


4H Club Leader's Handbook

A black and white line drawing of a woman with glasses and curly hair, sitting at a desk and writing on a piece of paper with a pen. To her left is a lamp with a conical shade featuring a four-leaf clover design. On the desk are several books and a small object, possibly a pen holder or a small box.

By Anna B. Lucas, Extension Program Specialist for 4-H

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The Symbols of 4H

As 4-H has grown, symbols which express the spirit of the program have been developed. Using the pledge, motto and symbols can help build a club spirit and identification of the program in your community.

Help the 4-H'er become familiar with the following and use them in club meetings.

THE 4-H'S

The 4-H's stand for HEAD, HEART, HANDS and HEALTH. They represent the fourfold training and development that 4-H members receive.

4-H MOTTO

The 4-H motto, "To make the best better," should be the aim of every 4-H member and leader.

4-H EMBLEM

The national 4-H emblem is a four-leaf clover with the letter "H" on each leaf, denoting Head, Heart, Hands and Health. The four-leaf clover signifies "Good Luck."

4-H COLORS - Green and White

White symbolizes purity and high ideals. Green is nature's most common color and is emblematic of springtime, life and youth.

4-H PLEDGE

The member raises right hand to the side of head and says:
I PLEDGE MY HEAD TO CLEARER THINKING,

Lowers right hand over left breast and says:
MY HEART TO GREATER LOYALTY,

Extends hands, palms upward, and says:
MY HANDS TO LARGER SERVICE,

Stands at attention and says:
**AND MY HEALTH TO BETTER LIVING
FOR MY CLUB, MY COMMUNITY, MY COUNTRY
AND MY WORLD.**



Mission & Objectives

The mission of 4-H is to help young people become self-directing, productive and contributing members of society. More specifically, its objectives are to help young people to:

1. Develop inquiring minds, an eagerness to learn and the ability to apply science and technology.
2. Learn practical skills, develop competencies and acquire knowledge.
3. Strengthen abilities to make intelligent decisions, solve problems and manage their own affairs in a fast-changing world.
4. Acquire positive attitudes toward self and a feeling of self-worth.

5. Develop potential by seeking and acquiring educational and vocational experiences.
6. Improve skills in communication and self-expression.
7. Develop effective interpersonal relationships with adults and other youth.
8. Maintain optimum physical and mental health.
9. Develop concern for involvement in community and public affairs.
10. Increase leadership capabilities.
11. Develop socially acceptable behavior, personal standards and values for living.
12. Develop abilities to perform as productive, contributing citizens.
13. Use time wisely in attaining a balance in life (work, leisure, family, community and self).

Effective Education Concepts in 4-H

A national task force on out-of-classroom education suggested that 4-H embodies a certain genius and demonstrated effectiveness, causing it to be worthy of expansion to more youth. The genius of 4-H as stated by the task force includes these educational concepts:

- 4-H provides coeducational learning experiences which contribute to both personal and social development.
- 4-H uses real-life work experiences, letting youth set their own goals for achievement.
- 4-H encourages individual initiative and provides opportunities for young people to experience success which raises the level of their aspirations and contributes to a feeling of self-worth.
- 4-H incorporates the methodology of “learning-by-doing” directed toward personal development.
- 4-H provides laboratory situations for individual learning in practical projects and activities.
- 4-H effectively uses the demonstration method of teaching.
- 4-H provides opportunities for young people to practice democratic group action and social development through local clubs and group experiences.
- 4-H provides for natural progression from simple to more complex tasks.
- 4-H provides opportunities to become part of a program which benefits the community.
- 4-H provides for effective youth-adult relationships which help integrate youth into society, and keep adults in tune with the needs and interests of youth.
- 4-H utilizes the dynamics of peer-group influence.
- 4-H extends the influence of homes, schools and churches through its complementary relationships.

Role of Teens & Adults as Club Leaders

You are a very important person in the life of the 4-H Club member. In addition to helping provide ‘the 4-H’er with the opportunity of becoming a club member, the personal contact will be a rewarding experience for both you and the 4-H’er.

In Kentucky we believe that teens can serve as Club, Project and Activities leaders. In this manual, the term volunteer refers to both teen and adult volunteers.

The Teen Leaders Guide may also be helpful to the volunteer 4-H leader.

The main responsibilities you will have as a leader are:

1. To give guidance and direction to club members and parents by:
 - Helping them become aware of what 4-H is and opportunities it offers.
 - Advising them on project selection.
 - Assisting with enrollment.
 - Encouraging participation in club, county, area or state activities and events.
 - Providing recognition.
2. To provide guidance and direction for developing the club program by:
 - Providing a means for program planning.
 - Helping the club evaluate its direction and progress.
 - Helping the club assess its program.
3. To work with club officers and committees by:
 - Helping officers prepare for regular meetings.
 - Encouraging officers to attend officer training or providing for officer training.
 - Helping committees understand their function and purpose.
4. To develop and maintain community support by:
 - Publicizing 4-H through available media.
 - Providing a means of communication for club families.
 - Planning community service activities.
 - Providing guidance for fund-raising activities.

5. To serve as a contact person for the community or district coordinator and County Extension Office when requested by:

- Providing representation to the County 4-H Council.
- Providing representation to other county-wide committees, activities or events.

6. To work with project and activity leader by:

- Coordinating adult leaders and teen leaders.
- Coordinating county, district or community project or activity chairmen with the club leaders.
- Assisting new and continuing leaders.
- Sharing in recruitment of new leaders.
- Providing guidance for teen leaders' training and activities.
- Providing recognition.

To aid you in your coordinating role with other leaders, here are some of the tasks you may find other teen and adult leaders performing.

4-H Project Leaders

4-H project leaders have the major responsibilities of assisting 4-H members with their 4-H projects. These leaders assume responsibility for one of several 4-H project groups in the 4-H club. They usually assist in accomplishing the overall purpose of 4-H through individual 4-H project work. Their main responsibilities are to:

1. Organize the 4-H project group as a part of the 4-H club.
2. Assist 4-H members in planning and carrying out their project.
3. Help 4-H members learn project subject matter.
4. Encourage members to participate in 4-H project events.
5. Schedule 4-H project meetings.
6. Help 4-H project members plan demonstrations and other educational programs including completing record books.
7. Keep up-to-date in subject matter.
8. Assist in county and area project events when possible.
9. Attend project subject matter training meetings to learn the requirements of the projects and the procedures to follow in working with club members in the project field.

10. Assist members in obtaining supplies or equipment necessary for project.
11. Hold regular meetings with the project group to instruct and supervise the members in their work.
12. Assist club members with record keeping.
13. Counsel with teen leaders working with project groups.
14. Check members' record books at end of year to determine completion.



15. Attend and assist with county events that are related to project work.

Activity Leaders

Their main responsibilities are to:

1. Help sponsor and participate in special activities and events on the local and county level.
2. Perform the same roles as project leaders in various activities and events such as recreation, health, safety, community services, etc.

Purpose of 4H Clubs

The 4-H Club is one of the major methods of involving boys and girls in the 4-H program. It serves as the hub of activity which generates enthusiasm for participation in 4-H activities outside the local club.

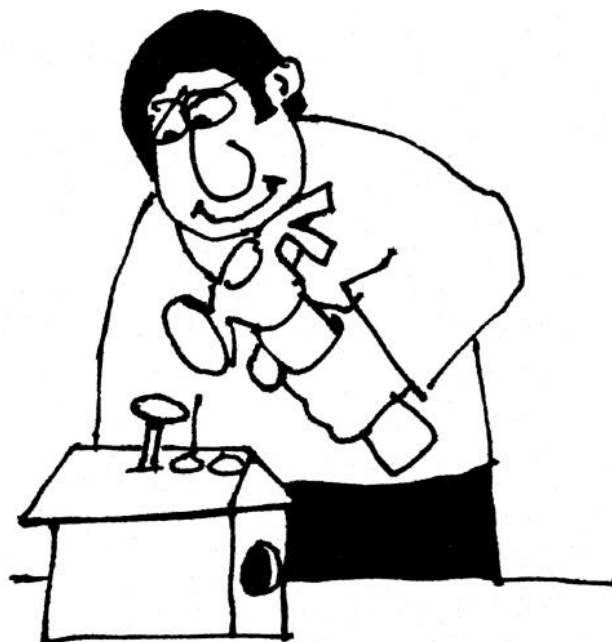
The 4-H Club meeting is an important learning experience. By participating in planning and carrying out the club's program, the members will:

- Learn to make decisions.
- Develop skill in group discussions.
- Try new ideas and methods.
- Develop citizenship and leadership skills.
- Acquire new knowledge and skills.
- Develop confidence.
- Gain a sense of group pride.
- Form a cooperative attitude.

Types of 4H Clubs

COMMUNITY 4-H CLUB-The community 4-H club has members and leaders from a defined community or geographic region. Community 4-H clubs usually have members from a wide range of ages enrolled in a variety of projects and activities. Meetings are held in the members' or leaders' homes, or a community facility. Meetings are usually held after school or at night. Because of the meeting time and location, parents may tend to be more involved or consider 4-H a family activity. Clubs meet from one to two hours and may also do some project work at the club meeting with older members, adult leaders and parents assisting.

IN-SCHOOL 4-H CLUB-In-school 4-H clubs are held during regular school hours. The most effective ones are organized on a classroom basis with volunteer leaders working with each classroom. Maintaining the teacher's interest in the club may mean the members will have constant support for their involvement in 4-H. The



members also enroll in projects which are completed in project groups or done on an individual basis.

PROJECT CLUB-A project club has members who are enrolled in the same project and usually elects a set of officers. Horse Clubs are a common type of 4-H project club. Project clubs usually have members from a wide range of ages with leaders skilled in the particular project in which club members are enrolled. Project clubs may be county-wide or represent a geographic region of the county. They differ usually from a project group in size, age range and formal organization. A project group is usually smaller, with 5 to 6 members of the same age, and the organization is informal with no officers being elected.

Project clubs provide an excellent opportunity for older members to develop leadership skills by helping younger members with their projects. A major portion of the club meetings is devoted to doing project work and preparing for related activities.

Meeting Basic Needs of the 4H'er

This section of the guide is intended to give you basic information you may need before you organize the club as well as serving as a reference for checking your

procedures as you work with the club. Refer to it frequently throughout the year.

Members, especially those just beginning 4-H, must have some of their basic needs met or they will drop out of 4-H. They may turn to some other interest more satisfying than 4-H. Leaders can profitably give more attention to these three aspects of working with boys and girls:

1. Their need for a sense of personal worth.
Desire for attention - desire for prestige - desire to excel.
2. Their need for a continuing sense of personal security.
3. Their desire for a feeling of accomplishment.

Local Meetings and Activities

In regular meetings and other activities, the individual member has an opportunity to satisfy some of his or her needs for:

- Attention.
- Prestige.
- A continuing sense of personal security.

However, if the meetings are to be effective in meeting these needs, several things must happen.

The member needs to attend almost all of the club and project group meetings and activities. When a member fails to attend, 4-H has lost one of its major opportunities to provide satisfying situations for the member.

Members fail to attend club meetings and other activities for various reasons. Among them are lack of

transportation and parents' lack of knowledge or interest in 4-H.

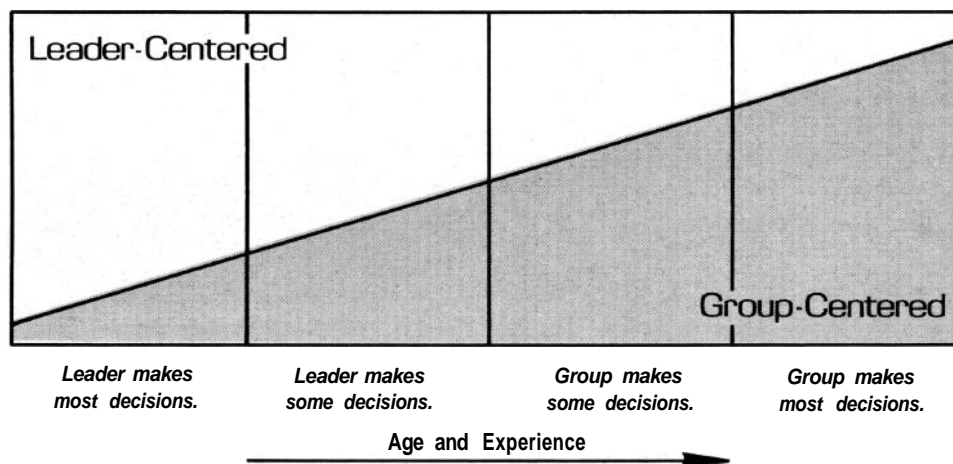
Even when a member attends quite regularly, the three basic needs may be difficult to meet if:

- The member's friends or boys and girls of his or her own age do not belong to the same group and attend its meetings.
- The member is not given a position of some importance or prestige by being elected to an office; being named to a committee; or given responsibility for some job during the meeting or planning some other activity.

Boys and girls do things according to their ages and abilities. As they gain experience they should be able to take on more responsibilities. You will operate differently in groups of older members than with younger members. Younger members usually need more direction and assistance. Older youth want to assert themselves and make many of their own decisions. Even if members are about the same age, the needs of a new group and an experienced group differ. With older members especially, you should serve as an advisor, allowing them to assume responsibility. Remember, it is their group.

Most persons want to be an active part of a group. Sometimes they need help to do so. Find ways to involve individuals who are less accepted by others. Learn their strengths and weaknesses, then provide a chance for each to be successful. Here's where you can inspire others to try new things, to work cooperatively and to care about others.

Young people learn from one another. The group setting permits youth to learn by doing and assume responsibility. Tailor your leadership to fit the group and its individuals.



Check Yourself

1. Do I try to find out the reasons for non-attendance at meetings and to correct them?
At other activities or events?
2. When members are first enrolled, do I try to enroll groups of friends as well as individuals?
3. Do I provide an opportunity for every member to hold an office, serve on a committee, or have some other responsibility of his or her own?
4. Do I make a special effort to see that every member has a group responsibility?
5. Do I encourage all members and give them the opportunity to participate actively in meetings?
6. Do I help the club vary meetings enough to meet the many interests of all 4-H'ers?
Do I help the club vary the activity program?
7. Do I arrange for transportation for those who need it?
8. Do I give prestige to new members when they first enroll through an initiation ceremony or other recognition?

Age of 4-H'ers

Although the needs mentioned are basic to all youth, their relative importance varies as the boy or girl advances from a 10- or 11-year-old to a young adult. Other needs become important, too, as youth develops.

Data in recent studies have shown that a boy or girl who enters 4-H at 10 or 11 years of age is more likely to stay with the work than one who enrolls at a later age. This may be because 4-H is more satisfying to a 10- or 11-year-old than to an older boy or girl or, perhaps, we have not added enough variety to keep the interest of older members. The following information will give you ideas for working with 4-H'ers of different ages.

Pre-Teens

1. Encouragement without competition: Need to be challenged to learn as many and as difficult things as they can be expected to accomplish.

2. Work and recreation set up in groups of same sex or of both sexes: Interests of boys and girls may differ at this age but, in many cases, both are interested in the same projects and activities.
3. Work in pairs: They work better if they are allowed to choose a partner they like.
4. Need direction and need to be kept busy: This age group is not ready to be given a project and then turned loose. Must have adult and teen leaders to keep checking to keep them at the task and going in the right direction.
5. Praise good work: They must taste the fruit of success in order to grow adequately in this stage.

Early Teens

1. Help to joke about changes: Don't laugh at them, but help them to laugh at themselves and thus accept the changes which sometimes are embarrassing (e.g. voice pitch).
2. Set few rules, but be firm. Members will cooperate when they know you are standing firm.
3. Young teens need contact with strong adults of same sex. This is the "hero worship" stage. It is through their relationship with adults and teen leaders that they learn what it means to be a masculine or feminine individual.
4. Young teens need directed group work. Group needs to be guided in pursuing acceptable activities. Otherwise, behavior will deteriorate into intolerant acts against those not in gang.
5. Need reassuring, informal heart-to-heart chats that inspire them to feel more self-confident.
6. Give good reasons for your requests or limits. They are learning to think for themselves and are attempting to understand why. Helping them to understand why is a good mental exercise and a lesson in decision making.

Senior Teens

1. Allow opportunities for oral presentations of all kinds. They need time for bull sessions to give them a chance to try out and expand their own ideas within their own age group.
2. Allow for self-directed group responsibilities. They are ready to assume leadership and to prove they are capable of working in an adult manner. The strong desire to be a part of the

group keeps behavior in line. They are beginning to feel responsibility for contributing to group and community efforts.

3. Don't expect them to tell you all. They feel their own peer group understands them and their problems. Although young people need and thrive on some contact with adults, there is a small and secret world that adults cannot enter.
4. Stress social graces. Teach them correct behavior by providing opportunities for them to introduce guests and plan and hold parties and other social events.
5. Provide programs for mixed groups. Capitalize on their desire to learn more about the opposite sex. Set up work and recreation activities which will give them an opportunity to observe and study behavior of the opposite sex in a variety of situations.

Check Yourself

1. Do I urge older 4-H members each year to invite all younger potential members to join 4-H?
2. Do I make a special effort each year to inform the boys and girls who will be potential members in the year ahead and to arouse their interest?
3. Do I make a special effort to adjust subject-matter project work to the maturity of the members?
4. Do I make a special effort to provide older members with greater responsibility?
5. Do I seek the involvement of teens in major leadership roles?

Subject-Matter Project Work

Through subject-matter project work, such as gardening and clothing, the boy or girl starting in 4-H can satisfy his or her desire for:

- A feeling of accomplishment
- Attention
- Prestige
- Excelling

However, the member will gain little satisfaction if he or she does not work at it actively, reach a set goal and let others know about it.

This requires that the member carry a project in which he or she is interested and that the help needed to complete the project be provided.

A project that is not completed hinders the member in receiving needed attention and feeling of accomplishment.

Check Yourself

1. Do I consider carefully which projects and how many I can lead or involve teen and adult leaders in working on during the year?
2. Do I offer a wide enough variety of projects to fit the interests and available resources of members?
3. Do I help members in selecting projects best suited to home facilities and situations?
4. Do I attend training to learn to analyze each member's situation and to provide adequate project help?
5. Do I inform parents, preferably in person, of the 4-H'er's project needs and requirements?

Recognition and Competition

Recognition and competition can partially satisfy several basic needs, such as a desire:

- For attention
- For prestige
- For excelling
- For a feeling of accomplishment

Younger members may not always have as much opportunity to satisfy these desires as the more experienced club members do. But, their basic needs are just as great.

Perhaps competition can fulfill some of these needs. If competition is satisfactory for the 4-H'er, all four of his needs may be met to some degree. If he feels that he has failed in competition, all these needs are not met. You should recognize that the desire to excel is not satisfied in competition merely through competing.

Recognition need not be limited to project work. Recognition for individual talent, industry, enthusiasm and leadership can provide needed satisfaction, too. The need for attention, prestige, accomplishment or even excelling can be attained in ways other than competition. Your personal contact with the member is very important recognition. Recognition is also accomplished by what the club accomplishes. This can help maintain the interest of the members if they feel they helped the club succeed.

If recognition through competition in a project is the major opportunity for 4-H'ers to meet various basic needs, it is important that you help them complete their projects with members in their age group. Younger members tend to want the same recognition received by their friends. Recognition for participation in an activity or completing a project may be more desirable than competitive recognition.

Awards are made available at the county level by the county 4-H Council and the National 4-H Council. Check with the County Extension Agent for details on awards available for your 4-H'ers. You may want to secure awards for your club from the community.

Parent Cooperation

When parents cooperate with members, 4-H has a better opportunity to meet the basic needs of boys and girls. It's easier to complete the project requirements when a member's parents are interested. Their interest also encourages youngsters to take part in other club activities and programs outside the club.

The 4-H'ers gain the feeling of prestige they need when their family is interested in their activities and approves their accomplishments. This support also gives them a feeling of personal security that should help carry them forward with greater confidence into out-of-home activities.

Parents who can provide transportation to activities are more likely to do so when they're informed about 4-H and interested in it. If transportation is available to events, a member can participate, compete and be recognized for these accomplishments.



Check Yourself

1. Do I provide opportunity for every member to exhibit?
2. Do I provide opportunity for every member to receive recognition of some kind?
3. Do I arrange for transportation for all who need it?
4. Do I emphasize to each member the importance of improving his own project?
5. Do I help individuals evaluate their own progress?
6. Do I give personal recognition for progress, regardless of the starting point?
7. Do I recognize the accomplishments of each individual as well as the progress of the club as a group?
6. Do I make a special effort to see that each member has needed supplies and equipment?
7. Do I make a special effort to see that each member thoroughly understands the subject matter needed to complete his project satisfactorily?
8. Do I coordinate the club program with project groups, special interest groups and other 4-H activities being lead by other leaders?

Check Yourself

1. Do I plan an adequate information system for parents of all 4-H members in my group?
2. Do I include parents in as many 4-H events as possible?
3. Do I help parents by
 - (a) arranging for personal and at-home help on project work when needed?
 - (b) arranging for transportation of members needing a ride?
 - (c) arranging for financial help for members who need it to start a project?
4. Do I ask parents to help with the club, project group or activities?

Leading the 4H Club

Organizing a New Club

How do you start a new club? Whether you are a leader with many years of 4-H Club leadership experience or a new leader organizing your first club, here are some hints on organizing a new club. Check them over. Adapt them to your own situation.

1. Checklist for what is desirable to organize a club:

- One or more adult or teen leaders. Teen and adult leaders to serve as project leaders.
- Five or more young people who want to have a club.
- The support of parents.

2. Supplies needed:

- Cards for membership application
- Secretary's Record Book
- 4-H project guides
- 4-H Officers' Manual

3. All 4-H clubs and 4-H youth development programs are the responsibility of the Cooperative Extension Service, United States Department of Agriculture. They are administered through the College of Agriculture of the University of Kentucky in cooperation with Kentucky State University. These two universities are our land-grant institutions.

- Federal law prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, political beliefs, or familial status. Any person, age 9-19, who chooses, may participate including teens who are married, parents, or single parents. County programs may decide to involve youth younger than those in 4th grade or older than those in 12th grade.

- Any 4-H club/unit that has its own constitution must include the statement of non-discrimination as part of that document.

- 4-H clubs and units that continue from year to year are required to have on file a statement signed by the current leaders declaring that the club or unit is non-discriminatory. (A form that can be used for this is available from the County Extension Office.)

- 4-H clubs and units that are reorganized each year must have the leaders sign the non-discrimination statement on a regular, systematic basis (every three years or less).

- Newly formed clubs should have non-discriminatory statements signed by leaders involved as they organize.

- 4-H clubs or units having potential for integration must be integrated or work closely with Extension personnel, the 4-H Council and the 4-H Expansion and Review

Committee, leaders, members and their families to either attain this goal or achieve progress towards it.

4. Steps in organizing a club:

The following hints are guides for you to keep in mind.

- Learn all you can about 4-H. Take advantage of all leader training offered in your county. Study 4-H leader materials. Talk to other 4-H leaders. Read 4-H bulletins. Talk over your concerns with your county Extension agents.

- Call a meeting of the boys and girls who want to start a 4-H Club. Invite parents and other interested adults and teens to be present. Discuss what they can do to help with a local 4-H club.

- Enroll the boys and girls who are interested. Give them enrollment cards and project guides. Explain projects. Get parents' consent for boys and girls to join if possible.

- Elect officers.

Officers usually include President, Vice-President, Secretary-Treasurer, Reporter, Song Leader, Recreation Leader and committee members. These officers should take charge of all club meetings.

- Give your Extension agent the enrollment cards. Keep a list of members for your own use. A form is provided in the 4-H Club Secretary's Record Book.

These are points to keep in mind in starting a new club. They also apply to reorganizing an old one. Each year new members are taken into the club and new officers are elected. This is called reorganizing. However, your overall program is continuous.

Now that your club is organized, you are ready to help the members.

Planning the Annual 4-H Club Program

The yearly plan of work should include plans for:

- Programs for your monthly club meeting.
- Projects to be carried by the club members.
- Special activities that the club will carry on or participate in.

Points To Consider in Drawing Up the Annual Program

The program should be based on the needs and interests of the boys and girls. They will have many ideas of things to do. Your job will be to guide them in making their plans. Group discussion with the 4-H'ers' ideas being given to a planning committee is one technique for getting all members involved. They may also want to consider the following techniques:

The 4-H program is divided into four main parts for planning purposes.

1. Instruction or program is the main part of the club meeting and includes programs presented by the 4-H members, you or other 4-H leaders or outside resource people.
2. Recreation can include recreation during the club meeting or special recreation activities such as picnics and hay-rides.

3. Community projects should include programs and activities the club does to learn about the community and to help bring about improvement in it.
4. Special events include county activities and events club members will be eligible to participate in at the county level and special 4-H events. Planned at club and community level.



Supplies Needed

- Seventy-seven 5 x 7 cards and masking tape or transparent tape that is sticky on both sides.
- Twelve colored crayons or magic markers for recording suggestions on 5 x 7 cards.
- A space such as a wall large enough to put sixty-five 5 x 7 cards as shown in the illustration below. This will require a space approximately 65" high x 36" wide.

- Place a piece of tape beside each of the months under the main headings.
- Calendar of county 4-H events, activities and special programs.

A. Before the planning session, place on the wall or other surface the months and headings needed for a year's plan of work.

Month	Instruction (Program)	Recreation	Community Projects	Special Events
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

- B. Assuming at least 24 members are in a club or planning group, take 12 cards and put assignments on the front as follows:

On one side of card write:

- | | | |
|------|-------------------|---|
| (1) | Instruction | January - February - March - April |
| (2) | " | May - June - July - August |
| (3) | " | September - October - November - December |
| (4) | Recreation | January - February - March - April |
| (5) | " | May - June - July - August |
| (6) | " | September - October - November - December |
| (7) | Community Service | January - February - March - April |
| (8) | " | May - June - July - August |
| (9) | " | September - October - November - December |
| (10) | Special Events | January - February - March - April |
| (11) | " | May - June - July - August |
| (12) | " | September - October - November - December |

C. Procedure:

1. Divide into groups. If 24 or more people are present, 12 groups should be used. If there are less than 24, divide so there are at least 2 people per group. Select a chairman and a secretary. The chairman will receive the card with the assignments. The secretary receives the four blank cards and crayons or magic markers.
 2. As the chairman leads the planning, the secretary prints a one- or two-word summary of the suggestion for each month on a 5 x 7 card. Print as large as possible. Do not write the month on the card. Please note:
 - I The groups developing suggestions for instruction (program) will note the community and county 4-H activities planned for the year.
 - I The groups developing recreation suggestions should suggest topics appropriate during the regular club meeting. (Other recreation features may be suggested as service or special event topics.)
 - I The groups developing service suggestions should suggest things appropriate for a 4-H Club.
 - I The groups developing suggestions for special events should keep in mind: (a) the time of the year most appropriate in keeping with county, district, state and national events; and (b) special events appropriate for members of a 4-H Club to sponsor or take part in.
 3. As soon as the four cards are completed, the secretary brings them forward to be placed on the wall at the appropriate spot.
 4. When the groups have posted the suggestions, the Club then discusses the overall program. Remove duplications and discuss any areas which are not clear or are questioned by any members.
 5. The Club secretary should record the plan for use by the officers and members in planning the Club meetings.
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Training 4H Club Officers

A 4-H Club is more successful when the 4-H officers understand and perform the jobs related to their offices. The Extension agents will provide you with copies of Publication 4LC-01MO, "Kentucky 4-H Club Officers' Manual," and "4-H Secretary's Record Book," 4LD-01RC, to give you direction in their training. "Exploring Citizenship Unit III, My Clubs," will be helpful to provide information in the roles of all club members, elections and committees. "Exploring Citizenship, My Community," will help leaders, officers and committees design community projects. Some counties provide training at the county level for all 4-H Club officers. Ask your Extension agent about this.

You should meet with the officers several days before each club meeting to assist them with planning and preparing for the meeting. Your guidance before the day of the meeting is necessary to assure that the meeting is well planned.

The 4H Club Meeting

A well-planned program for each club meeting is very important to the success of the club.

The program should be well balanced. Planning should begin with reviewing what the club has planned for the entire year. Additions and deletions can be made, but the annual plan is the basis for planning the club meeting. The club members should plan and carry out the program themselves, with your guidance. Every member should have some part on the program as often as possible. The 4H Club meeting should be the highlight of the 4-H experiences.

Clubs usually meet once a month. Some clubs meet more often, depending on interest of members, etc.

The program for the club meeting generally consists of three parts, namely, business, instruction session (program) and recreation.

Some suggestions for the program committee to consider in planning programs are:

- **Business—10-15 minutes.** This consists of calling the meeting to order, the 4-H Pledge and Pledge of Allegiance. The minutes should be read, corrected and approved. Any new or old business should be taken up. It is important to

discuss this business, but be brief and stick to the point. If difficult questions arise, refer them to a committee which will make recommendations to the club.

- **Instruction Session (Program)—30-40 minutes.** The program should be designed to help members learn more about the entire 4-H club program. Project study, demonstrations, achievement stories, reports of trips to camps, brief talks by leaders (and others) may be used for this part of the program. The county Extension agent may be invited to do a program occasionally. At times, you or club members may give demonstrations or other presentations.

At least one good 4-H idea should be presented so completely that it will stand out in the memory of the club members. The program may be built around some theme or seasonal topic such as Thanksgiving Day, Arbor Day, etc. The use of videos, still pictures, resource people from the community and other such aids will help vary the club meetings and maintain the interest of the members.

- **Recreation—10-20 minutes.** Here is a good spot to end the meeting on a happy note. A committee or an individual member in a small club should have the job of selecting and directing the games. At least one new game a month will add interest. Quiet games, challenges, table games and singing games can be fun. Care should be taken to select games appropriate to the meeting facility. Check the school and public library for game and recreation books.

How to Make the Meeting Interesting

4-H club meetings should not be merely routine affairs. New angles should be introduced to "liven up" meetings. Above all, the program should be planned and conducted by the club members. Through the use of democratic club programs, boys and girls will develop good habits of conduct.

Use the "4-H Club Meeting Outline" plan each club meeting. The club meeting plan should be based on the annual program plans.

Meeting Outline

(A suggested outline for a club meeting. You may want to try other ways of organizing and conducting your meetings in order to add variety.)

TIME _____ PLACE _____

(% of total meeting time) MONTH _____ DAY _____ YEAR _____

BUSINESS

10-25% Call to Order led by _____
(president)

Song led by _____
(song chairman)

Pledge of Allegiance to American Flag . . . led by _____
(name)

4-H Pledge led by _____
(name)

Thought for the Day led by _____
(name)

Roll Call (each member answers) . . . led by _____
(secretary)

Reading of Minutes led by _____
(secretary)

Approval of Minutes led by _____
(president)

Committee and/or Project Reports led by _____
(club reporter)

Old Business (discussion) led by _____
(president)

Items to be discussed: _____

New Business (discussion) led by _____
(president)

A. Items to be discussed: _____

B. Committees appointed (if any needed):

1. _____
(assignment) (members)

2. _____
(assignment) (members)

Announcements led by _____
(club leader or leader chairman)

50-60% **INSTRUCTION SESSION (Program)**

(vice-president in charge)

A. Demonstrations:

1. _____ by _____
(subject) (member)

2. _____ by _____
(subject) (member)

B. Other program : _____ by _____
(subject) (Extension agent or other person instructing)

10-25%

RECREATION

Song: _____ led by _____ (song chairman)

Game: _____ led by _____ (recreation chairman)

ADJOURNMENT led by _____
(president)

Community project, if any:

Special events, if any:

_____ Local
_____ County
_____ Area
_____ State

Project(s) to be emphasized in club meeting(s) this month:

Project groups meeting this month:

NAME OF PROJECT	PLACE	TIM E	LEADER IN CHARGE

Using the 4H Instruction Session (program) to Teach Boys and Girls

4-H teaching is unique. It is "learning to do by doing." The 4-H project gives members a chance to learn by doing the things they have seen and heard in club meetings. Demonstrations, discussions, movies and field trips are learning by seeing and hearing. Good 4-H teaching employs many methods-hearing, seeing and doing.

The entire 4-H Club meeting is an educational experience. The very process of planning and conducting the meeting is an experience in a real-life situation. The meeting should also have an atmosphere of fun and fellowship. The instruction or program can be done in such a way that the members will enjoy it so much that they may not distinguish it from a recreational activity. Learning can be fun!

The following is an example of several ways of involving the members in a public speaking activity. Can you help the members design similar programs to make the club meeting interesting and have variety?

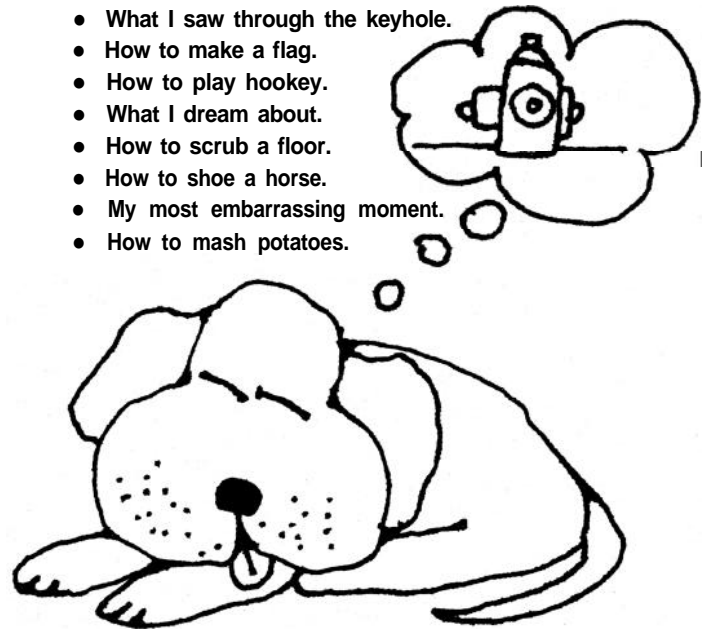
For 4-H Club members one of the most important parts of the 4-H program is the chance they are given to stand up and speak in public-even if they do not officially take part in the 4-H talk meet competition.

Every time a member stands up before a group it makes it easier for him the next time-so here are some ideas that you can use at meetings.

1. Have each member stand to answer the roll call.
2. Time permitting, have each member stand and name his or her favorite 4-H project, tell what he or she learned at the last meeting or about a pet he or she owns, etc.
3. Prepare ridiculous topics and put them in a hat. Each member draws a topic and talks for up to 2 minutes on the subject. (Leaders should be prepared to give help quickly by asking questions or prompting if a member becomes frightened and cannot speak.)

If handled as a game, the members may enjoy the silly topics. Topics could be:

- What a dog dreams about.
- How to pick raspberries.
- What I saw through the keyhole.
- How to make a flag.
- How to play hookey.
- What I dream about.
- How to scrub a floor.
- How to shoe a horse.
- My most embarrassing moment.
- How to mash potatoes.



4. Arrange the group in a circle. Have one member start talking about a subject such as "cats." For example: "Cats are soft and furry. Cats have four legs. Cats have green eyes." Then the leader says "STOP" on a noun such as "eyes" and chooses another person to begin talking about "eyes." This game is quite enjoyable and can bring lots of laughs. You can see that this prompts the 4-H member to think as well as stand and talk.
5. Have a group of members just stand and look at the audience. When they begin to smile, they are seeing the audience. This is an easy exercise and an effective one.

6. Try using impromptu talks where the member tells about some incident that comes to mind at the mention of a word such as "snow," "fire," "skating," "school," etc. These provide practice and the member knows his material because it has been a past experience.
7. Members may divide into pairs A and B. At the announcement of a word, member A of each pair begins to tell member B about an incident connected with the word. B tells an incident to A. At the end of a set time limit (about one minute) a new word is called and the members begin again. (Large groups will find this exercise particularly helpful since many members can speak at one time.)
8. Surprise topics can also be used by writing the topics on a chalkboard. Each member draws a number. Number 1 chooses a topic, gives a short talk and erases the topic from the chalkboard. Number 2 does the same. This continues until all the members have had a turn.
9. Play Salesman Surprise. Each member gives a sales talk using some products which have been gathered together into a suitcase. With each member trying to outdo the others with his sales talk, there is enjoyment as well as public speaking practice.
10. And what about debates for older members?

Demonstrations

Demonstrations by 4-H'ers and leaders are one of the main 4-H teaching tools. 4-H project literature is an excellent source of demonstration topics. In addition to teaching, members giving demonstrations learn to organize presentation and speak effectively.

How to Conduct Discussions

If only one person does the talking you have a speech or monologue. Two people talking back and forth give a dialogue. In a discussion everybody takes a part.

Why have discussion in 4-H Club programs?

1. It helps young people to think more clearly.
2. Youth learns to speak effectively in public and to listen while others are talking.
3. Youth learns by experience how to take part in a public meeting.

How Large Should a Discussion Group Be?

Any size. However, smaller groups are easier to handle. Large groups can be divided into small groups for discussion. Ideas can be reported to the entire group to reinforce learning and share ideas.

What Subjects May Be Discussed?

Discuss topics of real interest to the club members. The topic should be developed in a way to challenge thinking. A committee of club members might write up a few "agree and disagree" questions for each meeting. These will start discussion. The questions can be on project work, community affairs, national issues and other matters of special interest to their own age group.

How Do You Select a Good Discussion Leader?

Select one who is alert and likes people, thus making it easier for members to talk.

The discussion leader should know something about the topic, of course. He can depend on literature for information or on someone in the group who knows about the subject and is ready to give information when needed.

Other Ways to Improve the Instruction Session

Field trips, films, slides, plays, charts and posters will catch the interest of members. Any good teaching method is suited to 4-H teaching. Place emphasis on demonstration, discussion and the use of the above.

1. Field trips-Take advantage of any opportunity to go with your club members to visit their projects, to study farming, to visit businesses and other places of interest.
2. Films and slides-Your county Extension agent can furnish you with these aids. A member enrolled in photography or a leader may want to make a slide set of 4-H'ers and their project work.
3. Plays-Most young people like to take part in plays. Why not work up a play to illustrate a point? For example, how to get new 4-H members.
4. Charts, posters and maps-These always add interest to the lesson. They leave a lasting impression.



5. Judging-Judging helps develop 4-H'ers' ability to make decisions and state reasons for their decisions. Involve members in judging articles they have made and their livestock projects, and in judging programs such as consumerama.
6. Quizzes-Add fun to learning with quizzes and games related to 4-H and their projects.
7. Exhibits and displays-Recognition and learning are aided when 4-H'ers show their work and see the work of other members.
8. Posters-4-H'ers can learn to express their ideas about 4-H and their projects and activities when they make and display posters. Posters are also a tool to use in publicizing your 4-H Club.

4H Club Recreation

Recreation is usually one of the highlights of a 4-H Club program. Ten to fifteen minutes of the club meeting are generally allowed for recreation. However, boys and

girls usually consider most of the program recreation. The young people do things with others. It's fun because they don't "have to do it." They are in 4-H because they like it. In helping members plan 4-H programs, be sure to plan for recreation.

What kind of recreation? That will depend on your local situation. Is the meeting held in a place where a noisy game might disturb someone? Can the group go outside for recreation?

Songs and games that are popular in your community can be used. New kinds of recreation can be worked in gradually as the members develop.

Suggested Recreation Activities

Some of these activities are for the club meeting. Others are for use in the home, community gatherings and other 4-H events.

1. Group Singing-Hymns, patriotic, folk, fun and club songs.
2. Group Games-Active, quiet, musical.
3. Music Appreciation-Listen to music on the radio or records; learn about the history of some favorite songs.
4. Music Participation-Organize a 4-H chorus; dramatize songs; play musical games; use members who play musical instruments on the program.
5. Dramatics-Put on plays during meetings or for the community. Try using living pictures, choral speaking, puppets and pageants in the recreational program.
6. Handicrafts (Hobbies)-Leather work, rug making, basketry, woodwork, metal crafts, dyeing, weaving and many others.
7. Reading-Start a club library by buying books; ordering 4-H bulletins; subscribing to National 4-H News. Tell stories at club meetings and encourage reading in the home.
8. Enjoy the out-of-doors-Hikes, picnics, camps, gardening, collecting nature objects, identifying trees and insects-all these can be enjoyed by individuals, your club and your community.
9. Puzzles-Particularly homemade.
10. Tricks-Matches, mathematics, etc.

4H Community Projects

The purpose of a 4-H community project is to provide an opportunity for 4-H members to learn how to make improvements in their communities.

The quality of a community depends a great deal on the quality of the citizens who live in it. When the people living in a community are concerned about the general welfare of each citizen and they have the ability to deal with their problems and opportunities, they are likely to have a good community. This project should help club members increase their ability to deal with community problems or opportunities.

Most community improvements come about through group decisions and group action. Community groups should know how to make wise decisions in order to use their community resources in ways to bring about the greatest satisfaction to the people of the community.

The type of community project or program that a club chooses to work with would in part determine who potential leaders might be. For example, if the club chooses to do a beautification project, a garden club member, a nurseryman, or a horticultural hobbyist may gladly serve as a leader with the club. Many parents may also be glad to be involved with their children.

The 4-H members themselves should also have the opportunity to continue their own leadership development through their community work. It is recommended that the club have a chairman either selected or elected to coordinate the club's efforts. A committee appointed to work with the chairman gives the other youth greater opportunity for involvement. This committee should meet and develop plans to present to the total club. Good strong committees lead to good strong organizations.

Many clubs are successfully carrying out community projects regularly, with some of them planning projects or programs dealing with community for each month of the year.

The process that the members use to learn about the community and to develop a project may be as important as the project. The steps should include:

1. Identifying community needs.
2. Studying resources.
3. Selecting the projects.
4. Getting organized for action.
5. Carrying out the project.
6. Evaluating the results.

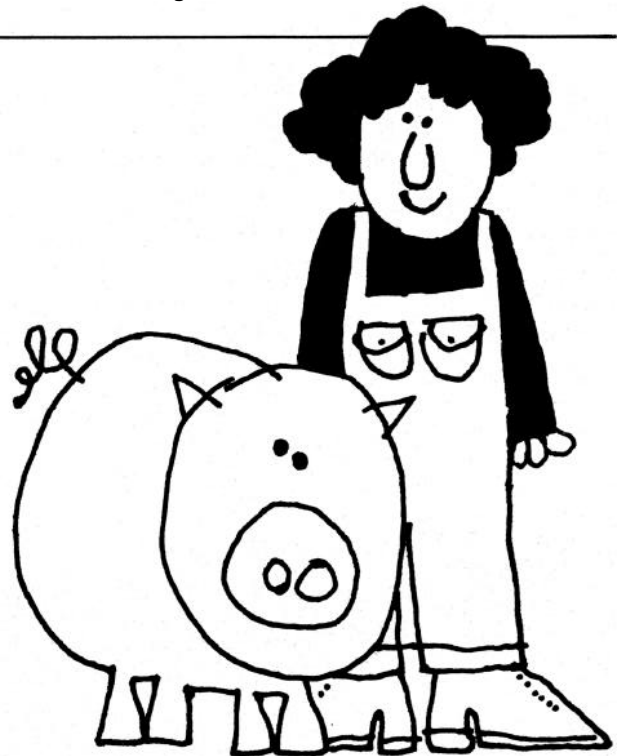
4H Projects

By "project" we mean the work done with animals, crops, articles made or some other definite enterprise undertaken by 4-H'ers. The project should be one which fits well into the home and community. It should be practical and provide some income, savings or satisfaction to the 4-H'er.

The Extension agent will provide a list of projects available in your county and literature available to members and leaders.

Other projects not listed on the card may be undertaken as a special club project.

Most 4-H activities center around the project, thus making it a very valuable part of 4-H. Through project work you can teach 4-H'ers improved practices which, in turn, serve as demonstrations for the community. They also learn business principles by keeping required records.



Helping the Club Evaluate Its Progress

Beating one's own best record can be a form of group competition for the club. It can help increase the enthusiasm of the members to improve the club and develop group spirit and identification. Your constant encouragement and suggestions for improving the club will serve as a source of recognition for the group. A positive reaction from you is probably the most valued recognition the club will receive as a group.

A Club Evaluation Form, shown below, is one

method that can be used to help the club evaluate its meetings. The list of items can be changed to include the plans the club has made and the things you and the officers feel are needed to carry out the plan.

Each item is checked monthly. The club can be awarded a rating based on the total number of checks received each month. An inexpensive sticker can be attached to the poster or rating sheet. The rating sheet can be displayed in the meeting room for review of all members. Before meetings begin the club should establish with you what rating is necessary to receive a purple, blue, red, white or other color sticker.

Club Evaluation Form

Items to Check	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
1. Meeting called to order on time.												
2. Meeting closed at a definite time.												
3. Meeting room ready, seats arranged for comfort of members.												
4. Program planned in advance of meeting.												
5. Program participants prepared.												
6. Devotional, 4-H Pledge and Pledge of Allegiance included.												
7. Parliamentary procedure followed.												
8. Short, snappy business session.												
9. American and 4-H flags displayed.												
10. Recreation well organized.												
11. Every member of the club participated in the meeting.												
12. Committee reports and announcements brief and well organized.												
13. Instruction (program) well planned.												
14. * _____% of members participated in program.												
15. Conduct of members showed courtesy for others.												

*If the monthly plan includes member participation in talk meet, demonstrations, poster program, etc., a benchmark % of members participating can be established for the club to work.

4H and Cooperating Organizations

Local 4-H Club

This is primarily the group of 4-H members, boys and girls between 9 and 19, who live in the same area and share common interests. The local club also includes the 4-H leaders, interested parents and friends of 4-H who assist in a variety of ways.

County Extension Service

County Extension agents are professionals employed by the University of Kentucky or Kentucky State University in cooperation with county government and the U.S. Department of Agriculture. Offices are maintained in each county in Kentucky. Extension agents are "off-campus" faculty of the University of Kentucky. 4-H is the primary Extension program in youth education. Agents are responsible for county 4-H programs and coordinate program development with a county 4-H council and other leadership in the county.

County 4-H Council

The purpose of this council is to cooperate with the county Extension staff in planning, promoting, developing, implementing, executing and evaluating a 4-H program to meet the needs and interests of the youth in the county.

Specific functions include:

1. Counseling with designated staff members in identifying and establishing priorities for problems and opportunities which are basic to developing Extension's educational programs for all youth in the county.
2. Aiding in developing a leadership development program which will provide for adequate leadership for youth involved in 4-H programs.
3. Assuming leadership in acquiring facilities and needed financial support for county-wide activities and events identified with youth programs to be implemented in the county. (This function shall be carried out as a part of and not in conflict with the overall procedures for securing financial support from governmental and private sources.)
4. Assisting in evaluating and testing programs which are developed on an area or statewide basis, as to their relevance and appropriate-

ness for being included as a part of the county 4-H program.

5. Counseling with the appropriate staff to maintain an organizational structure and arrangement of 4-H leaders which is appropriate for carrying out the specific 4-H program.
6. Providing representation and information pertaining to youth programs and county 4-H Councils' interests and needs to other Extension organizations through member participation and formal communication procedures.
7. Lending support to other Extension programs, organizations and activities in which youth programs and activities could contribute to the long-range development.
8. Acquiring support and leadership from others responsible for area Extension programs, organizations and activities which contribute to the development of youth in the county.
9. Providing leadership and representation to the area 4-H Council.

Kentucky Cooperative Extension Service

State 4-H staff, subject matter specialists and other state staff in administration and communications are the "on-campus" faculty responsible for the state Extension youth program. They provide resource help for county and local 4-H programs. Area directors work with agents on county area 4-H programs.

Colleges of Agriculture and Human Environmental Sciences- The University of Kentucky and Kentucky State University

As the land-grant colleges for the Commonwealth of Kentucky, these institutions are charged by law with the responsibility for extending education to the people of the state. Close ties between the Colleges of Agriculture and Human Environmental Sciences unite research, resident teaching and Extension personnel, so that the resources of both colleges are available to Extension youth programs.

Cooperating with School Officials

Many of the 4-H clubs in Kentucky meet in the school during school hours. It is extremely important that a good working relationship be established to meet the objectives of the 4-H program and support the school in its educational efforts.

Even if a 4-H club does not meet during school hours, a good working relationship between leaders and school officials is important.

A good plan to follow in working with officials is to work cooperatively with your Extension agents in contacting the principal at the beginning of the school session, explain the 4-H program in general along with the county and local programs; provide officials with a calendar of events for the coming year, and explain any customary use of facilities or traditional activities. Be cooperative and friendly as you establish or renew working relations. This is the time to discuss any problems or misunderstanding openly and frankly.

Most school officials are interested in cooperating with 4-H members and leaders. It is your responsibility as a leader to keep up-to-date on school policies and procedures. Keep school officials informed about 4-H programs. Participation in 4-H activities which causes a student to miss class is usually excused. Do not ask for special favors for 4-H members that would cause school authorities to break established regulations. Remember,



they have to answer to administrators, school boards and other parents.

Community clubs often use school facilities for monthly meetings. County events are sometimes held in schools. It is essential that 4-H members and leaders respect school regulations and use these facilities wisely. If your club uses school facilities regularly, keep the school informed about the meeting times and activities. Arrange for facilities in advance of the day of the activity. Many times the principal must make special arrangements for someone to be present. And, of course, leave the building clean.

A cooperative and enthusiastic school official can be the best friend a 4-H club has.



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