

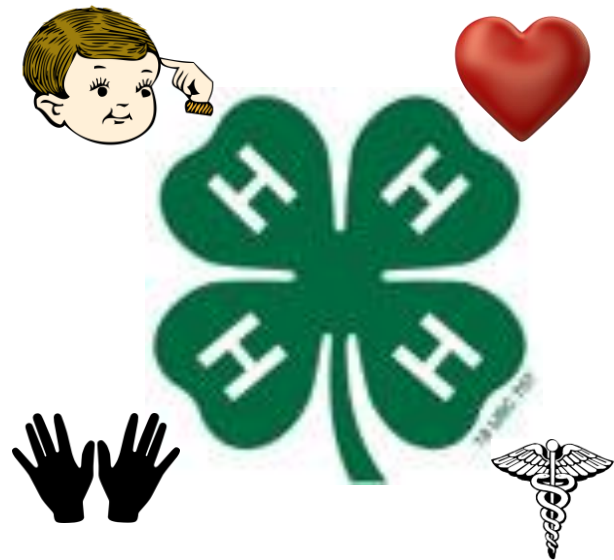


Being a 4-H Leader

A guide to lead your 4-H Club

4-H Clover

- **Head:** Learning to think, making decisions, understanding “why”; gaining new and valuable insights and acquiring knowledge.
- **Heart:** Being concerned with the welfare of others, determining values of attitudes by which to live, and learning how to work with others.
- **Hands:** Learning new skills, improving skills already developed, instilling pride in work, and earning respect of work accomplished.
- **Health:** Practicing healthful living, protecting the wellbeing of self and others, and making constructive use of leisure time.





4-H Leaders' Creed



- The 4-H member is more important than the 4-H project.
- 4-H members should be their own best exhibit.
- No award is worth sacrificing the reputation of a member or a leader.
- Competition should be given no more emphasis than other fundamentals of 4-H work.
- Enthusiasm is caught, not taught.
- To learn by doing is fundamental in any sound educational program and is characteristic of the 4-H program.
- Generally speaking, there is more than one good way to do most things.
- Every 4-H member needs to be noticed, to feel important, to win and be praised. (Volunteers too!)
- Our job as a 4-H volunteer is to teach 4-H members how to think, not what to think.



Organizational Leader



Purpose: Guide the organization of the club, help it function and maintain smoothly, maintain communication with everyone involved. Support the positive growth and development of each youth. Develop important life skills and create opportunities for youth to learn, lead, and serve.

Responsibilities:

- Complete certification process for 4-H leaders.
- Help members select projects
- Turn in enrollment forms to the Extension office in a timely manner.
- Help club officers prepare meeting agendas, learn leadership skills, and carry out their other duties.
- Help club members set annual goals and plan the yearly program of activities.
- Provide resource materials for members and leaders.
- Conduct group activities and events with risk management plans for each.
- Share activity information with club members and parents.
- Maintain regular and timely contact with the Extension staff.
- Attend training and keep up-to-date on county and state events.
- Report enrollment and other requests to the Extension office.
- Help other club leaders plan and implement learning experiences with members and families.
- Assist youth in recognizing other volunteers and supporters of the club.



Project Leader



Purpose: Work with members enrolled in a specific project, assist them to plan and carry out experiences that will help them reach their goals. Support the positive growth and development of each youth. Develop important life skills and create opportunities for youth to learn, lead, and serve.

Responsibilities:

- Complete certification process for 4-H leaders
- Become familiar with project materials and share knowledge of the project.
- Assist with enrollment by introducing the project to all members and parents.
- Help members establish goals and plan their project work.
- Conduct project meetings and workshops.
- Give support to members in planning and carrying out projects as needed.
- Encourage parents to support project work at home.
- Help members identify resource materials to expand learning.
- Assist members with exhibits, demonstrations and other sharing activities.
- Provide member recognition for project accomplishments.
- Help members complete activity guides and record books to elevate their progress on projects.
- Keep members informed of other opportunities related to projects.
- Be aware of risks and use of risk management strategies related to project work.
- Update your own project skills by attending relevant training.
- Assist with other project related activities on the county and state level.
- Help identify, select and support new volunteers.



Activity Leader



Purpose: Work with members in planning and carrying out specific activities for the club while supporting the positive growth and development of each youth involved.

Responsibilities:

- Complete certification for 4-H leaders.
- Provide leadership to 4-H members organizing the activity.
- Assist members in selecting age/developmentally appropriate activities.
- Provide activity resources.
- Coordinate all aspects of the activity including effectively delegating responsibilities.
- Assist members in reflection on the development of life skills through the activity.
- Identify and manage risk.
- Recruit other volunteers and plan for supervision.
- Communicate regularly with other leaders and volunteers.
- Coordinate activity scheduling with club and the Extension office.
- Help identify, select and support new volunteers.
- Support projects that may relate to the assigned activity.
- Encourage/facilitate participation in related activities on the county and state level.
- Celebrate the successful completion of the activity.



4-H Meetings



- **Meeting Place:** Set a meeting place and time to start. This could depend on the size of your club, how much room you will need for your projects and activities, and if there are special need of any of your members.
- **Seating:** this could make a difference on how members interact and or become involved.
- **Time/Length:** Opening & Business should last 15-20 minutes, project/activity time should last 30-40 minutes, recreation & refreshments should last 15-20 minutes. Therefore, your meetings shouldn't last longer than one hour and 20 minutes.



Resource Materials



- Leader's Handbook
- Getting Started as a Project Leader
- Clover
- Councils and Committees
- Parliamentary Practices
- President and VP Handbook
- Treasurer Training for 4-H Club
- Secretary Handbook
- Reporter Handbook
- Historian Handbook
- New Family 4-H Handbook
- Club Leader Access Information Online
- New Family Enrollment
- Re-enrollment for Families

