

STARTING A COMMUNITY 4-H CLUB



LEON COUNTY 4-H CLUBS

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INTRODUCTION

The purpose of this guide is to help you start a 4-H club in your community. This guide will tell you what a 4-H club is, what a club does, and what you will do as the club's adult leader.

4-H in Leon County is carried out by the Leon County Cooperative Extension Service. 4-H is a part of Leon County government and the University of Florida.

WHAT IS A 4-H CLUB?

A 4-H CLUB:

- is a group of 5 or more boys and girls, ages 5-18.
- has an adult "Club Leader".
- has a club meeting at least once each month.
- has a planned educational program.
- has elected club officers who are club members.
- does a community service project each year.
- involves families.
- involves parents and club adult volunteers.
- 4-H club meetings are held in homes, community buildings, school, churches, etc.

THE PURPOSE OF A 4-H CLUB IS FOR YOUTH TO:

- learn how to cooperate and get along with one another.
- develop good citizenship habits and gain skills as a leader.
- learn new skills and knowledge.
- have fun with friends in a positive way.

WHAT MEMBERS OF 4-H CLUBS DO:

- attend club meetings at least once a month.
- learn how to participate in and conduct meetings.
- learn to improve their communities through a service project.
- learn and practice leadership skills.
- learn how to make good decisions.
- plan and conduct club activities.
- enroll in one or more 4-H projects (foods, pets, clothing, rocketry, photography, etc.)



HOW DO I START A 4-H CLUB?



1. Talk to families in your neighborhood to see how many may be interested in being in a 4-H club. When you have enough families and kids interested, call the 4-H Office. A club can be as small as 5 members or as large as you and the other adults or teens working with you can properly supervise. Generally 8-10 youth/adult.
2. Complete and return the 4-H Volunteer Application packet. After you have been approved as a 4-H volunteer, the 4-H Agent or Program Assistant will assist you with the remaining steps. (Or if you do not need further assistance, you can follow these steps on your own.)
3. Find a meeting place for your first club meeting. Set a date for this first meeting. Meetings can be held in your home, community building, church, etc. Try to find a place that is convenient and will handle the number of members in your club.
4. You will next need to publicize your meeting, following the All Reasonable Efforts policy of the Cooperative Extension Service. Your 4-H Agent will assist you with this.
5. Set a date for the first club meeting using the outline for the First Club Meeting – Getting Organized. Be prepared to discuss with parents some of the activities the club will do during the year and what you expect from them. You will want to involve parents as helpers or project leaders.
6. Remind families of the second meeting date, or have an older youth call to remind members of the upcoming meeting.
7. Conduct second club meeting using the outline in this Guide for club & project meetings.

THE 4-H CLUB LEADER

The 4-H Club Leader is the adult volunteer who is in charge of the 4-H club. You are a volunteer for the University of Florida Extension Service. As the Club Leader here are some of the things you will do:



BE A LEADER OF TODAY

SHAPE A LEADER OF TOMORROW



- ◆ Always provide proper supervision and guidance to the members (with the help of other parents)
- ◆ Help the members plan and conduct the club meetings and other club activities.
- ◆ Provide reports to the County Extension 4-H Office as required.
- ◆ Secure a proper meeting place for club meetings.
- ◆ Get the parents of club members to help.
- ◆ Make sure that the members of the club make most of the decisions.
- ◆ Maintain contact with the County Extension 4-H Office.
- ◆ Provide a positive role model for the children in your club.
- ◆ Get project books and supplies from the 4-H Office.

CLUB HELPERS



Parents of club members, older teens, and other adults can help you with your 4-H club in many ways. Most of the time people are willing to help if they are asked. There are different jobs that will need to be done if your club is going to be an active one with lots of activities, lots of learning, and lots of fun.

Some of the jobs helpers can do:

- ◆ teach a 4-H project such as cooking, sewing, gardening, computers, how to take care of a pet, how to give a speech, etc.
- ◆ be the "adult in charge" that helps your club members plan and conduct an activity such as a service project, a club trip, etc.
- ◆ help provide transportation for club members to county 4-H activities.
- ◆ help you provide proper supervision of club members.



CLUB OFFICERS

Club officers will be members of your club who are elected by the club members. Electing club officers gives members opportunities to develop their leadership skills. These are the officers a 4-H club usually has.

- | | |
|---------------------|---|
| * President | Conducts all meetings. Appoints committees.
Serves as a good role model for other members. |
| * Vice-President | Conducts club meetings for the President. |
| * Secretary | Keeps complete and accurate minutes of meetings.
Keeps attendance records of each member. |
| * Treasurer | Takes care of all club funds. |
| * Historian | Keeps the club scrapbook. |
| * Reporter | Writes a monthly report for 4-H Newsletter. |
| * Recreation Leader | Leads recreation at club meetings and activities |

4-H PROJECTS

General Requirements: **YOU SHOULD BE ENROLLED IN AT LEAST ONE 4-H PROJECT TO BE CONSIDERED A 4-H MEMBER.**

To complete a 4-H year you must finish at least one 4-H Project. Summary sheets are provided for each age level for project completion in the 4-H Office and under “Forms” on our website. Completed books are turned into the 4-H Office by June 1st for judging. Many different 4-H projects are available. For the complete list visit:

http://leon.ifas.ufl.edu/4-H_Department/Forms and click on “project book guide”

Some of the project books are available on-line other are available through the 4-H office for a fee around \$5. If the book is returned completed at the end of the year, the money is reimbursed.

COMPLETED PROJECTS CONSIST OF THE FOLLOWING:



1. Completed project book
2. Project record summary sheets for your age level
3. 4-H Story
4. Project and 4-H photos with captions

By completing a 4-H project, 4-H members learn how to keep records, follow a project through to completion, and gain a feeling of success by working hard on a project.

THE FIRST CLUB MEETING - GETTING ORGANIZED

Here is an agenda for the first club meeting. You can choose to do this meeting with the parents, or you can do an additional meeting with the parents afterwards. You can conduct this meeting or you can ask the 4-H Agent to help you with this.



1. Greet youth & parents as they arrive. Provide them with a 4-H Enrollment form and ask youth to complete it. Turn the enrollment form into the 4-H Office.
2. Call meeting to order.
3. Flag pledges: recite the Pledge of Allegiance & recite and explain the 4-H pledge
4. Explain what a 4-H Club is, some of the things that 4-H members do, and some of the projects or activities that they will be doing in this 4-H club.
5. Discuss names for your 4-H club. Get some of the names of other Leon 4-H Clubs to help them with ideas. You may vote on a club name at this meeting or the next meeting.
6. Club Officers - Explain the role of club officers. Ask the kids to think about which office they would like to do. Members will vote and elect officers at the next club meeting. Each time the club meets there will be a short meeting that will be conducted by the club officers.
7. Discuss 4-H Projects
 - a. If you are doing a group club project or having project groups that will meet during club time, explain what the project(s) will be and any materials that they will need to bring with them to club meetings.
 - b. Members can work on projects on their own. A list of projects is found at the website listed on page five. You can pick up project books for your members in the 4-H Office.
 - c. Show examples of completed Project Record Books. In the record book they will write down what they do and learn in the project. The books are turned in to the county 4-H office for judging. 4-H members can win project medals, ribbons, and other prizes for their books.

8. You can discuss dues and your clubs handling of money with parents. Decide if your club will be involved in raising money for your club. Plans for fundraising must be approved by the 4-H Office. Clubs with accounts must be audited each year.
9. Ask parents what they are willing to do to help with the club. Some ideas are:
 - Be a project leader or help lead the club project
 - Plan a community service project
 - Help with transportation
 - Help with record books and demonstrations
 - Plan a field trip or arrange for a guest speaker
 - Help members get ready for the North Florida Fair
 - Bring refreshments
 - Call other parents & members to remind them of activities
 - Pick up materials at the 4-H office for your club
10. Set a date, time and place for the next club meeting. Explain anything that you expect parents or member to do before the next meeting. Remind them that at the next meeting they will vote on a club name and elect officers.
11. Snacks/Refreshments may be served. This is optional. At future meetings other parents can help provide the refreshments.



FOLLOWING THE FIRST CLUB MEETING

- Take or mail the enrollment forms to the 4-H Office.
 - Call and remind members of next club meeting.

4-H PROJECT & CLUB MEETINGS FORMAT

The 4-H club meeting includes: business meeting, a project or educational program, and recreation. Club meetings usually begin with a get acquainted activity and then follows this order:

THE BUSINESS MEETING – 10 to 15 minutes

- A. The meeting is called to order by the club president.
- B. American and 4-H Pledges are recited.
- C. Club member roll call by secretary.
- D. Minutes of last meeting are read by the club secretary.
- E. Treasurer's report by the club treasurer if you have dues and maintain money. A club audit is done each year for those clubs with funds.
- F. Unfinished Business (things from previous meetings that still need to be discussed or decided upon.)
- G. New Business (things not previously discussed at a meeting).
- H. Make assignments, club leader makes announcements.
- I. Adjourn for project or educational activities.

PROJECT GROUPS OR EDUCATIONAL PROGRAM 30 TO 45 MINUTES OR MORE

The following are two options that you may choose to do during this time:

- **PROJECT GROUPS:** Youth can be divided into groups or left as a whole to do activities in a project. “Discovering 4-H” is an excellent project book to use with new clubs of younger members. Members work on and complete a project during meeting time.
- **EDUCATIONAL PROGRAMS:** 4-H’ers learn about a topic of interest to the members. Parents often have special talents or interest areas that they can share with the club. Some program ideas include:
 - project demonstrations by club members
 - slides, videos, guest speakers
 - judging contests or activities, games, quizzes etc.
 - working on your community service project

FINISHING UP OR RECREATION - 10-15 MINUTES

A wind down game can be played, refreshments can be served, & a reminder of the next meeting time & date as well as upcoming County activities is given before members leave.

4-H SYMBOLS AND TRADITIONS

4-H MOTTO: "To Make the Best Better"

- The motto expresses the continuing goal of excellence - to take the best one has received, to enhance it, to give it back to life better than before.

4-H Slogan: "Learn By Doing"

- The 4-H slogan expresses what 4-H club work is all about...learning through hands on experiences. The focus of 4-H projects (clothing, aerospace, computers, animals, etc.) is teaching youth skills and knowledge through making, building, growing, raising or other experiential activities.

4-H Colors: Green and White.

- Green symbolizes life, growth and creativity. White symbolizes purity & wholeness.

The 4-H Emblem:



The 4-H symbol expresses the spirit of 4-H. The emblem is the visual demonstration of that spirit. The emblem is the four leaf clover of green, with a white H on each leaf. The leaves of the clover represent the whole self: head, heart, hands and health.

The symbol is a copyrighted emblem that can legally be used only with permission of the Cooperative Extension Service. This permission is given through the Leon County Extension Office. It may be used only by clubs or groups approved by the Extension Service. The special meaning of the 4-H emblem is: **HEAD** - think, plan, reason; **HEART** - be kind, true, sympathetic; **HANDS** - to be useful, helpful, skillful; **HEALTH** - to enjoy life, efficiency in work and play.

4-H CLUB PLEDGE

The pledge reminds 4-H'ers of the goals they share. It is recited, along with the Pledge of Allegiance, before every 4-H club meeting, and before many 4-H events.

**"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."



This was adapted by Tracy Tesdall, Extension Agent I, 4-H from the Seminole County “Starting a 4-H Community Club” booklet. October 2002. Revised in September 2009 by Jalisa Johnson and Tracy Tesdall.

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