attendance _____
Presenter _____	Total Volunteer Time _____
Location _____	Total Adult Attendance _____

NOTES:

YOUTH SIGN IN	MALE	FEMALE	RACE	UPDATED EMAIL or PHONE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Washington County 4-H Clubs Summary Worksheet

YOUTH SIGN IN	MALE	FEMALE	RACE	UPDATED EMAIL or PHONE
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

+

ADULT SIGN IN	MALE	FEMALE	RACE	UPDATED EMAIL or PHONE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Monies Received



MONIES RECEIVED FORM

4-H Club _____

Date _____

Cash	Check #	Name	Purpose	Amount
			TOTAL RECEIVED	

Treasurer _____

For Washington County 4-H Association Use Only:

Date Received: ___/___/___ Received By: _____ Category: _____

Washington County 4-H Association

Check/Reimbursement Request

CHECK / REIMBURSEMENT REQUEST

4-H Club _____ Date _____

Check payable to: _____

Mail check to: _____

Amount: \$ _____

Purpose of check: _____

Treasurer Signature _____ Date _____

**Remember to turn in receipt within 30 days of completed transaction.*

For Washington County 4-H Association Use Only:

Date Check Written: ____/____/____ Check #: _____ Category: _____

Washington County 4-H Association

- Approve purchases
- Record in minutes
- Turn in receipts

Fundraising

- Money with a purpose



4-H FUNDRAISING PERMISSION FORM

4-H Club _____ Date _____

Club Leader	
Club President	
Describe the Fundraiser	
Purpose of Funds	
Fundraising goal	
Date(s) of Fundraiser	
Location of Fundraiser	

Treasurer _____

Washington County 4-H Association

Affirmative Action

- Letters
- Fliers
- Emails
- Visits
- Newsletters



Incident Reports

- Accidents
- Injuries
- Discipline



Incident Reports

Accident, Injury & Discipline

Case Study

Ben's rabbit got extremely agitated during a showmanship workshop. It jumped out of Ben's arms scratching him on the chest, face and arms.

Abby ran after the rabbit and crawled under the cages to try to get it. While she was under the table, she hit her head and started bleeding immediately.

Divide into two groups.

Group 1 – fill out Ben's accident report

Group 2 – fill out Abby's accident report

Report to each other when each group is finished.

Site hosts, please mute your mikes.

Leader's Book

- Tab 1 – Summary Sheet
- Tab 2 – Monies Received
- Tab 3 – Check Requests
- Tab 4 – Fundraising
- Tab 5 – Affirmative Action
- Tab 6 – Incident Reports
- Tab 7 – Risk Management
- Tab 8 - Minutes



QUESTIONS?