

# Cornell University Cooperative Extension of Allegany County 4-H Youth Development

## 4-H Program / Leader / Committee

### ORIENTATION GUIDE



**Adapted by:** Cornell Cooperative Extension of Allegany County

With special thanks to Cornell Cooperative Extension of Tompkins County and the use of their  
*Cloverbud Leader Guide*

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- NAME:** 4-H
- PURPOSE:** To help young people acquire a positive self-concept and become creative, productive citizens. 4-H lays a foundation for continuing education and helps youth acquire a zest for life-long learning.
- MEMBERSHIP-** Is open to all youth 5 to 19 years of age, regardless of race, creed, national origin, or ability. Total youth reached is in excess of 4 million. There are over 96,000 4-H clubs with adult volunteer leaders. Many thousands of older 4-H'ers serve as teen leaders. Adult volunteer leaders represent the diversity of our community. They serve on boards of Directors, program advisory committees, and finance committees, in addition to carrying out their responsibilities as club leaders, special interest group instructors, etc.
- FOUNDED:** Congress passed the Smith-Lever Act in 1914. This provided for a National Cooperative Extension Service. Under it, the "boys' and girls' club work" became 4-H.
- WORLD SCOPE** 4-H is indeed international, with 82 countries having organizations similar to 4-H. The "IFYE" program has provided over 4,200 people the opportunity to live and learn in another country.
- WHAT 4-H** 4-H is a voluntary educational program offering real-life learning experiences for young people in hundreds of projects ranging from family nutrition, child care, consumer education, sewing for the family, and community and home improvement, to engineering programs, drug guidance, backyard gardening, scientific study of growing embryos, electronics, and how to seek, prepare, and apply for jobs. 4-H teaches young people and eventually involves the total family in the learning process.

**HOW 4-H REACHES YOUTH:**

Most of today's four million 4-H'ers belong to 4-H clubs. Many youth participate in special interest groups, such as dog obedience, child care, and tractor safety programs.

Members of clubs organize, elect officers, and plan programs - aided by adult volunteer leaders and parents. They choose from over 100 projects that fit their interests and the places where they live. County, state, regional, and national activities - such as trips, camps, and conferences - offer 4-H'ers many other learning opportunities.

Nearly half a million men and women, mainly parents, serve as volunteer leaders of local 4-H clubs. They counsel and encourage members, observe progress of projects, and make suggestions where needed. County staff support, train, advise, and assist these adults.

**4-H HELPS YOUNG PEOPLE:**

- Acquire knowledge of science and scientific methods.
- Explore careers and improve employability.
- Learn agricultural production and management principles.
- Improve home and family living.
- Create desirable relationships with others.
- Promote safety, health, and fitness.
- Engage in community development.
- Value and conserve natural resources.
- Appreciate cultural arts and use leisure time constructively.
- Increase leadership competence.

- Become productive and responsible citizens.

**4-H EMBLEM:** The national 4-H emblem is a four-leaf clover with the letter “H” on each leaf. The four-leaf clover signifies good luck and achievement.

**4-H COLORS:** Green and white are the 4-H colors. The white background of the 4-H flag symbolizes purity; the green is nature’s most common color in the great outdoors and is emblematic of spring, life, and youth.

**4-H PLEDGE:** The 4-H pledge reads:  
I pledge: my **HEAD** to clearer thinking,  
my **HEART** to greater loyalty,  
my **HANDS** to larger service, and  
my **HEALTH** to better living, for my club,  
my community, my country, and my world.

**MOTTO:** “To Make the Best Better”

**SLOGAN:** “Learning by Doing”

**NATIONAL CENTER:** National 4-H Council  
7100 Connecticut Avenue  
Chevy Chase, MD 20815

**FUNDING:** From four sources - federal, state & local government, and private support

**PARTNERS FOR 4-H:** The 4-H program is a part of the national education system of Cooperative Extension, shared by the Science and Education Administration, US Department of Agriculture, the state land-grant universities, and county governments. The National 4-H Council is a member of this team.

## THIS I BELIEVE:

### **It's not only what we know but what we believe that determines what we do.**

1. The 4-H boys and girls are more important than the 4-H project.
2. 4-H is not trying to replace the home, the church, and the school - only supplement.
3. 4-H'ers should be their own best exhibit.
4. No 4-H award is worth sacrificing the reputation of the 4-H member or leader.
5. Evaluation is an important part of 4-H. Portfolio's, public presentations, exhibits, and participation in county and state fairs all are examples of opportunities for evaluation.
6. Learning how to do the project is more important than the project itself.
7. Many things are caught rather than taught.
8. A blue ribbon 4-H member with a red ribbon project is more desirable than a red ribbon member with a blue ribbon project.
9. To "learn by doing" is fundamental to any sound educational program, and characteristic of the 4-H program.
10. Generally speaking, there is more than one good way of doing most things.
11. Every 4-H member needs to be noticed, to be important, to achieve and to be praised.
12. Our job is to teach 4-H members how to think, not what to think

*"The purpose of the Cornell Cooperative Extension 4-H Youth Development system is to enable youth to develop knowledge, skills, abilities, attitudes and behaviors to be competent, caring adults."*

... Cornell Cooperative Extension 4-H Youth Development Statement of Purpose

## Selection of Local Club Leaders

Leadership is not transferred from one person to another person automatically. The following statement of policy applies:

- ♣ Prospective 4-H club leaders and assistant leaders shall be interviewed by a 4-H staff member and have the approval of the 4-H program leader before officially assuming leadership (or assistant leadership) of a local club.
- ♣ **The use of the 4-H leader's application form is required.** This policy will also apply to former leaders who wish to be reinstated.
- ♣ Continuation of leadership is dependent upon an evaluation of the local club program by the staff.

## Charge for Publications

It is now necessary to charge for most members' materials. Cooperative Extension will continue to supply leaders' materials free of charge or on a loan basis.

There will be a nominal copy fee for 4-H related materials. Clubs may vote to pay part or the entire cost of publications for their members.

## Fund Raising Activities - Dues - Club Funds

In general, fund raising activities will not be approved unless the club actively participates in the annual county 4-H fund campaign. The Educational Trips and Awards Fund (**ETA**) is a special account, realized from the revenues of the annual fundraiser performed by the Allegany County 4-H members. The profit from this activity is designated to fully or partially finance educational trips and awards for 4-H members of the county.

**A 4-H club must apply at the 4-H office at least one month in advance before scheduling any fund raising activities involving the public in the name of "4-H".** Completing and returning a Fund Raising Application Form (in duplicate) to the 4-H office makes the request.

The application should include pertinent information depending upon the activity:

- Amount of money needed.
- How they plan to raise it.
- For what purposes they plan to use any profit.
- What they will do if expenses exceed receipts.
- Date, Time, and Place.
- Committee members responsible for supervision and conducting the activity.

If possible, fund raising activities should be included in annual Club Program Plan.

The wise current use of club funds, as decided by the members, is preferable to carrying a large balance over a period of years.

Should a club be discontinued, the members of the club should decide upon how to use any treasury balance before the club is discontinued. The bank accounts should be closed and the books turned into the office.

## Animal Project Registrations:

January 31<sup>st</sup> - market steer project registration due

May 1 (or preceding Friday should the date fall on a weekend) - horse, market sheep/swine, dairy goat, and breeding livestock project registration due

June 15 (or the preceding Friday should the date fall on a weekend) – dairy

## Activities and Events

- A. **General policy:** All entries and/or registrations must be received in the 4-H office before the close of business hours by the specified deadline date. Make-up events will not be scheduled.

Members submitting late entries and/or registrations will be able to participate for experience and participation ribbons only (no premiums, trophies, trips, county awards, or market animal sale). Entries and/or registrations received after the deadline will only be accepted on a first come, first served basis, if space is available.

- B. **County Fair:** 4-H members must be present for the judging of their entries for both the youth building and animal science areas to receive premiums, ribbons, trophies, State Fair and market animal sale recognition.

All exhibitors must have participated in at least 1 county fundraiser and have enrollment fee paid

Those members not present for judging may submit their youth building entries for participation ribbons only.

**Hardship Clause** (ex. illness, death in family, injury, legal matters, or circumstances beyond the 4-H'ers control) will be reviewed on an individual basis. Hardship cases are not scheduled conflicts, job responsibilities, sports/school events, camps, or vacations. The 4-H staff member responsible for that area will handle results of the review.

## Controlled Substance, Alcohol and Weapons Policy

The consumption or use of controlled substances or alcoholic beverages or the carrying of any firearms or knives in connection with any 4-H function by either members or leaders is forbidden.

A Cooperative Extension agent may at any time suspend a membership, which may be permanently cancelled by action of the 4-H program committee.

## Things Successful Leaders Do



- Involve members in the planning of activities and meetings (They will be more interested in things they help plan.)
- Plan challenging and new things 4-H members may not even be aware of.
- See things the way kids might see them.
- Keep activities short.

- Plan activities that allow kids to talk with each other and you with them.
- Help family members to be “shadow helpers” as they work with their 4-H members.
- Encourage kids to seek advice and help from other people in the neighborhood or community.
- Help kids apply what they learn to everyday learning.
- Plan ahead.

*From: 4-H Leader's Handbook, Livingston County*

## How To Start A Club?

Starting a 4-H club is a commitment that is very rewarding in the end. The first thing to do is obtain a club charter, which is a certificate that recognizes your club as a official County Club. Following are the requirements for receiving a club charter.

### Requirements for a Charter:

1. Need five members or more enrolled in the club. Members must complete enrollment form and a medical form. Send these to the 4-H Office.
2. The club must have a local leader or advisor. Leaders must complete a Leader's Application and submit to the 4-H office.
3. The club must plan and adopt a program plan for the year (see Club Calendar example).
4. Each member must complete one project a year. Members must complete a portfolio to meet the requirements of active 4-H membership.

### Some Tips:

- ♣ Remember to get members' parents involved in planning, organizing, and leadership of activities.
- ♣ Recruit other adults to assist in leading the club
- ♣ Resources are available in the 4-H Office (officers' books, club enrollment forms, etc.)

### Important Dates:

- ♣ October 1<sup>st</sup> to September 30<sup>th</sup>—4-H Year
- ♣ October 1<sup>st</sup> to April 1<sup>st</sup>—**new** members may enroll in 4-H
- ♣ First Friday of September—portfolio's and/or project records are due
- ♣ September— Enrollment forms, etc. needed for the new 4-H year is available.
- ♣ December 1<sup>st</sup>—deadline for re-enrollment of returning members
- ♣ The *Allegany County Clover Newsreel* is sent to all members and leaders to inform 4-H'ers of events that are happening countywide, and to report club activities and member achievements. This will be your primary source of information on countywide events and activities.
- ♣ See Appendix D for listing of Cornell Cooperative Extension of Allegany County 4-H Youth Development staff.

# Program Planning

*“Conducting a 4-H Club without a club program is like taking an ocean voyage without a navigator and with no particular port in mind.”*— Suffolk County 4-H News.

A program plan will help your 4-H club identify and achieve goals. Goals are important to give purpose and continuity to the many activities that go on in the club. With a goal in mind, your club can focus on and coordinate its projects, programs and activities to meet a central goal! The entire club including members, parents and leaders does club program planning. You will probably want to devote one entire meeting to the program planning process. Encourage all parents and leaders to attend and make it a social, fun event.

## **4-H programs involve youth in informal educational activities that:**

1. Develop competencies in life skills for self-understanding, social interactions, decision-making, learning to learn, and mastering physical skills.
2. Provide new information about science, literature, and the arts through the experiential learning process.
3. Provide new information about interests children already have.
4. Develop on-going relationships with caring adults and older youth who serve as positive role models.
5. Explore family and community relationships.
6. Develop an understanding of and appreciation for social and cultural diversity.
7. Are developmentally appropriate.<sup>1</sup> See Appendix A.

## Some Things You Will Want To Do As You Begin To Plan Your Program:

### **1. Review Project Materials**

- Contact the 4-H Office to get project materials. There is usually something for both leaders and members.
- Review the materials to learn what the project is all about and what the leaders are expected to do.
- Think about additional ideas you have for things you’d like to do or try. Make a note of them so you don’t forget.

### **2. Set Up A 4-H File**

<sup>1</sup> **What does developmentally appropriate mean?** Knowledge of typical development of children within the 4-H members’ age spans provides a framework within which leaders plan appropriate activities

**AND**

Understanding individual children’s growth patterns, strengths, interests, and experiences, and tailoring activities to meet those individual characteristics of an age group and adapt to meet the individual needs of each child.

Briefly then, a “developmentally appropriate” program is one that is based on the general characteristics of an age group and adapts to meet the individual needs of each child.

- You need a place to store your 4-H stuff to keep it together and in some kind of order.
- A cardboard box makes a handy file for 4-H stuff.

***Use it to store:***

- Leader guides
- Member manuals
- Your notes
- A folder for your project plans
- A folder for information on members and their families such as names, addresses, phone numbers, ages, etc. (even skills family members can share with your project group).
- Resources you find in newspapers, magazines, folders, brochures, or other Extension materials.

### **3. Plan To Make 4-H Fun**

- Think about how the members will view the project. Get under the fish bowl and look up at the project the way a member might see it.
- Think about the things that will make the 4-H project fun for members.
- Look around your home and community for resources to use to make 4-H fun.
- When 4-H is fun and members are involved in doing and discovering, they'll learn.

### **4. Plan To Involve Parents- - And Other Members Of The 4-H'ers Family**

(Ask parents to complete and commit to the "Sure I'd Like to Help Out" sign up sheet Appendix B.)

- Obtain a list of names and addresses of 4-H'ers enrolled in the project from the 4-H club leader.
- Set up a schedule of meeting times convenient to you and members.  
Inform parents:
  - Have times, dates, and locations for meetings
  - Of their need to remind members about meetings
  - Of member needs for transportation
  - Of things you plan to do in the project
  - Of ways parents can help the project group
  - Of things parents can do at home with their 4-H'er

### **5. Plan To Involve 4-H Teen Leader**

- 4-H helps teen 4-H'ers learn leadership by teaching others.
- 4-H teen leaders can be a big help to you in the project.
- Contact the 4-H Office to find out about teen leadership opportunities for your club.

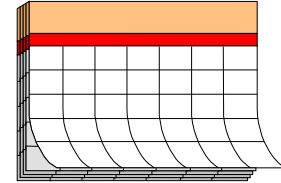
### **6. Begin To Plan Your Club Calendar**

- You may wish to conduct business meetings separately and have separate project meetings, or you may wish to combine your meetings.

## Club Calendar (example)

### Club Goals for the Year:

1. Get 5 kids/youth in our area to join the club.
2. Increase the number of families attending meetings.
3. Do more community service.
4. Make every member feel included and important.
5. Offer many different project opportunities, and have fun!

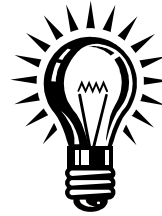


Month	Program, Event, or Activity	People Responsible
September	General Meeting, Sept. 15th, 7 p.m. Enroll members (fill out forms for new members)	Joan (Organizational Leader) & Parents
	4-H Pledge & Elect Officers Brainstorm program ideas for year Put together a calendar for year or several months (while members do an apple activity) Explain projects to new members	Brendan (Club. Pres.) & Members Joan, w/Members & Their Parents Joan, Project Leaders, & Parents  Lisa (Teen Leader) Project Leaders - Eric (Parent), Manuel (Retired Volunteer), Lisa
	Project Meeting, Sept. 24th, 3 p.m. Fabric-Flight connection	Donna (Parent) & Manuel
October	Project Meeting, Oct. 5th, 5 p.m. Woodworking	Eric & Parents
	General Meeting, Oct. 30th, 6 p.m. 4-H Pledge Talk about fundraising and brainstorm ideas Halloween Party	Club Members Joan & New President  Lisa & Barb
	Project Meeting, Nov. 10th, 4 p.m. Fabric-Flight connection	Donna (Parent) & Manuel
November	General Meeting, Nov. 20th, 5-7 p.m. Help serve meals at ABC Soup Kitchen	Paula & Nancy
	Brief Officers meeting - plan Dec. meeting	Joan, Officers
	Project Meeting, Nov. 24th, 5 p.m. Woodworking	Eric & Parents

## **REGULAR ORDER OF PROCEDURE FOR A 4-H CLUB MEETING**

**For more information see appendix C**

1. Call to order
  2. Flag salute
  3. Club song
  4. Roll call
  5. Introduction of guests
  6. Reading of minutes of previous meeting
  7. Treasurer's report
  8. Correspondence
  9. Reports of committees
  10. Unfinished business
  11. New business
  12. Appointment of committees
  13. Reading and approval of minutes
  14. Announcement of program for next meeting
  15. 4-H pledge
  16. Adjournment
  17. Turn meeting over to 4-H leader(s) or others for program of instruction, demonstrations, and discussions
- 
19. Social and recreational activities



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## **4-H CLUB OFFICERS\***

(University of Alaska 5)

**Election Of Officers:** A good team of officer's is at work in most successful 4-H clubs. The number of officers needed is determined by the size of the club. The usual minimum is a president, vice president, secretary, treasurer, and news reporter and recreation leader. If your club is small, it may function better if the offices of secretary and treasurer are combined. In addition, the recreation leader office may be divided into a song leader and a game leader. NOTE: Smaller, informal groups may operate with committee chairmen or rotating officers regularly.

### **Ways to Nominate Officers**

First, nominations are in order! **There are three ways to bring up names** or nominate candidates.

1. **Nominations from the floor** allow members to stand up and nominate the person of their choice. This is probably the most used nomination method among clubs.
2. **An informal ballot by members** is used to make a list of candidates. Members who wish to make nominations write them on paper and give them to the secretary. The secretary lists all nominations for that office to get ready for the vote.

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\* "Building 4-H Clubs", Cornell Cooperative Extension  
Leader Handbook 2008/09

3. **A nominating committee** may present a "slate" with one or two names for each office. Generally, this plan allows for more attention to who is best suited for each job. After presenting the slate, the president asks for other nominations from the floor.

As each office is considered, ask the candidates to leave the room while discussion and voting take place.

Allow time to talk about the best candidate for each office before voting. This helps the group choose the best-qualified officers. Usually, the person who nominated a candidate will tell why his nominee would make a good officer. However, others can also describe qualifications of the person.

Vote by a show of hands or a formal ballot. Voting by a show of hands is satisfactory and often used by clubs. Formal ballot is the more businesslike way of handling elections. If used, the secretary should have paper and pencils ready.

**General Responsibilities of Officers** As visible leaders in the 4-H club, every officer has general responsibilities to the group in addition to the specific duties of his/her office.

**To represent a large, respected organization**

4-H club officers are representatives, not only of the local club, but also of the 4-H program in general. Your skills and abilities, standards and ideals, and even your smiles represent other 4-H members. This is an important responsibility because it exists at all times -- not just while you are at 4-H meetings. People not acquainted with 4-H judge it by its officers.

**To help plan and carry out club activities.**

**To help every member find a place in the club.**

A 4-H club prospers when every member takes an active part. As an officer you can help see that every member has a chance to contribute.

**To set standards.**

Officers can set high standards by performing their duties well. Every officer should know 4-H objectives and be able to talk with others about the 4-H program.

In addition to these general responsibilities, each officer accepts some specific duties. The tasks within a club program can be shared many different ways. The following suggested officers and responsibilities have worked for many clubs. These duties are the most common ones for each officer. If your club decides on different responsibilities for any office, be sure this is clear to all the officers and members.

**PRESIDENT** By electing you president, your fellow 4-H club members have shown their faith in your ability to assume and carry out leadership responsibilities. Your major responsibilities are to:

- Call the meeting to order and preside at the business meeting.
- Appoint committees, unless otherwise decided by club action.
- Guide meetings in a courteous, tactful way; avoid talking too much. The meeting belongs to the members. The president is only the "pilot" And should avoid giving an opinion on subjects under discussion.
- Delegate responsibilities so that each member and family has a job in the club at one time or another.
- Arrange to have another person (usually the vice president) preside if you cannot attend the meeting.
- Plan business with the secretary, club leaders, and other officers before the regular meeting.
- Show courtesy to guests and introduce them to the club.

- Check frequently on each committee's progress and ask for a report from each Chairperson.
- Consult with other officers on program plans and implementing activities.

**VICE PRESIDENT** - The second highest office in the 4-H club involves duties that are essential to a successful program. The vice president may:

- Serve as the chairperson of the program committee and help plan the program for each club meeting.
- Be totally familiar with the duties and responsibilities of the president.
- Represent the club at outside meetings when requested.
- Check on meeting arrangements, seating, light, temperature, location and be responsible for club equipment.
- Often the major responsibility of the vice president is as chairperson of the program planning committee. ***This requires:***
  - \* Clearly stating the committee's task.
  - \* Guiding the committee's work so that all the club members are considered.
  - \* Delegating responsibility and tasks to appropriate standing committees. For example, the recreation committee might be responsible for planning this aspect of each meeting.
  - \* Seeing that the program states not only what will happen when, but also who will be responsible.
  - \* Submitting the committee's program recommendations to the club on schedule.

### **SECRETARY**

- Use the regular 4-H club secretary's book available through your county 4-H office. This book contains much important information needed by the county 4-H staff for county, state and national records and should always be complete and up to date.
- Keep complete and accurate account of all meetings. This means membership rolls, minutes, final reports, and all that are called for in the secretary's handbook. Some Counties require monthly secretary reports to be mailed into the county 4-H office. Call the roll and read the minutes of the last meeting. Remind the president of any unfinished business from the previous meeting.
- Read correspondence sent to the club and reply when appropriate.
- Call the meeting to order and preside when both president and vice president are absent.

**TREASURER** - Handle club accounts in a businesslike way. Keep the accounts up to date and give frequent and accurate reports on your club's financial status.

- Keep accurate account of all money received and paid out.
- Deposit money in a bank and issue checks against the account when the club authorizes.
- Submit a budget early in the club year recommending needed purchases.
- Give treasurer's report when asked.
- Provide an annual statement and ask for an audit of accounts if amount handled

**SONG LEADER** - Group singing helps club members participate and feel more at ease. As a good song leader you:

- Distribute and collect songbooks and song sheets at the meetings.
- Lead the singing and be ready with songs any time during the program.
- Teach new songs. You might ask someone who is good at teaching new songs to help with one meeting.
- Plan special musical features for parents' night, Christmas caroling, or other events.

**NEWS REPORTER** - As the club news reporter you have the opportunity to tell your community about your club. Tell the story of your club's activities through the local newspaper. Write an interesting account of the club meeting and submit it to the paper while it is still news! Learn local newspaper deadlines so the 4-H story gets printed the week of the meeting. Another job of the news reporter is reporting club activities to the 4-H office. Many counties print these in their monthly newsletter.

- Vary the stories and their form. Make the accounts interesting - giving program title, as well as names of participating members, and something of the club activities. If a member gave a demonstration, pick out one or two important points and write about them. Short, well-written news stories are better than "wordy" ones.
- Be alert for good news articles that occur outside the monthly 4-H club meeting. You can write interesting stories:
  - Results of club activities such as wildlife conservation, grooming, courtesy or health.
  - Recreational events such as picnics, parties, camp.
  - Tours, achievement days, 4-H Sunday.
  - A story early in the year giving the number in each project group, their plans for the year's work and the leader's name.
  - Election and installation of officers.
  - Members participating in county, area and state events.

Collect newspaper articles about the club for the secretary's permanent records.

**GAME LEADER** - Be sure that recreation is included in every monthly meeting so that 4-H "work" and "fun" are balanced. In addition to a thorough knowledge of the games, show enthusiasm and confidence.

- Have committee help with recreation rather than attempting to lead all the games.
- Distribute the responsibility so that others have an opportunity to lead.
- Plan more games for each meeting than you think you'll need.
- Select games that are suitable to the space, age and interests of the group.
- Plan for special recreational events such as parties, picnics or square dances throughout the year.

### **ADDITIONAL OFFICERS**

Your group may add or subtract officers depending on the size and needs of the club. Some clubs may feel they need additional officers such as historian, photographer, etc. If other officers are elected, outline a specific set of responsibilities for each office.

# **BASIC PARLIAMENTARY RULES\***

(Broome County, N.Y.)

## **What are parliamentary procedures?**

Parliamentary Procedures are the rules that clubs use in conducting their business, which provide courtesy and justice for each member.

## **Why Use Parliamentary Procedure?**

1. It helps keep the meeting orderly and allows a group to carry out its business.
2. Helps a group carry on discussions and make decisions.
3. Provides rules for conducting business quickly.

## **How to Bring Up Business**

Before a member can bring any business before the club, it is necessary to "obtain the floor". To do this, the member should stand and say, "Mr. President" or "Madame President". To maintain order, the president recognizes one member at a time.

## **How to Pass a Motion**

1. To make a motion, a member first "obtains the floor." Then, the member states a motion: "I move that."
2. A motion cannot be discussed or voted upon unless another member has seconded it. It is not necessary to "obtain the floor" to second a motion. The member says, "I second the motion." If a motion is not seconded, it is declared lost by the president.
3. The president generally repeats the motion and asks if there is any discussion. During the discussion time, the members may wish to change the motion. The member making the motion with the agreement of the member seconding the motion can do this.
4. After a reasonable time for discussion, the president calls for the vote. The president repeats the motion, and calls for a vote.
5. The president asks, "all in favor say 'aye', all opposed say 'no'." The president then indicates whether the motion has been passed or defeated.

## **How to End the Meeting**

When the business agenda is complete and the president hears of no further business, he calls for a motion to adjourn by:

1. Member is recognized by the president and says, "I move that the meeting be adjourned."
2. Another member says, "I second the motion."
3. The president says the following: "A motion has been made and seconded to adjourn the meeting. All in favor say 'aye'. All opposed say 'no'." If the motion passes the president says, "The meeting is adjourned."

Adapted from: On Our Way to Better Meetings, University 4-H Service Club, University of Minnesota, #4-H M-22.

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\* "Building 4-H Clubs", Cornell Cooperative Extension  
Leader Handbook 2008/09

## **WHAT IS A 4-H PROJECT?**

A project is a planned series of learning experiences through which youth develop knowledge, skills, and/or attitudes.

For instance, a member enrolled in a woodworking project might learn the safest and most effective way to use basic hand tools, and gains experience in the selection of hardware and finishing materials, while making a birdhouse. The knowledge and skills learned can be applied when making other wooden items in the future. It is this transferable knowledge and skill that is the essence of the project - not the finished product.

4-H projects always teach the “why” as well as the “how.”

4-H projects such as “first aid” or “citizenship” do not result in the production of a tangible item, but are just as important to the overall growth and development of the child.

A “well rounded” 4-H Club program will include tangible and intangible products.

A trip to the apple orchard or making brownies is only one activity in a project and one step of the learning process, and therefore does not constitute a completed project.

- Adapted from Cornell Cooperative Extension of Nassau County.

## **WHAT ARE 4-H PORTFOLIO'S?**

4-H Portfolio's are a teaching tool that helps youth to:

1. Appreciate self evaluation
2. Evaluate progress towards their goals
3. Appreciate how their 4-H experiences have contributed towards their personal growth
4. Learn to appreciate the value and usefulness of records
5. Learn skills in record keeping

All 4-H members are expected to complete a portfolio and or Project Record each year. With out a completed portfolio or project record a member does not meet the requirement to qualify for trips, medals and awards.

Portfolio packets and project records are available at the 4-H office.

All 4-H members—both junior (8-13) and senior (14 and up) are asked to complete a portfolio to record some their 4-H experiences during the past year. These are helpful to members in competing for state and national awards and college scholarships.

# Project Meetings

## Make 4-H come alive!

### How Many Meetings?

- ♣ Most leaders find a minimum of six or seven meetings per year about right.
- ♣ The schedule might look like this:
  - First meeting** - Involve the members in planning. Have them help select things to do, and set goals. Younger members may select from choices you identify.
  - Meetings two through five** (it can be more) - Involve the members in doing things like: exploring, making, trying, discovering, touring, interacting, growing, grooming, preparing, telling, showing, sharing, and maybe some listening and recording.
  - Meeting six** - preparing for the Fair.
  - Meeting seven** - reflect on what was done as a result of this project, what you want to do next year, complete 4-H experience sheets for the portfolio.

### HOW OFTEN TO MEET?

- ♣ Once or twice, a month is about right, but for some projects, it may be seasonal, such as ten meetings in ten weeks for the year. You will want to plan with your group. A lot will depend on the project and when members are available.

### WHERE TO MEET?

- ♣ In places convenient to you, members, and member families. Homes, schools, churches, businesses, community centers, etc.

### WHEN TO MEET?

- ♣ Time of day
  - If a school day, try after school from 4:00 - 5:30 or 6:00 PM, or early evening from 7:00 to 8:00 PM.
  - If a Saturday, try 10:00 AM - Noon
  - In summer, schedule meeting times when you and members are available.
  - Avoid school, community, and religious event nights.

### HOW LONG?

- ♣ About one or two hours, depending on the activity, the project, and member age. Remember that younger members have a short attention span for listening, watching, or doing one thing.

### TYPES OF 4-H LEADERS

There are many types and levels of involvement in 4-H and 4-H clubs. This can include membership on committees, leadership in an area of the county, and/or leadership within an individual club. Here are some definitions of the different types of leaders we refer to in Allegany County:



### **COUNTY WIDE VOLUNTEER:**

A countywide volunteer is an adult or older qualified youth that has special knowledge and experience with 4-H, or experience with specific projects or activities, and has the ability to work with others effectively. A county wide volunteer may lead a workshop, take on the role of mentor to a new leader. In Allegany County, Master Gardeners, Master Food Preservers and Key Clothing Volunteers are available to assist you. Contact the 4-H Office to request their help.

### **ORGANIZATIONAL LEADER**

The role of Organizational Leader essentially is that of a good coordinator and manager. They work with and through others to help club members accomplish their goals. The more club members, teen leaders, leaders, and community people involved in the different phases of the club's program, the stronger and more satisfying it will be. It is the job of the organizational leader to coordinate the efforts of all participants to achieve the desired results. The organizational leader is the key contact for extension staff, club members, and their families. The organizational leader coordinates the meetings, making sure that each meeting has a site, leader (parent or community member), and planned project or activity. The organizational leader doesn't always lead every meeting him or herself.

### **PROJECT LEADER**

A project leader can be a parent, community member, or a team of adults willing to lead a project, which is a planned one-time (or series of) learning experience(s). The project leader is a teacher. They must teach by helping members "learn by doing." Their classroom is wherever the member must be in order to learn. It may be in the home, a meeting room, in the yard, on the farm, in the neighborhood, or on a field trip. Project work should allow members to be actively involved in the learning process. Each project leader should use a plan and set learning goals for the group. A project leader may lead each project meeting, or they may invite others to come in for one or more sessions to supplement what the group has been working on.

### **ACTIVITY LEADER**

An activity leader is the adult in charge of coordinating an Activity, any one-time (or series of) club event(s). The activity or event leader advises and assists members in planning and working together on the activities and events they have chosen. The kind and number of activities a club undertakes depends on age and interest of members, size of club, and leadership available to members. Some subjects can be taken either as an activity or as a project, for example: health, leadership, recreation, and exploring careers. Activities can include: community service at a local shelter, an educational game at a club meeting, a tour of a local museum, store, farm, etc., a club fund-raiser, a skating event...

### **TEEN LEADER**

Teen leadership is an important way to keep teens involved. Teens can assist with a project, lead their own project for younger members (with the help of an adult leader), and/or assist 4-H leaders with club organization and program planning. Teen leaders should be at least 13. This is a good opportunity for teens to gain leadership skills in a small setting. It can help prepare them for leadership roles at the county level.

# 4-H Awards

## Philosophy:

The fundamental purpose of the 4-H Youth Development Awards Program as an informal educational program is to bring about desirable changes in human behavior. It gives youth a chance to participate in many activities they might not otherwise be exposed to. They learn to share responsibilities, set goals for themselves, and grow while learning. There is an opportunity for contact with the elderly, younger children, nature, animals, plant science, foods, computers, etc. The list goes on and on.

There are many awards to be earned in the 4-H program. 4-H members may participate at any level local, county, state or national. If a member strives for national honor, they must begin their 4-H career in the county.

The most important aspect of a 4-H'er's career is not winning an award, but learning from activities of their choice and enjoying the satisfaction of accomplishment in completion of projects that interest them.

## 1. 4-H County Medals

County medals are the first awards given in the National and State 4-H Awards Program. They are purchased by each County. . For **County Medals, most areas can have up to four winners**, usually given to the 4-H Senior, if others qualify they will receive Honorable Mentions.

### Criteria for nominating youth for county medals:

1. Be currently enrolled as a 4-H member.
2. Must have completed a 4-H Portfolio and/or project record for two years.
3. Have given a County Public Presentation
4. Actively participate at County Fair
5. Participated in at least one 4-H fundraiser
6. Have awesome work in terms of project quality.
7. Have wide experiences relating to that project, including Teen Leadership.
8. Have outstanding commitments in time and effort to project(s).

The following are areas in the National Awards Program for which county, state and national awards & trips are given. For County Medals, most areas can have up to four winners.

### County Medals Only: (State and National not available)

Dairy Goat	Rabbit
Woodworking	Poultry
Heritage	Home Environment
Arts & Crafts	Clowning
Child Care	

## County, State and National Awards

Achievement	Agriculture
Beef	Bread
Citizenship	Clothing & Textiles
Conservation of Natural Resources	Consumer Education
Dairy	Aerospace
Dairy Foods	Dog Care & Training
Entomology	Fashion Revue
Food Nutrition	Food Conservation,
Preservation & Safety	Forestry
Gardening & Horticulture	Health
Horse	Leadership
Petroleum Power	Photography
Public Speaking	Safety
Sheep	Swine
Veterinary Science	Reporting
Lamp of Knowledge	Career Exploration

## 2. Educational Trips and Awards:

**All 4-H members will be required to participate in at least 1 fundraiser,** give a County Level Public Presentation, actively participate at county fair and do a portfolio and/or project record to be eligible to receive any awards or trips funded through the ETA account.

This would include:

4-H Participation Award Trip, National Contest Team Support, scholarships, and other award trips. Participation for these awards will require a minimum in gross sales, per year, as outlined below:

4-H Participation Trip	\$ 100
National Contest Team Support	\$ 125
Allegany County 4-H Scholarships	\$ 150
Educational Award Trips	\$ 200

- ♣ Members are reminded that this is the minimum acceptable level of participation. Preference will be given to youth participating at higher levels.

Remember that selection is based on a 4-H Member's portfolio and/or project record, participation in 4-H throughout the year and at fair, public presentation and participation in ETA fundraising. A personal interview is also required for Education Award Trips.

- The ETA fund is a special account receiving revenues primarily from an annual fundraiser performed by 4-H members of Allegany County. The profit realized from revenues is to fully, or partially, finance educational trips and awards for 4-H members of the county. Any club or individual member with an outstanding fundraiser bill after 30 days will be assessed a 5% deduction from their incentive per month. Also, members will be listed as ineligible for awards and recognition.

**(Parents will be held responsible for reimbursement of trips that are awarded but not taken for any reason other than hardship.)**

## **Educational Award Trips:**

### **Agri-Business Conference:**

Attendees: 2 Delegates - 1 Alternate  
Objective: Increase awareness of the great diversity of careers in agriculture  
When: Last Thursday and Friday of October  
Where: Starts at Cobleskill College; includes surrounding areas  
That eligible: Teens 14 years and over. Interview required.

### **Capital Days:**

Attendees: 2 Delegates - 1 Alternate  
Objective: Participants will gain insight regarding citizenship opportunities and the working of the state government. Delegates will have the opportunity to meet with their state representatives.  
When: March - 2 days  
Where: Albany, NY  
Those eligible: 4-H'ers 14 and over. Interview required.

### **NY Honor Award Trip:**

Attendees: 3 Delegates - 1 Alternate  
Objective: To acquaint 4-H'ers with the function of the complex society typical of a large metropolitan area  
When: November or December - 4 days  
Where: New York City  
That eligible: Youth 15 and over. Interview required



## Other Trips/Events or awards

### 4-H Participation Trip:

- Attendees: All eligible 4-H members **8 to 13 years old, Top Secretaries, Top News Reporters, Top ETA Salespeople and all Evie Karn winner who participate at county fair.**
- Objective: To reward attendees and youth 13 and under prior to October 1<sup>st</sup> of the current club year for their outstanding level of participation in 4-H.
- When: fall or early winter
- Where: The destination is usually within a two-hour bus trip. The destination and/or program vary from year to year.
- Those Eligible: All 4-H members 8 to 13 years old, Top Secretaries, Top News Reporters, Top ETA Salespeople, Evie Karn winners who participate at county fair and have completed the following 4-H County Activities:
1. Exhibit at the County Fair
  2. Give a County Public Presentation
  3. Complete a Portfolio and/or Project Record
  4. Participate in the ETA fund campaign

**Does NOT require an interview.**

### Cornell Events –Career Exploration Days

- Attendees: Limit 5
- Objective: Science is the focus of department programs, each run by Cornell University faculty. The departments will provide hands-on, in-depth science programs for interested teens. Gives selected teen's opportunities for career exploration, interaction among other teens from New York State, and orient them to a college setting.
- When: Three days in the last week of June
- Where: Cornell University at Ithaca, NY
- Those eligible: All 4-H teens who listed this trip as a preference in their Portfolio, Teen Leaders and any others who signed up by responding to notification in the Clover Newsreel.

## **Allegany County 4-H Scholarship**

As part of our Educational Trips and Awards Program, we offer one scholarship each year in the amount of \$500. The purpose is to encourage and assist eligible 4-H'ers to look at and to take advantage of advanced educational opportunities. To be eligible, a 4-H member must have completed one project in the previous year to apply and currently be enrolled in 4-H. A 4-H'er may receive this scholarship only once.

### Criteria used in judging:

1. Completeness of application
2. Scope of 4-H participation
3. Scope and type of community activities
4. Leadership roles in projects and clubs

- ♣ Scholarships must be applied toward advanced education. Recipient must complete one semester of college within one year scholarship is awarded or the scholarship money must be refunded so that others can have this educational opportunity.

## **County 4-H Awards**

**Angela Cockle Memorial Junior Homemaker Award:** A 4-H'er, 8 - 13 years old, who has shown outstanding qualities in the home economics area.

**Outstanding Senior Homemaker Award:** A 4-H'er, 14 - 19 years old, who has shown outstanding quality in the home economics area.

**Ken Carey Memorial Award:** Presented to an outstanding senior (14 - 19 years old) dairy project member. This award has the most extensive evaluation criteria.

**Arby Swift Memorial Award:** Presented to a junior dairy 4-H'er (8-13 years old) with outstanding dairy project work.

**Deborah Young Hardman Award:** Given to a 4-H'er showing major growth and development in the dog obedience project area.

**Outstanding Stockman Award:** This trophy is presented to the outstanding 4-H Livestock Project member.

**Laurence Dedrick Sportsmanship Award:** Presented to a 4-H'er who has worked diligently inside and outside their own 4-H program. They have demonstrated willingness to help others and someone who may not always be in the limelight. One whose actions honor Mr. Dedrick and his ideals for development of the individual.

**Charmaine Mosher Memorial Award:** Recognizes a 4-H member in the horse project area whom goes out of his/her way to help others and thus promotes good sportsmanship and leadership.

**Conservation Award:** Given in memory of former 4-H Agent Lou Burton for Conservation and Natural Resources.

**Evie Karn Memorial Award** - Given in honor and memory of Evie Karn, an active 4-H leader and loyal supporter of the Public Presentation program. Top demonstrators are chosen at the county Public Presentation days and are asked to present their demonstration at the County Fair in July where the presentation is evaluated again. A rotating trophy and four cash awards are presented to the winners at the 4-H Recognition ceremony in the fall. Participants at the County Fair will go on the participation trip.

**Julia Bailey Hill Memorial** - Given in memory and honor of Julia Bailey-Hill a former 4-Her that was very active not only in the Home Economics area, but in the Livestock area as well. The award will be given to a Senior that has submitted a written request stating what 4-H has done for them and how they have benefited. The letters will be looked over by Julia's family and a decision will be made. A \$100.00 scholarship will be presented when grades are received for the first semester of college in December.

**John Mulligan Memorial** - Given in memory and honor of John Mulligan a former supporter of the 4-H Livestock program. Savings bonds are issued at county fair for Reserve Grand Champion market animals.

### **General Eligibility Requirements and Judging Criteria for County 4-H Awards:**

1. A complete 4-H Portfolio and/or Project Record submitted and **received by the due date** in the 4-H Office.
2. Main emphasis on current year's activities and level of participation in 4-H (total years to be considered in case of several outstanding members at the same level)
3. Participation in ETA (fundraiser)

### **County Wide Contests**

Secretaries' Contest - Monthly reports from the Secretary's Book are sent in to the 4-H office by the 10<sup>th</sup> of the following month. Top secretaries are the recipients of an award trip.

News Reporters' Contest - Clippings of 4-H club articles that are printed in area newspapers plus written articles that did not get printed, but were submitted, are to be arranged neatly in a 3-ring notebook with the club name on the front. A separate section may be arranged using articles pertaining to general 4-H activities here in Allegany County (not other 4-H club articles).

Outstanding Club Achievement Award - Completed monthly report forms are due in the 4-H office by the 10<sup>th</sup> of each month (for proceeding month). The score sheets are handed out each year in the re-organizational package. Recognition is given at Recognition Day each year.

## 4-H Educational Opportunities

County and Regional: Horse Bowl, Hippology, Horse Judging and Public Presentation

County and District: Dairy Bowl, Dairy Judging

County and District: Livestock Judging

County Clothing Revue-Two Day Event - Evaluation Day and Fashion Revue

**Allegany County Fair** - July: The Allegany County Fair is held at the fairgrounds in Angelica, NY the third week of July. Members may exhibit items or livestock, which they have had as part of a 4-H project. Members talk to a judge who evaluates their projects. Selections are made during the County Fair for exhibits to represent Allegany County at the State Fair

**District Clothing Revue** - June

**“Produced in NY” Silent Food Demonstration** - October or November

**Public Presentations** – January/February

**State Fair** - August/September - 4-H'ers sign up - Selection for teen leaders, evaluators, etc. in May of 4-H year

**State Fair Animal Shows** - August/September - 4-H'ers selected at County Fair

**Teen Council** - county group for teens age 13 and over. The Teen Council usually meets once a month.

**4-H and Volunteer Recognition Day**- County Medal Winners and special award winners are announced during the program; leadership pins and special volunteer awards are also given. The program is held annually in October and is for the whole family

**National 4-H Week** - The first week in October is National 4-H Week, designated for increasing national public awareness of 4-H. Clubs are urged to put up special displays in stores, libraries and local offices. Clubs are also encouraged to promote 4-H through articles in community bulletins or other organizations' newsletters, and through public presentations to non-4-H audiences.



## Community Service Learning Projects

The early pioneers in youth development were intuitive enough to include community service as an integral part of the 4-H program. Hence, “I pledge my hands to larger service, for my club, **my community**, my country and my world.”

Meaningful community service learning projects include direct service (tutoring, visiting the elderly), indirect service (environmental cleanup, fundraisers) and advocacy (speaking to officials, notifying the community, writing letters to businesses or public officials).

Service may be teaching others (demonstrating 4-H project skills, tutoring), producing a helpful product (books, oral histories, plays, computer programs, murals) or addressing a significant need or issue (analyzing local streams, building playgrounds).

**A community service learning project meets a need in the community and has direct involvement by the 4-H member.** For example, if a club decides to make Christmas gifts for nursing home residents, members will also deliver and visit with residents.

A community service learning project involves several steps:

1. Identifying the need in your community
2. Identifying ways your club can help meet the need
3. Planning how your club will implement the project
4. Evaluation of project—not all projects will be successful—that’s OK, the act of serving is what is important.

While it is understood that most members will benefit more by being involved in a project for a sustained period of time, you can develop a “shopping” list of service activities for one day, one weekend, one week, or longer.

**Day** Fund raiser, bike clinic, cultural fair, serving holiday meal to homeless

**Weekend** Park or roadside cleanup, painting mural, building wheel chair ramp

**Week** Day camps for needy children, gleaning crops to donate to a food pantry, helping with senior or special Olympics

- ♣ **There is growing evidence to substantiate what many of us have believed and acted upon for years. Namely, youth are motivated to participate in programs which encourage them to be involved in the decision making process and where they can make a difference in the lives of others.**

**4-H Community Service Learning Project Report**  
Complete one sheet for EACH Community Service Learning Project<sup>2</sup>

ClubName \_\_\_\_\_

Leader(s) Name(s) \_\_\_\_\_

Address \_\_\_\_\_

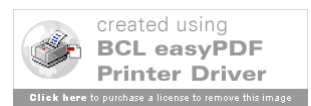
Number of members in Club \_\_\_\_\_ Number of members involved in project \_\_\_\_\_

Hours contributed by 4-H members \_\_\_\_\_

- 
1. What was the need in the community that you addressed?
  
  
  
  
  
  
  
  
  
  
  2. What community service learning project did your club do to meet this need?
  
  
  
  
  
  
  
  
  
  
  3. How did you determine that this need existed?
  
  
  
  
  
  
  
  
  
  
  4. Briefly, describe the planning steps you used in planning this project.
  
  
  
  
  
  
  
  
  
  
  5. What was the time frame of this project? \_\_\_\_ one day \_\_\_\_ weekly \_\_\_\_ monthly \_\_\_\_ (Indicate number of weeks or months project involved) Other \_\_\_\_\_ (describe)
  
  
  
  
  
  
  
  
  
  
  6. Did the project require money? \_\_\_\_\_ If yes, describe your funding source and if you raised money how your club did so.
  
  
  
  
  
  
  
  
  
  
  7. What 4-H skills and knowledge did members use in this project?

\_\_\_\_\_

<sup>2</sup> Each community service learning project will involve a new activity. For example, if your club has decided to visit nursing homes as a project, the series of visits is a project. You do not need to complete a report for each visit.  
Leader Handbook 2008/09



## **Leaders' Report**

1. List the outcomes you expected for 4-H participants in terms of learning, citizenship and personal/social development.
2. Did 4-H members achieve these outcomes? What did you observe as evidence?
3. Were there any unanticipated outcomes? Explain.

## **Community Partner Outcomes**

Please ask your community partner to answer these questions. If your club received letters of appreciation or support attach to this report.

Name of Agency \_\_\_\_\_

Contact Person \_\_\_\_\_

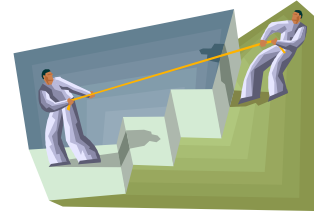
1. What did your agency gain from being involved in the community service learning project of this 4-H club?
2. What were some unanticipated outcomes?

Club President Signature: \_\_\_\_\_ Date \_\_\_\_\_

Leader Signature: \_\_\_\_\_ Date \_\_\_\_\_

Community Partner Signature: \_\_\_\_\_ Date \_\_\_\_\_

# Handling Group Problems



Source: *Cooperative Extension Service  
University of Alaska*

- **Lack of Participation**

When members do not participate during in-group activities, leaders need to determine why this is happening. This frequently occurs with younger members who may hesitate to participate in meetings and discussions.

**Possible Causes:**

1. Members may not understand goals.
2. Members may feel insecure.
3. More aggressive members may not give others an opportunity to participate.
4. Members may not know how to participate.
5. Members may not be interested in program or activity.
6. Meeting time may not fit members' other responsibilities.

**Suggested Solutions:**

1. Make sure members have a part in setting goals.
2. Make sure members have a part in planning programs and activities.
3. Try to let each individual serve in a role that will be a challenge and in which he/she can succeed.
4. Be sure to teach members how to perform the role or assignment if they don't know how.
5. Provide opportunity for younger, inexperienced members to serve on a committee where they can gain experience before giving them a big assignment.
6. Promote a friendly, helpful group spirit where no one laughs at or ridicules a person who "goofs."
7. Keep lines of communication open.
8. Develop a group goal of "everyone participates."
9. Change meeting time to suit needs of the group.

- ♣ **Lack of Interest in Program:**

When members lack interest perhaps the programs are uninteresting. Another indication of lack of interest occurs when there is good attendance only at social functions. It's also possible that members joined for the wrong reason.

**Possible Causes**

1. Members do not identify their personal goals with those of the program.
2. Members may have had little part in planning the program.
3. Members may not find a satisfying role in carrying out the program.

### **Suggested Solutions**

1. Involve members in setting group goals.
2. Involve members in planning programs they want.
3. Involve members in carrying out the program. They need challenging responsibilities that they can carry out successfully.
4. Give members recognition for their contributions.

- **Lack of Qualified Leaders:**

Most 4-H clubs have some difficulty securing adult leaders. However, it's also a problem when leaders lack interest, are too dominating, fail to share enough responsibility or aren't qualified.

### **Possible Causes**

1. The group may not have let parents and other people know that it is carrying on a worthwhile program.
2. The community may not be aware of the needs of the group.
3. The group may make leaders feel unwanted.
4. The group may use poor judgment in selecting leaders.
5. The group may not have explained fully what is expected of the leader.
6. Leaders may not know how to fulfill their responsibilities.
7. Leaders may be insecure and are seeking prestige.

### **Suggested Solutions**

1. Improve group public relations by carrying out programs, projects and activities that will be recognized as worthwhile in the community.
2. Discuss the roles of adult leaders and what is expected of them before contacting prospects.
3. Point out the importance of selecting mature well-adjusted adults who understand the problems of young people.
4. Let the adults know: they were chosen by the group; what is expected of them; and that the group pledges its cooperation and support.
5. Arrange leader training if leaders need specific training or orientation to carry out their responsibilities.
6. Encourage members to express their thanks and appreciation to the adult leader frequently.
7. Encourage members and officers to talk over problems with the adult leaders as soon as they develop, before they grow too big.
8. Have programs for parents and others to familiarize them with the accomplishments of the group.

Make use of newspapers, radio, television or other media to publicize activities.

- ♣ **Membership**

Membership is dedication and support for all youth. When members are dropping out attracting new members is difficult.

### **Possible Causes**

1. Some people may not know about the group, what it does, who may belong, how to join.
2. Present members may be cliquish and fail to welcome prospective or new members.
3. The program may not be of interest to current or prospective members.
4. Some members may not have a way to get to meetings.

### **Suggested Solutions**

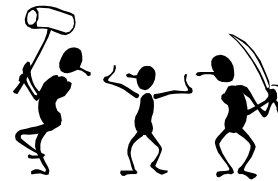
1. Strive to improve atmosphere—make it warmer, friendlier.
2. Make a list of prospective members and extend friendly, personal invitations.
3. Invite prospects to go to a meeting with you.
4. Make sure that present and prospective members understand the purposes of the group.
5. Involve members in planning a program attractive to them.
6. Give members responsibilities so they will have a role in the organization and feel important to the group.
7. Give members recognition for what they do.
8. Make members feel liked and wanted.
9. Publicize the program and activities.
10. Arrange car pools if transportation is a problem.

### ♣ **Disorderly Meetings**

Meetings are disrupted when members come late, don't attend regularly or are disorderly.

#### **Possible Causes**

1. Group has fallen into bad habits.
2. Some members do not feel a part of the group.
3. Some members feel insecure and strive for attention.
4. The group has cliques.
5. Members may lack interest in-group or program.
6. Members may not know what is expected.



#### **Suggested Solutions**

1. Discuss problems with members. What standards do they want? What kind of a group do they want to be?
2. Encourage members to state their expectations.
3. Hold training school for members, leaders and officers if increased knowledge or skill is needed in such areas as conducting meetings and decision-making.
4. Change meeting time if it doesn't fit the group.
5. Involve group in planning a more interesting program if that seems to be the problem.
6. Perhaps, open with the most attractive parts of the program to encourage promptness. This might mean starting with some recreational activities as members arrive.

### ♣ **Poor Group Relationships**

When there is bickering and jealousy among members or the group has cliques, poor group relationships occur. This problem also arises when young people want to run the show and feel that adult leaders are too dominating. Often members not knowing how to discuss these problems with leaders add to the problem.

#### **Possible Causes**

1. Individuals may not understand their own motivation or that of others.
2. Individuals have not learned to distinguish between differences in ideas and differences between personalities.
3. Individuals may feel insecure and, therefore, are excessively shy or aggressive.

## Suggested Solutions

1. Build self-confidence and feelings of worth by focusing on each member's assets and strengths.

"I like the way you handled that." "I appreciate what you did."

2. Let the members know their worth. Recognize improvement and effort, not just accomplishment. Encourage cooperation rather than competition.

"You're improving." "It looks as if you worked very hard on that."

3. Focus on the member's ability to manage his/her life and make decisions. Do not anticipate failure.

"I trust you to become responsible and independent."

4. Focus on contributions and appreciation.

"Your contribution counts" "We appreciate what you have done."

5. Accept members as they are. Don't make your approval and acceptance dependent on their behavior.

6. Work to develop mutual understanding and trust between members and leaders.



# Three Approaches to Working with Young People In Conflict Situations



Basically as people who work with children and youth we can take one of three approaches in working with young people in a conflict situation.

A. We can decide that we must take an authoritarian approach with a child or youth.

This is most often necessary when:

- there clearly exists the danger of physical injury to others or the destruction of property as a result of the behavior of the young people.
- the behavior being engaged in is a clear violation of agency standards or rules.
- we believe the motivation of the youngster is to manipulate the situation or to avoid responsibility.

In using this approach, it's important that the non-verbal elements of body language, eye contact and tone of voice, be consistent with our desire to get the child to comply to our direction, which in one way or another is communicating that "I am in charge and this is what we're going to do."

B. We may decide to take a helping approach with a child or between two children. Using this approach we are saying to them "I want to help the two of you work out a solution to this problem," or "I can see you have something on your mind, can we talk about it?"

This approach is most appropriate when we believe that we can best deal with a situation by not taking on the task, or responsibility for resolving it, but feel the young person would like to share ideas or feelings about the conflict situation.

C. We can decide to take a "hands-off" approach in order to:

- let the two young people "have at it" and either work out the dispute between them or realize the consequences of their actions.
- let a child who may be going through some internal conflict know that "I'm here for you and want to understand what your world is like for you" without feeling the need to "solve" their problem for them, give advice or tell them what to do. When we decide to do this, we must be deliberate in communicating our caring and understanding. This approach is also useful for children who constantly seek power struggles or attention in that it is supportive and passive.

## **Authoritarian**

"I'm in charge and this is what we're going to do."

- Skill required: Assertive and clear

Needed for:

- Danger of injury
- Destruction of property
- Serious behavior in violation of rules or laws

## **Helping**

"I want to be of help because I care about you, let's work something out together."

- Skill required: Good active listening, ability to reflect content and feeling

Needed for:

- Angry child
- Child seems lonely/sad
- General problem solving situations

## **Hands-off**

"I know you can handle this yourself and I respect you, let me know if you need my help."

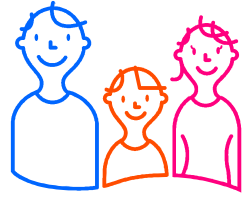
- Skill required: Ability to stay uninvolved let others be in "limelight" -- control recognition needs.

Needed for:

- Children who look for power struggles
- Personality conflict between staff/child
- Child who uses undue attention-getting behavior
- Maximize participation and growth
- Two or more children working together cooperatively

"Approaches to Working with Children and Youth in Conflict Situations" adapted from the Child Protective Service Training Institute's Verbal Techniques in Crisis Intervention, Family Life Development Center, Cornell University. Adaptation by Stephen Goggin, HDFS, Cornell Cooperative Extension

# How to Involve Parents



1. **Be Enthusiastic!** - Think positively! Approach parents with an enthusiastic manner and asks them to help with their 4-H club. Your enthusiasm is contagious.
2. **Maintain Good Communications** - Parents are human beings and don't respond well to situations that are strange, new, or just unfamiliar.
  - a. Tell 4-H parents, especially the parents of new 4-H members, what 4-H is all about.
  - b. Encourage parents to attend 4-H club meetings and activities by inviting them as often as possible and by having definite meeting times and short meeting lengths.
  - c. Rotate club meetings in club member homes.
  - d. Be sure to get acquainted with 4-H members' parents and find out what their interests, hobbies, and occupations are. Parents are more likely to help in these areas.
  - e. Encourage the club members to tell their parents what they are doing and ask for their help. Their enthusiasm is contagious, too.
  - f. Hold parent nights, family days, or open houses where projects, public presentations, etc. will tell the story of 4-H.
3. **Involvement**
  - a. Ask new parents to help with tasks such as setting up dinners, bake sales, etc.
  - b. Have parents, especially new ones; get involved at 4-H Fairs where results are shown.
  - c. Get all parents together at the beginning of the year to discuss the club, the projects, and how the club program is to be accomplished. This will give parents a feeling of belonging and a pressure to do their share.
  - d. Inform potential leaders that project instruction is not a year-round responsibility, but only involves 4 to 8 meetings.
  - e. Give project leaders enough freedom to do the project instruction when and how they wish, with the understanding that they should fulfill project requirements and choose a time when most of the members can make the meeting.
  - f. Suggest certain responsibilities of new members' parents as a prerequisite to the members joining the club.
4. **Show Appreciation - VERY IMPORTANT**
  - a. Treat leaders and parents as you wish to be treated.
  - b. Don't forget to say thank you and write thank you notes, even for the smallest help.
  - c. Teach the members to say thank you to the parents and leaders.

## Appendix A

### **Kids Act Their Age Ages and Stages of Youth Development**

It is helpful to have a basic understanding of how children and adolescents think, feel, and act at various ages. Of course, each child is an individual. All characteristics will not be demonstrated by all children at the same age or stage of development. The following briefly points out some characteristics that many children or adolescents exhibit at various age levels. These are helpful to keep in mind as you work with youth.

	<b>Age 5 to 7</b>	<b>Age 8 to 11</b>	<b>Age 12 to 14</b>	<b>Age 15 to 19</b>
<b>Feeling</b>	Self-concept not strong enough to deal with failure	Feelings of conflict; want to enjoy perceived advantages of being an adult, but want to hold onto privileges of childhood	Often a time of extreme emotions	Becoming less moody
<b>Growing</b>	Body proportions changing. Gawky appearance. Mastering physical skills	Slow, steady growth. Some girls starting puberty. Still mastering physical skills	Rapid changes in physical appearance. Development of boys 6 to 24 months behind that of girls	Some boys still growing rapidly. Most now adjusted to changed body. Physical skills mastered
<b>Thinking</b>	Thinking is concrete; need to see, feel, hear, or taste it	Moving toward more organized way of thinking	Have ability to analyze a situation and proceed in a logical fashion	Has greater scope and depth
<b>Relating</b>	Family is of prime importance, the main base of security and identity	Peer group becoming important	Peer group very important; desire to be popular with peers	High interest in groups
<b>Relationship to Age Mates</b>	Will interact with others of both sexes	Boys associate with boys; girls associate with girls	Interested in opposite sex	“Couples” orientation
<b>Relationship to Adults</b>	Look for adult approval	Want approval from adults. Beginning to show independence from family	Need guidance, but are seeking independence and recognition as adults	Gaining acceptance as an independent person

Adapted from **Strengthening Your Local 4-H Group**, Iowa Cooperative Extension; and **Leadership Skills You Never Outgrow**, Nebraska Cooperative Extension, by staff at the University of Massachusetts Cooperative Extension

## Appendix B

### Sure, I'd Like to Help (a sign-up sheet for parents)

Please check things you are willing to do to provide learning opportunities for 4-H members:

#### HOME

- \_\_\_\_\_ 1. Encourage my child to start and complete projects on time. I will take an active interest in him/her and encourage pride in his/her own achievements.
- \_\_\_\_\_ 2. Read county 4-H family newsletter and discuss opportunities with my child.
- \_\_\_\_\_ 3. Encourage each child to participate in exhibiting, public presentations, etc. to enhance the learning opportunities for the child.
- \_\_\_\_\_ 4. Keep a calendar of 4-H meetings and events current and up to date.
- \_\_\_\_\_ 5. Urge my child to attend all meetings and to contribute to them.
- \_\_\_\_\_ 6. Enable my child to meet financial responsibilities (dues, project costs, etc.).

#### CLUB

- \_\_\_\_\_ 1. Lend kitchen, backyard, living room, garage, or basement for an occasional meeting.
- \_\_\_\_\_ 2. Help provide light refreshments for a 4-H meeting.
- \_\_\_\_\_ 3. Share a special interest or hobby with the group. Interest: \_\_\_\_\_
- \_\_\_\_\_ 4. Help carpool transportation to 4-H meetings.
- \_\_\_\_\_ 5. Help telephone parents for last-minute announcements.
- \_\_\_\_\_ 6. Assist members enrolled in the following projects: (List the projects in which your 4-H club participates.)
  - \_\_\_\_\_ Clothing \_\_\_\_\_
  - \_\_\_\_\_ Science Exploration \_\_\_\_\_
  - \_\_\_\_\_ Foods and Nutrition \_\_\_\_\_
  - \_\_\_\_\_ Conservation \_\_\_\_\_
- \_\_\_\_\_ 7. Serve in the following leadership positions:
  - \_\_\_\_\_ 4-H club leader
  - \_\_\_\_\_ Assist club leader for program coordination: program planning, working with youth
  - \_\_\_\_\_ Assist club leader: coordinate activities for local club and encourage county involvement
  - \_\_\_\_\_ Assist club leader with parent and family involvement: interpret 4-H to families, plan activities for groups of families
  - \_\_\_\_\_ Project leader: coordinate efforts in one project \_\_\_\_\_
  - \_\_\_\_\_ Community Service Project Leader
  - \_\_\_\_\_ Public Presentation activity leader: help youth prepare presentations
  - \_\_\_\_\_ Camping activity leader: coordinate camping and outdoor activities

#### COUNTY

- \_\_\_\_\_ 1. Provide a car for pooling transportation to county meetings when available.
- \_\_\_\_\_ 2. Encourage my child to participate in county workshops, fairs, activities, etc.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

## Appendix C

# Business Meetings\*

### Business can be conducted at meetings in two ways:

1. Conducting a separate business meeting usually once a month or...
2. As part of a regularly scheduled meeting, but before the project work or activity takes place.

**New clubs with younger member's in particular do not need long, extensive business meetings.** Younger members will find it difficult to sit still for a long period of time. That is why it can help if "business" is worked into project or activity meetings for the first 15-30 minutes. **Parliamentary procedure should be used, but needs to be kept at a basic level adept to the needs of your 4-H members.**

A typical business meeting or the business portion of a meeting could go as follows (N.Y.S. Secretary's Record Book) Note: **This is an example only—you may wish to have much simpler meetings depending on the age, ability and interest of your members.**

#### 1. Call to order

The president rises and says, "The.... 4-H Club will please come to order."

#### 2. Opening ritual

- a. Flag salute - The president says, "Let us rise and salute the flag."
- b. A song (optional) - The president says, "We will open our meeting with a song."  
(The song leader responds promptly in leading a previously selected song.)

3. **Roll call** the president says, "The secretary will please call the roll." (Members respond when their names are called by rising and giving a brief statement according to what the response to roll call is to be. This may be a current event, progress on the subject, names of trees or birds, and the like.)

4. **Introduction of guests** any visitors should be extended the courtesy of being introduced by the president and be given the privilege of speaking.

5. **Reading the minutes** of the previous meeting. The president says, "The secretary will read the minutes of the previous meeting." (The secretary reads.) The president asks, "Are there any additions or corrections to the minutes? (Pause) "If not, they stand approved as read" or "If there are no corrections, the minutes stand approved as read." If there are corrections, the president directs them to be made unless there is an objection, in which case a formal vote as to the wording is taken. If the minutes are approved and an error is noted later, a vote is required for their amendment.

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\* "Building 4-H Clubs", Cornell Cooperative Extension

- 6. Treasurer's report.** The president says, "We will now have the treasurer's report." The treasurer indicates balance at last meeting, receipts and expenditures since last meeting, and balance as of this meeting.
- 7. Reports of committee** (if used—optional for clubs).
- a) Standing committees
  - b) Special committees
 

The president says, "We will now have the report of the \_\_\_\_\_ committee." In each case the president calls upon the chairperson of the committee to make the report. A motion to accept or adopt the report must then be made and seconded. After this has been done, the report is open for discussion and amendment as regular business.

Example:

President - "We will now have the report of the Parents' Night Committee."  
 Chairperson reads report. President - "Will someone move that this report be accepted?"  
 Member - "I move that this report be accepted."  
 Second Member - I second the motion."  
 President - "It has been moved and seconded that this report be accepted. Is there any discussion or are there any corrections?"  
 Some discussion may follow.  
 President - "Is there any further discussion?" If not, are you ready for the question?" (That is, ready to vote.) If the members are ready to vote, they say, "Question."
  - c) The president then says, "All those in favor say 'Yes' (or 'Aye'); opposed 'No.' The report is accepted (or rejected)."
- 8. Unfinished business** (also called old business). This includes any unfinished business left over from the previous meeting or meetings. The president asks, "Is there any old business to be considered at this meeting?" The secretary should be careful in noting any unfinished business of previous meetings and make sure that the items are included in the order of business of the following meetings. Either the secretary or some other club member should bring up unfinished business, or the president may state the business included on the order of business for the meeting.
- 9. New business.** The president asks, "Is there any new business to be considered at this time?" If matters of new business have been included on the order of business, the president may state the business. Example President - "We are now ready for the new business of the meeting. One item is whether we shall hold a club picnic. Will someone make a motion in regard to this matter so that we may discuss the question?" Member (addresses chair and is recognized) - "I move that a club picnic be held in Hart's Grove the afternoon of July 15." Another Member - "I second the motion." President - "It has been moved and seconded that a club picnic be held in Hart's Grove the afternoon of July 15. Is there any discussion?" After the discussion it may seem best to have a committee make the arrangements for the picnic. Another Member (addresses chair and is recognized) - "I wish to amend the motion by adding, 'and that a committee of three members, in addition to the president and 4-H leader,

be appointed by the president to make the arrangements." If the amendment is seconded, it is repeated by the president and opened for discussion. The amendment is then voted on in the same manner as a main motion. If it is carried, the president says, "We will now vote on the motion as amended," and repeats the motion as amended. If the amendment is lost, the president says, "We will now vote on the original motion."

**10. Appointment of committees.** Such as committees on recreation, refreshments, entertainment, program, etc., for the next meeting, or the appointment of other special committees ordered by vote of the members during the meeting.

**11. Closing ritual.**

- a) Club songs
- b) Club yells
- c) 4-H pledge

The president says, "Let us stand and repeat the 4-H pledge."

Members in unison,

"I pledge

My Head to clearer thinking,

My Heart to greater loyalty,

My Hands to larger service, and

My Health to better living

For my club, my community, my country, and my world."

**12. Adjournment of business meeting** a) the president asks, "Will someone make a motion that we adjourn?" The meeting is not adjourned until such a motion is made, seconded, stated by the chair, voted upon, and declared passed by the president. The secretary should make a record of the motion the same as for any other. Or b) if it appears that there is no further business, the president may ask, "Is there any further business?" If there is none, the president may declare, "The meeting is adjourned."

**13. At this point the meeting may be turned over to the leaders** or others for a program of project instruction, demonstrations, talks, discussions, or whatever has been planned for this part of the meeting.

Social and recreational activities **as planned by a committee appointed previously.**

## Appendix D

### 4-H Office of Youth Development:

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