

RESOURCE GUIDE

CLUB LEADER'S

4-H PLEDGE

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.



WHAT IS A 4-H CLUB

AS DEFINED BY PURDUE UNIVERSITY

Definition

A 4-H Club is an organized group of at least five youth from three different families who meet regularly with adult volunteers or staff for a long term, progressive series of educational experiences.

Purpose

The purpose of a 4-H club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity—the Essential Elements—and to foster educational opportunities tied to the Land Grant University knowledge base.

Structure

- ⇒ Enrolls at least 5 youth members from at least 3 families.
- ⇒ Conducts a minimum of 5 regular club meetings per year, with many holding 9-12 regular meetings throughout most or all of the year, and often supplemented by project meetings, camps, fairs, and other 4-H learning activities.
- ⇒ Selects youth officers or youth leaders to provide leadership to the club.
- ⇒ Meets in any location-community center, library, public housing site, school, afterschool program, military installation, and/or many other places—that is easily accessible to all participants.
- ⇒ Adapts to and supports mobility of youth and parents—linking them to 4-H programs in other counties and states.
- ⇒ Meets interests and needs of youth in same-age or cross-age groupings and using single project or multiple project formats.
- ⇒ Is advised by adult staff or volunteers who have been screened and trained.
- ⇒ At least two approved adult volunteers/staff are present before the first youth arrives and after the last youth leaves.

WHAT DOES A CLUB LEADER DO?

CLUB LEADER VS. SUPERINTENDENT

Duties of a Club Leader

1. Work a shift at the Shelby County Fair (Café shift, building monitor, etc.)
2. Assist members with completing Green Record Book
3. Inform the County Extension Office of club events and activities. Please share your Club calendar with the Extension Office!
4. Recruit and involve resource people for projects and club programs.
5. Assist with project judging and fair activities
6. Explain project requirements to 4-H'ers
7. Encourage 4-H'ers to apply for awards and trips
8. Inform members of county, area, and state programs and activities
9. Help recruit 4-H'ers in your area
10. Help promote 4-H
11. Participate in county 4-H activities
12. Attend leaders meetings and trainings (typically Fall)
13. Assist 4-H'ers in record keeping
14. Ensure all club members are enrolled for current program year
15. Have a schedule of meetings and activities for the year (at least 5 events)
16. Keep meeting control
17. Have a yearly program plan of activities
18. Elect Youth Officer at the beginning of your club year

Duties of a Superintendent

1. Attend all livestock meetings and superintendent meetings. If Superintendent is unable to attend a meeting, they will meet with the 4-H Extension Educator within two weeks following the meeting.
2. Hold one livestock workshop annually to assist the members enrolled in your species in the care of their animal and preparation for the fair.
3. Attend and assist at the county tagging date for your species.
4. When necessary, assist the County Extension Youth Educator in re-tagging of animals.
5. Assist the County Extension Youth Educator by providing a list of suggested judges for the show when requested.
6. Assist the County Extension Youth Educator by providing a list of suggested names for recorder, announcer, ring assistant, etc.. by June 1st. All people assisting at the show must have a completed Assigned Volunteer Form (if they are not already an approved volunteer) on file in the Extension office.
7. Check the entries for your specific species before the fair.
8. Check the breeds to see if they are in the appropriate class.
9. Assist the Shelby County Fair Livestock Superintendent(s) in assigning 4-H members stalls, cages, pens, and tie-outs.
10. Once the 4-H'er arrives on the grounds and before the animal is checked in, check all the papers (health, registration, etc.).
11. Organize and run check-in at the fair for your specific species.
12. Organize and run weigh-in at the County Fair for your specific species.
13. Coordinate the show to meet the judge's specifications.
14. Check trophies and ribbons in the Extension Office before the fair to prevent duplicating, and mis-marking trophies.
15. Upon completion of the show, turn in the results at the 4-H office.
16. Work with the Shelby Royal Showmanship Contest Committee and provide the animals and other services as requested by the committee members.
17. Assist with the Livestock Auction for 4-H animals (sale set-up and order of sale).
18. If a superintendent is unable to or does not meet these guidelines, the Extension Youth Educator will take appropriate actions to remove individuals from their assignments in order to place capable individuals in this capacity.

CONTACTING MEMBERS

IN YOUR CLUB

Did you know the Extension Office can help you access & mail out a letter or postcard to the members in your club?

We can! and we would love to help!

What we need from you: Once you have finalized the dates, times, locations of your meetings or just first meeting date, send the 4-H Staff an email or give our office a call. We will write up a letter (or postcard), and send it to you for proofing. Once you have proofed the letter (or postcard) we will mail it out!

Want to see who is enrolled for your club?

- ⇒ Complete your re-reenrollment with 4-H online, and be sure to add the club you are associated with to your profile!
- ⇒ Then, complete the steps to gain 'Club Leader Login Access,' those can be viewed on the next page.

What is club leader access?

This is a way for the Main leader of each 4-H Club to see what members have joined their club and how to contact them. This is how you (Club Leaders) can touch base with those involved in your club!

CLUB LEADER LOGIN

4-H ONLINE

Club Leader Login

Before You Start

As a Club Leader, your enrollment must have approved and permissions assigned before you can login to the club.

1. Login to 4-H Online with your family's 4-H Online email and password.
2. Locate your name in the list of members in your family.
3. Click the 'View' button next to your name.

Sally Boilemaker Jan 4, 1989	View	4-H Volunteer - Approved Volunteering for 2020-2021 program year Trainings Complete
Tony Boilemaker Feb 2, 2010	View	4-H ClubMember - Approved Enrolled for 2020-2021 program year

4. Click on Clubs in the navigation pane on the left side of the screen.
5. Click the Manage button for the Club.

Boilemaker Family as Sally Boilemaker Member

Member List

Profile
Events

4-H

Enrollment
About You
Clubs
Consents
Groups
Health
Hours

2020-2021

Primary	Club	Type	County	
Primary	Boilemakers Club	Club	Training	Manage

6. Enter the Unit (Club) PIN provided to you by the county office.
7. Click the Login button.

Unit Login

PIN

[Login](#) [Cancel](#)

8. You will be able to download the Club Roster for your Club.

Additional functionality will be added soon!

Boilemakers Club

[Download Roster](#)

Last Name	First Name	Program Age	Email	Role	County	Primary Club	Last Active	Status
Boilemaker	Sally	31	dhgo500@yahoo.com	Adult Volunteer	Training	Boilemakers Club	2020-2021	Approved
Jolie	Angelina	44	pittjolie@nomail.com	Adult Volunteer	Training	Boilemakers Club	2020-2021	Incomplete
Jolie-Pitt	Shiloh	9	pittjolie@nomail.com	Club Member	Training	Boilemakers Club	2020-2021	Awaiting Review

MEETING OUTLINE

DISTRIBUTING TIME



The

4-H Meeting

Where the **action** is!



NDSU EXTENSION SERVICE



CLUB MEETINGS

4-H CLUB LEADERS

First Club Meeting

Your first club meeting of the year sets the stage for all subsequent meetings and activities. Use the First Club Meeting Outline below to organize the meeting.

Invite members of your leadership team (other volunteers, staff, and/or youth leaders) and parents to your first meeting. Review with everyone the calendar for the year, club expectations, costs, rules, project requirements, and other pertinent information. Allow plenty of time for questions and answers.

Introduce the Junior/Teen Leaders and discuss their roles. Include an overview of the 4-H program with visuals, speakers, or members who have participated in the past.

First Club Meeting Agenda

Duration: 1 to 1.5 hours (maximum)

Introduce yourself, other club volunteers, members and parents.

Review club expectations. Discuss activities to be offered during the year. (A blackboard, posters, or sheets of blank easel paper are helpful.) Discuss 4-H guidelines and expectations.

Discuss with the group:

- ⇒ Number, frequency, place and time of meetings
- ⇒ How activity supplies will be acquired
- ⇒ How expenses will be met
- ⇒ What to bring to meetings
- ⇒ Dates of special activities, and how to participate

Fun activity: Use a game, a relay, or some other fun and interactive activity to reinforce what was discussed earlier.

Adjourn, then review meeting with Club Officers, Junior/Teen Leaders, and other Adult Volunteers. See how they feel about the meeting. Help them analyze their part. Be encouraging and supportive. (Do this after every meeting.)

GENERAL CLUB MEETING OUTLINE

4-H CLUB MEETING

Duration: 1 to 2 hours (maximum)

Business meeting

Call the meeting to order

Pledge to the American & 4-H flags

Roll call

Reading and adoption of minutes

Reports of committees

Old or unfinished business

New business

Adjournment from business meeting



Program - might include one or more of the following:

Project talk(s)

Demonstration(s)

Special activities (outside speakers, movies, talent night, craft night, etc.)

Educational tours or a special fun activity

Project work

Record keeping - Allow time for members to work on record books

Recreation - games, sports, team-building activities, etc.

Special points to remember:

Try to plan meetings for the whole year or period of time the club will operate.

Simple parliamentary rules should be used by all members—being recognized before speaking, making motions, discussion, electing officers, and voting.

Add variety to meetings by reversing the business meeting order, singing, holding special nights, tours, games, slide shows, etc.

YOUTH OFFICERS

TRAINING & MEETING WITH THEM

It is *highly* recommend that Club Leaders take the time to meet with Youth Officer prior to the first Club Meeting. Allowing time for youth to ask questions, learn meeting procedures, and get to know one another.

Purpose of Training 4-H Youth Officers

1. To help you and the other officers in your club to lead a better meeting.
2. to make the meeting fun for everyone who attends
3. To allow you to be of more help to your adult leaders
 - if you are better trained, your leader can give you more responsibilities and duties.
4. To give you ideas on how to keep members involved in the club meetings.

AN OFFICER'S GOALS SHOULD INCLUDE:

1. Be as prepared as possible before each and every meeting.
 - be well-organized
2. Accept your responsibilities as an officer.
3. Meet with your leader and some of the other officers before your meeting so you will know what is expected of you.
4. Keep all of the members of your club involved in the discussions and activities of your meeting.
 - encourage everyone to participate
5. Serve as a positive role model for the other members of your club.
 - you are looked upon as leaders in your club and should act as leaders
 - recognize the difference between a time to have fun and a time to be serious
 - lead by example
6. Do the best job that you can possibly do as an officer in your 4-H Club!

Want to find more information on 4-H Youth Officer's?

Visit <https://bit.ly/4HYouthOfficers>

YOUTH OFFICERS

ROLES & DUTIES

PRESIDENT (1)

1. Serve as the spokesperson for the group.
2. Prepare business agenda and conduct meetings using appropriate parliamentary procedure. (Contact members and coordinate reports from club members.)
3. Keep the 4-H Leader informed of club activities and business. Contact the 4-H Leader one week in advance of meeting to set agenda.

VICE-PRESIDENT (1-2)

1. Chairman of all committees. Make sure committees are ready to function and report at meetings.
2. Perform President's functions in absence of President.

SECRETARY (1)

1. Keep accurate minutes of all meetings.
2. Report minutes of previous meetings at the current meeting.
3. Initiate phone communication to inform members of upcoming events.
4. Correspond with individuals who conduct programs or help group with activities.

TREASURER (1)

1. Keep checkbook balanced.
2. Assist officers in preparing financial statements and budget.
3. Report monthly transactions and balances of checking and savings accounts at each club meeting.
4. Co-chair fund-raising activities.

ALL OFFICERS

1. Attend all meetings.
2. Work together to keep order at club meetings.
3. Involve all members in the meetings and activities.
4. Be a positive leader, not a follower!

REPORTER (1-2)

1. Report group's activities in local newspapers.
2. Keep record of all media efforts to promote group.

HEALTH & SAFETY (1-2)

1. Prepare report for group's meetings that promotes their health and/or safety
2. Present report at each meeting.

SONG/RECREATION LEADER (1-2)

1. Plan songs and/or activities for the members to participate in during the group's meetings.
2. Leader songs and/or activities at each meeting.

HISTORIAN (1)

1. Keep record of all 4-H Club activities in a notebook and/or photo album
2. Report club history as requested by club.

4-H PARENTS

HOW TO GET PARENTS INVOLVED

Parents can be encouraged to share their different talents, means, and available time with the 4-H program. Not all people do the same thing well. It takes some analysis to find who can and will do certain tasks. For example, the parent who will never appear in a public meeting may be willing to build a booth or float, etc.

The most successful 4-H members have the interest and support of their parents or another caring adult. Parents often are willing to help but unsure of how, when, or where they may get involved to do so. Below are some suggested ways to involve the parents in your club, feel free to add to the list!

- ⇒ Encourage parents/guardians to be present for the duration of the Club meeting. Parents listening and engaging during the Club meeting cannot only help have more eyes and ears on your members, but also give the parents time to ask questions and give suggestions.
- ⇒ Don't be afraid to ask for help! Each individual holds a different skill set. If your club is working on a community service project and needs something built, ask the parents for help. You'd be surprised at how many hidden talents you'll find.
- ⇒ Make 4-H club work something the whole family can be apart of. But let the youth do their work and carry their own jobs to completion. Be their guide only.
- ⇒ Encourage FAMILIES to sign up for a shift working as a building monitor or take a shift in the Junior Leader Café. Balancing schedules is challenging, but encouraging each family to take one shift will secure 4-H presence in our buildings, raise funds for your club (JL Café), and be a time for parents and members to interact with the public.

Remember that the real object of 4-H is to develop youth into outstanding, productive adults. The way they do their work, projects, and meeting, and conduct themselves at competitive events, etc., will help set work and character standards for the rest of their lives.

PROTECTING OUR YOUTH

YOUR ROLE AS A CLUB LEADER TO PROTECT THE MEMBERS

Mandatory Reporting

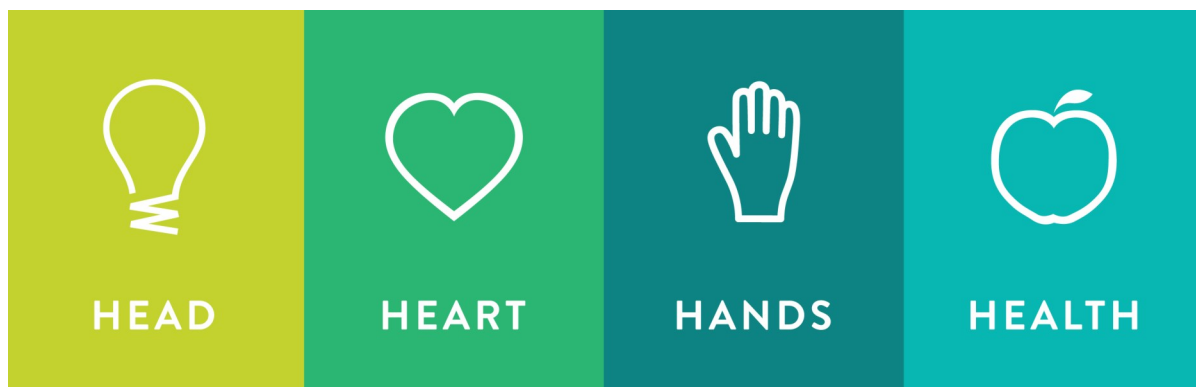
4-H volunteers are considered mandatory reporters of suspected child abuse and neglect in the State of Indiana. It is the responsibility of volunteers, if they suspect a child is abused or neglected, to report that suspicion immediately to the Child Abuse Hotline (1-800- 422-4453) or local law enforcement and also the County 4-H Extension Educator.

Youth Protection

There must always be at least two (2) adult volunteers and/or staff members present at 4-H programs, events, and activities, before the first child arrives and until after the last child leaves. All Purdue University employees and volunteers are required to complete a training related to Operating Procedures for Programs Involving Minors every two years. Contact your 4-H Extension Educator for information on how to access this training

What can the Volunteer do about safety?

- ⇒ Set a good example at all meetings.
- ⇒ Recognize hazards and correct them.
- ⇒ Demonstrate the proper use of equipment.
- ⇒ Discuss safety at every meeting.
- ⇒ Encourage members to be safe when working on projects independently.



BUILDING SIGN UP'S

SIGN UP GENIUS

Watching over the Brinson Building and the 4-H Building is our responsibility as a whole (Shelby County 4-H). It is asked of each club to take at least one shift watching over the buildings during Fair Week. As club leaders, we ask you promote these opportunities to your members and families. Shifts to be a building monitor typically last two hours, and require at least one adult present per shift, and minimum of four volunteers per shift.

Taking shifts at the Junior Leader Café is an excellent opportunity for your club to earn funds. In the spring, our office will send out a SignUp-Genius to all of Shelby County 4-H. We encourage club leaders to coordinate with families to accommodate what best works for each family. Shifts at the Café are typically three hours long and require at minimum four people (youth or adults). If your club does not have four people at one time to sign up for a shift, we still encourage you to sign up and make a friend! Multiple clubs, members, families and leaders can work together to cover a shift.

4-H'ers are...

4X

more likely to give back to their communities

2X

more likely to make healthier choices

2X

more likely to participate in STEM activities

Keep in mind– if there is not a club signed up to watch over the Brinson Building & 4-H Building during the fair, we are forced to *close* both buildings. Having the buildings closed during fair week limits the duration those building open for the public and our families.

Note– encourage the parents/guardians of your members to assist with this! This is a great way to get them involved in assisting with the club while also being present for their own child.

REMINDERS

4-H CLUB LEADERS

- ⇒ Filing the E990 Tax form in the Spring is **not** optional. This is a requirement of the state. If you have difficulties with access the IRS website or need other assistance, you need to reach out to our office before the deadline. Not filing the proper forms with the IRS can result in your club being dissolved or turned over to someone else. An information packet gets mailed to you typically in the fall. If you do not receive the information or have questions, please reach out.
- ⇒ Keeping your mailing address, email, and phone up to date in 4-H Online is CRUTIAL. This how our office contacts you.
- ⇒ If you are unsure of something, contact our office.
- ⇒ The 4-H Youth Educator, Bailey York, or the Shelby County, IN 4-H page **must** be invited to your Facebook groups. Clubs are welcome to have social media, but must keep the Extension Educator or Extension Office in the loop of what is being posted on your page.

JOIN  **THE**
REVOLUTION
OF RESPONSIBILITY

FAQ

4-H CLUB LEADERS

How to turn in a my club's meeting schedule?

In the Fall, typically middle of September, our office will send out a letter and Club Information Form. The Club information form is the best way for you to submit your Club meeting dates. As it states in the letter, the information you provide us within the Form will be what youth and their families will read in our County Handbook.

My Club is still growing, what if nobody attends the meeting I host?

Club Leaders are asked to host the meeting and give families 15 minutes to arrive before you leave. If you have shown up and waited the fifteen minutes for members to arrive, and nobody shows, you are free to go. This will still give members the opportunity to attend even when running behind schedule as well as not making you stay there all night for no reason.

How/who to contact to reserve a building for 4-H use on Shelby County Fairgrounds?

Jennifer Thopy! Jennifer is the Fair Board President and will be able to assist you in reserving a building (Brinson, Family Arts, Community Building, or Livestock Pavilion). Your Club does not have to meet on the Fairgrounds as long as you are providing your members with a safe meeting environment.

Please contact our office to receive Jennifer's contact information.

CONTACT US

OFFICE & SOCIAL MEDIA

Office Location:

20 W Polk Street, Suite 201
Shelbyville, IN 46176

Office Phone:

317-392-6460

4-H Staff Email:

Bailey York, 4-H Educator: york40@purdue.edu
Natalie Russell, 4-H Secretary; russe238@purdue.edu
Cindy Kuhn, 4-H Program Assistant: cmkuhn@purdue.edu

Shelby County 4-H Website:

<https://extension.purdue.edu/county/shelby/>

Shelby County 4-H Facebook Page:

<https://www.facebook.com/shelbyco4h>

Or by searching on Facebook '*Shelby County, IN 4-H*'

4-H Basics

The 4-H Symbol

A green 4 leaf clover with a white "H" on each of its leaves.



The 4-Hs

HEAD

HEART

HANDS

HEALTH

MOTTO

"To Make the Best Better"

SLOGAN

"Learn by Doing"

PLEDGE

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.

COLORS

Green and White

Green represents
springtime

White represents
innocence

