



CLUB LEADER

Handbook



CONTENTS

WELCOME TO 4-H	2
INSIDE 4-H	3
Organizational Structure of Louisiana 4-H	3
Mission, Vision, Values, Pledge and Motto	5
Essential Elements of Positive Youth Development	5
Experiential Learning Process	5
4-H Name, Colors and Emblem	7
CLUB MANAGEMENT	8
What is a 4-H Club?	8
Types of 4-H Clubs	8
Operating Framework for a School Club in Louisiana	8
Membership	9
Officers and Committees	9
How to Start a 4-H Club	10
How to Start a Project Club	12
Sample Interest Surveys	14
Club Information Form	17
Club Meeting Resources	18
4-H Member Opportunities	20
VOLUNTEERING	22
Benefits of Volunteering	22
Volunteer Role Descriptions	24
LSU AgCenter Volunteer Policy	28
RISK MANAGEMENT GUIDELINES	32
Glossary	33
Questions and Answers	35

WELCOME TO 4-H

This packet is designed to help you learn more about 4-H in Louisiana and to help 4-H members have a positive experience in the 4-H Club setting. Please realize that there are many opportunities for you to further your development as a volunteer leader through online, parish, regional, state and national trainings. It is our hope that this document will assist 4-H faculty, staff and leaders with their efforts to expand the number of youth involved in 4-H Clubs in Louisiana's communities, as well as expand our efforts to improve the effectiveness of existing clubs.

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 and to foster educational opportunities tied to the land-grant university research and knowledge base. Through nonformal, research-based, experiential education activities, 4-H members gain knowledge and life skills that enable them to become positive, productive, capable and compassionate members of their communities. Youth learn leadership, civic engagement and life skills through a selection of diverse projects ranging from outdoor skills, healthy living, natural resources and conservation, animal care and agriculture awareness, to science and engineering.

“Learn by doing” is the 4-H Club slogan. 4-H members do not just read about things; they do them. They make things. They take part in club meetings. They learn interesting new things. They learn to follow, and they learn to lead. They help their neighbors and their neighborhoods through club activities.

Our goal in the Louisiana 4-H Youth Development Program is to connect young people with caring adults leading to positive outcomes for youth. In accordance with the National Framework for 4-H Volunteerism, our mission is to:

- Advance knowledge about volunteer development and its contribution to meeting the needs of young people.
- Build the capacity of professional staff and volunteers in creating safe, sustainable and vibrant learning environments for young people.
- Foster innovative systems to engage volunteers and prepare them for voluntary action in 4-H and in their communities.

The purpose of this publication is to:

- Outline the role and structure of 4-H school clubs in Louisiana 4-H Youth Development.
- Establish a common understanding of the definitions, measures and outcomes of 4-H school and project clubs.
- Develop recommendations for action steps that can be taken to strengthen, support and expand 4-H school club programming in parishes.
- Provide guidelines and common expectations for volunteers, faculty and staff.
- Use this publication as a framework for developing a school and project club programs that best meets the needs of the communities.
- Step-by-step instructions and sample agendas should be considered guidelines and not the only method for starting and supporting 4-H clubs in your school.

As your 4-H school club progresses through the 4-H year, you may find you have questions about specific 4-H activities, events or expectations that 4-H agents may have of you as an in-school club volunteer leader. One of the most critical things to do is to make sure to keep the lines of communication open with your parish 4-H Youth Development agent. 4-H Youth Development agents are trained to administer effective 4-H volunteer management systems and successfully engage a team of diverse volunteers to deliver quality programs. Therefore, their doors are always open.

LSU AgCenter Website: www.lsuagcenter.com

Louisiana 4-H Website: www.lsuagcenter.com/4H

To find your local LSU AgCenter extension office, go to the LSU AgCenter Website. Click on “Parish Offices”; then click on your parish name.

INSIDE 4-H

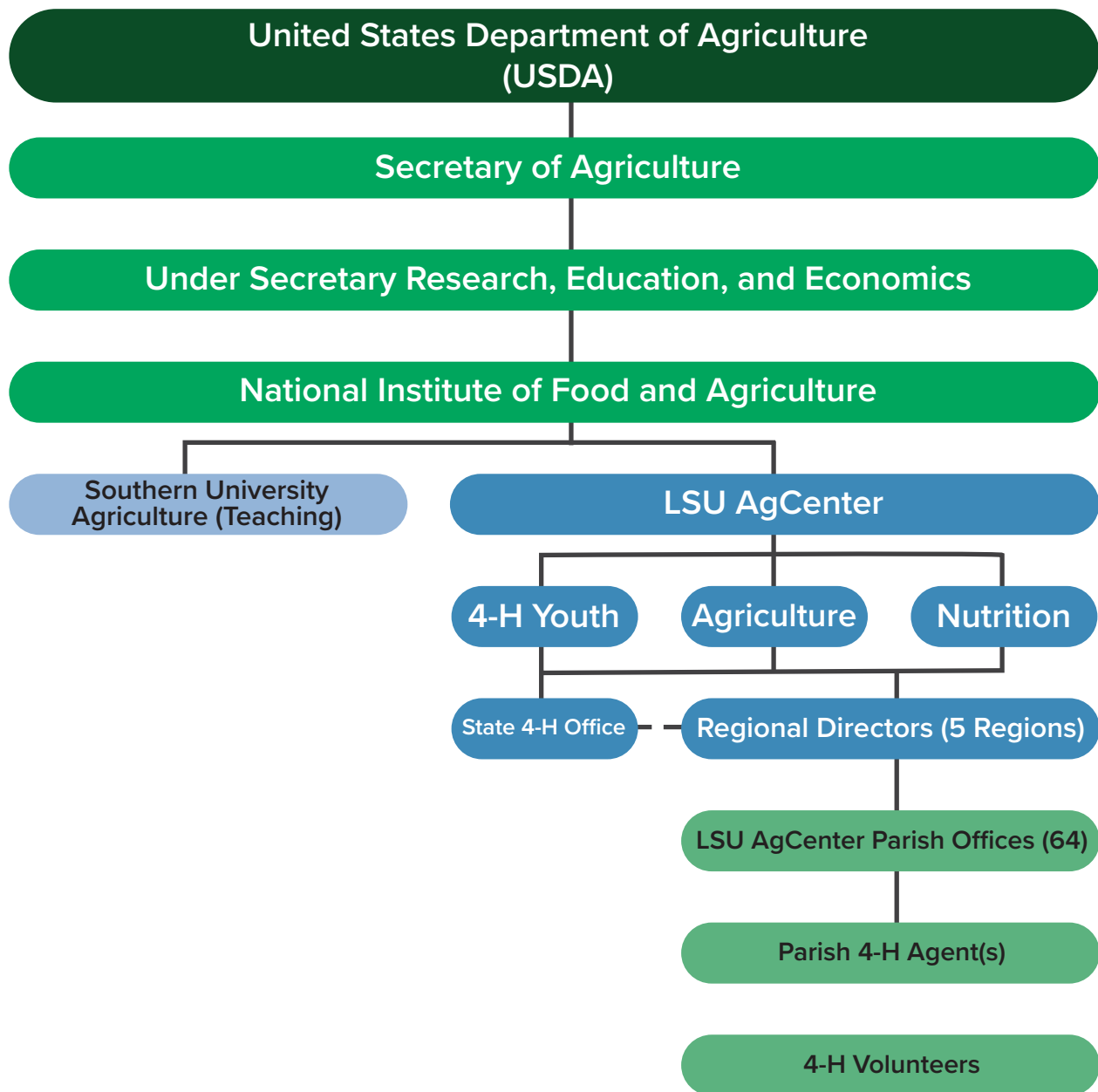
Organizational Structure of Louisiana 4-H

The 4-H Club is the largest youth organization in the United States! Louisiana has more than 220,000 4-H members in more than 1,700 clubs. 4-H is conducted in Louisiana by the LSU AgCenter and its Louisiana Cooperative Extension Service.

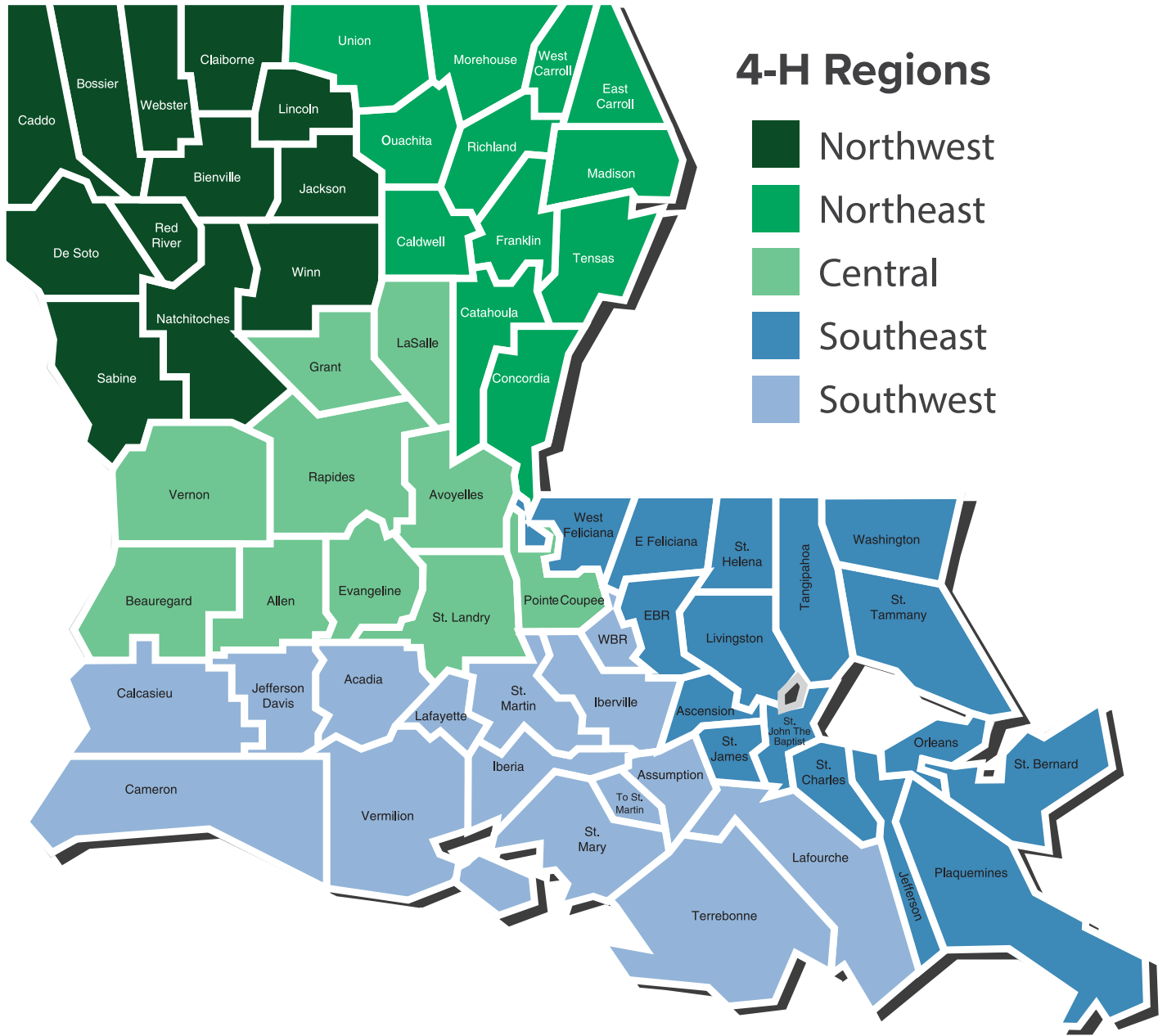
At the federal level, 4-H is organized within the United States Department of Agriculture. Our parent department in USDA is the National Institute of Food and Agriculture, otherwise known as NIFA. Both LSU and Southern University have an agricultural center. The LSU AgCenter includes an extension service and agricultural experiment stations. The three main program areas in extension are:

1. Agriculture and Natural Resources
2. 4-H Youth Development
3. Nutrition and Food Science

Organizational Chart of USDA



Regional Map for the LSU AgCenter



Mission, Vision, Values, Pledge and Motto

4-H Mission
adults.

4-H empowers youth to reach their full potential, working and learning in partnership with caring

4-H Vision

A world in which youth and adults learn, grow and work together as catalysts for positive change.

The 4-H's

Head, heart, hands and health are the four H's in 4-H, and they are the four values members work on through fun and engaging programs.

- Head — Managing, thinking
- Heart — Relating, caring
- Hands — Giving, working
- Health — Being, living

The 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.

The 4-H Motto

“To Make the Best Better”.

The 4-H Slogan

“Learn by Doing.” Utilization of this slogan is implemented through the experiential learning process.

Eight Essential Elements of Positive Youth Development

(Source: 4-H National Headquarters Fact Sheet, Essential Elements. Prepared by Javiette Samuel, Tennessee State University and Pamela Rose, Oregon State University.)

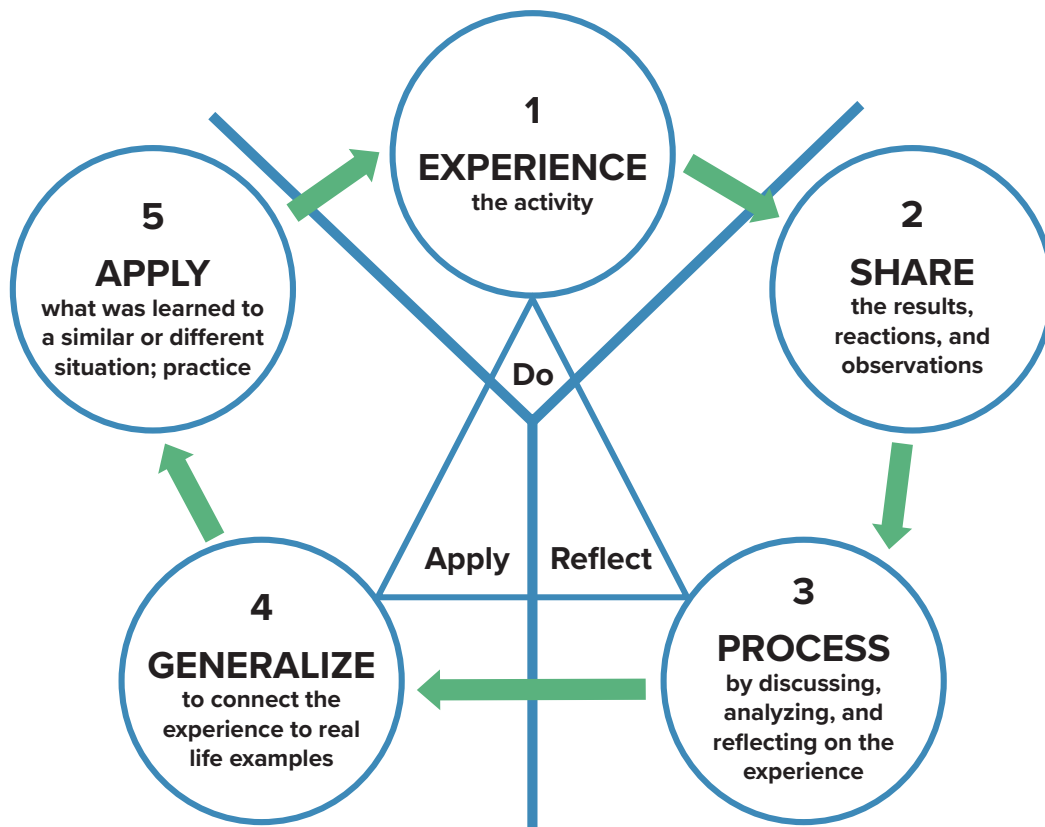
There are eight essential elements critical to effective youth development programs. These elements help youth become competent, contributing citizens. Created from traditional and applied research characteristics that contribute to positive youth development, they help professionals and volunteers who work with youth view the whole young person, rather than focus on a single aspect of life or development. These elements focus on social, physical and emotional well-being and are necessary for positive youth development. Each individual element is important. However, it is the combination of these elements that create an environment that promotes positive youth development. It is important to be aware of these elements when designing activities because they help professionals and volunteers ensure that experiences, programs and activities intentionally offer opportunities for hands-on, experiential learning in environments where youth feel safe, can master new skills and abilities, and develop the confidence they need to contribute to their local communities in a positive way.

Positive Youth Development (PYD) Connection

4-H promotes positive youth development by giving youth opportunities to get involved and develop to their full potential. Positive youth development is a framework that highlights the things youth need to become successful. It focuses on strengths instead of limitations and is associated with the five C's — competence, confidence, character, connection and caring. Researchers have suggested that a sixth C, contribution (to oneself and others) comes about when the 5 C's are present in a young person's life.

The Experiential Learning Process

The Experiential Learning Cycle (see diagram on next page) treats the learner's subjective experience with critical importance in the learning process. It draws on experiential education principles, which are largely based on the educational philosophy of John Dewey (1920-1950).



Using Essential Elements in Activities

Using essential elements in activities is important for positive youth development in a number of ways. They reinforce sustained youth-adult relationships and emphasize mastering skills that can be used in the real world. If these experiences take place in safe and inclusive environments, youth are more likely to become involved civically. Supportive communities can undergird young people’s sense of worthiness and competence and help them contribute to the well-being of the larger community.

ESSENTIAL ELEMENT	DEFINITION	EXAMPLES	INTERGRATING INTO LEARNING
Positive relationship with caring adult	Young people have an adult or two in their lives that they can depend on, have positive interactions with, and feel safe, trusted and nurtured.	A volunteer/educator who provides a listening ear, follows through on commitments to youth, and really gets to know a young person through their interaction.	<ul style="list-style-type: none"> Keep the ratio of adults to youth low. Have adults actively engaged in learning with youth. Provide time for informal conversation and learning along with structured activities to build trust.
A safe environment	An environment is created where young people feel safe to express themselves and are free from exposure to injury, abuse or ridicule.	Young people are educated and provided examples of boundaries, how to perform activities safely and ways to get assistance when needed. Reflective listening is utilized.	<ul style="list-style-type: none"> Provide intentional opportunities for individual ideas within a group discussion so all voices can be heard. Ensure that youth are never alone with just one adult. Empower adult and youth participants to self-regulate negative comments, actions and attitudes.
An inclusive environment	Young people feel welcomed into an environment regardless of their background, beliefs, ideas and culture.	Provide t-shirts for everyone to feel a sense of group identity, honor special celebrations in young people’s lives and conduct team building activities.	<ul style="list-style-type: none"> Conduct get-acquainted activities. Greet each other by name during learning activities. Recognize individual members for their actions and/or accomplishments.

ESSENTIAL ELEMENT	DEFINITION	EXAMPLES	INTERGRATING INTO LEARNING
Engagement in learning	Young people are actively engaged in different learning environments and are challenged to pursue their own learning.	Youth research areas of interest related to their project and present it back to their group.	<ul style="list-style-type: none"> Provide different methods for learning to take place, including experiential learning and scientific inquiry. Use varying forms of media in presenting or seeking information and communicating with young people.
Opportunity for mastery	Mastery is achieving a certain level of expertise of a subject matter so that you are able to share it with others.	Adults listen, observe and interact with youth to discover their passions and/or what they want to excel in and assist with opportunities for mastery in area.	<ul style="list-style-type: none"> Expose youth to multiple skills, events and learning opportunities to gain a breadth of what is possible. Build in opportunities for youth to sharpen or advance their skills and practices beyond the basics.
Opportunity to see oneself as an active participant in the future	Youth can look ahead, envision and see themselves doing great things, creating a positive outlook on the future.	As a group, envision what your group is doing or has accomplished in one year. Have youth brainstorm ways to run the meetings more effectively in the future.	<ul style="list-style-type: none"> Engage youth in visioning opportunities. Have youth relate skills they are learning now to future career opportunities. Tie skills learned to leadership roles in their future.
Opportunity for self-determination	Young people are able to set their own goals and determine how they will get there and who they want to become as an individual.	Youth share their goals of learning for the year, and adults look to ways to support them in the attainment of their goals.	<ul style="list-style-type: none"> Build individual goal setting into educational activities. Assist youth in determining the desired goals and outcomes of the educational program or activity, and plan action steps for how to make it happen.
Opportunity to value and practice service for others	The opportunity to give back to others in meaningful ways.	Youth plan and conduct a community service project, assist other members in their groups and share ideas for how to improve their 4-H program.	<ul style="list-style-type: none"> Address an issue in community through civic service. Have youth bring items of value to share with others. Challenge youth to give back to their community as a follow-up to what they have been learning.

4-H Name, Colors and Emblem

The official emblem is green with white H's — the 4-H colors. The white symbolizes purity. The green represents nature's most common color and is emblematic of youth, life and growth. The 4-H flag consists of a green, four-leaf, stemmed clover on a white background. The clover has a letter "H" in white or metallic gold on each leaf. The H's stand for Head, Heart, Hands and Health.

The 4-H emblem symbolizes the aim and desired results of effective learning for each individual.

- HEAD** Problem-solving: The ability to sort out complex problems.
- HEART** Emotional development: Developing good attitudes toward work and learning; developing acceptance and appreciation of other people.
- HANDS** Skills development: The ability to do, skill in doing and habit of doing.
- HEALTH** Physical development: Understanding and appreciating a growing and changing body.



CLUB MANAGEMENT

What is a 4-H Club?

A 4-H Club is a group of young people in your school or in your community who want to improve their heads, hearts, hands and health. Each 4-H Club has its own officers. They are supervised by volunteer leaders and supported by 4-H Youth Development agents. A volunteer leader may be anyone interested in helping young people. Volunteer leaders who supervise clubs are organizational club leaders or organizational leaders.

The primary means of delivering 4-H educational programs is through school clubs—school-sponsored after-school programs. Additional delivery methods used include community and project clubs, school enrichment programming and short-term special interest groups. The project clubs meet once or twice between club meetings to focus on project work.

As the primary delivery method of 4-H, clubs provide volunteers and members with unlimited opportunities for learning, companionship and fun.

A 4-H Club includes the following:

- At least six youth members from at least two different families.
- One or (preferably) more caring adult volunteers working with members, teen leaders and parents.
- A structure that gives members the shared responsibility for making decisions and operating the club.
- An organized, fun and educational program planned by members, volunteers and parents.
- Six or more club meetings during the year.
- Participation in learning experiences outside of the school club.
- Involvement in the community through community service/service-learning.
- Personal evaluation and recognition of progress on individual and group goals.

Types of 4-H Clubs

Two major club structures exist in Louisiana 4-H Youth Development: project clubs and school/home-school clubs. Additionally, a third club structure may exist, which is a community club. All include the elements of a 4-H Club listed previously.

Community Clubs

4-H community clubs are similar to school clubs but often meet in a community location, or even virtually, and typically meet in the evenings or on the weekends. Community clubs are often directed by community leaders and parents that serve as organizational club leaders and work directly with 4-H Youth Development agents to successfully deliver 4-H programming. Parents or volunteers that are interested in starting or assisting with developing a community club should contact their local 4-H agent.

Home-School Clubs

Home-school clubs make 4-H programming available to home-schoolers and their families and provide them with hands-on educational activities using 4-H curricula. Parents or volunteers interested in starting a home-school 4-H Club for grade school or high school youth should contact their local 4-H agent.

Project Clubs

Project clubs are centered around one primary 4-H project, in which all members participate. The project club is usually the simplest type of club to start because of its focus on a single subject. More information on project clubs is available on page 12.

School Clubs

The majority of clubs operate as school clubs, which are clubs conducted within a school, often during school hours, by 4-H members with the assistance of organizational leaders. It involves members of similar ages and a variety of interests. Club size varies within each school. Some clubs may have 20 to 25 members, but others may have more than 100 members. All members attend the “general” club meetings, which are usually held monthly throughout the school year. Club meetings ideally include a group activity, business meeting led by youth and educational programs (led by both youth

and adults). Each member should participate in at least one or more projects. A school club should only be the beginning of the 4-H member's experience. Every member should be encouraged to join a project of their choice and attend project club meetings monthly. Members should have an opportunity to share their project club experience through reports or demonstrations and during their school club meeting. Project clubs meet on a flexible schedule at other times throughout the year under the guidance of a volunteer project leader. School/organizational leaders and project leaders must all be registered volunteers within the parish 4-H program and have completed the volunteer application process.

The Framework For a School Club in Louisiana

A 4-H school club is an introduction and the sound foundation for a 4-H member. When a school club is functioning correctly, opportunities start to open for 4-H members. School clubs give youth an opportunity to have leadership roles and become knowledgeable about other clubs and activities taking place on the parish, regional, state and national level. Every school club should have a teacher or school faculty (school club leader) within the school serving as a liaison between the school and the volunteer (organizational leader) that works directly with the youth. The 4-H organizational leader is responsible for coordinating (by managing and facilitating) the volunteer team by providing support, guidance and direction to 4-H members and the club. The 4-H school leader is responsible for serving as liaison between the organizational leader and the 4-H Youth Development agent. In addition, the school leader needs to ensure that the organizational leader is coordinating the volunteer team by providing support, guidance and direction to 4-H members and the club.

When guided by caring adults (organizational leader and club volunteers), 4-H clubs can create a sense of belonging and an avenue for members to become more active on the parish level by joining project clubs. It should be the goal of every school club to have members active in a project club of their choice because we recognize this is where true youth development starts. In project clubs, youth learn mastery, independence and generosity. Every 4-H member should be part of a project club. An order of business for club meetings can be found in the appendix of this guide.

4-H Youth Development agents are charged with supporting all 4-H clubs. They are volunteer managers.

Membership

Who can be a member? A child should be allowed to join 4-H regardless of their GPA, conduct or memberships in other clubs. Participation in 4-H events and contests is encouraged but is not mandatory to be a member. A child should never be turned down because they cannot pay their club dues. 4-H is a nondiscriminatory club. We want all youth to have the opportunity to join. It is proven that if students succeed outside the classroom, they are more likely to succeed in the classroom. We want to instill the confidence in them to make them more productive both in school and out of school.

All 4-H members must fill out an enrollment card each year, which you can obtain from the 4-H office in your parish. 4-H club dues can be set by you or your club members. Contact the parish 4-H agent/office to find out the parish 4-H dues. You may want to add a few dollars so you will have some operating funds for your club. Most club dues range from \$5-\$25.

What's expected of 4-H members:

- Select at least one project from the 4-H enrollment card.
- Set goals for member's project(s) and encourage members to complete a record book/portfolio.
- Attend regular school club meetings.
- Attend regular project club meetings.
- For members to share his/her project experiences by giving a presentation or making an exhibit.
- For members to get involved in parish, regional and state activities and events.

Officers and Committees

If you are just starting out and your club does not have officers, you will want to prepare the youth for the opportunity to run for office. To ensure you have officers that are willing to work to make the club better and elections are not just a popularity contests, you may want to:

- Require those interested to submit a paragraph on why they want to be an officer by a deadline date.
- Make sure those running for office have paid club dues before they qualify.
- Require that those running for office make a speech at the meeting.
- Have an election where candidates make posters and campaign.
- Have youth come in and vote at recess or before school on a written ballot.

Responsibilities of Officers Members

- *President:* Must have order of the meeting and all other necessary materials such as the flags and gavel. Should ask members to lead the pledges prior to the meeting.
- *Vice president:* Must have arranged for a special program to be presented. May ask for volunteers to present demonstrations, present reports on their project work, or present a poem, game, skit, etc. Should also have order of the meeting in case president is absent.
- *Secretary:* Must have minutes of the previous month's meeting written in complete sentences to read at the meeting. Should have pencil and paper to take notes during the meeting.
- *Reporter:* Must have a short written report on some club activity since the last meeting. If possible, submit monthly reports to 4-H newsletter or school newspaper. May also make posters or a bulletin board in order to promote the club's activities and recognize club members for their achievements.
- *Treasurer:* Prepare a summary of income and expenses to be presented at each meeting. Ensure that all dues are collected.
- *Committee chairman:* Should be prepared to give a report on activities of the committee since the last meeting.
- *Demonstration volunteers:* Selected members must be prepared to present a short demonstration or presentation on their 4-H project. Teams of two may be selected at each meeting for presentation at the following month's meeting.
- *Project report volunteers:* Selected members must be prepared to give a short summary of what he/she has done in the 4-H project book. Two members may be selected to give project reports for each meeting.

How to Start a 4-H Club

Recruiting an Organizational Leader

We encourage you to recognize that other adult involvement is the key to having a vibrant school or community 4-H Club. Having an organizational leader will ensure the best growth experience possible for children when they get involved because he/she will ensure that the club stays active between official club meetings. In addition, working with the club, the projects and the leadership of a local school 4-H Club shows children that they care and are willing to give their time and energy to support their interests. Research shows when caring adults are involved, children are more likely to progress academically, to enjoy the experience and to participate in extracurricular activities and are less likely to be a discipline problem. In addition, participation in the 4-H program can help adults contribute to their community and to the development of their own child and other children. A parent/volunteer interest survey is included in this handbook. This survey may aid you in identifying an organizational leader that will assist you and your 4-H members in efficiently running their 4-H Club.

Setting the Stage

4-H learning is not like classroom learning. Youth don't listen to lectures and sit quietly. And it's not all about adult deciding what young people need to do. The members learn to lead by making the important decisions. A good 4-H meeting allows members to have some opportunity to move around and be active. The leader can make it easier for them to participate by "setting the stage" for involvement and learning. See appendix D for points to look for in a good 4-H meeting.

Before each monthly meeting school/organizational leaders should:

- Announce meeting time, date and location over school P.A. system, webpage, school newsletter or social media.
- Post meeting notices on 4-H bulletin board or in centrally located place.
- Cut apart and distribute NEW BUSINESS and OLD BUSINESS slips to 4-H members to read during the appropriate part of the meeting.
- Meet with club officers as a group or individually to make sure that everyone is prepared for the upcoming meeting.
- Remind demonstration volunteers and project report volunteers to be prepared for meeting presentations.

Supportive 4-H school leaders/organizational leaders are encouraged to:

- Take the time to learn about 4-H, what it stands for and how it operates.
- Help the 4-H member select a project of interest.
- Show an interest and enthusiasm for the 4-H member's selected 4-H projects.
- Plan project work throughout the year, rather than waiting until the last minute.
- Help the 4-H member participate in parish, regional and state events, such as demonstrations, achievement days, camps, fairs and project workshops.

- Keep the purpose of 4-H in mind. The project is a teaching tool and method to provide the member a learning experience that will aid them in gaining life skills. The goal is to develop the child, not to prepare a perfect project.
- Celebrate the 4-H members' successes and allow them to learn from their mistakes.
- Set goals with your members. Whatever the outcome, aid the 4-H member in seeing the progress made, the new information learned and goals reached.

Pre-Meeting Activities

Pre-meeting activities are designed to keep youth busy until your whole club is ready to start the meeting. There should be something that is fun for the youth and will keep them occupied. In addition, there is a youth interest survey in the appendix of this guide that will help you in identifying the different projects your club members may be interested in. For more information, please refer to the Role Description for School and Organizational Leader in the appendix of this guide.

Community Service-Learning

Community Service-learning is different from community service in that it involves a thoughtful inclusion of educational curriculum and reflection before, during and after service.

"I pledge ... my hands to larger service, for my club, my community, my country and my world."

For more than 100 years community service has been an important part of 4-H in Louisiana. So has hands-on, learning-by-doing, what we now call experiential learning. When you put those two ideas together appropriately, the result goes beyond a "feel good" experience: service activities tied closely to what youth are learning positively impact learning and genuinely help the community.

Examples:

- Community service: Picking up trash on a riverbank.
- Community service-learning: Taking water samples from that same river and studying them under a microscope, documenting results and presenting your findings to the local pollution control.
- Community service: Visiting a nursing home is community service.
- Community service-learning: Outreach to seniors to deepen knowledge of history and culture and build cross-generational relationships.

In 4-H community service-learning, young people learn and develop through active participation in thoughtfully organized service experiences that:

- Meet community needs.
- Are coordinated in a collaborative effort between 4-H and other individuals or groups.
- Provide structured reflection time for young people to think, talk and write about what they experience.
- Provide opportunities for young people to apply 4-H project skills and knowledge in real life situations in their own communities.
- Help foster a sense of caring for others.

Service-learning promotes:

- Education and personal growth.
- Active youth citizenship.
- Workforce preparation.
- Service to others.
- Adult-youth partnerships.

Resource: 2001-2002 Cooperative Extension Service

College of Tropical Agriculture and Human Resources | University of Hawaii at Manoa

Get Others Involved!

Through involvement in 4-H, adults strengthen their social networks with other adults and youth in the community. In addition, adult participation will aid in facilitating some, or all, of the school club's meetings and activities. In other words, a caring adult's participation can lighten your load as the school club leader. Caring adults enrolled as volunteers can help expand the club's program.

Involved adults also increase the club's leadership and resource base to support its activities in the community. You, as the school 4-H leader, gain a resource base to share the responsibility for a successful club that meets the needs of its members.

Caring adults can assume a variety of roles to support the 4-H member and the school club. They may assist members with individual projects, club activities, service projects, fundraising, transportation, refreshments, obtaining speakers, securing judges or other 4-H events.

Matching the talents and interests of the adult to the task is important. Most people are more likely to volunteer if they feel comfortable with the task that needs to be completed. Your 4-H Youth Development agent can provide resources and materials to assist caring adults to be successful as they work with the club members. These include volunteer orientation, Project Helper Guides and trainings offered at the parish, regional and state levels. 4-H Youth Development agents also have an array of role descriptions for 4-H volunteers.

When asking a caring adult to assist with the club, be specific. Provide them with a role description (available through your extension office) and explain what tasks are involved and needed, not just a general plea for help.

Don't forget about TEENS! Teenagers are both members and volunteers. They are encouraged to develop knowledge and skills to share with the younger members. High expectations are placed on members, with adult mentors encouraging and supporting them.

More Information on Project Clubs

As previously mentioned, all vibrant school clubs lead to vibrant project clubs, and all vibrant project clubs lead to youth gaining mastery and independence. Project clubs are centered around one primary 4-H project in which all members participate. The average project club has eight to 12 members. It is important to keep project club size smaller because youth and adults can work in true partnership to accomplish their goals. Project club meetings are held at least monthly, and they focus on project work and business. Additional project club activities are scheduled for group building, service, fundraising, family involvement and personal growth.

Project clubs are led by one or more volunteer project leaders working together for project teaching and club business. Officers can be elected by the members, and more experienced or older youth often help as teen leaders. The project club is usually the simplest type of club to start because of its focus on a single subject.

4-H Projects:

A 4-H project is the topic or interest area members explore through hands-on activities, sequential learning experiences, goal setting and evaluation. Necessary life skills, as well as project skills, are emphasized in the project books. Project books have been approved and available statewide through your local extension office. All project clubs are to be led by a caring adult.

More than 50 4-H projects are available to Louisiana 4-H members. A complete list of 4-H projects may be found on 4-H enrollment cards. Members may select a new project each year or may re-enroll in the same projects for multiple years. Some projects have multiple levels (each has a separate project book), so as the member improves they can become more involved and knowledgeable in their project area.

How to Start a Project Club

Guidelines:

- A project club needs to focus on one specific project; for example, sewing.
- Project clubs may have additional cost in addition to a school club to aid in covering project materials.
- The project club leader (volunteer) sets the meeting dates and location. They also determine how many project club meetings will be held. This is usually dependent on how long it takes the child to finish the project.
- The club is normally limited to a certain number of youth. A good ratio of youth to adults ensures that the member will receive the mentoring that he/she needs to complete their project. Most project clubs range from eight to 12 youth. Recommended ratio is 1 adult to 10 youth. Best practices for youth protection is two-deep leadership.
- All meetings should focus on "learn by doing" and the experiential learning process.

Setting Project Goals:

Once your school club forms project clubs, a goal-centered learning system is used to help 4-H members get the most from their 4-H projects. A caring adult should assist the member in developing their plans for project learning. This system will

allow the member to match their interests to what they want to learn and help them set their own pace for learning. As a result, they are likely to learn more than if an adult just tells them what they should do.

Project goals are like having a road map. They help the members decide how to get from where they are to where they want to go. So, like using a road map, first decide how to get there or how to do something. The ACTION part of the goal tells the action that will be taken or the “doing” part of the goal. The next thing to include is the RESULT. This tells what results from the action or what is intended to be done. Sometimes numbers are useful in this step. The last part of goal setting is WHEN the goal will be done. Set a realistic time to complete the goal.

Next, ask, “Does the member have control over what happens in this goal?” The 4-H member can control participating in events, and making or doing something. However, members cannot control awards and recognition, like blue ribbons or grand champions, etc.

Cost of 4-H Project Club:

In addition to the 4-H enrollment fee for all 4-H school clubs and/or 4-H project clubs, members may have an additional fee to help cover supplies and expenses the club may incur. There may also be costs for project manuals or some 4-H activities and events. All 4-H projects have some cost beyond the project book. As a school club leader, you can help your members select the projects in which they are interested.

Sample Interest Surveys

As a 4-H school leader/organizational leader, have your caring adult volunteers complete the following survey to better understand how they can contribute to the club.

4-H ADULT VOLUNTEER INTEREST SURVEY

4-H is an educational youth organization in which the whole family can work together and have fun. If our club is going to be successful, we will need help from all members and volunteers who serve as caring adults.

NAME: _____ PARISH: _____

ADDRESS: _____

PHONE NUMBER(S): _____

EMAIL ADDRESS: _____

CURRENT OCCUPATION: _____

CHILD(REN)'S NAME(S): _____

I would be willing to help in the following area(s):

- | | | |
|--|---|--|
| <input type="checkbox"/> Provide transportation for 4-H events. | <input type="checkbox"/> Help teach a member how to give a demonstration. | <input type="checkbox"/> Be a project leader. |
| <input type="checkbox"/> Provide refreshments. | <input type="checkbox"/> Assist with recreation at a club meeting. | <input type="checkbox"/> Be an organizational 4-H club leader. |
| <input type="checkbox"/> Provide supplies for a special project. | <input type="checkbox"/> Be an assistant organizational leader. | <input type="checkbox"/> Orient new families to the club. |
| <input type="checkbox"/> Contact other caring adults to help with club activities. | <input type="checkbox"/> Be an assistant project leader. | <input type="checkbox"/> Other (specify): _____ |
| <input type="checkbox"/> Assist with one club meeting. | <input type="checkbox"/> Assist with officer training. | |

I have special interest or hobbies in the following area(s):

It is easiest for me to give my time:
(check appropriate times)

- Weekday mornings
- Weekday afternoons
- Weekday nights
- Saturdays
- Sundays

In the:

- Summer
- Fall
- Winter
- Spring

Has your family been involved with 4-H before? If yes, who, where and what was their involvement?

4-H PARENT/ VOLUNTEER INTEREST FINDER

4-H is a family program, and you play an important role in helping 4-H learning take place. You are encouraged to share your talents and interests with the best possible program that can be developed for your child. Please check the things you are willing to do to provide learning opportunities for 4-H members.

At home

- I will encourage my son or daughter to start and complete projects on time. I will take an active interest in him or her and encourage pride in his or her achievements.
- I will read the parish 4-H newsletter and discuss opportunities with my child.
- I will keep a current calendar of 4-H meetings and events.
- I will urge my child to attend all meetings and to contribute to them.
- I will help provide light refreshments for a 4-H meeting.
- I will share a special interest or hobby with the group.
- My interest is _____.
- I will help with transportation to 4-H meetings.
- I will help telephone caring adults for last-minute announcements.

I will serve in the following volunteer roles:

- Serve as a 4-H Club organizational leader.
- Arrange a special trip or activity.
- Caring adult and volunteer leader for program.
- Serve as chaperone coordination (e.g., program planning, help with music or skits working with officers, etc.).
- Camp volunteer.
- Help with fundraising.
- Help with record keeping.
- Other (specify): _____

I would like to share my skill(s) in the following projects:

- | | | |
|---|---|---|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Gardening | <input type="checkbox"/> Rocketry |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Health and fitness | <input type="checkbox"/> Science and nature |
| <input type="checkbox"/> Computers | <input type="checkbox"/> Companion pets | <input type="checkbox"/> Service learning |
| <input type="checkbox"/> Cooking, nutrition | <input type="checkbox"/> Leadership | <input type="checkbox"/> Sewing |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Music | <input type="checkbox"/> Small engine |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Performing arts | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Engine repair | <input type="checkbox"/> Photography | <input type="checkbox"/> Other (specify): _____ |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Public speaking | |
| <input type="checkbox"/> Games | <input type="checkbox"/> Robotics | |

It is easiest for me to give my time (indicate time of day and day of week): _____

The best time to call me is: _____

NAME: _____ PARISH: _____

ADDRESS: _____

PHONE NUMBER(S): _____

EMAIL ADDRESS: _____

4-H YOUTH INTEREST SURVEY

4-H is an organization that can help you learn about things that interest you in fun and exciting ways. It also gives you to opportunity to make friends and learn to work with others.

To help us plan for 4-H Project Clubs in your school, we need your ideas. Please check the activities listed below that you would be interested in learning in a 4-H Club. Select up to four areas.

- | | |
|--|---|
| <input type="checkbox"/> Animals (list them)
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> _____ | <input type="checkbox"/> Engine repair
<input type="checkbox"/> Environment
<input type="checkbox"/> Gardening and horticulture
<input type="checkbox"/> Companion animals
<input type="checkbox"/> Photography
<input type="checkbox"/> Robotics
<input type="checkbox"/> Rocketry
<input type="checkbox"/> Sewing and clothing/textiles
<input type="checkbox"/> Theater arts meeting |
| <input type="checkbox"/> Computers
<input type="checkbox"/> Citizenship/community service
<input type="checkbox"/> Cooking and nutrition
<input type="checkbox"/> Crafts | |

Other (specify): _____

Would you like to become a 4-H member?

- YES NO

Could you suggest someone to help you learn one for the areas listed below?

Name: _____

Area: _____

.....
List your hobbies: _____

.....
Name: _____ Birthdate: _____

Address: _____

Phonenumber: _____

Email address: _____

MY LOCAL 4-H CLUB'S INFORMATION:

4-H members should receive a copy of the form below. This information will help parents/guardians contact 4-H leaders and 4-H agent if they have questions about the club.

4-H Club name: _____

Location of meeting(s): _____

Meeting time/date: _____

LEADER(S) (OR PARENTS):

Name: _____

Phone: _____ Email address: _____

Name: _____

Phone: _____ Email address: _____

Name: _____

Phone: _____ Email address: _____

Name: _____

Phone: _____ Email address: _____

4-H AGENT(S):

Name: _____

Phone: _____ Email address: _____

Name: _____

Phone: _____ Email address: _____

CLUB MEETING RESOURCES

ORDER OF BUSINESS FOR MEETINGS

ITEM	WHAT TO SAY:	WHAT TO DO:
CALL TO ORDER	"This meeting will come to order."	Tap gavel once.
OPENING	"We will now have the Pledge of Allegiance led by _____ and the 4-H Pledge will be led by _____. Please stand and remain standing. Thank you."	Stand
READING OF MINUTES	"The secretary will now read the minutes of the last meeting." After he/she reads them, say, "Are there any corrections or additions? (Pause, look around.)" "Then the minutes stand approved as read."	Tap gavel once after the approval of minutes.
REPORTS	<p>"We will now hear the treasurer's report." After the report say, "Are there any questions to the treasurer's report?"</p> <p>"We will now hear the reporter's report." After the report say, "Are there any questions to the reporter's report?"</p> <p>"Are there any Project Club, activity, or community service reports?"</p> <p>"We will now have the leader's report."</p> <p>"Do I have a motion to accept all reports as presented?"</p>	Tap gavel after receiving a motion, a second and voting on accepting all reports as presented.
OLD BUSINESS	<p>"Is there any old business to come before the group?"</p> <p>a. _____ By: _____</p> <p>b. _____ By: _____</p> <p>c. _____ By: _____</p> <p>"Is there any more old business?" (Check to see if any one speaks.)</p>	
NEW BUSINESS	<p>"Is there any new business to come before the group?"</p> <p>a. _____ By: _____</p> <p>b. _____ By: _____</p> <p>c. _____ By: _____</p> <p>"Is there any more new business?" (Check to see if any one speaks.)</p>	
ANNOUNCEMENTS		
EDUCATIONAL PROGRAM (Vice president introduces program. This section is usually lead by youth.) If club members have a demonstration or special guest, it is done at this time.	"Our club demonstration will be done by _____."	
PROGRAM	"If there is no further business to come before the group, this concludes the business and we will turn the meeting over to _____ for the club's special program."	
ENDING	<p>"Do I hear a motion to adjourn?"</p> <p>"Do I hear a second to the motion?"</p> <p>"The meeting is adjourned."</p>	Tap gavel once to adjourn.

CLUB MEETING RESOURCES

POINTS TO LOOK FOR IN A GOOD 4-H MEETING

This sheet can be used to evaluate all your meetings. You should be able to answer “Yes” to most of the questions. The ones you answer with a “No” are areas you will want to improve.

- Do the officers and leaders check meeting plans beforehand?
- Was the meeting room prepared prior to the meeting?
- Are all officers present? If not, are there substitutes in their places?
- Does the president call the meeting to order on time, keep the meeting rolling and close it on time?
- Do all officers use correct parliamentary procedure?
- Are all reports given and up-to-date?
- Is the business part of the meeting short and snappy?
- Are guests introduced and made to feel at home?
- Is there a special program (guest speakers, educational lesson, etc.) in addition to the business meeting?
- Is at least one project talk given at the meeting?
- Is there an opportunity for members to get to know each other?
- Are all announcements short and to the point?
- Do officers avoid doing all of the talking?
- Do leaders avoid doing all of the talking?
- Do all or most of the members take part in the meeting?
- Is there a common courtesy shown between officers and members?
- Are leaders given a chance to voice their opinions?
- Are all members well-behaved and well-mannered?
- Is there fun, learning and fellowship at the meeting?

4-H Member Opportunities

4-H Activities and Events:

Each parish offers many different 4-H activities and events, which are planned to support the learning of 4-H members. They provide a hands-on opportunity for youth to learn new skills and evaluate their progress towards achieving established goals. Many activities, like 4-H University, allow 4-H members to showcase their knowledge and skills and provide recognition to the 4-H member and to the parish and state 4-H program.

Parish 4-H Events:

Parish 4-H programs conduct a variety of 4-H activities and events throughout the year. The following is a list of 4-H activities and events that might be offered by your 4-H programs.

- Judging contests — May be livestock, horse, meat, dairy, poultry, consumer decision-making, consumer foods judging, or another focused on other 4-H projects.
- 4-H officer training
- Public speaking and demonstration contests
- Project workshops
- Leaders' training workshops
- National 4-H Week promotion
- Recognition events — Achievement Day, Awards banquets, etc.
- 4-H livestock shows, fairs and other 4-H exhibitions
- 4-H cookery contests
- Older youth groups – Junior Leaders, camp counselors, ambassadors, etc.
- Camps
- Fashion Revue

Many other 4-H activities and events may be offered in your parish. There are also many opportunities offered in your region of the state, statewide and nationally. To find out about other opportunities of interest to you, contact your 4-H Youth Development agent, the 4-H office or website or read your 4-H newsletter.

List three activities or events that you wish your club members to participate in or learn more about:

1. _____
2. _____
3. _____

4-H Camps:

All parish 4-H programs participate in the 4-H camping programs offered at a variety of locations. All 4-H camps offer organized activities, cooperative group living in the natural environment and action-packed fun. Priority to attend 4-H camp is given to 4-H members; however, any youth may participate if not filled to capacity. Medical assistance is available 24 hours each day. Adults who have successfully completed the Required Risk Management Training supervise the youth in gender-segregated cabins. Campers sleep in air-conditioned cabins, and nearby bathrooms and bathhouses are available.

Contact your local 4-H office for more details about 4-H camp.

4-H Camps in Louisiana:

- 4-H Summer Camp (Grades four to six.)
- Challenge Camp (Varies per region. Contact your 4-H agent for details.)
- 4-H University (Must be grade level eight to 12 to attend.)
- Fashion Camp (Alternates ages each year.)
- Marsh Maneuvers (High school 4-H'ers who have completed a sophomore-level biology.)
- Operation: Military Kids Camps (Must be 5 to 18 years of age as of January 1.)

- Junior Leadership Conference (Must be 13 to 18 years of age as of January 1 to attend.)
- Louisiana Outdoor Skills and Technology (LOST) Camp (Must be 12 to 14 years of age as of January 1 to attend.)
- Southern Region Teen Leadership Conference (Must serve on a state leadership board.)

Online registration is available for all camps listed.

4-H State Boards

The state 4-H youth boards provide leadership, advocacy and give youth a voice. Through these six leadership boards teens are offered opportunities for meaningful leadership roles and increased project knowledge. Board members gain new and/or enhanced leadership skills, new friends and connections that will last a lifetime. The board experience has proven to be helpful both now and later in life when applying for scholarships and jobs. Through leadership boards, youth can develop, enhance and use leadership skills to influence change.

The Leadership Boards:

- State Executive Board
- Citizenship Board
- Fashion Board
- Food and Fitness Board
- Science, Engineering and Technology (SET) Board
- Shooting Sports Ambassador Board

The State Executive Board consists of the state officers, regional representatives who are elected by their 4-H peers and national conference delegates. The 4-H Executive Board focuses on providing leadership to statewide activities such as the 4-H Junior Leadership Conference and 4-H University.

Executive board members are involved in making decisions about contests, programs and speakers for 4-H University, an event that reaches over 1,500 teens from across the state. During 4-H University, executive board members preside over assemblies and conduct officer elections.

State leadership board members for Citizenship, Fashion, Food and Fitness, Science, Engineering and Technology (SET) and Shooting Sports Ambassador are selected through an application and interview process. Each of these boards engages in developing leadership development through specific subject matter opportunities. The youth define their learning goals and apply what they've learned into engaging educational opportunities. Each board is responsible for planning and implementing parish, regional and state events. Board members plan parish- and region-based educational events that serve as marketing and educational outreach.

VOLUNTEERING

Benefits of Volunteering

Volunteers develop knowledge and skills while benefiting personally from their involvement in accomplishing the mission of the 4-H program, for example:

- Ongoing continuing education programs provide personal development opportunities for you, as a volunteer, to increase your knowledge and skills.
- You will receive leadership opportunities that will allow you to advance into positions of greater responsibility and personal benefit.
- You are valued, trained and utilized to extend the reach of 4-H programs in your communities.
- You will be appropriately recognized for your personal development achievements as well as for program achievements, not merely for years of service.

Each parish has a volunteer program management system in place. Volunteers work in partnership with salaried faculty and staff to enhance the quality of the parish program. Volunteers recruit, orient, train and support other volunteers. Volunteers organize and conduct educational programs, events and activities. Agents coordinate parish programming. They are viewed as youth development experts and advocates in their communities. School systems view 4-H as an essential partner in educating youth.

Volunteer Training Opportunities

Volunteers shall receive specific training to provide them with the skills and knowledge necessary to perform their volunteer assignment. Training opportunities include but are not limited to:

- Parish leader training
- State and regional leader training
- Required Risk Management training
- Driver authorization training
- Shooting Sports training
- Livestock training
- 4-H University training
- Other project based training such as shooting sports, livestock, fashion, etc.

Louisiana 4-H Volunteer Leader Association (LA4-HVLA or VLA)

The Louisiana Volunteer Leaders Association was announced formally in February 2003 by Bill Richardson, LSU vice president for agriculture, and Paul Coreil, who was then the vice chancellor of the AgCenter. The VLA is a volunteer organization for adults (18 years and older) who work directly and indirectly with 4-H youth or those who would like to become involved with the 4-H program in the State of Louisiana. It is recognized by the LSU AgCenter and the Louisiana Cooperative Extension Service as a partner for the purpose of enhancing the 4-H program in the State of Louisiana.

The Louisiana 4-H Volunteer Leaders Association provides its members with quality educational opportunities, award recognition and scholarships, as well as small grants. The association represents the interest of volunteer leaders, parents and 4-H'ers from culturally diverse backgrounds and various levels of commitment in the 4-H program. Membership in the association is open to every 4-H program volunteer in the state of Louisiana. For more information about the association visit the LSU AgCenter website (www.lsuagcenter.com) and contact your parish 4-H agent.

Volunteer Awards

There are several formal awards recognizing volunteers for their contributions to Louisiana 4-H. For full details on an award and to request applications contact your parish 4-H agent or the state volunteer specialist. The following is a basic overview of the awards, applications deadlines and sponsoring organizations:

AWARD NAME	AWARD SPONSOR	APPLICATION DUE DATE
Multiple Awards (Examples: Outstanding Club Work, Excellence in Service-Learning, Annual Volunteer Hours)	Volunteer Leader Association	July/August
Records Only (Examples: Adult Leader Award, 4-H Alumni Award)	Louisiana 4-H	July

AWARD NAME	AWARD SPONSOR	APPLICATION DUE DATE
Master Volunteer Program	Louisiana 4-H	January and July
Hall of Fame	Louisiana 4-H	November

Volunteer Conferences

Attending a volunteer conference is a great way to get more involved in Louisiana 4-H. You will meet other 4-H volunteers, get new and innovated ideas for club programming, and learn about 4-H opportunities beyond your parish for both yourself and your members.

There are two main annual conferences to consider:

1. 4-H Volunteer Conference of Southern States — First weekend of October or end of September at Rock Eagle in Georgia
2. The Louisiana 4-H VLA Volunteer Conference — September

For more information about these conferences visit the [LSU AgCenter website \(www.lsuagcenter.com\)](http://www.lsuagcenter.com) and contact your parish 4-H agent.

Master Volunteer Program

The Louisiana 4-H Master Volunteer Achievement in Continuing Education (ACE) program is designed to assist volunteers in the development of specialized skills as 4-H volunteers by participating in quality training experiences, processing learning experiences, conducting service activities/projects and developing a Master Volunteer ACE portfolio.

Program objectives include:

1. Improve volunteer feelings of self-confidence and influence in the organization.
2. Increase the quality of program delivery for 4-H members in Louisiana.
3. Build a base of committed volunteers to increase program capacity.
4. Develop an infrastructure to expand exponentially the reach of 4-H youth development in Louisiana.

The Louisiana 4-H Master Volunteer ACE program follows these general guidelines:

- Candidates must have at least one year of 4-H volunteer experience as of December 1 of the current year and must be at least 18 years of age.
- Recognition for achievement will be presented at the annual Louisiana 4-H Volunteer Conference.
- Workshops/service activities included in portfolio must have been completed within two calendar years of the date submitted.
- Each component of the portfolio must be completed and submitted as one document at any time during the program year. However, judging will be done in January and/or July. The portfolio will be resubmitted as each level is added to the original. It will be returned at the annual volunteer leader conference.
- Participation in state-level master volunteer training weekends is not required but may be helpful in getting established with the program.
- Printed materials for portfolios will be available online.

For more information about the Master Volunteer Program visit the [LSU AgCenter website \(www.lsuagcenter.com\)](http://www.lsuagcenter.com) and contact your parish 4-H agent.

4-H SCHOOL SPONSOR ROLE DESCRIPTION

Purpose: Coordinate (by managing and facilitating) the volunteer team providing support, guidance and direction to 4-H members and their club. A school leader must work within the school.

Responsibilities/Duties:

- The 4-H school leader serves as the primary contact person for the club with the parish 4-H staff.
- Arrange for regular meeting facilities and recruit an organizational leader to help manage the 4-H Club.
- Work with organizational leader to plan the club calendar for the year.
- Oversee club organizational leader and ensure proper club management.
- Encourage organizational leader to attend monthly planning meeting with 4-H Youth Development agent.
- Inform organizational leader of due dates, activities and events.
- Aid organizational leader in informing and involving caring adults, recruit club project and activity leaders.
- Keep an accurate record of fundraising and the club account.
- Help members and officers evaluate the club program and communicate its activities to community stakeholders.
- Maintain communications between the 4-H Club and the parish 4-H program including regular conversations with parish staff, reporting enrollment and other data to the parish staff, reporting annual financial statement and completing club organizational leader impact report.

Skills/Knowledge/Experience Needed:

- A knowledge of and interest in youth and youth programs.
- A willingness to devote time and energy to the task.
- The ability to share decision-making and responsibilities with youth, and with other volunteers.
- The ability to organize and manage a team effort.
- A knowledge of the community and its resources.

Contact Person

- Local 4-H Youth Development agent

Benefits:

- Satisfaction of significant contribution to growth of 4-H members.
- Respect and gratitude of caring adults and community.
- Recognition of accomplishments by club, parish and state.
- Opportunity for continued personal growth.
- Learn more about youth development research, experiential learning and activities that complement classroom learning.

Time Required:

- Approximately one to five hours per month (providing transportation, attending meetings, helping child with projects or activity work; varies according to task).
- Target Dates: August through May.

Resources:

- Assistance from retiring organizational leader and/or an experienced leader in the parish.
- Guidance and support from parish extension staff.
- Parish, regional and state training sessions.
- Printed materials from parish and state 4-H program.
- Volunteer application process materials.
- Louisiana Volunteer Leader Association.
- Online training and volunteer orientation.
- New Leaders Letters (available online).
- Louisiana 4-H volunteer newsletter.
- Volunteer resources (available online through parish and state webpage and learn.LSUAgCenter.com).
- Other training opportunities:
 - Parish, regional, and state.
 - 4-H Volunteer Conference of Southern States (first weekend of October).
 - The Louisiana 4-H VLA Volunteer Conference — September.

Expected Results:

- Through the experiential learning (hands-on learning) process, the children in the 4-H Club will gain knowledge and develop life skills. Members, their caring adults and other volunteers are kept informed.
- Officers are prepared and run efficient meetings.
- Members feel ownership for the club and are involved in the decision-making of dues, fundraising efforts and activities planned for the year.
- Young people learn new things, feel good about themselves and have fun in 4-H.

4-H LEADER ROLE DESCRIPTION

Purpose: Coordinate (by managing and facilitating) the volunteer team providing support, guidance and direction to 4-H members and their club. Men, women and mature 4-H junior leaders may serve as 4-H leaders within the club.

Responsibilities/Duties:

- The 4-H leader serves as the primary contact person for the club, school leader and other caring adults.
- Coordinate meeting facilities with school leader, coordinate new membership drive, order and distribute project books.
- Meet with the 4-H Youth Development agent once a month at the parish organizational leader planning meeting.
- Work with members to plan the club calendar for the year.
- Collect feedback from club members on areas of interest to determine project clubs.
- Recruit and support caring adults to lead projects that were determined by youth.
- Oversee election of officers, train officers and meet with them prior to meetings to plan the agenda.
- Inform and involve caring adults, recruit club project and activity leaders.
- Conduct a range of activities including recreation, fundraising and community service-learning and participate in other parish events.
- Help members and officers evaluate the club program and communicate its activities to community stakeholders.
- Maintain communications between the 4-H Club, school leader and the parish 4-H program including regular conversations with the school leader and parish 4-H staff, reporting enrollment and other data to the parish 4-H staff, reporting annual financial statement and completing Club Organizational Leader Impact Report.

Skills/Knowledge/Experience Needed:

- A knowledge of and interest in youth and youth programs.
- A willingness to devote time and energy to the task.
- The ability to share decision-making and responsibilities with youth and with other volunteers.
- The ability to organize and manage a team effort.
- A knowledge of the community and its resources.

Contact Person

- Local 4-H Youth Development agent.

Benefits:

- Satisfaction of significant contribution to growth of 4-H members.
- Respect and gratitude of caring adults and community.
- Recognition of accomplishments by club, parish and state.
- Opportunity for continued personal growth.
- Learn more about youth development research, experiential learning and activities that complement classroom learning

Time Required:

- Approximately one to five hours per month (providing transportation, attending meetings, helping child with projects or activity work; varies according to task).
- Target Dates: September through May.

Resources:

- Assistance from retiring organizational leader and/or an experienced leader in the parish.
- Guidance and support from parish extension staff.
- Parish, district and state training sessions.
- Printed materials from parish and state 4-H program.
- Volunteer Application Process Materials.
- Louisiana Volunteer Leader Association.
- Online training and volunteer orientation.
- New Leaders Letters (available online).
- Louisiana 4-H volunteer newsletter.
- Volunteer resources (available online through parish and state webpage and eXtension).
- Other training opportunities:
 - Parish, regional, state.
 - 4-H Volunteer Conference of Southern States (first weekend of October).
 - The Louisiana 4-H VLA Volunteer Conference — September or October.

Expected Results:

- Through the experiential learning (hands-on learning) process, the children in the 4-H Club will gain knowledge and develop life skills.
- Members, their caring adults and other volunteers are kept informed.
- Officers are prepared and run efficient meetings.
- Members feel ownership for the club and are involved in the decision-making of dues, fundraising efforts and planning activities.
- Young people learn new things, feel good about themselves and have fun in 4-H.

4-H ADULT VOLUNTEER ROLE DESCRIPTION

Purpose: To assist and support their child and other children in the 4-H Club as a caring adult.

Responsibilities: To assist or encourage their child and other children in the club or group to:

- Set realistic goals.
- Accomplish those goals.
- Participate in club, parish, regional, state and national programs.
- Use positive reinforcement.
- Provide transportation to and from special activities and events.
- Attend club meetings and special events.
- To complete a caring adult volunteer survey and/or discuss with the primary 4-H Club school leader.
- Aid in completing organizational leader reports and financial reports.
- Depending on the time that caring adults have available, they may:
 - Plan and implement special events for the club.
 - Learn about the developmental needs of the different ages of children in the club.
 - Make phone calls.
 - Serve as a project leader or helper in one or more project areas.
 - Assist with meetings or special events (tours, fundraisers, fairs, etc.).
 - Serve as an adult adviser to one or more committees.

Skills/Knowledge/Experience Needed:

- A knowledge of and interest in youth and youth programs.
- A willingness to devote time and energy to the task.
- The ability to share decision-making and responsibilities with youth, and with other volunteers.
- The ability to organize and manage a team effort.
- A knowledge of the community and its resources.

Contact Person:

- Local 4-H Youth Development agent.

Benefits:

- Satisfaction of significant contribution to growth of 4-H members.
- Respect and gratitude of caring adults and community.
- Recognition of accomplishments by club, parish and state.
- Opportunity for continued personal growth.
- Learn more about youth development research, experiential learning and activities that complement classroom learning.

Time Required:

- Approximately one to five hours per month (providing transportation, attending meetings, helping child with projects or activity work; varies according to task).
- Target dates: September through May.

Resources:

- Volunteer application process materials.
- Louisiana Volunteer Leader Association.
- Online training and volunteer orientation.
- New Leaders Letters (available online).
- Louisiana 4-H volunteer newsletter.
- Volunteer resources (available online through parish and state webpage).
- Other training opportunities:
 - Parish, regional and state.
 - 4-H Volunteer Conference of Southern States (first weekend of October).
 - The Louisiana 4-H VLA Volunteer Conference — September.

Expected Results:

- Through the experiential learning (hands-on learning) process, children in the 4-H Club will gain knowledge and develop life skills.
- Members, their caring adults and other volunteers are kept informed.
- Officers are prepared and run efficient meetings.
- Members feel ownership for the club and are involved in the decision-making of dues, fundraising efforts and planning yearly activities.
- Young people learn new things, feel good about themselves and have fun in 4-H.

4-H VOLUNTEER CLUB PROJECT LEADER ROLE DESCRIPTION

Purpose: The 4-H Club project leader guides and supports 4-H members with project work (learning experiences structured around a special interest). The club project leader teaches youth life skills, such as decision-making and teamwork, through the many types of project work.

Essential Functions:

- Work cooperatively with club organizational leader, other volunteer helpers, club leaders, parents and members for a harmonious club experience.
- Attend parish project leader training programs, a minimum of one per year.
- Share your knowledge of the project with members through meetings, tours, individual help and written resources.
- Assist members with the planning, carrying out and evaluation of their projects.
- Assist members with exhibits, demonstrations and the completion of their project record books.
- Distribute project educational materials received from 4-H office to the members.
- Involve teens and other adults and parents in leadership roles in the project.
- Be sensitive to risks and use risk management strategies related to project work.
- Maintain sensitivity to the individual differences of 4-H members, such as differences in interests, abilities, personal needs cultural heritage and family support.
- Submit required records in a timely manner.
- Follow 4-H policies and procedures.
- Knowledge, skills and willingness to share expertise and talents with youth.
- Belief in the importance of youth development and understand the need to provide young people with positive hands-on learning experiences.
- Ability to supervise and effectively communicate with youth and adults.
- Ability to plan, conduct and evaluate project activities using resources from the Louisiana Cooperative Extension Service and the LSU AgCenter.

Benefits:

- Satisfaction of significant contribution to growth of 4-H members.
- Respect and gratitude of caring adults and community.
- Recognition of accomplishments by club, parish and state.
- Opportunity for continued personal growth.
- Learn more about youth development research, experiential learning and activities that complement classroom learning.

Time Required:

- Approximately one to five hours per month (providing transportation, attending meetings, helping child with projects or activity work; varies according to task).
- Target dates: September through May.

Resources:

- Volunteer application process materials.
- Louisiana Volunteer Leader Association.
- Online training and volunteer orientation.
- New Leaders Letters (available online).
- Louisiana 4-H volunteer newsletter.
- Volunteer resources (available online through parish and state webpage and learn.LSUAgCenter.com).
- Other training opportunities:
 - Parish, regional and state.
 - 4-H Volunteer Conference of Southern States (first weekend of October).
 - The Louisiana 4-H VLA Volunteer Conference — September or October.

LOUISIANA COOPERATIVE EXTENSION SERVICE

LSU AgCenter LCES Volunteer Policy (PS-23) can be found at <https://bit.ly/34O3Q6R>

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LCES PS-23
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VOLUNTEERS

Purpose and Scope

The purpose of this policy is to provide a framework and direction to staff and volunteers engaged in volunteerism within the Louisiana Cooperative Extension Service (LCES). The procedures in this document are intended to apply to staff and volunteers in the 4-H program. Volunteers in other program areas should follow similar principles and guidelines. In addition, these guidelines apply to local, parish, region and state level volunteer committees and boards, which are working on behalf of the LCES. The policy is designed to reduce volunteer risk and protect the interests of the LCES and the LSU Agricultural Center (LSU AgCenter), its volunteers and the communities it serves.

Definitions

A volunteer is an individual who contributes time of their own free will, without compensation or expectation of compensation beyond possible reimbursement of out-of-pocket expenses and performs tasks at the direction of and on behalf of the LSU AgCenter. A volunteer shall be officially enrolled by the LSU AgCenter or have been documented through written correspondence or phone records prior to the performance of the task. Volunteers are not employees of the LSU AgCenter. Volunteers may be counted in several categories.

Long-term volunteer – Any person engaged in specific volunteer activities on a continuing or on-going basis.

Episodic volunteer – Any person who provides a one-time or infrequent assistance.

Collaborator – Any person, who as part of their normal compensated employment by a third party, assists the LSU AgCenter in the accomplishment of a shared goal.

Master volunteer – Any person who has completed advanced training according to criteria determined by a specific educational program area and has demonstrated expertise and agreed to a voluntary long-term commitment to LSU AgCenter.

Overnight chaperone – Any person who provides guidance and support to youth in an overnight situation who has received training and passed a screening process.

Middle management volunteer – A person who works with

and through others in coordinating or otherwise providing leadership for programming, events or activities in which volunteers participate.

General Policy

The LSU AgCenter values the contribution that volunteers make and recognizes the impact they have on members and service recipients.

Volunteer Recruitment

Volunteers will be actively recruited by the LSU AgCenter personnel and when appropriate by LSU AgCenter volunteer staff. Volunteers shall be recruited in accordance with equal opportunity and affirmative action. Volunteers may be recruited through an interest in a specific role or may be recruited on a general interest and then matched to a specific role.

Persons interested in volunteering will complete a brief enrollment form, application and/or interview as determined by their specific program area. Applicants' abilities and interests will be reviewed as well as skills and qualifications for the position. When appropriate, background and references may be checked and personal interview(s) may be conducted.

In cases of collaboration, a letter of agreement or memorandum of understanding will be obtained. In cases of episodic volunteer opportunities, the volunteer should be documented through such means as a sign-in sheet, letter of invitation, volunteer work schedule, etc.

LSU AgCenter volunteers will be reviewed and may be continued on a periodic basis or as needed. If the service of the volunteer is no longer needed or desired, Extension may elect not to continue the volunteer's appointment.

Volunteers other than episodic ones should have a volunteer service description that includes the term of the volunteer commitment, is reviewed by the volunteer and is updated as needed.

Orientation

Volunteers, except episodic volunteers, will receive a general orientation to the LSU AgCenter, mission, volunteer guidelines, risk management guidelines, code of ethics and

EEO/AA/CR, ADA, and AgCenter PS-23, PS-19 and PS-16. All volunteers will receive a general orientation as appropriate for the volunteer task/position and the purposes and requirements of their volunteer service.

Code of Conduct

Volunteers are expected to uphold high standards that ensure the safety and well-being of the LSU AgCenter, its staff, volunteers and clients. Volunteers will uphold all individuals' rights to dignity, self-development and self-direction. Volunteers will accept supervision and support from Extension professionals while involved in the program. Volunteers will accept the responsibility to positively represent the LSU AgCenter during the tenure and duration of their volunteer engagement. Volunteers will conduct themselves in a courteous, caring, responsible manner with focus on respect, trustworthiness, fairness, and good citizenship. Volunteers are expected to respect, adhere to and enforce the rules, policies and guidelines set forth by the LSU AgCenter and any programs that they are specifically assigned to. Volunteers should not commit unlawful acts and are expected to comply with equal opportunity and anti-discrimination laws. Volunteers will operate machinery, vehicles and other equipment, when applicable, in a responsible and safe manner. Volunteers are charged with performing their duties in a responsible and timely manner.

Supervision and Training

Each volunteer shall have an identified supervisor. The supervisor shall be responsible for on-going guidance and assistance. A volunteer may act as a supervisor of other volunteers, provided that the supervising volunteer is under the supervision of a salaried staff member of the LSU AgCenter (or SU agent in a joint LSU/SU extension office).

Volunteers shall receive specific training to provide them with the skills and knowledge necessary to perform their volunteer assignment. The time, delivery methods and content of this training will be consistent with the demands of the volunteer position and the experience of the volunteer. A record of training received including the training title and date, should be kept on the volunteer by the LSU AgCenter through methods such as attendance lists, in an enrollment program, etc.

LSU AgCenter staff and volunteers are expected to review, recognize and assess volunteer contributions and impact to the accomplishment of the program goals. Staff should document volunteer involvement in annual reports and other documents. Volunteers may be recognized, as appropriate, for their contributions throughout their tenure with LSU AgCenter

Confidentiality

Staff shall retain all volunteer records in a confidential manner. Volunteers shall be responsible for maintaining the confidentiality of all privileged information to which they are exposed while serving as an AgCenter volunteer in accordance with laws and regulations. This information

may include health conditions, child/sexual abuse, and legal issues.

Volunteers Working With Youth

Volunteers who serve in a role that work with youth must review the Child Protection Policy and will be screened and assessed in accordance with applicable laws and/or regulations. Volunteers are required to disclose and report any arrests or convictions, as well as any traffic violations. While disclosure/reporting of such will not automatically ban the volunteer from serving as a volunteer or driving in his/her capacity as a volunteer; it will help the AgCenter make decisions on volunteer duty assignments.

Access to LSU AgCenter Property and Materials

When appropriate, LSU AgCenter volunteers may have access to LSU AgCenter property and materials necessary to fulfill their duties and shall receive training in the use of any equipment.

AgCenter property and other resources may only be used for official AgCenter business.

Contracts

Individual volunteers are not authorized to sign any contract and/or make any representation on behalf of the LSU AgCenter that obligates the university.

Fundraising

Fundraising programs led by LSU AgCenter volunteers or nonincorporated informal volunteer groups shall get written permission of the appropriate Louisiana Cooperative Extension office. Approval of the parish extension office is required if the fundraising program is confined to a parish. Approval of the regional office is required if the fundraising is multiparish. Approval of LSU AgCenter department or unit is required if the fundraising is multiparish or statewide. State-incorporated volunteer organizations shall get written permission from the appropriate LSU AgCenter unit if their fundraising uses an AgCenter name or implies that the funds are being raised for an AgCenter related project.

Review of Volunteer Activities

LSU AgCenter staff members are encouraged and expected to provide formal and informal feedback regarding a volunteer's performance on a periodic basis. Evaluative comments should be focused on supporting the growth and development of the volunteer and the LSU AgCenter program.

A volunteer may need to be relieved of specific duties due to changes in volunteer staffing needs or when the volunteer's activities are not consistent with the LSU AgCenter mission, do not follow LSU AgCenter program policies or do not otherwise meet AgCenter needs.

Volunteers are permitted to serve at the sole discretion of the LSU AgCenter. The LSU AgCenter may at any time, and/or

for any reason, decide to terminate a volunteer's relationship with the organization or to make changes in the nature of their volunteer assignment.

Before discontinuing an individual's volunteer status altogether, the responsible employee shall notify and/or obtain approval from his/her supervisor, and, in most cases, verbally notify the volunteer. The decision regarding the volunteer's participation will be final.

In cases of allegations of illegal or criminal acts related to their volunteer service, the volunteer's supervisor should notify the AgCenter HRM Office or, in the case of a volunteer in the 4-H area, the 4-H department head or assistant department head. These offices will help in determining the next step, which may include internal investigation or notification of appropriate legal authorities. (An exception is when there is an immediate threat where a delay in notification of authorities might cause further

threat to health, welfare or property.) If this occurs, upper administration will be informed and involved regarding the situation. The HRM Office and/or appropriate department, in consultation with the vice chancellor and any other appropriate offices, shall determine whether the volunteer's service should be temporarily suspended until the allegations have been proven or disproven.

Liability Issues

A system of records shall be maintained on each LSU AgCenter volunteer for purposes of liability, insurance, reporting, in-kind documentation and/or volunteer management tracking. Suggested records include the application/enrollment, documentation in support of these forms, such as dates of service, training and duties performed. Screening records (not including criminal background checks), Code of Conduct Forms, volunteer service descriptions, vehicle records and other program requirements will be included as appropriate. Records shall be maintained for as long as the volunteer is active with the LSU AgCenter and at least five years after disassociation with the LSU AgCenter.

All authorized LSU AgCenter volunteers are covered by liability insurance when in pursuance of their duties as a volunteer. Volunteers shall submit to the appropriate office (prior to the event) a summary of their planned activities. This information needs to include: A) Name of the event; B) Date of the event; C) Club or group name; D) Name of volunteers/coordinators; E) Location of the event and F) Estimated number of participants. Liability insurance is subject to the applicable policy provisions and exclusions.

Volunteers who meet the requirements of this policy are not considered employees for any purpose other than workers' compensation and general liability protection. They are not eligible for retirement and health benefits, other than workers' compensation, on a medical only basis, as a result of their volunteer status. Volunteer workers may be covered for medical expenses related to injuries that occur during approved volunteer activities. Departments or units engaging

volunteers are responsible for maintaining the names of all volunteers, their dates, locations and hours worked and description of volunteer responsibility. Volunteers are required to report any work-related illness or injury to their supervisor immediately. Final determination of coverage is made by the state Office of Risk Management on a case by case basis.

A volunteer is expected to provide nonbiased, research based information consistent with LSU AgCenter recommendations to the general public with no intended endorsements of specific products, companies or services.

In making diagnosis and recommendations, including those that include pesticides and fertilizers, food preparation and preservation, and health and nutrition, volunteers shall follow published LSU AgCenter recommendations and manufacturers labels. Use of other recommendations is not approved unless permission is granted by a qualified extension faculty member. When reading a recommendation to a client, one shall read it in its entirety. No omissions are allowed under any circumstances. Handwritten recommendations are not approved. All commercial, production and business questions are to be referred to a qualified extension faculty member.

Volunteers should not be expected to and are not permitted to answer questions outside their area of expertise or training. This normally would include not answering questions concerning medical or legal questions, determining if a questionable food or plant is edible, hazardous tree evaluation, household and structural pests, any questions not specifically covered by LSU AgCenter recommendations, and all questions initiated by any commercial concern.

RISK MANAGEMENT GUIDELINES

Louisiana 4-H takes seriously its obligation to provide responsible and reasonable care for the youth involved in our programs. The Risk Management Guidelines are designed to assist adults chaperoning youth in handling accidents, illnesses, and emergency situations.

Orientation — Go to www.lsuagcenter.com for more information on how to receive a general orientation online.

Each event should begin with an orientation session that provides an overview of the program. During the orientation, event coordinators and key contact persons including those in charge of health and safety should be introduced. Emergency personnel such as doctors, nurses, EMTs, and first responders who are attending the event should be identified. Most 4-H agents have been CPR certified. This process is done to ensure that leaders know who is qualified to work with emergency situations if they arise. During the orientation, procedures should be shared on how to handle discipline, illnesses, injuries and emergencies.

Insurance

As a 4-H Club school or organizational leader, you will have the opportunity to purchase insurance for trips and activities at a very low cost. American Income Life Insurance Co. covers each registered member (leaders optional) while participating in or attending regularly approved and adult supervised group activities.

Health Form

Each 4-H member attending a 4-H event under 4-H supervision needs to have completed a 4-H Health Form with details of medical history and information. These forms also provide permission to administer certain types of medicines and get treatment. Volunteers and staff should be aware of any medical conditions present in children under their care; however, they should handle the information on the medical form discreetly.

First Aid Kit

A first aid kit should be available for use during 4-H events. It is recommended that the kit meet American Red Cross standards. Only designated personnel should administer treatment.

Medications

It is recommended, for 4-H events, that all medications be kept in a locked container in the chaperone's room. 4-H members should not be given any medication that is not indicated on the form unless the medication is prescribed or administered by a trained medical professional. If participants need further over the counter medication that are not included on the health form, adult leaders must obtain parental permission prior to administering any medications. If permission is given in any other form than the health form, the consent must be documented in a medical phone log.

Medical Log

All medical treatment and emergency actions taken must be kept in a log. The log will be kept with the chaperone in charge of health and safety. The adult leader is responsible to make certain that the action is logged.

Role of Nonemergency Personnel

In the event of a medical emergency, all nonemergency trained adult leaders must clear the scene of all participants. It is recommended that the adults lead the youth in an activity to focus their attention elsewhere.

Emergencies

In the case of an emergency, every effort should be made to contact the 4-H event coordinator immediately. Nonambulatory transportation is the responsibility of the 4-H event coordinator. Maps to the nearest hospitals should be provided. The child's health form should be accessible and kept with the child in an emergency situation.

Parent Communications

Parents should be informed of illnesses and injury requiring medical care. It's important that the individual contacting the

parent use care and empathy when talking to parents and guardians about medical situations. Staff should follow up after the event with the parents and the child.

Reports

Records should be kept on any medication dispensed or medical treatment given. These records should be kept as part of the event records. In addition, 4-H health forms should be kept for at least two years following an event. When an accident occurs, an accident report must be filed and sent to the appropriate individuals.

Social Media

Volunteers should refrain from posting photos of youth on their personal social media channels or 4-H program social media accounts unless the youth has provided written consent. Additionally, social media postings should not disclose sensitive or confidential information about an individual, unless the individual has given written consent to share such information. This may include medical information or other personal matters. Furthermore, volunteers using social media should be mindful of copyright and fair use laws, making sure that they have permission or authority to use content before posting it. Volunteers should refrain from communicating with youth via social media unless they receive permission from the 4-H program in which they serve as a volunteer. For more information on social media guidelines for volunteers, contact your local 4-H agent.

Glossary

4-H: The youth development education program of the LSU AgCenter Extension Service and the National Institute of Food and Agriculture. The program consists of a collection of access systems in which youth learn in-group settings or on their own. A number of activities and events enrich the program experiences for the learners.

4-H Club: An identifiable group of youth sanctioned by parish 4-H Office and the LSU AgCenter Cooperative Extension Service.

4-H Club Volunteer: An adult or older youth who provides support to a 4-H Club to complete the annual program plans and goals of the club. Roles may include: 4-H school leader, 4-H leader, organizational leader, organizational club leader, activity leader, junior leader or project leader.

4-H Member: Any youth who has completed an individual enrollment in an organized ongoing local 4-H Club or as a member-at-large. 4-H Club members must be 9 years of grade before Jan. 1 of the current club year and must not have passed their 20th birthday on January 1. Those who graduate from high school after being enrolled at the beginning of the club year and are active members during the club year will be eligible to compete in contests as permitted through the remainder of the club year ending July 31. High school graduates with live animal projects will be permitted to conclude their projects at the first

4-H School Leader: The school leader is responsible for serving as liaison between the organizational leader and the 4-H Youth Development agent. In addition, the school leader needs to insure that the organizational leader is coordinating the volunteer team by providing support, guidance and direction to 4-H members and the club. Educators within the school generally serve as a school leader.

4-H Volunteer: Any adult or youth recognized by extension as giving service to the 4-H program without salary or wages from extension.

4-H and Volunteer Enrollment Card: Detailed demographic data on individuals; including name, address, place of residence, age, gender and cultural background. Individual enrollments are required of 4-H members and volunteers who work directly with youth.

4-H Youth Participant: Any youth taking part in programs provided as a result of action by extension personnel (professional, program assistant and/or volunteer).

Activity Leader: A volunteer that leads and/or helps coordinate a club or parish activity. For example, an activity leader might help a group of youth coordinate a club fundraiser.

Camp Counselor: An older teen who volunteers to assist with the 4-H camp program for 4-H members. Counselors supervise campers throughout the daily 4-H camp activities, including cabin supervision, educational track activities, recreational activities and evening programs.

Demonstration: A method where a 4-H member shows and explains how to do something. Many parishes have contests for the members to use public presentation skills while showcasing the knowledge they have learned in their project.

Experiential Learning: The process by which an individual or group participates in a learning experience, responds to the experience, discusses and processes the experience in terms of past and present, and generalizes and applies the experience in terms of future situations.

Extension Office: Every parish has a parish extension office. These offices work together to provide the LSU AgCenter's extension programming to local citizens. Extension office, 4-H office and parish are used interchangeably throughout this publication.

Extension Regions: The LSU AgCenter is divided into geographical areas for administration of the LSU AgCenter's programs. Each area has a regional director and 4-H regional coordinator, who supervises and supports the local extension staff. See map on last page of this booklet to see in which LSU AgCenter region your parish belongs.

Junior or Teen Leader: An older 4-H member who assists adult volunteers of the 4-H club in carrying out the organizational duties of the club or who teach other members through projects or activities.

Life Skills: Life skills are abilities individuals can learn that will help them to be successful in living a productive life. The goal of youth programming is to provide developmentally appropriate opportunities for young people to experience life skills, to practice them until they are learned, and be able to use them as necessary throughout a lifetime. Through the experiential learning process, youth internalize the knowledge and gain the ability to apply the skills appropriately. (Source: Targeting Life Skills Model, Iowa State University Extension, November 1998)

LSU AgCenter: The land grant institution in Louisiana, Louisiana State University, designated by Congress to receive the benefits of the Morrill Acts of 1862 and 1890, which provided for college education for the working classes.

LSU AgCenter Extension: Extension provides practical, research-based information and programs to help individuals, families, farms, businesses and communities in Louisiana. Its mission in short is to help the citizens of Louisiana put knowledge to work, and improve the quality of their life.

National 4-H Week: The first full week of October is identified as National 4-H Week. The event recognizes 4-H youth and leaders nationally. Frequently this week is used as an opportunity to promote 4-H throughout your community.

Organizational Leader: A volunteer who is identified as the key contact for the 4-H club/group. They are generally responsible for enrolling members, securing 4-H project books, maintaining communications with the local extension office, and ensuring 4-H meetings run smoothly. Some clubs have several adults to share this duty; others may have only one. Also known as the organizational club leader.

Organizational Leader Report: Each club must fill out a monthly report listing the different members in the club and their activity. This report will be filled out by the clubs documentarian and then given to the program leader.

Parish 4-H Foundation: A parish group of volunteers chartered to raise funds from individuals, businesses, corporations and organizations to provide financial support for parish programs.

Parish Chair: An extension staff member responsible for program, staff and fiscal considerations within a specific parish extension office. The parish chair may serve a single parish or multiple parishes.

Project: A developmentally appropriate series of planned hands-on educational experiences leading toward achievement of learning goals, as established by the 4-H member.

Project Leader: A volunteer that is familiar with a project area and helps 4-H members learn and master skills related to that project.

Project Report: A member of the club will give a report on project based programs.

Two Deep Leadership: A minimum of two adults: at least two adults a minimum of 21 years old, and at least one adult who is a registered volunteer or an agent, is required for all events, meetings, trips and outings.

FREQUENTLY ASKED QUESTIONS (FAQ's)

- 1. Why do clubs have to have a certain number of members to be a 4-H Club?*
4-H is about helping youth develop into competent, caring and contributing members of society. The Louisiana 4-H Youth Development Program believes that this best occurs when there is a group of youth working and learning together. We value democratic decision-making, the use of committees, election of officers, group relationship building and group activities.
- 2. Can a 4-H member be dismissed for poor conduct?*
A child may be suspended or removed from 4-H if they break the 4-H code of conduct. All grievances will be reviewed by a committee on the local level, and on the regional and state level - if necessary.
- 3. What do the four H's stand for?*
Head, heart, hands and health. You use your head, heart, hands, and health all to better live your life.
- 4. What is a series of experiential learning experiences?*
The Louisiana 4-H Youth Development Program believes that it is important that young people have the opportunity to participate in a variety of "hands-on" activities. Each activity builds upon the knowledge and skills of the previous experience. 4-H experiential learning is planned by club officers and the project club leaders.
- 5. My club has a business meeting and we eat refreshments, but what is this about "hands-on learning?"*
A good 4-H meeting has three components: Social/recreation time (10 minutes), business meeting (10-20 minutes), and learning experiences (30 minutes). Of course, one meeting may have more or less time spent on any these components. But it is important that clubs provide opportunities for the members to have fun through active learning experiences. This is how children best learn, develop and gain new knowledge and skills. The 4-H Youth Development agent can help you with ideas on how to make your meetings both fun and provide a great learning experience. Your 4-H club agent can provide you with ideas on how to plan, organize and conduct hands on learning at club meetings.
- 6. What is a welcoming and safe environment for a club?*
All club meetings should be held at a location that 4-H members, parents/guardians, and volunteers may access and is safe from potential harm caused by others. A safe environment provides a secure haven for both physical and emotional well-being. A welcoming environment is one in which members feel that others are glad that they are in attendance at the meetings. Clubs can make their environment welcoming by making sure that everyone knows one another's name, conducting social recreation games, serving refreshments, valuing and respecting others opinions, having club rules and expectations on issues like "respect of others."
- 7. How often and when do 4-H clubs meet?*
Some clubs meet every week for a month or two and some meet once or twice a month all year long. Some clubs meet for an hour or two after school, in the evening or on Saturday. This depends on the club and what they want to do. 4-H clubs may organize any time of the year. Sometimes members have to be enrolled in a project by a certain time to be eligible for specific activities, events, or contest.
- 8. Where do 4-H clubs meet?*
Any place large enough which is convenient for the members of the group to meet. Meetings usually take place in central place such as a school, church or community center.
- 9. Who names a club?*
The members of the club do — with their leader's guidance.



Visit our website: www.LSUAgCenter.com/4H

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The LSU AgCenter and LSU provide equal opportunities in programs and employment.
