

Becoming a 4-H Leader

OCTOBER 2022





A Little History Lesson

THE 1862 MORRILL ACT ESTABLISHED
THE LAND-GRANT UNIVERSITY SYSTEM





A Little History Lesson

THE NEWEST RESEARCH IN
AGRICULTURAL EDUCATION WOULD BE
AVAILABLE TO ALL SOCIAL CLASSES



What Does This Have to do with 4-H?

THERE WAS A STRUGGLE TO
DISSEMINATE THE KNOWLEDGE FROM
THE LAND-GRANT UNIVERSITIES TO THE
FARMERS



In Springfield, Ohio in 1902

- Corn Clubs for boys began as a means for reaching the adults, through their children, with the latest agricultural techniques to improve home and farm practices



In Springfield, Ohio
in 1902

- Later expanded to Girls Canning Clubs to teach safe canning techniques.



In Springfield, Ohio
in 1902

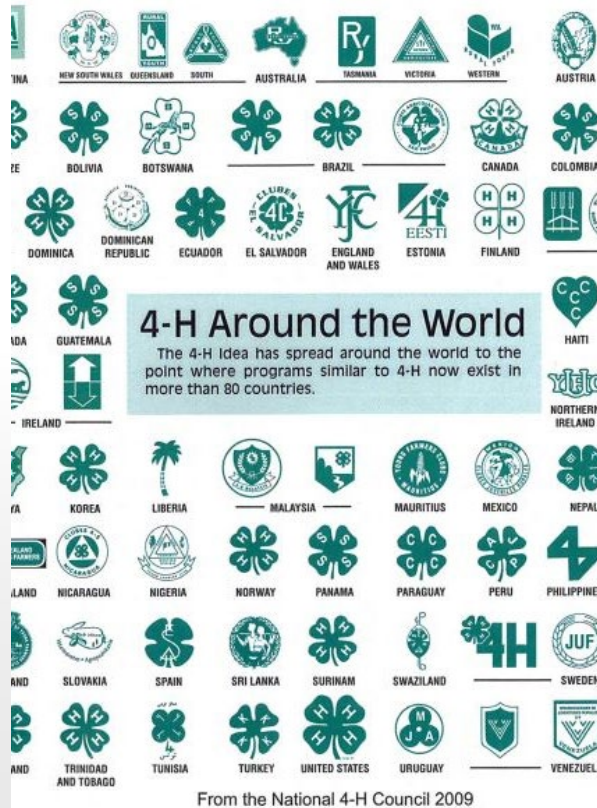
- These clubs are
the first 4-H clubs



4-H is now the largest Youth Development Organization in the World



The purpose of 4-H is to help youth acquire knowledge, develop life skills, and form attitudes that will enable them to be self-directing, productive members of society. This is accomplished by providing educational projects and activities



NYS 4-H Mission Statement & Vision

- 4-H connects youth to hands-on learning opportunities that help them grow into competent, caring, contributing members of society
- A world in which youth and adults learn, grow and work together as catalysts for positive change
- Within New York State 4-H, we prioritize creating a safe, inclusive space for learning, sharing, and collaboration. This space is welcoming to people from diverse backgrounds, cultures and perspectives



NYS 4-H Values

- 4-H reflects the principles of positive youth development, experiential learning and the importance of having fun.



NYS 4-H Values

- 4-H encourages family involvement and support by connecting families to their communities and to one another.



NYS 4-H Values



- 4-H promotes the development of skills that help young people succeed in higher education, their chosen career path and as members of their families and communities.



NYS 4-H Values

- 4-H is committed to achieving a community of staff, volunteers and program participants that reflects the diversity of New York State.



NATIONAL 4-H YOUTH CONFERENCE CENTER

NYS 4-H Values

- 4-H creates opportunities for youth to have a voice in the development and evaluation of the program at the local, state and national level.



NYS 4-H Values

- 4-H makes science come alive by connecting youth to Cornell University and the research-based resources of the land grant college system.



The Purpose of 4-H is NOT the County Fair

- Fair exhibits are the culmination of project work, not the focus. The exhibit should represent the member's best efforts.
- The project is part of the learning and growth of the member that occurs during the 4-H year.



4-H Program Basics

4-H YEAR

- Runs from October 1st to September 30th
- Returning members must re-enroll every October to continue participating

MEMBERSHIP

- Open to all youth 5-18 years old
- Must turn 5 years old before January 1st of the Current 4-H Year
- Can not turn 19 before January 1st of the Current 4-H Year



4-H Program Basics

CLOVERBUDS

- 5-7 years old
- Non-competitive activities

TRADITIONAL 4-H PROGRAM

- Junior Members: 8-13 years old
- Senior Members: 14-18 years old



4-H Age

- 4-H Age is calculated on January 1st.
- 4-H Age is something that is non-negotiable and cannot be altered.
- That means you could have two 3rd graders in your 4-H club:
 - If one has a birthday before January 1st their 4-H age would be 8 and they would be a Junior member in the traditional 4-H program.
 - The other 8-year-old's 4-H age would be 7 because their birthday was after January 1st, and they would enroll in the Cloverbud project.



4-H Age

- Children who have to wait an extra year to join the traditional program because of a late birthday will also get to participate through the 4-H age of 18, even if they have already graduated from high school.



4-H Club Basics

- 5 or more members
- 2 or more families
- 2 or more adult leaders
- All members must enroll in the Cayuga County 4-H Program
- Club Leaders must be approved, enrolled 4-H Volunteers



4-H Club Basics

- Are RUN by youth officers, *supervised and instructed* by a caring adult
- Educational
- Fun and enjoyable for members and families
- Provide recognition and peer support
- Well organized



4-H Club Basics

- Clubs meet regularly throughout the year or only part of the year, depending on the project and the interests of both leaders and members.
- It's recommended to have at least six or more regularly scheduled club meetings per year.



First Steps

- Recruit members and families
 - Age of Youths
 - Parental Involvement
 - Common Interests
 - Meeting Locations
 - Clubs meet in a safe environment. Many clubs meet at the leader's home, a community building, church or other appropriate location



First Steps

- Start with a separate parents' meetings
 - Assign parental roles
 - Leader, Co-Leaders, Treasurer, other roles
 - Determine parental strengths, who can lead/teach which activities
 - Where, when and how often you will meet?
 - Complete 4-H volunteer applications
 - Enroll all members in Cayuga County 4-H



First Steps

- Organize your club at the first meeting
 - What the first 4-H project or activity will be and potential future activities?
 - How much will activities cost?
 - How will money be raised? Club Dues? Fundraisers?
 - Which countywide 4-H activities the club will participate in?
 - Name Your club
 - Elect Club Officers



Planning a Club Program

- **Involve youth as much as possible. Make it THEIR club!**
 - *The leader is there to help the members not do it for them*
- Each member should be encouraged to voice his/her interests, goals and opinions
- Provide opportunities for each person to assume/share responsibility
- Have a set of BY-LAWS developed by the club.

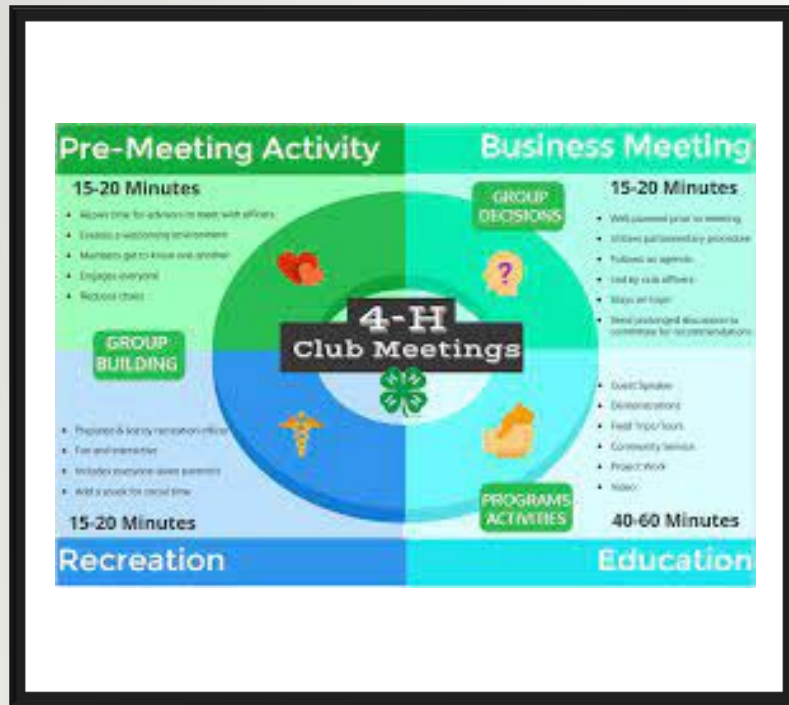


Planning a Club Program

- Identify the preparation needed for meetings and events
- A written planned educational program that provides a variety of learning experiences. Provides direction and improves quality of meetings.
- Provide for timely communication
- Avoid calendar conflicts
- Include a variety of activities



Basic Club Meeting Outline



- **Pre-meeting** - Bridges the gap between the time members begin to arrive & the time the meeting begins. (Can be either activities or refreshments)
- **Business portion** (15-20 minutes) – Members learn how to conduct a meeting and practice democratic decision-making.
- **Educational Program** (40-60 minutes) – Usually project work but may involve special presentations or activities conducted by resource people, parents, or older members.
- **Recreation/Refreshments** (15-20 minutes) – Provides members an opportunity to develop and practice social skills.



November 2016

NEW YORK STATE 4-H Club Leader



Handbook

Cornell Cooperative Extension



When are you most available to help?

Season: ___ Summer ___ Fall ___ Winter ___ Spring

Day: ___ Mon. ___ Tues. ___ Wed. ___ Thurs. ___ Fri. ___ Sat. ___ Sun.

Time: ___ Morning ___ Afterschool ___ Evening

Club Activity Checklist

Please select the club events or activities in which you would like our club to par

Educational Topics, Activities and Events

- Learn parliamentary procedure.
- Attend or sponsor a career night.
- Attend or sponsor a natural resources and environmental education program.
- Watch or make films or videos.
- Attend or sponsor project-related workshops.
- Work to increase members' self-esteem.
- Work to prevent substance abuse.
- Learn or improve communication skills.
- Gather tips and ideas for public speaking and demonstrations.

Community Service Projects

- Activity day with preschool group
- Help organize another 4-H club
- Make cakes for 4-H volunteers and staff
- Park clean-up and beautification project
- Project with senior citizens
- Roadside clean-up
- Sponsor citizenship day
- Other: _____

Trips and Tours

- Check the 4-H trip and tour app you're interested in:
- Visit a state _____

4-H Leader Group Project Planning Sheet

Use this form to plan your 4-H project. A 4-H project is a plan...

Name of 4-H Club or Project: _____

Anticipated Project End Date: _____ hour

Time spent on this project: _____

Describe the number of hours (do NOT say 1 year) spent on this project: _____

Describe the community service, marketing, activities, educational, etc. activities: _____

...MENTS

- Check if you will do Community Service as part of the project.
 - Is providing assistance free of charge that benefits someone?
 - Stand-alone project *
- Describe the community service activity (ies): _____

Activities in the project: Examples-Learned about conservation on a hike in Minnewaska to document pollution and conservation activity as community service activity, etc.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Educational Events planned for this project: Include events at which youth will learn something about this project. These can be in the community or through county, regional, state or national 4-H programs.

- 1) _____
- 2) _____
- 3) _____
- 4) _____

What Resources and Materials will you need to instruct youth in this project area? (Club Leader, other 4-H'er, website, book, article, 4-H curriculum, hands-on activity etc.)

- 1) _____
- 2) _____
- 3) _____
- 4) _____

4-H Club Planning Calendar



Month	Program, Event or Activity	Committee or Person(s) Responsible
October Theme: _____ Mtg. Place: _____	Business Items: Program: Recreation - Refreshments:	
November Theme: _____ Mtg. Place: _____	Business Items: Program: Recreation - Refreshments:	
December Theme: _____ Mtg. Place: _____	Business Items: Program: Recreation - Refreshments:	
January Theme: _____ Mtg. Place: _____	Business Items: Program: Recreation - Refreshments:	
February Theme: _____ Mtg. Place: _____	Business Items: Program: Recreation - Refreshments:	

- The 4-H Office has materials to help plan, organize and lead your 4-H Club.
- Your 4-H Educator will provide training, share curriculum and assist with enrolling 4-H members in the county program and regional and state 4-H events



4-H is a Family Affair

- “Lighten the Load”. Being able to delegate some leadership responsibilities, even the smallest ones, can be a big help.
- When parental support is positive, the club is likely to become stronger, larger, and more active.
- 4-H members need their own parents’ support and encouragement to attend meetings, complete projects, and fulfill responsibilities to the club.
- Parents have an opportunity to spend time with their children and enjoy activities together. In many ways, 4-H is a “partner in parenting.”

Parental Involvement

- Meet with parents at the beginning of each year. Be transparent about your expectations.
- Maintain good communications.
- When you need help, ask an individual, basing your request on that person's interests, skills and abilities. Be honest and specific about the time commitment and time frame. Ask well in advance of when the job needs to be done.



4-H Club Treasury

- Need 1 adult and 1 youth to be responsible for financial record keeping
- Club Dues
- Approved Fundraisers
- Safeguarding Funds (Bank Accounts)
- Reporting
- Training will be provided by 4-H Office staff



4-H Club Organizational Leader

- *The 4-H Club Leader = Enrolled Volunteer*
- Serves as primary contact for the club.
- Works with the project & activity leaders, parents and youth in planning the club program
- Complies with Cornell Cooperative Extension procedures
- Ensures that all enrollments, program registrations and reports are filled out and turned in to the county 4-H office
- Keeps the 4-H Educator staff informed about activities, accomplishments and problems.



Volunteer Requirements

- State-wide policies are in place to ensure a safe environment for all youth and adults who participate in the CCE 4-H Program. Providing a safe environment for youth and adults in the NYS 4-H Program is our highest priority and is achieved through appropriate screening and training.



Volunteer Requirements

- Complete the Application including Photo Release and Code of Conduct
- Interview with 4-H Educator
- Authorize Screening Process (at CCE office expense)
 - Background Check
 - DMV Check
- Complete 4-H Volunteer and NYS Sexual Harassment Training
- Receive Approval as a 4-H Volunteer



Other Volunteer Opportunities



4-H CLUB PROJECT LEADER

**CLUB CO-LEADERS*

- Assist the Organizational Leader by **teaching** the educational components of the club program.
- Organize and facilitate a series of project lessons throughout the year, based on the interest of the members.
- Help members complete project record books and prepare work for awards and the fair.
- **Must applied and be approved be the 4-H office.**

4-H STEP CLUB LEADER

OR FACILITATOR

- Short-Term Exploratory Project
- 4-H STEP Clubs generally meet once a week for 3-8 weeks.
- Designed to provide a way for youth to experience 4-H and learn about a particular project area in a shorter period of time.
- May be an approved 4-H Volunteer, a community professional and/or CCE 4-H staff.
- **Require 2 approved adult leaders**



4-H ACTIVITY OR EVENT VOLUNTEER

**MAY NEED TO BE AN ENROLLED VOLUNTEER DEPENDING ON ROLE*

- Parents or casual volunteers that assist with a variety of programs & events that take place throughout the year.
- Short-Term Volunteer Opportunities
- Assist with organizational tasks such as attendance
- Chaperone 4-H events & programs
- Lead a one-time or multi-session guided learning activity
- Evaluate youth presentations at 4-H Public Presentations
- Evaluate projects at the 4-H Youth Fair
- Judge culinary skills and recipes at Produced in NY
- Assist with set-up / clean-up and/or staff a table or booth at county-wide CCE 4-H events
- Read to children during 4-H Ag Literacy Week
- Art & Crafts (face painting, drawing, painting, etc)
- STEM (any STEM skills you can share)



RESOURCE VOLUNTEER

- Assist in the CCE 4-H office with a variety of office related tasks
- Grant-Writing / Research
- Fundraising
- Graphic Design / Web-Design
- Photography & Video Production
- Writing (newsletter articles, press releases, etc)

THE 4-H ADVISORY COMMITTEE

- Meets quarterly throughout the year with the 4-H Staff and helps to provide an overall direction and support for the entire 4-H or specific project areas.
 - 4-H
 - Livestock
 - Horse
 - STEM



SHOOTING SPORTS VOLUNTEER

- Looking for adult applicants
- Must be willing to obtain NYS 4-H Shooting Sports Certification (financed by CCE/4-H)
- Knowledge about firearms safety and the natural environment required
- **Must be approved by CCE office**

4-H YOUTH VOLUNTEER

- Teen 4-H members with an interest in leadership development within the 4-H program.
- Opportunities include, but are not limited to, mentoring younger 4-H members, serving on the 4-H committees, and internships.
- Developing leadership and fostering responsibility are two fundamental components of this position.

